



Homeless Management Information System (HMIS) Oversight Committee

Meeting Notes

January 13, 2021

Meetings are public. Homeless and formerly homeless Alameda County residents are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person. [Click here to learn more about the public participation policy.](#)

The regular meeting of the HMIS Oversight Committee was called to order at 9:03 a.m. on January 13, 2021 on Zoom by Mike Keller.

Present: Patrick Crosby (HMIS Lead), Jessica Shimmin (EveryOne Home), Mike Keller, HMIS Oversight Committee Chair (East Oakland Community Project), Margaret Alfaro (Abode Services), Alexis Lozano (EveryOne Home), Martha Elias (Health Care Services Agency), Suzanne Warner (Health Care Services Agency), Jonathan Russell (Bay Area Community Services), Tunisia Owens (Continuum of Care Committee and Family Violence Law Center) Nic Ming (City of Oakland), John Noe (HMIS Lead), Andy Duong (HMIS Lead), and Riley Wilkerson (Housing and Community Development Dept.)

Absent: Laurie Flores (City of Fremont) and Josh Jacobs (City of Berkeley)

Guests: Jessica Hanserd

The committee reached a quorum so it can vote on items at this meeting.

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1. Welcome

2. HMIS Oversight Public Comment

- No public comment.

3. HMIS Privacy and Security Update

- The policies developed by the work group are currently being reviewed by Alameda County's legal team. The goal is for the policies to come back to this committee in February for approval. Additionally, a plain language expert is developing a quick guide of the policy highlights. The current rollout schedule has communications including



tools, procedures, and forms going out to providers May 1st. Training is likely to be web based with the option of having Question & Answer calls.

4. Point In Time Count and Homeless Inventory Count Updates

- In January the Continuum of Care (CoC) Committee approved the Point in Time (PIT) Count Advisory Committee's recommendation to request from the US Department of Housing and Urban Development (HUD) a waiver of all unsheltered PIT Count requirements.
- It is likely HUD will require our community to do a full count in 2022.
- The sheltered PIT Count and Housing Inventory Count (HIC) will take place in 2021 as usual during the last 10 days of January. Sheltered PIT and HIC data is collected from administrative data sources such as the HMIS and contribute to homeless service planning and system development.
- The due date for all data is April 30th.
- Staff received clarification that shelter beds that are dedicated to serving homeless people should be counted in the HIC and sheltered PIT, regardless of funding source. Specifically, Federal Emergency Management Agency (FEMA) and Emergency Solutions Grant-Cares Act(ESG-CV) funded beds are to be counted in HIC and PIT. There were just two Roomkey sites that were not exclusively homeless serving.
- For the HIC and sheltered count, providers would like to provide requested data to HMIS and set up a meeting to talk through the nuances with HMIS team. The HMIS team will begin communication to agencies, including projects with numbers down in their Rapid Re-Housing (RRH) projects and agencies that need additional assistance with data collection and clean up.
- There was a recommendation to have the count be the night of January 27th.

5. Coordinated Entry 2.0 Updates

- The BitFocus contract for building out the new Coordinated Entry workflow and HUD's 2020 data standards was approved by the county Board of Supervisors on Tuesday (1/5/2021). The HMIS team is working with the Office of Homeless Care and Coordination (OHCC) to plan the rollout of changes and training.

6. Longitudinal Systems Analysis Submission Update

- HMIS Lead is required to submit the requested data by Friday, January 15th to HUD. Data is from federal fiscal years 2019 and 2020. There have been several submissions to date and the HMIS team is working through errors and flags. Once the final submission is submitted, HUD will determine usability of data and incorporate it into the Stella performance analysis and visualization tool.

7. Review FY20 System Performance Measures

- The system performance measures are due to HUD on or before March 1, 2021. Each CoC submits the same measures so that performance can be tracked nationally. Measure 6 is reserved for high performing CoCs and we do not report on it.

8. HMIS Oversight Committee Work Plan/Schedule Discussion



- The committee reviewed the work plan and schedule. As the privacy and security work winds down, the committee recommended the work groups continue to tackle some of these items between committee meetings.
- It would be helpful for the committee to know how many hours of work these items would require.
- There was a recommendation to change “agency manager” to “agency liason” because this “manager” references a particular license and access level in Clarity.
- The HMIS team will communicate with EveryOne Home staff and Mike Keller, HMIS Oversight Committee Chair on items where work groups are needed by next Wednesday.
- *Mike K. made a motion to approve the work plan and schedule. Nic M. seconded. The motion passed unanimously.*

Submitted By: Alexis Lozano

Reviewed By: Mike Keller, Jessica Shimmin, Chelsea Andrews