



HMIS Oversight Committee  
Wednesday August 21, 2019  
Conference Room Suite 108  
224 W. Winton Ave.  
Hayward, CA 94541

**Present:**

1. **Welcome** **9:00-9:10AM**
  - Welcome: Mike Keller
  - Ja’Nai Aubry joins the committee as second CoC representative: Andrew Wicker
  
2. **HMIS Oversight Public Comment** **9:10-9:20AM**
  
3. **Update from Communities of Practice** **9:20-9:35AM**
  - HMIS Implementation: Suzanne, Trevor, Andrew Wicker
  - Data Quality: Mike Keller, Jessie Shimmin
  
4. **HMIS TA Project Plan** **9:35-10:15AM**
  - Overview of Project Plan and Discussion: Mike Lindsay and Leah Rainey
  - Motion for CoC to formally invite key stakeholder participation: Andrew Wicker
  
5. **Coordinated Entry Restructure** **10:15-10:45AM**
  - Overview of 2020 Coordinated Entry Data Elements: Mike Lindsay and Leah Rainey
  - Planning for Conversation with BitFocus: Jessie Shimmin
  
6. **Loose Ends** **10:45-11:00AM**

**Jessie Shimmin**

  - Privacy and Security Policy: HMIS Team shared the training materials. *How do we want to move this forward? What role can the HMIS Implementation Community of Practice play in advancing this work?*
  - Document upload guidelines: Patrick wrote up draft guidelines for June meeting. *Should these go to HomeStretch for review and input?*
  - Contacts and location fields: Trevor was to bring them to the June, Patrick unveiled to May User Group mtg. Contact information on the client profile is now read-only, cannot be updated. *Beyond the user group meeting, what kind of notification and training can users expect?*
  - Services upload: Jessie followed up with all agencies (BOSS, BFHP, Fred Finch). All understood and accepted the decision not to migrate legacy custom services.
  
7. **Closing and Next Steps** **11:00PM**

**Mike Keller**

## ALAMEDA COUNTY HUD TECHNICAL ASSISTANCE HMIS PROJECT PLAN

GOAL: STRENGTHEN HMIS SYSTEM ADMINISTRATION CAPACITY			
STRATEGY	ACTION STEPS	PERSON/ ORGANIZATION RESPONSIBLE	TIMEFRAME
Participate in Data Quality Community of Practice	Attend all 5 CoP monthly sessions and attend monthly office hours with facilitators to assist with action plan development. Utilize discussion board to access shared resources and stay up to date on most recent CoP related activities.	Patrick Crosby- HCD Mike Keller- HMIS Oversight Committee Jessie Shimmin- EveryOne Home	July 2019-November 2019
	Create Data Quality Action Plan that focuses on the development of a Data Quality Management program for Alameda's HMIS implementation.		Finished by November 2019
Participate in HMIS Implementation Community of Practice	Attend all 5 CoP monthly sessions and attend monthly office hours with facilitators to assist with action plan development. Utilize discussion board to access shared resources and stay up to date on most recent CoP related activities.	Trevor Mells- HCD Suzanne Warner- HCD Andrew Wicker- HMIS Oversight Committee	July 2019-November 2019
	Through the HMIS Implementation Action plan development, identify priority areas for improvement, strategies to move forward, and timelines connected to action plan implementation and sustainability.		Finished by November 2019
Attend monthly Community of Practice Debrief calls with TA	Attend reoccurring monthly meetings with HUD TA to discuss CoP Session. Attendees will be asked to come prepared to speak to the follow: <ul style="list-style-type: none"> <li>• General experience of the last CoP session</li> <li>• Key take-aways</li> <li>• Next steps in moving toward action plan development</li> <li>• Gather support, input and approval for major decisions and priorities</li> </ul>	Patrick Crosby- HCD Mike Keller- HMIS Oversight Committee Jessie Shimmin- EveryOne Home Trevor Mells- HCD Suzanne Warner- HCD Andrew Wicker- HMIS Oversight Committee	August 14th
Inform Oversight Committee of CoP progress	Report back to Oversight Committee monthly regarding CoP insights, take-aways, and next steps related to Action Plan development. If and when necessary, discuss with committee any specific tasks that may be taken on by committee members as action plans begin to develop. Specifically, committee members can assist with the development of a Data Quality Management program, defining local benchmarks and expectations regarding data quality and management.	EveryOne Home HCD Oversight Committee	Monthly Oversight Committee meetings July-December 2019, ongoing.

## ALAMEDA COUNTY HUD TECHNICAL ASSISTANCE HMIS PROJECT PLAN

<b>GOAL: RESTRUCTURE COORDINATED ENTRY HMIS SOFTWARE CONFIGURATION</b>			
STRATEGY	ACTION STEPS	PERSON/ ORGANIZATION RESPONSIBLE	TIMEFRAME
Attend Bitfocus CE pre-discussion meeting	Attend HMIS Oversight Committee meeting to identify common approach to HMIS reconfiguration conversation with Bitfocus.		August 21 <sup>st</sup>
	Agree on a set of questions that will guide agenda.		
	Agree to work toward consensus regarding reconfiguration determination		
Participate in Bitfocus CE reconfiguration conversation	Develop an understanding of the CE functionality available within Bitfocus		September 6 <sup>th</sup>
	Reach agreement or consensus regarding chosen configuration option		
Develop reconfiguration project plan	Develop next steps, timeframes and responsible parties to complete and test CE configuration		
	Develop plan for mapping migrating existing CE data		
Provide HMIS training on new configuration	Develop timelines, expertise and curriculum		
	Develop a training calendar that includes dates and times for upcoming HMIS training opportunities		
	Clearly and broadly communicate the upcoming HMIS trainings to HMIS stakeholders and		
<b>GOAL: STRENGTHEN EXISTING GOVERNANCE THROUGH SETTING A COMMON AGENDA</b>			
STRATEGY	ACTION STEPS	PERSON/ ORGANIZATION RESPONSIBLE	TIMEFRAME
Establish a Common Agenda for HMIS implementation	Identify key stakeholders via stakeholder mapping exercise	EveryOne Home and HCD	
	Convene a meeting to establish a Common Agenda where stakeholders share data related needs and expectations of the HMIS implementation/administration	EveryOne Home, HCD, HMIS Oversight Committee	
	Ensure alignment of priorities and expectations of HMIS implementation	EveryOne Home, HCD, Healthcare, Oakland and Berkley, HMIS Oversight Committee	
	Establish common agenda and defined set of expectations for HMIS implementation that include the following: <ul style="list-style-type: none"> <li>• Clear roles and responsibilities of all major stakeholders, including HCD, EH, Oakland, Berkley, HCSA for operating HMIS</li> <li>• Clear commitment from major stakeholders to comply with the governance and decision-making process defined by the CoC</li> <li>• Clear commitment from the HMIS Oversight Committee, EH and CoC to develop process and governance to meet the needs/visions of each major stakeholder</li> </ul>	EveryOne Home, HCD, Healthcare, Oakland and Berkley, HMIS Oversight Committee	

## ALAMEDA COUNTY HUD TECHNICAL ASSISTANCE HMIS PROJECT PLAN

	<ul style="list-style-type: none"> <li>Clear commitment from the HMIS Lead to develop the capacity to clearly meet the needs of the CoC, including each of the major stakeholders</li> </ul>		
Define a decision-making process for HMIS activities	<p>Define a process that accounts for the needs and requests of the CoC through a structured approach built upon the agreed upon priority areas. Example: 3-Tiered Approach to requests and HMIS data needs.</p> <ul style="list-style-type: none"> <li>Tier 1: HMIS mandated agencies (1 week turnaround)</li> <li>Tier 2: Non mandated agencies (within 10 business days turn around)</li> <li>Tier 3: all other requests (within 2 weeks)</li> </ul>	HMIS Oversight Committee CoC Board	
	Develop communication plan and workflows to illustrate HMIS decision-making and operating structure		
	Ensure operating structure outlines a process for reporting and data requests		
	Ensure operating structure outlines a process for requested customization		
Update Governance Charter	<p>Conduct key stakeholder trainings of the following:</p> <ul style="list-style-type: none"> <li>Roles and responsibilities of CoC Board, HMIS Lead, Oversight Committee (required by HUD and best practice or community examples)</li> <li>SNAPS policy priorities for data performance</li> <li>Data quality monitoring and required CoC reports</li> </ul>		
	Clearly define each entities roles and responsibilities to the greater CoC		
Establish Monitoring Program	Develop a process for the monitoring of the HMIS Lead using an established and agreed upon tool and set of expectations.		
<ul style="list-style-type: none"> <li>HMIS Lead</li> <li>CHO</li> </ul>	Set up meetings with TA to discuss current monitoring needs (i.e.: tools, resources, toolkits)		
	Identify a small group of independent stakeholders to perform monitoring of HMIS Lead.		
	Schedule initial HMIS Lead monitoring appointment following development of monitoring tool and process.		
	Schedule HMIS Lead monitoring debrief with monitoring group to discuss initial findings, including strengths, deficiencies, and areas for improvement.		
	Develop a plan to monitor HMIS participating entities, particularly ensuring compliance with HUD regulations/Local HMIS Policies and Procedures and other applicable statutes and requirements		
	Create an annual CHO monitoring calendar outlining agency monitoring dates/times.		
	Communicate expectations to end-users regarding upcoming monitoring process and procedures.		

## ALAMEDA COUNTY HUD TECHNICAL ASSISTANCE HMIS PROJECT PLAN

	Report monitoring findings back to end-user agencies to help better inform their programming and business processes.		
	Use monitoring findings to inform additional training needs and opportunities.		
Update HMIS Policies and Procedures	Outline the standards that govern HMIS operations including: <ul style="list-style-type: none"> <li>• requirements for participation:</li> <li>• privacy and security</li> <li>• current data requirements</li> </ul>		
Update MOU informed by Common Agenda	Clearly define the roles and responsibilities of each entity within the existing governance charter		
	Clearly outline expectations of each entity, including expectations regarding monitoring, training, and committee member participation.		
	Clearly outline the agreed upon HMIS operating structure and decision-making process regarding data and customization requests.		
	Recommit to the outlined roles and responsibilities and expectations in the updated MOU and formally document commitment.		

DRAFT