



**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
Finance & Data Committee Meeting Agenda**

November 28, 2023, 9:00am

Committee members must participate in person (except for just cause reasons, or personal emergency reasons approved by the HSOC):

Room 356, County of San Luis Obispo Department of Social Services,
3433 South Higuera St, San Luis Obispo, CA 93401

Approved members with just cause reasons and the public may participate by
Zoom video call:

<https://us06web.zoom.us/j/84934842554?pwd=b4E0FvF5Gg6xkTAKR2geVdUzk8fE2R.1>

Or dial in:

+1 16694449171

Meeting ID: 849 3484 2554

Passcode: 553383

1. Call to Order and Introductions
2. Public Comment
3. Consent: Approval of Minutes
4. Action/Information/Discussion
 - 4.1. Implementing Five-Year Plan Line of Effort 3 – Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight
 - 4.1.1. Discussion Item: Case Manager Attendance at HSOC Finance and Data Committee Meetings



- 4.1.2. Discussion Item: Homeless Management Information System (HMIS)
 - 4.1.2.1. Discussion Item: HMIS Upgrade Activities Update
 - 4.1.2.2. Discussion Item: HMIS System Administrators Monthly Call Report
- 4.1.3. Discussion Item: 2024 Unsheltered Point-in-Time (PIT) Count Update
- 4.1.4. Discussion Item: Longitudinal Systems Analysis (LSA) Update
- 5. Future Discussion/Report Items
- 6. Next Regular Meeting: TBD
- 7. Adjournment

The full agenda packet for this meeting is available on the SLO County HSOC web page:

[https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Homeless-Services-Oversight-Council-\(HSOC\).aspx](https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Homeless-Services-Oversight-Council-(HSOC).aspx)

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
FINANCE AND DATA COMMITTEE MEETING MINUTES**

Date

October 31, 2023

Time

9:03-9:30 am

Location

Room 356, Dept of Social Services, 3433 S Higuera St., San Luis Obispo

Members Present

Carrie Collins
Christy Nichols
Lauryn Searles
Mark Lamore
Sstoz Tes

Members Absent

Brandy Graham
Janna Nichols
Jessica Thomas (attended remotely)
Kate Swarthout
Mimi Rodriguez
Shay Stewart

Staff and Guests

Ben Dore
Deana Howard
Devon McQuade
Erica Jaramillo
Kari Howell
Kate Bourne
Kristin Ventresca
Laurel Weir
Merlie Livermore
Russ Francis
Skylar Caldwell

1. Call to Order and Introductions

Mark Lamore called the meeting to order at 9:03am. Introductions were made by those present at the meeting.

2. Public Comment

Christy Nichols shared that today is the last day to get data for HHIP (Housing and Homelessness Incentive Program) and she encouraged every agency to put every data into the HMIS.

3. Consent: Approval of Minutes

Approval of minutes was tabled. Not enough members present for quorum.

4. Action/Information/Discussion

4.1 Implementing Five-Year Plan Line of Effort 3 - Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight

4.1.1 Discussion Item: Homeless Management Information System (HMIS)

4.1.1.1 Discussion Item: HMIS Upgrade Activities Update

Kate Bourne shared that the team is going through discovery meetings with agencies such as People's Self-Help Housing, The Medically Fragile Homeless Program, ECHO, TMHA and the 5Cities Homeless Coalition. In these meetings, the HMIS team along with ICA are going over each agency's intake process, their coordinated entry participation, services offered and agency goals and projects. She also mentioned that ICA is also working on configuring the migration site. The initial migration of the HUD required data elements will be done in early December.

4.1.1.2 Discussion Item: HMIS System Administrators Monthly Call Report

Kate Bourne shared that the LSA (Longitudinal System Analysis) activities will be launched on November 13th. The HMIS admin team will upload the first batch of data and begin the process of addressing any flags and usability issues. On December 15th, there will be another upload to address any more warnings and notifications that have popped up. January 17th is the final submission date for the final LSA. Kate also reported that for the data standards update, HUD just updated the reporting glossaries that can be found on the HUD exchange. HUD is also releasing version 4 of their race and ethnicity analysis tool to match the changes in the data standards. Kate also encouraged every agency's representative to listen in during these monthly reports which happen every 3rd Wednesday from 10am-11:30am Eastern Standard Time.

4.1.1.3 Discussion Item: HMIS Privacy Notice and Client Release of Information (ROI) documents

Kate Bourne shared that this is a follow-up from the previous meeting. She shared that agencies could continue to collect their data and enter it into HMIS using their current intake processes. With the migration into the new HMIS vendor, these processes will be re-evaluated to implement a more uniform client consent process. The HMIS team is working with ICA to identify exactly which programs or project types will collect the ROI via written consent. Upon checking with the County Counsel, there will also be some limited use for verbal consent as deemed necessary. The 815 form of client ROI will still be accepted until the system is moved over to Bitfocus.

4.1.2 Discussion Item: 2024 Unsheltered PIT (Point in Time) Count Update

Kari Howell shared that January 23, 2024, is the confirmed date for the PIT count. The youth count and the adult unsheltered count will take place on the same day.

The county website for this event is now live thru www.slocounty.org/pitcount, starting the public campaign for information and volunteer recruitment. Kari also confirmed that the county has

partnered with Thurmond Consulting Group for this project. There will be a presentation by Thurmond Consulting at the Full HSOC's meeting on November 15.

5. Future Discussion/Report Items

- How to promote the Finance & Data Committee to encourage attendance and participation from other case managers

6. Next Regular Meeting

November 28, 2023, at 9am

7. Adjournment

Mark Lamore adjourned the meeting at 9:30am