



SACRAMENTO
STEPS FORWARD

Ending Homelessness. Starting Fresh.

HMIS & Data Committee Minutes

Thursday, January 14, 2021 || 10:00 AM – 11:30 AM

[Recording of Zoom Meeting](#) - Chat provided in recording.

Attendance:

Member	Area of Representation / Organization	Present
Anna Bilik	DHA	Yes
Christina Southern	Saint John's	Yes
Cindy Xiong	El Hogar	Yes
Coley Genger	River Oak Center for Children	Yes
Cynthia Hunt	Cottage Housing, Inc.	Yes
Erica Plumb	Mercy Housing	Yes
Ibra Henley	SHRA	Yes
James Landreth	SHRA	Yes
Jameson Parker	Midtown Business Association	Yes
Jill Fox	Volunteers of America (VOA)	Yes
Joshua Arnold	Volunteers of America (VOA)	Yes
Jenny Stonerburner	Sacramento County Public Defender's Office	Yes
Karen Thompson	River Oak Center for Children	Yes
Lorrie Lorell	Hope Cooperative	Yes
Melissa Hansen-Rood	Wind Youth	Yes
Mixtli Gonzalez	LSS	Yes
Monica Rocha-Wyatt	Sacramento Co. Department of Behavioral Health	Yes
Noelan Villasenor	River Oak Center for Children	Yes

Shelly Hubertus	Waking the Village	Yes
Sora Lee	APCC	Yes

SSF Staff	SSF Title
Andrew Geurkink	SSF CoC Specialist
Hamid Bashiri	SSF Senior Data Analyst
Keri Arnold	SSF HMIS Coordinator
Michelle Charlton	CoC Coordinator
Michele Watts	Chief Planning Officer
Tina Wilton	SSF HMIS Manager

Meetings Purpose:
To inform members of the results of the first Annual HMIS Re-Certification Quiz, the Data Security Audit Implementation Plan, the Data Quality Implementation Plan, and the 2020 HMIS Data Standards changes, including the new Coordinated Entry Data Elements.

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome & Introductions	Erica Plumb & Jameson Parker, (Co-Chairs)	10:00 AM (5 minutes)	Informational
Co-Chair Erica Plumb called the meeting to order at 10:04AM. All attendees introduced self.			

II. Security Audit Report Back	Tina Wilton, SSF HMIS Manager	10:05 AM (30 minutes)	Informational & Discussion
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Recap: Overview of Security Audit process (began first week of November, officially ended end of December 2020)

- 49 unique providers, 25 Security Audits still in process
- 10 New DBHS providers who have not yet submitted; however, they have not yet started entering data into HMIS

Trends Identified in Security Audit Checklist: Consumer Notice not posted publicly, Staff not attending meetings, Agency staff not attending trainings outside HMIS, No written plan for remote work, Clients are NOT provided with a copy of the ROI and Consumer Notice, Staff unfamiliar with HMIS Privacy and Security Plan

Feedback:

Cynthia Hunt: Agency’s second time participating in Security Audit, no noted concerns

Jenny Stoneburner: Agency’s first time participating, felt they did well

Shelly: Felt form was intuitive and user friendly

Suggestion: Since specific language is being used in Audits, Shelly suggested including possible images of what is being referenced, or links to the forms

ROI Authorization Audit:

Recap: Overview of results of ROI Authorization Audit, 2020 (Three types of ROI Reports custom built: ROI: Aged into Adulthood, ROI: Minor Error, ROI: Missing)

- ROI: Aged into Adulthood and ROI: Minor Error errors increased from the beginning of the audit to the end, ROI: Missing decreased

SSF Plan to Provide Additional Support for Areas of Increased Errors: Michele Watts and Lisa Bates of SSF plan to assist with outreach to providers to increase data quality. HMIS Team plans to enhance the trainings, develop stronger data monitoring & mentorship plan. HMIS Team already implemented Open Office Hours two times per week to provide additional support in November 2020.

Feedback:

Cynthia: Are folks aware they need to improve? / **SSF: We are still in the process of notifying those individual agencies**

Action Item: SSF to send results to all those who participated in the Audit. SSF will also send emails to the agencies who have not yet submitted their Audits.

III. HMIS Recertifications Report Back	Tina Wilton	10:35 AM (5 minutes)	Informational
<p>Recap: Intention was to create new HMIS Recertifications for all HMIS users to take and pass</p> <ul style="list-style-type: none"> Tina: The initial plan was to complete the creation of the HMIS Recertifications in December; however, due to the LSA and the Security Audit, the HMIS Team was unable to complete this task <p>Action Item: The HMIS Team’s current plan is to develop the HMIS Recertification Quiz by the end of February for HMIS & Data Committee approval in April. The HMIS Team intends to develop these quizzes specific to user access role within HMIS.</p>			
IV. Committee 2020 Accomplishments & 2021 Goals for CoC Annual Meeting	Co-Chairs & Michele Watts SSF CPO	10:40 AM (30 minutes)	Discussion
<p>Recap: The following items were accomplishments in 2020: 2020 HMIS Privacy & Security Plan (approved by CoC Board on 11/18/20), 2020 HMIS Quality Plan (approved by CoC Board on 11/18/20), Year 2 Annual HMIS Recertification Quiz, Year 2 Annual HMIS Security Audit Process</p> <p>HMIS & Data Committee 2021 Plan: Annual HMIS Privacy & Security Plan review and revision, Annual HMIS Data Quality Plan review and revision, Further operationalize policies within the HMIS Privacy & Security and Data Quality Plans</p> <p>Our Key Products: Annual HMIS Privacy & Security Plan, Annual HMIS Data Quality Plan</p> <p>Feedback:</p> <p>Cynthia Hunt: Feedback from the Security Audit would be great. Also reported having difficulty reading ROI Report, but was discovered that Cynthia is reviewing the old report, not the new one that was built in embedded Looker</p> <p>Shelly: Inquired about a glossary of all terms and ways to get folks on the BNL vs. the Community Queue (sentiment echoed by Erica, Cynthia, and James Landreth)</p> <p>Erica Plumb: Suggested a more user-friendly SSF – Helpful Materials section of SSF website</p>			

Action Item: SSF to provide outreach and feedback to providers regarding results of the Security Audit. SSF will also explore possibility of revamping the SSF website

<p>V. LSA & Data Quality Monitoring Plan Proposal:</p> <ul style="list-style-type: none"> • Review of LSA parameters / fiscal years • Review of what LSA entails and what HMIS Team has observed as a result of LSA 	<p>Tina Wilton</p>	<p>11:10 AM (15 minutes)</p>	<p>Discussion</p>
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Recap: The LSA for this year was comprised of two fiscal years, fiscal year 2018 and fiscal year 2019. The LSA is due Friday, January 15th, 2021

- The LSA looks at utilization, inventory, and enrollments after a large data set is submitted by the HMIS Administrator. From there, we receive either **Errors** (need to be fixed) or **Warnings** (require either an explanation or correction)
- SSF has significantly decreased the number of Errors and Warnings in the LSA
- The final data set, submitted on January 15th, 2021, will feed into HUD's Stella Report

Action Item: SSF plans to institute monthly or quarterly data review to empower agencies to correct their data proactively. SSF also plans to build additional reports, both in and out of HMIS, to monitor data quality.

Announcements Prior to Adjournment:

- Michele Watts of SSF announced plan to formalize HMIS & Data Committee by recruiting and approving members. The meeting will remain open to everyone, though

Action Item: SSF will distribute membership application to all members

- Cindy Xiong: El Hogar (Guest House) is opening up their phone orientations for folks experiencing houselessness who would like to be connected to mental health services. Call 916-440-1500 and request a phone orientation

VII. Meeting Adjourned at 11:26 AM

Next Quarterly HMIS Data Committee Meeting: Thursday, April 8, 2021



2020 HMIS Security Audit

<p>49 Unique Providers (Agencies)</p>	<p>14 new DBHS Providers (Joined mid 2019 – 2020)</p>
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Security Audit Checklist in Still in Process

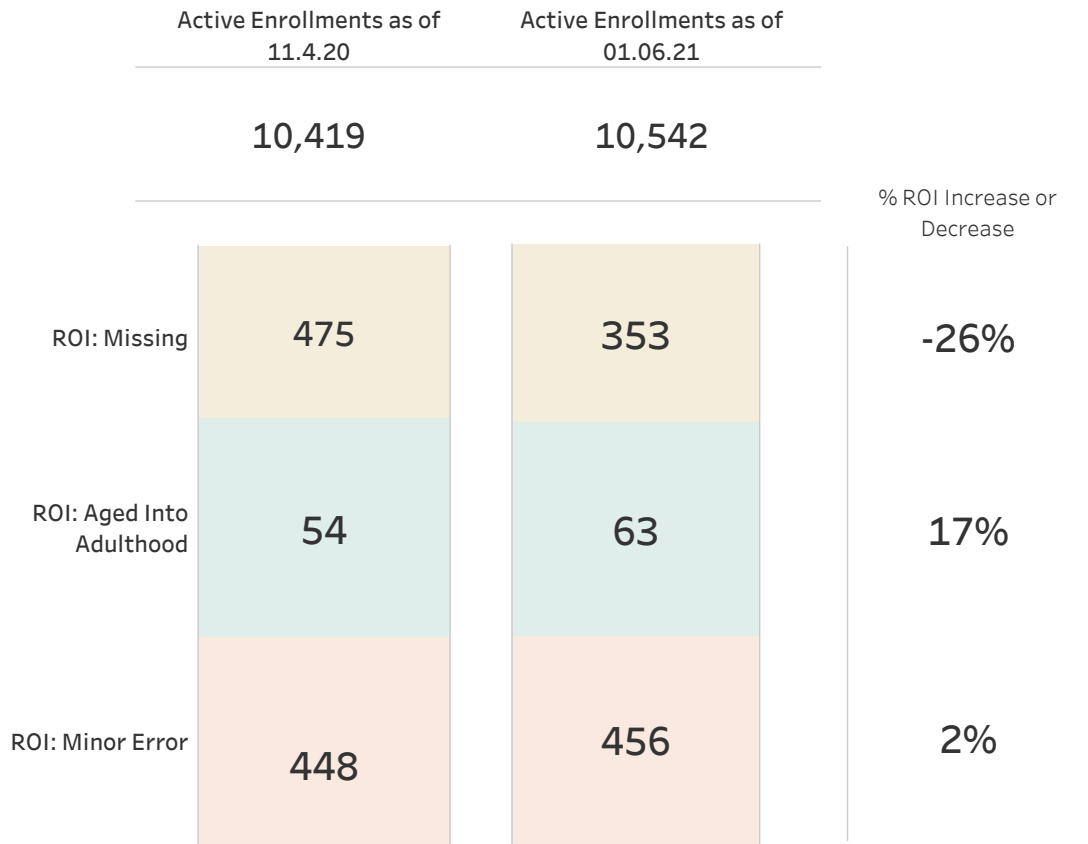
<p>25 (51%)</p>	<p>10 new DBHS Providers</p>
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Most common items identified on Completed Security Audit Checklists:

- 1. Consumer Notice not posted publicly.*
- 2. Agencies not currently attending CoC meetings*
- 3. Agency staff not attending trainings outside of initial HMIS Training*
- 4. No written plan for remote work*
- 5. Clients are NOT provided with a copy of the ROI and Consumer Notice*
- 6. Staff unfamiliar with HMIS Privacy and Security Plan*

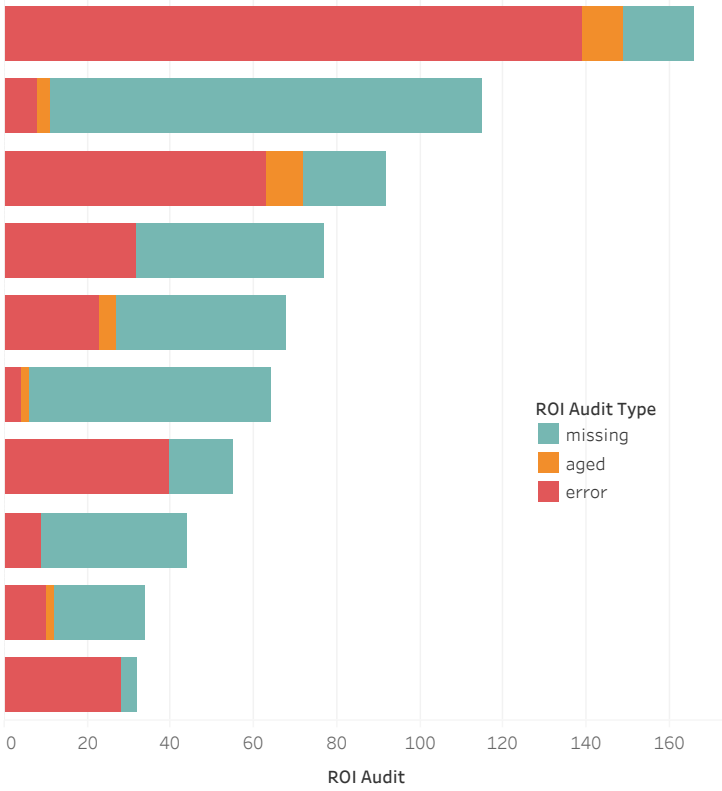
All Agencies that identified items needing a plan, submitted an acceptable plan to resolve those items.

HMIS Security Audit ROI Report 2020

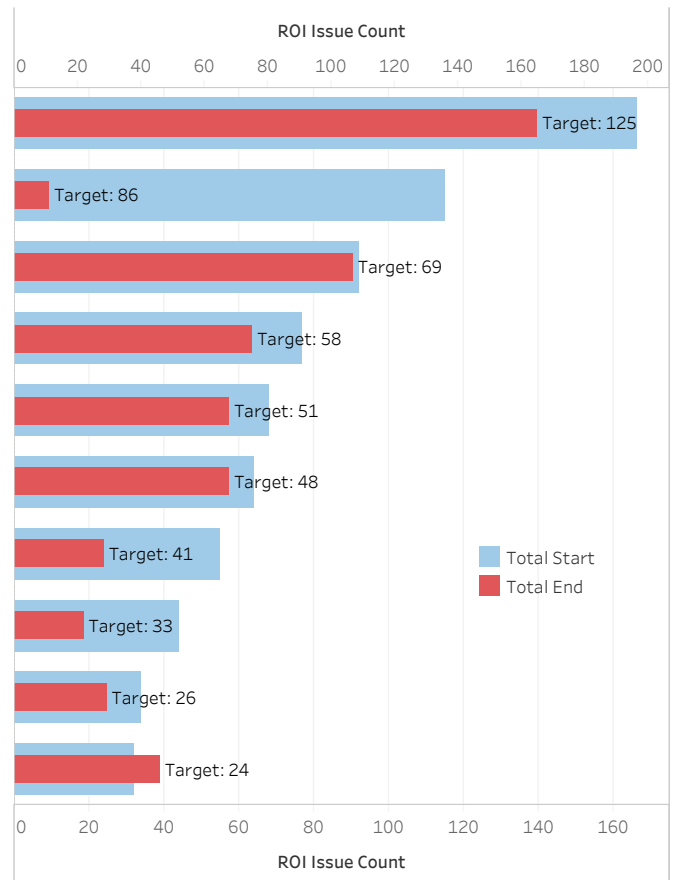


HMIS Security Audit ROI Report 2020

Top 10 Agency ROI 11-4-20

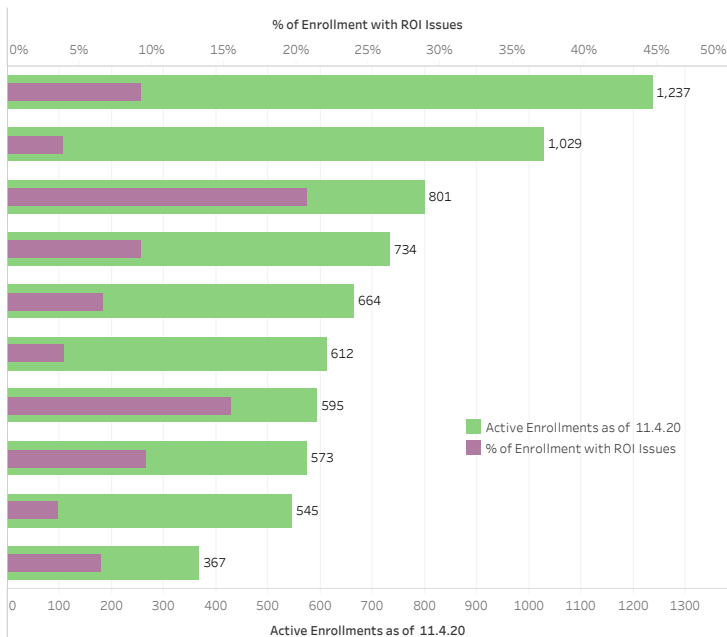


Top 10 Start, End, and Target

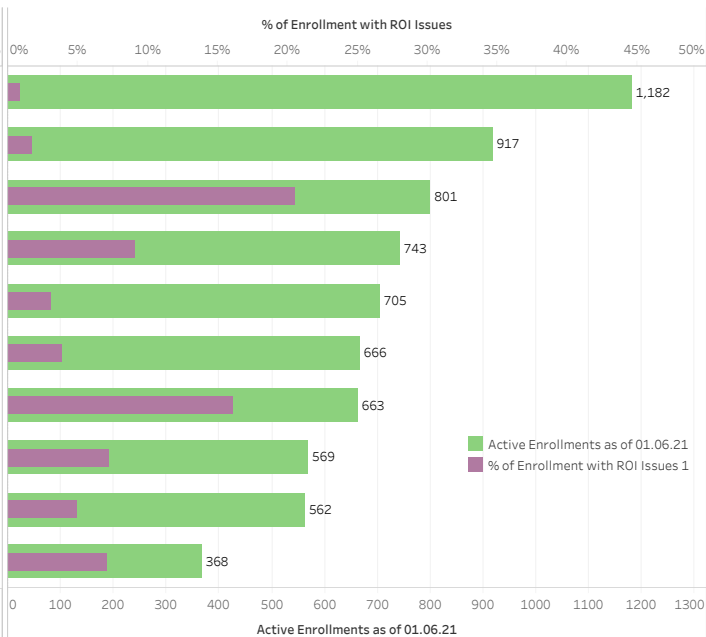


HMIS Security Audit ROI Report 2020

Top10 enrImnt 11-4-2020



Top10 enrImnt 1-6-2021



HMIS Security Audit ROI Report 2020

All agencies end counts

