HOMELESS SERVICES OVERSIGHT COUNCIL
HSOC FINANCE AND DATA COMMITTEE MEETING
October 28 2020, 10am-11:30am

MEMBERS PRESENT	MEMBERS ABSENT	STAFF & GUESTS
Andrea Montes Alvarado Elaine Mansoor Janna Nichols Jeff Al-Mashat Jessica Thomas Riley Smith Sstoz Tes	Shay Stewart	George Solis Jan Maitzen Jessica Lorance Laurel Weir Leon Shordon Russ Francis

AGENDA ITEM		CONCLUSIONS/ACTIONS
1. Call to Order and Introductions	Janna called the meeting to order at 10am.	
2. Public Comment	George reminded the Committee that applications for the 2021 Action Plan grants were due by 5pm October 28.	
3. Consent: Approval of Minutes		Elaine made a motion to approve the minutes, seconded by Jeff. None were opposed and there were no abstentions. The motion was carried.
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 he and Laurel met with other CoCs (Continuums of Care) and a HUD (Department of Housing & Urban Development) representative in October. HUD have still not determined what they will require for the 2021 PIT (Point in Time) count. There are	

	suggestions that HUD will ask for a generic head count without demographic information or mandated surveys, but this is not confirmed.	
4.2 Discussion Item: Homeless Management Information System (HMIS)		
4.2.1 Discussion Item: Revised Form 815 – County of San Luis Obispo Multi-Agency Referral and Client Release of Information	George shared that the County is now using a revised 815 form (Multi Agency Referral and Release of Information). The new form now includes a box for HMIS (Homeless Management Information System) consent. Janna reported that there are now difficulties in selecting multiple referrals. George will follow up on this with Belinda Benassi from DSS (Department of Social Services). George clarified that HUD's requirements are for agencies to make clients aware of what will happen with their data, how to access the privacy notice, and to get consent for any use or disclosure of their data that is not listed in the privacy notice. HMIS standards do not specify the methods of consent that must be used. HMIS is not an open system, so data is not automatically shared with other agencies, but the 815 form should be used where data is shared with other agencies. The privacy notice should be included in all emails to clients. All HMIS users should have received an email about the new 815 form.	
4.2.2 Discussion Item: HUD (Department of Housing & Urban Development) Requirements for HMIS consent	Discussed above in item 4.2.1.	
4.2.3 Discussion Item: Warming Center projects in HMIS	George reported that all the winter warming centers are now in HMIS, with a project start date of November 1. This will be the first year that warming center data is collected in HMIS. The warming centers will be	

	set up as separate projects in HMIS.	
	Jeff reported that ECHO (El Camino Homeless Organization) will be opening their warming emergency shelter in Paso Robles from November 1. The location is the Motel 6 that ECHO will be taking ownership of through HEAP (Homeless Emergency Aid Program) and Homekey funding.	George to follow up with Mimi at ECHO to ensure ECHO's warming center is set up in HMIS
	Janna reported that 5CHC (5Cities Homeless Coalition) does not yet have a location for their warming center, so are not sure about the start date. George stated that he can add the information into HMIS later when 5CHC does know.	
4.3 Discussion Item: California Emergency Solutions Grant – Coronavirus (Round 2)	Laurel provided an update on the second tranche of California ESG-CV (Emergency Solutions Grant – Coronavirus) funding. The State is asking applicants to complete a Homelessness Response Local Investment Plan, providing details on funding sources, use and priority, broken down into activity areas e.g. non-congregate shelter, rental assistance and permanent supportive housing. Laurel shared a blank version of the Plan. The Committee agreed it would be good to have the plan updated and shared at each meeting. HCFC (California Homeless Coordinating and Financing Council) has advised that CoCs will need to be able to track activities. FEMA (Federal Emergency Management Agency) and HUD will likely come out to monitor, and CoCs will need to document what has been provided. Discussion of how this data can be collected was agendized for the next Finance & Data Committee meeting.	
4.3.1 Discussion Item: Advancing Racial Equity Application Questions	Laurel reported that HUD and the State have a focus on racial equity and access in the second round of ESG-CV funding. Applicants need to provide information on plans for reaching out to groups supporting underserved communities. Recipients will be required to measure grants by the race and ethnicity of people served, and the support they have received, compared to their proportion of the population.	

4.3.2 Discussion Item: Continuum of Care Outcomes by Race and Ethnicity data	Discussed above in item 4.3.1.	
4.4 Discussion Item: October HMIS Systems Administrators Call		
4.4.1 Discussion Item: 2019/ 2020 HUD Longitudinal Systems Analysis (LSA)	George shared that HMIS leads were required to submit two years of LSA (Longitudinal Systems Analysis) data this year, for fiscal years 2019 and 2020. The first step, which involved running an LSA report in HMIS and uploading it into the HUD Data Exchange, has been completed. The next steps involve being assigned a technical advisor to help with cleaning up any data issues, and reaching out to agencies to help with this. Final submission will be due at the end of December. Andrea and Sstoz reported that exit data is often an issue, as sometimes people leave programs and there is no way to get in touch with them. Social security is another issue as some people do not have a social security number or do not know theirs, and this shows as an error in the system. George responded that working through these issues will be part of the next steps, and this may involve talking to other CoCs and to HUD TA (Technical Assistance).	
4.4.2 Discussion Item: Tool to import HUD VA (Veterans Affairs) Supportive Housing (HUD-VASH) data	George reported that CoCs have been struggling to get data from HUD-VASH (Department of Housing and Urban Development– Department of Veterans Affairs Supportive Housing) programs into HMIS for years. This impacts what CoCs can report as their bed inventory. HUD has been working with the Department of Veterans Affairs (VA) since last year to work out a process for reporting HUD-VASH data in HMIS, and a new tool will be available in November through which VA medical centers will be able to send data to HMIS leads. There has been no demonstration of what this will look like yet. Janna suggested that George speak with Brandy Graham from CAPSLO about this.	

	George reported that Good Samaritans (Santa Barbara County) are not yet able to send client level data into HMIS, because they do not yet have client consent to share this data with SLO CoC's HMIS system. A data sharing Memorandum of Understanding may need to be drawn up. George to follow up with Dawn from Good Samaritans.	George to follow up with Dawn from Good Samaritans.
5. Future Discussion/Report Items	• Racial equity data (see above, item 4.3) • LSA (Longitudinal Systems Analysis) and Stella data • PIT (Point in Time) Count updates	
6. Next Meeting Date: November 25, 2020	Russ will send out a poll the week commencing November 16 checking that the Committee will be quorate.	
7. Adjournment	Janna adjourned the meeting at 11:20am.	