



**Policies, Procedures and Standards
Committee
October 19, 2020**

Welcome and Introductions

Tim Shaw, Policies, Procedures and Standards
(PPS) Committee Chair

PPS Charter Concept Outline

Zulima Lundy, Continuum of Care (CoC) Manager

Agenda Item #2

Committee Membership

The PPS Committee is chaired by the CoC Board's Vice Chair, with additional membership comprised of the chairs of any ongoing committees, as well as no fewer than one and no more than two at large board members.

Current membership

- Tim Shaw, CoC Board Vice Chair
- Patti Long, Coordinated Entry Committee Chair
- Judson Brown, Housing Opportunities Committee Chair
- Maricela Rios-Faust, At Large

Agenda Item #2

Purpose

- Function as an advisory group to the CoC Board
- Recommend any changes to committees/workgroups in the future
- Create ad-hoc work groups as needed to address specific areas of focus
- Vet all proposed policies arising from committees to ensure adherence to the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, U.S. Department of Housing and Urban Development (HUD) Notices and regulations, and evidence-based practices.
- Establish a clear standard for the level of care that agencies provide by program type.

Agenda Item #2

Pending Items

- Draft a charter for the PPS Committee that will be heard both at the PPS Committee and the CoC Board for approval

Establish A Regular Meeting Schedule

Tim Shaw, Chair

Agenda Item #4

CoC Vision Ad Hoc

Zulima Lundy, CoC Manager

Agenda Item #4

- Reestablish the CoC Vision Ad Hoc created at the CoC Board Retreat held on February 7, 2020
- Goal: draft a vision and set of objectives for the next two calendar years

Homeless Management Information System (HMIS)

Zulima Lundy, CoC Manager

Erin DeRycke, 2-1-1 Orange County



HMIS User License Fees

Policies, Procedures, and Standards Committee

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Background

- User license fee structure was never developed because Adsystem did not charge by user license
- At the time that BitFocus was selected as our new HMIS vendor, the Commission to End Homelessness agreed to re-visit user license fees when the CoC surpassed the licenses in the original contract with BitFocus, which occurred in July 2019

- BitFocus Fee Structure

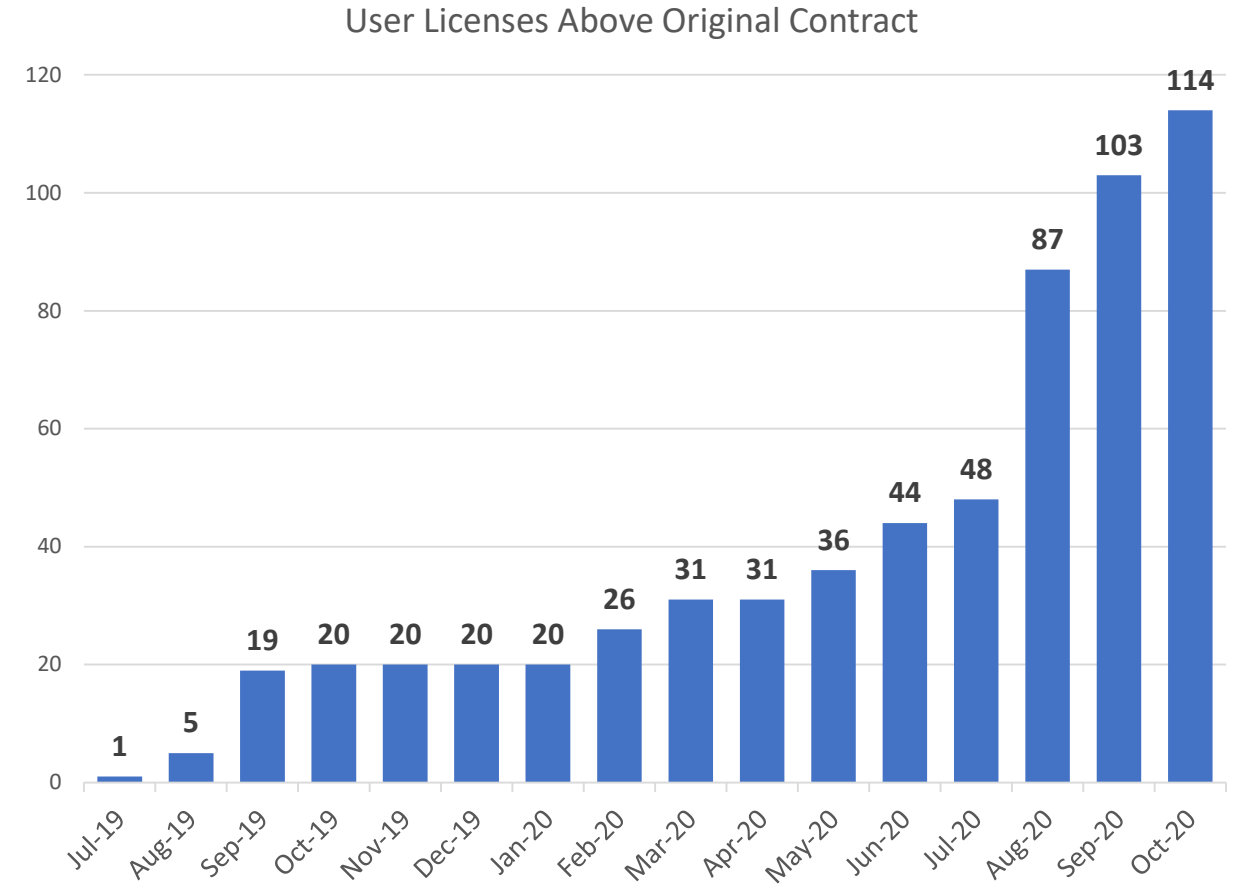
License Type	Set-up Fee	Annual Fee
Enterprise	\$175	\$300
Manager	\$250	\$480

Cost Comparison

- User Licenses in Original BitFocus Contract - \$115,800 annually
 - Enterprise Licenses (250): \$75,000 annually
 - Manager Licenses (85): \$40,800 annually
- Current User Licenses - \$157,560 annually (\$41,760 additional)
 - Enterprise Licenses (379): \$113,700 annually
 - Manager Licenses (87): \$41,760 annually

Trends

	Average Monthly Licenses Created	Average Monthly Additional Cost	Total Additional Cost Paid by 211OC
July 2019 - June 2020	4	\$1,277	\$15,330
July 2020 - October 2020	22	\$5,069	\$25,345



Proposal 1: Right-Sizing Current Users

Costs Covered by HMIS Lead per Agency in HMIS

- 2 Manager Licenses + additional Manager License for every 1000 enrollments
- Enterprise Licenses equivalent to the enrollments entered by the agency

Costs Covered by HMIS Lead per New Agency that Joins HMIS

- \$3,235 until the end of the calendar year* (set-up and ongoing costs for 2 Manager and 3 Enterprise Licenses) + additional Enterprise License for every 300 enrollment

Costs not covered by HMIS Lead will be the responsibility of the agency

*Agencies joining September – December will have until the end of the following calendar year

Proposal 1 Process

- Proposal will be implemented in January 2021, 211OC will notify agencies if there is a charge for their agency.
- If charge, agency has 30 days to request accounts to be deactivated or pay amount due.
- If outstanding balance after 30 days, 211OC will deactivate the number of licenses necessary to return the balance to \$0. Licenses will be deactivated starting with those that have not logged into HMIS in the longest time.
- If an agency needs additional licenses during the course of the year that surpass the licenses that 211OC will cover, the agency will be required to pay the additional user license fees prior to additional accounts being created.

Proposal 2: Future Funding Opportunities

Funds allocated to HMIS Lead from the total award amount

- \$875 per agency awarded (1 Enterprise License set-up and annual fee + project set-up & technical support)
- \$475 for every \$300,000 awarded (1 Enterprise License set-up and annual fee)

Additional Funds allocated to HMIS Lead Per Year for Multiple Year Awards

- \$400 per agency awarded (1 Enterprise License annual fee + technical support)
- \$300 for every \$300,000 awarded (1 Enterprise License annual fee)

Contingency

- The HMIS Lead will cover up to \$9,650 per month (\$115,800 annually) for Enterprise and Manager Licenses on behalf of the CoC in addition to any fees paid by the agencies.
- If the amount paid by the HMIS Lead exceeds this amount, additional costs will be paid by the Health Care Agency as the CoC Lead until such a time as a new HMIS User License Fee Structure can be determined.

Access

- HMIS access will be limited to agencies that serve clients directly and will complete data entry into HMIS to track the assistance their clients are receiving.
 - Minimum Participation Requirements are being developed.
- Read-only accounts can be requested by HMIS Participating Agencies, but are considered Enterprise licenses and are subject to the User License Fee Structure
- The HMIS Lead will cover 3 (Read Only) Enterprise Licenses for Victim Service Providers (VSPs) that receive federal funding through CoC, ESG, or other federal programs
 - The agency must demonstrate a clear need for the access and that the access will streamline the housing process for clients.