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

October 20, 2025, 9:00 am

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/82647296802?pwd=obpZ6xLtuftq2MGJ2rY1Cs8AhHGqcg.1

Or dial in:

+1 669 444 9171
Meeting ID: 826 4729 6802
Passcode: 188341

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. Action Item: Review and Approve the 2026 Point in Time (PIT) Count Unsheltered Survey Tool (45 minutes*)

        4.1.2. Homeless Management Information System (HMIS)

            4.1.2.1. Discussion Item: System Performance Measures (SPM) 5, First Time Homeless (25 minutes*)

*All times are approximate

4.1.2.2.   Information Item: Data Quality Improvement Plans (10 minutes*)

4.1.2.3.   Information Item: HMIS Staff Report (10 minutes*)

4.1.2.4.   Information Item: FY26 Data Standards (5 minutes*)

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

6. Next Regular Meeting: November 17, 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
September 15, 2025

Time
9:02 am-10:34 am

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

Members Present
Helene Finger
Janna Nichols
Mark Frauenheim
Nathan Rubinoff
Ranel Porter

Members Absent
Mark Lamore
Diana Howard
Jessica Thomas

Staff and Guests
Derek Ferree
Emily Denton
Jeff Al-Mashat
Kari Howell
Kate Bourne
Laurel Weir
Lisa Marcinkiewicz
Luke Dunn
Merlie Livermore
Nathaniel Bearson
Nathan Rubinoff
Staci Dewitt

1. Call to Order and Introductions
Janna Nichols called the meeting to order at 9:02 am. Introductions were made by those who attended via Zoom.

2. Public Comment
Kari shared that the 2026 PIT (Point- in -Time) Count planning is under way. She mentioned that they have reached out to service providers in terms of staffing and information assistance for the day of the PIT count, Tuesday January 27, 2026. In addition, she reported that on Wednesday, September

17, Full HSOC will hopefully approve PIT Count methodology. Also, at the next Committee's meeting in October, Kari shared that they would present the survey tool for the PIT Count. Janna apologized for her absence in the past meetings due to family matters.
Luke Dunn of CAPSLO shared that there could be some elaborate discussion regarding sanctioned campsites. Janna suggested that this topic could be referred to and better discussed at the Services Coordinating Committee meetings.

3. Consent: Approval of Minutes
Helene moved the motion to approve the minutes. Nathan seconded the motion. Janna abstained. Minutes were approved by voice vote.

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. Information Item: Minimum Intake Form for Low Barrier, Non-Continuum Services
Kari shared that at the Data & Performance Committee July meeting, the Minimum Intake Form was presented for discussion and feedback. The form was then approved by the committee at its August meeting for system-wide implementation. This form allows agencies to collect minimal information and report on individuals who are receiving services who may not be experiencing homelessness in the community. The HMIS Minimum Intake Form can be found online.
4.1.2. Homeless Management Information System (HMIS)
4.1.2.1. Performance Measures (SPM) 2, Returns to Homeless for Persons who exit to Permanent Housing Destinations Update
Kate shared information on SPM Measure #2: Returns to Homelessness. A printed copy of data was provided as part of the meeting packet.
4.1.2.2. Information Item: Data Quality Improvement Plans
Kate reported that this year they are more focused on identifying data quality issues by having conversations and asking agency admins to participate in meetings, monthly office hours, and report discussions.
4.1.2.3. Information Item: HMIS Staff Report
Kari reported that there are currently 17 participating HMIS agencies, 205 active HMIS users and 117 projects. She also shared that the HMIS Helpdesk received 968 messages since the last meeting, with 57 percent of messages resolved on the first reply. They have also created more knowledge base articles and information on Clarity Feature Minimal Intake Process, Data Standards, and some updates to reporting articles, and Newsletter archive.
4.1.2.4. Information Item: FY26 Data Standards
Kate reported that they are still waiting on the HUD (U.S. Department of Housing and Development) data standards document. They have a general outline of the changes that are taking place. The various HMIS vendors including Bitfocus have received programming guidance on what changes to make. She shared that the two most impactful changes are HUD is adding sex data element and retiring the gender data element that was added in 2024. In addition, because of changes to the Veterans database, the disabling conditions associated with VASH (Veterans Affairs Supportive Housing) and SSVF (Supportive Services for Veteran Families) enrollments will no longer be required.

5. Future Discussion/Report Items
- None presented.

6. **Next Regular Meeting**: October 20, 2025

7. **Adjournment**
  Janna adjourned the meeting at 10:34 am.

HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
DATA AND PERFORMANCE SUBCOMMITTEE
ACTION ITEM
OCTOBER 20, 2025

AGENDA ITEM NUMBER: 4.1.1

ITEM: Vote to approve the 2026 Unsheltered Survey Tool to be used in the 2026 Homeless Point in Time Count for obtaining demographic and local information regarding persons experiencing homelessness in San Luis Obispo County.

ACTION REQUIRED: Vote to approve the 2026 Unsheltered Survey Tool for obtaining demographic and survey information for persons experiencing unsheltered homelessness.

SUMMARY NARRATIVE:

The U.S. Department of Housing and Urban Development (HUD) requires all HUD-funded Continuums of Care (CoCs) to conduct a Point in Time (PIT) count of all sheltered and unsheltered homeless persons within the CoC service area at least once every two years. The count must be conducted within a single, 24-hour period during the last ten days in January.

The purpose of the count is to provide the federal government with national data on the prevalence and demographics of homelessness. HUD also uses data from the Point in Time count, together with data from the County's Homeless Management Information System (HMIS), to measure the County's performance comparatively with CoCs in addressing homelessness. Additionally, the count has been used by the State of California to determine how much homeless assistance funding the CoC would receive from certain one-time only homeless assistance grants, such as the Homeless Emergency Aid Program (HEAP).

CoCs have the option of conducting a complete count of both the sheltered and unsheltered population experiencing homelessness every year; or conducting a complete count every two years, and in the interim years, using the unsheltered data from the prior

year while still conducting a new count of sheltered homeless persons. The San Luis Obispo County CoC has opted to conduct a complete count every two years, with the most recent complete count having been conducted in January 2024.

SURVEY BACKGROUND:

For the 2026 Unsheltered Count, the CoC is adopting a complete census methodology for the overall count and survey. This approach adopts HUD's preferred methodology for the overall count and remains consistent with the identified growth of the 2024 PIT Count methodology and implementation.

The 2026 Survey Tool will consist of HUD-required Data Elements specific to client demographics, such as but not limited to:

- Name, Date of Birth, last 4 of SSN
- Where did you sleep on the night of January 26, 2026?
    - List of city names and other
- What type of sleeping arrangement?
    - Street or sidewalk, vehicle, park, abandoned building (these are HUD-provided options)

HUD-provided questions regarding:

- Race and ethnicity, sex, Veteran status, length of time experiencing homelessness
- Mental health, disabilities, drug use, fleeing from violence status

Communities nationwide are allowed the opportunity to use the Unsheltered Survey Tool to learn and address local homelessness by asking community-specific or "custom" questions on the Survey. The custom questions were addressed and agreed upon in the PIT Count Committee, a collaborative avenue for countywide planning support.

LIMITATIONS:

HUD has not yet released the FY26 Data Standards manual which provides concerted guidance for defining newly added data elements.

HUD has not yet released the 2026 HIC/PIT Collection Notice which offers submission guidance for the federal report, as well as addresses any specific data collection requirements for unsheltered homelessness.

TIMELINE IMPACT:

Voting to approve the Unsheltered Survey tool allows for the survey tool to be built immediately upon approval. The GIS (Geographic Information System) Team at the County Information Technology Department is responsible for the timely and intricate building of the Survey Tool using ArcGIS software. An identified improvement from the 2024 PIT Count was to create the survey earlier; approval as of the October 20 Data and Performance Subcommittee of HSOC allows the GIS Team at least six weeks' more notice than in 2024.

The PIT Count Committee is comprised of collaborators across the county like homeless services providers, city representatives, and community organizers and met on Thursday, October 16 to approve the community/custom questions on the Unsheltered survey. Due to Brown Act adherence, the committee could not provide the sample Survey in time to be shared in advance with the agenda, and as such, this action item provides additional context and background.

STAFF COMMENTS:

Staff recommend approving the use of the 2026 Unsheltered Survey Tool for the complete census count to obtain demographic information and other client-level data.