SONOMA COUNTY HOMELESS COALITION

Sonoma County HMIS/Data Committee
Agenda for October 13, 2025
10:00 AM – 11:00 AM Pacific Time

Virtual Public Meeting Information:

https://sonomacounty.zoom.us/j/98153122625?pwd=71rV1795pPRxvzP84-LOeXiG1hf8Qw.9dH13vPP-WRsmPlD

Passcode: 915059

Or Telephone: 669-900-9128
Webinar ID: 981 5312 2625

	Agenda Item	Presenter	Approx. Time
	Welcome and roll call.	Staff	
1.	Approve Meeting Minutes (Action Item)	Chair	5 mins
2.	Staff Report- Office Hours Summary	Chair	5 mins
3.	Staff Report- Presentation of Longitudinal Systems Analysis in Stella Performance Module	Staff	20 mins
4.	Staff Report- Discussion of Software Feature Enhancement for Electronic Signatures	Staff	20 mins
5.	Future Agenda Items for Committee Discussion	Chair	10 mins
6.	Public comment for items not on the agenda.	Chair	

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the committee email Daniel.Overbury-Howland@sonomacounty.gov. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Committee members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Committee Chair based on agenda scheduling demands and total number of speakers.

SONOMA COUNTY HOMELESS COALITION

HMIS Committee Meeting Minutes

September 8, 2025
10am, Zoom

Topic: HMIS Data Committee

Start Time: September 8, 2025 10:10 AM

Welcome and Roll Call
- Roll Call was taken:
  - *Present: Sasha Brown, Manny Galvan, Lindsey Hazelwood, Sandy Robinson, Karla McLaren, Dannielle Danforth, Lisa McIntyre,*
  - *Absent: Teresa Moore, Margaret Sluyk, Jessica Wolfe*

1. **Approve Meeting Minutes**
   - Sasha made motion to approve, Lisa seconded.
   - No Public Comment.
   - Motion passed to approve meeting minutes, with 1 abstention.

2. **Staff Report: Discussion of Software Feature – Alerts**
   - Hunter Scott promoted to panelist to introduce possible changes to and updates to the best practices of the Alert System as recommended by the Safety Committee.
   - Tom Bieri promoted to panelist to support in the introduction of feature enhancements to the Alert System
   - Requests to changes to the Alert System presented.
   - Staff are requested to come up with creative solutions when it comes to changes to the Alert System and determining which can be implemented.

3. **Staff Report – LSA Stella P Report**
   - Agenda item postponed until next meeting

4. **Public comment for items not on the agenda.**
   - No Public Comment

Sonoma County HMIS Data Committee
Agenda Item Report

Item No: 2

Subject: September 2025 HMIS Office Hours

Meeting Date: October 13, 2025

Staff Contact: Adam Siegenthaler, Adam.Siegenthaler@sonomacounty.gov

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Summary- At the March 2025 HMIS Data Committee meeting, it was suggested that Staff set up an office-hour meeting every other month for HMIS Agency Leads to come and ask questions or bring up partner agency concerns around HMIS in a series of continuing meetings. These meetings would be set up to ask Lead Agency Administration- the HMIS Coordinator and Technician- questions directly about HMIS features or functions, workflows, reporting, or anything else HMIS related, excluding the viewing or sharing of client-specific data. Staff were requested to provide feedback on items raised during this meeting and take notes for later follow up. HMIS Partner Agency Leads were invited to the office-hours meeting and were able to forward the invitation to other staff members at their respective agencies as HMIS designated representatives. HMIS Office Hours attendance was not mandatory. HMIS Agency leads or designates were invited to join or leave the meeting in at any point during the hour to get information, report any issues, or ask their questions on HMIS.

Office-hour meetings are intended as additional opportunities to communicate in an open forum regarding HMIS. HMIS Agency Leads can email or call the HMIS Coordinator or HMIS Technician directly with any issues they might be experiencing at any time.

On September 11th, 2025, from 11:00 a.m. to 12:00 p.m., HMIS Office Hours was hosted by HMIS Coordinator, Daniel Overbury-Howland, and HMIS Technician, Adam Siegenthaler. 37 invites were sent to HMIS Agency Lead Administrators or forwarded to agency representatives. 4 HMIS Partner Agencies: Catholic Charities of Northwest California, PEP Housing, Nation's Finest of Santa Rosa, and Sonoma County Human Services Department were represented by 4 attendees.

Topics related to Housing & Shelter Enrollment overlaps, Client Demographics and Family Program History records were presented for discussion by a HMIS Staff from Catholic Charities of Northwest California. PEP Housing requested a review of the Referral workflow for PSH Program enrollments. Nation's Finest requested an update on the 2024 HMIS Data Standards for SSVF programs. Sonoma County Human Services Department and requested a custom report be created for Release of Information (ROI) forms for identifying HMIS Program Participants with missing or expired ROIs . Staff

took note of each item and are to provide the necessary follow-up to items discussed. There were no reported issues or concerns with the HMIS software during this session.

Action Item: None.

Sonoma County HMIS Data Committee
Agenda Item Report

Item No: 3

Subject: Staff Report- Presentation of Longitudinal Systems Analysis in Stella Performance Module

Meeting Date: October 13, 2025

Staff Contact: Daniel Overbury-Howland, Daniel.Overbury-Howland@sonomacounty.gov

Summary- A critical aspect of the McKinney-Vento Homeless Assistance Act, as amended, is a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community. The Longitudinal Systems Analysis (LSA) report, produced from a Continuum of Care's Homelessness Management Information System (HMIS) and submitted annually to the United States Department of Housing and Urban Development (HUD), provides HUD and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use their system of care.

Stella Performance Module (Stella P) uses dynamic visualizations of CoCs' LSA data to illustrate how households move through the homeless system and exit the system. Stella P does the analytical heavy lifting, so a CoC can focus on planning and improving the housing crisis response system.

Stella looks at system-level performance for three critical performance measures:
- Number of days homeless (Days Homeless)
- Exits from the homeless system to permanent destinations (Exits)
- Returns to the homeless system after exits to permanent destinations (Returns)

Stella P also includes information to support communities analyzing performance trends and data quality in their homeless system response.

Action Item: None.

Item No: 4

Subject: Staff Report- Discussion of Software Feature Enhancement for Electronic
                  Signatures

Meeting Date: October 13, 2025

Staff Contact: Adam Siegenthaler, Adam.Siegenthaler@sonoma-county.org

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Summary- At the request of this Committee as an item for discussion, Staff were directed to research the implementation of the Electronic Signature software feature available in Bonterra's ETO HMIS software and its possible application to the HMIS/CES Combined Release of Information (ROI) form. On July 31, 2025 Staff met with the HMIS Agency Lead Administrator for Catholic Charities of Northwest California (CCNWC) for a presentation on the use of the Electronic Signature feature within the agency's license of Bonterra's ETO software.

Catholic Charities began an initiative to digitize most of its forms approximately seven years ago in response to challenges faced in Disaster Case Management during the aftermath of the 2017 Sonoma Complex wildfires. Purchases of tablets and laptops with touchscreen functionality were prioritized for agency staff users. To enable electronic signature functionality on older laptops and desktop computers, the digital signature pad peripheral units were also purchased and software installed to work with Electronic Signatures features in Bonterra ETO. Use of Adobe's Digital Signature feature is in use at some sites., issues have been observed with the ROI form being uploaded to the wrong program participant, and the paper process impedes the digitized workflow. Catholic Charites has directed its attention to implementation of Electronic Signatures within Boterra ETO's Automation Bundle of software features for all programs

Within Boterra ETO, The TouchPoint form of the agency ROI is organized into tabs to allow for the form to be in different languages and can be updated easily on a MS Word source document for better version control. In the event a participant decides not to sign an ROI electronically, the option to manually upload a scanned copy of the ROI as a PDF is kept available on a separate tab. Date fields for recording values for ROI Expiration and Revocation Dates are also enabled and located on a separate tab within this TouchPoint ROI form.

Startup costs for peripheral digital signature pads vary between $35.00 and $140.00 per unit. XPPen is an USB-connected unit that works with a web-browser extension. The Topaz Signature Pad is also a USB peripheral but requires driver software to be first installed on the laptop or desktop computer.

Street Outreach Teams have been using Tablets with Starlink mobile wi-fi hotspots, allowing the option of clients to sign the agency's Release of Information (ROI) form in the field rather than retaining a hardcopy for later scanning and uploading into ETO. Staff workflow also changed from a manual process of scanning and individualized data entry sessions during select office days, to a digitized process that was more efficient for Staff and Clients. With the implementation the digital signature option, the agency found that a Staff member's day to be more efficient for Staff and Client information is being entered with less mistakes and missing documentation that required a client signature.

Recommended Action: Discussion item with potential action