



HMIS & Data Committee Meeting Minutes

Tuesday, August 6, 2024 | 2:00 PM – 3:30 PM

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

Attendance:

Member	Area of Representation / Organization	Present
Alexsander Willis	LGBT	No
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	Sac. County Dept. of Health Services	No
Hezekiah Allen	City of Sacramento	No
Jameson Parker, Co-Chair	Midtown Business Association	Yes
Janel Fletcher, Co-Chair	SHELTER, Inc.	Yes
Julia Erdkamp	Coalition/Network	Yes
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	Yes
Yvette Buckner	Partners with Lived Expertise Committee Member	Yes

SSF Staff	SSF Title
Ashley Wyant	HMIS Customer Support
David Arthur	HMIS Manager
Geoffrey Fralick	Program Analyst - Youth Specialist
Kai Koumatos	HMIS Coordinator
Marjorie Delgadillo	Family Collaborative Director
Michele Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator
Quinn Jones-Hylton	Programs Analyst "Emergency Services"
Rae Uhde	HMIS Coordinator
Tina Wilton	HMIS Specialist
Trent Simmons	Data and Analytics Director
Scott Clark	Performance Excellence Director

Guests
<p>Caitlyn Grabill, Candy Hernandez, Darrell Rogers, Dawn Basciano, Diane Bastian, Geli, Mercedes Lott, Michelle Schuhmann, Noni Plasichuk, Peter Bahnsen, Ramsone, and Roop Walia-DHA.</p>

Agenda Item	Presenter:	Time	Item Type
I. Welcome & Introductions	Jameson Parker, HDC Co-Chair	2:00 PM (5 minutes)	Informational
<p>Jameson called the meeting to order around 2:03 PM. Introductions were shared in the chat.</p>			
II. Approval of 1/11/2024 & 4/11/24 April Meeting Minutes Supporting Materials: <ul style="list-style-type: none"> • 1/11/24 Meeting Minutes • 4/11/24 Meeting Minutes 	Jameson Parker	2:05 PM (5 minutes)	Action
<p>Motioned for Approval of the 1/11/24 Meeting Minutes: 1st- Cynthia Hunt, 2nd- Janel Fletcher.</p> <p>Motion Approved.</p> <p>Motioned for Approval of the 4/11/24 Meeting Minutes: 1st- Cynthia Hunt, 2nd- Anne-Marie Hooper.</p> <p>Motion Approved.</p>			
III. Announcements (Recent/Current Actions, & Upcoming Events) Recent Action: <ul style="list-style-type: none"> • 2024 HMIS Data Quality Plan was approved at 	Jameson Parker, HDC Members, SSF Staff, & Guests	2:10 PM (5 minutes)	Informational

the June 12 CoC Board Meeting			
<p>No Announcements were shared.</p>			
<p>IV. APRV Project: CE-HMIS Project</p>	<p>Trent Simmons, SSF Data & Analytics Director</p>	<p>2:15 PM (30 mins)</p>	<p>Informational</p>
<p>Tina Wilton, SSF HMIS Team Member, shared requirements for the CE-HMIS Project, the impacts such as referrals, single agency with 2 CAS programs, launch date of Oct 1st, upcoming actions with goals, the VI-SPDAT replacement efforts, to consider reducing the number of assessments, future planning/creation of job aids and trainings, a data migration, and what to expect on assessments. Questions were asked. Please see the recording for details.</p>			
<p>V. 2024 NOFO Preparations</p>	<p>Michele Watts, SSF Chief Planning Officer</p>	<p>2:45 PM (5 minutes)</p>	<p>Informational</p>
<p>Michele shared the FY2024-2025 NOFO was released last week on July 31,2024. Stay informed by visiting the FY2024-2025 NOFO webpage and a tentative timeline for the next steps.</p>			
<p>VI. VI-SPDAT Replacement: The Housing Conversation Tool (HCT) Update</p>	<p>Quinn Jones- Hylton, SSF Programs Analyst</p>	<p>2:50 PM (10 minutes)</p>	<p>Discussion</p>
<p>Quinn shared the VI-SPDAT Replacement: The Housing Conversation Tool (HCT) background, recent actions, timeline, CoC Committee approval from the REQC and CASC, and plan for the CoC Board to review/vote to approve at the Aug 14, 2024 CoC Board meeting. Questions were asked. Please see the recording for more details.</p>			

VII. PIT Count Report	Trent Simmons	3:00 PM (20 minutes)	Informational
Trent discussed the 2024 PIT Count webpage , high level review of the 2024 PIT Count report , and the 2024 PIT Count Results: Volunteer Briefing .			
VIII. HUD Mandated Report Announcements (e.g., LSA, SPM, PIT, HIC)	Trent Simmons	3:20 PM (5 minutes)	Informational
Trent shared the current HUD mandated reports due dates for the LSA, SPM, PIT, and HIC, the status that the “reporting session” is now completed/finished, discussed the 2025 plan/next steps (possibly shifting to a year-long reporting session). Stay tuned for the upcoming details from the HMIS & Data Team.			
IX. 2024 HDC Survey Responses & Next Steps Supporting Materials: <ul style="list-style-type: none"> • 2024 Survey • Survey Results Dashboard 	Ashley Wyant, SSF HMIS Specialist I	3:25 PM (5 minutes)	Discussion
<p>Ashley shared the survey results. HDC members comments:</p> <ul style="list-style-type: none"> • Janel F. and Annie H. is in favor with bi-monthly meetings. • Jameson asked when do we want to transition from quarterly to bi-monthly meetings and requested SSF Staff to provide a recommendation for next steps. <p>Trent shared information about upcoming data to be released, details about KPIs, Community Standards, LHAP, the goals/promises within the reports, details about the HMIS newsletter updates, and the SSF HMIS & Data Team future plans.</p> <p>Action Item:</p> <ul style="list-style-type: none"> • SSF Staff will follow up with the HDC and provide recommendations for next steps based on the survey results (e.g. a draft calendar to transition from quarterly to bi-monthly meetings, setting up work groups, etc.) 			

X. Meeting Adjourned at 2:49pm

The Q4 2024 HMIS & Data Committee Meeting is Thursday, Oct. 10, 2024 from 10:00 am to 11:30 am.

Meeting Chat:

14:03:01 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Today's agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/07/HDC-Q3-2024-Meeting-Agenda.pdf>

14:03:43 From Tina Wilton, CA 503 (Sacramento) & CA 521 (Yolo) to Everyone:
Tina Wilton, SSF HMIS Specialist IV

14:03:45 From Rae Uhde, HMIS Staff to Everyone:
Rae Uhde SSF HMIS Specialist 1

14:03:45 From Julia Erdkamp (She/Her) to Everyone:
Julia Erdkamp, Executive Director of California Statewide Automated Welfare System (CalSAWS).

14:03:53 From Annie Hooper, Shelter Inc to Everyone:
Annie Hooper, Shelter Inc

14:03:53 From Theresa Luna CPS Sac County to Everyone:
Theresa Luna Sac County CPS Social Worker in ER

14:03:54 From Josh Arnold to Everyone:
Josh Arnold, Volunteers of America

14:04:08 From Michelle Schuhmann to Everyone:
Michelle Schuhmann, Sac County BHS

14:04:09 From Ashley Wyant - SSF HMIS to Everyone:
Ashley Wyant SSF HMIS Specialist I

14:04:11 From David A. to Everyone:

David Arthur, SSF HMIS Manager

14:04:36 From Peter Bahnson (he/him) to Everyone:
Peter Bahnson, Sacramento Children's Home

14:04:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of the 1/11/24 Meeting Minutes

14:04:52 From Caitlyn Grabill to Everyone:
~~Caitlyn Grabill SSF Software Administrator~~

14:04:54 From Cynthia Hunt to Everyone:
yes

14:04:54 From Jameson Parker to Everyone:
Yes

14:04:54 From Josh Arnold to Everyone:
abstain

14:04:56 From Annie Hooper, Shelter Inc to Everyone:
Yes

14:04:56 From Janel Fletcher to Everyone:
Yes

14:04:59 From Theresa Luna CPS Sac County to Everyone:
yes

14:05:01 From Julia Erdkamp (She/Her) to Everyone:
Yes

14:05:05 From HMIS: Kai (he/him) to Everyone:
~~Kai Koumatos, SSF HMIS Team~~

14:05:40 From Roop Walia-DHA to Everyone:
~~Roop Walia, Program Planner, DHA~~

14:06:07 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of the 4/11/24 Meeting Minutes

14:06:10 From Josh Arnold to Everyone:

yes

14:06:12 From Jameson Parker to Everyone:

Yes

14:06:16 From Theresa Luna CPS Sac County to Everyone:

yes

14:06:16 From Julia Erdkamp (She/Her) to Everyone:

Yes

14:06:17 From Janel Fletcher to Everyone:

Yes

14:06:18 From Cynthia Hunt to Everyone:

yes

14:06:51 From Trenton Simmons | Sacramento Steps Forward to Everyone:

Nothing from me!

14:07:33 From Trenton Simmons | Sacramento Steps Forward to Everyone:

This is actually going to be covered by Tina.

14:07:47 From Trenton Simmons | Sacramento Steps Forward to Everyone:

This is the one. :)

14:21:05 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

FY2024-2025 NOFO webpage: <https://sacramentostepsforward.org/2024-continuum-of-care-coc-program-competition/>

14:29:25 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

July 2024 VI-SPDAT Replacement Community Discussions Materials: [Presentation | July 8, 2024 Discussion Recording | July 10, 2024 Discussion Recording | HCT Questions | HCT Prioritization Schema](#)

14:31:07 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

The next CoC Board meeting is Wed, 8/14/24 at 8am:

<https://sacramentostepsforward.org/committees/#board>

14:32:48 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
2024 PIT Report webpage: <https://sacramentostepsforward.org/continuum-of-care-point-in-time-pit-count/2024-point-in-time-count/>

14:42:56 From Annie Hooper, Shelter Inc to Everyone:
Bi-monthly sounds great.

14:49:29 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The Q4 2024 HMIS & Data Committee Meeting is Thursday, Oct. 10, 2024 from 10:00 am to 11:30 am.

14:49:52 From Julia Erdkamp (She/Her) to Everyone:
Thank you! Appreciate the time back.

14:49:55 From Roop Walia-DHA to Everyone:
Thanks everyone!