



HMIS/CEP Committee Meeting Minutes
(Approved: July 22, 2026)
May 6, 2026
9:00 am to 10:00 am
112 East 2nd Street, Housing Program Office
Alturas, CA 96101

NorCal CoC HMIS/CEP Committee Meeting

May 6, 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 : 9:00am. Roll call, quorum established. Members present:



Kristen Quade, Nikki Kates, Sarah Prieto, Erika Cavener.

Attendees: Teddie Pierce, Jamie Northrup, Megan Williams, Kristen Schreder, Richard Brummer, Daniel Howland, Tim Danielson, William Matson, Emily Kerr, Sam Mubiru, Ashley Simpson, Kim Decker, Kassandra Knepp, Thoma Broeker, Charles Woodard, Melissa Taiji, Monroe Collins, Donna Sanders, Oretta Groom, Kalilah Wolfin.

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 April 1, 2026 HMIS Committee Meeting Minutes Exhibit A

Motion to Approve by Sarah Prieto. Second by Kristen Quade. All in favor. None opposed. Motion passed.

II. Approve Coordinated Entry System Policies and Procedures April, 2026 (Teddie)

Final review and approve the proposed Coordinated Entry System Policies and Procedures, December 2025

- Finalize CES Policy review focus areas:
 - By Name List Referral Priorities
 - CES Prioritization meetings progress to date
 - Roles and responsibilities of County Leads

Exhibit B Coordinated Entry System Policy revised April 2026

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

Teddie Pierce presented the updated Coordinated Entry System Policies and Procedures dated April 2026 (Exhibit B). No written feedback had been received between meetings.

Key discussion points included:

- Placement priorities are listed in no particular order and include: individuals fleeing domestic violence (HUD TA recommends prioritizing this at the top per emergency transfer training), highest health needs per VI-SPDAT score and case conferencing, chronically homeless status per HMIS algorithm, longest time homeless, and availability of an appropriate housing unit.
- Tiebreakers, in order, are: Veterans, youth under age 18, and longest time homeless/lowest income.
- Individual counties may establish their own ranking of priorities within the CoC's overarching priorities.
- Shasta County is working on an MOU with One Safe Place for DV notifications.
- Beginning July 1, 2026, California's behavioral health bridge housing (Cal MHSA/BHSA) funding will require a policy revision to address new data entry requirements. Abt Associates' Cal MHSA security and privacy policy is overdue.

Motion to approve was made by Kristen Quade and seconded by Nikki Kates. All in favor. None opposed. Motion passed.

4. Review/Discussion Items

I. HMIS Project Renaming (Teddie)

Review project renaming and Vendor cleaning process, input needed

Teddie Pierce proposed a standardized HMIS project naming convention to improve data clarity across the CoC. The proposed format is:

[2-letter county code] – [Agency Acronym] – [Project Type] – [Project Name] – [Funder Code]



County codes confirmed: DN (Del Norte), LS (Lassen), MO (Modoc), PL (Plumas), SH (Shasta), SR (Sierra), SK (Siskiyou). The group agreed to include funder codes in the naming structure. Multi-county providers such as Nation's Finest SSVF will be handled as outliers using the COC code field.

Next Steps: Teddie Pierce will send a crosswalk to Daniel Howland; Daniel will begin the renaming process.

II. HMIS Assessments Discussions (Daniel)

Review what assessment ties to funding source and appropriate fields for that project type

This item was tabled to the June 2026 meeting. Daniel Howland will review the assessments tied to each project type (Emergency Shelter, Street Outreach, Rapid Rehousing, Permanent Supportive Housing, Transitional Housing) and present updated workflow guidance at the next meeting.

III. HMIS Data Management Status

a. HUD reporting, timelines and updates (Pathways)

Daniel Howland reported that the Housing Inventory Count (HIC) and Point-in-Time (PIT) Count were submitted on April 30, 2026. The 2026 HIC reflects approximately 400–500 additional beds compared to the 2025 count.

Next Steps: Daniel will prepare a summary for the May 21 Executive Board meeting (materials due May 16). Plans are underway for quarterly HIC updates to be coordinated through Pathways.

b. HMIS User Agreements Status (Jamie)

Jamie Northrup reported that one agency has an outstanding user agreement and six agencies have pending agency participation agreements.

c. HMIS Vendor Cleaning (Teddie)

Teddie Pierce noted that legacy data from former CoC member counties (Glenn, Tehama, and Trinity/Dos Rios) remains in the WellSky/ServicePoint system. Open CES records were reported as follows: Shasta County – approximately 1,187; Del Norte County – approximately 527; Lassen County – approximately 483; Modoc County – approximately 45.

WellSky offers an archive option rather than deletion. ICF training guidance was not to delete historical data. Daniel Howland confirmed that WellSky indicated auto-exit functionality is not currently available in ServicePoint.

William Matson clarified that WellSky's data management offering is an **archive** rather than a deletion — records would be removed from the active HMIS interface but retained in a separate archive and accessible upon request. He noted that while a seven-year data clean is referenced in HUD data standards, very few CoCs have implemented it and HUD does not currently monitor for compliance with it.

Next Steps: Teddie Pierce will contact Michael Elder at WellSky to explore options for archiving or managing the legacy records.

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

Accounts inactive for 90 or more days are being deactivated. Daniel Howland will take over HMIS license management going forward.

Behavioral health users will need access by July 1, 2026 for Cal MHSA/BHSA data entry. Agencies were asked to estimate the number of users they will need as soon as possible so licenses can be arranged.

IV. Update on 2026 Federal CoC Notice of Funding Opportunity (NOFO) and status of 2024-2025 Federal HUD funding - (Teddie and Pathways)

The transfer of CoC grants from United Way to TEACH Inc. is ongoing. The 2026 Notice of Funding Opportunity (NOFO) is anticipated to be released approximately May 29, 2026. The anticipated focus areas include transitional



housing and street outreach. The CoC is working with Pathways on the grant response.

5. Reports

I. Pathways-MISI Report

II. CA SPM's (standing agenda item)

Teddie Pierce provided an update on the California SPM dashboard. California has not yet released updated SPM results and is significantly overdue — publication was expected in March 2026. At the most recent HCD office hours, held approximately two weeks prior to this meeting, staff indicated the results would be released within a week; as of the meeting date they had not yet been posted.

The CoC is currently meeting 3 of the 7 California SPMs, which meets the minimum threshold required. This determination is critical because California uses SPM progress to authorize release of the second-half disbursement of HHAP 5 funding. Kristen thanked committee members and partner agencies for their ongoing attention to data quality and timeliness, noting that this work is more important than ever in light of the pending SPM release.

III. HMIS training needs (standing agenda item)

- Kim Decker requested guidance on running a coordinated entry report that shows which agency entered each client. Teddie Pierce directed her to a training video posted February 9 in the WellSky news/announcements section, and noted that a Business Objects license is required to run the report. Teddie agreed to send Kim step-by-step instructions.
- Behavioral health staff across member counties will require HMIS access beginning July 1, 2026 for Cal MHSA/BHSA data entry. Agencies were asked to estimate their number of new users as soon as possible, as both licenses and the training portal carry associated per-user costs.

IV. HMIS Members

6. Items for next meeting

- HMIS Assessment Discussion (tabled): Daniel Howland to review project-type specific assessments (Emergency Shelter, Street Outreach, RRH, PSH, Transitional Housing) and present workflow recommendations.
- Vendor Data Cleaning: Teddie Pierce to consult with Michael Elder (WellSky) on archiving legacy data and managing open CES enrollment records; update to follow.
- 2026 NOFO update, pending release.
- Behavioral health licensing: counties to submit estimated new user counts prior to July 1, 2026 Cal MHSA rollout.

7. Adjournment - 10:20am.

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Next Regular HMIS Committee Meeting

June 3, 2026 9 am – 10 am

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