



**San Luis Obispo
Countywide 10 Year
Plan to End
Homelessness**

We envision a future in which the housing and comprehensive services necessary to remain housed are available for all, affording everyone maximum self-sufficiency, and the opportunity to be productive and participating members of our community

HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)

Finance and Data Committee Agenda

January 6, 2020, 10 a.m.

County of San Luis Obispo Department of Social Services

3433 S. Higuera, Room 358

San Luis Obispo, CA

1. Call to Order and Introductions
2. Public Comment
3. Action/Information/Discussion
 - 3.1 Discussion Item: Homeless Point in Time Count
 - 3.1.1 Action Item: Vote to approve January 27, 2020 as the date for the 2020 Sheltered Homeless Point in Time Count
 - 3.1.2 Action Item: Vote to 1) use a census methodology for the 2021 Homeless Point in Time Count combined with a sampling methodology for obtaining demographic and survey information; and 2) to use a contractor to plan and carry out the count in accordance with this methodology
 - 3.2 Discussion Item: Continuum of Care Reports Schedule
 - 3.3 Discussion Item: State Grant Reports
4. Future Discussion/Report Items:
5. Next Meeting Date: February 3, 2020
6. Adjournment

**HOMELESS SERVICES OVERSIGHT COUNCIL
 HSOC FINANCE AND DATA COMMITTEE MEETING
 November 4, 2019, 10:00-11:30am
 Department of Social Services
 Room 358**

MEMBERS PRESENT	MEMBERS ABSENT	STAFF & GUESTS	
Devin Drake Jessica Thomas Sstoz Tes	Shay Stewart	Laurel Weir Jessica Lorange Mark Lamore Ty Ulrey	
AGENDA ITEM		CONCLUSIONS/ACTIONS	FOLLOW UP
1. Call to Order and Introductions of Guests	Devin welcomed the group and introductions were made.		
2. Public Comment	NA		
ACTION/INFORMATION/DISCUSSION			
3.1. Discussion Item: 2021 Homeless Point in Time Count	Laurel shared with the group that we need to start planning for the 2021 Point in Time Count. Laurel explained the timeline regarding the Request for Proposal process as well as contractor selection. It is recommended to have the recommendation ready to go before the Full Homeless Services Oversight Council in January 2020. A typical contract costs about \$70,000. Laurel explained how extensive the process is that includes census tracks to plan routes for the count to ensure coverage as well as preventing duplicated counting. The group talked about the guides and surveyors that have been included in		

<p>3.2 Discussion Item: Continuum of Care Reports Schedule</p>	<p>past years and the cost that's incurred when they have assisted. The group discussed how the previous year's contractor has Applied Survey Research (ASR) has assisted with the count. The group discussed ways to improve future counts. Mark suggested additional guides in North County. Laurel explained that an additional outreach person is being added to El Camino Homeless Organizations (ECHO) staff that may help increase relationships with individuals in that area. The group also discussed working more closely with North County Connections. The group discussed having a contractor again for the 2021 count. The group discussed other Counties methods around the count. The group also discussed the importance of multiple launch locations in each region.</p> <p>Laurel informed the group about the Continuum of Care Reports Schedule. There are a number of reports coming up over the next several months. Housing and Urban Development (HUD) is requiring a Longitudinal System Analysis (LSA) and well as the System Performance Measure (SPM) reports coming due in the Spring. The group discussed the importance of the housing placement date and what has happened to negatively alter the data. The reports also look at missing data. The group discussed data quality issues that they run into at their agencies.</p>		
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<p>3.3 Discussion Item: Strengthening the Homeless Management Information System (HMIS)</p> <p>3.3.1 Discussion Item: Areas Identified for Strengthening</p> <p>3.3.1.1 Discussion Item: New Trainings and Reports</p> <p>3.3.1.2 Discussion Item: Updating HMIS Policies and Procedures</p> <p>3.3.1.2.1 Discussion Item: Changes to time in which groups have to enter data</p> <p>3.3.1.3 Discussion Item: Amending the Privacy Policy</p>	<p>The group discussed required changes coming to Homeless Management Information System (HMIS).</p> <p>Laurel explained that our area has received some Technical Assistance around the updating HMIS.</p> <p>The group discussed getting back to having HMIS user meetings twice per year as well as update trainings and new user trainings.</p> <p>An update to HMIS Policy and Procedures will happen over the next few months.</p> <p>Laurel explained to the group that our current 14 days average to enter client data is going against HUD recommendations of 3 days. There will need to be discussions about how to improve this.</p> <p>The Privacy Policy will need to be updated for the HMIS system in the near future. It was recommended to change the legal jargon to clearer statements that all could understand. As well as to be able to share more data with the state. The Technical Assistance representatives have sent some sample privacy policies and we will be asking for guidance from County Council.</p>		
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<p>3.3.1.4 Discussion Item: Strategy for getting HUD-VASH beds into HMIS</p>	<p>The group discussed different strategies for getting HUD-VASH beds into HMIS as well as</p>		
<p>3.3.1.5 Discussion Item: Strategy for getting Good Samaritan Supportive Services for Veteran Families beds into HMIS</p>	<p>Good Samaritan Supportive Services for Veteran Families, who is currently entering data into Santa Barbara County HMIS, although the group is serving San Luis Obispo County. HUD looks at bed coverage and in the past the bed coverage has not been included. The office of Veteran Affairs has not been able to share information in the past but is able to share data now. The state has provided technical assistance and what can be done to help provide the data we need. The plan will be brought back to the Finance and Data committee to be discussed.</p>		
<p>3.3.1.6 Discussion item: Adding Prioritization List into HMIS</p>	<p>Bell data is currently preparing to receive the VI-SPDAT survey into HMIS in the near future. This would mean that the survey would be completed in HMIS instead of done on paper. This will allow for the possibility of adding the veterans by name list as well.</p>		
<p>3.3.1.7 Discussion Item: Adding Veterans By Name List into HMIS</p>			
<p>3.3.2 Discussion Item: Coordinated Entry Changes Coming April 1, 2020</p>	<p>Laurel explained to the group there are Coordinated Entry Changes coming in April 2020. HUD will be having a call in November to discuss the changes. One of the big changes will be Coordinated Entry having only on project in HMIS. The second big change is that HUD also highly recommends that our county choose only one HMIS system. The group discussed client track vs bell data homeless management information systems.</p>		
<p>3.3.3 Discussion Item: Scheduling HMIS Users Meeting</p>	<p>The group discussed scheduling Homeless Management Information System (HMIS) users meeting.</p>		

<p>3.4 Discussion Item: State Grant Reports</p> <p>3.5 Discussion Item: Meeting Schedule for 2020</p>	<p>Laurel shared with the group state grant reports. The state is asking for detailed data. A HEAP grant report is coming due as well. A HEAP and CESH report is being written into HMIS.</p> <p>The group discussed the meeting schedule for Finance and Data Committee Meetings in 2020. The group suggested possibly changing the meeting time to an hour later.</p>		
<p>4. Future Discussion/Report Items:</p>	<p>NA</p>		
<p>Devin HSOC Report:</p>	<p>Preparing for PIT 2021 Meeting January 6, 2020 HMIS- working with HUD Technical Assistance and changing P&P to bring to Full HSOC, amending privacy notice</p>		
<p>5. Next Meeting Date:</p>	<p>February 4, 2020</p>		
<p>6. Adjournment</p>	<p>Devin adjourned the meeting at 11:55am</p>		

HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
FINANCE AND DATA COMMITTEE
ACTION ITEM
January 6, 2020

AGENDA ITEM 3.1

ACTION ITEM 3.1.1: Vote to approve January 27, 2020 as the date for the 2020 Sheltered Homeless Point in Time Count

ACTION ITEM 3.1.2: Vote to 1) use a census methodology for the 2021 Homeless Point in Time Count combined with a sampling methodology for obtaining demographic and survey information; and 2) to use a contractor to plan and carry out the count in accordance with this methodology

ACTIONS REQUIRED:

ACTION ITEM 3.1.1: Vote to approve January 27, 2020 as the date for the 2020 Sheltered Homeless Point in Time Count

ACTION ITEM 3.1.2: Vote to 1) use a census methodology for the 2021 Homeless Point in Time Count combined with a sampling methodology for obtaining demographic and survey information; and 2) to use a contractor to plan and carry out the count in accordance with this methodology

SUMMARY NARRATIVE:

The U.S. Department of Housing and Urban Development (HUD) requires all HUD-funded Continuums of Care (CoC) to conduct a Point in Time (PIT) count of all sheltered and unsheltered homeless persons within the CoC the 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 Information Management System, to measure the County's performance against other 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 homeless population 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 2019.

For the unsheltered count that occurs in alternating years, the CoC must determine whether to use a census type approach, which ensures all areas of the country are covered, or a sampling methodology, where representative samples are taken and the data is then used to make estimates about the overall population. HUD has indicated a complete census is the preferred methodology for the overall count.

San Luis Obispo County CoC has in prior years used a census methodology to determine the overall count, while using a sampling methodology to obtain demographic and other information, such as services usage. The benefit to a census count is that such a count more fully covers the entire county and is less subject to sampling errors.

At the same time, given the size of the area to be covered and the number of persons to be interviewed, the CoC has previously opted to use a sampling approach to collect demographic and other client-level information. Sampling requires substantially fewer resources while still providing reasonable data quality. For example, during the 2019 Homeless Point in Time Count for the county, there were 1,483 homeless persons counted on the night of the count and 418 unsheltered and sheltered persons surveyed. This sample size and the sampling methodology led to reasonable margins of error for the estimates, while substantially reducing the amount of resources required to collect the data compared to what would have been utilized for a complete coverage methodology for the survey.

In prior years, the County has contracted with an outside vendor to design and assist the count implementation, as well as to compile the statistical data and produce a report analyzing the results. The vendor ensured that the methodology used to conduct the count was consistent with the requirements promulgated by the U.S. Department of Housing and Urban Development (HUD). The County Department of Social Services provided planning and operational support, with assistance from CoC subrecipient agencies and their clients.

Action Item 3.1.1:

For the 2020 Count, staff are requesting the Finance and Data Committee to set the January 2020 sheltered count date as January 27, 2020. This date complies with the requirement that the count be conducted during the last ten days in January and is the same day of the week as the 2019 Point in Time Count.

Action Item 3.1.2:

For the 2020 Count, staff are recommending the CoC again adopt a census methodology for the overall count and a sampling methodology for the survey. This approach adopts HUD's preferred methodology for the overall count and remains consistent with prior years' methodology.

Staff are also recommending the County contracted with an outside vendor to design and assist the count implementation, as well as to compile the statistical data and produce a report analyzing the

results. The time to plan and carryout the count is significant, and staff do not have sufficient resources to carry it out at this time without additional assistance.

BUDGET/FINANCIAL IMPACT:

The HSOC vote is advisory and will have no immediate financial impact. If the County adopts a fully count approach with use of paid peer surveyors, the Count is estimated to cost \$72,000 if the recommended approach is adopted. The financial impact of changing from a full count to a selected locations survey may cost more or less than a full Count approach, depending on the final adopted plan.

STAFF COMMENTS:

Staff recommend the use of a full census approach for the count and a sampling methodology for the demographic information and other client-level data collected by the survey.