

**HOMELESS SERVICES OVERSIGHT COUNCIL
HSOC FINANCE AND DATA COMMITTEE MEETING
August 26 2020, 10am-12pm**

MEMBERS PRESENT		MEMBERS ABSENT	STAFF & GUESTS
Janna Nichols Jeff Al-Mashat Shay Stewart Sstoiz Tes		Jessica Thomas	Andrea Alvarado Elaine Mansoor George Solis Jessica Lorange Leon Shordon Riley Smith Russ Francis
AGENDA ITEM			CONCLUSIONS/ACTIONS
1. Call to Order and Introductions	Janna called the meeting to order at 10am.		
2. Public Comment	Janna shared that she will email Mariam Shah, Chair of HSOC, to appoint Riley Smith and Andrea Alvarado to the Committee.		
3. Consent: Approval of Minutes			Shay made a motion to accept the minutes, seconded by Janna. All were in favor, with none opposed and no abstentions.
4. Action/Information/Discussion			
4.1 Discussion Item: Homeless Point in Time Count			
4.1.1 Discussion Item: 2021 Point in Time Count Request for Proposals	George provided some background on the 2021 PIT (Point in Time) Count. In the last meeting, the County had put out the RFP (Request for Proposals). The County has since had one proposal, from Applied Survey Research (ASR), who have conducted several PIT Counts in the		

	<p>past. George and Laurel are currently reviewing the application, and discussing additional processes and safeguards due to COVID. HUD (Department of Housing and Urban Development) have not yet made a final determination regarding the unsheltered count for 2021. The sheltered count and HIC (Housing Inventory Count) will happen as usual. The County plans to execute the contract with ASR in September, and plan for the PIT count in September-October, by which time there will be more guidance from HUD. George clarified that a survey will be carried out as well, and the questions will be brought to HSOC to see if there are any additional local questions that should be added.</p>	
<p>4.2 Discussion Item: Homeless Management Information System (HMIS)</p>	<p>At the previous meeting, the Committee reviewed the new HMIS (Homeless Management Information System) Participating Agency Agreement and requested feedback. The document has since been reviewed and approved by County Counsel. The only change made was about consent to use personal information. The agreement now allows agencies to decide how to obtain consent for each program. This may be implied, verbal, or informed consent. Implied consent consists of a posted privacy notice, without asking the client directly. Verbal consent consists of a client verbally agreeing to participate in HMIS. Informed consent consists of a client signing a form. Which type of consent an agency decides to use may be based on which is most practical for the program type, but consent must be obtained consistently within each program.</p> <p>George clarified the following points:</p> <ul style="list-style-type: none"> • Items 2.2 and 4.4 are consistent following this change. • The County has recently confirmed who the authorized users are within each agency. • The timely entry of data refers to entering the basic information; it is understood that agencies may not have determined which program a client will enter at this time. 	

<p>4.2.1 Action Item: Vote to approve updated San Luis Obispo County HMIS Participating Agency Agreement</p>		<p>Shay made a motion to accept the updated agreement, seconded by Jenna. All were in favor. The agreement will now be reviewed by the full HSOC in September.</p>
<p>4.2.2 Action Item: Vote to approve updated San Luis Obispo County HMIS User Agreement</p>	<p>George introduced the updated HMIS User Agreement. The Committee agreed to change the document to state that the agency's HMIS administrator for should countersign the form. George clarified that the updated agreement will be sent out to all agencies once approved.</p> <p>In response to a question about how the County captures complaints, concerns and questions, George clarified that there is a form on the HSOC website, in the Provider Resources section. This is sent to the HMIS support email. People can also just use the email address directly – ss_hmissupport@co.slo.ca.us</p> <p>All support issues are logged, including date resolved and follow up.</p>	<p>Shay made a motion to accept the updated agreement, seconded by Jeff. All were in favor. The agreement will now be reviewed by the full HSOC in September.</p>
<p>4.2.3 Action Item: Vote to approve San Luis Obispo County HMIS Grievance Form</p>	<p>The Grievance Form was discussed and approved in principle at the previous Committee meeting.</p>	<p>Shay made a motion to accept the updated agreement, seconded by Jeff. All were in favor. The agreement will now be reviewed by the full HSOC in September.</p>
<p>4.3 Discussion Item: Coordinated Entry</p>		
<p>4.3.1 Discussion Item: Importing Data from ClientTrack to Bell</p>	<p>George provided an update. Bell Data have said that it is possible to import Coordinated Entry from a different provider (i.e. ClientTrack); the CoC would just need to make sure the data fields can be mapped. The Supportive Services for Veteran Families (SSVF) program at</p>	

Data HMIS	CAPSLO (Community Action Partnership of San Luis Obispo) has already built in upload charges for this year, but if there is an additional fee for Coordinated Entry data transfer, this can be paid for by CESH (California Emergency Solutions and Housing) money which has been set aside for upgrades to HMIS. George will follow up with Grace McIntosh at CAPSLO.	
4.3.2 HUD Required Coordinated Entry Data Elements effective October 1, 2020	<p>George showed the Coordinated Entry data elements which will be required by HUD from October, including two new elements (Coordinated Assessment element and Coordinated Event element).</p> <p>George clarified that Coordinated Entry is not a program in which clients are enrolled, but is essentially the 'front door' to the system, through which clients are assessed, their data is entered, and then they are referred to specific programs.</p>	
4.4 Discussion Item: HUD CARES Act		
4.4.1 Discussion Item: New Project Setup in HMIS	George shared that he will be reaching out to agencies to begin setting up HMIS projects, and determining who will need to have access to these.	
4.4.2 Discussion Item: 1st ESG-CV CAPER Report due October 30, 2020	<p>George provided some background on the ESG-CV (Emergency Solutions Grant – Coronavirus) CAPER (Consolidated Annual Performance and Evaluation Report), a report specific to ESG programs. The regular ESG program requires an annual CAPER, but the ESG-CV program requires a quarterly CAPER. This will be completed by DSS (Department of Social Services), as the HMIS lead. Data will be from March through September 1. As there are no subrecipient agreements or projects currently in place, there will not be any significant data to report. The next report will most likely be due at the end of January.</p> <p>George clarified that providers do not need to track projects and activity separately for different tranches of ESG-CV funding.</p>	

5. Future Discussion/Report Items	<ul style="list-style-type: none">• Update on PIT Count and Survey• Streamlined release of HMIS information forms	
6. Next Meeting Date: September 30, 2020		
7. Adjournment	Janna adjourned the meeting at 10:50am	