



HMIS & Data Committee Meeting Minutes

Thursday Oct. 10, 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 Community Center	Yes
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	Yes
Hezekiah Allen	City of Sacramento	No*
Jameson Parker, Co-Chair	Midtown Business Association	No*
Janel Fletcher, Co-Chair	SHELTER, Inc.	Yes
Julia Erdkamp	Coalition/Network	No
Joshua Arnold	Volunteers of America (VOA)	Yes
Kristy Smith	Partners w/ Lived Expertise Committee Member	Yes
Mixtlicoatl Gonzalez	Lutheran Social Services	Yes
Theresa Luna	Behavioral Health	No
Yvette Buckner	Partners with Lived Expertise Committee Member	No

**Notified SSF Staff they would be absent in advance/excused.*

SSF Staff	SSF Title
David Arthur	HMIS Manager
Geoffrey Fralick	Program Analyst - Youth Specialist
Jesse Archer	CoC Analyst
Marjorie Delgadillo	Family Collaborative Director
Michelle Charlton	CoC Coordinator
Quinn Jones-Hylton	Programs Analyst "Emergency Services"
Rachel Bereza	Deputy CEO
Tina Wilton	HMIS Specialist

Guests
Afi-saran Farrar, Bobbie Atkins, Candy Hernandez, Charis Washington, Charles FXR Pfof, Joseph Pacheco, Kimberly Terry, Lauren A, Mao, Nikki Lynn, and TGarica.

Agenda Item	Presenter:	Time	Item Type
I. Welcome & Introductions Approval of 8/6/2024 Meeting Minutes Supporting Material: <ul style="list-style-type: none"> • 8/6/24 Meeting Minutes 	Janel Fletcher, HDC Co-Chair	10:00 AM (10 minutes)	Informational
<p>Janel called the meeting to order around 10:08 AM. Introductions were shared in the chat.</p>			

Motioned for Approval of the 8/6/24 Meeting Minutes:

1st- Cynthia Hunt, 2nd- Annie Hooper.

Motion Approved.

**II. Announcements
(Recent/Current Actions,
& Upcoming Events)**

**SSF Data & Analytics
Department Update:**

- HUD Mandated Report Announcements (e.g., LSA, SPM, PIT, HIC)

Janel Fletcher,
HDC Members,
SSF Staff, &
Guests

David Arthur, SSF
HMIS Manager

10:10 AM
(5 minutes)

Informational

Cynthis Hunt shared Hope is hiring for a personal development coach. The position is open and posted on their website, indeed, or via email to [Cynthia](#)

SSF Data & Analytics Department Update:

- David shared the LSA data window has closed and that office hours will be available.

**III. Annual Review &
Approval of the HMIS
Privacy & Security Plan**

Supporting Materials:

- [2022/2023 Recommended Edits to the HMIS Privacy & Security Plan \(page 2\)](#)
- [2023 HMIS Privacy & Security Plan](#)

David Arthur

10:15 AM
(10 mins)

Discussion
& Action

David shared previous amendment recommendations for the HMIS Privacy & Security Plan, including specific details that recommendation #1 and #2 are applied/in compliant, however recommendation #3 we are not currently

applying/in compliant. In 2025, the SSF HMIS & Data Team plans to do a full review and edit on this plan and the HMIS Data Quality plan. Questions were asked. Please see the recording for details.

#	Recommendation
1	Per the Privacy and Security Monitoring – Recommendation 1: scaling back the frequency of audits to an annual security audit as outlined in the plan by each Agency and audits on an as-needed basis by the Lead Security Personnel.
2	In the current Plan, the procedures are outlined in the ‘Reporting Security Incidents’. The intention of the Data Breach Policy and Procedures is to strengthen the language and provide clarity. Recommendation 2: The inclusion of Appendix A: Data Breach Policy and Procedures.
3	Should recommendation #2 be approved, then designated members of the HDC will be part of the process of approving the suspension of an HMIS end user, as well as reactivating or reinstating HMIS access. Recommendation #3: We are asking for 3 HDC members to volunteer to be part of the review and approval process of approving the suspension of an HMIS end user, as well as reactivating or reinstating HMIS access. The designated members will be contacted on an as-needed basis. The HMIS System Administrators will convene a meeting to discuss and review the suspected instances of noncompliance and/or security violations that HMIS system security and/or client privacy has been compromised.

Motioned for Approval of the HMIS Privacy & Security Plan as discussed:
1st- Cynthia Hunt, 2nd-Kristy Smith.

Motion Approved.

<p>IV. Data Quality Plan Report</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • HMIS Data Quality Plan 	<p>David Arthur</p>	<p>10:25 AM (10 mins)</p>	<p>Informational</p>
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David shared a draft July 2024 data quality plan report providing details about the introductions, metrics, system data quality metrics (completeness, utilization, timeliness), system data quality metrics over time, data quality metrics by intervention, program details, and appendix. Questions were asked. Please see the recording for details.

<p>V. Review & Approve the 2025 HDC Work Plan</p> <p>Supporting Materials:</p> <ul style="list-style-type: none"> • Draft 2025 CoC HDC Work Plan • Survey Results Dashboard 	<p>Janel Fletcher</p>	<p>10:35 AM (30 mins)</p>	<p>Discussion & Action</p>
<p>Janel shared the survey results and how the results were applied within the draft 2025 HDC work plan. She read through the draft 2025 HDC Work Plan, asked the HDC for feedback/edits, specifically on the survey results where the HDC indicated their interest to focus on: (1) Monthly Data Reports, (2) Specific HMIS Feature Highlight, and (3) Data Graphics on Homelessness. Additional follow-up from the HDC Chairs/SSF staff will reach out with the HDC for feedback/interest.</p> <p>Motioned for Approval of the 2025 HDC Work Plan: 1st- Annie Hooper, 2nd- Alexander Willis.</p> <p>Motion Approved.</p> <p>Action Item:</p> <ul style="list-style-type: none"> • HDC Chairs/SSF Staff will send a survey/email to HDC for their input on the 3 items listed above and check in about work group interests. 			
<p>VI. NOFO Updates:</p> <ul style="list-style-type: none"> • FY2024–2025 CoC Program Competition • CoCBuils <p>Supporting Materials:</p> <ul style="list-style-type: none"> • FY2024-2025 CoC Program Competition SSF Webpage • CoCBuils SSF webpage 	<p>Rachel Bereza, SSF Deputy CEO & Jesse Archer, SSF CoC Analyst</p>	<p>11:05 AM (10 mins)</p>	<p>Informational</p>

Rachel shared an update on the FY24-25 CoC Program NOFO that included finishing a recommended priority listing developed by the review panel that was then approved by the CoC Board on Wednesday, October, 9. We have one new project in Tier 1 and a few renewal projects in Tier 2. SHRA has a straddle project that is split between Tier 1 and Tier 2. Please see the supporting materials for a detailed priority listing. The national competition will wrap up by October 30th. This includes answering questions, completing e-snaps, and making attachments. The full application will be posted on our website at least 2 days before October 30th.

CoCBUILDS NOFO is happening at the same time as the CoC Program NOFO. These funds will likely be one time and are dedicated to the construction, acquisition, and rehabilitation of PSH units. There are 3 final local applications and SSF will send 1 to HUD and the national competition. The due date to HUD is Nov 21st. Questions were asked. Please see the recording for more details.

VII. The Housing Conversation Tool Next Steps	Quinn Jones-Hylton, SSF Programs Analyst	11:15 AM (5 mins)	Informational
Quinn shared an update on HCT, in September there were three trainings, in October they shared the new HCT quiz for users, and in the coming week there will be a best practices guide for the community. On October 17 the Vi-SPDAT and Shelter Survey will be shut off and only be using HCT. Questions were asked. Please see the recording for more details.			
VIII. Conclusion: Please share questions, comments, etc.	Open to All	11:20 AM (10 mins)	Discussion
No questions or comments were asked.			

IX. Meeting Adjourned around 11:00 am.

The next HMIS & Data Committee Meeting is Thursday, Jan. 9, 2025 from 10:00 am to 11:30 am.

Meeting Chat:

09:59:36 From Kristy Smith to Everyone:
Good morning Morning




10:00:08 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome! Here is today's meeting agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/10/Q4-2024-HDC-2024-Agenda.pdf>

10:03:02 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome! Here is today's meeting agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/10/Q4-2024-HDC-2024-Agenda.pdf>

10:04:15 From Aleksander Willis to Everyone:
Doing great!

10:04:55 From Afi-saran Farrar to Everyone:
Good Thank You. Grand Rising everyone.

10:09:05 From Kristy Smith to Everyone:
Kristy Smith here with the Persons With Lived Expertise Committee

10:09:16 From Annie Hooper, Shelter Inc to Everyone:
Reacted to "Kristy Smith here wi..." with   

10:10:01 From Lauren A. Wind Youth Services to Everyone:
Lauren Anderson with Wind Youth Services

10:10:16 From Candy Hernandez to Everyone:
Candy Hernandez, Sacramento Children's Home

10:10:18 From Tina Wilton, CA 503 (Sacramento) & CA 521 (Yolo) to Everyone:

Tina Wilton, HMIS IV at SSF

10:10:23 From Afi-saran Farrar to Everyone:
My name is Afi I am a Lead Care Manager and person with lived experience with United And Guided Inc.

10:11:22 From Marjorie Delgadillo- she, her, ella to Everyone:
Marjorie Delgadillo, Family Collaborative Director- SSF

10:11:39 From Quinn Jones-Hylton to Everyone:
Quinn Jones-Hylton, Program Analyst, SSF

10:11:54 From Kristy Smith to Everyone:
Reacted to Kristy Smith here wi... with "👍"

10:11:55 From Kristy Smith to Everyone:
Removed a 👍 reaction from "Kristy Smith here wi..."

10:12:02 From Bobbi Atkins RFDC to Everyone:
Bobbi Atkins
Roberts Family Development Center
Black Child Legacy Program Manager
Bobbi.atkins@robertsfdc.org

10:13:58 From Cynthia Hunt to Everyone:
Hi everyone here is my email address, if you has any questions about the Full time PDC position At Quinn Cottages the position is listed on indeed.com

10:14:13 From Cynthia Hunt to Everyone:
chunt@cottagehousing.org

10:14:39 From Kristy Smith to Everyone:
Reacted to chunt@cottagehousing... with "❤️"

10:15:16 From Dawn Williams - Sac Co BHS Program Manager, Data Analytics to Everyone:
Sorry, I was on another meeting that went over.

10:16:03 From Jesse SSF, CoC Analyst to Everyone:

HMIS Data Quality Plan:

<https://sacramentostepsforward.org/wp-content/uploads/2023/05/Sacramento-Data-Quality-Plan-Approved.pdf>

10:18:07 From Joseph Pacheco to Everyone:
Can the link to your report be placed in the chat?

10:20:37 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
FY 2024–2025 CoC Program Competition webpage:
<https://sacramentostepsforward.org/2024-continuum-of-care-coc-program-competition/>

10:23:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
CoCBuilds Notice of Funding Opportunity webpage:
<https://sacramentostepsforward.org/2024-coc-builds-nofo/>

10:26:19 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of 8/6/2024 Meeting Minutes

10:26:28 From Josh Arnold to Everyone:
yes

10:26:30 From Janel Fletcher to Everyone:
yes

10:26:31 From Dawn Williams - Sac Co BHS Program Manager, Data Analytics to Everyone:
yes

10:26:32 From Kristy Smith to Everyone:
I approve

10:26:33 From Mixtli G- BACS (she/her) to Everyone:
yes

10:26:34 From Cynthia Hunt to Everyone:
yes

10:26:40 From Alexander Willis to Everyone:
abstain was not there

10:29:42 From Kristy Smith to Everyone:
Yes

10:29:52 From Annie Hooper, Shelter Inc to Everyone:
yes

10:33:20 From Kristy Smith to Everyone:
Good question

10:40:28 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of the HMIS Privacy & Security Plan as discussed

10:40:37 From Josh Arnold to Everyone:
yes

10:40:38 From Alexander Willis to Everyone:
Yes

10:40:40 From Annie Hooper, Shelter Inc to Everyone:
yes

10:40:41 From Janel Fletcher to Everyone:
yes

10:40:41 From Dawn Williams - Sac Co BHS Program Manager, Data Analytics to
Everyone:
yes

10:40:45 From Cynthia Hunt to Everyone:
yes

10:40:50 From Kristy Smith to Everyone:
Yes

10:41:59 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The survey results: https://www.surveymonkey.com/stories/SM-swhEOeluuwUT8cclISPGXw_3D_3D/

10:51:53 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of the 2025 HDC Work Plan:

10:51:56 From Dawn Williams - Sac Co BHS Program Manager, Data Analytics to Everyone:
yes

10:51:57 From Mixtli G- BACS (she/her) to Everyone:
Yes

10:52:00 From Janel Fletcher to Everyone:
yes

10:52:01 From Kristy Smith to Everyone:
Yes

10:52:02 From Cynthia Hunt to Everyone:
yes

10:52:09 From Josh Arnold to Everyone:
yes

10:59:11 From Tina Wilton, CA 503 (Sacramento) & CA 521 (Yolo) to Everyone:
Thank you all, I have another meeting to attend.

10:59:34 From Jesse SSF, CoC Analyst to Everyone:
Thanks all!

10:59:39 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The next HMIS & Data Committee Meeting is Thursday, Jan. 9, 2025 at 10am