Homeless Management Information System (HMIS) Oversight Committee Agenda

Meeting Notes

November 10, 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 November 10, 2021 on Zoom by Mike Keller.

Present: Mike Keller, HMIS Oversight Committee Chair (East Oakland Community Project), Nic Ming, HMIS Oversight Committee Co-Chair (Social Impact Wheel), Chelsea Andrews (EveryOne Home), Tirza White (EveryOne Home), Katie Haverly (EveryOne Home), Jonathan Russell (Bay Area Community Services), Tunisia Owens (Continuum of Care Committee and Family Violence Law Center), John Noe (HMIS Lead), Riley Wilkerson (Housing and Community Development Dept.), Martha Elias (Health Care Services Agency), and Natasha Paddock (Housing and Community Development Dept.)

Absent: Laurie Flores (City of Fremont), Patrick Crosby (HMIS Lead), Suzanne Warner (Health Care Services Agency), Josh Jacobs (City of Berkeley), Margaret Alfaro (Abode Services)

Guests: Kamesh Mamidipudi (HMIS Lead)

Note: At the start of the meeting, the committee reached a quorum so it could vote on items. Jonathan Russell had to leave at 10:00 am, and the Committee no longer had a quorum by the meeting's conclusion.

1. **Welcome**
   o Mike Keller, Co-Chair

2. **HMIS Oversight Public Comment**

   No public comment

3. **Longitudinal Systems Analysis (LSA) report**
   • During the work group, a proposal was reached to establish a December or January workgroup to support HCD in their completion of the LSA Report due to HUD on

January 15, 2022.
- The LSA tool is expected on November 22. The first HUD upload is due December 3. Feedback from HUD is expected by mid-December based on when feedback was received in previous years.
- The week of Dec 20-22 is ideal for the workgroup. A team will review HUD's feedback and discuss ways to support HCD in completing the LSA. Jonathan Russell and Mike Keller volunteered for the workgroup.
- Jonathan asked if this is a data quality report or assesses other aspects of the system. Riley shared this is taking the place of the AHAR assessment report. The LSA helps HUD obtain demographics data nationwide. HUD looks at data nationally but not at specific regions. The LSA is focused on data that communicates to HUD our CoC's local homeless response as a coordinated system of assistance options and how people experiencing homelessness use the CoC's system of care.
- A Doodle Poll will be sent to the group for LSA workgroup volunteers to identify a day each week to hold that the LSA may meet depending on the timing of HUD feedback. The Doodle poll will determine availability the weeks of December 15-17, December 20-22, and January 3-5.
- A link to the LSA Report Toolkit was shared with the Committee: https://get.clarityhs.help/hc/en-us/articles/4410821164695-2021-LSA-Toolkit

4. HMIS Oversight Committee Workgroup Update
- Two workgroups discussed HMIS Lead monitoring, revisiting and revising the monitoring tool, how the governance restructuring would affect monitoring, data quality and if members of the committee can be liaisons to providers having data quality issues, and how funders might be partners of the committee in managing and improving data quality.
- Workgroup members worked to establish a balance between supporting the HMIS Lead and acting as an oversight body in monitoring and accountability toward improving the functioning of the system. This was one area of struggle and something we need to bring back to the larger committee to make decisions toward executing viable workplan while transitioning to the new governance structure.
- Recommendation was to obtain clarity on the priorities of the HMIS Lead and HUD CoC Committees to ensure agreement between the parties.
- ICF report findings were reviewed to better understand their recommendations for improvement regarding what needs to shift to come closer to HUD regulations. They include creating a monitoring plan that goes beyond compliance. She shared that during the workgroup HCD identified their priorities, which were
  o compliance
  o funder liaison role
  o coordinated entry implementation
  o data quality plan and quality and occupancy reports, and
  o Longitudinal System Analysis report (LSA), Housing Inventory Count (HIC), Point-in-Time Count (PIT) and System Performance Measures (SPM).
- HCD also shared external priorities to HMIS OC including transition to CALAim, AC3 sunsetting, community health records, data transfer records, and state funding reports. HCD wants both sets of priorities understood, HMIS OC and larger COC requests, and

that they are under-staffed and under-resourced.

5. 2021-22 Workplan

- A draft workplan was shared that included items and corresponding months each item would be completed. The MOU was shown to demonstrate the link between responsibilities of HMIS Lead and CoC Board as well as joint responsibilities and how they are captured in the workplan. The goal for HUD CoC approval of workplan is early 2022.
- Natasha acknowledged the work that has been done since the last HMIS Oversight Committee meeting in the workgroups, the progress that was made, and the importance of the collaboration. She recommended that the group draft the workplan and present to the HUD CoC Board for their response.
- Questions were posed about how coordinated entry is folded into the workplan, especially changes to the assessment scoring. HMIS OC should have more than less involvement because of the significant impacts on who is prioritized for services.
- Committee considered if Coordinated Entry efforts should rest with the Results Based Accountability Committee (RBA) and the System Coordination Committee (SCC). The assessment of scores and the larger coordinated entry evaluation are two projects related to this work that will be happening in 2022. Committee members agreed it would be helpful to know what the process will look like to outline the priorities for this committee as we move to finalize the workplan and how they match HUD CoC and RBA.
- Meeting notes from August of 2020 where HMIS Lead Monitoring were discussed were shared and the Committee was reminded of the monitoring that abbreviated form of monitoring occurred in January 2021. Annual monitoring of the HMIS Lead is required annually, so one option is to use the same tool in early 2022. An alternative is that monitoring is postponed until later in 2022 while a more robust tool is developed and then used. Riley shared that the recommendation of the co-chairs was to delay monitoring because the existing tool does not add as much value as a more robust tool.
- May/June could be a target given the unexpected but that the PIT Count will be prioritized in the early part of the year. Due to NOFO, May/June might be the best monitoring time.
- The HMIS Lead's workplan will be reviewed quarterly in 2022, in February and May, and September will be used for a presentation of the Data Plan.
- HMIS OS was invited to the RBA Committee meeting on 12/6/21 where the revision of scorecard indicators will be discussed. Tirza shared race/equity measures have not been used in data quality reports and the scorecard for monitoring the system and that those should be added to the HMIS Committee conversation on data quality.
- Mike put forth a motion to postpone monitoring until later in 2022 and to develop an expanded monitoring tool between January and May. The motion was seconded by Tunisia.
- The Committee agreed to the need for a HUD CoC appearance November 16 to share the workplan and to advise that monitoring will occur later in 2022. The chairs will also advise the HUD CoC that they will return to ensure HUD CoC's priorities are aligned with HCD's as reflected in the workplan and that the MOU entered into in 2018 is still an accurate reflection of priorities.
- Tunisia, Nic, Mike, Riley, and John (Noe) voted yes to appear.

6. Proposed items for January 12 agenda
- PIT/HIC update
- LSA report
- Privacy security policy update
- Funder liaison role
- Data Monitoring

Mike adjourned the meeting at 12:03 pm.

Submitted by: Tirza White
Reviewed by: Mike Keller
Approved by: HMIS Oversight Committee Members, 1/12/22