



SACRAMENTO
STEPS FORWARD

Ending Homelessness. Starting Fresh.

HMIS & Data Committee (HDC) Agenda

Thursday, July 14th, 2022 | 10:00 AM – 11:30 AM

[Zoom Meeting](#) | Meeting ID: 870 7409 9047 | Passcode: 445040

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Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions	Jameson Parker, HDC Co-Chair	10:00 AM (10 minutes)	Informational
II. Approval of 4/14/22 Meeting Minutes	Jameson Parker	10:10 AM (5 minutes)	Action
III. Announcements: (Upcoming Events & Recent Actions)	HDC Co-Chair, HDC Members, SSF Staff, & Guests	10:15 AM (5 minutes)	Informational
IV. HDC Overview	Rolf Davidson, SSF Director of Programs	10:20 AM (10 minutes)	Informational
V. HMIS Plan of Action to support SSF Strategic Plan	Rolf Davidson & Wendy Huynh, SSF HMIS Manager	10:30 AM (60 minutes)	Informational & Discussion
VI. Meeting Adjourned The Q4 2022 HMIS Data Committee Meeting is Thursday, Oct. 13th, 2022 from 10:00 am to 11:30 am.			

For any questions or concerns, please contact [Michelle Charlton](#), CoC Coordinator, Sacramento Steps Forward.



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HMIS & Data Committee Meeting Minutes

Thursday, April 14th, 2022 || 10:30 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	No
Anne-Marie Hooper	Sacramento Self Help Housing	Yes
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sacramento County Dept. of Health Services	Yes
Erica Plumb (Co-Chair)	Mercy Housing	Excused
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
Alicia Music	Executive Assistance
Jesse Archer	CoC Analyst
Kaylin Jones	CoC Project Coordinator
Michele Watts	Chief Planning Officer

Rolf Davidson	Director of Programs
Tina Wilton	HMIS Specialist
Wendy Huynh	HMIS Manager

Guests

Angela Drake, Angela Upshaw, Anna Bilik, Benjamin Uhlenhop, Call-In User_1, Chuck Franklin, Gina Hernandez, Gordon Mills, Ingrid Sanchez, Isabella Ohl, LaShawnda Barker , James Landreth, Kara Tow, Kathy Simms, Khalid Nemati, Kristin Nelson, Matty Pendragon, Nick Golling, Rose Arteaga, Sadiquallah Nemati, Sarah Martin, Steph Espinosa, Tiffany Glass, Veronica Williams, Zuri KColbert, 19168621904

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions	Jameson Parker, HDC Co-Chair	10:30 AM (10 minutes)	Informational
Jameson called the meeting to order around 10:37 AM. Attendance of 40. participants.			
II. Approval of 1/13/22 Meeting Minutes	Jameson Parker	10:40 AM (5 minutes)	Action
Motioned for approval: 1 st - Anne-Marie Hooper / 2 nd - Cynthia Hunt Motion approved.			
III. Announcements: (Upcoming Events & Recent Actions)	HDC Co-Chair, HDC Members, SSF Staff, & Guests	10:45 AM (5 minutes)	Informational

Michele Watts shared details about the upcoming annual meeting on April, 21, 2022.

IV. SSF Staff Updates

Rolf Davidson

10:50 AM
(5 minutes)

Informational

Rolf mentioned the HMIS team is looking to expand capacity for customer service and long term goal of system improvement; doing so there have been some SSF staff updates which included Wendy Huynh (HMIS Manager) and Kai Koumatos joining the SSF team. Tina Wilton (HMIS Manager) will be taking leave and once she returns she will be moving into a specialty role. The team will be rounded out with one more new hire soon to come. Please see the meeting recording for more details.

V. HMIS License Fee Structure Update

Rolf Davidson

10:55 AM
(5 minutes)

Informational

Rolf discussed fees for the usage of HMIS. The growth of the program has outstripped the HMIS grant which limits the ability to bring on more staff. SSF would like to protect non profits and don't want to move towards a 1:1 license structure. Data quality metrics are still being developed. There would be a threshold and would have a tiers. It will be a big change as they engage with organizations having the opportunity to weigh in for budgets. Questions asked, please see chat and recording for details.

VI. Recertification Quiz Recap

Tina Wilton,
HMIS Manager

11:00 AM
(10 minutes)

Informational

Tina shared slides with details and an overview. As a note no agency lost access to HMIS this year. 2022 has had a quicker response time and there has been more education versus what happened in 2019. Questions were asked, please see chat and recording for more details.

VII. Security Audit Process Proposal	Tina Wilton, HMIS Manager	11:10 AM (10 minutes)	Action
<p>Tina Wilton discussed the audit process HMIS would like to implement. Tina looked for approval from the group. Tina detailed the audit process she was proposing and currently using.</p> <p>Motioned for approval: 1st- Janel Fletcher / 2nd - Cynthia Hunt Motion approved.</p>			
VII. Review of HMIS Plans <ul style="list-style-type: none"> ● HMIS Privacy & Security ● HMIS Data Quality Plan 	Tina Wilton, HMIS Manager	11:20 AM (10 minutes)	Informational
<p>Tina Wilton shared the proposal to review specific sections of the Privacy & Security Plan and the Data Quality for revisions and submission to the CoC Board for the annual approval of both Plans. Tina reviewed the identified sections of each Plan she was recommending for closer review, discussion, and possible revisions. Some areas were the standard grievance plan and technical safeguards in security.</p> <p>Action item: Tina will send out the Plans to the Committee members with the sections to review highlighted and additional comments on context and reasons for review each specific section. The Committee will review the Plans prior to the July meeting in preparation of a deeper discussion on revising those identified sections.</p>			
<p>X. Meeting Adjourned The Q3 2022 HMIS Data Committee Meeting is Thursday, July 14th, 2022 from 10:00 am to 11:30 am.</p>			

Meeting Chat:

00:04:54 Tina Wilton: Tina Wilton, HMIS SSF

00:04:58 Rose, SacRT: Rose Arteaga, Sac RT

00:05:02 Tiffany Glass, Perm Program Planner: Tiffany Glass, Sacramento County CPS

00:05:05 James Landreth: SHRA - James Landreth

00:05:05 Benjamin Uhlenhop: Benjamin Uhlenhop - Next Move Homeless Services

00:05:06 Michele Watts, she/her/hers, SSF Chief Planning Officer: Michele Watts, she/her/hers, SSF

00:05:06 Kathy Simms-FSC: Kathy Simms, First Step Communities

00:05:09 Dawn Williams BHS - (she/her/hers): Dawn Williams, Sacramento County Behavioral Health Services

00:05:09 Angela Drake, she/her UCDH: Angela Drake UCD Health

00:05:11 Sarah.Martin: Sarah Martin, Sacramento Children's Home

00:05:11 chunt: Cynthia Hunt Cottage Housing Inc.

00:05:12 gina.hernandez: Gina Hernandez, SHELTER, Inc.

00:05:15 Wendy (she/her): Wendy Huynh, HMIS SSF

00:05:16 Janel Fletcher: Good morning, Janel Fletcher- SHELTER, Inc.

00:05:17 Annie Hooper: Anne Hooper, Sacramento Self Help Housing

00:05:18 Matty Pendragon (she/her/hers): Matty Pendragon, Sacramento LGBT Center

00:05:20 Zuri K Colbert: Zuri- CLAP Community Lead Advocacy Program

00:05:23 Gordon Mills: Gordon Mills, Newlife Electronics, McClellan Park

00:05:25 Isabella Ohl: Isabella Ohl, Sacramento Children's Home

00:05:26 Khalid Nemati (He/Him): Khalid Nemati, SHELTER Inc.

00:05:27 Steph Espinosa SCH QI Coordinator: Steph Espinosa Sacramento Children's Home

00:05:32 Veronica Williams: Veronica Williams, Volunteers of America X Street Navigation Center Shelter

00:05:45 Michele Watts, she/her/hers, SSF Chief Planning Officer: approve minutes

00:05:53 LaShawnda Barker County of Sacramento DHA: LaShawnda Barker Dept. of Human Assistance(DHA), Housing Support (HSP) Supervisor

00:05:53 Jameson Parker (He/Him): yes

00:06:00 Annie Hooper: yes

00:06:01 chunt: yes

00:06:06 Josh Arnold (VOA): yes

00:06:17 Janel Fletcher: yes

00:06:32 Dawn Williams BHS - (she/her/hers): Yes

00:07:55 Sacramento Steps Forward: Hello all, please register with this link.
<https://us02web.zoom.us/meeting/register/tZwodOusqTloHdEbipPeRfxtpEjfl5MS8d5y>

00:08:08 Sacramento Steps Forward: We'd love to have your participation. Thanks!

00:33:51 Kathy Simms-FSC: Thank you Tina!

00:37:22 Michele Watts, she/her/hers, SSF Chief Planning Officer: HMIS coverage rates: Emergency Shelter 92.93%, Transitional Housing 92.83%, Rapid Rehousing 99.15%, Permanent Supportive Housing 83.07%. This % represents beds in programs within and outside of HMIS.

00:43:07 Dawn Williams BHS - (she/her/hers): I have to log off to get prepared for another meeting. Have a great day!

00:46:03 Veronica Williams: Thank you Tina.

00:50:07 Michele Watts, she/her/hers, SSF Chief Planning Officer: approve the security audit process

00:50:13 Jameson Parker (He/Him):Yes

00:50:13 Janel Fletcher: yes

00:50:14 Annie Hooper: yes

00:50:15 Mixtli Gonzalez (she, her, hers): Yes

00:50:18 Josh Arnold (VOA): yes

00:50:19 chunt: yes

00:55:36 Michele Watts, she/her/hers, SSF Chief Planning Officer: I have to log off to get ready for my next meeting- one suggestion on the plans revisions is to form a smaller work group to work on changes between july and sept, ahead of the oct HDC meeting. depending on how the review goes in july.

00:58:03 Janel Fletcher: Thanks Tina

01:00:26 James Landreth: Good meeting, thanks for the updates.

01:00:40 LaShawnda Barker County of Sacramento DHA: Thanks

01:00:48 Annie Hooper: Thanks!

01:01:13 Steph Espinosa SCH QI Coordinator: Great meeting! Thank you so much!

01:01:34 Khalid Nemati (He/Him): Thank you all and wish you all a wonderful afternoon :)