



NorCal Continuum of Care™

HMIS/CEP Committee Meeting June 10, 2022

10:30 am – 12:00 pm
1450 Court St Ste. 109

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/372784373>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 372-784-373

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. Persons wishing to address the Board on agenda items or during public comment please sign up by emailing Shannon Goodwin at smgoodwin@co.shasta.ca.us. You may also submit your public comment via email that will be read into the record.

1. Call to Order/Quorum Established/Introductions

2. Public Comments (limited to 3 mins. per comment)

Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

3. Approval of Meeting Minutes

Board members will review and approve minutes from the May 13, 2022 Meeting. (Attachment A)

4. Action

- I. Continuing State of Emergency Teleconferencing
- II. Research Agreement (Attachment B)

5. Discussion

- I. Access Points (standing item)
- II. Service Providers (standing item)
- III. Housing Interventions (standing item)
- IV. Outreach Teams (standing item)
- V. Change Request Form (Attachment C) - Maddelyn
- VI. At Risk of Homelessness
- VII. Chair and Vice Chair

HMIS/CEP

Committee Members

Cathy Rahmeyer
County of Plumas,
Chair

Kintay Johnson
County of Del-Norte,
Vice-Chair

Vacant
County of Sierra

Maddelyn Bryan
County of Siskiyou

Grace Poor
County of Lassen

Carol Madison
County of Modoc

Michele Alexander
County of Shasta



NorCal
Continuum of Care™

6. County Updates
7. Lead Agency Updates
8. Discussion Items for Next Meeting
9. Adjournment

Next Meeting

July 8, 2022

10:30 am – 12 pm

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the Shasta County Housing and Community Action Agency at 530-225-5160 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting. **The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.**



**NorCal CoC HMIS Committee Meeting Minutes
May 13, 2022
10:30am –11:30am
Via Teleconference**

1. Call to Order/Quorum Established/Introductions

Meeting was called to order at 10:43am by Grace Poor. Quorum was established.

Members Present: Maddelyn Bryan (Siskiyou), Roy Jackson (Del Norte) Michele Alexander (Shasta).

Absent: Carol Madison (Modoc), Not represented (Plumas), Not represented (Sierra)

Lead Agency: Shannon Goodwin

Members of the Public: None

2. Public Comments (limited to 3 mins. per comment)

Members of the public have the opportunity to address the Board on any issue within the jurisdiction of the Committee. Speakers are limited to 3 minutes.

None

3. Approval of Meeting Minutes, (Attachments A)

HMIS Committee Minutes for April 8,2022. In reviewing the minutes Grace found an error. Agenda item 4, Action item 2. It states that Grace second a motion, however she was not in attendance. *In review of the April 8, 2022 meeting recording is was found the second was Maddelyn Bryan. Minutes have been corrected.*

Maddelyn made motion to approve the Minutes with the clarification that the correction is to be made. Shannon Goodwin will review notes and make the correction. Michele Alexander seconded the motion. Roll Call was taken:
All-approved Non-opposed



4. Action

I. Continuing State of Emergency Teleconferencing (Standing)

Roy Jackson stated that Del Norte has seen an upswing in COVID cases he made a motion to continue State of Emergency teleconferencing as it is still not safe to hold meetings in person. Motion was seconded by Maddelyn Bryan. Roll Call Vote was taken: All-approved None-opposed.

5. Discussion

- I. **Access Points:** No one had anything new to report.
- II. **Service Providers:** Grace reported that Lassen has two employees that are presently being trained in HMIS, Coordinated Entry. There were no other updates.
- III. **Housing Interventions:** Grace reported that Lassen has two new projects in the works. Home Safe and Bringing Families Home. She asked if there was anyone else offering these programs. Lassen is in the middle of creating Policies and Procedures and was wondering if anyone would be interested in collaborating. Both Roy and Maddelyn stated they would be interested as they have just begun these programs as well.
- IV. **Outreach Teams:** Roy reported that they were able to extend Del Norte's Outreach team by using HHAP 3 funds. Maddelyn reported that Siskiyou County is gaining a new Non-Profit. She is looking to model a similar shower program that Del Norte has in place.

Nations Finest (Veterans-Permanent Housing and Homeless Prevention): Michele was informing everyone that this program would be available to Siskiyou every Wednesday, Tehama, Lassen, Modoc, Plumas. So, if they have Veterans that are in need you can refer them. Maddelyn asked Michele if she could provide a presentation at the next Advisory Board meeting



June 1st. First Wednesday of each month. Michele said she is on vacation but, she will Zoom into the meeting.

V. Data Sharing and Research Agreement (Attachment B)

Grace asked Shannon if the Executive Board had given some direction on this. She stated that unfortunately when she was unable to attend the meeting and that Keith was unable to attend this one. Roy thought that they wanted the Committee to create the Agreement and then present it to the Board. Shannon explained that the role of the committee was to create the documents get them all in order, finalized and make sure they meet all the requirements and then present it to the Executive Board for final approval.

Grace's proposed changes would be updates in regard to the inserting NorCal CoC removing McConnell Research and leave it blank to insert whatever research provider that may want to contract for use. Leave a blank spot to insert different Research Companies.

Shannon suggested they go line by line and make changes so she could make the changes as they went through the sample document (Attachment B). All spots where it referred to County are to be replaced with NorCal Continuum of Care. Shannon asked if everywhere on the sample where it referred to McConnell Research is to be a blank to be filled in with the different interested research companies or counties. Maddelyn suggested that at the very top of the document where it referred to the specific use of the data would be used, (first paragraph), leave it as the purpose of conducting research to address: _____. Leave a few lines where the researcher would fill in what the purpose of their research would be. Leave a spot for the research entity where it would restrict data use. Security restrictions to remain as stated. Transmission of data restrictions to remain as stated, with the exception of mailing. Third party restrictions. HMIS Administrator would be responsible for data transfers. Committee believed Lead Agency would be responsible for Agreements. Shannon suggested they leave NorCal CoC off and leave it blank. The form would probably go through the Advisory Boards for approval. Clarify dates, leaving blanks with specific dates. Timeline to be added. Add clause on how to extend the time- line. Maybe just leave spots for dates to be filled in?

Grace asked if both the final draft of the Research Agreement and the Revised Policy and Procedures surrounding the Agreement be put on the June Agenda as Action items. All changes to any Policy and Procedures have to be submitted on a change form. Grace asked if there has to be a separate



form or could all redline changes from previous Policy change discussion be submitted on one form.

Shannon stated she would review the Change form, she wasn't sure there would be room on one form to submit all changes. Roy suggested submitting an attachment. Grace graciously volunteered to go through and create change forms from the previous discussion around the Research Agreement Policies and Procedure, so it could be added as an Action Item on the June Agenda. Grace would like to get this completed so the Executive could vote on it.

Note: Both Lassen and Shasta County have Researchers waiting for the Agreement to be completed.

VI. **Data Import (Grace Poor)**

Grace explained that one of the requirements for the Home Safe Program is that clients be entered into the HMIS system as well as APS Database. The State is working on a way to download information to the HMIS from APS Database. Grace reached out to other counties to see how they were handling double entry. Shannon received a Quote from Wells Sky for importing data from APS to the HMIS Database. Roy thought that this would be the most efficient way to complete data transfers. Cost of importing information. Whose going to pay? Each county or split the cost. One-time fees \$6600 project for set up. Annual fees: Annual- Quarterly import fee \$2040 Annual-Monthly import fee \$5280. Shannon to reach back out to Wells Sky to clarify payment. Grace thought that Home Safe funds could be used to pay for the system support.

VII. **Removing ROI**

Shannon went over information that was presented at the last HMIS conference about the option of not requiring a ROI. She explained that there are some documents would need to be updated. All verbiage would have to contain the same verbiage as the ROI but, would not require a signature.



Shannon would draft new documents with changes. Everyone felt this would make the process of entering clients into HMIS quicker and easier for the client.

This will be added as a Discussion item for the next meeting.

VIII. HMIS Lead Agency Monitoring

Annual Security Audit, Lead Agency needs to be Audited as well. Lead Agency is working on putting a Monitoring tool in place. Shannon wanted to put it out to the Committee for input. Lead Agency monitoring is much more intensive than partner agencies. Lead Agency is working towards putting everything in place so that they are in compliance with all existing Policy and Procedures. To date there was no tool ever put in place to support this.

Grace asked who was suppose to be responsible for the Lead Agencies Monitoring? Is this something HMIS Committee is responsible for or is this something the TA is responsible for? Maddelyn asked if Shannon had any recommendations. Shannon stated she had just received the information and had not had the time to thoroughly go through to date.

The committee wanted to thank Lead Agency for working so hard to get everyone and everything in Compliance. They felt the new team had taken on quite a task and were doing a great job.

6. County Updates:

Del Norte- They are preparing for the second interviews for HMIS Lead.

Siskiyou- They have created a sub-committee to create plans for a Warming Shelter as well as a Permanent Shelter.

Lassen- Nothing to report other than what had been covered in the discussion items.

Shasta- Nothing new to report.

7. Lead Agency Updates:

Nothing to report at this time, that had not already been covered.



NorCal Continuum of Care™

8. Discussion Items for Next Meeting

Removing ROI, amending documents.

Action Items: Research Agreement, Research Agreement Policies and Procedure changes.

Social Worker: Would like to amend a question regarding Foster Youth on Intake.

VSPAT vs Assessment: Add a question to an Assessment regarding Foster Care.

9. Adjournment 11:48am

Michele made a motion to adjourn the meeting. Roy second it. Roll Call Vote was taken: All-approved None-opposed

Regular Meeting:
June 10, 2022
10:30 am- 12-pm

Data Confidentiality/Security Agreement
Between the NorCal COC

_____, agree to the following terms and conditions relating to the use of data obtained from Nor Cal CoC for purposed of _____.
This agreement shall remain in effect for six (6) months from date of signing with the option of extending the agreement with written notice of all parties involved.

1. Data will be treated as private and confidential. Data will not be copied reproduced or furnished, in any way, to sources outside the NorCal CoC without prior written permission of the Nor Cal COC. Data shall not be furnished to any other agency or individual unless permission is first received from the Nor Cal and the third party executes a separate Data confidentiality/ Security Agreement with all parties.
2. Data containing, or which could lead to, the identification of specific research subjects is strictly confidential and shall not be disclosed in any manner.
3. Any and all reports produced utilizing data obtained under this agreement will reflect only summary level information based on analysis of the detailed data and shall not contain individual names or other identifying information of any study subjects, nor shall information be reported in such a manner as to allow for identification of individual study subjects.
4. Data shall only be used for research purposes that meet the objectives of the Nor Cal COC
5. All data Provided to _____ shall be maintained securely. All data contained on disk, hard copy, etc, shall be maintained in a locked environment accessible only to the researchers and other parties that have signed the appropriate security agreements.
6. The transfer of data shall be by secure means. Data containing identifying information shall not be transmitted via email without being encrypted and password-protected. Secure transmission includes the mailing of data disks using companies such as Federal Express, which track shipments and requires proof of delivery.
7. All data located in computer files shall be password protected with access limited to the researcher or other parties that have signed appropriate security agreements.
8. All case-level data files provided _____ and case-level sub-files created for analysis purposes will be permanently purged from _____ computers back-up storage and transfer media upon conclusion of _____ involvement with Nor Cal six months after completion of our work together or at the request of Nor Cal COC.

NorCal CA 516 Continuum of Care
HMIS Request for Policy Addition, Deletion, Change

Organization:

Name:

Date:

request that the following change(s) be made to the HMIS Policies & Procedures Manual:

Change the following existing policy:

Delete the following existing policy:

Add the following:

Provide in clear and concise language the policy to be considered by the HMIS Committee to be inserted / deleted in or from the current Policies and Procedures manual. Please be clear and specific.

Policy:

Provide a brief description of the policy or process. Please be clear and specific.

Description:

Provide in detail the procedure for the policy identified above. Please be clear and specific.

Procedures:

Change the following existing policy:

Include questions regarding foster care history when completing the HMIS intake and VI-SPDAT forms.

Policy:

Include questions regarding foster care history when completing the HMIS intake and VI-SPDAT forms. This could benefit clients by reflecting additional risk of being homeless or remaining homeless. Asking these questions could also increase possible funding stream options to be utilized to assist our clients.

Description:

Insert the following questions when completing HMIS intake and VI-SPDAT forms.

Have you ever been placed in foster care?

- Yes
- No
- Client doesn't know
- Client refused

When did you exit foster care?

- Currently in foster care
- Past year
- Past 5 years
- Past 10 years
- Longer
- Client doesn't know
- Client refused

Procedures:

Insert the following questions when completing HMIS intake and VI-SPDAT forms. Determine VI-SPDAT score based on answers provided.

Have you ever been placed in foster care?

- Yes
- No
- Client doesn't know
- Client refused

When did you exit foster care?

- Currently in foster care
- Past year
- Past 5 years
- Past 10 years
- Longer
- Client doesn't know
- Client refused