



HMIS/CEP Committee Special Meeting Minutes
(Approved: September 16, 2026)
July 22, 2026
9:00 am to 10:00 am
112 East 2nd Street, Housing Program Office
Alturas, CA 96101

HMIS/CES Committee Meeting

July 22, 2026

9:00am-10:00am

<https://us02web.zoom.us/join/zoom-join-link?from=addon&addon=K09NXbJTAK6oA2ZBSQ9XA>

Meeting ID: 819 4799 8639

Passcode: 041247

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. 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:** 9:01. Roll call, quorum established.

Members present: Ashley Simpson, Nicole Lamica, Lisa Sellars as alternate for Del Norte, Nikki Kates, Sarah Prieto.

Attendees: Jamie Northrup, Juanita Williams, Eric Yan, Daniel Howland, Katelynn DeWitt, Teddie Pierce, Tim Danielson, Dawn Steffey, Emily Kerr, Sam Mubiru, Amber Middleton, Richard Brummer, Kim Decker, Kristen Schreder, Steven Miles, Melissa Taiji, Michael Coats, Megan Williams.

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 May 6, 2026 HMIS Committee Meeting Minutes

[Exhibit A May 6, 2026 HMIS Committee Meeting Minutes](#)

Roll call vote for approval. Four in favor. One abstention. Motion passed.

II. Action Item. HMIS Vendor Cleaning (Teddie)

Teddie Pierce, T.E.A.C.H., Inc. and Pathways met with the HMIS vendor WellSky to discuss the options for data cleaning, clearing legacy data based on prevailing data quality issues.

Discuss and approve plan for HMIS Vendor Cleaning.

Teddie Pierce presented an update on the HMIS vendor data cleaning effort. A formal quote from WellSky has not yet been received. Key data quality issues identified include:

- Approximately 150–160 duplicate client records requiring merging.
- Housing move-in dates outside of acceptable ranges: for Permanent Supportive Housing (PSH), 214 records with move-in dates before enrollment and 63 after exit; for Rapid Rehousing (RRH), 928 records before enrollment and 744 after exit. The plan is to re-script these dates to fall 30 days into the enrollment period.
- Open Coordinated Entry System (CES) enrollment records prior to 12/31/2024: Del Norte – 110, Lassen – 86, Shasta – 352 (reduced from approximately 900), Siskiyou – 190.

Key discussion points included:

- Kim Decker raised a concern about exit destination accuracy, noting that 55% of exits showing permanent housing outcomes seems unusually high, with 7 clients recorded as "owning a home." She suggested these may reflect mobile homes. Sarah Prieto noted that veterans may receive lump sum back payments enabling homeownership.
- Kristen Schreder provided HCD compliance context: HCD reviewed data quality for HHAP-5 second half. The CoC currently meets 3 of 7 System Performance Measures (SPMs). HHAP-7 is expected to place greater focus on spending accountability and data quality.
- The vendor cleaning effort is funded at \$10,000 from the system support HHAP budget, as previously approved by the Executive Board.

No formal vote was taken, as a quote from WellSky has not yet been received. The Committee discussed and acknowledged the data cleaning plan.

III. Action Item. HMIS Data Quality Management Plan

Review and approve the proposed NorCal CoC HMIS Data Quality Management Plan

[Exhibit B HMIS Data Quality Management Plan](#)

Teddie Pierce presented the proposed NorCal CoC HMIS Data Quality Management Plan (DQMP, Exhibit B), a HUD-recommended document establishing standards for timely data entry, data completeness, and ongoing data quality monitoring.

Key proposed changes discussed:

- Timely data entry standard: The committee discussed changing the requirement from 2 business days to 5 business days for shelter, transitional housing, and rapid rehousing programs. This change reflects practical feedback from Kim Decker, Sarah Prieto, and Juanita Williams regarding the challenges of the 2-day standard for field-based staff.
- Annual assessment language: Lisa Sellars proposed revising language to specify "30 days on either side of the anniversary date" rather than "11 to 13 months," for greater clarity. The committee agreed to incorporate this language.

Motion to approve the HMIS Data Quality Management Plan with the noted changes was made by Nicole Lamica, seconded by Lisa Sellars. All in favor. None opposed. Motion passed.

4. Discussion

- I. Coordinated Entry All-County Training Update – August 7, 2026 9-10:30 am
 - a. Topics will cover – CES Policy review, Client Eligibility, non-PH program referrals, Miracle Messages, One Safe Place notification, performance metrics, county-level CES management expectations and best practices

Exhibit C NorCal CoC Coordinated Entry Evaluation Results

Teddie Pierce provided an update on the upcoming all-county Coordinated Entry training titled "Coordinated Entry All-County Update Training," scheduled for August 7, 2026 from 9:00 to 10:30 a.m. The training is required for all counties.

Topics include CES policy review, client eligibility, exiting, days in service, non-permanent housing program referrals, Miracle Messages, One Safe Place notification, performance metrics, and county-level CES management expectations and best practices. No personal client identifiers will be shown during the training. The session will be recorded. Jamie noted that meeting invites were being sent immediately following the call.

Teddie Pierce noted that BHSA project setup is still being confirmed with the state.

II. HMIS Assessment Discussion

Daniel Howland to review project-type specific assessments (Emergency Shelter, Street Outreach, RRH, PSH, Transitional Housing) and present workflow

Daniel Howland (Pathways) presented a discussion of project-type specific HMIS assessments and their importance to data quality and HUD reporting. A workflow visual one-pager mapping project types to the correct assessments is currently in development and is expected to be ready within one to two weeks.

Current HMIS assessments used in the NorCal CoC system by project type:

- Emergency shelter, transitional housing, and street outreach: "NorCal Entry SOES FY2024"
- Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH): "NorCal Advanced Entry 2024"
- Service-only programs: separate service-only assessment
- Coordinated Entry programs: "NorCal CE Advanced Entry 2026"

Daniel noted that many programs currently have the incorrect HUD assessment attached, and the HMIS system does not flag this automatically. The only way to identify mismatched assessments is by running the HUD EVA (Element Validation and Analysis) report, which provides more comprehensive data quality

feedback than the standard HUD data quality report — including specific error descriptions and guidance for corrections. A recent example was shared in which a program had the wrong assessment applied; the problem was not discovered until a HUD EVA report was run and produced errors throughout. Daniel noted that one-on-one training sessions on how to use the HUD EVA tool are available upon request.

Teddie Pierce raised an additional data quality concern: the current NorCal Advanced Entry assessment includes Universal Data Elements (UDEs) such as date of birth at the top of the form, creating a risk that staff may inadvertently alter client demographic data during enrollment entry. WellSky (the HMIS vendor) confirmed that these UDE fields can be removed from the assessment without affecting HUD reporting, and this change is on the path forward.

Discussion on training needs and paper forms:

- Amber Middleton expressed concern that many providers are unaware of the different assessments and which one applies to their programs. She noted that staff turnover and lead agency changes have compounded this gap, and advocated for baseline training for all providers.
- Sarah Prieto echoed this concern, noting that field staff rely on paper forms and that many current paper forms do not match what is in the HMIS system. Assessment forms available on the Pathways website do not reflect the current system setup.
- Teddie Pierce clarified that Pathways is working to revise all project setup and assessment forms to match the system exactly, and that the correct assessment is automatically linked to a project once the project is properly set up.
- Nikki Kates requested the opportunity to review the project-type/assessment mapping one-on-one with Daniel Howland when it is complete. Daniel confirmed this would be arranged.
- Teddie Pierce committed to raising paper form standardization at the next Pathways project status meeting, to be held later that day.

Teddie and Kristen Schreder agreed that the next data performance meeting, planned for August 27, 2026, will include a presentation by Daniel on project setup and how providers know which project type and assessment applies to their programs. Jamie Northrup confirmed she was already preparing the meeting invite.

III. HMIS Data Quality Management Plan Review (Daniel)

Daniel Howland provided additional context on the relationship between correct assessment use and the HMIS Data Quality Management Plan. All data recorded in HMIS assessments flows through to HUD reporting, including Annual Performance Reports (APRs), System Performance Measures (SPMs), and Longitudinal System Analyses (LSAs). Correct assessment application is therefore foundational to accurate federal and state reporting outcomes.

IV. HMIS Data Management Status

a. HUD reporting, timelines and updates (Pathways)

Teddie Pierce and Kristen Schreder noted that the next data performance meeting is planned for August 27, 2026. Topics will include project setup, how to fill out project setup forms, and PSH eligibility and housing move-in date data quality.

b. HMIS User Agreements Status (Jamie)

Jamie Northrup reported that agency agreements are progressing well. A small number remain outstanding: one county is awaiting a final signature, one agency has requested edits currently being reviewed, and one

agency meeting is being scheduled. User agreements are also current and the process of issuing licenses, training links, and agreements has been running smoothly.

c. HMIS license expiration reminder 90-Day review (Teddie)

Teddie Pierce clarified that a recent email from Dori regarding licenses was a question about whether certain inactive users should be inactivated — not an indication that licenses had run out. More available licenses exist than initially appeared. Jamie Northrup noted that as BHSA-funded programs come online, additional licenses will be needed, and the process for requesting them is working smoothly. Lisa Sellars requested to be added to all relevant HMIS email distribution lists. Jamie Northrup confirmed Lisa is on the HMIS list and will follow up to ensure inclusion on all applicable lists.

5. Reports

I. Pathways-MISI Report

The Pathways-MISI Report was not presented at this Special Meeting due to time constraints. No report was provided.

6. HMIS training needs (standing agenda item)

Train on Household creation

Household creation training was not formally presented at this Special Meeting due to time constraints. The broader need for provider baseline training on HMIS assessments was raised under Item 4.II. Teddie Pierce committed to covering project setup and how to complete project setup forms at the August 27, 2026 data performance meeting.

7. Items for next meeting

- HMIS project setup – how to fill out project setup forms and identify the correct project type (Daniel Howland, Pathways)
- PSH eligibility and housing move-in date data quality
- Data Performance Meeting: August 27, 2026

8. Adjournment - 10:06 am

Next Regular HMIS Committee Meeting

August 5, 2026 9 am – 10 am

112 East 2nd Street, Housing Program Office

Alturas, CA 96101