



VC HMIS/PTH CES Steering Committee - Quarterly Meeting
February 21, 2024/9:30am - 11:00am
Human Services Agency
MS Teams

Items	Notes	Action Items
1. Welcome/Introductions	<p>Open Meeting/Introductions- Attendance- Chris Russell, Stefanie Robbins, Heidi Marine, Ramiro Guzman, Rosie Walker, Samantha Hsu, Christina Reeves (notes) Jennifer Harkey, Angela Gonzalez, Espy Gonzalez, Martha Cervantes, Dichele Harris, Annika Sumby, Aaron Kitzman, Jessica, Amanda Cruz, Magen Knight, Dolores Suafo’a, Leona Rollins, Aisha Astacio, Andrew Huizar, Jillian Fleming.</p> <p>Chris shared: Our numbers continue to grow. There are currently 229 users, and 160 active projects. Last year there was 213 users and 131 active projects. Many more are onboarding; referrals grew quite significantly. It is critical to stay together for this group.</p>	
2. CES Updates	<ul style="list-style-type: none"> • Heidi reported there are currently 209 Households prioritized for PSH. • 17 of 30 Mainstream Vouchers from Ventura HA have been matched, 2 housed, 10 vouchers out so far. • PSH Silver Linings- Silver Linings PSH program is scattered site for clients 60 and up. Five matches have been made this year. • Westview Village II has 5 1-bedroom units through Ventura Housing Authority 	
3. Document Completion a) Supportive Documents b) VAT Notice	<ul style="list-style-type: none"> • Heidi shared that the new VAT version coming out soon will have a disclaimer reviewing VATS and will state “Documentation may be required to support given responses”. 	

	<ul style="list-style-type: none"> MDT Form will have 3 signature lines for case workers to indicate the three providers who meet to override the VAT 	
<p>4. Training Updates</p> <p>a) Chronic Homeless Documentation</p> <p>b) Online Case Management</p>	<ul style="list-style-type: none"> Heidi reported that HMIS team receives numerous documents submitted that are incomplete. Everything needs to be completely filled out and if you are unsure or have questions, feel free to reach out. For those that are having challenges completing the documents, Chronic Homeless Documentation will be suggested. New users who will be presenting at PTH meetings, are mandated to take this training before they can present. The New Users will still be issued a HMIS license it will only affect them presenting at PTH meetings. Case Management training is online and available for use. New users have taken this training and the feedback was excellent. New users who are required to participate in this session will be provided with a deadline to complete training and will not be issued an HMIS account until it is completed. An email will go out to providers on how to access these trainings. Chris expressed that with all the new housing coming up, these trainings are very important to get these clients matched. Reminder that if you need additional assistance or questions, please reach out to HMIS Support or you may attend our Office Hours that are held every other Thursdays. 	
5. Site Visits	<ul style="list-style-type: none"> Stef share that site visits in full swing. They are required by HUD for HMIS team to meet at each site to offer assistance. Sent out an email to schedule site visits, asking for you to reply to the schedule, and please make the selection as soon as possible. 	
6. Longitudinal Systems Analysis (LSA)	<ul style="list-style-type: none"> Stef described that the LSA captures a broad view of what's happening in our community for funding. She said the final submission to HUD was complete. 	
<p>7. HMIS Licenses</p> <p>a) Invoices</p>	<ul style="list-style-type: none"> Stef sent our licenses for the federal fiscal year (Oct-Sept), if seen, get them processed timely. New licenses are billed quarterly then annually the following year. Rosie added to please let her know who leaves your agency, by submitting a "Disable User" form in the Document Submission Portal, so that a new person can take over that license. 	

<p>8. Prioritization List</p> <ul style="list-style-type: none"> a) Client Updates b) Viewing 	<ul style="list-style-type: none"> • Heidi said she will be posting community PSH list bi-weekly to reflect newly prioritized clients. Transitional Living Centers will also be added to the list. It will be a read only list in the channel where you can filter to find your client but remember to unfilter before you close out. VAT will be included. If you don't see your client, please reach out to HMIS Support. • Heidi reported that there will be lots of new projects coming up with lots of different criteria, and your client might qualify for them so it is very important to update your client's information every 90-days so we have the most current information on them and can potentially make matches to housing opportunities. We also need the most current case worker information; VATs need to be completed and uploaded into HMIS & Document Submission Portal to be approved. Prioritization list will be updated with VAT score after received and approved. 	
<p>9. Future Meetings Scheduled:</p> <p>May 15, 2024, 9:30-11:00 am Aug 21, 2024, 9:30-11:00 am Nov 20, 2024, 9:30-11:00 am</p>		