

**VC HMIS/PTH CES Steering Committee - Quarterly Meeting**

**February 15, 2023/9:30am - 11:00am**

**Human Services Agency - 855 Partridge Drive, Ventura**

**MS Teams**

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| **Items** | **Notes** |
| 1. Welcome / Introductions
 | Attendance: Chris Russell, Heidi Marine, Stefanie Robbins, Jennifer Harkey, Sam Hsu, Alicia Morales-McKinney, Amanda Cruz, Ramiro Guzman, Susan Whitewood, Sandra Tova, Jillian Flemming, Jessica Petrillo, Jason Gray, Annika Sumby, Dolores Suafoa, Laura Everest, Janeth Flores, Aisha Astacio, Kelly Brown, Jeffrey Carranza, Lauren Prater, Christina Reeves (Notes) |
| 1. CES Updates (Heidi)
 | * Heidi reported that some clients referred in HMIS don’t have updated CES entries such as the eligibility run and case worker information which is very important prior to sending the referrals. She also mentioned some clients were not exited in CES prior to being entered into a new Permanent Support Housing project, if you need support to help with that, please reach out to HMIS Support. Heidi also mentioned that it’s important to be notified in the change in case workers when the client is housed, we will need to know the move in date
* Heidi reported that numerous PSH units will be coming up starting in summer, and all 3 housing authorities are at near full capacity
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| 1. Training Updates
 | * Stefanie reported for BTD partner Rosie Walker training updates. HMIS has launched online “Just In Time” trainings for annual refreshers. They consist of 8 training modules on an online platform. When you are due for an annual refresher, you’ll receive an email to notify you, along with a guide on how to access the online platform, you are only required to take one of the modules as a requirement to keep your license active, but have access to all of them for reference, and take them as many times as you like, for as many times you like
* There are still new user trainings that are virtual, any document submission for new user training to be submitted can be requested through the HMIS Document Submission portal: <https://vchsa.org/hmis-submit/form/en>. You may also use this portal to submit documents for new users and especially when disabling users in which we require you within 24-hours of separation. You may submit it prior and can list the date when you want the user to be a disabled user
* Any support or questions you might have you can reach out through the HMIS Support mailbox: HMIS-Support@ventura.org
* Heidi reported the following trainings: Road to Case Conference virtual training that will be held every other month, Chronic Homeless Documentation training, next one will be held on February 22 @9:00am for 3 hours every other month and Vulnerability Assessment Tool Virtual Training, next one held on March 29th @9:30am quarterly
* Heidi requested that when a client is housed, we will need to know the move-in date, and mentioned that the Housing Authorities are at or near full capacity for EHV (Emergency Housing Vouchers)
* Aisha had a question on the training: Is the trainings Heidi mentioned emailed out to the group? Heidi answered: They are listed on the calendar on the CoC website, but they can be sent out. Sam provided the link in the chat: [https://outlook.office365.com/owa/calendar/CountyofVenturaHSA@countyofventuraca.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/CountyofVenturaHSA%40countyofventuraca.onmicrosoft.com/bookings/)

 Trainings will be added to the email blast every few months |
| 1. Site Visit Updates
 | * Stefanie reported that they are in the process of organizing site visits for the annual mandated meetings with HMIS Team and your site to make sure we are incompliance with HUD requirements, to go over site administration projects, project reconfigurations, workflows, data reporting, and any questions you might have. She also reported that she sent out a request for a sign-up genius sites to set up the appointments. Only half of the sites signed up, so she will be sending out appointment to the remaining who did not respond. She requested that if you are not able to make the appointment, to please respond to her as soon as possible to set up another appointment. The hope is to be wrapped up by May 2023
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| 1. Westview Village Referrals
 | * Heidi reported that there were 21 referrals to make at Westview Village. 3 were matched to 1-bedroom units, 18 were matched to 2-bedroom units. There were 23 match referrals, 13 households moved in, 2 were denied for over income, 1 withdrew to go into a treatment program, and the rest are in process. They are in need of 1 more back-up match referral to a 2-bedroom unit. Heidi shared a few pictures of the newly constructed Westview Village Complex in Ventura
* Chris requested that whenever one of your clients move into this complex that it gets reported to HMIS because it helps us know how many units are left
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| 1. Emergency Housing Vouchers Status
 | * Heidi report that Oxnard, Ventura, and Area Housing Authorities were awarded with Emergency Housing Vouchers (EHV). Oxnard was awarded with 46 vouchers, 47 accounted for, and has an 80.43% vacancy rate. Ventura was awarded 43 vouchers, 45 were accounted for, 16 currently leased, at a 37.21% vacancy rate. Area was awarded with 63 vouchers, 59 were accounted for, 28 vouchers are active, 31 are currently leased, they were provided with 7 client referrals to get EHV, with a 49.21% vacancy rate
* Chris requested communication and updates from the programs that are making referrals for people that have been matched to an EHV, he says it’s is critical, so that the clients can continue to get housing and not get dropped off the list, and because the numbers are off because challenges of tracking with the Housing Authorities
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| 1. Proposed Changes to Prioritization Policy
 | * Chris reported that the prioritization policy has not changed but have been slightly edited. He mentioned were creating a long list of people on the priority list with various vulnerability scores where people with higher VAT scores were being prioritized people were being continued to drop at the bottom of the list and were probably never going to be at the top. He mentioned some people were placed on the list years ago, and sit and case managers are gone, and providers need to take accountability for those clients by making updates. He explained that we really need to look at a medium of we likely could and can’t serve to give them other options of service. We assessed the parameters and other factors to determine a cut off so that people aren’t waiting on the list
* Ramiro shared a document “Changes to the CES Prioritization list for PSH Only” and reported the following edits:
* VAT Score threshold is established as 12 or higher because the data received was that most of the people that have been placed are at a 12 or higher VAT score. VAT score threshold will be revisited in the future if the prioritization list is not reduced to appropriate numbers
* Updates on clients are required every 90 days by case workers and will be contacted by HMIS Program Assistant Samantha Hsu via email
* Two notices will be sent to case worker for update. If no update on the status of the client has been provided, the client will be removed from the prioritization list. 2nd notice will include Supervisor and/or Manager for better communication
* Update on policy regarding the Chronic Homeless documents submitted through the document submission portal and will be posted on the CoC website.
* Chris mentioned that this document will be posted on the CoC website but can potentially put in the link so people can have access to it
* Aisha had a question: Is there a way when you close out a client if a new case worker can notate that they are being seen by another provider to make sure that they don’t get dropped at the 90 days?
* Heidi answered: You can notify us of the change of case workers and can also go into HMIS and update the CES entry and if there’s significant changes, you can close it out and create a new one under the new program they are being serviced by. Stefanie added that you can simply add a note of the change in CES
* Chat comment by Sam: Not every case worker has access to HMIS so we need to be informed if and when this happens. Chris offered the group to respond or disagree with these changes before moving on, nobody disagreed, so he mentioned that we will let the CoC partners know we are in agreement
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| 1. Chronic Homeless Documentation
 | * Stefanie reported that they have added a field for providers to add their contact information at the top of the forms, so that when they are submitted, the HMIS Team can easily find that information if they ever need to reach out for clarification
* Sam added when you’re looking at the Chronic Documentation form that you have the most current one, because the older version doesn’t have some information that is being tracked that she needs for reporting
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| 1. Roundtable Discussion
 | * Chris advised that since prices are going up everywhere, we are going to look at our fee schedules and might be increasing fees because of any cost that has been passed along by our vendors for any licensing fees etc. Not a significant increase
* Chris also advised that other providers might be able to change client social security number by other providers not only by the person who entered it, but it needs to be signed off by the CoC, this will be a new topic for the **next meeting that will be held on 5/17/2023 @9:30-11:00am** for approval
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