



# CONTRA COSTA HMIS POLICY COMMITTEE WORK GROUP

March 10, 2026, from 12:00-1:30 pm

## MEETING MINUTES

### Welcome & Introductions

#### Attendance:

Thorne Keenan (H3 RED Team); Carina Rodriguez-Peña (H3 RED Team); Jamie Schecter (H3 RED Team); Janel Fletcher (H3 RED Team); Kim Thai (H3 RED Team); Sanjana Prasad (H3 RED Team); Shelby Ferguson (H3 RED Team); Tammy Stoicich (H3 RED Team); Yessenia Aguilar (H3 RED Team); Gabriel Lemus (COH Committee Member); Heather Worobey (VA HUD-VASH/COH Committee Member); LeAnn Matthews (COH Committee Member); Mia Fairbanks (COH Committee Member); Tony Ucciferri (Housing Authority/COH Committee Member); Belinda Jackson-Thomas (EHSD); Rochelle Barbosa (Contra Costa Behavioral Health); Abby Shamelashvili (Trinity Center); Padmini Parthasarathy (Trinity Center); Alessia Simmonds (Resources for Community Development); Barbara Hunt (St. Vincent de Paul); Dora Segura (Catholic Charities East Bay); Hang Mosier (Satellite Affordable Housing Associates); Jeannette Martinez (Catholic Charities East Bay); Kelsea Manion (LifeLong Medical); Khalid Nemati (Shelter Inc.); Lashaunta Flores (Catholic Charities East Bay); Lynna Magnuson (Caminar); Morayo Odujinrin (H3); Nubia Ramirez (Veterans Accession House); Teri Lundvall (Winter Nights Shelter).

#### Review of previous meeting minutes:

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

#### Agency Updates

- Tony Ucciferri, *Housing Authority/COH Committee Member*, provided an update:
  - Project-Based Voucher Waitlist:
    - The Housing Authority currently has an open project-based voucher waitlist for a property located at 2400 Nevin Avenue in Richmond.
    - Additional information was shared in the Zoom chat.

#### System Administrator Updates

- Kimberly Thai, *H3*, provided updates:
  - System Performance Measures (SPM) Report:
    - The HUD System Performance Measures report has been completed.
    - Kimberly thanked partner agencies for completing corrections and assessments on time.

- Preliminary results closely align with the prior year's submission and described as strong.
  - High-level report findings may be presented at a future Council on Homelessness meeting.
- Housing Inventory Count (HIC) Follow-Up:
  - H3 is awaiting final confirmation from a small number of agencies.
  - Agencies were asked to review and confirm program information in the HIC spreadsheet.
  - HUD has not yet released the official HIC submission deadline, though it is typically due in April.
- HMIS Support Structure Changes:
  - HMIS report development, dashboards, data imports, and exports will transition to the CC Health IT Department.
  - Kimberly Thai will be moving into a new IT-based role supporting HMIS and other systems.
    - Additional resources will become available through IT, including support from data scientists and report developers.
    - Expanded staffing is expected to improve continuity of support during staff absences and holidays.
  - No changes are anticipated for partner agencies requesting support.
  - All HMIS questions and requests should continue to be submitted through the H3 RED Team email.

## **2026 CoC Participant Satisfaction Survey Updates**

- Yessenia Aguilar, *H3*, provided updates:
  - Purpose of the Survey:
    - The Participant Satisfaction Survey collects feedback directly from individuals receiving services within the Continuum of Care.
    - The survey helps identify strengths, opportunities for improvement, and participant experiences across the system.
    - The survey is conducted annually across all CoC program models.
  - Provider Training:
    - Provider trainings will be held during the week of March 16, 2026.
    - Final training dates and times will be distributed once confirmed.
    - Trainings will review survey distribution procedures and answer provider questions.
  - Survey Collection Period:
    - Survey collection will occur from April 1 through April 30, 2026.
      - Programs will be responsible for distributing surveys to participants.
  - Supporting Materials:
    - Training slides, recordings, and QR code flyers will be provided to agencies.

- Materials are intended to simplify survey distribution and participation.
  - Materials will be sent out from the new H3 Evaluation email
- Point-in-Time Survey Acknowledgement:
  - Yessenia thanked providers and volunteers who assisted with PIT survey collection.
  - The survey response goal was successfully achieved.
  - The H3 team will begin cleaning and analyzing the data.
  - Preliminary PIT survey results are anticipated in early June 2026.

### **Data Quality Updates and Reminders**

- Thorne Keenan, *H3*, provided data quality updates:
  - Systemwide Data Quality:
    - Completeness and accuracy scores remain consistent.
    - A slight decrease in timeliness was noted due to the significant volume of reporting work associated with the SPM, PIT, and HIC processes.
    - Thorne thanked providers for their partnership and responsiveness during the reporting period.
  - Quarterly Data Quality Raffle:
    - All agencies improved data quality in at least one area since the previous meeting.
    - Raffle was conducted among qualifying agencies.
      - Hope Solutions was selected as the winner. The RED Team will contact Sandra Rivera regarding gift card preferences.
- Tammy Stoichich, *H3*, provided training updates and reminders:
  - Monthly Office Hours Scheduling:
    - Agency Administrators should use the Microsoft Bookings link distributed in the March 2, 2026 HMIS reminder email.
    - Available appointment dates and times can be scheduled directly through the online booking system.
    - Both Tammy and Thorne will receive appointment notifications once bookings are submitted.
  - ROI Table –CCC Data Quality Dashboard
    - A new table has been added to the HMIS Data Quality Dashboard.
    - The table identifies clients whose Release of Information documentation may require updates.
    - Programs were reminded to obtain signed ROI forms whenever possible and upload them to the client's privacy folder in HMIS.
    - The cleanup effort is intended to strengthen documented compliance with client privacy protections.
  - HMIS Forms and Resources Location Reminder:
    - HMIS forms, policies, procedures, privacy documents, and instruction guides are now located within the Provider Portal.
    - Resources are organized by category, including service provider forms, data management policies, instruction guides, and support request links.

- Agency Administrators should use the Provider Portal to request licenses, trainings, program updates, and data report assistance.
- Forms are no longer maintained directly on the HMIS website.
- Users should access the Provider Portal through the orange button on the HMIS website.

- **Q and A Open Forum**

- No questions

**Meeting Adjourned**

**Next Meeting:** Tuesday, June 9, 2026, from 12:00 PM-1:30 PM (Virtual)