



HMIS/CEP Committee Meeting Minutes

(Approved: September 16, 2026)

Wednesday August 12, 2026

9:00 - 10:00 am

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

NorCal CoC HMIS/CEP Committee Meeting

<https://us02web.zoom.us/joining/register/XV2pXvirRBGIRqvghhPbKg>

Meeting ID: 869 2933 2090

Passcode: 719749

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
Ashley Simpson, Vice Chair County of Plumas
Nicole Lamica, 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 - 9:04am. Roll call, quorum established.

Members present: Maddelyn Bryan, Ashley Simpson, Daphne Cortese-Lambert, Katelynn DeWitt as alternate for Modoc County, Nikki Kates joined later in the meeting.



Attendees: Teddie Pierce, Jamie Northrup, Kristen Schreder, William Matson, Daniel Howland, Richard Brummer, Eric Yan, Lisa Sellars, Chris Sage, Juanita Williams, Megan Williams, Sam Mubiru, Oretta Groom, Tim Danielson.

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 edits to the NorCal Coordinated Entry System Policies and Procedures

Review and approve the proposed language additions for non-HMIS agency staff to attend County Coordinated Entry System Case Conference Meetings

[Exhibit A Coordinated Entry System Policy revised Aug 9, 2026](#)

Teddie Pierce and Maddelyn Bryan presented the proposed language additions to the NorCal Coordinated Entry System Policies and Procedures (Exhibit A). The key change allows non-HMIS agency staff who have relevant knowledge about clients – including their whereabouts, fir for a housing program, or eligibility – to participate in Coordinated Entry case conferencing meetings.

Key discussion points included:

- Maddelyn raised an outstanding questions about how local coordinators will know that a non-HMIS staff person has completed the requirements to attend coordinated entry meetings.
- Teddie outlined the proposed procedure: Teddie will send a call out to counties asking who the CES lead is for each county and how many non-HMIS partners want to attend. The CES lead will then connect with Jamie, who will connect them to Pathways to complete the required privacy training. Once training is complete, the local CES lead will be notified that those individuals may begin attending.
- William Matson (Pathways) confirmed there is no limit on the number of participants, but they need an estimated count. A small number of unused licenses are currently available; a larger number may require additional planning.
- Teddie noted the main reason for passing this item at this meeting was to take it to the Executive Board the following week, taking advantage of a lull in CoC NOFO work.

Motion to approve the new language with the discussed procedural addition made by Daphne Cortese-Lambert. Second by Ashley Simpson. All in favor. None opposed. Motion passed.

II. Pathways Data Monitoring Plan

- Quarterly Data Quality Monitoring Plan – Sept 1st start
- Data quality impacting quarterly HHAP reports

Teddie introduced the new Pathways Data Monitoring Plan, noting it will go into effect for the next federal year beginning September 1st. On a quarterly basis, data quality will be reviewed at the same time Jamie quarterly reports or receives payment request submissions from counties. If data does not meet the standards established in the previously adopted Data Quality Management Plan, county payments will be placed on hold until data is corrected.

William Matson (Pathways) described the reporting format: agencies will receive a monthly email from Daniel Howland containing an infographic/dashboard showing data quality statistics by program. Two attachments will accompany the email:

- A PDF showing individual client records and associated data issues.
- A spreadsheet showing client enrollments row by row with associated issues, allowing staff to address multiple issues per client record efficiently.

Daniel Howland described the technical assistance component: one-on-one meetings will be scheduled with agencies to walk through reports, address common errors, and provide education on preventing future data quality issues. He expressed enthusiasm for this expanded and more structured approach to supporting data quality improvement.

Key discussion points included:

- Daphne Cortese-Lambert (Del Norte) asked whether reports would be sent by county or by agency. Daniel Howland confirmed reports will be sent by service provider, not county-wide.
- Regarding HHAP reporting: beginning with HHAP-5, counties submitting quarterly reports or payment requests to Jamie will be required to include an APR report running from the project's operating start date through the most recent submission date. Daniel will review and apply a pass/fail determination. Payments will be held until data quality issues are resolved.
- Daphne confirmed Mission Possible's HHAP reporting runs directly through Del Norte County; they do not have a direct HAP-3 reporting obligation to TEACH, Inc.
- Maddelyn Bryan noted her Siskiyou Advisory Board is interested in reviewing county-level HMIS data reports at their meetings. Teddie Pierce suggested using HMIS reporting groups organized by project type (e.g., rapid rehousing, shelter). Kristen Schreder offered to follow up with Maddelyn by email to explore what types of data reports would be most useful for advisory boards. William Matson noted a CoC-wide report also exists and can be shared with appropriate CoC groups.
- Daphne shared that Mission Possible is in the early stages of learning HMIS, having recently launched a new shelter project. Daniel and Teddie encouraged her agency to enter data correctly from the start. The technical assistance process will include educational support to help new and existing users avoid common errors going forward.

4. Review/Discussion Items

I. HMIS Data Management Status

a. HMIS Dedicated Training – Permanent Supportive Housing

Teddie Pierce reported that the Data Performance Meeting, scheduled for August 27th, will cover two main topics:

- Permanent Supportive Housing (PSH) – including data quality requirements and how PSH differs from Rapid Rehousing.
- HMIS Project Setup – with emphasis on BHSA (Behavioral Health Services Act) grants, which have been particularly complex to configure. A new project setup form with built-in guidance has been developed. A chart of all relevant funding streams and how projects need to be structured will be shared.

Teddie noted that BHSA representatives have reached out asking about project setup status and still do not have a complete list of funded agencies. Other California grants (CDSA, HSP) will also be addressed. An invite for the August 27th meeting will be sent out.

b. HMIS Vendor Cleaning Update

Teddie Pierce provided the following updates on system cleanup:

- The vendor has not yet provided a quote for large-scale software cleanup. Shasta County completed exiting their open CES enrollments with team support.
- Pathways has updated visibility settings so ZZ (inactive/legacy) projects no longer appear in the project search view when doing enrollments. Shasta and Plumas projects were cleared. If any ZZ projects are still appearing, members should notify Teddie with a screenshot.
- A new Coordinated Entry hard copy assessment form has been completed (proofreading is done) and will be sent out the following day, along with a request for counties to identify their CES leads.
- Pathways is updating all HUD hard copy forms (Street Outreach, Shelter, RAPID, and others) to match system screens; clean copies will be available by the end of August.
- Release of Information (ROI): An email will be sent asking counties to review and update the list of partners with access to client data on the ROI form. The privacy notice is being updated to remove United Way's name. Going forward, agencies should use the new privacy notice for new clients; existing signed notices remain valid.

Maddelyn Bryan asked whether ZZ projects would still be accessible for historical reporting purposes. William Matson explained that report visibility depends on the Enter Data As (EDA) group settings specific to each project. He recommended Maddelyn set up a one-on-one with Daniel Howland to review her specific situation, as each EDA has its own visibility permissions.

II. 2026 Federal CoC Notice of Funding Opportunity - update on Federal CoC NOFO vacated

William Matson (Pathways) reported that a federal judge has set aside the 2026 CoC NOFO. HUD has acknowledged that it will not be pursuing the NOFO under its original terms.

Key points:

- The court ruled that HUD's requirement that 40% of CoC grant funds go to transitional housing or street outreach was not permitted under the congressional authorization for those funds. Because the NOFO was built around that requirement, the entire NOFO was invalidated.
- The previously expected timeline for funding decisions is no longer valid. Options on the table include potential grant rollover for another year, though that has not been confirmed.
- HUD must notify grantees of funding decisions by December 1st; it is uncertain whether a new NOFO could be issued and completed within that timeframe.
- NorCal CoC's current grants — including the PSH project (Partners II), HMIS, Coordinated Entry, and planning grant — are funded through 2027 via 2025 grant agreements, so there is no immediate impact.
- Teddie Pierce asked whether reallocation of coordinated entry funds would be possible if grants roll over. William confirmed reallocation is not possible mid-cycle; it must wait for the next competitive cycle, and funds must stay within their authorized activities.
- Oretta Groom (Shasta Community Health Center, Partners II PSH program) confirmed her program is funded through August 2026 (FY24) and that 2025 grant funds extend through approximately August 2027.

5. Reports

I. CA SPM's (no update on passing performance measures)

The California Accountability Act pass/fail spreadsheet comparing CoC performance against the SPMs has not yet been released. Teddie Pierce noted that while a compliance report has been received and entered into a spreadsheet, the state's formal pass/fail determination is still pending. It cannot yet be confirmed whether the CoC has passed the California performance measures for this cycle.

II. HMIS training needs (standing agenda item)

Project setup and PSH data quality training will be addressed at the Data Performance Meeting on August 27th. No additional training needs were raised.

III. HMIS Members

6. Items for next meeting

- Demonstration of the new data quality dashboard and how it will connect to project funding (suggested by Teddie Pierce).
- Update on Federal CoC NOFO status.
- Coordinated Entry non-HMIS participation: follow-up on CES lead identification and privacy training enrollment.

7. Adjournment - 9:52am. Motion to adjourn by Daphne Cortese-Lambert. Second by Maddelyn Bryan. All in favor. None opposed. Meeting adjourned.

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact T.E.A.C.H., Inc. at (530) 233-3111 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

Next Regular HMIS Committee Meeting

September 2, 2026 9 am – 10 am
112 East 2nd Street, Housing Program Office
Alturas, CA 96101