

**HOMELESS SERVICES OVERSIGHT COUNCIL
 HSOC FINANCE AND DATA COMMITTEE MEETING
 January 6, 2019, 10:30-12:00pm
 Department of Social Services
 Room 358**

MEMBERS PRESENT	MEMBERS ABSENT	STAFF & GUESTS		
Devin Drake Shay Stewart Sstoz Tes Bill Crewe alt. for Paul Worsham	Jessica Thomas	Laurel Weir Jessica Lorance		
AGENDA ITEM			CONCLUSIONS/ACTIONS	FOLLOW UP
1. Call to Order and Introductions of Guests	Devin welcomed the group and introductions were made.			
2. Public Comment	NA			
ACTION/INFORMATION/DISCUSSION				
3.1. Discussion Item: Homeless Point in Time Count 3.1.1 Action Item: Vote to approve January 27, 2020 as the date for the 2020 Sheltered Homeless Point in Time Count	Laurel shared with the group that the Point in Time Count typically occurs every other year on odd years. Next year is the full Point in Time Count 2021. Housing and Urban Development (HUD) requests that every area completes a shelter count annually. Laurel explained that there is basic demographic information that is collected at the shelter count each year. The group discussed the warming centers being opened in order to help with the sheltered count. The group discussed the approval of the January 27, 2020 as the date for the 2020 sheltered Homeless Point in Time Count as the date is kept generally around the same time. HUD requires		Shay made a motion to approve January 27, 2020 as the date for the 2020 Sheltered Homeless Point in Time Count, seconded by Devin. All were in favor.	

<p>3.1.2 Action Item: Vote to 1) use a census methodology for the 2021 Homeless Point in Time Count combined with a sampling methodology for obtaining demographic and survey information; and 2) to use a contractor to plan and carry out the count in accordance with this methodology</p>	<p>that the regular full count occurs in the last ten days of January. The group discussed the reasoning behind having the count in the end of January.</p> <p>Laurel explained to the group that HUD requires different methodologies of the count. One methodology is sampling, and the other method is census or physical count. The group discussed the proposal of using a hybrid method of the two methodologies. Laurel explained what regions we have in our area: coastal, north county, south county, San Luis Obispo (central). The group also discussed use of a contractor to plan and carry out the count according to the previously discussed methodology. Laurel explained that use of a contractor would be beneficial to ensure compliance with HUD standards. The timeline for 2021 will be done with an earlier start to help with volunteer recruitment as well as the process for selection of a contractor.</p>	<p>Shay made a motion to 1) use a census methodology for the 2021 Homeless Point in Time Count combined with a sampling methodology for obtaining demographic and survey information; and 2) to use a contractor to plan and carry out the count in accordance with this methodology, seconded by Bill. All were in favor.</p>	
<p>3.2 Discussion Item: Continuum of Care Reports Schedule</p>	<p>Laurel shared with the group that there will be more discussion about this agenda item at next months meeting. HUD has asked for the Longitudinal System Analysis Report. This report is coming due in March. There is working going on, to help update and correct the data elements prior to reporting to HUD. A test run of this report will be brought to the committee in February. Laurel explained that there will be HMIS data quality reports sent monthly to sub-agencies to clean up and ensure data quality. An overview of the data quality reports will be</p>		

<p>3.3 Discussion Item: State Grant Reports</p>	<p>brought to future meetings. System Performance Reports will be coming this spring as well and will be published for review. Laurel explained to the group that there is a data standard manual available from HUD for those that are interested. The group discussed data collection concerns and best practices.</p> <p>Laurel informed the group that for the HEAP grant HMIS data will need to be used as part of the grant requirements. We have not gotten to this part of the grant yet. The CESH grant will also have requirements that will use HMIS data. The group discussed beta testing with one agency to ensure smooth data collections from other agencies for the grant requirements out of the HMIS data. Similarly, the new HHAP grant will also have HMIS data requirements. The state has also started to ask for more in-depth data from HMIS. The group discussed that an updated privacy notice needs to be created for this report. We have been receiving technical assistance to change our privacy report as well as other forms.</p>		
<p>4. Future Discussion/Report Items:</p>	<p>Continuum of care reports schedule HMIS DQ reports Exit data</p>		
<p>Devin HSOC Report:</p>	<ul style="list-style-type: none"> - State grant report schedule 		
<p>5. Next Meeting Date:</p>	<p>February 4, 2020</p>		

6. Adjournment	Devin adjourned the meeting at 11:12am		
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