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

July 21, 2025, 9:00am

Committee members must participate in person (except for just cause reasons, or personal emergency 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 with approved just cause reasons and the public may participate by Zoom video call:

https://us06web.zoom.us/j/81243166438?pwd=T5jCCbAOafcU9ULpGoM4S6UO4xed86.1

Or dial in:
+1 669 444 9171
Meeting ID: 812 4316 6438
Passcode: 758019

1. Call to Order and Introductions (2 minutes*)

2. Public Comment (3 minutes*)

3. Consent: Approval of Minutes (2 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: Supportive Parking Program Model and Outcomes

        4.1.2.   Discussion Item: SLO County CoC HMIS Minimum Intake Form

        4.1.3.   Homeless Management Information System (HMIS)

            4.1.3.1.   Information Item: System Performance Measures (SPM) Update

            4.1.3.2.   Information Item: HMIS Staff Report

*All times are approximate

5. Future Discussion/Report Items (3 minutes*)

6. Next Regular Meeting: August 18, 2025

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-division/homeless-services-oversight-council

*All times are approximate

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
DATA & PERFORMANCE COMMITTEE MEETING MINUTES**

Date
June 16, 2025

Time
9:03 am-10:37 am

Location
Room 356, Department of Social Services, 3433 S. Higuera St., San Luis Obispo, CA 93401

Members Present
Hayley Spyksma (alternate for Nathan Rubinoff)
Helene Finger
Janna Nichols
Mark Frauenheim
Mark Lamore

Members Absent
Diana Howard
Jessica Thomas
Nathan Rubinoff
Ranel Porter

Staff and Guests
Amy Blanchard
Ashlee Hernandez
Derek Ferree
Erica Jaramillo
George Solis
Jeff Al-Mashat
Kari Howell
Kate Bourne
Laurel Weir
Lupe Terrones
Merlie Livermore
Nathaniel Bearson
Russ Francis
Staci Dewitt
Trisha Raminha

1. Call to Order and Introductions
Janna called the meeting to order at 9:03 am.

2. Public Comment
None presented.

3. Consent: Approval of Minutes
Mark Lamore moved the motion to approve the minutes. Mark Frauenheim seconded the motion. Minutes were approved by voice vote, with no abstentions and none opposed.

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: HHAP (Homeless Housing, Assistance and Prevention Program) Round 6 Application System Performance Measures Development
With the intention to gather feedback prior to its presentation at the HSOC meeting in July, George led the information sharing and discussion regarding the development of the HHAP Round 6 Application System Performance Measures.

4.1.2. Discussion Item: HMIS (Homeless Management Information System) Staff Report
In relaying the HMIS Staff report, Kari started with the HMIS Migration Project wherein she shared the evolution of homelessness data in the community. She also talked about the future of HMIS and the role of the HMIS Lead in the SLO County Continuum of Care.

4.1.3. Discussion Item: Cal ICH (California Interagency Council on Homelessness) HDIS (Homeless Data Integration System) Connect Update
Kate shared that the HDIS meeting talked about Systems Performance Measures (SPM) and focused on Business Systems Logic, a more technical document in looking at clients' homelessness records. Kate also provided website links to the documentation the state has made available to better understand the CA System Performance Measures:
CA SPM Guide: https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/calich/performance_measure_guide.pdf
CA SPM Business Logic: https://dca.app.box.com/s/3p3oeoyr0y76boiaffiix1dy38je2u24
CA SPM vs HUD SPM Crosswalk:
https://bcsh.ca.gov/calich/documents/crosswalk_of_system_performance_measures.pdf

5. Future Discussion/Report Items
None suggested.

6. Next Regular Meeting: July 21, 2025
Mark Lamore will chair this meeting as Janna will be unavailable.

7. Adjournment
Janna adjourned the meeting at 10:37 am.

COUNTY OF SAN LUIS OBISPO

DEPARTMENT OF SOCIAL SERVICES

HOMELESS SERVICES DIVISION

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) MINIMUM INTAKE FORM

Background

While conducting agency discoveries, there was an identified need for minimal data collection processes alongside a Services Only (SSO) program enrollment to allow HMIS participating agencies to report on low-barrier services in the Continuum of Care (CoC).

Proposed Data Elements

Prior to SSO program enrollment, the following Data Elements are proposed for a Minimum Intake client profile:

- Name, Age, Gender, Pronouns, Race and Ethnicity, and Veteran Status
- *Also included:* Release of Information and SSO Program Enrollment

Allowable Circumstances

All clients in HMIS have services recorded within a Program Enrollment. All client profiles completed with a Minimal Intake Form must be enrolled in an agency's SSO Program. Clients enrolled in other HMIS Program types such as Street Outreach, Emergency Shelter, etc. are required to complete a full intake, to the best of the client's ability.

The Minimum Intake Form is allowed for specific circumstances, when:

- A client accesses low-barrier services, such as a meal service or one-time assistance.
  - Client(s) must be enrolled in an agency's Services Only Program (SSO).
- Services are offered to all community residents, not limited by homelessness status, and an Agency is required to report on these services.
  - For these circumstances, it is recommended the SSO Program is thereby categorized as a <u>Non-continuum program.</u>

Articles of Support

HMIS participating agencies are invited to build upon the baseline intake for SSO programs and are encouraged to establish internal workflows to meet client needs when circumstances change.

- By supporting low-barrier services in (and out of) the continuum, the CoC advances Line of Effort 2 in the Countywide Plan to Address Homelessness: *Focus efforts to reduce or eliminate the barriers to housing stability for those experiencing homelessness*

or at risk of homelessness, including prevention, diversion, supportive services, and housing navigation efforts.

- By meeting agency reporting needs that fall outside the scope of federal, state, and local reporting, the CoC advances Line of Effort 3 in the Countywide Plan to Address Homelessness: *Improve and expand data management efforts through HMIS and coordinated Entry system to strengthen data-driven operational guidance and strategic oversight.*

SLO County CoC

CLARITY HMIS: MINIMUM INTAKE FORM
TO BE USED WITH A SERVICES ONLY (SSO) HMIS PROJECT ONLY

CLARITY HMIS: RELEASE OF INFORMATION = ROI is valid for 2 years from the date of document collection (*typically an initial project start date)*

SSO PROJECT START DATE *[All Clients]*

		/			**/**				

Month **Day** **Year**

PERMISSION *[All Clients]*

○	Yes		○	Electronic (E-SIGN)
○	No*		○	Attached PDF
*Clients with a NO response must have Program Enrollment toggled to Private.			○	Signed Paper Document
**Verbal consent allowable for minimum intake and SSO Program Enrollment.			○	Verbal Consent**

DOCUMENTATION

SOCIAL SECURITY NUMBER *[All Clients]*

			-			**-**			

QUALITY OF SOCIAL SECURITY

○	Full SSN reported		○	Client doesn't know
○	Approximate or partial SSN reported		○	Client prefers not to answer
			○	Data not collected

CURRENT NAME *[All Clients] – Alias may include Bell Data ID, separate with comma to add detail* | **N/A** |

																			N/A
Last																			○
First																			○
Middle																			○
Suffix																			○
Alias																			○

QUALITY OF CURRENT NAME

○	Full name reported		○	Client doesn't know
○	Partial, street name, or code name reported		○	Client prefers not to answer
			○	Data not collected

DATE OF BIRTH *[All Clients]*

		/			**/**					Age:

Month **Day** **Year**

QUALITY OF DATE OF BIRTH

○	Full DOB reported	○	Client doesn't know
○	Approximate or partial DOB reported	○	Client prefers not to answer
		○	Data not collected

GENDER *[All Clients]*

○	Woman (Girl, if child)	○	Questioning
○	Man (Boy, if child)	○	Different Identity (*specify*):
○	Culturally Specific Identity (e.g., Two-Spirit)	○	Client doesn't know
○	Transgender	○	Client prefers not to answer
○	Non-Binary	○	Data not collected

PRONOUNS (Select all applicable) *[All Clients]*

○	He/him/his	○	Client doesn't know
○	She/her/hers	○	Client prefers not to answer
○	They/them/theirs	○	Data not collected
○	Ze/zir/zirs	○	

RACE AND ETHNICITY (Select all applicable) *[All Clients]*

○	American Indian, Alaska Native, or Indigenous	○	Native Hawaiian or Pacific Islander
○	Asian or Asian American	○	White
○	Black, African American, or African	○	Client doesn't know
○	Hispanic/Latina/e/o	○	Client prefers not to answer
○	Middle Eastern or North African	○	Data not collected

VETERAN STATUS *[All Adults]*

○	No	○	Client doesn't know
○	Yes	○	Client prefers not to answer
Additional Veteran Details appear for specific users		○	Data not collected

ADD RECORD AFTER CLIENT PROFILE AND ROI HAVE BEEN COMPLETED

MOVE FORWARD WITH REQUIRED DATA ELEMENTS FOR PROGRAM ENROLLMENT IN SSO HMIS PROJECT