



HMIS Oversight Committee Meeting

Agenda

January 18, 2023

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.

Present: Mike Keller (East Oakland Community Project), Nic Ming (Social Impact Wheel), Josh Jacobs (City of Berkeley), Michelle Ogburn (Abode Services), Jonathan Russel (Bay Area Community Services), Alex Baker (Alameda County Housing and Community Development), Martha Elias (Alameda County Housing and Community Development), Tunisia Owens (Family Violence Law Center)

EOH Staff: Katie Haverly (Executive Director), Rachel Rios-Richardson (Director of Training and Evaluation)

Absent: John Noe (Alameda County Housing and Community Development)

Public: Lillawa Willie (Alameda County Healthcare for the Homeless), Casey Zirbel (Alameda County Healthcare for the Homeless)

1. **Welcome** (Mike Keller) **9:00 – 9:05**
 - a. Martha Elias is now serving in the seat for Office of Homeless Care and Coordination (previously filled by Suzanne Warner)

2. **Approval of Meeting Minutes, 11/09/22** (Mike K) **9:05 – 9:10**

Action Item

 - a. Mike Keller made a motion to approve the minutes. Josh Jacobs seconded.
 - b. Roll Call Vote
 - i. Mike Keller-yes
 - ii. Josh Jacobs-yes
 - iii. Martha Elias-yes
 - iv. Jonathan Russel-yes
 - c. Motion passed

3. **HMIS Oversight Public Comment** (Mike K) **9:10 – 9:20**
 - a. No public comment.

4. HMIS Lead Updates (Alex Baker)

9:20 – 9:35

- a. Longitudinal Systems Analysis (LSA) update
 - i. LSA has been submitted and is awaiting comments.
 - ii. Able to reduce data errors from 36 to 3, and warnings/flags from 173 to 123. There was one issue with comments and notes getting deleted, but they have been reentered and the Region 9 rep has been made aware.
 - iii. This year there were fewer errors than last year needing correction and fewer warning flags to be addressed. Overall, a much smoother process than previous years. Alex attributed the reduction of errors in part to the data quality plan but also to the effort of the HMIS team stay in communication and work with the liaisons.
- b. Training module update
 - i. ATutor Training site had an outage. Correcting the outage was taking too long, so a new site was built through Bit Focus to host all the trainings. HMIS Lead taking this opportunity to revamp and modernize the training site. HMIS users will be notified when the new site is ready for use. The deadline for the privacy trainings will be extended beyond 1/31/2023 due to the outage. The goal is to go live 2/1/2023 with a deadline of 5/1/2023. Communication will go out when this is finalized.

5. HMIS Workgroup Updates (Mike K/Nic Ming)

9:35-9:50

- a. Workgroups are now bi-weekly on Thursdays at 1 pm.
- b. Developing HMIS Lead Monitoring tool for 2023 with ICF TA support.
 - i. Goal is to expand the tool to include sections that have not been included in the past to track more aspects of the HMIS Lead functions.
 - ii. The workgroup worked with ICF to develop a tool with additional measures (draft has 22 items, compared to the old tool with 11 items). This tool will be shared with the full committee for consideration at the February meeting.
- c. ICF contract is ending in February so trying to get through everything that might require their support, such as consulting them on strategies for disaggregating data by race and ethnicity. There will be an upcoming workgroup meeting that will focus on this topic.
- d. Had a few meetings to develop committee's workplan for the year.

6. Point-in-Time Updates

9:50-10:10

- a. Rachel gave a summary of the memo that was shared with Leadership Board on the 2022 PIT count.
 - i. Concerns have been raised regarding the work of ASR, the consultant that worked with Alameda County and other counties on the PIT count in terms of the reliability of data.
 - ii. ASR's imputation of the data appeared to underrepresent the homeless population who identify as Black or African American. The methodology for these calculations has not been shared.
 - iii. ASR has yet to share their raw data or methodology. They have turned over some data to HCD but that data has not yet been shared with the Leadership Board.
 - iv. In addition, there is potential for significant errors regarding jurisdictional data due to the first-time use of an app for conducting the count.

- b. Updates on 2023 Sheltered PIT County (Alex B)
 - i. No unsheltered count this year. Rachel noted that we are one of the only Bay Area counties of our size that does not do the unsheltered count every year. This may be something for the CoC to consider in the future.
 - ii. Alex shared the brief update that initial communications have been sent out to all agencies. January 26th will be the day to do the sheltered count and the HIC.
 - 1. Michelle suggested adding a small announcement on the login screen as an additional reminder.

7. Review Data Security Plan (Alex B) 10:10-10:30

- a. The Data Security Plan, which was identified last year as having not yet been reviewed by the CoC, can be found in Section 7 of [HMIS Policies and Procedures](#).
- b. The plan is to review and discuss this meeting and put it up for a vote for approval next meeting.
- c. Michelle noted that the HUD has not updated security standards for HMIS since 2004.
- d. Rachel noted that several interviewees during coordinated entry evaluation mentioned that they want to be assured of the security of their sensitive information. The security plan could be shared with participants in programs that use HMIS.
- e. The group will review Sections 6 and 7 (adding Section 6 to the review, since there is overlap between the privacy and security sections) and discuss again next meeting. Suggestions for the HMIS to explore adding included:
 - i. Address protocols for hacking and situations such as stolen devices. Alex will look into whether other CoCs have examples of plans for these situations.
 - ii. Add to the procedural steps details about when clients will be notified of any data breaches.

8. HMIS Committee Work Plan for 2023 10:30-10:50

- a. A [draft](#) workplan running from January to November of 2023 was developed by the workgroup. Rachel provided a brief review of the workplan and the group took a few minutes to review the draft plan, and to consider the ideal priority order of agenda items.
- b. Monthly agenda items were prioritized by the group and captured in the [2023 HMIS OS Work Plan](#) document.
- c. Nic Ming made a motion to approve the workplan. Tunisia Owens seconded the motion.
 - i. Roll call vote
 - 1. Nic Ming-yes
 - 2. Mike Keller- yes
 - 3. Jonathan Russel-yes
 - 4. Josh Thurman-yes
 - 5. Martha Elias-yes
 - 6. Tunisia Owens-yes
 - ii. Motion passed

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

- a. Rachel will present the 2022 HMIS lead monitoring to the Leadership Board. Group agreed that if the Leadership Board runs out of time, the slides can be shared with the Board. The Board received the completed monitoring tool in the December and January meeting materials.

10. Proposed Items for February 15 meeting (Mike Keller) 10:55 – 11:00

- Approve HMIS Committee Workplan
- Approve HMIS Lead Monitoring Tool for 2023
- Approve Data Security Plan
- Review sheltered PIT/HIC data
- Develop plan to solicit and review feedback from funders/users/consumers

Draft