AGENDA

CONTRA COSTA COUNTY Contra Costa Council on Homelessness

Tuesday, September 9, 2025	**12:00 PM**	**Register to join virtually:** https://homebaseccc.zoom.us/meeting/register/tZYpd-urrzMqE9A1Ycl2P3yd0GxiQhj2xzNu

HMIS Policy Committee Work Group

Agenda, Slides and other attachments for 9.9.25 HMIS Policy Committee WG **25-3724**

Attachments: HMIS Policy Agenda 09-09-25
HMIS Site Security Assessment -Contra Costa
HMIS Policy Slides - 09-09-25 updated

N/A

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

3. Review Meeting Minutes **25-3725**

Attachments: HMIS Policy Meeting Minutes - June 10 2025
Thorne Keenan, H3

4. Agency Updates and Resource Share

All

5. System Administrator Updates

Kimberly Thai, H3

6. PIT Updates

Yessenia Aguliar, H3

7. CE Updates

Mary Juarez- Fitzgerald, H3

8.   Data Quality Updates and Reminders

Thorne Keenan, H3 and Tammy Stoicich, H3

9.   Q&A

All

The next meeting is currently scheduled for December 9, 2025

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 2400 Bisso Lane, D2, Concord during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Council on Homelessness: contracostacoc@cchealth.org

CONTRA COSTA COUNTY

Staff Report

File #: 25-3724	**Agenda Date:** 9/9/2025	**Agenda #:**

Advisory Board: Contra Costa Council on Homelessness

Subject: Agenda, Slides and other attachments for 9.9.25 HMIS Policy Committee WG

Presenter:

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s):

CONTRA COSTA HMIS POLICY COMMITTEE MEETING

September 9th, 2025 from 12:00-1:30pm

Register to join virtually:
https://homebaseccc.zoom.us/meeting/register/tZYpd-urrzMqE9A1Ycl2P3yd0GxiQhj2xzNu

MEETING PURPOSE:
The HMIS Policy Committee is responsible for ensuring the ongoing operation and monitoring of the Contra Costa County CoC's HMIS. Work includes: adherence and ongoing monitoring of HMIS Policies and Procedures, compliance with HUD Data Standards, and addressing system-level HMIS programming and training needs.

Committee Members: CoC Lead, HMIS Lead, COH Members (**Dani Jimenez, Gabriel Lemus, Heather Worobey, Juno Hedrick, Tony Ucciferri**), Agency HMIS Administrators. Members of the public are welcome, including persons with lived experience of homelessness.

AGENDA

AGENDA ITEM	PRESENTERS	DESCRIPTION
Welcome & Roll Call (12:00-12:05p)	Thorne Keenan, *H3*	Identifying & welcoming attendees of the committee.
Review Meeting Minutes (12:05-12:07p)	Thorne Keenan, *H3*	Committee members can request edits to the previous meeting's minutes. Approve meeting minutes from 6/9.
Agency Updates and Resource Share (12:07-12:15p)	All	HMIS participating agencies can inform attendees of any updates to staffing, programming, operations, or other events.
System Administrator Updates (12:15-12:40)	Kimberly Thai, *H3*	Upcoming changes to the HUD HMIS Data Standards, site security recertifications, and welcoming our new HMIS Programmer/Analyst to the team.
PIT Updates (12:40-12:55p)	Yessenia Aguliar, *H3*	Report-out from the 2025 PIT, and planning for the 2026 PIT.

CE Updates (12:55-1:10p)	Mary Juarez-Fitzgerald, *H3*	Updates on the Housing Needs Assessment replacement project, new Prevention Triage Tool, the CE APR and upcoming programs.
Data Quality Updates and Reminders (1:10-1:20p)	Thorne Keenan, *H3* Tammy Stoicich, *H3*	Update on systemwide data quality. Quarterly raffle for agencies who have shown improved data quality, and a raffle for staff who made it on our HMIS Refresher Training leaderboard.
Q&A (1:20-1:30p)	All	Answer questions related to agenda items covered in the meeting or any other questions related to HMIS.

Next Meeting: December 9th, 2025, 12:00pm-1:30pm, virtual only.

HOW TO PROVIDE PUBLIC COMMENT:
Persons who wish to address the Council on Homelessness during public comment on matters within the jurisdiction of the Council on Homelessness that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should stand where they are sitting when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing "9" on the phone. All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact: contracostacoc@cchealth.org or call 925-608-6700. Public comments may also be submitted before the meeting by email at contracostacoc@cchealth.org or by voicemail at 925-608-6700. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

HMIS Partner Agency Security Checklist

HMIS Partner Agency Name : _____

In accordance with the Contra Costa HMIS Security Plan, I have verified the following on behalf of the agency above:

Each HMIS workstation has the Contra Costa HMIS Privacy Notice visibly posted and is made available to clients who request it.

Each HMIS workspace is configured to support the privacy of client interaction and data entry.

Each HMIS workstation is password-protected and will automatically lock after a period of inactivity.

HMIS user accounts and passwords are not shared or left visible for others to see.

Offices that contain client files are locked when not occupied.

All HMIS workstations, including laptops and remote workstations, have virus protection with automatic updates installed.

   Specify virus protection installed and date of last update: _____

Each HMIS workstation has and uses a hardware or software firewall.

   Specify firewall protection and version number: _____

HMIS End Users are not accessing the HMIS on a private device, public computer, or from an internet connection that is not secured.

_____   _____
Agency HMIS Administrator Signature   Date (mm/dd/yy)

_____   _____
Executive Director (or other authorized signer)   Date (mm/dd/yy)

HMIS POLICY COMMITTEE WORKGROUP

September 9, 2025 from 12:00-1:30

WELCOME AND ROLL CALL

Thorne Keenan, *H3*

REVIEW OF PREVIOUS MEETING MINUTES

Thorne Keenan, *H3*

AGENCY UPDATES

Open for all to share announcements about upcoming events, new programs, or give brief reports about agency news relevant to HMIS or the CoC.

SYSTEM ADMINISTRATOR UPDATES

Kimberly Thai, *H3*

SYSTEM ADMINISTRATOR UPDATES

- HMIS Data Standards Update – Effective October 1st

- Site Security Assessment – Annual recertification required

- Clarity HMIS Licensing Fee – $275/yr, starting Oct 1st

- Team Update - Welcoming Sanjana Prasad, HMIS Programmer/Analyst

Data Standard Updates

- New field: **Sex**

  Options include:
  - Female
  - Male
  - Client doesn't know
  - Client prefers not to answer

- Retired fields:
  - **Gender**
  - **Translation Assistance Needed? (**and **Preferred Language)**
  - **Sexual Orientation**

- **Race and Ethnicity**
  - update *Hispanic/Latina/e/o* to *Hispanic/Latina/o*

Data Standard Updates

- Recommendations:
  - Leave **Gender** as required (still needed for State reporting)
  - **Translation Assistance** and **Sexual Orientation** can remain as optional

- Question for group: Add **Pronouns** (optional) field to profile screen?

Data Standard Updates

- **SSVF Homeless Prevention Targeting Criteria** – 2 options have been reworded

Current Display Name	Field Data Name	Updated Display Name
Household size of 5 or more requiring at least 3 bedrooms (due to age/gender mix)	ssvf_targeting_field_15	Household size of 5 or more requiring at least 3 bedrooms (due to household composition)
Household includes one or more members of an overrepresented population in the homelessness system when compared to the general population.	ssvf_targeting_overrepresented_population	Households which may include one or more members meeting other criteria for targeting prevention determined by the CoC.

Data Standard Updates

- Required field for GPD/SSVF: **Mental Health Consultation**

The response options for the **Mental Health Consultation** field are:

- Mental health consultation completed
- Mental health consultation being coordinated/arranged with VA provider
- Mental health consultation being coordinated/arranged with other provider
- Offer declined

- New SSVF service: **Healthcare Navigation**

Timeline

- Revised paper forms will be published and emailed by **September 22**

- HMIS screens will be replaced the **morning of October 1st** (1-2 hours of downtime)

HMIS Site Security Assessment

- Mandatory for all partner agencies

- Document will be housed in the HMIS training portal. A link will the be sent to the Agency HMIS Administrator sometime in October

HMIS Site Security Assessment

HMIS Partner Agency Security Checklist

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- ☐ Each HMIS workstation is password-protected and will automatically lock after a period of inactivity.

- ☐ HMIS user accounts and passwords are not shared or left visible for others to see.

- ☐ Offices that contain client files are locked when not occupied.

- ☐ All HMIS workstations, including laptops and remote workstations, have virus protection with automatic updates installed.

    Specify virus protection installed and date of last update: _____

- ☐ Each HMIS workstation has and uses a hardware or software firewall.

    Specify firewall protection and version number: _____

- ☐ HMIS End Users are not accessing the HMIS on a private device, public computer, or from an internet connection that is not secured.

HMIS Site Security Assessment

- Assessment will need to be signed by the Agency HMIS Administrator as well as the Agency Executive Director, and uploaded to the portal

- Agencies will need to recertify annually

HUD PIT AND HIC UPDATES
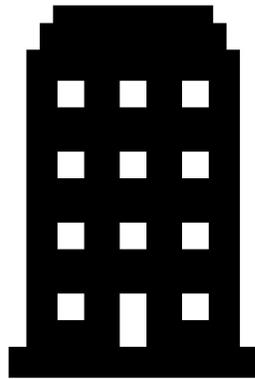
Yessenia Aguilar & Carina Rodriguez-Pena, *H3*

2025 POINT IN TIME COUNT (PIT)

The Point in Time Count is a biennial count required by the US Department of Housing and Urban Development (HUD) and is used to estimate the number of people experiencing homelessness in the country on a given night during the last 10 days of January.
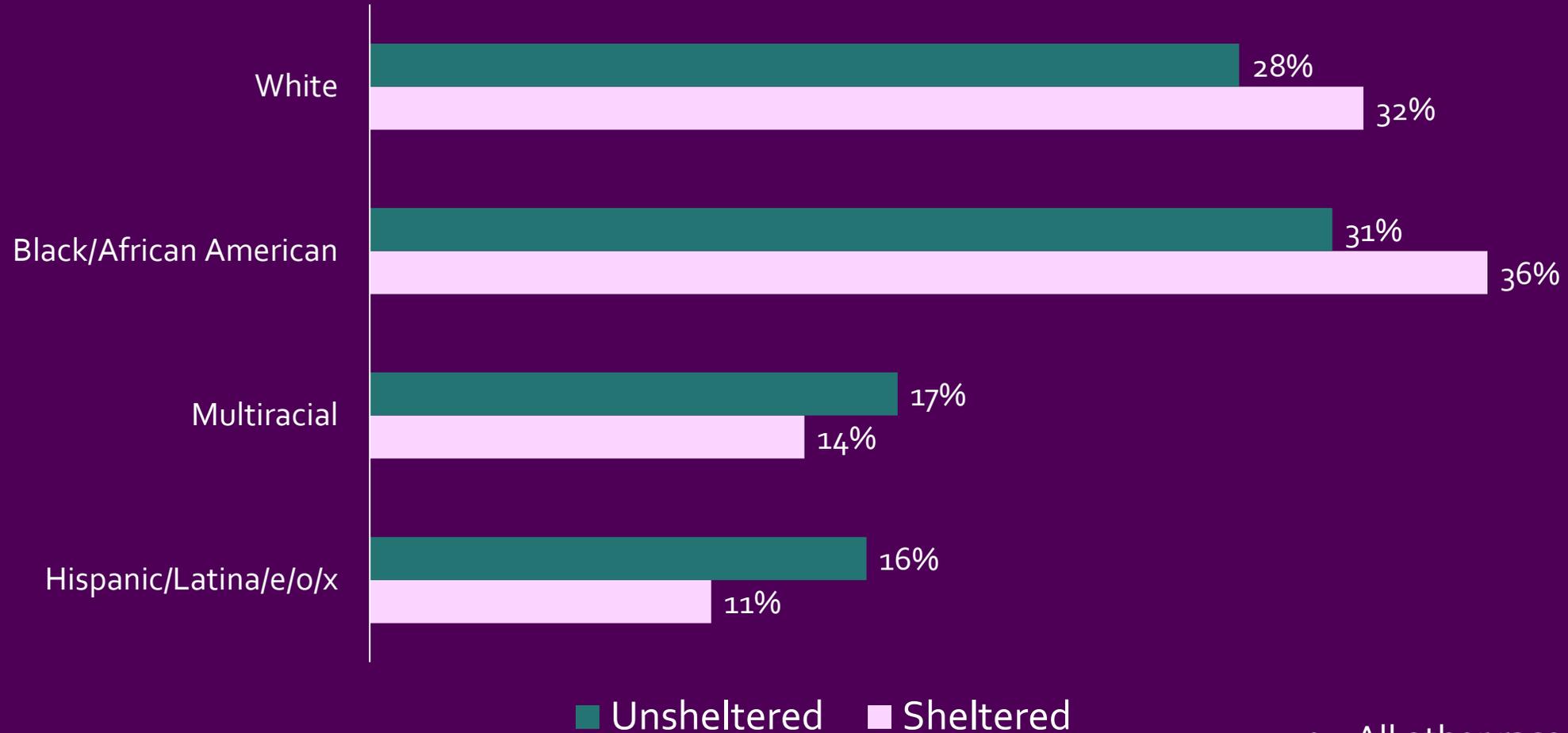
The count includes those experiencing sheltered homelessness in Emergency Shelter or Transitional Housing programs, and households experiencing unsheltered homelessness in places such as cars, tents, RVs, and other areas not meant for habitation.

2025 PIT Data Summary: https://www.cchealth.org/home/showpublisheddocument/32051/638868762849870000

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THERE WAS A 26% DECREASE IN THE NUMBER OF PEOPLE EXPERIENCING HOMELESSNESS ON A GIVEN NIGHT IN CONTRA COSTA COUNTY(2025)
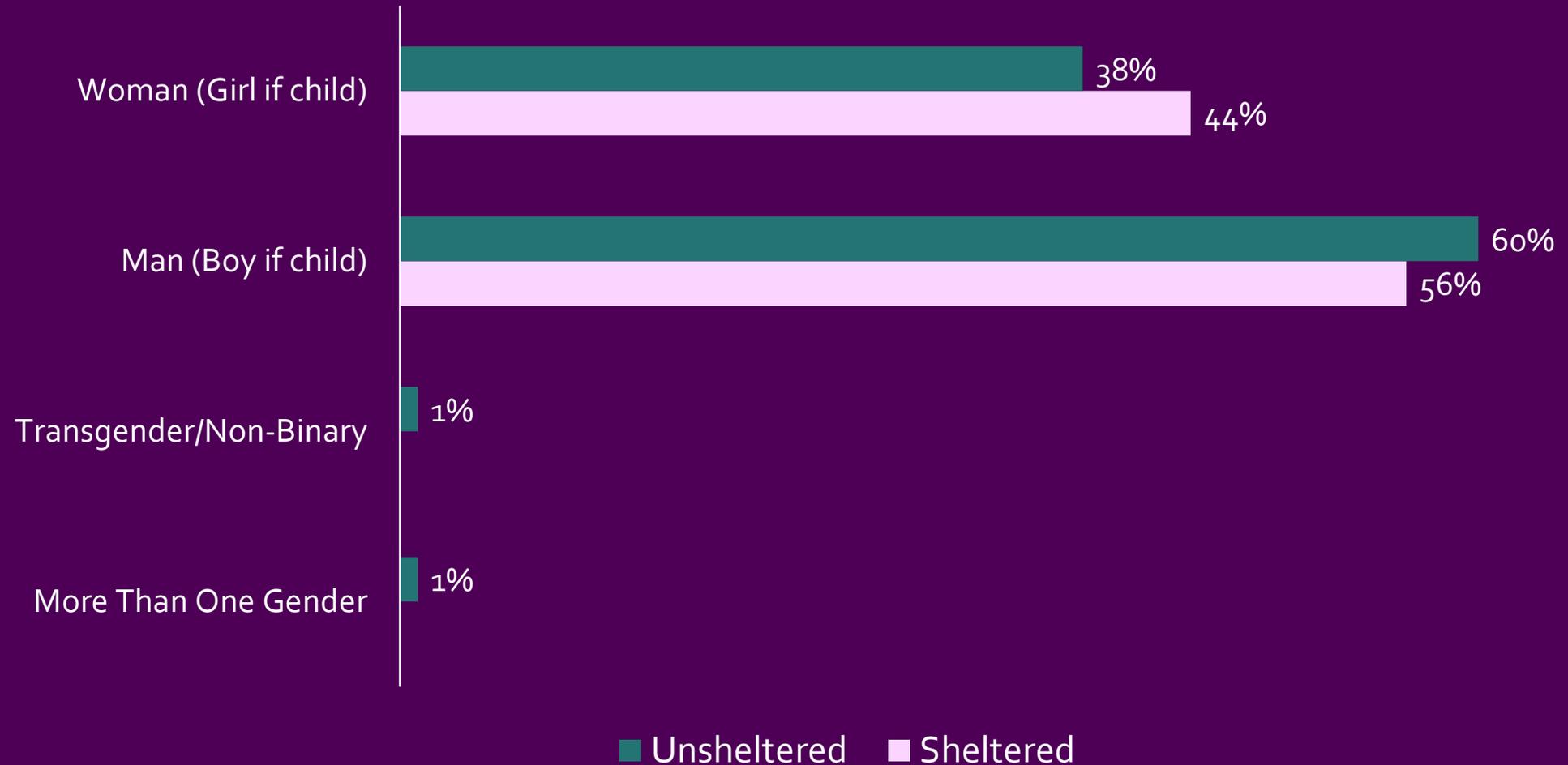
725 fewer individuals are experiencing homelessness on a given night since 2024.
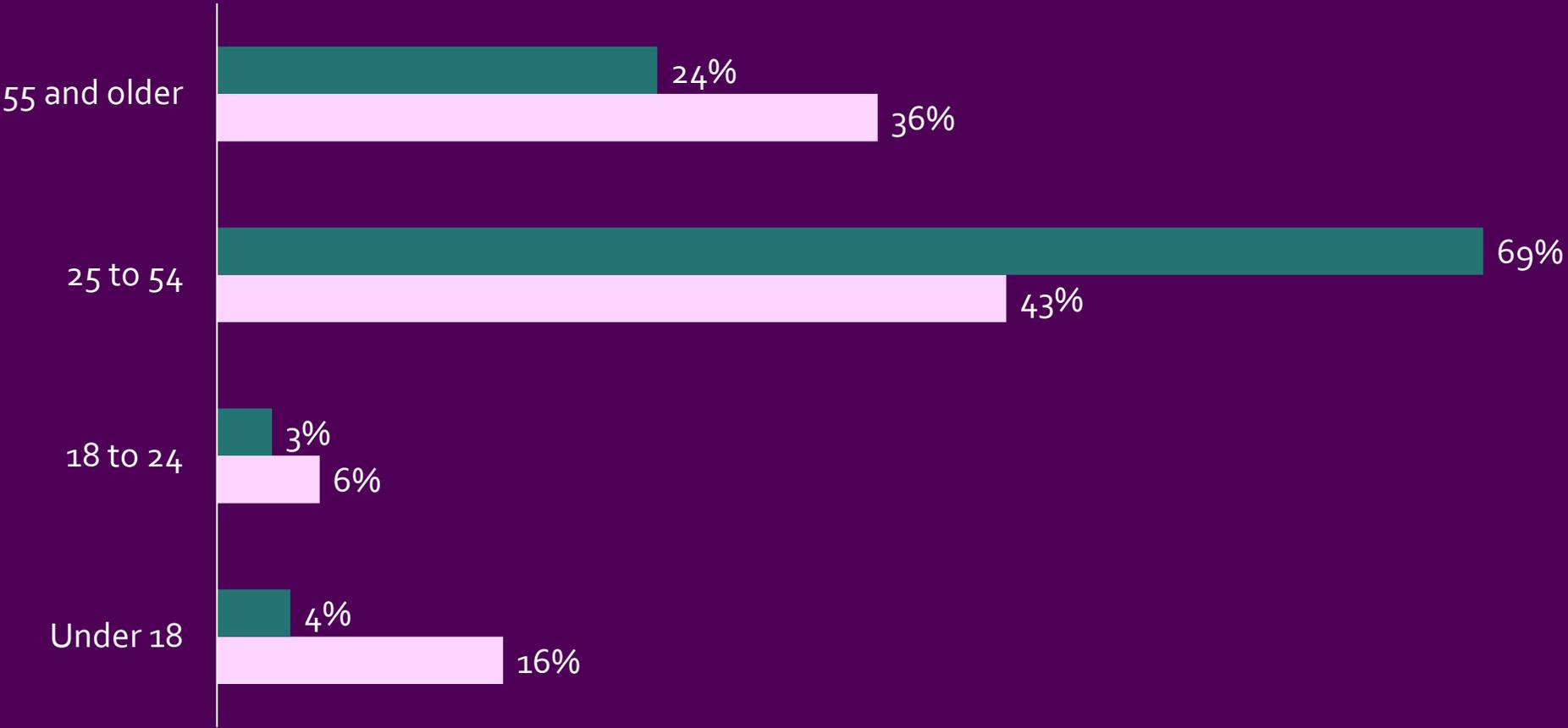
23

RACE – 2025 SHELTERED VS UNSHELTERED PIT

- **White**
  - Unsheltered: 28%
  - Sheltered: 32%
- **Black/African American**
  - Unsheltered: 31%
  - Sheltered: 36%
- **Multiracial**
  - Unsheltered: 17%
  - Sheltered: 14%
- **Hispanic/Latina/e/o/x**
  - Unsheltered: 16%
  - Sheltered: 11%

■ Unsheltered ■ Sheltered

- All other races were 5% or less

GENDER – 2025 SHELTERED VS UNSHELTERED PIT

Woman (Girl if child): Unsheltered 38%, Sheltered 44%
Man (Boy if child): Unsheltered 60%, Sheltered 56%
Transgender/Non-Binary: Unsheltered 1%
More Than One Gender: Unsheltered 1%

■ Unsheltered ■ Sheltered

AGE – SHELTERED VS UNSHELTERED PIT

Children under 18 are counted as part of an adult-headed family.

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10+ years

1 to 4 years

5 to 9 years

Less than 1 year

Nearly **75%** are long-time residents of Contra Costa County!

NEW-DISPLACEMENT EXPERIENCE QUESTIONS, 2025 PIT SURVEY

In the past year, did police or city workers make you move from where you were staying?

63% YES

When you had to move, did you lose any belongings or did officials take them?

75% YES

Were you offered services when you were required to move?

54% YES

2026 PIT PLANNING

Coming Soon:
  2026 Point-in-Time Count Work Group Meetings!

- #1 Methodology, 1 – 3 PM, 9/19/25
- #2 Hot Spots, 1 – 3 PM, 10/17/25
- #3 Survey Sampling Strategies, 1 – 3 PM, 11/21/25

Registration Link will be sent out soon!

Exciting news for this year!

Partnering with YAB youth members to learn more about youth homelessness, hotspot locations, and lived experiences to help improve services and outreach efforts.

COORDINATED ENTRY SYSTEM UPDATES

Mary Juarez-Fitzgerald

Coordinated Entry System Manager

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COORDINATED ENTRY SYSTEM UPDATES

Housing Needs Assessment (VI-SPDAT) Replacement Project

- Initial Stakeholder & HMIS Data Analysis Phase Complete
- Test / Pilot in December
- Adjustments in January / February
- Launch in March of 2026

Prevention Triage Tool

- New Prevention Triage Tool Launched in July
- Examines 10 Key Domains commonly associated with Housing Instability
- Allows for more effective targeting of limited homelessness prevention resources

Annual Performance Report & Dashboard Monitoring

- CE Fiscal Year Closes on September 30th
- CE APR Submission due by 12/31 – but corrections should be occurring NOW & on rolling basis
- Reminder to look at your CE APR Monitoring Dashboard (if applicable)
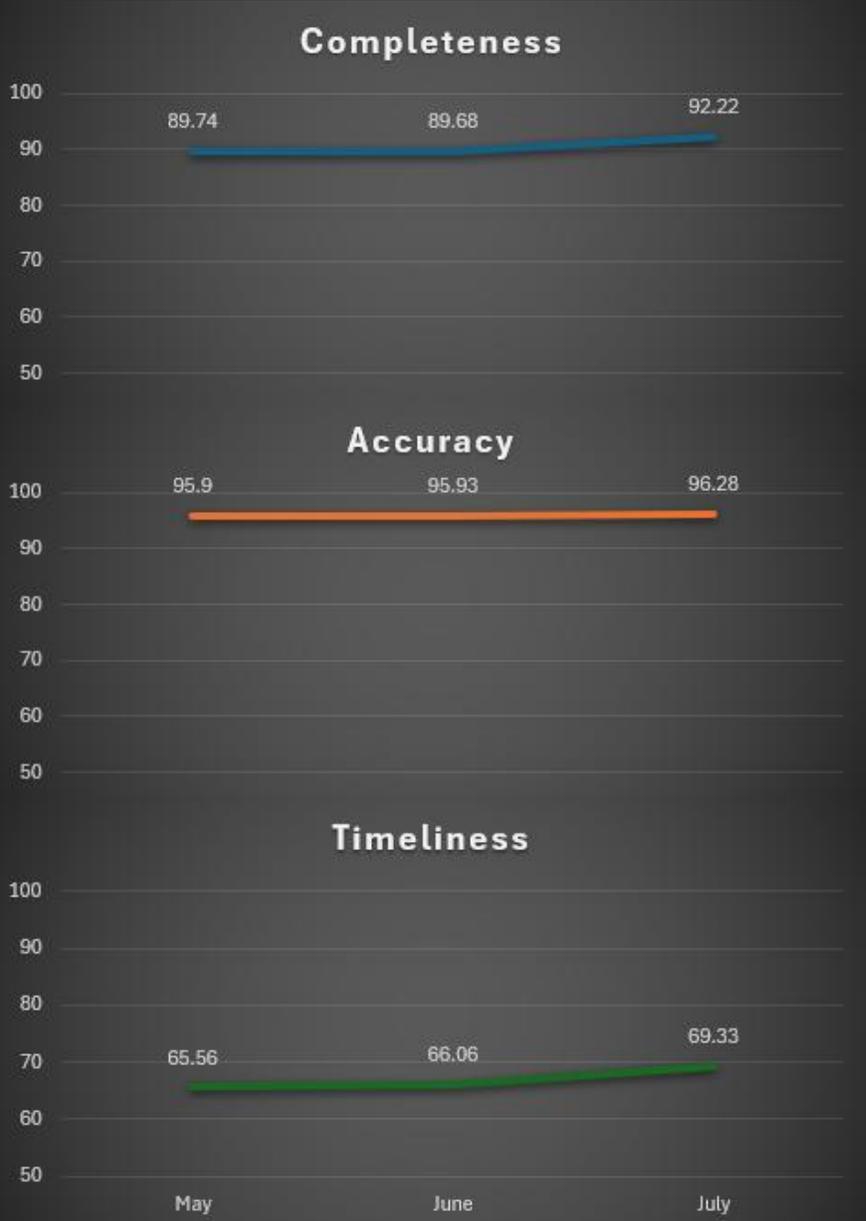
New & Upcoming Programs & Projects

- Legacy Court, Giant Road, Helping Hands, and more

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DATA QUALITY AND TRAINING UPDATES
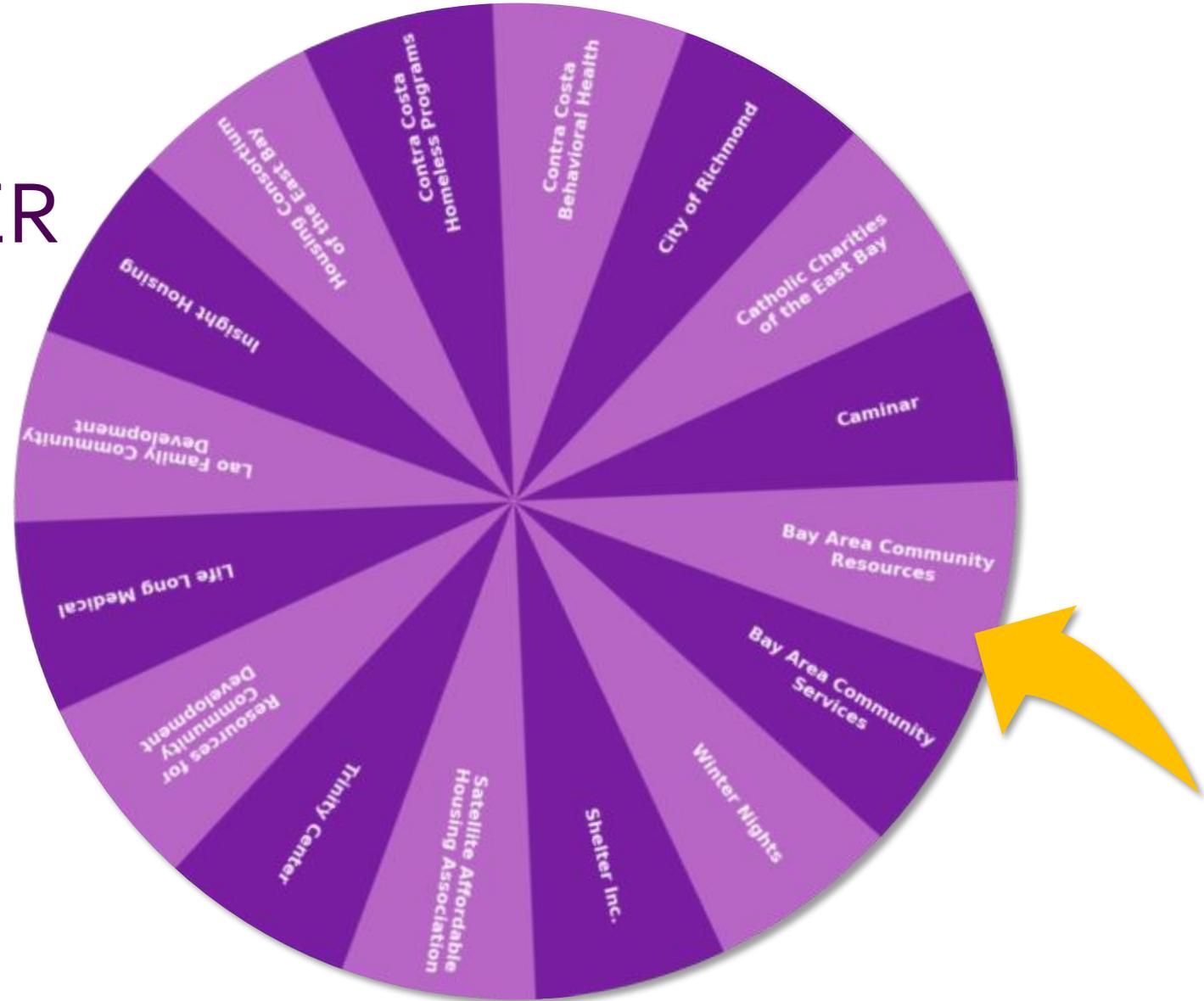
Thorne Keenan, *H3*

Tammy Stoicich, *H3*

DATA QUALITY UPDATES

Our scores as a CoC have improved in all areas!

AGENCIES WITH INCREASES IN DATA QUALITY THIS QUARTER

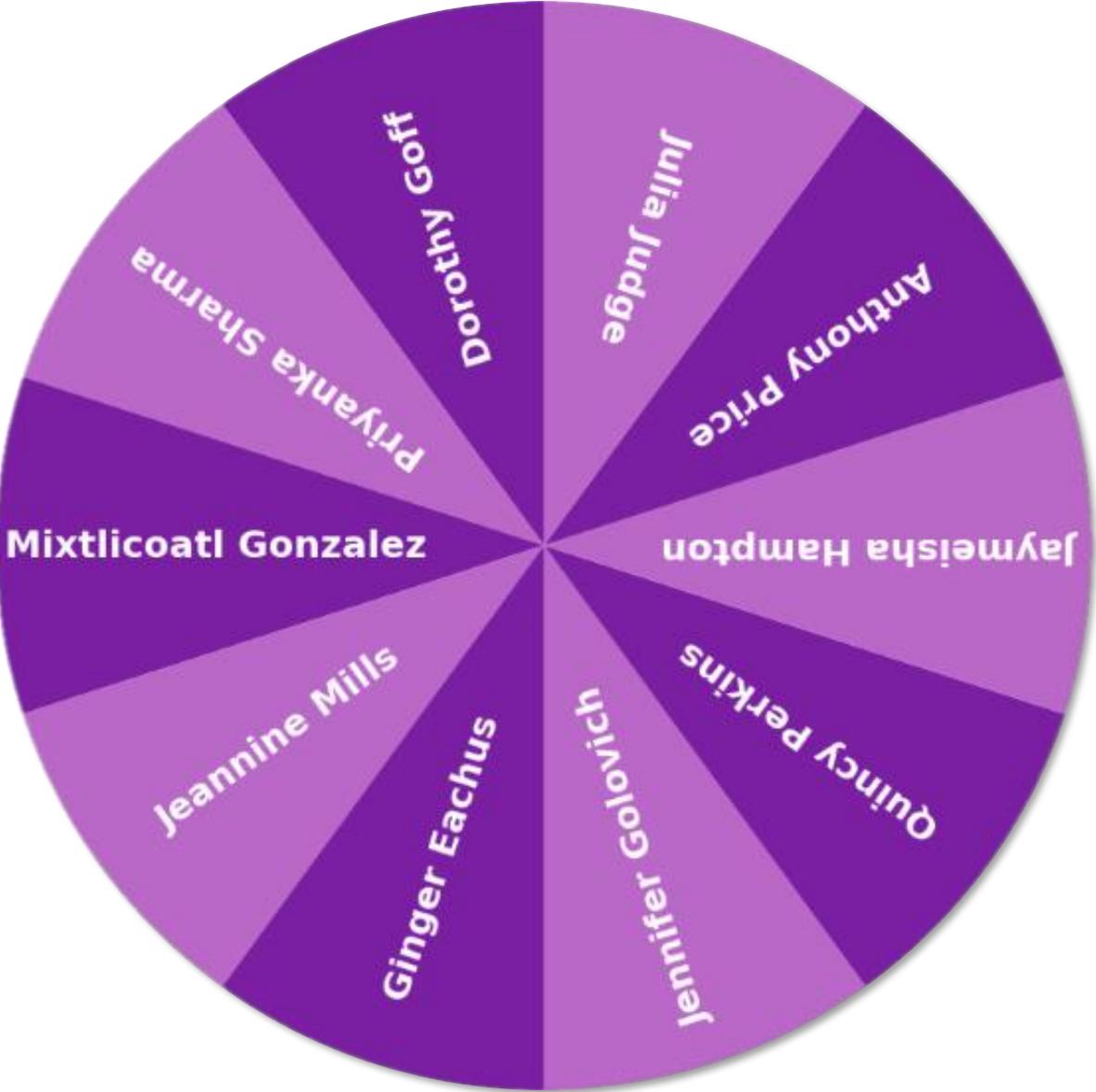Congratulations to the agencies that improved their scores!

REFRESHER TRAINING LEADERBOARD RAFFLE

Congratulations to our instant winners!

- **Karen McBride** from Bay Area Community Resources
- **Debra Reynolds** from Shelter Inc

REFRESHER TRAINING LEADERBOARD RAFFLE
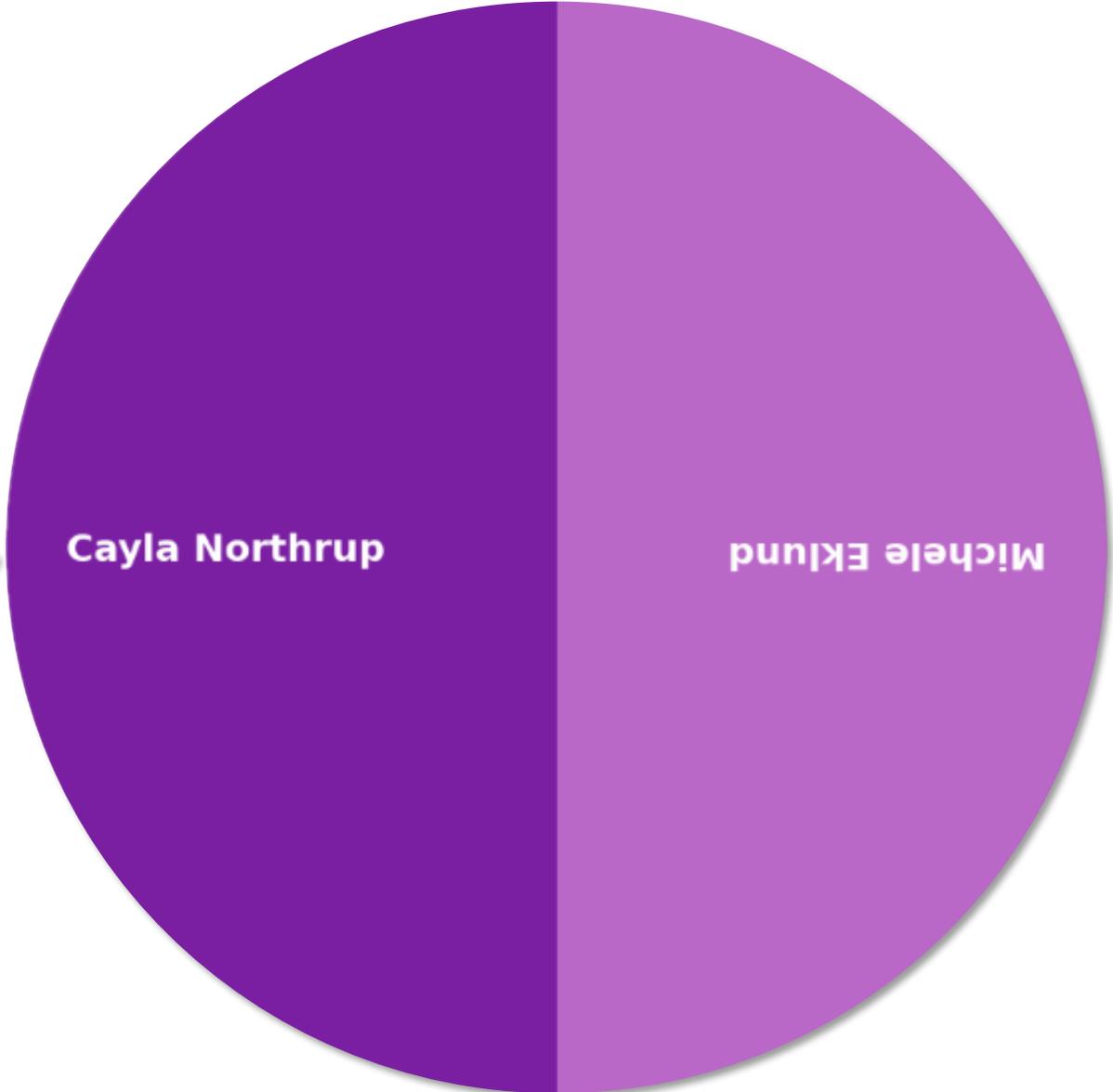
Bay Area Community Services

REFRESHER TRAINING LEADERBOARD RAFFLE

Contra Costa Homeless Programs

REFRESHER TRAINING LEADERBOARD RAFFLE

Hope Solutions

Cayla Northrup

Michele Eklund

TRAINING REMINDERS

Please encourage staff to use the Forgot Password feature!

- Must use the email address they registered with.

Ex: **tstoicich@cchealth.org** will not be recognized if they registered as **Tammy.Stoicich@cchealth.org**

Q&A

NEXT MEETING

- Tuesday, December 9, 12– 1:30 PM (Virtual)

CONTRA COSTA COUNTY

Staff Report

File #: 25-3725 | **Agenda Date:** 9/9/2025 | **Agenda #:** 3.

Advisory Board: Contra Costa Council on Homelessness
Subject: Review Meeting Minutes
Presenter: Thorne Keenan, *H3*
Contact:

Information: Committee last met 6.10.25

Referral History and Update:

Recommendation(s)/Next Step(s):

Review Meeting Minutes

MEETING MINUTES

Welcome & Introductions

Attendance:

Kimberly Thai (H3 RED Team), Tony Ucciferri (Housing Authority/COH Committee Member), Danielle Jimenez (Behavioral Health/COH Committee Member), Heather Worobey (VA HUD-VASH/COH Committee Member), Nicole Green (Contra Costa Public Defender's Office/COH Reentry Seat), Thorne Keenan (H3 RED Team), Tammy Stoicich (H3 RED Team), Carlos Silva (H3 RED Team), Yessenia Aguilar (H3 RED Team), Janel Fletcher (H3 RED Team), Carina Rodriguez-Peña (H3 RED Team), Mary Juarez-Fitzgerald (H3 CE Manager), Jamie Schecter (H3 CoC Team), Rochelle Barbosa (CCH: BH), Brandon Griffin (CCHP), Mike Callanan (CCHP), Catherine Casimere (City of Richmond), Stephen Krank (St. Vincent de Paul), Teri Lundvall (Winter Nights Shelter), Alvin Reed (Insight Housing), Fatima Fuentes (Insight Housing), Delia Ledezma (Catholic Charities East Bay), Nikki Brighouse (Catholic Charities East Bay), Dora Segura (Catholic Charities East Bay), Sandra Rivera (Hope Solutions), Cayla Northrup (Hope Solutions), Abby Shamelashvili (Trinity Center), Leticia Wiesner (Trinity Center), Nubia Ramirez (Veterans Accession House), Lynna Magnuson (Caminar), La Tanya Johnson (Caminar), Chaeana Williams (HCEB), Angela Corona (Lao Family Community Development), Lindal Sambrook (SAHA), Evelyn Quinteros (STAND!), Ineza Mbangukira (NCFC), Julienne Certeza (BACS), Marjorie Oliver (Antioch HCA).

Review of previous meeting minutes:

- No formal vote is required. Packet link provided for review; no edits proposed.

Agency Updates

- Winter Nights Family Shelter (Teri Lundvall):
    o Family shelter closed for the season; reopens Sept 29.
- Housing Authority (Tony Ucciferri):
    o Opening 16 project-based voucher waitlists June 30 - July 24 (9 family properties; 7 senior properties). Flyers posted in chat.

System Administrator Updates

- Kimberly Thai, *H3*, provided updates:
    o New HMIS Features (effective ~June 17):
        ▪ "Check-In" button added to the Client Profile (previously only in Community Queue). Use to update Last Activity Date for clients actively waiting on the Queue (prevents automatic removal).

- E-Signatures can now be enabled on any screen/assessment. Submit requests to H3 for forms you want enabled.
  - California Data Exchange Framework (DxF) overview:
    - Policy and Procedure framework (not a single tech/network) to standardize health & social service data sharing statewide.
    - Key pillars highlighted: event notifications (ED/hospital admits), consent management, integrating social services data (e.g., HMIS/211), public health interoperability (TEFCA), impact measurement, and participant engagement.
    - Considerations include privacy law compliance, reliable person matching, behavioral health data complexities, and optional QHIO roles. H3/County monitoring and participating in forums.
  - Training Portal rollout:
    - All existing HMIS users will be added to the portal in phases before July.
    - Required refresher: HMIS 101 (video + short exam), approx 2–3 hours (self-paced; playback speed adjustable).
    - Raffle/leaderboard incentive for completing within 1 week of invitation.
    - Q&A (Alvin Reed): Launch timing? Within the next couple of weeks, users will receive an email invite to set a password and start training.
  - Reminders:
    - HMIS invoices for the next fiscal year go out this month.
    - Updated Client ROI and partner list are live on the website, begin using immediately (email follow-up to be sent).
- Data privacy reminder (Jamie Schecter, H3):
  - SSN collection is client-driven; if not provided, use "Client doesn't know/declined."
  - Do not store citizenship/immigration status in HMIS; HMIS is not a citizenship database. (Citizenship may be needed for specific housing apps, but not in HMIS notes/data.)

Point In Time Count and Housing Inventory Count Updates

- Yessenia Aguilar, *H3*, provided PIT and HIC updates
  - 2025 PIT/HIC submissions: PIT numbers submitted; data to be shared soon.
  - HUD Data Standards update: For federal reporting, "Gender" is not required this year; new "Sex" data element will be introduced Oct 1 (HUD details pending).

CE Updates

- Mary Juarez-Fitzgerald, H3, provided CE updates:
  - Availability Module: On hold for external rollout; CE team piloting internally to refine workflows.
  - Prevention Triage/Screening Tool: Rolling out by July 1. Training with 211 this week (in partnership with HMIS team).
  - CE Housing Needs Assessment replacement project: Ongoing with Focus Strategies; target rollout Jan/Feb 2026 (late 2025 if feasible). Stakeholder engagement completed; analysis underway.

Data Quality Updates and Reminders

- Tammy Stoicich, *H3*, provided updates surrounding the Data Quality Dashboard:
  - The DQ Dashboard was removed from the HMIS homepage due to high resource load.
  - Access it via the Dashboard tab on the Client Search screen.

- If you don't see the tab, contact H3 (Tammy adjusted permissions for users who flagged it during the meeting).
- Thorne Keenan, *H3*, provided data quality updates:
  - Systemwide DQ scores (Jul 2024–Apr 2025): CoC maintained accuracy. Slight decreases in completeness and timeliness; May data still incoming.
    - Support available (office hours) to help agencies finish the fiscal year strong.
    - Agencies with improved scores recognized (slides).
    - Quarterly Raffle Winner: Winter Nights (follow-up to choose Starbucks or Amazon gift card).
- **Q and A**
  - Training Portal timing (Alvin Reed): See update above ("before July"; email invite forthcoming).
  - Finding the DQ Dashboard (Teri Lundvall): Resolved during meeting; permissions updated by H3.

Meeting Adjourned

Next Meeting: Tuesday, September 9th, from 12-1:30 pm, held virtually