



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

HMIS & Data Committee (HDC) Agenda

Thursday, April 14th, 2022 | 10:30 AM – 11:30 AM

[Zoom Meeting](#) | **Meeting ID:** 846 6727 6222 | **Passcode:** 767735

One tap mobile: +16699009128,,84667276222#,,,,*767735# US (Sacramento)

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Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions	Jameson Parker, HDC Co-Chair	10:30 AM (10 minutes)	Informational
II. Approval of 1/13/22 Meeting Minutes	Jameson Parker	10:40 AM (5 minutes)	Action
III. Announcements: (Upcoming Events & Recent Actions)	HDC Co-Chair, HDC Members, SSF Staff, & Guests	10:45 AM (5 minutes)	Informational
IV. SSF Staff Updates	Rolf Davidson	10:50 AM (5 minutes)	Informational
III. HMIS License Fee Structure Update	Rolf Davidson	10:55 AM (5 minutes)	Informational

IV. Recertification Quiz Recap	Tina Wilton, HMIS Manager	11:00 AM (10 minutes)	Informational
V. Security Audit Process Proposal	Tina Wilton	11:10 AM (10 minutes)	Action
VI. Review of HMIS Plans <ul style="list-style-type: none"> • HMIS Privacy & Security • HMIS Data Quality Plan 	Tina Wilton	11:20 AM (1 minutes)	Informational
X. Meeting Adjourned The Q3 2022 HMIS Data Committee Meeting is Thursday, July 14th, 2022 from 10:00 am to 11:30 am.			

Reference the [CoC Meeting calendar](#) for upcoming CoC Board and Committee Meetings. For any questions or concerns, please contact [Michelle Charlton](#), CoC Coordinator, Sacramento Steps Forward.



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HMIS & Data Committee Meeting Minutes

Thursday, January 13th, 2022 || 10:00 AM – 11:30 AM

[Recording of Zoom Meeting](#) - The meeting chat provided in recording.

Attendance:

Member	Area of Representation / Organization	Present
Anastasiya Hernandez	Saint John's Program for Real Change	Unknown
Anne-Marie Hooper	Sacramento Self Help Housing	Unknown
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sacramento County Dept. of Health Services	Yes
Erica Plumb (Co-Chair)	Mercy Housing	Unknown
Jameson Parker (Co-Chair)	Midtown Business Association	Yes
Janel Fletcher	SHELTER, Inc.	Yes
Joshua Arnold	Volunteers of America (VOA)	Yes
Mixtlicoatl Gonzalez	Lutheran Social Services	Yes

*Notified SSF Staff they would be absent in advance.

SSF Staff	SSF Title
Brandi Thomas	HMIS Coordinator
Jillyan McKinney	Racial Equity Specialist
Keri Arnold	HMIS Coordinator
Man Tsui	Data Analyst

Michele Watts	Chief Planning Officer
Rolf Davidson	Chief Operating Officer
Scott Clark	Systems Performance Analyst
Tina Wilton	HMIS Manager

Guests

Troy Lynch
Emily Zelaya
Angela Upshaw
Debbie Wiland

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions	Jameson Parker, HDC Co-Chair	10:00 AM (10 minutes)	Informational
Tina Wilton called the meeting to order around 10:06 AM. Attendance of 20 participants.			
II. Approval of 10/14/21 Meeting Minutes	Jameson Parker	10:10 AM (5 minutes)	Action
Motion approved.			

III. Announcements: (Upcoming Events & Recent Actions)	HDC Co-Chair, HDC Members, SSF Staff, & Guests	10:15 AM (10 minutes)	Informational
Tina Wilton (HMIS Manager) announced that it was the LSA time period for the agencies and directors in HMIS. Tina informed the Committee that she had sent out a reminder to each of the providers to inform them that they needed to run error reports and review program data for the Fiscal Year (10/1/2020 – 09/30/2021).			
IV. 2021 CoC Committee Overview Presentation Review	Michele Watts, SSF Chief Planning Officer	10:25 AM (10 minutes)	Informational & Discussion
Michelle Watts shared the presentation that will be brought to the full COC Board meeting in February. Michelle stated that it was an opportunity for each of the subcommittees to share their accomplishments from 2021 and their high-level goals for 2022. Michelle went on to share the slides that will be presented at the upcoming meeting. Michelle asked the Committee to provide any feedback or suggestions. It was mentioned that Jameson Parker would be presenting, and Erika Plumb, the HDC Co-Chair, will be out on leave.			
V. CoC Membership Updates: • Current Recruitment: CoC Board & CESC • HDC Membership Updates	Michele Watts	10:35 AM (5 minutes)	Informational
Michelle announced that the COC Board and the Coordinated Entry Systems Committee are actively recruiting. Michelle encouraged the group to submit applications. Michelle provided an update as to a time frame the HDC will begin recruitment (Mid-year). Michelle opened up the meeting for questions on adding additional members.			

VI. 2022 Unsheltered PIT Count Update: <ul style="list-style-type: none"> • New Dates: 2/23-2/24 • Volunteer Recruitment • Event Logistics 	Michele Watts	10:40 AM (10 minutes)	Informational
<p>Michelle announced that due to the public guidance on the recent COVID-19 Omnicron surge that the 2022 PIT would be postponed until the end of February. Michelle explained that the PIT count organizers put together a required statement for HUD which provided justification for the request to postpone. Michelle further explained that the volunteer portal had been updated with new training dates for volunteers. Volunteer sign-ups continue to come in, and Michelle encouraged the group to sign up to volunteer if they had not done so already. Michelle stated that she would be placing a link to the Point-in-Time Count Portal on the SSF webpage.</p>			
<ul style="list-style-type: none"> • VII. REQC Liaisons Updates & Next Steps 	Angela Upshaw & Ardy Akhzari, REQC Co-Chairs & Jillyan Mckinney, SSF REQ Specialist	10:50 AM (15 minutes)	Informational
<p>Jillyan McKinney and Angela Upshaw began by announcing that the REQC was starting to work on the Racial Equity Action Plan. Angela explained that the first item they had begun working on was access through Coordinated Entry. The second item being worked on was looking to assign liaisons for each of the COC Committees that could help to move along work plans at each of those individual committees. Angela further explained that those plans for HMIS mainly concerned with expanding the number of providers that were utilizing HMIS and the quality of data that was being entered into HMIS. Jillyan continued by sharing slides that held information as to what the liaisons will be looking at in each Committee and what information they will be sharing with the full COC. The slides presented held six guiding questions for the REQC Liaisons. Secondly, Jillyan explained that they would be shifting different individuals in their positions to make sure that the process was fully functional.</p>			

VIII. HMIS Plans	Tina Wilton, SSF HMIS Manager	11:05 AM (10 minutes)	Informational & Discussion
<p>Tina Wilton explained that the HMIS Plans were in reference to the HMIS Data Quality Plan and the HMIS Security and Privacy Plan. Tina announced that the plans were currently being reviewed and that she would be bringing forth sections of the plans to be revised for the upcoming year. Tina stated that these plans would be ready to be brought to the next data committee in April 2022 for discussion and revision.</p>			
IX. Recertification Quiz / Security Audit Updates	Tina Wilton & Keri Arnold, SSF HMIS Customer Service Specialist	11:15 AM (15 minutes)	Informational & Discussion
<p>Tina Wilton announced the timeline for the HMIS Re-Certification Quiz. She explained the sequenced emails that she would be sending out to the providers, along with a breakdown of each email and what those emails would consist of. Tina provided the Committee with a memo that included the complete timeline she was proposing. Tina announced that the actual Quiz period would be over a span of two weeks (February 28th – March 11th). Tina asked for approval of the proposed timeline. Tina discussed the Security Audit and the takeaway from 2021. Tina explained that there were challenges with several of the agencies in HMIS not completing the Security Audit. Tina announced that she was developing a proposal for an official process to ensure all providers are compliant. She stated that she would have a draft prepared of this process for the next HDC meeting in April.</p>			
<p>IX. Meeting Adjourned by Jameson Parker at 11:06 am. Attendance of 20 participants</p>			

Next HMIS Data Committee Meeting: 2022 Q2 Meeting - Thursday, April 14th, 2022 from 10:00 am to 11:30 am.

Meeting Chat:

The chat is unavailable

Security Audit Process

Prior to Security Audit

1. HMIS Team reviews and updates Security Audit Checklist to be ready for Agency submissions.
2. HMIS Team verifies (and builds as necessary) ROI Reports for each agency.
3. HMIS Team prepares notices to providers.
 - a. 30-day notice
 - b. 14-day notice
 - c. Announcement to start of Audit
 - d. Notices on findings
 - i. Submission received – in review
 - ii. Submission received – Agency in compliance, no further action needed
 - iii. Submission received – Items of out of compliance identified, Agency's Action Plan is sufficient to satisfy Audit
 - iv. Submission received – Items of out of compliance identified, Agency's Action Plan is sufficient to satisfy Audit & HMIS will provide support the Agency getting in compliance
 - v. Submission received – Items of out of compliance identified, Agency's Action Plan is not sufficient to satisfy Audit & HMIS will provide support the Agency getting in compliance
 - e. Reminders during the Audit period
 - f. Out of Compliance for non-submission notice(s)
 - i. Warning of impending agency deactivation (last week of Audit)
 - ii. Notice out of compliance – steps to get in compliance & actions HMIS Team will be taking to deactivate agency if agency does not respond. (at close of Audit)
 - iii. 2nd Notice out of compliance – staff accounts deactivated (1 week after close of Audit)
 - iv. 3rd Notice out of compliance - agency deactivated (4 weeks after close of Audit)
4. HMIS Teams sends initial notices to Agencies.
5. HMIS Team run Initial system wide ROI Reports.

During Security Audit Period (30 days)

1. Agencies complete self-checklist and take steps to remedy areas that were identified as being out of compliance.
2. Agencies run ROI reports and take steps to remedy missing or non-compliant ROIs.
3. HMIS Team reviews submissions and supports Agencies with Action Plans.
4. HMIS Team sends reminder the final week of audit – warning of steps for agency deactivation. (Only to Agencies who are grossly out of compliance or have not completed the Security Audit Checklist.)

After Audit Period

1. HMIS Team runs final system wide ROI Reports.
2. HMIS Team provides individual reports of Audit findings to each Agency.
3. HMIS Team provides a full CoC report to HMIS & Data Committee of Audit findings.

Plan for Agencies that are grossly out of compliance with no Action Plan or did not complete the Audit process at all.

1. At close of Audit Period:
 - a. Notice to Agency:
 - i. Send via email and Certified Letter
 1. Inform out of compliance
 2. Provide instructions on action steps to prevent complete deactivation of programs and agency from HMIS
2. 1 week after Close of Audit
 - a. Deactivate agency staff accounts
 - b. Notice to Agencies via Email and Certified Letter
 - i. Staff Accounts have been deactivated
 - ii. Program enrollments and programs to be closed within 2 weeks.
3. 4 weeks after Close of Audit
 - a. Notice to Agencies via Email and Certified Letter
 - i. All Enrollments closed
 - ii. All programs closed
 - iii. Agency deactivated

Steps for Closing an Agency

1. All Active HMIS staff accounts are deactivated.
2. All active program enrollments are closed with "No Exit Interview" exit destination.
3. All active programs are closed including housing inventory.
4. For any Housing program (ES, TH, RRH, PH, PSH, etc.), new non-participating programs are created with known housing inventory for HUD reporting purposes.

Agency Name	Total # of HMIS Users	PASSED	NOT PASSED	NOT TAKEN
211 Sacramento	8	8	0	0
Asian Pacific Community Counseling	1	1	0	0
Bay Area Community Services, DHA, and DBH - Partnership	6	6	0	0
Berkeley Food and Housing Project	25	25	0	0
Capital Star Community Services	7	7	0	0
City of Refuge Sacramento	5	5	0	0
City of Sacramento	11	11	0	0
Community Against Sexual Harm (CASH)	2	2	0	0
Consumers Self Help Center	7	6	0	1
Cottage Housing, Inc	4	4	0	0
COVID-19 Temporary Shelter System	7	7	0	0
Department of Veterans Affairs	1	1	0	0
Dignity Health Medical Foundation	7	5	0	2
Downtown Streets Team - Sacramento	3	3	0	0
El Hogar Community Service, Inc.	20	19	0	1
First Step Communities	17	17	0	0
Heartland Child and Family Services	2	2	0	0
Hope Cooperative (aka TLCS, Inc.)	48	47	0	1
La Familia Counseling Center	2	2	0	0
LifeSTEPS	2	2	0	0
Lutheran Social Services	21	21	0	0
Mercy Housing	4	3	0	1
Nation’s Finest (aka Sacramento Veterans Resource Center - SVRC)	13	11	0	2
Next Move (SAEHC)	18	16	1	1
People Assisting The Homeless (PATH)	3	3	0	0
River Oak Center for Children	2	2	0	0
Sacramento Children's Home	2	2	0	0
Sacramento County Department of Behavioral Health (DBHS)	11	11	0	0
Sacramento County Department of Human Assistance (DHA)	46	40	0	6
Sacramento County Flexible Housing Pool (FHP) Program	3	3	0	0
Sacramento County Public Defender	4	3	0	1
Sacramento Covered	36	36	0	0
Sacramento LGBT Community Center	8	8	0	0
Sacramento Self Help Housing (SSHH)	44	40	0	4
Sacramento Steps Forward	18	18	0	0
Saint John's Program For Real Change	5	5	0	0
Salvation Army	2	2	0	0
Shelter, Inc.	8	7	0	1
SHRA: Meadowview Navigation Center for Women	13	13	0	0
SHRA: Shelter Plus Care	17	16	0	1
SHRA: X Street Navigation Center	5	5	0	0
South Sacramento Homeless Assistance Resource Team (HART)	1	1	0	0
Stanford Sierra Youth & Families	3	3	0	0
Step Up and City of Sacramento - Partnership	7	7	0	0
STEP, Inc.	1	1	0	0
Telecare	5	0	0	5
Turning Point Community Programs	12	10	0	2
Uplift Family Services	1	1	0	0
Visions Unlimited	2	2	0	0
Volunteers Of America	38	37	0	1
Waking the Village	13	13	0	0
WEAVE	4	4	0	0
WellSpace Health	31	24	0	7
Wind Youth Services	14	12	0	2
Women's Empowerment	2	1	0	1
TOTALS	602	561 93.19%	1 0.17%	40 6.64%

HMIS Annual HMIS Re-Certification

2022 Re-Certification Quiz Re-Cap:

- 5 Multiple-Choice Parts
- Each Quiz contained the needed combination of Parts depending on the HMIS User's Access Role
- Passing Score of 80%

Quiz Parts	# of Questions
Part 1: General Information	25
Part 2: Recording Data	26
Part 3: Assessments Only	30
Part 4: Reporting	25
Part 5: Supervisor Responsibilities	8

	Parts	Passing Score		Total Possible Score	
			w/ Part 5		w/ Part 5
Quiz A	All 5 Parts	91		114	
Quiz B	Part 1, 2, 3, 4, *5	85	91	106	114
Quiz C	Part 1, 2, 4, *5	61	67	76	84
Quiz D	Part 1	20		25	
Quiz E	Part 1, 4, & *5	40	46	50	58

2019 Re-Certification Quiz Re-Cap:

- 1 *Multiple Choice* Quiz
 - 20 Questions for All HMIS Users, total possible points of 25
 - 5 Additional Questions for VI-SPDAT, total possible additional points of 9
 - Passing Score of 70%, 17 without VI-SPDAT or 23 with VI-SPDAT
- Using a *Vignette*, Recording Data into the Training Database based on Project Type (Street Outreach, Emergency Shelter, Housing project, etc.)
 - Passing Score was demonstrating knowledge of 70% of key program elements
 - Creating Adult and Minor Profiles
 - Creating appropriate Release of Information (RIO) forms
 - Grouping clients into Global Households & Program Households
 - Creating Program Enrollments
 - For Housing Projects: ensuring that Move-In Dates were recorded
 - For Street Outreach: ensuring that the Engagements were recorded
 - Provisioning a Program Service
 - For Housing and Emergency Shelter Projects: Provision appropriate Housing Services
 - Creating a Program Status Assessment
 - Creating a Program Annual Assessment
 - Creating a Program Exit

Comparison between 2019 & 2022

2022 HMIS Certification Quiz			
Total # of HMIS Users	PASSED	NOT PASSED	NOT TAKEN
602	561	1	40
	93.19%	0.17%	6.64%

2019 HMIS Certification Quiz							
Total # of HMIS Users	PART 1			PART 2			
	PASSED	NOT PASSED	NOT TAKEN	PASSED	WAIVED	NOT PASSED	NOT TAKEN
398	359	7	32	328	4	18	48
	90.20%	1.76%	8.04%	82.41%	1%	4.52%	12.06%

	# of Agencies	# of HMIS Users	# of Accounts Deactivated	# of Support Plans
2022	54	602	39 / 6.4%	2 / 0.3%
2019	36	398	34 / 8.5%	19 / 4.7%

Increase from 2019	
HMIS Users	151%
Agencies	150%

Key Differences:

- 2022 Quiz
 - Easier grading and processing for HMIS Team
 - Intended to provide knowledge rather than testing User knowledge
 - More HMIS Users passed on their first attempt
 - Quiz was based on User Access Role
 - More specific HMIS Access Roles in Use compared to 2019 (Access Roles were revised in 2020)
 - More questions on General HMIS information, Project Types & Data Elements associated with those Projects, Various Assessments in HMIS, Reporting, and Supervisor responsibilities
- 2019 Quiz
 - More cumbersome for HMIS Team to grade and process, each quiz required individual review
 - Intended to test User knowledge
 - Few HMIS Users passed on their first attempt. Average User took multiple choice quiz twice and needed 3 attempts to pass vignette
 - Vignette portion provided more practical testing and review
 - Vignette portion was based on most used Project Type used in HMIS
 - No variance for Access Role other than VI-SPDAT access

Agency Name	Total # of HMIS Users	Accts Active	Accts Deactivated	Agency Manager* Active	Program Manager Active	Direct Service WITH Assessme nts Active	Direct Service NO Assessme nts Active	Services Only Active	Read Only Rights Active	Reporting and Monitorin g Only - Advanced Active	Reporting and Monitorin g Only Active	CoC Monitor/ Analyst (SSF Staff only) Active	CES: Lead (SSF Staff only) Active	CES: Referral Specialist (Home) (SSF Staff only) Active	System Admin Active
211 Sacramento	8	8	0	1	1	5	1								
Asian Pacific Community Counseling	1	1	0	1											
Bay Area Community Services, DHA, and DBH - Partnership	6	6	0	1	3	2									
Berkeley Food and Housing Project	25	25	0	3	8	11	3								
Capital Star Community Services	7	7	0	1	1	5									
City of Refuge Sacramento	5	5	0		3	2									
City of Sacramento	11	11	0		1	8				2					
Community Against Sexual Harm (CASH)	2	2	0	1		1									
Consumers Self Help Center	7	6	1	1	1	4									
Cottage Housing, Inc	4	4	0	1		2	1								
COVID-19 Temporary Shelter System	7	7	0	1	3	1	2								
Department of Veterans Affairs	1	1	0						1						
Dignity Health Medical Foundation	7	5	2			2	3								
Downtown Streets Team - Sacramento	3	3	0		1	1	1								
El Hogar Community Service, Inc.	20	19	1		3	7	8	1							
First Step Communities	17	17	0	1	4	10	2								
Heartland Child and Family Services	2	2	0				2								
<i>Hope Cooperative (aka TLCS, Inc.)</i>	48	47	1	1	11	23	12								
La Familia Counseling Center	2	2	0			2									
LifeSTEPS	2	2	0		2										
Lutheran Social Services	21	21	0	1	2	14	4								
Mercy Housing	4	3	1		1		2								
Nation’s Finest (aka Sacramento Veterans Resource Center - SVRC)	13	11	2	1	2	5	3								
Next Move (SAEHC)	18	16	2	1	6	6	3								
<i>People Assisting The Homeless (PATH)</i>	3	3	0			3									
River Oak Center for Children	2	2	0		1		1								
Sacramento Children's Home	2	2	0		1	1									
Sacramento County Department of Behavioral Health (DBHS)	11	11	0	2	2		1				6				

Agency Name	Total # of HMIS Users	Accts Active	Accts Deactivated	Agency Manager* Active	Program Manager Active	Direct Service WITH Assessme nts Active	Direct Service NO Assessme nts Active	Services Only Active	Read Only Rights Active	Reporting and Monitorin g Only - Advanced Active	Reporting and Monitorin g Only Active	CoC Monitor/ Analyst (SSF Staff only) Active	CES: Lead (SSF Staff only) Active	CES: Referral Specialist (Home) (SSF Staff only) Active	System Admin Active
Sacramento County Department of Human Assistance (DHA)	46	40	6		11	24	2		3						
Sacramento County Flexible Housing Pool (FHP) Program	3	3	0		2		1								
Sacramento County Public Defender	4	3	1		1	2									
Sacramento Covered	36	36	0		6	28	1				1				
Sacramento LGBT Community Center	8	8	0		1	5	2								
Sacramento Self Help Housing (SSHH)	44	40	4	1	9	25	5								
Sacramento Steps Forward	18	18	0		1	4						4	1	3	5
Saint John's Program For Real Change	5	5	0		1	4									
Salvation Army	2	2	0		1		1								
Shelter, Inc.	8	7	1	2	3	2									
SHRA: Meadowview Navigation Center for Women	13	13	0	1	2	5	2	3							
SHRA: Shelter Plus Care	17	16	1	1	4	6	2			3					
SHRA: X Street Navigation Center	5	5	0		1	3	1								
South Sacramento Homeless Assistance Resource Team (HART)	1	1	0	1											
Stanford Sierra Youth & Families	3	3	0		2	1									
Step Up and City of Sacramento - Partnership	7	7	0		1	6									
STEP, Inc.	1	1	0		1										
Telecare	5	0	5												
Turning Point Community Programs	12	10	2		5	2	1				2				
Uplift Family Services	1	1	0			1									
Visions Unlimited	2	2	0			1	1								
Volunteers Of America	38	37	1	1	7	10	17	2							
Waking the Village	13	13	0	2	2	8				1					
WEAVE	4	4	0		1	3									
WellSpace Health	31	26	5		5	15	5	1							
Wind Youth Services	14	12	2		3	9									
<i>Women's Empowerment</i>	2	1	1			1									
TOTALS	602	563	39	27	127	280	90	7	4	6	9	4	1	3	5

Note: *Italized Agencies* have new staff that have passed the quiz; however are still in the process of completing New User paperwork to gain access to HMIS.