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

September 15, 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/81109021027?pwd=M9qVBEKriLPiQA34IDCNDXGqoqoRWh.1

Or dial in:

+1 669 444 9171
Meeting ID: 811 0902 1027
Passcode: 162275

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.   Information Item: Implementation of Minimum Intake Form for Low Barrier, Non-Continuum Services (10 minutes*)

        4.1.2.   Homeless Management Information System (HMIS)

            4.1.2.1.   Discussion Item: System Performance Measures (SPM) 2, Returns to Homeless Update (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: October 20, 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
August 18, 2025

Time
9:02 am-10:39 am

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

Members Present
Helene Finger
Mark Frauenheim
Nathan Rubinoff
Mark Lamore
Devon McQuade (alternate for Janna Nichols)
Diana Howard
Jessica Thomas

Members Absent
Ranel Porter

Staff and Guests
Abby Burgess
Ashlee Hernandez
Brian Schacherer
Cindy McCown
Derek Ferree
Emily Denton
Erica Jaramillo
Jennifer Nitzel
Jeff Al-Mashat
Jorge Huerta
Kari Howell
Kate Bourne
Laurel Weir
Lupe Terrones
Merlie Livermore
Nathan Rubinoff
Staci Dewitt

1. Call to Order and Introductions
Mark Lamore, in lieu of Janna Nichols, called the meeting to order at 9:02 am. Introductions were made by all those present. Also, Mark L. appointed Devon McQuade as the alternate for Janna Nichols.

2. Public Comment
Ashlee Hernandez thanked SLO County for awarding the City of Paso Robles funding for the blue bag program. A roll off dumpster for trash covering the Salinas riverbed location will be provided, and they are partnering with Paso Cares, El Camino Homeless Organization (ECHO), and Earth Shine in implementing this program.
She also mentioned that City of Paso Robles is launching a North County Homeless Network to supplement HSOC. She shared that there are 45 people who have expressed interest in this group.

3. Consent: Approval of Minutes
Nathan moved the motion to approve the minutes. Mark F. seconded the motion. Minutes were approved by voice vote, with no abstentions and no one 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. Action Item: Approve Minimum Intake Form for Low Barrier, Non-Continuum Services
Kari provided a brief background and shared a watermarked version of the updated form. Nathan made a motion to approve the form, seconded by Mark F. Roll was called and the motion passed.

4.1.2. Information Item: Supportive Parking Program Model and Outcomes
 Jack reported on CAPSLO's Community Safe Parking project which is targeted to launch this month. The funding for this project is provided through the City of SLO via general funds and the Homeless Housing, Assistance and Prevention (HHAP) funds through SLO County. He also mentioned that this project complements the Prado Safe Parking which is the only other existing safe parking program in SLO County. The Prado Safe Parking will act as the referral hub for the new Community Safe Parking program. This project will have a rotating model, where locations will rotate monthly (or bi-monthly) and will only allow 12 vehicles, strictly no RVs. This is a three-year project, hoping to serve 84 households over three years and address the 120 plus households who are on the waiting list for housing placements.

4.1.3. Information Item: Homeless and Foster Youth Services School Year Data in Review
Jessica from the SLO County of Education, presented some information regarding Homeless Student Enrollment by Dwelling Type covering School Years 2019—2024. Information was provided as part of the agenda packet.

4.1.4. Homeless Management Information System (HMIS)
4.1.4.1. Information Item: System Performance Measures (SPM) Update
Kate presented information on SPM, specifically Measure #4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects (attached to agenda packet).

4.1.4.2. Information Item: Data Quality Improvement Plans
Since migrating data into the Clarity system, Kate shared they are now in a place where they have been communicating with participating agencies monthly. In preparation for the Federal reporting period, she mentioned they are taking a much more detailed approach to data quality. As part of this approach, they have monthly check-ins, meetings and trainings.

4.1.4.3. Discussion Item: CalAIM Data
Kate reported that they have been working with CenCal regarding onboarding CalAIM specific projects data. However, they ran into roadblocks toward prioritizing the project, so the importing of custom data from CenCal into HMIS is delayed until November.

4.1.4.4. Information Item: HMIS Staff Report
Kari shared the most current HMIS Staff report snapshot, which consists of 17 participating HMIS agencies, 194 active HMIS users, 117 projects. She also mentioned that HMIS Helpdesk received 689 messages since the last Committee meeting, and that 52 percent of these messages were resolved on the first reply.

5. Future Discussion/Report Items
- High level review of homeless data

6. Next Regular Meeting: September 15, 2025

7. Adjournment
Mark Lamore adjourned the meeting at 10:39 am.

COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES
HOMELESS SERVICES DIVISION

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) MINIMUM INTAKE FORM AND PROCESS

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).

At the July meeting of the HSOC Data and Performance subcommittee of HSOC, there was discussion from committee members and members of the public regarding the proposed Minimum Intake Form, proposed data elements, and allowable circumstances.

Following the July discussion, feedback was implemented, and the Minimum Intake Form was brought to the August meeting of the Data and Performance subcommittee of HSOC for approval. The Minimum Intake Form and allowable circumstances were approved for systemwide implementation on August 18, 2025.

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 and preference.

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 required that the SSO Program is thereby categorized as a <u>Non-continuum program.</u>

Process

Prior to completing a minimum intake, providers must request a non-continuum HMIS program for their Agency to ensure adequate configuration. To be eligible to request a minimum intake services only project, the agency must establish that the program meets

the definition of "Non-continuum" services only. These programs serve clients and collect data on clients that *may not* be experiencing homelessness in the community. Clients may be at-risk or in need of these services, but eligibility is not considered in providing the service.

A copy of the Minimum Intake Form can be found here: HMIS Intake Forms.

Programs using the Minimum Intake Workflow will follow the standard Clarity enrollment workflow, including the HMIS Release of information, Enrollment and Services data entry (either through the attendance module or created directly in program enrollments).

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.*

Further Information

Providers and members of the public may contact HMIS Support at ss_HMISsupport@co.slo.ca.us for any requested clarification or questions.