

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

**Date**

September 26, 2023

**Time**

9:00-10:30 am

**Location**

Room 358, Dept of Social Services, 3433 S Higuera St., San Luis Obispo

**Members Present**

Christy Nichols  
Janna Nichols  
Jessica Thomas  
Kate Swarthout  
Lauryn Searles  
Mark Lamore  
Sstoz Tes

**Members Absent**

Brandy Graham  
Mimi Rodriguez  
Shay Stewart

**Staff and Guests**

Abby Burgess  
Derek Ferree  
Erica Jaramillo  
Jessica Jones  
Kari Howell  
Kate Bourne  
Kristin Ventresca  
Laurel Weir  
Merlie Livermore  
Morgan Torrell  
Russ Francis  
Skylar Caldwell  
Staci Dewitt

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

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

## **2. Public Comment**

Christy Nichols provided a quick update on the HHIP (Housing and Homelessness Incentive Program) required measures. She shared that we are meeting a lot of HHIP required measures and by meeting these measures we earn future funding. She also mentioned that there are still a few metrics that we are looking to meet, namely, street medicine and screening people for homelessness.

Lauryn Searles reported that Coordinated Entry system has begun preliminary matching for the Paso Robles Homekey project. She also mentioned they are coordinating with People's Self-Help Housing to begin matching for the Pismo Terrace housing project within the next few weeks. She then reminded case managers to make sure client information is updated on the HMIS as this is where they will be identifying clients, off the by name list. She then thanked the service providers and case managers for being a part of the first wave of the matching process.

Janna Nichols shared that a Street medicine convening conference is happening this afternoon, from 12pm-3pm at CAPSLO office.

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

Janna Nichols moved the motion to approve the meeting minutes. Lauryn Searles seconded the motion. 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 Discussion Item: Homeless Management Information System (HMIS)**

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

Kate Bourne shared that a full database download from BellData was handed over to ICA to start their evaluation of the data that exists in BellData now. Per Kate, their analysts are working hard to evaluate the structure and what will be needed to prepare for the data migration. The HMIS team has also completed their initial Bitfocus training. Although they now have access to training and migration sites, the team is under a strict order at the moment, to not touch the migration site until all data have been configured.

Kate also mentioned that a steering committee kickoff is happening on Thursday, followed by a first meeting with Bell Data on Friday, to talk about the initial analysis of the database and what the project will look like in collaboration with them.

Abby Burgess also shared that there is an agency launch public meeting for existing HMIS users on October 9<sup>th</sup> at 2pm.

##### **4.1.1.2 Discussion Item: HMIS System Administrators Monthly Call Report**

Kari Howell reported that in the monthly call report, they discussed reporting timelines. HUD is developing a new client sector trauma informed toolbox. Also discussed was the fall NHSDC (National Human Services Data Consortium) conference. Kari also shared that during the meeting, they prepped for the LSA (Longitudinal System Analysis) which was a reminder to send data through Stella, a web-based modeling tool. The admin call also took a deeper dive through some

data standard elements. At the “Did you know’ section towards the end of every HMIS admin call, the topic of street outreach was featured, which discussed working with outreach workers, and progressive data collection and what it means for HMIS.

#### **4.1.1.3 Discussion Item: HUD (US Department of Housing and Urban Development) Data Standards Update**

Kate Bourne gave a reminder that data standards update will go into effect on October 1<sup>st</sup>. The data standards changes will be seen to gender, combination of race and ethnicity and reclassification noted for the rapid rehousing programs.

#### **4.1.1.4 Action Item: Vote to Approve revisions to the HMIS Privacy Notice and Client Release of Information (ROI) documents**

Kate Bourne shared that this is a follow up from the last meeting in which the policies and procedures updates were discussed related to the data standards. Last meeting left with the direction to address the Privacy and ROI issues. Kate mentioned that the Privacy Notice was edited so that it provides a baseline for HIPAA (Health Insurance Portability and Accountability Act) covered entities. She also mentioned that part of the change is adding language, stating that it will be acceptable if an agency wants to use its own ROI form, if it's approved by the Continuum of Care. Kate also mentioned that clients will not be prevented from receiving other services even if they refuse to have their information in HMIS shared with other agencies.

Following more discussion around this topic, Lauryn Searles made a motion with the caveat that service providers have operational conversation about how to implement this process. Jessica Thomas seconded, roll called, and the motion passed.

#### **4.1.2 Discussion Item: PIT (Point in Time) Count Update**

Kari Howell shared that planning for this event in January 2024 is progressing and the selection committee is currently reviewing vendor proposals.

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

- ROI discussion
- BIT Focus-discussion about tracking

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

October 31, 2023, at 9am

#### **7. Adjournment**

Mark Lamore adjourned the meeting at 10:16am.