



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

October 31, 2023, 9:00am

Committee members must participate in person (except for just cause 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

Members (those with just cause reasons approved by the HSOC staff) and the public may participate by Zoom video call:

<https://us06web.zoom.us/j/85379673495?pwd=Mfsc4Fc0Xvte1kavxGgoDYlatqgBXy.1>

Or dial in:

+1 16694449171

Meeting ID: 853 7967 3495

Passcode: 862131

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: Homeless Management Information System (HMIS)



- 4.1.1.1. Discussion Item: HMIS Upgrade Activities Update
 - 4.1.1.2. Discussion Item: HMIS System Administrators Monthly Call Report
 - 4.1.1.3. Discussion Item: HMIS Privacy Notice and Client Release of Information (ROI) Documents
 - 4.1.2. Discussion Item: 2024 Unsheltered Point-in-Time (PIT) Count Update
- 5. Future Discussion/Report Items
 - 6. Next Regular Meeting: November 28, 2023, at 9am
 - 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

September 26, 2023

Time

9:00-10:30 am

Location

Room 358, Dept of Social Services, 3433 S Higuera St., San Luis Obispo

Members Present

Christy Nichols
Janna Nichols
Jessica Thomas
Kate Swarthout
Lauryn Searles
Mark Lamore
Sstoz Tes

Members Absent

Brandy Graham
Mimi Rodriguez
Shay Stewart

Staff and Guests

Abby Burgess
Derek Ferree
Erica Jaramillo
Jessica Jones
Kari Howell
Kate Bourne
Kristin Ventresca
Laurel Weir
Merlie Livermore
Morgan Torrell
Russ Francis
Skylar Caldwell
Staci Dewitt

1. Call to Order and Introductions

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

2. Public Comment

Christy Nichols provided a quick update on the HHIP (Housing and Homelessness Incentive Program) required measures. She shared that we are meeting a lot of HHIP required measures and by meeting these measures we earn future funding. She also mentioned that there are still a few metrics that we are looking to meet, namely, street medicine and screening people for homelessness.

Lauryn Searles reported that Coordinated Entry system has begun preliminary matching for the Paso Robles Homekey project. She also mentioned they are coordinating with People's Self-Help Housing to begin matching for the Pismo Terrace housing project within the next few weeks. She then reminded case managers to make sure client information is updated on the HMIS as this is where they will be identifying clients, off the by name list. She then thanked the service providers and case managers for being a part of the first wave of the matching process.

Janna Nichols shared that a Street medicine convening conference is happening this afternoon, from 12pm-3pm at CAPSLO office.

3. Consent: Approval of Minutes

Janna Nichols moved the motion to approve the meeting minutes. Lauryn Searles seconded the motion. Minutes passed.

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 a full database download from BellData was handed over to ICA to start their evaluation of the data that exists in BellData now. Per Kate, their analysts are working hard to evaluate the structure and what will be needed to prepare for the data migration. The HMIS team has also completed their initial Bitfocus training. Although they now have access to training and migration sites, the team is under a strict order at the moment, to not touch the migration site until all data have been configured.

Kate also mentioned that a steering committee kickoff is happening on Thursday, followed by a first meeting with Bell Data on Friday, to talk about the initial analysis of the database and what the project will look like in collaboration with them.

Abby Burgess also shared that there is an agency launch public meeting for existing HMIS users on October 9th at 2pm.

4.1.1.2 Discussion Item: HMIS System Administrators Monthly Call Report

Kari Howell reported that in the monthly call report, they discussed reporting timelines. HUD is developing a new client sector trauma informed toolbox. Also discussed was the fall NHSDC (National Human Services Data Consortium) conference. Kari also shared that during the meeting, they prepped for the LSA (Longitudinal System Analysis) which was a reminder to send data through Stella, a web-based modeling tool. The admin call also took a deeper dive through some

data standard elements. At the “Did you know’ section towards the end of every HMIS admin call, the topic of street outreach was featured, which discussed working with outreach workers, and progressive data collection and what it means for HMIS.

4.1.1.3 Discussion Item: HUD (US Department of Housing and Urban Development) Data Standards Update

Kate Bourne gave a reminder that data standards update will go into effect on October 1st. The data standards changes will be seen to gender, combination of race and ethnicity and reclassification noted for the rapid rehousing programs.

4.1.1.4 Action Item: Vote to Approve revisions to the HMIS Privacy Notice and Client Release of Information (ROI) documents

Kate Bourne shared that this is a follow up from the last meeting in which the policies and procedures updates were discussed related to the data standards. Last meeting left with the direction to address the Privacy and ROI issues. Kate mentioned that the Privacy Notice was edited so that it provides a baseline for HIPAA (Health Insurance Portability and Accountability Act) covered entities. She also mentioned that part of the change is adding language, stating that it will be acceptable if an agency wants to use its own ROI form, if it's approved by the Continuum of Care. Kate also mentioned that clients will not be prevented from receiving other services even if they refuse to have their information in HMIS shared with other agencies.

Following more discussion around this topic, Lauryn Searles made a motion with the caveat that service providers have operational conversation about how to implement this process. Jessica Thomas seconded, roll called, and the motion passed.

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

Kari Howell shared that planning for this event in January 2024 is progressing and the selection committee is currently reviewing vendor proposals.

5.Future Discussion/Report Items

- ROI discussion
- BIT Focus-discussion about tracking

6. Next Regular Meeting

October 31, 2023, at 9am

7. Adjournment

Mark Lamore adjourned the meeting at 10:16am.