



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

May 28, 2024, 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

Approved members with just cause reasons and the public may participate by Zoom video call:

<https://us06web.zoom.us/j/83759606605?pwd=XUz5DPxKf9e7RPKjqXrZiGIV3aLLdK.1>

Or dial in:

+1 669 444 9171

Meeting ID: 837 5960 6605

Passcode: 447022

1. Call to Order and Introductions
2. Public Comment
3. Consent: Approval of 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: Vote to Propose Establishing a Data Workgroup as an Ad Hoc Subcommittee of the Data & Performance Committee
    - 4.1.2. Homeless Management Information System (HMIS)
      - 4.1.2.1. Information Item: HMIS Upgrade Activities Update
      - 4.1.2.2. Information Item: HMIS System Administrators Monthly Call Report
      - 4.1.2.3. Information Item: HDIS (Homeless Data Integration System) Connect for HMIS System Administrators in California



4.1.2.4. Information Item: Coordinated Entry Integration in HMIS

5. Future Discussion/Report Items
6. Next Regular Meeting: June 25 at 9 AM
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/Homeless-Services-Oversight-Council-\(HSOC\).aspx](https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Homeless-Services-Oversight-Council-(HSOC).aspx)

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

**Date**

April 23, 2024

**Time**

9:00am-10:45am

**Location**

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

**Members Present**

Christy Nichols

Janna Nichols

Kathy McClenathen

Lauryn Searles

Mark Lamore

Sstoz Tes

Kate Swarthout (zoom)

Diana Howard (alternate for Carrie Collins)

**Members Absent**

Brandy Graham

Carrie Collins

Jessica Thomas

Mimi Rodriguez

**Staff and Guests**

Abby Burgess

Angelica Fortin

Daisy Wiberg

Derek Ferree

Erica Jaramillo

Jasmine Smith

Kari Howell

Kate Bourne

Merlie Livermore

Russ Francis

Shaun Baxter

Skylar Caldwell

## **1. Call to Order and Introductions**

Mark Lamore called the meeting to order at 9:00am. Introductions were made by those present at the meeting.

## **2. Public Comment**

Janna Nichols shared that Balay Ko in Barca will be having its grand opening on May 2.

Kari Howell shared to the members to encourage their HMIS users and interested parties to read the HMIS newsletter.

Daisy Wiberg shared the importance of having a continued discussion about HMIS access to create more continuity and accessibility to data for the city's outreach team, law enforcement and crisis mobile team.

## **3. Consent: Approval of Minutes**

Janna Nichols moved the motion to approve the minutes. Lauryn Searles seconded the motion. All were in favor. Minutes passed.

## **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 Homeless Management Information System (HMIS)**

##### **4.1.1.1 Discussion Item: HMIS Upgrade Activities Update**

Kate Bourne shared that in the last month, they have continued the custom file migration with Bitfocus. There are now three of the six custom files in the live site. They are on track to complete the custom migrations in May. The timeline was shortened from June to May after determining that some of the items that needed to come over will be more efficient when done manually. Once the custom migrations are completed, Kate mentioned that they will be able to start merging clients and setting up auto exits for some programs. Kate shared that they have encountered and heard from users about issues on identifying household relationships for those individuals that were initially migrated. The team will be discussing with Bitfocus the solution on making the necessary corrections for identifying the household relationships. Kate reported that there will be training on identifying what types of relationships should be recorded and how to report those relationships and identify where changes need to be made. Kate also mentioned that ICA (Institute for Community Alliances), Lauryn Searles and the CoC team have been working on refining the Coordinated Entry configuration in Bitfocus, setting up the eligibility engine so that matches can be made in a more automated process than they were before, to make sure clients are appropriately matched to housing availability.

##### **4.1.1.2. Information Item: HMIS System Administrators Monthly Call Report**

Kate Bourne mentioned the last call covered the current reporting timeline for monthly SSVF reporting which is May 1-May 7. Regarding HIC (Housing Inventory Count) and PIT reporting, HUD (U.S. Department of Housing and Urban Development) has pushed the deadline to May 7, due to some technical difficulties with HUD's change in database. Until these issues are updated properly, HIC and PIT numbers cannot be validated. Kate also shared that HUD announced some upcoming data events, such as HMIS Data Analytics On-Demand course on April 29-June 21, a self-paced

course that staff can take. In addition, there are NHSDC (National Human Services Data Consortium) events happening in July and October.

#### **4.1.2. Discussion Item: 2024 Point-in-Time (PIT) Count Update and Community Report Draft**

Kari Howell mentioned that a community report draft report is not yet available until data is fully validated. Kari instead presented slides showing PIT Count summary. The summary stated that on January 22, 2024, there were 1,171 individuals identified experiencing homelessness in SLO County. From this total, there were 797 individuals counted during the PIT Count: 510 individuals were surveyed and 287 were counted via observation. During the last PIT Count in 2022, there were 1,156 people identified as unsheltered, and 333 surveys conducted. Among the key points presented on this presentation included the following: emergency shelter capacity increased on the night of the PIT Count; there is an encouraging decline in unsheltered homelessness; 97 percent of unsheltered population are Adults only households: 72 percent is aged between 35 to 54; and 28 percent of total unhoused population is experiencing chronic homelessness.

#### **4.1.3. Information Item: Continuum of Care System Performance Measures Training**

Derek Ferree of ICA presented slides showing system performance measures using HMIS data.

### **5. Future Discussion/Report Items Exchange**

- HHIP update
- Discussion about HMIS access to create more accessibility to data (for city outreach agencies law enforcement, CAT team)

### **6. Next Regular Meeting**

May 28, 2024, at 9:00am

### **7. Adjournment**

Mark Lamore adjourned the meeting at 10:45 am.