

**HOMELESS SERVICES OVERSIGHT COUNCIL  
HSOC FINANCE AND DATA COMMITTEE MEETING  
September 30 2020, 10am-11:30am**

MEMBERS PRESENT	MEMBERS ABSENT	STAFF & GUESTS	
<p>Andrea Alvarado Janna Nichols Jeff Al-Mashat Riley Smith Shay Stewart Sstoiz Tes</p>	<p>Jessica Thomas</p>	<p>Elaine Mansoor George Solis Jan Maitzen Jessica Lorange Kristen Richards Laurel Weir Leon Shordon Russ Francis</p>	
AGENDA ITEM			CONCLUSIONS/ACTIONS
<p>1. Call to Order and Introductions</p>	<p>Janna called the meeting to order at 10am.</p>		
<p>2. Public Comment</p>	<p>Riley from United Way shared that their 211 SLO County service are working on including a shortcode text for people to access information on the status of all warming centers in the County. Currently this is still in testing, but people can text SLOWARMINGTEST to 211211 and it will show a general idea of what will be shown.</p> <p>Elaine expressed interest in joining the Committee in January.</p> <p>George shared that the County is continuing to talk to Bell Data about moving data from ClientTrack into HMIS (Homeless Management Information System). The first APR (Annual Performance Report) for which this will be needed will be in October 2021. George will follow up with Grace to see what data CAPSLO (Community Action Partnership of San Luis Obispo) are collecting.</p>		
<p>3. Consent: Approval of Minutes</p>			<p>Shay made a motion to approve the minutes, seconded by Jeff. The</p>

		motion passed with none opposed and no abstentions.
4. Action/Information/Discussion		
4.1 Discussion Item: Homeless Point in Time Count  4.1.1 Discussion Item: Update on 2021 Point in Time Count and Survey	George reported that HUD (Department of Housing & Urban Development) requires CoCs (Continuums of Care) to carry out a biannual PIT (Point in Time) Count of sheltered and unsheltered populations. The last full count was in January 2019, so the next is scheduled for January 2021. The sheltered count and HIC (Housing Inventory Count) will be required. HUD have not yet determined if they will require a full PIT count of the unsheltered population, due to COVID. The County has drafted a contract with ASR (Applied Survey Research) to carry out the work. The contract is currently being reviewed by County Counsel. The contract is due to start October 1 so the County can start working on planning activities. ASR has agreed that the contract will be terminated if HUD decides a full count is not required.	
4.2 Discussion Item: Homeless Management Information System (HMIS)  4.2.1 Discussion Item: Sample Consent for Release of Information (HMIS) Forms	George shared three samples of HMIS Consent for Release of Information forms, based on what other communities are doing. George clarified that consent can be taken verbally, as long as the agency shares the Privacy Posted Notice and the Privacy Notice. Some agencies may choose to collect written consent, for which one of these forms would be used. HUD TA (Technical Assistance) has said that many CoCs are opting to collect consent via a Privacy Notice and Privacy Posted Notice rather than through a written consent form. HUD does not require written consent – their only requirement is to use the Privacy Notice.  Sstoz shared that CAPSLO’s counsel has stated they need to read out the privacy notice and collect a client’s signature. Sstoz requested documentation from HUD explicitly stating this is not necessary. George to follow up with HUD for clarification and forward to Sstoz.	George to follow up with HUD for clarification and forward to Sstoz.

<p>4.3 Discussion Item: Coordinated Entry Workgroup</p>	<p>George shared that HUD has produced guidelines recommending that CoCs work with their local Public Health and health care providers to make changes to Coordinated Entry prioritization, in order to more quickly rehouse clients who are at a high risk of medical complications from COVID. The Services Coordinating Committee has discussed this and recommended that a working group be created to look into prioritization. Currently represented on the list are Dignity Health, Tenant Health, Compass Health, CenCal Health, TMHA (Transitions Mental Health Association), 5CHC (5Cities Homeless Coalition), CAPSLO and ECHO (El Camino Homeless Organization). The Committee suggested adding Behavioral Health, Drug &amp; Alcohol Services and HASLO. George asked Committee members to send through any other suggestions for the working group. George will arrange a meeting for October.</p> <p>George shared that he has recently finished a five week intensive workshop on Coordinated Entry and prioritization, also attended by Jessica and Leon. The training helped to understand challenges other communities are facing, and how to address challenges that SLO CoC may face in future.</p>	<p>George to arrange a Coordinated Entry working group meeting in October</p>
<p>4.4 Discussion Item: September HMIS Systems Administrators Call</p>	<p>George shared that he and Jessica attend monthly HMIS Systems Administrators calls, in which they receive HUD updates. The last call involved training on the ESG-CV (Emergency Solutions Grant – Coronavirus) CAPER (Consolidated Annual Performance and Evaluation Report).</p>	
<p>4.4.1 National Human Services Data Consortium Fall 2020 Virtual Conference (Oct 5th – Oct 30th)</p>	<p>George reported that the National Human Services Data Consortium Conference is held twice a year. Due to COVID, the conference will be virtual this October. There will be daily workshops between October 5 and October 30. The cost is \$110 per attendee. The conference is HUD-approved training, so agencies can use HMIS funds for this.</p>	<p>George to send the link to all agencies participating in HMIS</p>
<p>4.4.2 2019/ 2020 HUD (Department</p>	<p>George shared that HUD submits an Annual Homeless Assessment Report (AHAR) to Congress. This includes data from the HIC and PIT</p>	

<p>of Housing &amp; Urban Development) Longitudinal Systems Analysis (LSA) submission</p>	<p>counts that CoCs submit each year. Another part of the report is Longitudinal Systems Analysis (LSA), which looks at demographic characteristics such as race and gender, as well as subpopulation data including veterans, households with children, and data concerning housing outcomes for those who exit programs. SLO County CoC begins submitting data for the LSA in October, with a final submission of data once data cleanup has been done by the end of December.</p> <p>The Committee discussed Stella, the strategy and analysis tool which had been brought up at previous meetings. Stella is based on the LSA data referenced above. The Committee agreed that Stella data should be shared in Committee meetings each quarter. For January, the Committee will look at the LSA data submitted in December.</p>	
<p>4.5 SLO County CoC HMIS User Conference/ Training – November 12<sup>th</sup></p> <p>4.5.1 HUD Updates</p> <p>4.5.2 Bell Data Updates</p> <p>4.5.3 HMIS Data Quality</p> <p>4.5.4 HMIS Privacy &amp; Security</p>	<p>George shared that there is a four hour window set up for SLO County CoC’s HMIS User Conference and Training on November 12. George will send the invitation to all relevant agencies and HMIS users.</p> <p>George reported that HUD typically change or introduce new data requirements in October, so if they were intending to do so this year, they would have announced it by now. The Conference is therefore an opportunity to look at data quality reports, and an annual training reminder on privacy and security.</p> <p>George will send out an email to HMIS users asking if there is anything else they would like to see covered.</p>	<p>George to send the invitation to all relevant agencies and HMIS users.</p> <p>George to send out an email to HMIS users asking if there is anything else they would like to see covered.</p>
<p>5. Future Discussion/Report Items</p>	<ul style="list-style-type: none"> <li>Reporting to the full HSOC – System Performance Measures should be shared every year as a committee report</li> </ul>	
<p>6. Next Meeting Date: October 28, 2020</p>		
<p>7. Adjournment</p>	<p>Janna adjourned the meeting at 10:50am.</p>	