

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

**May 17, 2023/9:30am - 11:00am**

**Human Services Agency**

**MS Teams**

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| **Items** | **Notes** |
| 1. Introductions
 | Chris Russell, Stefanie Robbins, Heidi Marine, Rosie Walker, Ramiro Guzman, Sam Hsu, Jennifer Harkey, Alicia Morales-McKinney, Felipe Flores, Jillian Fleming, Espy Gonzalez, Magen Knight, Jeffrey Carranza, Susan White Wood, Amanda Cruz, Andrew Huizar, Juliana Cervantes Carranza, Mark Stadler, Dolores Suafoa, Dichele Harris, Aisha Astacio, Laura Everest, Sandra Tovar, Lauren Prater, Ninna Castellano, Christina Reeves (Notes) |
| 1. CES Updates-Heidi
 | * Heidi reported they are now putting out reminders at the beginning of the Pathways to Home (PTH) meeting, particularly about CES Entry/Exits reminders. She also stated that they are now matching for Permanent Support Housing (PSH) for clients at the meetings and reminded that when clients are housed, and when there are case worker changes it is important to notify HMIS/CES staff because it is closely monitored
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| 1. Training Updates-Rosie
 | * HMIS new user trainings are held monthly via MS Teams, a calendar is posted on the website for upcoming trainings. Annual refresher trainings are held online, and Sam is sending out email notifications 30-days prior to when the trainings due. The trainings are available for anyone and the HMIS Team is continuing to develop training videos for users to access
* Heidi reported that the “Road to Case Conferencing”, “Chronic Homeless Documentation” and “VAT Tool” trainings are held quarterly. She recommends new staff to take these trainings
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| 1. Site Visit Updates-Stef
 | * Stef reported that CES/HMIS is required by HUD to meet with every service provider annually. She stated there’s 35 providers and there are only 3 remaining site visits to attend for this year. She also reminded that the visits require a director or Program Manager participation
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| 1. Emergency Housing Vouchers Status-Heidi
 | * Heidi reported Emergency Housing Vouchers (EHV) are at or near capacity for all 3 of the Housing Authorities. There are 140 clients that have been prioritized for this EHV list, so they are no longer accepting any EHV referral packets or presentations for prioritizations at PTH meetings
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| 1. STEP UP- Heidi
 | * Heidi reported the STEP UP is a motel conversion Room Key project with 77 units. 75% will be used for the chronically homeless, and 25% will be used for literal homeless status. More information to come for the referral process and construction will start this month and anticipate completion by November or December 2023. Announcements will be made end of July and early August at PTH meetings. This location is in Thousand Oaks, and they preference is for Thousand Oaks clients, she provided the website for any questions **stepupinthousandoaks.com**
* Dichele question: For the 25% literal homeless status, will they still be going through the CoC? She stated that in the past they did not present for literal homeless and was wondering how that will look like moving forward. Heidi responded that they will still be going through the Coordinated Entry System (CES)
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| 1. Data Requests- Stef
 | * Stef reported that there have been quite a few external data requests from CES/HMIS, 3 were high level: LeSar- CEO contracted to do a gaps analysis, Abt Associates- PRK focused analysis, and Cal ICH- AB977 HHAP Project Configuration analysis
* Chris added that we share this high-level data request information because it impacts funding to our county
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| 1. VAT 1.8-

Heidi | * Heidi reported the VAT 1.8 tool roll-out occurred 5/1/23. There have been monthly meetings consisting of homeless service providers who had several suggestions and revisions to this tool. The revisions were approved, and the multi-disciplinary team (MDT) form was updated all were posted on the PTH channel and a mass email was sent to providers
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| 1. HUD’s Dissemination of info- Rosie
 | * Rosie reported a heads up on HUD HMIS data standard changes that occur every 2 years, that include whatever changes HUD decides as a necessary change pertaining to assessments, these changes always take affect 10/1 of every federal fiscal year. Training will be available soon to go over the changes.
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| 1. Roundtable Discussion
 | * Susan Whitewood from VCBH reported that they have 20 licensed HMIS users, and the administrative ask is a bit of a burden on their staff to housing case management in HMIS. Her thought was that maybe someone in HMIS can be assigned to this task to make sure the data quality is up to date, stating the ask is more than they can do.
* Chris responded that maybe there should be a deeper conversation about this topic and look at the reasons for the data entry and the mandates and figure out what their grants say they have to do for VCBH. He suggested that he and Jenn Harkey take a better look and set up a meeting offline to discuss an understanding of who should be doing what
* Rosie commented that providers who participate in HMIS and enter their client into their own projects are responsible for adding the information about the client
* Susan reported an example of where they were having difficulties is that they were contacted to enter a housing date for a client that was entered into their system after they were housed. VCBH was not the agency who housed them; therefore, it took 3 days to find out who housed them so they can enter that data and stated that they can’t make that kind of commitment to track down that information if it’s taking that long to get the information for someone they didn’t house
* Chris mentioned that they should meet offline and discuss if there’s maybe a training issue in which HMIS can surely assist with, but if it’s a capacity issue than it’s out of our hands because providers are mandated to enter into HMIS and it’s not on HMIS, but rather on their funding source
* Aisha requested to join the conversation so she can also touch base with specific concerns with her agency and would also like to work with the HMIS to come up with solutions regarding the data
* Chris announced that us being HMIS team can’t direct programs on how they can operate but can talk about requirements for the data.
* Stefanie to set up a meeting with HMIS team, Jenn, Susan and Aisha to discuss solutions
* Dichele had a question about prioritization list from CES updates that Heidi discussed: she needed clarification on clients that are being presented but not entered in HMIS. Heidi answered that there will be an email correspondence to the case workers to get a better understanding of what needs to be done prior to the presentation for PSH
* Rosie stated that it doesn’t necessarily mean the client is not in HMIS they were entered into the agencies project but were not entered into CES
* Dichele also asked what if the client doesn’t want to be entered into HMIS but still want PSH? Rosie mentioned that it’s easy to lock that person’s information, only if they are entered into the agencies project and sign the ROI, but however CES is an open system and would be challenging to keep them secure because their eligibility has to be run. Chris mentioned that Dichele’s question is something that we can look into further
* Susan mentioned there are housing resources int the community that don’t require CES or HMIS where you can apply directly. VCBH has a list that they share to clients that don’t want to share their information
* Chris mentioned that at some point information will need to be shared to find housing resources for the clients, because not one agency is encompassing enough to do it all by themselves. Jenn commented that there is a policy in place for someone who refuses entry into HMIS, can still be provided services, or be presented and can share that policy, but if it gets to a point where they make a referral or placement and they refuse to share information with the housing provider, most likely they won’t move forward for placement. This situation can be talked about it in a future meeting
* Aisha made a quick update that National Help Foundation Recuperative Care moved, the Ventura and Oxnard locations have been combined to a motel 6 location on harbor, with 38 beds and in a couple of months there will be 50
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