



CONTRA COSTA HMIS POLICY COMMITTEE WORK GROUP

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

MEETING MINUTES

Welcome & Introductions

Attendance:

Thorne Keenan (H3 RED Team); Juno Hedrick (COH Vice Chair/Lead Experience Advisor); Tony Ucciferri (Housing Authority/COH Committee Member); Danielle Jimenez (Behavioral Health/COH Committee Member); Heather Worobey (VA HUD-VASH/COH Committee Member); Tammy Stoichich (H3 RED Team); Kim Thai (H3 RED Team); Sanjana Prasad (H3 RED Team); Carina Rodriguez-Peña (H3 RED Team); Yessenia Aguilar (H3 RED Team); Janel Fletcher (H3 RED Team); Abby Shamelashvili (Trinity Center); Alessia Simmonds (Resources for Community Development); Anna Cleese (Office of Supervisor Burgis); Barbara Hunt (St. Vincent de Paul); Brandon Griffin (CCHP); Bryanna Corsbie (Bit Focus); Chaeana Williams (Housing Consortium of the East Bay); Christine Wetzal (Caminar); Delia Ledezma (Catholic Charities East Bay); Dora Segura (Catholic Charities East Bay); Jeannette Martinez (Catholic Charities East Bay); Julianne Certeza (Bay Area Community Services); Kelsea Manion (Life Long Medical); La Tanya Knight (Caminar); Lashaunta Flores (Catholic Charities East Bay); Lindal Sambrook (Satalite Affordable Housing Associates); Lynna Magnuson (Caminar); Manisha Vasishta (H3); Mary Juarez-Fitzgerald (H3 CE); Micheal Ford (St. Vincent de Paul); Mike Callanan (CCHP); Moises Amaya (Community Member); Ryan Tapia (H3); Sandra Rivera (Hope Solutions); Teresa Opaon-ali (CCBH); Teri Lundvall (Winter Nights Shelter).

Review of previous meeting minutes:

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

Agency Updates

- No verbal updates offered on the call.

System Administrator Updates

- Kimberly Thai, H3, provided updates:
 - HUD HMIS Data Standards (effective Oct 1, 2025):
 - New Sex field (Female, Male, Client doesn't know, Client prefers not to answer).
 - Retired fields: Gender, Translation Assistance Needed?, Preferred Language, and Sexual Orientation.
 - Recommendation: Keep Gender required for state/city reporting; keep Translation Assistance Needed, Preferred Language, and Sexual Orientation as optional.
 - Option label: Hispanic/Latina/o updated.

- Discussion: Optional Pronouns field to be added on Oct 1; confirmation that optional fields do not affect federal eligibility.
- Changes affecting SSVF/GPD programs:
 - Wording changes to two SSVF Homelessness Prevention Targeting options (Household size of 5 or more requiring at least 3 bedrooms (due to household composition); (Households which may include one or more members meeting other criteria for targeting prevention determined by the CoC).
 - New required field for Mental Health Consultation (completed/arranged/declined options).
 - New SSVF Service: Healthcare Navigation.
- Site Security Assessment (annual, to be completed by Agency Administrators):
 - Will be deployed through the HMIS Training Portal
 - Checklist includes ensuring privacy notice is posted at all workstations, workstation screensavers, firewall and antivirus is installed and up-to-date, no account sharing, locked files, secure connections.
 - Signatures required from Agency HMIS Admin and ED
 - Agencies must self-certify annually. Assessment will be emailed in October.
- Licensing Cost:
 - Vendor annual fee increasing from \$267 to \$275 starting Oct 1.
- Team Update:
 - Welcome, Sanjana Prasad, HMIS Programmer/Analyst.
- Data Standards Timeline:
 - Paper forms to be updated by Sept 22.
 - HMIS screens will be upgraded on Oct 1, with ~1–2 hours downtime that morning.

Point In Time Count and Housing Inventory Count Updates

- Yessenia Aguilar, *H3*, and Carina Rodriguez-Peña, *H3*, provided PIT and HIC updates
 - 2025 PIT Key Result: 26% decrease (725 fewer people) compared with 2024, based on the single-night snapshot in late January.
 - Demographics (sheltered compared to unsheltered):
 - Race: White 28% unsheltered / 32% sheltered; Black or African American 31% unsheltered/36% sheltered; Multiracial 17% unsheltered/14% sheltered; Hispanic or Latina/o/x 16% sheltered/11% unsheltered; all other races 5% or lower.
 - Gender: Women 38% unsheltered/ 44% sheltered; Men 60% unsheltered/ 56% sheltered; Transgender or Non-Binary and More Than One Gender about 1% unsheltered; less than 1% sheltered.
 - Age: 55 and older = 24% unsheltered / 36% sheltered; 25–54 = 69% unsheltered/43% sheltered; 18–24 = 3% unsheltered/6% sheltered; under 18 = 4% unsheltered/16% sheltered (children counted within families).
 - Health Conditions:
 - 86% of all households had at least one disabling condition. Physical disability was reported more often in sheltered households. Substance use disorder was reported by 56% of unsheltered households compared to 30% of sheltered households.

- Years of Residency in Contra Costa County:
 - 75% of people experiencing homelessness had lived in the county for five years or more, with the largest group reporting more than 10 years.
- Displacement (new survey questions):
 - 63% reported being forced to move by police or city staff in the past year; 75% lost belongings during the process; 54% said they were offered services. Further details will be gathered for 2026.
- 2026 PIT Planning – 3 Workgroups (all 1–3 pm):
 - September 19 (methodology); October 17 (hotspots); November 21 (survey).
 - Collaboration with YAB will strengthen the youth count and outreach approach.

CE Updates

- Mary Juarez-Fitzgerald, *H3 CE*, provided CE updates:
 - Housing Needs Assessment (VI-SPDAT replacement):
 - Stakeholder & HMIS data analysis complete; Focus Strategies drafting question set.
 - Assessor training: week of Nov 17, 2025 (10–15 assessors).
 - Pilot/test run: December 2025 (100–150 assessments).
 - Refinement: Jan–Feb 2026; Full launch: ~March 2026.
 - Broader project briefings available at CE Oversight meetings (next in October).
 - Prevention Triage Tool (211) – LAUNCHED July 2025:
 - 10 domains (disability, economic status, criminal/rental history, homelessness history, etc.).
 - HMIS dashboard monitoring active; Year-1 evaluation plan in development.
 - CE APR & Dashboards:
 - CE FY closes on Sept 30, 2025. Programs are asked to clean up dashboard errors now; a reminder/deadline email will follow.
 - APR submitted to HUD by Dec 31, 2025.
 - New/Current Housing & Prevention:
 - Legacy Court (Eden Housing, West County): 13 NPLH units (chronic homelessness + MH disability), referrals in process.
 - Giant Road (West County family housing): 9 families; includes 2- and 3-BR units.
 - Shelter, Inc. Helping Hands DV RRH: began 9/1; CE now referring DV survivors.
 - St. Vincent de Paul added as Prevention provider (211 referrals to SVdP).

Data Quality Updates and Reminders

- Thorne Keenan, *H3*, provided data quality updates:
 - Systemwide DQ scores (May 2025– July 2025): Reported that systemwide data quality scores improved across all categories this quarter.
 - Announced the Quarterly Agency Raffle for agencies with improved data quality.
 - Initial spin landed on Winter Nights (prior winner).

- A re-spin was conducted, and the winner was HCEB.
- Tammy Stoicich, *H3*, provided updates surrounding training:
 - Announced the HMIS Refresher Training Leaderboard winners:
 - BACR: Karen McBride
 - SHELTER, Inc.: Deborah Reynolds
 - BACS: Priyanka Sharma
 - H3 Programs: Rebecca Sanders
 - Hope Solutions: Cayla Northrup
 - Giftcards to be emailed soon
 - Training/Access Reminders:
 - Staff should use the Forgot Password button on the Clarity login screen and enter the exact email address associated with their account. Cchealth staff may have multiple email domains (first initial last name, or full name). Staff who are unsure which email is linked to their account should contact H3 for support.
 - Question from group: Some users did not receive link to refresher training. Answer: Refresher trainings were assigned only to end-users who have not completed training in the past year.
- **Q and A**
 - No questions

Meeting Adjourned

Next Meeting: Tuesday, December 9th, from 12-1:30 pm, held (virtual)