

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

**August 16, 2023/9:30am - 11:00am**

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

**MS Teams**

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| **Items** | **Notes** | **Action Items** |
| 1. Welcome/Introductions
 | Open Meeting/Introductions: Chris Russell, Stefanie Robbins, Heidi Marine, Ramiro Guzman, Samantha Hsu, Espy Gonzalez, Alicia Morales-McKinney, Jennifer Harkey, Felipe Flores, Dolores Suafoa, Ninna Castellano, Susan White Wood, Aisha Astacio , Dichele Harris, Jeffrey Carranza Kelly Brown, Amanda Cruz, Andrew Huizar |  |
| 1. CES Updates- Heidi
 | * From May-July 2023 there were 14 matches, and 75 singles, and 23 households prioritized for PSH as of July 27, 2023
* Started to post a Transitional Housing prioritization list that will be done monthly at PTH channel
* On PSH prioritization list, length of time homeless will be announced to case workers to record in HMIS. Columns will be added to the list for approximate date of homelessness and what their current length of time homelessness is.
* Resources will be shared to providers in a mass email so that everyone is getting the same information whether they attend the meeting or not.
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| 1. Training Updates- Stef
 | * Reported new user trainings are going well. Asked that users are participating in entire sessions or won’t get credit for the training and will have to reschedule for the next month’s session
* Looking to expand HMIS online training library and currently working on new user Case Management training for online as well.
* Asked for staff to complete the refresher training, will get a 30-day reminder, if staff don’t complete by deadline, the system locks and will have to be extended a week which can impact work
* Heidi reported that there will be an upcoming Chronic Homeless Documentation training Aug 23, 9-12pm.
* Jenn asked: Is Chronic Homeless Documentation training open to all or only to designated staff? Heidi answered: To all. Stef mentioned it’s on the bookings page for anyone to register, and emails will go out for optional trainings
* Chris reminded that if you have staff that utilize HMIS, to please encourage your team to adhere to the reminder emails for refresher trainings so their account doesn’t expire
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| 1. HMIS Data Standard Changes- Stef
 | * HUD HMIS Data Standard Changes happen every other year that take effect on October 1st. HMIS vendor is currently working on the changes to have them available on the training site in September. Training will be required and will schedule various sessions to accommodate users to be able to attend. It will go over changes in the workflow, and what fields are going to be different. Reminder to please continue to work on data quality.
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| 1. Potential Changes to VAT threshold- Ramiro
 | * Potential changes to the VAT threshold, increasing the VAT score to 50 from a 12. Changes should be coming in a couple of weeks. Chris clarified that there is a minimum score to be prioritized for PSH only.
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| 1. CES/HMIS Annual Provider Survey-Heidi
 | * Working together to develop an annual survey of 17 questions to be distributed the 2nd week of September and for 2 weeks to return the feedback. Feedback is welcome as it will help on HMIS and CES to analyze the data. Results will be shared. It’s to make sure the teams are getting the best from the system and it’s working well for everyone
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| 1. WellSky Upgrade-Stef
 | * HMIS vendor is currently WellSky, used to be Service Point and is working on converting all their product and gave HMIS a new facelift. All functionality and workflow are the same, looks new and fresh. Will be some time to change the training modules to reflect the new look, only difference is on side panel will have the “Point” taken off.
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| 1. Roundtable Discussion
 | * Dichele asked if there was a roll out of the prioritization for the Step-Up roll out. Heidi answered that there will be an announcement at the PTH meeting of the criteria for the 25%.
* Jenn reported that the CoC has been meeting with the Step-Up team every couple of weeks and reported that there will be a preference for Thousand Oaks residents, residents at PRK at Premiere Inn might qualify, priority is not only for vulnerability but also for length of time homeless and severity of need. She mentioned that all 3 factors will be taken into account even if they are in literal homeless status. The program will be a low barrier program, and a 2nd screening process will be done for an eligibility after they are prioritized, and there will be onsite case management.
* Dichele asked if there will be a barrier of financial fiscal responsibility for court fees that will impact their eligibility? Jenn said that she will ask the Step-Up team and will get back to her.
* Chris reminded that there will be more projects coming up and announcements will be made through PTH.
* Jenn mentioned Susan’s comment in the chat “20 units at step up will be restricted for clients diagnosed with mental illness and connected w/VCBH (in addition to homelessness and <30% AMI)” and added that some of the units will be dedicated to Behavioral Health clients and reminded providers to document all disabilities the client has as they might be eligible for those units.
* Stef also mentioned another comment from Susan in chat “CARE Court participants will be prioritized for those 20 units starting in 2025”
 | Jenn to ask Step-Up team if court fees will impact eligibility |