



**Policies, Procedures and Standards
Committee
May 11, 2021**

Welcome and Introductions

Maricela Rios-Faust

Policies, Procedures and Standards (PPS)

Committee Chair

Public Comments

Maricela Rios-Faust
PPS Committee Chair

PPS Committee Updates

Zulima Lundy, Continuum of Care (CoC) Manager

Agenda Item #3

PPS Committee Updates

- CoC Vision Ad Hoc
- Lived Experience Advisory Committee
 - Updated membership to include individual who represents the senior population (62 years and older) and experienced homelessness
 - Deadline to Apply is May 15, 2021
 - Visit Webpage for more details:
<https://www.ohealthinfo.com/about-hca/directors-office/office-care-coordination/homeless-services/continuum-care/lived>

**CoC Board Election Process for
Expiring Seats**

Zulima Lundy, CoC Manager

Agenda Item #4

CoC Board Election Process in 2020

- Eight (8) CoC Board seats expired and were filled through the CoC Board election process:
 - Public Housing Agency representative
 - Persons experiencing homelessness or formerly homeless
 - Domestic violence representative
 - Five (5) At Large Seats with a priority for
 - Behavior health background
 - Faith-based representative
 - Healthcare background or expertise
 - Expertise on homeless services / representation of homeless service providers (two seats)

Agenda Item #4

CoC Board Election Process in 2020

Date	Timeline Tasks
8/6/2020	Presentation of process at the Homeless Providers Forum, including overview of nominations
8/21/2020	Nomination process closes
9/4/2020	Nominee candidate interest forms are due (to be posted)
9/10/2020	Homeless Provider Forum for review of voting process. Nominees given opportunity for 5-minute presentations
9/25/2020	General member agencies with CoC voting rights are convened on a webinar for review of voting process
10/2/2020	Voting will close
10/28/2020	Nominees with the most votes will be presented to the CoC Board for ratification
11/18/2020	First board meeting for any new members

Agenda Item #4

CoC Board Election Process in 2021

- Seven (7) CoC Board seats will be expiring and will be up for election
 - Veteran or veteran service agency representative
 - Education / McKinney-Vento representative
 - Emergency Solutions Grant Program funded agency or recipient agent
 - Four (4) At Large representatives
 - Affordable Housing Developer
 - Expertise on homeless services / representation of homeless service providers
 - Emergency Shelter Operator
 - Permanent Supportive Housing Operator
 - Not receiving CoC Funding

Agenda Item #4

CoC Board Selection Process as outlined in CoC Governance Charter

- CoC Membership to be informed when the nomination period opens and closes
- Nominating Committee to be comprised of three to five voting members will be appointed annually by the Board Chair and confirmed by the CoC Board.
- Nominating Committee will:
 - Recruit candidates and confirm willingness to serve
 - Work with Collaborative Applicant to verify qualifications of candidates

Agenda Item #4

CoC Board Selection Process as outlined in CoC Governance Charter

Month	Timeline Tasks
April	Board Chair appoints Nominating Committee
May	Nominating Committee convenes
June	Nominations made to the CoC Board
August	Full membership meeting vote to elect the CoC Board and Officers. CoC Board seating takes place. Incoming CoC Board members to complete training about the CoC.

**HMIS Access and Participation
Requirement Policy**

Zulima Lundy, CoC Manager

Ad Hoc on Proposed HMIS Policy Members

Agenda Item #5

As described by the HEARTH Act, the Continuum of Care must designate and operate an HMIS:

- Designate a single Homeless Management Information System (HMIS) for the geographic area;
- Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;
- Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
- Ensure consistent participation of recipients and subrecipients in the HMIS; and
- Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

Agenda Item #5

HMIS Purpose

- Provides the Continuum of Care with a tool to collect and analyze data on people experiencing homelessness and using homeless service programs.
- Data collected supports identifying:
 - Needs of the homeless population
 - Demand for and use of housing and services
 - Outcomes of various interventions.

HMIS Functionality

- Client Level
 - Client intake and assessments
 - Case Management
 - Demographics
- System Level
 - Service utilization
 - Bed coverage
 - Performance Outcomes
- Reporting
 - Federal and State Reporting
 - Program and system performance evaluation
 - Trends analysis

Agenda Item #5

HMIS Access

An organization that at minimum meets one of the following criteria will be granted access to HMIS:

- Manage a homeless assistance project and has the project included in HMIS to support an increase in bed coverage for the CoC. The following homeless assistance project types will increase bed coverage: emergency shelter, transitional housing, rapid rehousing, permanent supportive housing, and/or other permanent housing.
- Receive federal and/or state funding for the implementation and operations of a homeless assistance project and/or homelessness prevention project that requires HMIS participation. Attachment A details federal and state funding sources that requires HMIS participation.

Agenda Item #5

HMIS Access

Organizations receiving funding that requires HMIS participation will be given data entry access, but this does not necessarily include data sharing with other agencies.

- Victim service providers and legal service providers that are recipients of funds requiring participation in HMIS, but do not directly enter data into an HMIS, must use a comparable database.
- Law enforcement agencies and legal service providers receiving funding that requires HMIS participation will be given data entry access only.

Agenda Item #5

HMIS Access

An organization that does not meet one of the minimum requirements will be required to submit an HMIS Access Application.

HMIS Access Application requires organizations to detail how their organization's participation in HMIS will be able to:

- Meaningfully contribute information related to homeless assistance projects or homelessness prevention projects to the Orange County Continuum of Care and
- How the HMIS access will improve the provision of homeless services in the Orange County Continuum of Care.

Agenda Item #5

HMIS Access Application will request the following information from the organization:

- Organization's Name
- Type of Organization: Non-profit, for-profit, or government organization
- Mission of the organization
- Years of experience
- Description of the role of the organization within the Homeless Service System
- Description of the role of the target population served
- Description of services or assistance offered
- Does the organization participate in HMIS in another Continuum of Care? If so, which one(s)?
- Description of services or project types to be set up within HMIS
- Does the organization have a contractual obligation to enter data into HMIS?
- How will HMIS access improve the provision of services to clients?
- Will your organization be able to meaningfully contribute information related to homeless assistance projects or homelessness prevention projects to the Orange County Continuum of Care? If so, how?
- Will your organization be able to meet the HMIS Participation Requirements?
- Provide details on the type of staff that will have HMIS access and the role of the staff plays in the delivery of homeless assistance projects or homeless prevention projects.
- Will the persons participating in HMIS be volunteers or paid staff?

Agenda Item #5

HMIS Participation Requirements

An organization that is granted HMIS access is required to be a Contributing HMIS Organization. As part of the data entry requirements, organizations are expected to utilize HMIS for the following activities related to the homeless assistance project and/or homelessness prevention project:

- Have a minimum of one active enrollment at all times
- For participants that are enrolled in HMIS, completion of client intake, case management and service tracking, assessments, uploading related documents and/or client exit are to be recorded in HMIS
- Update at least one HMIS record per month. Updates can be related to enrollment, service, update/annual assessment, file, and/or exit.
- Have a minimum of one active HMIS User at all times.
- Complete any reporting, data quality, data entry, or other requirements outlined by the U.S. Department of Housing and Urban Development (HUD), the Coordinated Entry System (CES) Lead, or the HMIS Lead.

Agenda Item #5

Feedback Received

- PPS Committee – March 2021 Meeting
 - Legal services should not be held in the same classification as police departments
 - Legal services should have the same level of access as homeless service providers
 - Homeless advocacy is imperative to support participants in accessing services
 - Legal services providers who offers holistic services are only strengthened with access to HMIS
- There was no additional feedback or public comment provided from April 13 to April 27, 2021

Agenda Item #5

Process Followed

- Proposed policy discussed during the PPS Committee on:
 - March 2021
 - April 2021
 - May 2021
- Provided updates to the Continuum of Care (CoC) Board on:
 - March 2021
 - April 2021
- The OC CoC Board established an Ad Hoc to work with PPS Committee to support the development of the policy
 - Ad Hoc met three times to discuss the proposed policy
- Feedback and comment period was from April 13 to April 27, 2021

Agenda Item #5

Next Steps

- PPS Committee to take action to recommend HMIS Access and Minimum Participation Requirement Policy to the CoC Board
- The CoC Board to take action on PPS Committee recommendation at May 2021 meeting
- Evaluate current organizations with HMIS access and request applications be completed by organizations
- Establish the HMIS Access Ad Hoc to review HMIS Access Applications

