

**HMIS Committee
Minutes
May 15th, 2024
9:00am-11:00am**

Helpful links:

- **Google drive folder** for the HMIS Committee:
<https://drive.google.com/drive/folders/1wQ38BndcxwyycXV49yH9yjr9bceWd5fW?usp=sharing>
- **Website page** (on EveryOne Home website) for the HMIS Committee:
<https://everyonehome.org/about/committees/hmis-committee/>
- **Acronym List:** https://docs.google.com/spreadsheets/d/1I8hFMAU2IE-FqYmK8TZ9Hp40vmS1zRck9EBEbPIbwy8/edit?usp=drive_link
- **Alameda County HMIS website:** <https://alameda.bitfocus.com/>
- **Alameda County data dashboard:**
https://homelessness.acgov.org/data_homeless_response.page

Committee Purpose

The purpose of HMIS Committee is to support the effective operation and oversight of the CoC's Homeless Management Information System (HMIS), as required by HUD's CoC Program Interim Rule at 24 CFR 578.7 and to meet data management infrastructure needs. Learn more about the Committee's purpose [here](#).

Meeting Summary

The primary purpose of this week's meeting was to review the quarterly Data Quality and Occupancy Report from the HMIS Lead Team. We had a discussion about incorporating the Racial Equity Framework into the workplan. We also discussed norms and ground rules for this committee and debrief the community meeting.

Agenda

1. Welcome and Introductions (Homebase) <ul style="list-style-type: none">• Please come off mute and/or put in the chat your: Name, pronouns, affiliation (organization, etc.).	9:00 – 9:10
2. Approval of minutes, 4/17/2024 (Shelly) <i>Action Item</i> - Shelly: Motion to approve minutes from 4/17/24, second by Josh. <ul style="list-style-type: none">• Alex Baker - Yes• Daniel Scott - Yes	9:10 – 9:15

<ul style="list-style-type: none"> • Deidre Wan - Yes • Greta Monares - Absent • Jared DeFig - Yes • Josh Jacobs - Yes • Julia Judge - Yes • Martha Elias - Yes • Michelle Ogburn - Absent • Mike Keller - Yes • Patrick Anderson - Absent • Renee Williams - Absent • Shatae Jones - Yes • Shelly Haynes - Yes <p><i>Motion passes with 10 votes.</i></p>	
<p>3. HMIS Committee Public Comment (Shatae)</p> <ul style="list-style-type: none"> • <i>No written public comment.</i> • <i>No public comment made during meeting.</i> 	9:15 – 9:20
<p>4. Announcements (Homebase)</p> <ul style="list-style-type: none"> • Question from Nic Ming: Saw an email going out about PIT Count results. <ul style="list-style-type: none"> ○ Homebase: Initial results were released today. More in-depth report will come later. Communications representatives plan to attend the System Impact Committee in June to support communications. ○ https://everyonehome.org/wp-content/uploads/2024/05/2024-PIT-Count-Press-Release_FINAL_v3.pdf 	9:20 – 9:25
<p>5. Meeting Norms (Homebase)</p> <ul style="list-style-type: none"> • In part from feedback from PWLE serving across committees, we've developed community meeting norms / ground rules, and we will begin implementing some facilitation practices to support engagement and consistency across committees. We will discuss this later in the agenda. • We plan to provide an update on the PWLE engagement feedback at Leadership Board tomorrow, May 16th. We will then be sharing it out with committees. • Review baseline meeting norms as a group. • Any we want to change? Any to add? 	9:25 – 9:40
<p>6. HMIS Lead Updates (Alex Baker)</p>	9:40 – 10:10

- Data quality and occupancy quarterly report.

Discussion:

- Shelly: Would you say that the changes you've implemented have supported improvements in data quality?
 - HMIS Team: Yes! We don't have the data for causation, but it seems likely that changes are due to the work we've been doing.
 - Shelly: Could you track the implementation of those changes and the data quality changes to see more clearly how those things compare / correlate?
 - HMIS Team: If we look quarter-to-quarter, we can see the correlation.
 - Shelly: It would be great if we could circle back to this and see that more longitudinally.
 - Homebase: Next steps sound like... in August meeting, HMIS Team to provide a bigger picture view of how things have changed over the last year, with HMIS Team efforts outlined as well, so that we can see how efforts might have influenced improvements.
 - Nic: Related to that: What were the priorities each quarter?
 - HMIS Team: First priority is timeliness, then consistency, then everything else. When we work with individual agencies is look at their data to see where their strengths/ weaknesses are and improving where they have weaknesses.
- Nic: Based on what you've learned to-date, what is your sense of continued or newly emerging priorities to get the Data Priority to its goals.
 - HMIS Team: We're focused on agencies meeting the standards. we don't want to add stress to anyone's lives, but instead support people and help them understand what is important about data quality and why, and help them move in the direction they want to (which is to be within the goals across the board). Everyone wants to improve data quality to better serve people and support our CoC NOFO Applications.
- Nic: Really appreciate the work you all have done over the last year to shift our model towards communication, teaching people about data, and giving support for data quality to agencies. I'm glad we're seeing the results of that.
 - [Lots of seconds from other folks!]
- Mike: Might be nice to, as we move forward, evaluate which strategies the team of used have been most impactful, so that you all don't have to do as much.
- Nic: could it be helpful to do some kind of provider survey about continued efforts to improve data quality?
- Martha: What's the process for identifying the providers who had the need for 1-on-1 TA? How has it been going?

<ul style="list-style-type: none"> ○ HMIS Team: As far as identifying agencies that are struggling, the 80-ish agencies were split between the team, pulled their score cards and tracking quarter to quarter, responses have been good. Reports calling out specific errors with direction about how to address/fix. Looking at high performers to keep them high performing and lower performers to get them where they need to be. ○ John: Focus on disability section - there can be 10-12 errors when this is done wrong, so this has been his focus ● Deirdre: Training that focuses on data and reporting people can look at the APR and DQR this is available to agencies and helps them be able to look at these issues themselves. Helps people get more sophisticated and independent in managing their own data quality. ● Shatae: https://help.bitfocus.com/hudx-225-hmis-data-quality-report <p>Are you getting the newsletter? Make sure you and your agency leads are getting the newsletter! https://alameda.bitfocus.com/newsletters</p>	
<p>7. Workplan and Racial Equity Discussion (Shelly or Shatae)</p> <ul style="list-style-type: none"> ● RE Framework presentation deck. ● Discussion with committee: <ul style="list-style-type: none"> ○ "Ground the Work in Data" Principle and how the HMIS Committee and Lead can support that. ○ How do you look at a spreadsheet of numbers and turn that into a useful story? ○ How can we support this effort through the work this committee is tasked with? ● Workplan in Google Drive here. <ul style="list-style-type: none"> ○ How to meaningfully integrate this work plan with the Racial Equity Framework? <p>Discussion:</p> <ul style="list-style-type: none"> ● Shatae: We have an approved workplan and we need to hold ourselves accountable to including RE in the plan. Want to ground us in the framework ● Shatae: Grounding our work in data. This is the principle we have from the RE framework. So how do we look at a spreadsheet and turn it into a useful story? ● Jared: Qualitative aspect of data - a big issue is who is entering the data and when and how? Can we capture that? <ul style="list-style-type: none"> ○ Shatae: agree. especially as we heard from the HMIS team this is a collaborative process. Good data out relies on good data in. ● Shatae: How can providers support with the qualitative piece? <ul style="list-style-type: none"> ○ Jared: Have we actually seen what people are entering data into? ○ Shatae: Does the HMIS have a demo site/testing site? Can we show some of the reports? 	<p>10:10 – 10:40</p>

<ul style="list-style-type: none"> ○ Alex: We can look at the profile screen on the demo stie at the next committee meeting. ○ Mike: I would suggest everyone on the committee gain access to the Alameda County training site so they can play around in it, as well as the HMIS trainings on the Bitfocus site. They might not need an account in the live site though depending on role. ○ Nic: as we roll out the framework each committee has its own assets that can help move the framework and RE work forward. How can we get to goals/measures we can develop based on the committee's strengths in the framework? One key thing to hold onto is the the paradigm that, somehow, the people who are experiencing homelessness are separated from the management of their own data. How do we address when individuals who see their own data feel like it doesn't capture what they've shared accurately? ○ Shatae: How could we allow individuals to add their own data so that they can tell their story? We are trying to shift that dynamic and practice mindfulness on how we're telling someone's story - is through this data quality improvement effort by the HMIS Team. ● How to meaningfully integrate this work plan with the Racial Equity Framework? ● Are there other REC principles you want to add as starting places to this work? ● What are some of the principles that may be challenging for folks? ● How do we help people feel comfortable to help everyone have these conversations? ● How do we find a way to navigate the ways HMIS is set up (by government funders) and how people experience that? ● How do we move this forward within the parameters of this committee? How do we work with other committees to move this forward? ● Homebase will work with co-chairs and internally to help to bring forward some proposals on how to move the committee work forward through the Racial Equity Framework. 	
<p>8. Racial Equity Framework Links and Reminders</p> <p>Tools to support RE Framework Dialog with CoC Committees</p> <ul style="list-style-type: none"> ● Racial Equity Framework (DRAFT) which is the set of guiding racial equity principles and questions that help committees apply the racial equity principles to their relevant areas. ● RE Framework Overview video which outlines the purpose of the RE Framework, its nine guiding principles and questions that can help committees to apply the principles to their relevant areas. ● RE Framework survey to help the REC to understand how committees and members are engaging and understanding 	<p>10:40 – 10:45</p>

<p>materials about RE and the RE Framework as a tool they will work with.</p> <ul style="list-style-type: none"> • RE Framework Dialog Summary Talking Points summarizing most of the key points in the RE Framework. • RE Framework presentation deck in the overview video which is the set of presentation slides that are shared in the overview video. 	
<p>9. Community Meeting Debrief (Homebase)</p> <ul style="list-style-type: none"> • Please complete the feedback survey! https://www.surveymonkey.com/r/eohcommunitymeeting424 • Fillable pdf to provide public comment if you'd still like to. 	<p>10:45 – 10:50</p>
<p>10. Upcoming HMIS OS Committee Reporting to Other Committees</p> <ul style="list-style-type: none"> • Policies and Procedures and the Monitoring Tool are approved --> report to Leadership Board in May. 	<p>10:50 – 10:55</p>
<p>11. Proposed Items for August 2024 Meeting</p> <ul style="list-style-type: none"> • NO MEETINGS for the HMIS Committee in JUNE AND JULY. • August: <ul style="list-style-type: none"> ○ HMIS Lead monitoring ○ Quarterly Data Quality and Occupancy Reports 	<p>10:55 – 11:00</p>

Committee Members

Alex Baker	HMIS Lead / OHCC	Present
Daniel Scott	Alameda County / OHCC	Present
Deidre Wan	Berkeley Youth Affiliates	Present
Greta Monares	City of Oakland	
Jared DeFig	Wood Street	Present
Josh Jacobs	City of Berkeley	Present
Julia Judge	Bay Area Community Services	Present
Martha Elias	CES Entity / HCSA	Present
Michelle Ogburn	Abode	
Mike Keller	EOCP	Present

Patrick Anderson	Emerging Leaders Program; Podcaster (The Intelligent Human Voice)	
Shatae Jones	Alameda Alliance	Present
Shelly Haynes	City of Livermore	Present

Resources:

- [Alameda County HMIS website](#)
- [Newsletter sign up](#)
- [Get Access to the HMIS System](#)
- [Get Trained on the HMIS System](#)
- [Find out about HMIS User Group Meetings](#)
- [Get HMIS Materials and Support](#)
- [HUD Data Standards](#)
- [Data Quality Corrections Reference Guide](#)

Meeting Norms

For all Committee Members:

1. Each meeting starts with space for introductions: committee purpose, purpose of meeting, who is in the room, and an icebreaker (optional in the chat).
 - a. When you first speak: state your name, preferred pronouns, where you live or work, and your organization, agency, or general affiliation.
2. Committees have agendas and goals based on the committee's work plan. We all agree to stick to the agenda as much as possible.
 - a. Agenda items will be explained in the context of the committee's workplan and/or the CoC's work at large.
 - b. If other items arise, they will be tabled for future agendas.
 - c. The committee can decide as a group whether a non-agendized item should be discussed at a future meeting or whether it's not a topic for that committee to tackle.
3. Explain acronyms the first time they are introduced, and maybe say the whole word within the acronym, and then the acronym as a reminder for the first few meetings.
4. Everyone is encouraged to participate.
 - a. One person speaks at a time.
 - b. No one or two individuals should dominate a discussion.

5. Seek first to understand.
 - a. Listen to and respect other points of view.
 - b. Do your best to understand the pros and cons of every option.
 - c. This is a public discussion, not a debate.
6. If someone needs to be reminded of the ground rules and norms, remind them to assume good intentions and handle each other with grace.
7. Need to work from a trauma centered perspective.