



CONTRA COSTA HMIS POLICY COMMITTEE WORK GROUP

December 9, 2025, from 12:00-1:30 pm

MEETING MINUTES

Welcome & Introductions

Attendance:

Thorne Keenan (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); Tammy Stoicich (H3 RED Team); Kim Thai (H3 RED Team); Carina Rodriguez-Peña (H3 RED Team); Yessenia Aguilar (H3 RED Team); Abby Shamelashvili (Trinity Center); Alessia Simmonds (Resources for Community Development); Anh Kim Tran (Lao Family Community Development); Barbara Hunt (St. Vincent de Paul); Carmen Cano (Lao Family Community Development); Dora Segura (Catholic Charities East Bay); Jeannette Martinez (Catholic Charities East Bay); Kelsea Manion (Life Long Medical); Lashaunta Flores (Catholic Charities East Bay); LaTonya Love (BACS); Lindal Sambrook (Satellite Affordable Housing Associates); Leticia Wiesner (Trinity Center); Mai Vang (Lao Family Community Development); Manisha Vasishta (H3); Meemee Khine (Lao Family Community Development); Micheal Ford (St. Vincent de Paul); Morayo Odujinrin (H3); Nubia Ramirez (Veterans Accession House); O'Neill Fernandez (SOS Richmond); Raasha Hosh (GRIP); Ryan Tapia (H3); Sandra Rivera (Hope Solutions); Teresa Opaon-ali (CCBH); Teri Lundvall (Winter Nights Shelter); Wilanda Hughes (Lao Family Community Development).

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:
 - HMIS Forms and Resources Location Change:
 - Effective January 2026, HMIS forms will no longer reside directly on the CC Health HMIS webpage.
 - Forms, instruction guides, data management policies, and support request options will instead be located in the Provider Portal.
 - The Provider Portal can be accessed through the orange button on the CC Health HMIS webpage (www.cchealth.org/hmis).
 - Agencies were directed to scroll to the bottom of the Provider Portal to locate these materials.

Point In Time Count and Housing Inventory Count Updates

- Yessenia Aguilar, *H3*, and Carina Rodriguez-Peña, *H3*, provided PIT and HIC updates
2026 PIT Count Dates:
 - Sheltered count will take place on January 28, 2026.
 - Unsheltered count will take place on January 29, 2026.
 - Unsheltered Count Details:
 - The unsheltered count will include both an observational count and survey sampling.
 - The observational count will take place on the morning of January 29 from 5:30 a.m. to 9:00 a.m.
 - Volunteers will work in teams of two or three and will be assigned specific locations.
 - Approximately 200 volunteers are needed.
 - Volunteers must attend one of four in-person trainings held across the county, including West County, Central County, and East County locations.
 - Volunteer registration is live through the PIT Website, and attendees were encouraged to share the registration link with others.
 - Survey Component:
 - Surveys will be conducted from February 17 through February 28, 2026.
 - Surveys will collect demographic and household information from sheltered and unsheltered populations.
 - Surveys will be administered by trained core staff, service providers, and volunteers.
 - Spanish-language surveys will be available.
 - Data Submission and Reporting Timeline:
 - Data cleaning and analysis will begin after the count and surveys are completed.
 - Enumeration data will be submitted to HUD in early April 2026.
 - A full PIT report with detailed demographics is anticipated around July 2026.
 - Volunteer Expectations:
 - Volunteers will use personal vehicles or ride with a volunteer partner to assigned areas.
 - Volunteers will use the ArcGIS smartphone app to map locations by dropping pins.
 - Instructions on downloading and using the app will be provided during training.
 - Volunteers may identify a preferred count partner when completing the registration form.
 - Volunteers and their partners will receive maps, assignments, and meeting locations before the count.
- Kimberly Thai, *H3*, provided updates
 - Sheltered Count:
 - The sheltered PIT count will be pulled from HMIS.
 - Providers asked to ensure January data entry is complete and corrected by February 10, 2026.

- Providers not participating in HMIS will receive an Excel counting sheet one week before the count, along with instructions.
 - Non-HMIS providers were asked to return the completed worksheet to the RED Team by February 3, 2026.
 - Sheltered and unsheltered count data will then be consolidated for HUD submission.
 - Housing Inventory Count (HIC):
 - The HIC will count homeless beds as of the night of January 29, 2026.
 - It includes all program types regardless of funding source or HMIS participation, including emergency shelter, transitional housing, rapid rehousing, and permanent supportive housing.
 - A Google Sheet will be sent on January 26th to all HMIS Agency Administrators and non-HMIS participating providers.
 - Agencies are expected to complete the HIC sheet the night of January 29.
 - HIC Form Instructions:
 - The workbook includes an instructions tab, the current year HIC tab, and prior year reference tabs.
 - Agencies were reminded to report project name, project type, organization name, funding source, grant information, and bed counts by household type.
 - Additional columns ask for bed subsets dedicated to veterans, youth, and chronic homelessness.
 - Agencies were advised that seasonal shelter beds should be entered in the seasonal shelter columns rather than the year-round bed column.
 - Total beds and utilization rates are auto-calculated.
 - Notes fields should be used to explain underutilization or overutilization, such as renovations or program ramp-up.
- Question from the group:
 - Khalid Nemati *Shelter Inc.* asked whether PIT counts are usually conducted annually or every two years, noting that some other counties do them biennially.
 - Kimberly Thai *H3* responded that while federal requirements call for PIT counts at least every other year, Contra Costa conducts the count annually for local and internal reporting purposes.

Data Quality Updates and Reminders

- Thorne Keenan, *H3*, provided data quality updates:
 - Systemwide DQ scores: Improvement was noted in both accuracy and timeliness. Every agency in the Continuum of Care was reported to have improved in data quality since the last meeting.
 - Announced the Quarterly Agency Raffle for agencies with improved data quality.
 - Northern California Family Center was the winner
 - RED Team would follow up with the AA regarding their gift card preferences.
- Tammy Stoichich, *H3*, provided training updates and reminders:
 - New Training Portal Video Library:

- A new collection of short training videos has been added to the HMIS Training Portal course catalog.
- These videos allow users to review specific tasks without retaking an entire course.
- Topics include creating households, global households, completing ROI forms, coordinated entry, HMIS 101 basics, and HMIS data entry.
- Video lengths range from approximately one to eight minutes.
- New User Training Completion Reminder:
 - Tammy reminded attendees that the HMIS New User course is not complete until Part 3 is reviewed and finished.
 - Users must complete Part 3 and download the certificate of completion before a new license can be issued.
 - Agency Administrators were encouraged to remind staff to complete the full course to avoid delays.
- Training Portal Password Reset Reminder:
 - Staff who forget their training portal password should use the Forgot Password feature.
 - The feature will only work if the user enters the same email address used during registration.
 - Tammy noted that some CC Health staff may have multiple email domains and should confirm they are using the correct one.
- New Looker Resource Added:
 - Tammy and Kimberly attended Clarity Connect 2025 and uploaded a new three-page Looker model matrix to the HMIS Training Portal.
 - The handout explains the purpose of different Looker models, the type of data each model is designed to analyze, and when each model should be used.
 - Models referenced include the HMIS Performance model, Client model, Data Quality model, Coordinated Entry model, and additional models such as Data Import, Service, Inventory, Outreach, Reservation, and Project Descriptor models.

- **Q and A**

- No questions

Meeting Adjourned

Next Meeting: Tuesday, March 10th, from 12-1:30 pm, held (virtual)