



HMIS Oversight Committee Meeting
MINUTES
June 8, 2022
9:00 a.m. – 11:00 a.m.

Meetings are public. Alameda County residents with lived experience of homelessness 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.

Attendance: Mike Keller (EOCP), Alex Baker (HMIS), John Noe (HMIS), Tunisia Owens (Family Violence Law Center), Michelle Ogburn (Abode Services), Suzanne Warner (Alameda County Health Care Services Agency), Nic Ming (Social Impact Wheel), Jonathan Russell (Bay Area Community Services),

Public: Carina Lieu

EveryOne Home Staff: Katie Haverly (Director of Research and Data Analytics)

- 1. Welcome (Mike Keller) 9:00 – 9:05**
 - a. Mike Keller (EOCP) welcomed the committee.

- 2. Approval of Meeting Minutes, 5/11/22 (Mike Keller) 9:05 – 9:10**

Action Item

 - a. **Mike Keller (EOCP) made a motion to approve the minutes, Jonathan Russell (BACS) seconded.**
 - *Mike Keller- Yes*
 - *Jonathan Russell- Yes*
 - *Nic Ming- Yes*
 - *Michelle Ogburn – Yes*
 - *Motion passed.*

- 3. HMIS Oversight Public Comment (Mike Keller) 9:10 – 9:15**

No public comment

- 4. Privacy and Security Policies (HMIS TEAM) 9:15 - 9:30**

Update

 - a. Alex Baker (HMIS) gave an update that the goal is for the privacy and security policies to be uploaded by the end of July. This is an update, not something new.
 - b. BITFocus has said that it's very hard to update the software.
 - c. Suzanne Warner (HCSA) added that there are five threshold languages that are used for

HMIS translation.

5. Work Group Update (Katie Haverly/Nic Ming/Mike Keller): 9:30 – 9:45

July Workgroup meetings

- a. Katie Haverly (Director of Research and Data Analytics) gave an update. The Workgroup meets every week, Thursdays at 1 pm.
- b. People are welcome to join. The group is pushing through Agency on-boarding policy.
- c. HMIS lead monitoring is up next for review.
- d. The hope is that they are developing long lasting policies that will benefit the system.
- e. Workgroups will meet through July.

6. Pilot of Funder Liaison Role (Nic Ming) 9:45 - 10:00

Update and Action Item

- a. Nic Ming (Social Impact Wheel) presented a tentative draft of the funder liaison role document. Once we have a plan fleshed out, we can begin outreach to identified funders. The idea is that the funder liaison role will help accountability in data/data quality.
- b. Katie Haverly (Director of Research and Data Analytics) mentioned that there is no Data Quality Plan item on the agenda.
- c. Michelle Ogburn (Abode Services) asked where this role is - from the funders or county?
 - a. Nic Ming (Social Impact Wheel) responded that this person is from the funder side.
- d. Michelle Ogburn (Abode Services) shared that she is deeply supportive of this idea and more coordination and consolidation on the data/reporting requirements.
- e. Jonathan Russell (BACS) led discussion amongst the group on the challenges facing the system around data/reporting requirements and why these data management improvements are so needed.
- f. *Suzanne Warner (HCSA) commented about the HHAP funding reporting requirements from the state.*
 - a. *Nic Ming (Social Impact Wheel) asked if the state could/would listen to the funder liaisons about feedback regarding data.*
 - b. *Suzanne Warner (HCSA) responded that it's likely not possible that the state would be able to be a helpful partner given the timeline.*
- g. Katie Haverly (Director of Research and Data Analytics) asked if we can ask providers what are the common reporting requirements from funders? Can we develop a 2 page FAQ for funders? How do we maximize this opportunity for collaboration?

7. Policy for closing out HMIS tickets for latent response (John /Alex)

10:00 – 10:10

Update

- a. Alex Baker (HMIS) updated the group that that 30 days would be the cap for closing out tickets and that the workgroup is finalizing the policy and then putting it forth for approval.

8. Agency Onboarding Questionnaire, Policy and Data Security (John Noe)

10:10 - 10:30

Update and Action Item

- b. Katie Haverly (Director of Research and Data Analytics) presented the document that they are working for the policy of who should be onboarded and who shouldn't. She reviewed the HMIS processing eligibility criteria with the group.
- c. Mike Keller (EOCP) suggested that a regular monthly agenda item to discuss this would be helpful.
- d. The committee decided to keep the 3 month application process for HMIS access. Applicants have to share what they plan to do with the data. There is a grievance procedure for those who are denied and believe they should have access.
- e. There is a need to clarify the approved uses of HMIS so that this is clear to Applicants.
- f. NO ACTION TAKEN

9. User Group Meeting (John /Alex)

10:30 – 10:35

Update

- a. ITEM NOT HEARD

10. Review PIT Count Data (Katie)

10:35 – 10:45

Update and Discussion

- b. ITEM NOT HEARD

11. Coordinated Entry Evaluation Update

10:45 – 10:50

Update

- c. ITEM NOT HEARD

12. Upcoming HMIS OS Committee Reporting to Other Committees 10:50 - 10:55

Data Quality Action Plan – HUD CoC Committee

- d. Katie Haverly (Director of Research and Data Analytics) presented the DQAP document to the group and asked for feedback.
- e. The five pillars in the document are from HUD. We have been working on this for months and we will be sharing it with the HUD CoC meeting on June 27th for their approval.
- f. There is a need for a process outline document to go along with the Data quality plan - about how the plan is operationalized by HMIS Lead with agencies, Agency Liaisons and the piloted Funder Liaisons.
- g. Michelle Ogburn (Abode Services) made a motion to approve the plan, Mike (EOCP) seconded.
 - a. Michelle – Yes
 - b. Suzanne – Yes
 - c. Mike – Yes
 - d. Jonathan – Yes
 - e. Tunisia – Yes
 - f. Nic – Yes
 - g. Motion passed.

Proposed items for August 10 meeting (Mike Keller)

10:55 – 11:00

- Update on HMIS workgroup and ICF TA
- Review data quality and occupancy reports
- Review/update/finalize training curriculum
- Review HMIS Lead Work Plan Progress

- Review/update Communications Plan