



**HMIS Oversight Committee
Agenda
Wednesday, March 10, 2021
9:00 a.m.-11:00 a.m.
[Join Zoom Meeting](#)
Phone: 669 900 6833
Meeting ID: 896 4459 6358
Passcode: 562371**

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.](#) Click here for a [link to HMIS OneDrive.](#)

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| 1. Welcome | 9:00-9:05 AM |
| 2. HMIS Oversight Public Comment | 9:05-9:15 AM |
| 3. Privacy and Security Updates | 9:15-9:25 AM |
| 4. Coordinated Entry 2.0 Update | 9:25-9:45 AM |
| 5. Update on HIC/PIT Data Collection | 9:45-10:05 AM |
| 6. Review Gaps in Agency Liaison Participation | 10:05-10:25 AM |



Homeless Management Information System (HMIS) Oversight Committee

Meeting Notes

February 10, 2021

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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), and Riley Wilkerson (Housing and Community Development Dept.)

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

Guests: Dusty Olson (Abt Associates)

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

1. Welcome

- The HMIS Lead is still in the process of hiring for the temporary position. To date, four people have been offered the position, but the offers have been either not accepted or accepted and then resigned. Currently, the HMIS team is unable to keep up with the workload. At an upcoming meeting, this group can discuss a hiring strategy if there is still an issue.

2. HMIS Oversight Public Comment

- No public comment.

3. Coordinated Entry System (CES) 2.0 Update

4. Kick-off meetings to rollout the changes are in progress. The team is developing a work plan for what new CES looks like and what the changes mean for HMIS. Included in the work plan is a plan for communications with cities and providers. The current plan has April reserved for training and onboarding.



5. COVID-19 Vaccine Tracking in HMIS

- The HMIS Team reached out to BitFocus about tracking vaccines in HMIS. Currently Bitfocus does not have an off the shelf way supporting tracking vaccine distribution.
- Dusty Olson with Abt Associates gave a presentation outlining different ways HMIS can be used to track vaccinations, the potential benefits, and key considerations before moving forward. [A copy of the presentation is here.](#) HMIS can be used minimally to flag for a public health appointment or there could be a more robust assessment. If vaccinations are happening in shelters, tracking in HMIS builds upon existing data infrastructure. HUD has just released objectives for vaccine distribution, including the expectation that vaccine distribution to the homeless population should be racially equitable and initial data in Alameda County and Oakland shows racial inequities for the other targeted populations. HMIS is a tool to track progress to meet HUD's objective. As long as HMIS's privacy standards are compliant, communities can use HMIS for these purposes. Tracking vaccination in HMIS is not a violation of HIPAA rules.
- The committee discussed looking into vaccine distribution plans for the homeless population to determine if it makes sense to use HMIS. If homeless providers are not involved in the logistics, then maybe using the Community Health Record is an alternative. Abode Services already has vaccine distribution tracking in process to Margaret A. will confer with their team on their system and what would be useful.
- **Next steps:** Reach out to Alameda County Public Health Department and the Office of Homeless Care and Coordination to discuss rollout. Reach out to providers to ask if tracking in HMIS would be useful for staff.

6. Data Quality Plan

- Progress has been made on the Data Quality Plan since it was approved last year by the HMIS Oversight Committee. The HMIS Lead has been holding meetings monthly and made it clear that Agency Liaisons are required to attend. Agency Liaisons have been identified for about 75% of agencies and attendance has been at about 50%.
- Other parts of the Data Quality Plan have been impacted by the COVID-19 pandemic.
- **Next Steps:** HMIS Lead will update the notes and timeline column to note areas where there has been progress and establish a current timeline. HMIS lead will share the list of agencies that have not been participating with the Committee. The HMIS Oversight Committee will review the plan again at the May meeting and John N. can point out pain points where the committee can problem solve.

7. Privacy and Security

- The policies developed by this committee are still under legal review. There are questions on how Community Health Record policies can be integrated.
- **Next Steps:** Consider having a community meeting to educate stakeholders about the Community Health Record and how it intersects with HMIS.

Submitted By: Alexis Lozano

Reviewed By: Jessica Shimmin

Alameda County Homeless Management Information System (ACHMIS)

Agency Liaison Roles and Responsibilities

The Agency Liaison is the primary point of contact (PPOC) between the ACHMIS Agency and ACHMIS Lead. The ACHMIS Lead will have a close working relationship with the Agency Liaison to validate agency requests for ACHMIS changes. Agency Liaison is expected to be the PPOC between the ACHMIS lead and the agency roles described below.

Roles:

- ✓ Coordinator for ACHMIS privacy and security, and software training.
- ✓ Coordinator for Coordinated Entry (CE) training.
- ✓ Agency data quality coordinator.
- ✓ Coordinator for configuration changes to ACHMIS software.
- ✓ Ensure agency is in compliance with U.S. Department of Housing and Urban Development (HUD) and Continuum of Care (CoC) policies and procedures.

Responsibilities:

- ✓ ACHMIS training coordinator
 - Serves as a single point of contact to request training slots from the ACHMIS Lead.
 - Ensures that staff are scheduled for, and complete, software training, initial privacy and security training, and annual privacy and security training.
 - Ensures that users are not sharing accounts and not saving passwords on their machines.
 - Notifies ACHMIS Lead of staff departures no later than the last day of employment.
 - Conducts a monthly review of user activity and requests inactivation of licenses inactive more than 90 days.
 - Requests modification of user access privileges.
 - Notifies ACHMIS Lead immediately of any breach of data security.
- ✓ CE training coordinator
 - Request training slots from the CoC CE coordinator.
 - Ensures that staff are scheduled for, and complete, annual CE training.
 - Requests modification of user licenses to facilitate CE.
- ✓ Data quality coordinator
 - Attends monthly DQ review meetings with ACHMIS Lead.
 - Prepares monthly DQ reports with drill down reports, as necessary, for discussion.
 - Analyzes DQ shortcomings to identify workflow issues, policy revisions, training needs, and technical support needs.
 - Provides, or coordinates supplemental agency training for project variations.
- ✓ Configuration coordinator
 - Coordinates with ACHMIS Lead to ensure that projects are configured correctly.
 - Reviews project configuration for changes and updates.
 - Serves as a central contact with ACHMIS Lead for periodic reporting requirements.

Agency	Liason	email
AbS - Abode Services Development	Alycia Magaña	amagana@abodeservices.org
APC - Alameda Point Collaborative	Camille Mariategue	cmariategue@apcollaborative.org
BACS - Bay Area Community Services Project	Courtney Simon Kathy Treggiari Angela Upshaw	cjsimon@bayareacs.org ktreggiari@bfhp.org aupshaw@bfhp.org
Children	Carolynn Payne	cpayne@bffc.org
BH - Bonita House	Alula Bekele	alula@bonitahouse.org
BOSS - Building Opportunities for Self Sufficiency	Connie Green	cgreen2@self-sufficiency.org
CE - Coordinated Entry		
CH - Covenant House	Erika Benitez	ebenitez@covca.org
CoB - City of Berkeley	Brittany Carnegie	bcarnegie@cityofberkeley.info
CoF - City of Fremont	Laurie Flores	lflores@fremont.gov
CoO - City of Oakland	Lara Tannenbaum	LTannenbaum@oaklandca.gov
CST - CityServe of the Tri-Valley	Tony Louie	tony@cityservetrivalley.org
DDH - Dorothy Day House	John Gaona	jgaona@dorothydayhouse.org
DST - Downtown Streets Team	Ricky Ramos	ricky@streetsteam.org
EOCP - East Oakland Community Project	Mike Keller	mikek@eocp.net
FB - Family Bridges Coalition	Heidi Wong Stephanie Miller	heidew@familybridges.org smiller@lafamiliacounseling.org
FF - Fred Finch Youth Center	Kellie Knox	kellieknox@fredfinch.org
FK - FiveKeys	Alysha Cornejo	alysac@fivekeys.org
FPFY - First Place for Youth	Heather Worker	hworker@firstplaceforyouth.org
HAC - Homeless Action Center Bay	Brian Kennedy Marichelle Alcantara	bkennedy@homelessactioncenter.org malcantara@hceb.org
HCSA - Health Care Services Agency	Martha Elias	martha.elias@acgov.org
LAS - Legal Assistance for Seniors	Kirsten Voyles	kvoyles@lashicap.org
LMC - Lifelong Medical Care	Sharon Osterweil	sosterweil@lifelongmedical.org
LS - LifeSTEPS	Bruce Kuban	bruce@lifestepsusa.org
NMHC - Alameda County Network of Mental Health Clients		
OD - Operation Dignity	Katie Derrig	kderrig@operationdignity.org
ORS - Options Recovery Services		
RCHC - Roots Community Health Center Associates	Enomwoyi Kunde Bridget Galvan	Enomwoyi@rootsclinic.org bgalvan@sahahomes.org
SC - Second Chance		
SHP - South Hayward Parish		
SI - Shelter Inc.		
SMC - St. Mary's Center	Tucker Brofft	TBrofft@stmaryscenter.org
StP - Swords to Plowshares		
SVdP - St Vincent de Paul	David Dominguez	david.dominguez@stp-sf.org
TCHC - Tri-City Health Center	Carla Johnson	cjohnson@tri-cityhealth.org
WDDC - Women's Daytime Drop In Center	Leslie Berkler	leslie@womensdropin.org
YSA - Youth Spirit Art Works	Shy Alderman	shy@youthspiritartworks.org

Agency	Liasion	email
Total Number of Agencies	mber of Agency Liaisc	Percent Assigned
42	35	83%