



CONTRA COSTA HMIS POLICY COMMITTEE WORK GROUP

June 10th, 2025, from 12:00-1:30 pm

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 Stoichich (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 Schechter (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 Brighthouse (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):
 - Family shelter closed for the season; reopens Sept 29.
- Housing Authority (Tony Ucciferri):
 - 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:
 - 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 Schechter, 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 Stoichich, 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