

**HMIS Committee  
Agenda  
November 20th, 2024  
9:00am-11:00am**

[Join Zoom Meeting](#)

**Phone: 1 669 900 6833**

**Meeting ID: 878 7444 0338**

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.

### 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](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](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 Purpose / Overview

The HMIS Committee Co-Chairs have been in touch with the Racial Equity Committee (REC) about its work to infuse the CoC Racial Equity Framework into the HMIS Committee's ongoing work. The REC will provide the second part of the foundational training on racial equity work and using the Racial Equity Framework in the HMIS committee space. Additionally, the HMIS Lead Team will review the quarterly data

quality and occupancy reports with the committee. Finally, the committee will review the draft work plan for 2025.

## Agenda

<p><b>1. Welcome and Introductions</b> (Shelly)</p> <ul style="list-style-type: none"> <li>• Please come off mute and/or put in the chat your: Name, pronouns, affiliation (organization, etc.).</li> <li>• Ground Rules</li> </ul>	<p><b>9:00 – 9:10</b></p>
<p><b>2 Approval of minutes, 10/16/24</b> (Shatae)</p> <ul style="list-style-type: none"> <li>• Homebase distributed the meeting minutes (meeting minutes are the written record of our monthly meetings) from the August 21 CoC Standards, Compliance, and Funding Committee (SCF) meeting for committee members to review on August 22.</li> <li>• The draft minutes have also been posted in the SCF’s <a href="#">google drive folder</a>.</li> <li>• This time is held for committee members to let us know if they believe the minutes to do not accurately capture the discussion items from the September meeting and need to be amended.</li> <li>• You may also email Homebase at <a href="mailto:jose@homebaseccc.org">jose@homebaseccc.org</a> and <a href="mailto:matthieu@homebaseccc.org">matthieu@homebaseccc.org</a> copying <a href="mailto:alameda@homebaseccc.org">alameda@homebaseccc.org</a>, if you see anything in the draft minutes that are distributed following today’s meeting that should be amended.</li> </ul>	<p><b>9:10 – 9:15</b></p>
<p><b>3 HMIS Committee Public Comment</b> (Shelly)</p> <ul style="list-style-type: none"> <li>• Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person.</li> <li>• Homebase has created a public comment tracker where public comments across CoC meetings will be recorded.</li> <li>• Comments will be directed to the appropriate CoC committee or County staff.</li> </ul>	<p><b>9:15 – 9:20</b></p>
<ul style="list-style-type: none"> <li>• <b>Announcements</b> (Homebase) <ul style="list-style-type: none"> <li>○ <b>Community Meeting</b> <ul style="list-style-type: none"> <li>▪ <a href="#">Feedback Form</a></li> <li>▪ Thank you to everyone who attended. Please take time to fill out survey, it is invaluable to us improving our Community Meetings!</li> </ul> </li> <li>○ <b>Reminder of Meeting Materials</b></li> </ul> </li> </ul>	<p><b>9:20 – 9:25</b></p>

<ul style="list-style-type: none"> <li>▪ <a href="#">Google Drive Folder</a></li> <li>▪ <a href="#">Acronym List</a></li> </ul>	
<p><b>4 HMIS Team Updates (HMIS Team)</b></p> <ul style="list-style-type: none"> <li>• Data quality and occupancy quarterly report</li> <li>• Are you getting the newsletter? Make sure you and your agency leads are getting the newsletter! <a href="https://alameda.bitfocus.com/newsletters">https://alameda.bitfocus.com/newsletters</a></li> </ul> <p>Comments:</p> <ul style="list-style-type: none"> <li>○ Shantae: Does your community have a data quality HMIS policy for inactivity/client exits? Specific to outreach projects or supportive service only projects</li> <li>○ Suzanne: Yes, specific to outreach programs. 90 days of no contact (60 days for the Street Health outreach programs.) Here is link. This is not exceptional for our CoC since we have a significant shortage of housing dedicated to serving formerly homeless. It not unusual for clients to spend 12 -18 months in ES searching for housing.</li> <li>○ Julia: the 18,813 clients served is duplicated or unduplicated?</li> <li>○ Deirdre Donovan: There are some duplicated clients since there are clients in street outreach programs as well as others.</li> <li>○ Michelle Ogburn: At what point is an RRH enrollment considered a problem with a missing Move-in Date? By definition, RRH will be missing Move-in Date for some period until housing can be achieved.</li> <li>○ After a quarter of when the move in</li> <li>○ Shantae: When thinking of move in date – we do have to think about how long it takes to measure from connection to lease up. This will always be a data quality error as this will always happen.</li> <li>○ Deirdre: Once we get the trend line of the report going we should keep looking at this because we'll have rolling data about people being housed over various periods</li> <li>○ Is this something they can present on in the committee space?</li> <li>○ Michelle Ogburn: Can we look at move ins per month?</li> <li>○ Deirdre: That is something we could do.</li> <li>○ The criteria for Save Haven beds is specifically for the severely mentally ill so the underutilization may be based on the number of eligible people who can be referred</li>   <li>○ Something is changing with the HUD funding for Safe Havens</li> <li>○ Josh Jacobs: What numbers are the RRH move ins actually describing?</li> <li>○ Deirdre: During the quarter 1179 were moved in and 135 did not have good data quality.</li> <li>○ Josh Jacobs: We'll never really have a 0% error rate then?</li> <li>○ Deirdre: No we won't.</li> <li>○ Josh Jacobs: Framing of this is negative because it means that it is not good to have people in housing search.</li> </ul>	<p><b>9:25 – 9:40</b></p>

<ul style="list-style-type: none"> <li>○ Deirdre: Talked with Alex about methodology of data quality and will possibly change because assessment methodology does not address reality of situation.</li> <li>○ Shantae: I would like to offer up HUD TA support specific to the scorecard, and discussions on goals/outcomes as well as presentation conversations.</li> <li>○ Mike Keller: I think the concern re: RRH move in dates would be- of the 11.45%, are they all still actually in the housing search phase or are there just move in dates missing? One way to look at this may be to analyze time between when move in dates are entered into HMIS vs. the actual move in date itself. If there are long delays, that may be indicative of an issue agencies can correct.</li> </ul>	
<p><b>5 Racial Equity Foundational Workshop Part 2</b> (Racial Equity Committee and Chloe Green, Sowing Love)</p> <ul style="list-style-type: none"> <li>● <b>Providing foundational racial equity training:</b> The CoC Racial Equity Committee is offering essential training to the HMIS Committee to equip them with the knowledge and understanding necessary to effectively integrate the CoC Racial Equity Framework into their HMIS-related work.</li> <li>● <b>Aligning HMIS with racial equity goals:</b> By providing training, the Racial Equity Committee is helping the HMIS Committee understand how to ensure that the HMIS system is aligned with the CoC's broader racial equity objectives, contributing to a more equitable and just homelessness response system.</li> <li>● <b>Building capacity for racial equity-centered HMIS:</b> The training aims to enhance the HMIS Committee's capacity to utilize HMIS data to identify and address racial disparities in homelessness and housing, promoting a more equitable and effective system.</li> </ul> <p>Bitfocus resources on creating client records: <a href="https://help.bitfocus.com/how-do-i-create-a-new-client-record">https://help.bitfocus.com/how-do-i-create-a-new-client-record</a></p> <p>Survey from Racial Equity Committee to complete prior to meeting:  <a href="https://docs.google.com/forms/d/e/1FAIpQLSfdOef8g-aEJV0tzC5_1k0jd2fciHO_O38XJn0tEK1fHxZSVQ/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSfdOef8g-aEJV0tzC5_1k0jd2fciHO_O38XJn0tEK1fHxZSVQ/viewform?usp=sf_link</a></p> <p>Tools to support RE Framework Dialog with CoC Committees</p>	<p><b>9:40 –11:00</b></p>

- [Racial Equity Framework](#) 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](#) 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 materials about RE and the RE Framework as a tool they will work with.
- [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.
- **HMIS Data Dictionary:**  
<https://files.hudexchange.info/resources/documents/HMIS-Data-Dictionary-2024.pdf>
- **HMIS Data Standards Manual:**  
<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2024.pdf>

Comments:

- **Our what flows from our why**
- **How racism appears in our system**
  - **Black and native americans are homeless at a rate 4 times higher than Alameda County’s general population and more than double the rate among people in poverty**
- Josh Jacobs: I am thinking about how the fair housing act prevents us from targeting housing resources to communities of color. Good intent but maintains the status quo.
- Michelle Ogburn: This disparity has been going on since the beginning of data collection for HMIS... Across communities.
- Daniel: this morning is saw a speech from MLK about slaves being freed with no resources and that white indentured servants were given resources

<ul style="list-style-type: none"> <li>○ Michelle: The podcast 1865 addresses the early days when promises weren't kept after the emancipation proclamation.</li> <li>● Ms.Shelley: We face an unrealistic expectation to navigate these systems that are oppressively designed, that ultimately yield minimal results. We remain in limbo waiting for the process to "process".</li> <li>● Ms.Shelley: Intersectional approaches to data. Even with lived experience as enumerators, the data does not accurately reflect the needs and impact the actions/services or lack thereof</li> <li>● Deirdre: The Color Of Law addresses housing discrimination history and politics comprehensively.</li> <li>● Daniel: Buying homes is almost seen as a sort of defiance to the system.</li> <li>● The Color Of Law addresses housing discrimination history and politics comprehensively. <a href="https://g.co/kgs/bYZxmBs">https://g.co/kgs/bYZxmBs</a></li> <li>● Ms.Shelley: It would be interesting to see the data capture who migrated or chose to be unhoused here from other states. Many of us agonize over the fact that we ask the client where they'd prefer to go and the county provided the greyhound ticket</li> <li>● Sayad: often wondered why so many young African Americans were living on the streets near the University Village at Berkeley during my time commuting to UC Berkeley. At the same time, I noticed a lower representation of African American youth in our classes. This was simply an observation of mine, not a critique of UC Berkeley. However, after today's presentation, I now understand the overall systemic factors behind these disparities.</li> <li>● Jose: When looking at racial equity framework we should apply these ideas to our work planning. Could we get back with Darlene and Chloe and see how to infuse equity into all the work we do?</li> <li>● Darlene: We are training liaisons and want to empower people to support the racial equity framework and striving to infuse it across the CoC. We definitely want to collaborate on work planning.</li> <li>● Chloe: Could it help is we come back for a debrief or supporting in work planning?</li> </ul>	
--	--

<p><b>6 2025 Work Plan Overview (time permitting)</b></p> <ul style="list-style-type: none"> <li>● Our December 18<sup>th</sup> Committee Meeting will be used to review the draft 2025 Committee work plan. <ul style="list-style-type: none"> <li>○ <a href="#">Draft work plan</a></li> <li>○ You can provide written feedback using this <a href="#">survey</a>.</li> </ul> </li> </ul>	
---	--

## Committee Members

Alex Baker	HMIS Lead / OHCC	X
Daniel Scott	Alameda County / OHCC	X
Deidre Wan	Berkeley Youth Affiliates	
Greta Monares	City of Oakland	X
Jared DeFigh	Wood Street	
Josh Jacobs	City of Berkeley	X
Julia Judge	Bay Area Community Services	X
Martha Elias	CES Entity / HCSA	
Michelle Ogburn	Abode	X
Mike Keller	EOCP	X
Patrick Anderson	Emerging Leaders Program; Podcaster (The Intelligent Human Voice)	
Shatae Jones	Alameda Alliance	X
Shelly Haynes	City of Livermore	X

## 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](#)