

MEETING NOTES

Yolo Quarterly HMIS Users Meeting

Thursday, April 21, 8:30 to 10 a.m.

HHSA, Gonzales Building

Davis Room

Meeting attendees: Tracey Dickinson, Yolo County HHSA; Ginger Hashimoto, Yolo County HHSA; Manjit Kaur, Sacramento Steps Forward; Niomi Michel, Empower Yolo; Deanna Lynn-Steele, Yolo County HHSA/DA's Office; Amara Pickens, Fourth & Hope; Sandra Sigrist, Yolo County HHSA

Announcements/Updates

- HMIS MOU
 - In March, HPAC ratified the MOU between Yolo County and HPAC regarding the region's HMIS. The MOU is effective for five years and contains a provision for annual reviews during which the County and HPAC can make amendments.
- VI-SPDAT Trainings
 - As more local providers are using the VI-SPDAT for contracted programs, the County acknowledges the growing need for a formal VI-SPDAT training. While the Homeless Analyst and the Homeless Social Worker Practitioner work to create a specialized course for Yolo providers, the County encourages all staff who are or will be using the VI-SPDAT as an assessment tool to complete the following free online training ([LINK HERE](#)). The training consists of a comprehensive video and eight quizzed reading modules. The training takes about one hour to complete.

PATH HMIS Implementation

- The County will be contacting PATH providers within the next few weeks to create an HMIS implementation plan as the state of California and SAMHSA are requiring full HMIS implementation for PATH-funded projects by July 1.

Opening the System Update

- Interagency HMIS Data Sharing Agreement
 - The group reviewed the draft Interagency HMIS Data Sharing Agreement. This document outlines the potential benefits of data sharing as well as the policies and procedures related to data sharing. The group inquired about potential HIPAA trainings in order to ensure compliance with the law and to protect client rights. The group agreed that the Homeless Analyst should work with HHSA's Quality Improvement team to integrate HIPAA into its work.
- Partner Agency Agreement
 - The group reviewed the draft Partner Agency Agreement. This document reiterates much of the same information described within the HMIS MOU. However, since the MOU contains an end date, the Partner Agency Agreement serves as a more long-term document that describes the structure of the region's HMIS system and delineates the division of responsibilities among the System Administrator, the Lead Agency, and the Daily Operator.

- Data Sharing Matrix
 - The group reviewed the draft Data Sharing Matrix. This document breaks out each component of HMIS, the level of sharing, the consumer rights, and the potential benefits. The group discussed editing the matrix to clarify that service and referral notes will be shared as opposed to client case notes, which will not be shared. The group also suggested referencing certain releases of information that will not be shared due to client protection laws.
- Next Steps
 - The group agreed that the next step is to move these documents forward for the full HPAC body to review. Upon receiving approval, the County can work toward distributing and collecting signed agreements. Thereafter, the County and SSF can enable data sharing for the participating agencies.

Live Demonstrations

- The SSF HMIS Program Manager led several live demonstrations including how to pull a Program Details Report to verify “housed with” status.
- The HMIS Program Manager also reviewed the changes that SSF made in order to comply with HUD’s latest data standards. The changes include:
 - Allowing users to select more than one race on the client profile screen
 - Moving veteran status onto the client profile screen
 - Adding the dropdown menu of “Length of time on the streets or in an emergency shelter” on the program enrollment screen
 - Adding “total number of months homeless on the streets or in an emergency shelter in the past three years” on the program enrollment screen
- The group started to discuss AHAR fixes, but decided that rather than conducting other live demonstrations that the committee consider hosting a mandatory refresher training for all HMIS users since this information would be helpful to everyone. The group agreed that this was the best option.