



HMIS/CEP Committee Meeting Minutes

(Approved: April 1, 2026)

February 4, 2026

9:00 am to 10:00 am

**112 East 2nd Street, Housing Program Office
Alturas, CA 96101**

NorCal CoC HMIS/CEP Committee Meeting

February 4, 2026

9:00am - 10:00am

<https://us02web.zoom.us/j/87307936005?pwd=bl87lbDa6scUMYvZbaoVKbQHT97y1B.1>

Meeting ID: 873 0793 6005

Passcode: 052676

Teleconference locations:

Del Norte County Health and Human Services

455 K Street

Crescent City, CA 95531

Sierra County Behavioral Health

704 Mill Street

Loyalton, CA 96118

Lassen County Health and Social Services

1410 Chestnut Street

Susanville, CA 96130

Siskiyou County Behavioral Health

2060 Campus Dr.

Yreka, CA 96097

Plumas County

PCIRC

591 Main Street

Quincy, CA 95971

Shasta County

2600 Park Marina Drive

Redding, CA 96001

**HMIS/CEP
Committee Members**

Maddelyn Bryan, Chair County of Siskiyou

Kristen Quade, Vice Chair County of Plumas

Carla McDonald, County of Lassen

Daphne Cortese-Lambert, County of Del Norte

Nikki Kates, County of Modoc

Robert Szopa, County of Sierra

Sarah Prieto, County of Shasta

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to cmadison@teachinc.org that will be read into the record.



1. Call to Order/Quorum Established/Introductions : 9:00

am. Roll call, quorum established. Members present: Alternate for Siskiyou County Erika Cavener, Kristen Quade, Nikkia Kates, Robert Szopa, Sarah Prieto.

Attendees: Kristen Schreder, Teddie Pierce, Jamie Northrup, Katelynn DeWitt, Brent Eddy, William Matson, Amy Diamantine, Daniel Howland, Nicole Lamica, Michael Coats.

2. Public Comments (limited to 3 mins. per comment) - No public comments.

Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

3. Action Items

I. Approve January 7, 2026 HMIS Committee Meeting Minutes

Exhibit A Draft January 7, 2026 HMIS Committee Meeting Minute

Motion to Approve by Robert Szopa. Second by Nikki Kates. All in favor. None opposed. Motion passed.

II. Approve Coordinated Entry System Policies and Procedures, December 2025

Review and approve the proposed Coordinated Entry System Policies and Procedures, December 2025 • Finalize CES Policy review focus areas:

- Service Referral Priorities
- Roles and responsibilities of County Leads
- Policy review date Sept 2026 HMIS/CES Committee

Exhibit B Coordinated Entry System Policy revised Jan 7, 2026

Exhibit C NorCal CoC, Job Aid – Coordinated Entry HMIS Processes

The group continued their discussion of the Coordinated Entry System Policies and Procedures. The group had no additional comments on the previous edits. The meeting focused on discussing the documentation of referral refusals in the HMIS and the introduction of a new housing offer assessment. Teddie outlined the roles and responsibilities of the county-level coordinated entry administrators, including managing prioritization lists and ensuring data quality. The group discussed the importance of data cleanup and agreed that agencies should be responsible for maintaining accurate records, with funding decisions potentially tied to data quality. Nicole raised concerns about handling old, inactive entries in the system, and Teddie advised exiting them to keep the system current. The team discussed data cleanup processes, with Teddie explaining that historical data going back to 2016 cannot be deleted but enrollments from 2 years ago or longer can be removed.

They agreed to start office hours training sessions again next week, and Nikki requested guidance on how to inform Teddie about designated leads through email. The discussion continued with a reminder that housing providers participating in local meetings about sensitive client data must complete security and privacy training.

The meeting focused on the implementation and operation of a coordinated entry system (CES). Teddie outlined key policies including client eligibility, appeal processes, and data collection requirements. The group discussed the need to update website information about coordinated entry access points, with Sarah confirming that 211 and Shasta County currently list access points. The team also reviewed plans for system evaluation in the fall, which will assess metrics such as client demographics, system performance, and placement rates without using client-level data.

Teddie will meet with county representatives in February or March to review reports and provide guidance, with



Daniel participating in some meetings. The group discussed approving a document, with Teddie planning to speak with Madeline about her comments before proceeding. They agreed to get Shasta Advisory's input on managing CE meetings and data, with Teddie offering to attend the Shasta COC advisory meeting on February 10th. Kristen suggested either a special meeting of the HMIS committee or a formal email approval process, with Teddie confirming she could help lead meetings for Shasta County until August.

The group agreed to reconvene on Wednesday, February 18th at 2 PM to discuss the revised coordinated entry policy, after determining that the original meeting date needed to be postponed due to holidays. Teddie noted that there was no urgency since the NOFO had been canceled, and data entry was still occurring with the old system. The group also agreed to schedule a separate CES meeting the following week to demonstrate how to use the new reports, which Teddie would upload over the weekend.

III. Approve - HMIS License Allocation Policy

Review and approve proposed policy.

Exhibit D HMIS License Allocation Policy

The meeting focused on postponing the approval of a policy and discussing the HMIS license allocation policy. Teddie suggested postponing the approval to allow more time for review, and the group agreed to schedule another meeting on the 18th. Kristen explained that they are projecting funding for HMIS through 2026, but beyond that, they may need to find alternative funding sources, potentially from the programs using the services. The group also discussed the need to re-evaluate how they distribute licenses and address technical and programmatic issues.

4. Review/Discussion Items

I. HMIS Data Management Status

- a. LSA Submission Update – Review error flags for future correction
- b. HMIS Dedicated Training – Rapid ReHousing/Street Outreach
- c. HMIS Project Renaming and Updating
- d. HMIS User Agreements Status
- e. HMIS Vendor Cleaning
- f. HMIS license expiration reminder 90-Day review

The team discussed the status of HMIS licenses, with Teddie reporting that 99 out of 116 slots are currently active and she actively manages inactivity by inactivating licenses of users who haven't logged in for 90 days. Daniel provided an update on the successful LSA submission, which had zero errors and only one minor warning related to missing household information for two clients, down from an initial 600 errors. The group agreed to postpone the approval of the HMIS license allocation policy and planned to review and discuss items related to HMIS data management status at their next meeting on the 18th.

The meeting focused on data quality and performance, with Teddie highlighting the significant effort and cost involved in achieving clean data. Nikki inquired about error allowances in data categories, and William clarified that while there was one unresolved issue out of 600, no allowances are made for errors. Daniel explained that data errors can result in warnings rather than automatic failure, and Teddie emphasized the importance of accurate data for policy decisions and funding allocations. The group discussed strategies for managing data errors, such as closing rather than removing individual records, and agreed to demonstrate these processes at the upcoming Data Performance work group meeting on February 26th.



The meeting focused on HMIS and coordinated entry updates, including the need for project renaming and user agreement status. Kristen and Teddy discussed the logistical timeline for renaming projects to improve data access and reporting. The group also reviewed the status of agency participation agreements and vendor cleaning.

II. 2024-2025 Federal CoC Notice of Funding Opportunity - update on Federal CoC NOFO status

Kristen provided an update on the NOFO approval, allowing for continued funding of 2024 projects, including support for HMIS, coordinated entry, and planning grants.

5. Reports

- I. Pathways-MISI Report
- II. CA SPM's (standing agenda item)
- III. HMIS training needs (standing agenda item)
- IV. HMIS Members

6. Items for next meeting

7. Adjournment - 10:07am

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Next Regular HMIS Committee Meeting
March 4, 2026 9 am – 10 am
112 East 2nd Street, Housing Program Office
Alturas, CA 96101