VENTURA COUNTY
CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, November 9, 2022
3:30pm-5pm

Zoom Meeting ID: 895 1247 6256
https://us02web.zoom.us/j/89512476256

1. Call to Order

2. Board Comments

3. CoC Staff Comments

4. Public Comments: Public Comment is an opportunity for the public to participate in public meetings by addressing the Ventura County Continuum of Care Board in connection with one or more agenda or non-agenda items. This meeting is subject to the Brown Act and public comments may be submitted by using one of the following options:

   Email in advance of the meeting: If you wish to make public comment on an agenda item via email, please submit your comment via email by 4:30pm on the day prior to the Board meeting. Send emails to: venturacoc@ventura.org Please indicate the agenda item you would like to speak on if relevant and whether you would like your message read by staff or you will be participating and would like to provide your comments during the live meeting.

   During the meeting: Participants may use the chat function in zoom to indicate they would like to make a comment. Staff will call on participants during the public comment section of the meeting or during specific item following staff presentation of the item.

Continuum of Care Governance Board Business

5. Approval of Board Minutes from October 12, 2022.

6. Approval of the 2023 Ventura County Homeless Count Implementation Plan and launch the volunteer recruitment efforts in preparation for the 2023 Homeless Count and Housing Inventory Count.

7. Receive and file the State Homeless Housing Assistance and Prevention (HHAP) Program Round 4 Letters of Intent received.

8. Receive an update on American Rescue Plan Act (ARPA) funding, State Homekey projects and the Ventura County Project Roomkey re-housing strategy.

9. Receive and file the Ventura County Homeless Management Information System and Pathways to Home Coordinated Entry System updates, statistical data and current priorities.

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Meeting Minutes
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1. Call to Order: Dawn Dyer, CoC Board Chair, called the meeting to order at **3:32 pm**

   Board Members: Susan Englund, Dawn Dyer, Mara Malch, Michael Nigh, Emilio Ramirez, Kevin Clerici, Dr. Sevet Johnson, Ingrid Hardy, Carolyn Briggs, Nancy Wharfield, Pam Marshall
   Absent: *Many Minjares*

   Staff: Jennifer Harkey, Christy Madden, Stefanie Robbins, Felipe Flores, Alicia Morales-McKinney

   Public Attendees: Elizabeth R. Stone, Paul Drevenstedt, Stefany Gonzalez, Kendra Berry, Jack Edelstein

2. **Board Comments:**

   -Ingrid Hardy shared that a request for proposals (RFP) was released for the City of Thousand Oaks on Friday 10/7/22 for the navigation center.

   -Dawn Dyer, Board Chair, reported that the Ventura County Housing Conference "Reconnect" will be held 10/13/22 at the Ventura County Office of Education Conference Center from 7:30-12:30PM; the link for registration or to sponsor was shared in the chat.

   -Nancy Wharfield from Gold Coast Healthcare Plan (GCHCP) announced their Homeless Housing Incentive Program (HHIP) is in flight, with the most essential part of the project being information sharing. Jennifer Harkey will be following up with David Tovar and they would like to know who is served by the CoC in order to refer in and get aggregate data in order to track the effectiveness of the program.

3. **CoC Staff Comments:**

   -CoC Staff shared that a signed letter of support is in place with GCHCP with a HHIP/CalAIM focus for Permanent supportive housing (PSH) and street outreach teams.

   -Release of an RFP to solicit vendors to work on the conversion project of 1400 Vanguard Dr, Oxnard to a PSH & recuperative care facility. Available on county website Ventura County Continuum of Care – Ending Homelessness in Ventura County (venturacoc.org)

   -Release RFP to solicit consultant to do a county wide assessment on homelessness to identify strengths, weaknesses, and gaps. Offered partnership to cities if they would like to partner for jurisdiction specific recommendations, recommendations are due November 11,2022. Will go Board of Supervisors for approval during the first meeting in December.

4. **Public Comments:** There were none

<u>Continuum of Care Governance Board Business</u>

5. **Approval of Board Minutes from September 14, 2022.**
     Pam Marshall requested an edit to the attendee's portion of the document. She was present at the meeting, and it was not reflected as such. She then motioned to approve the minutes with that amendment. The motion was seconded by Dr. Johnson. Dawn Dyer abstained. Motion passed.

6. **Approval of the VC CoC Project Rankings and Funding Recommendations from the VC CoC Data Committee to be included in the FY22 U.S. Housing and Urban Development (HUD) Continuum of Care Special Notice of Funding Opportunity (NOFO) Consolidated Application to Address Unsheltered Homelessness.**
     The VC CoC Data, Performance &Evaluation Committee met on 9/28/22 to review the previously presented scoring and ranking on new VC CoC applications for the FY22 Housing and Urban Development (HUD) CoC Special Notice of Funding Opportunity (NOFO) to address unsheltered homelessness. This is a competitive grant with $4,295,175 in potential eligible funds. Four applications were received through the RFP process, three of the four projects met the adopted 75 point or above threshold set by the committee. Three projects to move forward with proposals:
     - Many Mansions, Central Terrace PSH – to support 35 new units.
     - Mercy House, Casa Aliento PSH – to support 40 new units. Which was reduced to $2,096,488 to exclude proposed scattered site lease payments as there was not an existing landlord identified or in place and the committee believed this would diminish the overall competitiveness of the grant application.
     - Step Up in Thousand Oaks PSH – to support 20 new units.

The fourth application from VC Behavioral Health (VCBH) was to provide Supportive Services Only for Coordinated Entry (SSO-CE) did not meet the threshold based on the rank and review process. The VC CoC Data Committee recommended that the VC CoC Staff hold workshops going forward to assist partners in creating proposals prior to submission of the VC CoC to ensure completeness.
Recommendations for Approval:
-Approve the inclusion of three new project applications in the FY22 HUD CoC Special NOFO Consolidated
 Application: Many Mansions Central Terrace PSH, Mercy House Casa Aliento PSH, and Step Up in
 Thousand Oaks PSH, based on the attached funding recommendations;
-Approve the final project ranking of all new project proposals;
-Authorize VC CoC Staff to submit the final consolidated application to HUD by October 20, 2022.
 No Board questions or comments. Public comment was asked if all these units were going to be matched by Coordinated Entry System? VC CoC staff confirmed that yes, all units are matched through the CES process. The motion to pass was presented by Carolyn Briggs; Seconded by Ingrid Hardy. Motion passed unanimously.

7. **Review and Approval of the State Homeless Housing Assistance and Prevention (HHAP) Program Round 4 Timeline and Authorize Updates, Release Letter of Intent to Apply for HHAP Round 4 and Submit the Application to the State by November 28, 2022.**

The California Interagency Council on Homelessness announced the availability of Homeless Housing, Assistance and Prevention (HHAP) Program Round 4 grant funding on September 30, 2022. HUD is basing allocation of the $1 Billion dollar block grant funds to communities off of their last certified Point In Time count numbers, 2022 numbers to be completed I December. Based on this the estimated amount the VC CoC will be allocated is $4.8 Million. HHAP applications will be due to the State on November 28, 2022. A Letter of Intent (LOI) is to be released for this grant in lieu of an RFP with a release date of October 13, 2022 and a due date of November 3, 2022. Local funding priorities previously approved by the VC CoC Board: Delivery of Permanent Housing, Operational Subsidies, Prevention and Diversion, Rapid Re-Housing, Interim Sheltering, Coordinated Entry System Supports, Services Coordination, Improvements to existing emergency shelter, and Street Outreach. Also has a 10% youth set aside portion and administration costs of 10% as well. A Recent three-year analysis of our system shows an 8% of return to homelessness. VC CoC staff would like to increase a focus on Services Coordination to support housing retention to be included in as a sixth priority in the PRF request to garnish extra points in scoring. Data shows that we have been fairly low in that area with the previous three HHAP rounds of funding. Previously only the first five listed priorities were given extra points in the rank and review process. Before submitting the application, we will need to prepare the application to including: Evaluate three years of system performance metrics data to identify trends, conduct a needs/gaps analysis aligning with system performance metrics trends, update outcome goals and measures, update Landscape Analysis, update Strategies, prepare planned expenditure categories and strategic intent, and complete the Application Narrative. A breakdown of the overall awarded HHAP rounds 1-3 funds ($10,379,899.58) were shown. Board Chair, Dawn Dyer asked a clarifying question as to why our interim sheltering funds spent were so high at nearly $4 million, was it attributed to COVID? VC CoC stated that it could be, and we also saw a new motel sheltering model that was not standard before HHAP funding. We also partnered with Cal State University Channel Islands in HHAP 3 and Interface Children and Family Services for these type of projects with the flexible funds. Nancy Wharfield asked what a "good county" looks like for returns to homelessness? VC CoC staff identified 5% as being the current threshold. Dr. Johnson requested to know the amount spent on homelessness prevention (HP) in totality and what does that cover? She thinks that working upstream may be beneficial, as she has seen successful models in that facet. Would like a report back to see what our data is relative to other counties to see what percentage we should be targeting. VC CoC staff did ask HSA staff to provide a report to the Board in November that will include some of this data and what the gaps are. HP grant funding VC CoC grant HP is not an allowable activity. The California Emergency and Solutions and Housing and Emergency Solutions Grants have been very limited for under $500,000 per year with limited amounts of those grants allowed toward HP.

Recommendations for Approval:

1. Approval of the local HHAP-4 grant timeline;
2. Authorize VC CoC Staff to apply for HHAP-4 grant funding and update the Landscape Analysis, Funding Analysis, Planned Expenditure and Strategic Intent, Strategies, Outcome Goals and

Narrative Responses;
3. Adopt and re-affirm the local funding priorities for HHAP-4;
4. Authorize VC CoC staff to release a Letter of Intent October 13, 2022 with a due date of November 3, 2022;
5. Authorize the solicitation immediately following Cal ICH allocation announcement.

Board Comments:

Nancy Wharfield mentioned that GCHCP will be willing to partner in any efforts that may be available. Dawn Dyer asked what other supports can be offered to the VC CoC team by the board. VC CoC staff made mention of the importance of the funding priorities, was a large piece to it in shaking out the needs in our community. We are thankful for the feedback on that.

Motion to approve made by Dr. Nancy Wharfield and seconded by Dr. Sevet Johnson. All were in favor with none opposed or abstained. Motion passed.

8. **Receive a Report on the 2022 Racial Disparities Assessment and Provide Input and Direction on Staff's Recommended Actions to Ensure Racial Equity in the Homeless Assistance and Housing Programs in the Ventura County Continuum of Care.**

The VC CoC strives to provide equitable access to housing and homeless service programs by monitoring outcomes, expanding outreach and developing more diverse partnerships within the community. Recent Homeless Management Information System data pulled shows that as of September 30, 2021 there were 1,927 people utilizing homeless services within our County; of that population the Black or African American population is disproportionally over represented at 6.7% compared to the 2% in the overall population. The Asian or Pacific Islander population is underrepresented at 5% compared to those living in poverty. When ethnicity was evaluated, it showed that people identifying as Hispanic or Latino are overrepresented in the PIT count at 60% as compared to the 40% overall population, and in HMIS data reports that 50% of those utilizing the system are identifying as Hispanic or Latino. HUD is continuing to encourage communities to assess whether there are racial disparities in the provision of services or outcome of homeless assistance, and if present, demonstrate a plan to address such disparities. With that the VC CoC is recommending the following actions be taken:

1) Create messaging targeted at local governments and the public that shares best practices to serve all homeless individuals and families, including LGBTQ+, youth, veterans, mentally ill, seniors and those who are disabled.

2) Add training and education on the topics of racial and ethnic diversity, including gender equality, for homeless service providers and organizations participating in the VC CoC.

3) Provide outreach to organizations that are led by Black, Latinx, Asian, Pacific Islander, Native and Indigenous people and LGBTQ+ that support the goal of preventing and ending homelessness.

4) Continue collecting data to evaluate CoC funded projects and determine which programs need to provide equal access and/or more diverse services. Collaborate with local universities, such as California State University Channel Islands, to assist with this research.

5) Increase access for those with limited English proficiency including building bi-cultural partnerships with agencies and organizations serving this population.

6) Conduct further research on the different subpopulations experiencing homelessness to determine the housing needs among them.

7) Solicit client stories across all demographics, subpopulations, including the LGBTQ+ community, to celebrate program success, highlight needs for affordable housing, advocate for additional resources and impact decision making.

November 12th – 20th, 2022 is National Hunger and Homelessness Awareness week that will house different events and marketing to highlight awareness in our community with more to come on those.

Board Comments: None
Public comments in chat:
1) "43% identify as 'caucasian' or 'white'- the balance are other races or more than one race so there is almost an equal anglo to latinex percentages".
2) "People with Mental Health Concerns" in place of "Mentally Ill", please

Not looking for Board action, just a receive and file item.

9. **Receive a Report on VC CoC Board Member Nominees and Approve the VC CoC Nominations Committee Recommendations to Fill Four (4) Board Seats, Effective January 1, 2023.**

Four selections to fill Board seats effective January 1st,2023. Nominations committee was comprised of CoC Board Chair Dawn Dyer, VC CoC Vice Chair Many Minajres and CoC Board member Kevin Clerici. Terming off in December 2022 are Susan Englund in the non-profit sector, Carolyn Briggs a community advocate and Pam Marshall with lived experience. The sectors of the departing board members are areas that the nominations committee was looking to as a priority for the nominations committee in identifying new members. The fourth seat is being filled as a result of the vacancy unexpectedly left by the passing of Supervisor Carmen Ramirez. Eight applications were received in total.

The four nominations recommended to fill the seats are:

1) Stefany Gonzalez has a recent history of lived experience of homelessness and serves as housing navigator for the United Way of Ventura County's Landlord Engagement Program. Ms. Gonzalez has a Master's in Social Work and is currently pursuing a license to become a Licensed Clinical Social Worker.
2) Jack Edelstein serves as a member of the Ventura County Community Foundation (VCCF) Board and has been actively involved in philanthropic work, including Food Share fundraising, securing business assistance grants for those in need, and set up a local community of free mental health support through the "Give an Hour" organization.
3) Juliana Gallardo is a project manager with People's Self-Help Housing and has prior work experience at Many Mansions and the Housing Authority of San Buenaventura. Ms. Gallardo currently serves on the Housing Opportunities Made Easier (HOME) Board of Directors and has over 10 years of experience as an affordable housing professional.

4) <u>Paul Drevenstedt</u> is the Assistant Public Defender for the County of Ventura. The Department's mission is to ensure equal justice for clients, including those without stable housing. He represents the office in Community Intervention Court where government agencies and organizations connect clients to needed services. Their office also represents clients in Homeless Court, giving unhoused persons an opportunity to engage in community service or treatment to dismiss or reduce fines and fees. Paul is fluent in Spanish and is also a Gulf War Marine Core veteran.

Board Comments:
-CoC Board Chair acknowledged that it will be a great loss of the three ladies terming off and commends and appreciates their efforts to ending homelessness in the County and their contributions made to the board. She continued to open the floor for the applicants to introduce themselves all present did so, Juliana Gallardo was not present.
-Carolyn Briggs shared that she is thrilled with the selection of nominees.
-Pam Marshall shared to new members that they will have a lot of support from the Board and Staff in learning how to effectively help homeless people as it has a very steep learning curve. Welcome to you all.

Motion to approve recommendations made by Carolyn Briggs, seconded by Susan Englund. All in favor motion carried.

Elizabeth Stone made a request for final public comment, acknowledged, and approved by VC CoC Board Chair Dawn Dyer: She is really excited about the presentation on HHAP. The Data Committee is doing a lot of work and is looking forward to working on these metrics and seeing the gaps on the street for engagement. People have been accustomed to being in programs where there is no participation, so people are less likely to engage in paying rent after services are ended. Attended a training that really emphasizes partnership between PH and supportive services. Looking for support from this board around ways to look at novel programs to address that. Also wanted to highlight and raise the work that the VC CoC staff has to do around many programs and details. Staff is often received less than proficient RFP's and is frequently going back and forth in order to craft effective responses. People with connections to the communities that have ideas on how we really support providers in addressing the RFP would free up staff to be more visionary and would likely be more effective.

Board Chair Dawn Dyer asked VC CoC staff to let her know if that kind of guidance would be helpful that this board could offer. VC CoC staff stated that there was a recommendation by the VC CoC Data Committee for a technical assistance workshop to be held in the future surrounding these special Notice of Funding Opportunities. This would likely take more staff time on the front end, but may be well worth it.

Jack Edelstein invited in chat all to attend the Housing Conference at VCOE on 10/13/22.

Meeting Adjourned at 4:43pm.

November 9, 2022

CoC Governance Board

SUBJECT: Approval of Ventura County 2023 Ventura County Homeless Count Implementation Plan and launch volunteer recruitment efforts in preparation for the 2023 Homeless Count and Subpopulation Survey and Housing Inventory Count to be reported to U.S. Department of Housing & Urban Development (HUD) no later than April 30, 2023.

Background: Annually, the Ventura County Continuum of Care (VC CoC) staff and volunteers conduct the annual Point in Time Count and Subpopulation Survey of homeless persons throughout the county. This one-night survey of sheltered persons and one day count and survey of unsheltered persons results in a snapshot report of one day of homelessness across the community. Accompanying this report is the annual Housing Inventory Count of all emergency shelter, transitional housing, rapid re-housing, supportive housing and other housing dedicated to homeless persons. These reports are submitted to the U.S. Department of Housing and Urban Development as part of the requirements of receiving HUD Continuum of Care funding. These reports help to inform the VC CoC Board as well as other stakeholders in the community on the need for resources within the community as well as trends in the populations experiencing homelessness. Data collected is also being used by the State of California in allocating state funding for homeless assistance and housing programs.

Discussion: The attached 2023 Implementation Plan includes the HUD-approved methodology for conducting the annual homeless count and subpopulation survey. The VC CoC staff coordinate the efforts with leads in each city and the unincorporated areas of the county. These community leads assist with recruitment of and training of community volunteers who will canvass the community on the early morning of January 24, 2023 until the early afternoon hours. The goal is to have comprehensive coverage of the community and work with law enforcement and homeless service providers to identify areas where volunteers should be deployed. Volunteers go out in teams of two to survey individuals and will use the County of Ventura's ArcGIS mobile app to collect survey data. Volunteers are also able to collect surveys by observation if the participant is not willing or unable to participate in the voluntary survey. Community leads will identify areas such as homeless encampments that require trained service providers with the support of law enforcement to collect surveys. These locations may be surveyed on a day following the count within a 7-day window of January 23, 2023. Service site locations may also be surveyed in the 7-day window following the count. The sheltered portion of the count is primarily reported through the Homeless Management Information System (HMIS). Shelters and Transitional Housing programs that do not participate in HMIS will be asked to collect survey data that is aligned with the data in HMIS.

VC CoC staff work with all housing and shelter providers to collect data for the Housing Inventory Count (HIC). This report includes the utilization of all programs on the same night as the Point in Time Count. This reporting is one of the reasons staff emphasize the need for complete HMIS coverage of these projects, including privately funded shelters. Domestic violence programs are reported outside of HMIS and data is included in the HIC.

Recommendation: Approve the 2023 Homeless Count Implementation Plan

The Point-in-Time Homeless Count and Survey Implementation Plan

The Ventura County Homeless Count and Survey for sheltered persons will take place on the night of January 23, 2023, The unsheltered count will take place on the morning of January 24, 2023, surveying persons who were unsheltered the night of January 23, 2023.

The Point-in-Time (PIT) Homeless Count and Survey Implementation Plan (Plan) consists of three parts: I) activities prior to the night of the count; II) activities during the night of the count; and III) activities after the night of the count.[1]

I.   Activities Prior to the Point-in-Time Count:

a. Point-in-time count must be carried out on one night during the last 10 days of January

The U.S. Department of Housing and Urban Development (HUD) requires that a count of sheltered and unsheltered persons who are homeless (as defined in Appendix A) must be carried out on one night in the last 10 calendar days of January unless a request to count outside of this period of time is granted by HUD.[2]

b. Ensure that the sheltered and unsheltered count occur during the same time period

HUD states that

> "A critical step to ensuring that the same number of persons is reported on the HIC and the PIT is to conduct both counts during the same time period. HUD requires that CoCs identify the date on which the count was conducted; however, the term 'night' signifies a single period from sunset to sunrise, which spans two actual dates. The 'night of the count' begins at sunset on the date of the count and ends at sunrise on the following day, as shown in the illustration below."[3]

It is important to note that "HUD strongly recommends that CoCs conduct the sheltered and unsheltered count, and the HIC, at the same time."[4]

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[1] "CoCs must designate a single night for their count so that the sheltered and unsheltered counts, as well as the Housing Inventory Count (HIC), are all based on the same night (HUD Point-in-Time Methodology Guide)."

[2] "Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program," August 4, 2016, p. 18.

[3] Ibid., p. 20

[4] HUD Point-in-Time Count Methodology Guide

c. **Guarantee the point-in-time count accurately reflects the entire geographic area**

HUD states that:

"In some CoCs, there might be geographic areas that CoCs are not required to incorporate into the count. These might include deserts, dense forests, and other remote locations that are uninhabitable by people. Additionally, there are some areas where the CoC may have counted for several years and found no persons experiencing homelessness. In making the decision to exclude some geography, it is important that CoCs discuss these regions with people knowledgeable about the areas, and then document the decision-making process that is used to decide if a specific area will not be included in the PIT count. Areas that are excluded from a CoCs unsheltered count should be identified in the CoC's PIT count plan that is approved by the CoC governing board. CoCs should be prepared to provide this information to HUD through HUD's CoC Program Competition."[5]

d. **Organize the point-in-time count by geography**

Organizing the point-in-time count by geography will consist of the following four actions:
a. the county will be divided into organizational regions;
b. the organizational regions will be divided into planning communities;
c. the planning communities will be divided into implementation areas; and
d. the implementation areas will be divided into count zones.

e. **Organizational regions will be divided into planning communities**

Planning communities will consist of incorporated cities and unincorporated areas.

Cities:
- Fillmore
- Simi Valley
- Thousand Oaks
- Moorpark
- Camarillo

- Ojai
- Oxnard
- Port Hueneme
- Santa Paula
- Ventura

Unincorporated areas:

- Piru
- Casa Conejo
- Casitas Springs

- El Rio
- Meiners Oaks
- Mira Monte

f. Planning communities will be divided into implementation areas

Each of the planning communities will be divided into implementation areas which will be designated as Red, Yellow, or Green Areas according to the definitions below:

- **Red Areas** will be defined as implementation areas where there are no homeless persons as determined by local community representatives and stakeholders;

- **Yellow Areas** will be defined as implementation areas where only professional outreach workers might go. These areas may prove too difficult to cover and/or unsafe for volunteer counters, such as community representatives or stakeholders, in their effort to count and survey homeless persons. Immediately prior to, or immediately after the count, local professional representatives involved in the homeless count such as law enforcement or street outreach workers will verify if homeless persons lived in these areas and determined the number of homeless persons who will be included in the count;

- **Green Areas** will be defined as implementation areas where homeless persons can be found as determined by local community representatives.

All the incorporated cities in the county, along with significant areas within their surrounding unincorporated territory, will likely be identified by local key person teams as Green Areas.

g. Implementation areas will be divided into count zones

Implementation Areas that were designated as Green Areas will be divided into Count Zones. Teams of Counters will be deployed to designated count zones within each of the Green Areas. Teams of Counters will not be deployed to Yellow or Red Areas.

h. Coordinate the Count and Subpopulation Survey

Coordinating the count and subpopulation survey will include implementing the following activities in each local Planning Community: 1) establishing a key person team; 2) distinguishing areas within the planning community where homeless people live; 3) identifying places where homeless people live within the identified areas; 4) identifying places where homeless people receive social services; 5) raising public awareness and community involvement; and Implementing the Count and Subpopulation Survey.

1. **Establishing a Community Key Person Team**

A Community Lead will be established for each planning community (city and unincorporated areas) and consist of representatives from public and private organizations who are knowledgeable about homelessness and where homeless persons live. Such key persons will include representation from business, civic, educational, faith-based, law enforcement, local government, neighborhood, and nonprofit organizations. Homeless and formerly homeless persons will also be encouraged to join.

2. **Distinguishing Implementation Areas within the Planning Community**

Each Community Key Person Team will distinguish implementation areas within their planning community where homeless people can be found. Such areas will include a quadrant or section of a city or unincorporated area or an entire neighborhood. Those sections of the planning community where homeless persons could be found will be designated as Green Areas. Conversely, those sections where homeless persons are known not to live or spend time will be designated Red Areas.

3. **Identifying Verifiable Places where Homeless People Live/Congregate**

Each Community Lead will also identify specific locations where homeless people live and/or congregate within their designated Green Areas. Such places will include abandoned buildings, commercial areas, parks, sidewalks, vacant lots and vehicles. Known encampments will also be specifically identified within Green Areas. Other places may include a whole neighborhood or a specific length of a street. Such information will be kept confidential.

4. **Identifying Places where Homeless People Receive Social Services**

Each Community Lead will also identify non-residential locations and/or programs where homeless people go to receive social services and other forms of assistance. Programs will include locations that distributed packaged food and/or clothing, serve meals, and provide shower or laundry services, including those operated by faith-based organizations. Other program sites will include those that were known to provide domestic violence, health care, mental health care, substance abuse, transportation, and veteran services for homeless persons.

5. **Raising Public Awareness and Community Involvement**

The primary purpose of raising public awareness and community involvement will be to recruit volunteers to help implement the count in each planning community. Volunteers will be recruited both locally and countywide from a wide-range of sources including city and county employees, homeless service providers, other social service agencies, non-profit organizations, faith-based institutions, local businesses, civic organizations, educational institutions, currently and formerly homeless individuals and other interested community stakeholders.

Flyers and other materials will be developed for distribution at community meetings and forums, media outlets and various public facilities, service locations, churches, college campuses and other public locations. A project website will be established with general project information and volunteer outreach materials. Volunteer registration will also be promoted through the web site during the months leading up to the day of the count.

Community involvement will include creating teams of volunteers to count homeless persons in designated Green zones. Teams will include persons who are involved in community service or interested in community service. Teams will also include persons who have considerable exposure as well as little exposure to homelessness.

   i.   **Establish a methodology consistent with HUD requirements**

HUD requires that point-in-time counts "be conducted in compliance with HUD counting standards and related methodology guidance, as described in HUD's *Point-in-Time Count Methodology Guide* available on the HUD Exchange.[6]

   Unsheltered Count:

HUD requires Continuums of Care (CoC) to indicate the methods used to count unsheltered homeless persons in the annual Continuum of Care Program application which include those listed below. The methods checked will be those used to complete the unsheltered count.

   Night of the Count Complete Census: The CoC canvassed the entire geographic area covered by the CoC.

   Night of the Count Known Locations: The CoC canvassed only specific neighborhoods, blocks, census tracts, or other geographic areas within the CoC to count unsheltered homeless people staying in those locations.

   Night of the Count Random Sample: The CoC identified all geographic areas in the community where people who are unsheltered might be located and selected a random sample of these areas to canvas. The CoC then extrapolated the data from the random sample to derive the unsheltered count estimate.

   Service Based Count: The CoC surveyed people at various social service locations or other public or private locations to identify people who were unsheltered, but not counted, on the night of the count (either because CoCs did not use a night of the count approach or because unsheltered people were missed on the night of the count). In order to obtain an unduplicated count, every person interviewed in a service-based count must be asked where that person was sleeping on the night of the most recent count.

HMIS: CoCs may use HIMIS with their street outreach to survey people within the geographic area.

HUD also requires Continuums of Care (CoC) to note what approaches were used to collect demographic and subpopulation data for unsheltered homeless persons and to report those approaches used in the annual point-in-time chart due to HUD during the spring through its Homelessness Data Exchange (HDX) website. The approaches checked below will be those used to complete the unsheltered count.

Surveys/interviews of people identified as unsheltered on the night of the PIT count

Surveys/interviews of people identified as unsheltered on the night of the PIT count, but completed later:

Surveys/interviews of people identified within 7 days following the night of the PIT count night who may have been unsheltered on the night of the PIT count (e.g., "service-based" surveys at locations where people who are homeless go for assistance

HMIS data from street outreach and/or other providers

Other (Please Specify)

In regards to the survey/interview, HUD also asks that CoCs verify in HDX whether "all people who were encountered during canvassing on the night of the count or during post night of the count PIT activities asked to complete a survey/interview." The answer is "yes" and will be reported to HUD in HDX as follows:

All people encountered were surveyed.

Also, in regard to the survey/interview, HUD also asks that CoCs verify in HDX the information or method(s) "used to produce an unduplicated total count of homeless people across your sheltered and unsheltered populations."

☒ **Comparison** of personally identifying information (PII), such as name, date of birth, and Social Security Number

☒ Comparison of unique client identifiers (not PII)

In order to ensure data quality collection, HUD requires that CoCs engage

"in activities to reduce the occurrence of counting unsheltered homeless persons more than once during a PIT count. These strategies are known as deduplication techniques. Deduplication techniques should always be implemented when the PIT count extends beyond a single night or when the PIT count is conducted during the day at service locations used by homeless people as well as at night shelters."[7]

Within the annual CoC Program Application, HUD lists steps and asks that CoCs select those steps "taken to reduce the occurrence of counting unsheltered homeless persons more than once during the PIT count." The steps checked below will be those used to ensure persons are not counted more than once.

☒ Training: The CoC conducted training(s) for PIT enumerators or CoC staff;

   Blitz Count: The CoC used a "blitz" approach, or a one-night count that was completed on the same night as the sheltered count, where the CoC counts persons experiencing homelessness at a time when it is unlikely they would be counted more than once by different counters (i.e., late in the night or early in the morning);

☒ Unique Identifier: The CoC used a unique identifier, such as a combination of date of birth, first and last name initials, or gender assigned to unsheltered homeless persons to ensure accuracy of data collected;

☒ Survey Question: The CoC asked specific survey question(s) of each participant, including asking if they have already been interviewed, to ensure accuracy of data collected; or

☒ Enumerator Observation: The enumerator(s) recorded observations of unsheltered homeless persons that assisted in ensuring the data quality.

Sheltered Count:

HUD requires CoCs to update their Housing Inventory Count (HIC) and identify all projects listed as emergency shelter (ES), Safe Havens (SH), or Transitional Housing (TH) because all persons residing in these projects should be included in the sheltered PIT count. Any new projects should be added and any projects no longer in existence should be deleted.

HUD States that

"For the sheltered count, preparations should begin as early as practical to identify and confirm emergency shelter, Safe Haven, and transitional housing projects in the CoCs that should be included in the PIT count. These are the same projects CoCs must inventory and include in their HIC. CoCs should review their HIC to ensure that they are including all

projects listed in the count. On an ongoing basis, but minimally when updating the HIC, CoCs should seek to identify any new projects to ensure the HIC is a complete inventory, including projects that might not have been on the previous year's HIC because they are new or have not cooperated with the CoCs in the past."[8]

The unsheltered count and survey instrument will be used to collect required data for those emergency shelters, safe havens, and transitional housing programs that do not participate in HMIS including those that serve survivors of domestic violence.

HUD also requires Continuums of Care (CoC) to indicate the methods used to count sheltered homeless persons in the annual Continuum of Care Program application which include those listed below.[9] The methods checked will be those used to complete the unsheltered count.

Complete Census Count:
a. providers counted the total number of sheltered homeless persons residing in each program on the night designated as the PIT count.
b. CoCs that relied completely on their HMIS to conduct their sheltered PIT count should select this option.

Random Sample and Extrapolation:
a. the CoC used a random sample and extrapolation techniques to estimate the number and characteristics of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs.
b. the random sample may be based on HMIS data or some other data source.

Non-random Sample and Extrapolation:
a. the CoC used a non-random sample and extrapolation techniques to estimate the number and characteristic of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs.
b. the non-random sample may be based on HMIS data or some other data sources.

HUD also requires Continuums of Care (CoC) to indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons in the annual Continuum of Care Program application which include those listed below.[10] The methods checked will be those used to complete the unsheltered count.

HMIS–The CoC used HMIS to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data;

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[8] HUD Point-in-Time Count Methodology Guide:
[9] Ibid., p. 36.
[10] Ibid., p. 37.

HMIS plus Extrapolation-The CoC used HMIS data and extrapolation techniques to estimate the subpopulation information of sheltered homeless persons in the CoC. Extrapolation techniques accounted for missing data;

Interview of sheltered persons–The CoC conducted interviews in emergency shelters, Safe Havens, and transitional housing to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data;

Sample of PIT interviews plus extrapolation-The CoC conducted interviews with a sample of sheltered homeless adults and unaccompanied youth to gather subpopulation information. The results from the interviews were extrapolated to the entire sheltered homeless populations to provide statistically reliable estimates for all sheltered persons.

In order to ensure data quality collection, HUD requires that CoCs indicate the "methods used to ensure the quality of data collected during the sheltered PIT count."[11] Within the annual CoC Program Application, HUD lists methods and asks that CoCs select those methods taken to ensure that "high quality was collected on sheltered persons. The methods checked below will be those used to ensure data quality.

Training: The CoC trained providers on the protocol and data collection forms used to complete the sheltered PIT counts;

Follow-up: The CoC reminded providers about the sheltered PIT count and followed- up with providers to ensure the maximum possible response rate from all programs;

HMIS: The CoC used HMIS to verify data collected from providers for the sheltered PIT count;

Non-HMIS Un-duplicated techniques: The CoC used non HMIS based strategies to verify that each sheltered homeless person was only counted once during the sheltered PIT count;

k.   Establish a timeline

Activities:	Date(s):
Organize planning committees	October 2022
Recruit community leads	November 9, 2022
Begin volunteer recruitment	November 28, 2022
Begin updating Housing Inventory Chart	November 2022
Begin reviewing count and survey instrument	November 2022

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11 Ibid., p. 39.

Meet with entitlement jurisdictions	December 2022
Complete implementation plan	December 27, 2022
December Activities:	
Continue volunteer recruitment	December 2022
Continue updating Housing Inventory Chart	December 2022
Finalize count and survey instrument	December 16, 2022
Meet with key persons	Dec. 12 - 16, 2022
January Activities:	
Provide volunteer training	Jan. 10 - 18, 2023
Collect and review mobile app survey data	January 24, 2023
February Activities:	
Enter, clean, and analyze unsheltered count and survey data	February 2023
Continue to collect sheltered data	February 2023
Analyze sheltered data	Feb. 20 – 24, 2023
March Activities:	
Provide draft of homeless count and survey report for review by stakeholders	March 8, 2023
April Activities:	
Submit final homeless count and survey report to stakeholders	April 2023
Submit Point-in-Time Chart to HUD in HDX	April 21, 2023
Provide final report to all entitlement jurisdictions	April 2023

l. **Publicize the count**

Per HUD's suggestion, the CoC will designate "one person to discuss with the media the purpose, plan, and limitations of the PIT count, as well as how the PIT count data are utilized by both the CoC and HUD."

"This person can work with the media to:
- **Draw attention to local homelessness issues.** Publicizing current local data on homelessness can garner additional funding and resources to support the count and local programming to help homeless people. Take the opportunity to educate volunteers about the homeless data and plans in the CoC.
- **Recruit volunteers.** Volunteer recruitment should begin by late fall. To recruit volunteers, CoCs should briefly describe the different roles for volunteers and which dates their assistance is needed.
- **Increase participation among the unsheltered population.** Informing and educating unsheltered homeless people about the unsheltered count will help to prevent widespread avoidance of the enumerators (see Chapter 5, *Executing the Unsheltered Count*, for more information on this topic).
- **Report count results.** After all of the data has been tabulated, unduplicated, and verified, the CoC membership should review and interpret the count totals."[12]

Key media tips by HUD will also be considered which include:

- Use local and statewide media outlets to both publicize the event and recruit volunteers to assist with the count.
- Use the media to report the PIT count results to communities.
- Create a press release. The release can either focus on local data or cumulative statewide results (for Balance of State CoCs).
- Address trends in data. Provide contextual information that might help explain trends.
- Articulate the uses *and* the limitations of count data. The CoC's count results alone might not answer 'why' questions, but they will usually provide good answers to 'where' and 'who' questions. Personalize data, provide anecdotes–but do not compromise the privacy rights of homeless persons.

Also, per HUD's suggestions, the CoC will leverage community support. HUD notes that "Gaining political support and active participation from several key partner organizations can lead to wider community participation."

HUD also notes that "Some potential options for leveraging community support include:

- **Local government officials (city, county, state):** Contact the local mayor's office or town/city council. Invite them to participate in the count. Ask if they can provide publicity, financial support, and if necessary, a letter encouraging reluctant or non-participating providers to participate. It is especially important to engage local government officials responsible for submitting Con Plans because PIT count data will be used to complete their Con Plans.
- **Community leaders/homelessness advocates:** Often communities have people who are well connected and influential in the community who have a particular interest in ending homelessness. Look to local homeless coalitions, or boards of directors for these individuals. They can be very helpful in leveraging other necessary support and resources.
- **Local funders:** Community foundations and United Way can fund a number of human service organizations and have wide outreach capacity and influence. The organizations might be able to fund a particular part of the count or provide a volunteer base.
- **Faith-based community:** Religious leaders often have wide influence in their respective religious communities and larger community, and often have their own programs to serve homeless people. The leaders can be particularly influential in engaging the cooperation of faith-based missions that might be reluctant to participate in the PIT count.
- **Local colleges and universities:** Staff or faculty of local colleges or universities can assist in the development of count methodology, data analysis, and sampling tools. In addition, students can obtain field work experience by serving as PIT count volunteers.
- **Local law enforcement:** Local law enforcement (e.g., police and sheriff departments) can be a valuable resource for the unsheltered count. Officers can provide accurate information about known locations where people who are homeless live and sleep. Police officers are also sometimes needed to accompany enumerators and surveying areas that are known to be unsafe (e.g., abandoned buildings and alleys). In addition, increased vehicle patrols in higher crime areas might improve volunteer safety and participation.

However, CoCs should carefully consider how extensively they should involve law enforcement

officers in the PIT count, especially if they will be in uniform and driving official vehicles. There is a fine line between providing safety and protection for enumerators and the potential suspicion and fear a law enforcement presence might elicit among people who are homeless, especially among people with criminal records, who could be engaged in illegal activities, or those who have had negative experiences with police."[13]

m. Engaging reluctant service providers

CoC will pursue the following HUD tips to gain the participation of service providers reluctant to participate in the count and survey:

- Meet in person with providers to address and alleviate their concerns directly.
- Hear their specific concerns in the planning process; integrate their ideas when practicable.
- Offer volunteer resources to assist them in conducting interviews and collecting data.
- Discuss the value of data collection for understanding local needs and securing needed resources and offer data and information gleaned from the count in return for their participation. This practice helps providers better understand the characteristics of homeless people outside of the clients they serve and offers information that can be used for resource development or other purposes.

In the event a provider chooses not to participate with its own staff, CoCs should ask if the provider would allow the CoC to send volunteers to administer surveys or at least conduct a basic observation-based count. If a provider continues to refuse, CoCs must strive to report as accurately as practicable about the homeless population residing in that project.[14]

n. Preparing for a youth count

CoC will develop a specific strategy to count homeless youth that will include the following activities encouraged by HUD:

- **Collaborate with local school district homeless liaisons.** Schools can be important partners for PIT counts. Local school districts should be contacted to help conduct outreach and increase awareness about the count. School liaisons have crucial insights about how best to access and communicate with homeless youth, and can be important resources for spreading information about events and organizations associated with the CoCs' PIT counts. CoCs should also collaborate with the local school district homeless liaisons to help identify all homeless children who are unsheltered or staying in a shelter on the night designated for the count are included in the PIT count. Since schools use a more expansive homeless definition than HUD's definition used for the PIT count, it is important to confirm that only children and youth meeting the HUD definition are included in the PIT count results reported to HUD.
- **Recruit currently or formerly homeless youth to assist with the count.** For the unsheltered count, communities that have successful strategies for conducting counts of unsheltered youth often enlist homeless or formerly homeless teenagers and young adults to assist with the count. Before the count, these youth can assist in identifying where unaccompanied youth might be staying or congregating. They can also provide

input on survey design, provide assistance to outreach efforts on the night of the count, and engage homeless children and youth in the PIT count process.

- **Engage organizations serving homeless youth.** Identify and engage all stakeholders that might encounter or serve unaccompanied, homeless youth age 24 or under to participate in local PIT count planning meetings. Key providers include:
    - Runaway and Homeless Youth (RHY) programs
    - Youth shelters
    - Youth drop-in centers
    - Street outreach teams
    - Youth-focused transitional housing programs
    - Faith-based organizations and youth groups
    - Local churches that serve hot meals
    - Health clinics–youth-based and adult, including mobile health outreach
    - Local middle schools, high schools, and alternative education programs
    - Youth employment programs
    - Food banks

- **Identify locations where homeless youth congregate.** Get input from youth and youth providers to identify locations, or "hot spots," which might include:
    - Abandoned buildings
    - High traffic urban areas (i.e., nightclubs, tattoo parlors, record stores, arcades)
    - Pizza places, soda shops, etc. near high schools
    - Parks
    - Malls
    - Fast food restaurants
    - LGBTQ friendly gathering spots (school support groups, bookstores, coffee houses identified by LGBTQ service providers and youth)
    - Encampments inside and outside of urban areas

- **Hold magnet events.** Develop special events located at easily accessible and non- threatening locations that include activities, food, or other appropriate incentives that might draw in youth who do not typically use shelters and services and are difficult to locate on the streets.
- **Use social media to raise awareness and outreach.** Data from studies indicates that even youth living on the street use social media. Social media can be used to spread the word about the count, including information about location and incentives, which could lead to a larger number of youth participating in the count.
- **Identify a lead homeless youth PIT count coordinator to facilitate data collection, engage other youth providers, and coordinate collection of data from locations where homeless youth congregate.**
- **Provide services, food, and incentives to youth being counted.** The incentive could be advertised as part of the general mobilization effort to attract youth to participate in the count. Observations and anecdotal evidence from Youth Count! partners suggest that the incentives work for many youth. Examples of incentives include two-way public transportation tickets, a credit card with $10 credit, a backpack filled with hygiene items and information about services, a $5 restaurant card, bag lunches, and/or providing food, movies, and games, and a warm, dry place to spend time with friends for the night.
- **Survey locations during multiple times throughout the day of the count.** Youth might not

be visible on the street during school hours. Consider assessing count routes prior to the count to ensure that teams are in the right places at the right times. A location that is crowded in the morning might be empty only a few hours later. A CoC may choose to extend the hours of the count into the evening hours to reach youth during the time between when drop-in programs close for the day and when they retire for the night. CoCs choosing to do this must take the steps necessary to ensure people are not double counted. CoCs surveying an area multiple times throughout the day must use an interview that allows for deduplication.[15]

II. Activities during the night of the count

Unsheltered Count

The following activities will occur during the night of the count

a. **Homeless count volunteers will gather at deployment centers before 6 am on the night of the count**

Before 6 am homeless count volunteers will gather at their assigned deployment centers on the night of the count.

b. **Teams of homeless count volunteers will begin counting at 6 am within their count zones on the night of the count**

Before sunrise of the night of the count, teams of homeless count volunteers will begin counting at 6 am within their count zones until 12pm.

c. **Counters must return to deployment centers after they are finished counting**

Counters will return to their assigned deployment center after they are finished counting within their assigned count zones.

d. **Who should be included in the count**

As required by HUD, counters "must count all individuals or families who meet the criteria in paragraph (1)(i) of the homeless definition in 24 CFR 578.3."

This includes individuals and families

> *"with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground"* on the night designated for the count. RRH assisted households who are still unsheltered on the night of the count (e.g., staying in an encampment and being assisted by a RRH project to obtain housing) must be included as part of the unsheltered count."

e. **Who should <u>not</u> be included in the count?**

Also, as required by HUD, the CoC must <u>not</u> count households residing in the following locations:

- Persons residing in PSH programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
- Persons residing in RRHD projects, funded in the FY2008 CoC Competition.
- Persons residing in OPH housing, including persons in a GPD Transition in Place (TIP) project on the night of the count.
- Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
- Persons temporarily staying with family or friends (i.e., "doubled-up" or "couch surfing").
- Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count.
- Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).[16]

f. **Who should be included in the survey?**

All persons counted will be surveyed. However, before surveying someone, counters will inform persons that

- the Ventura County Continuum of Care is conducting a count of persons who are homeless;
- their participation is **completely anonymous and confidential**;
- they will not be asked their name, social security number, or any personal information that can be linked to the person;
- their participation will help provide better programs and services for people who are homeless.

Safety Comes First

All counters will be given the following instructions:

- **If you believe a person is homeless and if the individual does not wish to speak to you --** thank them and complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned building, tent, vehicle, park bench, etc.).

- **If you believe a person is homeless and if you do not wish to disturb the person because the person is sleeping** --complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned

building, tent, vehicle, park bench, etc.).

- **If you believe a person is homeless and if you feel it is unsafe for you to engage the person--** complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned building, tent, vehicle, park bench, etc.).

- **NOTE**: The goal is to have all of your questions answered by at least 90% of all persons counted. Therefore, please ask each person that you are counting each question unless noted otherwise. For example, asking a question may be contingent on the answer of the previous question.

- Having all questions answered will help ensure that enough data has been collected for each subpopulation that is required by HUD for each city within the county. The less data the less chances of accurate data.

g. **Subpopulation data must be collected by counters**

HUD requires all CoCs to "provide demographic data for both sheltered and unsheltered persons according to the following three household types:

- **Persons in households with at least one adult and one child**. This category includes households with one adult and at least one child under age 18.
- **Persons in households without children**. This category includes single adults, adult couples with no children, and groups of adults (including adult parents with their adult children).
- **Persons in households with only children.** This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children."

Also, "CoCs must collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered by household type and, within each household type, by age category, gender, race, and ethnicity. CoCs must also report information by household type for veteran and youth households."[17]

HUD also requires CoCs to collect data regarding the following subpopulations:

- Adults with a serious mental illness
- Adults with a substance use disorder
- Adults with HIV/AIDS
- Chronically homeless individuals
- Chronically homeless families
- Veterans
- Victims of Domestic Violence (optional)
- Youth – unaccompanied under age 18 (includes parenting youth and

their children)

- Youth – unaccompanied ages 18 – 24 (includes parenting youth and their children?)

The count and survey instrument that will be used to meet HUD requirements will include the following:

1. Where did you sleep last night? (select the choice below that is closest to answer given)
   If person slept in a vehicle, what kind? How many persons slept overnight in same vehicle?

2. What is the first initial of your first name? What is the first initial of your last name?

3. What is your gender?
   Female; Male; Transgender; Gender Non-Conforming; Don't Know; Refused

5. Age

6. What is Your Race?
   1=African American or Black; 2=American Indian or Alaskan Native;
   3=Asian; 4=Native Hawaiian or Pacific Islander; 5=White;
   6=Multiple Races or Other; 7=don't know; and 8=refused to
   answer

7. Are you Hispanic or Latino?

8. State Born (select or record state under other)
   If the person was born outside of U.S., select or record country.

9. Is this the first time you've been homeless?

10. Did you become homeless for the first time during the past 12 months?

11. Have you been living in a shelter and/or on the streets or in abandoned buildings, or vehicle for the past year or more?

12. Have you stayed in a shelter and/or on the streets or in abandoned buildings, or vehicle at least 4 separate times during the last 3 years including now?

13. If yes, was combined length of time 12 months or more?

14. How long in months have you been living in this community?

15. Do you have a substance use disorder that is ongoing and limits your ability to live independently?

16. Do you have a chronic health condition such as diabetes, heart trouble, high blood pressure, seizures, hepatitis, respiratory problems, epilepsy, tuberculosis, or arthritis?
    If yes, has it continued for a long time or indefinitely?

17. Do you have a serious mental illness or emotional impairment that seriously limits your ability to live independently?

18. Do you have a long-lasting developmental disability that limits your ability to live independently?

19. Do you receive disability benefits?

20. Do you have AIDS or an HIV related illness?

21. Are you experiencing homelessness because you are fleeing domestic violence, dating violence, sexual assault, or stalking?

22. Are you a veteran? (served in the U.S. Armed Forces OR been called into active duty as a member of the National Guard or as a Reservist)

23. Were you recently released from prison or jail after serving 90 days or less?
    23a. If yes to prison, were you released on parole or probation?
    23b. If yes to jail, were you released on probation?

24. If no to question 23, were you released from prison or jail during the past 12 months? 24a. If yes to prison, were you released on parole or probation?
    24b. If yes to jail, were you released on probation?

25. Do you have any children under the age of 18 who are homeless and living with you today? If yes, how many children are living with you today?
    NOTE: If 18 or older please enter the persons as an adult

26. What is the child's gender?

27. Is the child Hispanic/Latino?

28. What is the child's race?

29. What is the child's age?

30. Is the child enrolled in school?

31. Do you have a spouse or partner who is also homeless and living with you? (A partner is a person you live with and share a common family life but not joined in a traditional marriage). **NOTE**: Please interview and complete a survey for the spouse or partner.

h. Service-based counts

Service-based counts will be conducted during the three days after the night of the count. The persons counted, per HUD's requirements, "must ensure that the persons counted are limited to persons who were unsheltered on the night chosen for the PIT count." Also, all unique identifier information must be completed in the homeless count and survey instrument in order to de-duplicate.[18]

In order to help CoCs determine the use of a service-based count, HUD raised the following question and provide an answer

> "Does the CoC believe that there might be people experiencing homelessness that enumerators are not likely to identify during an unsheltered count or are there other barriers that could limit the ability of enumerators to conduct interviews during the night of the count?"

> "If yes, the CoC may combine a known location count on the night of the count with a service-based count approach to attempt to account for any homeless persons who might not have been identified on the night of the count."[19]

HUD further states that

> "Service-based counts may only be conducted within the 7-day period after the designated count night. Service-based counts are conducted at locations frequented by people who are homeless, including soup kitchens, day shelters, libraries, and other community locations and include interviews to determine whether people were unsheltered on the night of the count, as well as their characteristics."[20]

Also, as noted by HUD,

> "If CoCs' methodology involve counting homeless persons over multiple days, they must use a survey instrument as part of its deduplication strategy. If CoCs want to complete a multi-day count without a survey that allows for deduplication, they must seek an exception from HUD. The exception must include a justification for why the count must occur over multiple days and why the CoCs do not intend to use a survey instrument for deduplication purposes."[21]

HUD also notes that

> "The level of training required for a service-based count is typically higher, since service-based enumerations require more detailed interviews and typically rely on a combination of service provider staff (or other personnel at the location being canvassed), outreach workers, and volunteers. Service providers, especially mainstream service providers such as welfare agencies, might not ordinarily ask clients about their homeless status and housing needs. As a result, service providers and staff at other locations who are directly involved in post-night counts will require instructions on conducting the interviews and a clear and simple survey form. PIT count volunteers will similarly require considerable training."[22]

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[18] Point-in-Time Count Methodology Guide: 2014, p. 17.
[19] Ibid., p. 20.
[20] Ibid., p. 19.
[21] Ibid., p. 26.

[22] Ibid., p. 39.

i. Provision of incentives

HUD notes that

> Many CoCs provide incentives to homeless people who participate in the PIT count. These items can include bus passes, meal gift cards, toiletries, backpacks, blankets, and socks. Some CoCs compile significant donations from local hotels, volunteer groups, and restaurants. Other communities hold drives at local sporting events, schools, or churches. Incentives not only provide necessities of daily living to those participating in the count, but also can raise community awareness about the count and homelessness. In addition, providing participants with distinctive and visible incentives can assist the enumerators in identifying those who have already been counted and help to reduce duplicate counting.[23]

j. Youth count

Note: CoCs that count unaccompanied children and youth under the age of 18 should consult with local justice, child welfare, and other social services officials to develop a protocol for interviewing these children and youth and connecting them to appropriate services in the community. CoCs should consider whether questions asked of youth should be stated differently than questions asked of homeless adults.

Sheltered Count

HUD strongly encourages CoCs "to use HMIS to generate PIT data for projects with 100 percent of their beds participating in HMIS." The unsheltered count and survey instrument will be used to collect required data for those emergency shelters, safe havens, and transitional housing programs that do not participate in HMIS including those that serve survivors of domestic violence.

The CoC will also prepare the HMIS for the sheltered count and survey by carrying out the suggestions made by HUD which are noted below:

- "Generate data quality reports for each participating project.
- Identify and correct any deficiencies in the data (e.g., have projects collect and enter missing data, correct obvious errors, ensure correct entry and exit dates).
- Produce a system-level occupancy report that includes all projects for review. It might be useful to break out the report by project type and household type to determine whether sufficient data are collected for extrapolation purposes. It might also be helpful to examine bed inventory and utilization information for projects on the night of the count. For many CoCs, this is a standard off-the-shelf report provided by the HMIS vendor. Consider contacting the HMIS vendor to see if this type of report is available for use.

- Generate a data quality report that provides the percentage of records with missing or nonresponsive (Don't Know or Refused) values in HMIS data elements used for the count and subpopulation information.
- Hold regular count meetings involving the HMIS administrator for the CoC and the PIT count committee to help address these issues and finalize the CoC's PIT count plan."[24]

III. Activities after the night of the count

Activities after the night of the count will include the following:

a. Collect all sheltered data in HMIS which will include the following steps

- refer to their Housing Inventory Count (HIC) and identify all projects listed as emergency shelter (ES), Safe Havens (SH), or Transitional Housing (TH) and all people residing in these projects should be included in the sheltered PIT count.

- verify with project staff that HMIS data are complete and correct for the night of the PIT count and that exit dates have been entered for all persons who exited the project on or before the date of the PIT.

- use the Project Descriptor Data Elements to filter these projects in HMIS.

- identify the universe of people to include in the sheltered count using Universal Data Elements.

- use other Universal Data Elements and Program Specific Data Elements to identify demographic and other subpopulation data.[25]

NOTE: A summary of data elements that CoCs will need to query in HMIS is described in the "Sheltered PIT Count and HMIS Data Element Crosswalk" which can be obtained through the following link: https://www.hudexchange.info/resources/documents/Sheltered-PIT-Count-and-HMIS-Data-Element-Crosswalk.pdf.

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[23] Ibid., p. 27.
[24] Ibid., p. 43.

a.   **Collect data sheets from all projects that do not participate in HMIS and include in data collected in HMIS**

b.   **Collect, enter, clean, and analyze unsheltered data after de-duplicating data**

c.   **Write draft homeless count and survey reports for local stakeholders to review including recommendations for next steps**

d.   **Complete a final homeless count and survey report that incorporates stakeholder comments and changes**

e.   **Enter homeless count and survey data into HUD's Point-in-Time Chart and submit to HUD through the HUD Data Exchange (HDX) web site as required by HUD**

f.   **Submit relevant homeless count and survey data to the entity responsible for each Consolidated Plan jurisdiction as required by HUD.**

NOTE: HUD states that the "PIT count and Housing Inventory Count (HIC) are integrally related. The sum total number of persons reported in emergency shelter, Safe Haven, and transitional housing projects in the PIT count fields of the HIC must match the sum total of sheltered persons reported in the PIT count. This constitutes the universe of sheltered people for whom CoCs must provide actual or estimated demographic characteristics for the sheltered PIT count. Because the PIT and HIC data must match, it is critical that CoCs conduct their PIT count and HIC at the same time." [26]

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[25] "Sheltered PIT Count and HMIS Data Element Crosswalk," p. 1.
[26] HUD Point-in-Time Count Methodology Guide

November 9, 2022

CoC Governance Board

SUBJECT: Receive and File of the State Homeless Housing Assistance and Prevention (HHAP) Program Round 4 Letters of Intent received.

BACKGROUND: On October 12, 2022, your board approved the release of the VC CoC HHAP Round 4 Letter of Intent. HHAP 4 funding will be awarded to the local CoC and Staff anticipate the total combined funding made available to the Ventura County Continuum of Care of $4.8 million; however, HHAP-4 allocations will be announced after the 2022 PIT counts are certified and released by HUD. Local funding priorities previously approved by the VC CoC Board with the Top 6 priorities were identified and provided below:

1. *Delivery of Permanent Housing*
2. *Operational Subsidies*
3. *Prevention and Diversion*
4. *Rapid Re-Housing*
5. *Interim Sheltering*
6. *Services Coordination*
7. Coordinated Entry System Supports
8. Improvements to existing emergency shelter
9. Street Outreach

HHAP Round 4 eligible uses include:

- Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
- Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
- Street outreach to assist persons experiencing homelessness to access permanent housing and services.
- Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
- Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.
- Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.

- o Prevention and shelter diversion to permanent housing, including rental subsidies.
- o Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:

  a. The number of available shelter beds in the city, county, or region served by a continuum of care.

  b. The number of people experiencing unsheltered homelessness in the homeless point-in-time count.

  c. Shelter vacancy rate in the summer and winter months.

  d. Percentage of exits from emergency shelters to permanent housing solutions.

  e. A plan to connect residents to permanent housing.

  f. Any new interim sheltering funded by round 3 funds must be low barrier, comply with Housing First, and prioritize interventions other than congregate shelters.
- o Improvements to existing emergency shelters to lower barriers and increase privacy.
- o YOUTH SET ASIDE Health and Safety Code section 50218.6(e) requires that a program recipient use at least 10 percent of its allocation for services for homeless youth populations, which are defined as unaccompanied youth who are between 12 and 24 years old and experiencing homelessness.
- o ADMINISTRATIVE COSTS Health and Safety Code section 50220.7(f) mandates that grantees comply with the following:

  a. No more than 7 percent of an applicant's Round 2 program allocation may be expended on administrative costs incurred by the city, county, or continuum of care to administer its program allocation. "Administrative costs" do not include staff or other costs directly related to implementing activities funded by the program allocation.

DISCUSSION: Provided are the eligible activities and funding amounts submitted by partner agencies as part of the LOI process. This information will be used to support the HHAP 4 application Planned Expenditure and Strategic Intent, which is due November 28, 2022. Additionally, as part of the LOI process, CoC staff will conduct a mandatory HHAP 4 workshop to provide detailed information regarding HHAP 4 requirements on 11/16/22.

Activity	Amount
1. *Delivery of Permanent Housing*	$0.00
2. *Operational Subsidies (includes $200,000 toward youth set aside)*	$3,913,542.00
3. *Homeless Prevention and Diversion*	$ 960,000
4. *Rapid Re-Housing*	$1,075,884.00
5. *Interim Sheltering*	$2,500,000.00

6. *Services Coordination*	$500,000.00
7. Coordinated Entry System Supports	$19,800.00
8. Improvements to existing emergency shelter	$0.00
9. Street Outreach	$0.00
Total LOI requests	**$8,969,226.00**

November 9, 2022

VC CoC Governance Board

SUBJECT: Receive an update on American Rescue Plan Act (ARPA) funding, State Homekey projects and the Ventura County Project Roomkey re-housing strategy

BACKGROUND: The County of Ventura Board of Supervisors reviewed and approved a local funding plan and priorities for approximately $164M in direct State and Local Fiscal Recovery Fund (SLFRF) funding through the American Rescue Plan Act (ARPA) on October 11, 2022. The County Executive Office solicited input through public engagement and surveys to ensure community-based organizations, stakeholders, County agencies and the public had the opportunity to provide recommendations for programs and projects. As a result, homelessness and housing were among the top priorities for this funding with $30,500,000 designated for various projects.

State Homekey funding has been awarded to several projects in Ventura County including Casa Aliento for 69 units of permanent supportive housing in Oxnard, Casa Pacifica to create 27 units of transitional housing for transitional age youth (TAY: 18 – 24 years old) experiencing or at-risk of homelessness, Step Up in Thousand Oaks for 77 units of permanent supportive housing, MESA for 12 units of transitional housing for homeless TAY and El Portal, a 29 unit acquisition/rehabilitation project with 12 Homekey units, in Ventura. The County Executive Office plans to release a formal request for Homekey partners in the coming months as HCD prepares to release the third and final Homekey NOFA.

Project Roomkey (PRK) continues to operate with FEMA funding through the COVID-19 emergency response with a portion of funding supported by the California Department of Social Services (CDSS). The County anticipates these funds to support the program through February 2023. There are 300 persons currently sheltered with PRK motel vouchers in four motel sites.

UPDATE: With housing vacancies at less than 1.5% and rent for an average 1 bedroom over $2,000 per month, finding available housing for people experiencing homelessness continues to be a daunting task. Service providers continue to explore all housing options with clients served by PRK and, to date, have permanently housed 161 persons with 281 persons placed in temporary placements.

There are several new permanent supportive housing units in the pipeline for Ventura County, with an expected 136 new units of PSH and 39 units of transitional housing for homeless/at-risk youth coming online in 2023 and an additional 218 units of PSH anticipated by the end of 2024*. ARPA funding will provide a significant amount of resources for the acquisition, development and conversion of many new projects. The County plans to release additional information on its plans for this funding early in 2023.

Note that this total excludes Vanguard, Knoll and potential Round 3 Homekey projects.

Also, the State plans to release the next round of Homekey funding in early 2023 for potential new motel or building conversion projects. The County recently released a Request for Proposals (RFP) to solicit proposals to convert an existing County building at 1400 Vanguard Drive, Oxnard for permanent supportive housing and recuperative care beds. The proposals are due to the County by 11/18/2022. This conversion project will use a portion of ARPA funding and may consider applying for State Homekey funds under Round 3.

Note that this total excludes Vanguard, Knoll and potential Round 3 Homekey projects.

November 9, 2022

VC CoC Governance Board

SUBJECT: Receive and File the Ventura County Homeless Management Information System and Pathways to Home Coordinated Entry System updates, statistical data and current priorities.

BACKGROUND: The County of Ventura, Human Services Agency (HSA) operates and manages the Ventura County Homeless Management Information System (VC HMIS) and Pathways to Home Coordinated Entry System (PTH CES). The HSA team provides quarterly updates and data to the VC CoC staff as well as the VC HMIS / PTH CES Steering Committee. All major initiatives, including Policies and Procedures, are reviewed and approved by the Steering Committee and then presented to the CoC Governance Board for approval. This report includes a quarterly update with the current program year priorities.

DISCUSSION: Review the VC HMIS / PTH CES updates, data and priorities.

Ventura County Homeless Management Information System/Pathways to Home Coordinated Entry System Operational Overview 2021/2022

Summary

The Ventura County Homeless Management Information System/ Pathways to Home-Coordinated Entry System (VC HMIS/ PTH-CES) is operated and staffed by the Human Services Agency. The utilization of HMIS is an initiative mandated by the US Department of Housing and Urban Development (HUD) to collect information about homeless clients and to safely share information with multiple providers. The PTH-CES Program utilizes HMIS to collect information about homeless clients specifically for case coordination and data sharing with multiple providers. Additionally, PTH-CES facilitates the CES Case Conference Meetings for singles, families, transitional aged youth, and veterans, maintains the VAT and prioritized lists, reviews documentation for the at risk, literal and chronic homeless, and partners between provider agencies as the liaison in terms of referrals and matching.

Mission Statement

We strategically administer the Homeless Management Information System to support the prevention and ending of homelessness in Ventura County.

Governance

Housing and Urban Development (HUD) Mandates

The administration and operation of HMIS is a mandated HUD function within a community or jurisdiction that provides homeless services funded by HUD. The Department of Housing and Urban Development (HUD) provides communities with baseline data collection requirements, called the HMIS Data Standards. VCHMIS/PTH-CES administers HMIS, which is an online tool that compiles a database of the homeless population. The system allows service providers to collect client information electronically and simplify production of reports required by the federal government. VCHMIS/PTH-CES additionally administers PTH-CES which is a HUD mandated program that ensures collaborative and coordinated efforts utilizing a no-wrong door approach to help refer homeless individuals to housing and services.

VC HMIS/CES Steering Committee

(Meets quarterly)

The VC HMIS/PTH-CES Steering Committee is made up of a smaller group of agencies / organizations who represent the different types of homeless service programs (outreach, shelter, transitional housing, etc.) that operate and serve the community within Ventura County and are also a part of the VC HMIS/PTH-CES Community. The VC HMIS/PTH-CES Steering Committee functions as an oversight body ensuring the VC HMIS System is being administered and managed per the VC Continuum(s) of Care's (CoC) directives and strategies. The VC HMIS/PTH-CES Steering Committee in conjunction with the VC CoCs also ensures the HMIS System is being managed and operated with respect and in support of the VC CoC Strategic Plan. The VC HMIS/PTH-CES Steering Committee meets quarterly to review the VC HMIS/PTH-CES Strategic Plan, receive updates from the VC HMIS/PTH-CES Administrator regarding general operational issues, and to discuss the needs of the VC HMIS/PTH-CES Community. This entity also receives recommendations, inquiries, or requests from the VC HMIS/PTH-CES with regards to the needs of the VC HMIS Users/agencies. The VCHMIS/PTH-CES Steering committee also provides oversight and guidance to the PTH-CES program, ensuring policy compliance, evaluation oversight and program compliance.

VC CoC Alliance
(Meets monthly)
The VCHMIS/PTH-CES Team participates as member of the VC CoC Alliance and attends Alliance meetings on behalf of the Continuum of Care to ensure representation of the VCHMIS/PTH-CES function and to provide subject matter expertise as it relates to utilization of the HMIS system and reporting.

VC CoC Staff
(Meets with the VC HMIS Team Monthly and as needed)
The VC HMIS Team must work closely with the VC CoC Staff to strategize and ensure continuity in support to the VC CoC Alliance membership. The VC HMIS Administration is guided by the VC CoC mission and goals. The VC HMIS Team provide data and reporting support to the VC CoC Staff and work collaboratively.

VC HMIS/CES Services/Functions

The Human Services Agency's VC HMIS/CES is responsible for the overarching operations and administration of the system. Below is a summary and service types provided.

Onboarding of new HMIS Users/Agencies
Upon approval from CoC staff, the VC HMIS team schedules Onboarding Meetings with prospective agencies. The initial meeting also provides a demonstration of HMIS, discusses advantages of HMIS utilization, offers a thorough review of the MOU/ licensing and partner agency user agreements, a review of the comprehensive training catalog including mandatory and elective training courses and closes with next steps the agency and HMIS will take to complete the onboarding process. In addition, the VC HMIS team will assess the organization's needs to integrate VC HMIS in a way that supports their current business processes and minimizes workload impact. In most instances, organizations that use HMIS can increase utilization of data to develop reports that assist with performance management and overall reporting.

Training and Development
VC HMIS, in collaboration with the VC CoC Staff and HSA have coordinated and developed monthly training that strengthens service providers' ability to deliver service, connect with clients and collect data. Mandated training includes the following courses:
➢ HMIS Case Management and Beyond Training
➢ HMIS Services Only Training
➢ HMIS Coordinated Entry System Basics Training
➢ VC CoC Programs Training (collaboration)
➢ Chronic Homeless Documentation Certification Training
➢ SAP Business Objects Report Training
➢ Shelter Point Training
➢ Runaway Homeless Youth Training
➢ One Stop Training
In addition to the mandated technical training regarding how to use HMIS, a robust elective training catalog is offered. These opportunities afforded to our providers have enriched the overall systems case management providing them a trauma informed approach in working with individuals.
Elective training includes the following courses:
➢ Motivational Interview
➢ Bridges Out of Poverty Part I/II
➢ Substance Abuse and Relapse Prevention Training
➢ Working with the Aging Brain

- ➢ Facilitating Change Talk Training
- ➢ Trauma Informed Care
- ➢ Mental Health First-Aid
- ➢ Mindfulness and the developing brain

Technical Support

The VC HMIS technical team offers support in a variety of settings, including Monthly trainings, Intermittent Trainings, On Site-Site Visit trainings, via email and over the phone. The HMIS technical team provides comprehensive training in the following functions found within HMIS including: System navigation, System logic, Call Point, Resource Point, Client Point, Shelter Point, data collection, households, entry/exit, and assessments. The Technical team also offers support with in-depth case management, case management workflow, troubleshooting client records, coordinated entry system and collaborative case management.

VC HMIS Meeting(s) administration and facilitation

VC HMIS facilitates the Ventura County HMIS Steering Committee (quarterly), the Ventura County HMIS Operations Committee (bi-weekly) and co-facilitates the Ventura County Continuum of Care Coordinated Entry System-Pathways to Home meetings (bi-weekly), Veterans Case Conferencing (monthly), and workshops (as needed). The VC HMIS Team in cooperation with County of Ventura, HSA and the County Executive Office provides the facilities, equipment and materials needed to facilitate and host meetings and all training.

VC HMIS Administration:

The VC HMIS Team provides the following administrative services:
- Issuing of MOUs for all agency HMIS users
- Issuing of User Agreements
- Issuing of HMIS Licensing fees /annual invoices
- Managing of HMIS users (adding/deleting)
- HMIS Report(s) management and support

Organizational Development/ Continuous Process Improvement

The VC HMIS Team is committed to service excellence. As such, the team will review workflow and outcomes proactively utilizing the agency's Lean Six Sigma approach to continuous process improvement. This will include performance data analysis and seeking input from our customers. Customer Services Satisfaction surveys are sent out to our committee members and HMIS Users monthly post training and annually.   The data collected from these activities is reviewed and applied to program design, development, and planning.

Audits/Monitoring

VC HMIS requires Site Visits with Onboarding Agencies prior to access to HMIS. The purpose of the site visits is to gather information from each agency to better support their needs and to discuss the agencies plan to use HMIS, data entry standards review, a review of their workflow and reporting needs. VC HMIS also offers technical support during the visit. Lastly, a visual inspection of their workstations to assure their machine supports ServicePoint 5, along with a visual inspection to assure case files are locked and filed.VC HMIS provides quarterly data quality and assists COC staff with providing performance metrics reporting to evaluate performance of Alliance and Emergency Solutions Grant recipient agencies.

Ventura County Homeless Management Information System/ Pathways to Home - Coordinated Entry System - Narrative and Analysis November 2022

PROJECTS/GRANTS BEING IMPLEMENTED

HMIS Expansion W/ CES Grant Renewal Application
The Human Services Agency (HSA) was approved by HUD to consolidate the HMIS grant to include Coordinated Entry System. The grant renewal application was submitted in eSNAPS to HUD in August 2022. By consolidating the grants this streamlines the management and monitoring of funds moving forward.

Online Training Project
The VC HMIS received a Homeless Housing Assistance and Prevention Program (HHAP) grant to migrate existing training to an online platform to increase and enhance training for service providers. Trainings will include the standard "just in time" courses as well as new user trainings. Examples: Case Management, CES Basics, and Chronic Homeless Documentation. To date, 8 trainings sessions have been recorded and are in final edit stage for publication. It is hoped this project will begin and be available by HMIS end users by January 2023.

Continuous Process Improvement
- To respond to the request for additional training we have developed 'Just-in-Time' sessions to focus on specific areas within the HMIS system that an end-user may be struggling with. These sessions are shorter than the new user sessions and are offered monthly. The incorporation of office hours has helped address some of the unique challenges that our end user may experience. These sessions are available bi-weekly.
- We continue to provide additional trainings to our HMIS community that are not specific to the system but rather support the provider in their service to the population. The trainings that have been made available over the last year are: Working with older adults, Three-Part Principles of Trauma Informed Services, Dementia Round Table, Mental Health First-Aid, Dr. Lande's Reasoning with the Aging Brain, Pt.1 and 2, Mental health issues, Mood issues, and Anxiety, Mindfulness and the developing brain.
- To address issues around the VI-SPDAT which include not reflecting the true vulnerability of the client as well as no longer being supported by the developer a workgroup was assembled which developed a new vulnerability assessment tool (VAT) to better address the community needs by showing a true representation of the vulnerability of our clients.
- To respond to challenges related to referral disposition we have created and provide on monthly basis specific trainings to address this issue.

The VC HMIS team continues to work on expanding training for service providers as it relates to VC HMIS/CES as well as makes available the training previously mentioned through HSA. In addition, the HSA's Business Technology Department continues to work with the vendor for system improvements.

Increased Data Sharing Partnership with Ventura County Behavioral Health
To better connect services between those experiencing homelessness and those connected to VCBH a work group was assembled. A process was developed in which HMIS data can be linked to individuals receiving services from VCBH capturing events in housing instability. A report is provided monthly to the VCBH data analysis team that assists in the matching of VCBH clients and those also receiving services in HMIS.

STATISTICS –

1. Number of HMIS Participating Agencies: FFY 20/21- 32 Partners, FFY 21/22- 34 Partners

2. Number of HMIS Licensed Users:

FFY - Q	20/21- Q4	21/22 – Q1	21/22 - Q2	21/22 - Q3	21/22 - Q4
# of Users*	180	190	200	198	195
*Does not include HMIS staff.					

3. Number of HMIS License Updates

FFY - Q	2020-2021	2021-2022
# of Users*	119	121
*this includes all add, delete, and disable user requests. Although the number of users (195) does not change drastically from year to year, the turnover within our agencies is constant.		

4. Number of Trainings by quarter:

FFY - Q	20/21 - Q4	21/22– Q1	21/22 - Q2	21/22 - Q3	21/22 - Q4
# of Trainings	8	20	17	23	22

Trainings offered include:
  ➢ HMIS New User Training- Coordinated Entry System Part 1 & 2
  ➢ HMIS New User Training- Case Management
  ➢ HMIS Just-IN-Time-CES Eligibility & Referral Training
  ➢ VC CoC Programs Training (collaboration)
  ➢ HMIS Just-In-Time Household Set-Up & Project Entry
  ➢ Advanced Reporting Tool Training
  ➢ HUD Data Quality Standards Updates
  ➢ HMIS Just-In-Time CES Exits Training
  ➢ HMIS Just-In-Time Services & Project Exit Training
  ➢ HMIS Just-In-Time Interim Updates & Annual Assessments
  ➢ HMIS Just-In-Time Vulnerability Assessment Tool (VAT) Trainings
  ➢ HMIS Just-In-Time Reporting

5. Number of Agency Onboarding requests:

FFY - Q	20/21 - Q4	21/22 - Q1	21/22 – Q2	21/22 - Q3	21/22 - Q4
# of Requests	5	0	0	3	0

6. Number of Custom Ad Hoc Reports

FFY	2020-2021	2021-2022
# of Request	6	12
Examples of these reports are: Second Chance Act, Active Veteran Participation, Ventura County Behavioral Health Data Share, Etc…		

CES Data:
The information listed below relates to only data entered in HMIS.
1. Total Number of Referrals:

FFY	18/19	19/20	20/21	21/22
# of Referrals	2,273	2,689	*1,319	2,103

*Decrease for FFY 20/21 due to first year of COVID.

2. Number of clients matched with housing opportunities

FFY	*2021-2022
# of matches	198
This is the # of clients matched for all housing opportunities including Permanent Supportive Housing, Permanent Housing and Emergency Housing Vouchers. Although a client is matched with an opportunity it does not always turn into a placement.	
*We do not have an accurate count of matches prior to 2021-2022 fiscal year.	

3. Permanent Supportive Housing Placements:

FFY	18/19	19/20	20/21	21/22
# of Households	39	35	49	36

* Does not include matches to other housing types.

4. Time frame from Referral to Housed (all types):

FFY	18/19	19/20	20/21	21/22
# of Days	50	50	20	31

Permanent Supportive Housing type (tenant based vs. project based) impacts the overall timeframe from when a client receives a referral to the date they are housed.

CURRENT PRIORITIES
In addition to the administration of VC HMIS/CES, below are identified priorities and initiatives:
- System Performance Metrics
- Bed and Unit Inventory to support Housing Inventory Count (HIC)
- Online Training Implementation (On-Demand)
- Transitioning from virtual to in-person VC HMIS/CES Site Visits
- HMIS/CES Data Preparation for Longitudinal System Analysis (LSA)
- Developing policies and processes around prioritization
- **CES 3.0** (Agency owned CES consideration; Provider accountability & expectations around referral & placement; Establish measures to increasing overall data quality)
- Strategic planning around onboarding of partner agencies