HMIS & Data Committee Meeting Minutes

Thursday, April 11, 2024 | 10:00 AM – 11:30 AM

[Recording of Zoom Meeting](). The meeting chat is below.

Attendance:

Member	Area of Representation / Organization	Present
Alexsander Willis	LGBT	Yes
Anastasiya Hernandez	Saint John's Program for Real Change	No
Anne-Marie Hooper	Sacramento Self Help Housing	No
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sac. County Dept. of Health Services	Yes
Hezekiah Allen	City of Sacramento	Yes
Jameson Parker, Co-Chair	Midtown Business Association	Yes
Janel Fletcher, Co-Chair	SHELTER, Inc.	Yes
Julia Erdkamp	Coalition/Network	No*
Joshua Arnold	Volunteers of America (VOA)	Yes
Kristy Smith	Partners with Lived Expertise Committee Member	Yes
Mixtlicoatl Gonzalez	Lutheran Social Services	Yes
Theresa Luna	Behavioral Health	No
Yvette Buckner	Partners with Lived Expertise Committee Member	Yes

SSF Staff	SSF Title
Ashley Wyant	HMIS Customer Support
David Arthur	HMIS Manager
Jesse Archer	CoC Analyst
Joel Riphagen	Special Projects Coordinator
Kai Koumatos	HMIS Coordinator
Michelle Charlton	CoC Coordinator
Rae Uhde	HMIS Coordinator
Tina Wilton	HMIS Specialist
Trent Simmons	Data and Analytics Director

Guests
Cristina Navarro, Dawn Basciano, Dulce Delgadillo Santisteban, Haimanot Ashenafi, Joseph Pacheco, Kansas Simmons, Krystal Phaneuf, Marisa Lee, Marjorie Beazer, Shannen Padilla, Shannon Martin, Sophia Puente, Tracey Knickerbocker, and Yene

Agenda Item	Presenter:	Time	Item Type
I. Welcome & Introductions **Recent Actions:** A. **Appointment of the HDC New Chair: Janel Fletcher**	Jameson Parker, HDC Co-Chair	10:00 AM (10 minutes)	Informational

B. **Appointment of New HDC Members** *(if approved at the April 10 CoC Board Meeting):* • **Alexsander Willis** • **Hezekiah Allen** • **Julia Erdkamp** • **Kristy Smith** • **Theresa Luna** • **Yvette Buckner** **Approval of 1/11/2024 Meeting Minutes** **Supporting Material:** • 1/11/24 Meeting Minutes			Action

Jameson called the meeting to order around 10:03 AM. Introductions were shared in the chat.

Motioned for Approval of the 1/11/24 Meeting Minutes: 1st- Cynthia Hunt, 2nd- ~~Dawn Basciano~~ (not a HDC member).

Motion Approved.

Action Item:
● The 1/11/24 HDC meeting minutes will be placed on the Q3/July 2024 HDC meeting agenda for the HDC to vote to approve.

II. Announcements: **(Recent or Current Actions & Upcoming Events)**	HDC Co-Chairs, HDC Members, SSF Staff, & Guests	10:10 AM (5 minutes)	Informational

Cristina Navarro shared an announcement. Please see the recording for details.

III. 2024 HDC Survey Follow Up & Next Steps **Supporting Material:**	Ashley Wyant, SSF HMIS Coordinator	10:15 AM (10 minutes)	Discussion

● [2024 Survey](#) ● [Survey Results Dashboard](#)			
Ashley provided an update on the 2024 HDC survey. A request was made for the 2024 HDC Zoom meeting invite to be set up with an "add to my calendar" feature for the remaining HDC meetings.			
IV. Sheltered Point-in-Time & Housing Inventory Count (PIT & HIC) Submission	Ashley Wyant, SSF HMIS Coordinator & Rae Uhde, SSF HMIS Specialist I	10:25 AM (10 minutes)	Informational
Ashley and Rae shared details about the upcoming due date, currently in phase 3, request was sent to leadership, details about red flags, the transition from HDX1 to HDX2, details about the error rate (currently at 36 vs 200 errors previously), details that Homeless Data Exchange (HDX) is an online data submission tool for reporting to HUD, HDX primarily used by Continuums of Care (CoCs), funding issues about program reflection, there are 22 errors which are believed to be glitches in the system (possibly a program issues), and thanked everyone.			
V. [HMIS Access Request](#) Update	Rae Uhde	10:35 AM (10 minutes)	Informational
Rae shared where this is on the SSF website, the streamlined efforts, no longer need for scanned docs as all is done electronically, and details about the available open office hours. Questions and comments were asked. Please see the recording for details.			
VI. All In Sacramento - Regional Coordinated Homeless Action Plan (RCHAP) Update	Joel Riphagen, SSF Special Projects Coordinator	10:45 AM (20 minutes)	Informational
Joel shared that the RCHAP was submitted on time to the State of CA and details about the process and the data focus actions within the plan. He shared a [presentation](#) and some of the key change initiatives for the RCHAP, specifically for data "explore the cost for a street to housing pilot" program as they have been successful in other communities. He shared that a cross system approach will impact data for the region. A few different initiatives under Solution 7 that are data			

focus, please see the recording and presentation for additional details. Also for Solution 8, capacity building, includes data objectives such as increased HMIS participation, HMIS data quality standards and review, and includes HMIS support and training system wide. Trent shared in the chat "We will be informally releasing metrics to programs on a rolling basis starting May 1st. We then intend to provide an informal set of all metrics (that we can calculate from HMIS) on June 1st. These metrics will be aggregated into a more formal report by the end of June." Please see the recording for more details.

VII. Review & Approval HMIS Data Quality Plan **Supporting Material:** ● 2023 HMIS Data Quality Plan	Trent Simmons, SSF Data & Analytics Director	11:05 AM (15 minutes)	Discussion & Action

Trent shared the SSF website where the Data Quality Plan lives. This is a requirement from HUD. He shared on page 3 about the specific benchmarks and standards for HMIS users in Sacramento. He noted that a Key Performance Indicator report will be given to Providers so they can see their data issues more often. A request was made to include context for the Community Standards in the 2024 HMIS Data Quality Plan.

Motioned for Approval HMIS Data Quality Plan (with edits for the Community Standards): 1st- Cynthis Hunt, 2nd- Josh Arnold.

Motion Approved.

VIII. Conclusion: Open for questions, comments, etc.	Open to All	10:50 AM (10 minutes)	Informational

 Questions from Marjorie Beazer, Krystal Phaneuf, and Josh Arnold. Please see the recording for details.

IX. Meeting Adjourned around 10:42 AM.

The Q3 2024 HMIS & Data Committee Meeting is Thursday, July 11, 2024 from 10:00 am to 11:30 am.

2024 HDC meetings: Q4 Meeting: Oct. 10, 2024

Meeting Chat:

10:00:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome! Here is today's meeting agenda:
https://sacramentostepsforward.org/wp-content/uploads/2024/04/Q2-April-2024-HDC-Agenda-.pdf

10:01:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome! Here is today's meeting agenda:
https://sacramentostepsforward.org/wp-content/uploads/2024/04/Q2-April-2024-HDC-Agenda-.pdf

10:04:08 From Cynthia Hunt to Everyone:
good morning

10:04:34 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome New HDC Members!
Alexsander Willis
Hezekiah Allen
Julia Erdkamp
Kristy Smith
Theresa Luna
Yvette Buckner

10:09:15 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of the 1/11/24 Meeting Minutes:

10:09:20 From Hezekiah Allen to Everyone:
Abstain

10:09:25 From Jameson Parker to Everyone:
yes

10:09:26 From Cynthia Hunt to Everyone:
yes

10:09:26 From Dawn Basciano to Michelle Charlton (She/Her) CoC Coordinator, SSF(Direct Message):
Approve

10:09:28 From Janel Fletcher to Michelle Charlton (She/Her) CoC Coordinator, SSF(Direct Message):
yes

10:09:30 From Alexsander Willis to Everyone:
Yes

10:09:33 From Dawn Williams - Sac Co BHS to Everyone:
yes

10:12:17 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
This survey: https://www.surveymonkey.com/r/MHNK8S6

10:12:42 From Kristy Smith to Everyone:
I am sorry about that. My internet is spotty right now. I am Kristy Smith, She/her, PWLEC, HPS Facilitator, Human Rights Consultant, Certified in the Prevention of Human Trafficking and I do street outreach

10:15:44 From Yvette Buckner to Everyone:
Agree

10:16:17 From Charles FXR Pfost (He- Him) to Everyone:
This went into my calendar using Mac and iPhone

10:19:37 From Jesse SSF, CoC Analyst to Everyone:
HDX is an online data submission tool for reporting to HUD, primarily used by Continuums of Care (CoCs)

10:20:13 From Jesse SSF, CoC Analyst to Everyone:
HDX = Homeless Data Exchange

10:21:25 From Ashley Wyant - SSF HMIS to Everyone:

Reacted to "HDX is an online dat..." with ❤️

10:24:13 From Shannon Martin to Everyone:
hi my name is Shannon Martin , I am a PDC here at Serna Village. I would like to receive invites and meetings sent to smartin@cottagehousing.org Thank You.

10:27:01 From Hezekiah Allen to Everyone:
    I'm going to excuse myself - I appreciate you all and see you next time!

10:27:16 From Rae Uhde, HMIS Staff to Everyone:
                                    access request:
https://sacramentostepsforward.org/resources/requesting-hmis-access/

10:27:21 From Krystal Phaneuf - City of Sacramento to Everyone:
                    Reacted to "I'm going to excuse ..." with 👍

10:39:50 From Dawn Basciano to Everyone:
When will the community standards piece be fully implemented and at what point can we obtain meaningful performance data?

10:40:18 From Kristy Smith to Everyone:
                    Reacted to "When will the commun..." with ❤️

10:41:31 From Trenton Simmons | Sacramento Steps Forward to Everyone:
We will be informally releasing metrics to programs on a rolling basis starting May 1st. We then intend to provide an informal set of all metrics (that we can calculate from HMIS) on June 1st. These metrics will be aggregated into a more formal report by the end of June.

10:42:07 From Kristy Smith to Everyone:
                    Reacted to "We will be informall..." with 👍

10:42:20 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
    Regionally Coordinated Homelessness Action Plan (RCHAP) webpage:
https://sacramentostepsforward.org/rchap/

10:42:29 From Marjorie Beazer to Everyone:
Is there a link and not WR code I can have? Sorry I'm old school -literally! 😅

10:42:47 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

The plan:
https://sacramentostepsforward.org/wp-content/uploads/2024/03/All-In-Sacramento-Plan-FINAL-03.07.24.pdf

10:43:10 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The plan 1 page summary:
https://sacramentostepsforward.org/wp-content/uploads/2024/03/All-In-Sacramento-Plan-Summary-FINAL-03.06.24.pdf

10:43:13 From Marjorie Beazer to Everyone:
👍

10:44:09 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
All In Sacramento | Regionally Coordinated Homelessness Action Plan Feedback Form:
https://forms.office.com/pages/responsepage.aspx?id=b64o0FHtJ0e_Ouj8q3YgNaX6TV1WaBBKjf9qO8JfbgBUQUo0T1hIUEtLSTVEQ1RRV0RRRE1MT0E5Qi4u

10:48:27 From Josh Arnold to Everyone:
What was that prepandemic percentage?

10:49:39 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The HMIS DATA QUALITY PLAN:
https://sacramentostepsforward.org/wp-content/uploads/2023/05/Sacramento-Data-Quality-Plan-Approved.pdf

10:50:26 From Janel Fletcher to Everyone:
@Josh Arnold I believe the 42% exits to perm destinations were from 2019 for pre-pandemic levels

10:55:20 From Yvette Buckner to Everyone:
Thank you

10:55:26 From Trenton Simmons | Sacramento Steps Forward to Everyone:
Reacted to "@Josh Arnold I belie..." with 💯

10:55:59 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval HMIS Data Quality Plan (with edits for the Community Standards):

10:56:02 From Jameson Parker to Everyone:
Yes

10:56:06 From Yvette Buckner to Everyone:
yes

10:56:06 From Janel Fletcher to Everyone:
yes

10:56:07 From Josh Arnold to Everyone:
Yes

10:56:08 From Kristy Smith to Everyone:
Yes

~~10:56:09 From Dawn Basciano to Michelle Charlton (She/Her) CoC Coordinator,~~
~~SSF(Direct Message):~~
~~Yes~~

10:56:09 From Alexsander Willis to Everyone:
Yes

10:56:10 From Dawn Williams - Sac Co BHS to Everyone:
approve

10:56:13 From Cynthia Hunt to Everyone:
yes

~~10:56:16 From Dawn Basciano to Everyone:~~
~~Yes~~

10:56:24 From Marjorie Beazer to Everyone:
Replying to "@Josh Arnold I belie..."
Is there any follow ...

10:58:15 From Yvette Buckner to Everyone:
great ?

11:00:04 From Marjorie Beazer to Everyone:
Reacted to great ? with "👍🏽"

11:05:30 From Kai Koumatos to Everyone:

Crystal - please email hmis@sacstepsforward.org to start that conversation.

11:06:18 From Krystal Phaneuf - City of Sacramento to Everyone:
Reacted to "Crystal - please ema..." with 👍

11:08:20 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The next HDC meeting:
The Q3 2024 HMIS & Data Committee Meeting is Thursday, July 11, 2024 from 10:00 am to 11:30 am.

Attend the Coordinated Access System Committee meeting today, Thur, 4/11/24 at 2:30 pm. See Agenda here:
https://sacramentostepsforward.org/wp-content/uploads/2024/04/April-2024-CASC-Meeting-Agenda.pdf