

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
FINANCE AND DATA COMMITTEE MEETING MINUTES**

Date

August 23, 2022

Time

10am-11:30am

Location

Zoom

Members Present

Bill Crewe

Carrie Collins

Janna Nichols

Jim Gausling

Kate Swarthout

Lauryn Searles

Mark Lamore

Mimi Rodriguez

Sstoz Tes

Members Absent

Brandy Graham

Jessica Thomas

Kelly Underwood

Riley Smith

Shay Stewart

Staff and Guests

Alissa Parrish

Anne Robin

Brenda Mack

Carmen Sampson

George Solis

Jessica Lorance
Julien Powell
Laurel Weir
Leon Shordon
Merlie Livermore
Russ Francis
Tim Siler

1. Call to Order and Introductions

Mark called the meeting to order at 10am.

2. Public Comment

None.

3. Consent: Approval of Minutes

Janna made a motion to approve the minutes, seconded by Bill. The motion passed with all in favor, none opposed and no abstentions.

4. Action/Information/Discussion

4.1 Discussion Item: Data Sharing, Privacy and Release of Information – Alissa Parrish

Following on from the discussions around HMIS (Homeless Management Information System) and privacy documents, Jessica Lorance invited Alissa Parrish from ICF, a global advisory and digital service provider, to talk to the committee on current information regarding privacy.

Alissa presented on HMIS privacy and sharing. Some communities have moved away from using an ROI (Release of Information) for data sharing within their HMIS, as the 2004 HUD (US Department of Housing and Urban Development) data standards allow for this. SLO County HMIS's Privacy Notice document contains all the data uses and disclosures required by HUD. There are certain cases where a client does not need to have signed an ROI for their data to be shared, such as disclosures required by law.

Alissa confirmed that other ROIs and privacy obligations would still apply if a community decided to shift away from having an HMIS ROI. HUD sets out their regulations as a baseline, but other regulations, e.g. at the State level, must still be followed. For example, PHI (Protected Health Information) would still need to be

protected in accordance with State law, even if the HMIS privacy documents do not make reference to it. Clients have the right to not have their information recorded in HMIS. They can even refuse to provide information at all, but are still eligible for services.

Jessica confirmed that a newer ROI overrides any older ROIs for the same client, and data should only be shared with the agencies on the most recent ROI.

4.2 Discussion Item: Homeless Management Information System (HMIS)

4.2.1 Discussion Item: System Administrators Monthly Call

Jessica reported on matters discussed at the last HMIS System Administrators call. ESG-CV (Emergency Solutions Grant – Coronavirus) reports are due on October 31. SSVF (Supportive Services for Veteran Families) monthly uploads are due in the first week of September. Fiscal Year 2022 LSA (Longitudinal Systems Analysis) dates will be released soon. The call involved a summary of NHSDC (National Human Services Data Consortium) conference information.

4.3 Discussion Item: Street Outreach and Housing Outcomes

Mark shared that the Executive Committee discussed how the CoC (Continuum of Care) can increase or improve its documentation to ensure outreach data is being captured, particularly as there has been push back from some community members who are asserting Street Outreach teams are doing less than they should be. Janna shared that the data which is available is not as robust as it could be, so the CoC should look at how it can capture the data accurately.

Laurel clarified that not all of the Street Outreach data is being captured in HMIS at present. George suggested that quarterly checks on active Street Outreach clients would allow for cross-referencing and entering missing data. County staff will follow up with agencies about how to better capture this data.

4.4 Discussion Item: HUD (US Department of Housing and Urban Development) CoC (Continuum of Care)

4.4.1 Discussion Item: HUD CoC Grant Program Monitoring

George reported that HUD has been monitoring the County's FY19 (Fiscal Year 2019) CoC program, specifically one of TMHA's (Transitions Mental Health Association's) programs. HUD has indicated there will be no major findings. George thanked Mark and TMHA's staff for their support with this process.

4.4.2 Discussion Item: Fiscal Year 2022 HUD CoC Competition

George reported that there are two CoC applications underway, and two RFPs (Requests for Proposals) have been released. For the annual CoC grant program competition, the local application deadline is August 31. The Collaborative Application is due on September 30.

4.4.3 Discussion Item: HUD Special Unsheltered Set-Aside Competition

George reported that local applications are due on September 8 for the special unsheltered set-aside CoC competition, and the Collaborative Application is due on October 20. Grant Review Committees will be convened for both grant programs, and recommendations for both will go to the September 21 full HSOC meeting.

4.5 Discussion Item: HHAP 3 (Homeless Housing, Assistance and Prevention Program Round 3) Outcomes Reporting

George reported that a sample of HHAP 3 outcomes from HMIS was included in the agenda packet. County staff worked with the HMIS vendor BellData to create a custom report based on HHAP 3 outcomes. The State will be providing progress reports.

4.6 Discussion Item: Change Date of Next Meeting to Review HUD CoC Grant Program Application

Russ reported that the annual CoC application deadline is September 30, and the next regular meeting of the HSOC Finance and Data Committee is September 27, which would be too late for the committee to review and provide feedback. The Committee agreed to move the next meeting forward to September 20. This meeting will need to be held in person, as it will be outside a 30-day window for the HSOC to meet remotely.

5. Future Discussion/Report Items

- HHAP 3 Reporting
- Street Outreach Data Collection

6. Next Regular Meeting: September 27 at 10am

7. Adjournment

Mark adjourned at 11:30am.