

**HMIS Committee  
Agenda  
January 15, 2025  
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/118hFMAU2IE-FqYmK8TZ9Hp40vmS1zRck9EBEbPlbwy8/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/118hFMAU2IE-FqYmK8TZ9Hp40vmS1zRck9EBEbPlbwy8/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](#).

Are you getting the HMIS newsletter? Make sure you and your agency leads are getting the newsletter! <https://alameda.bitfocus.com/newsletters> .

### Meeting Purpose / Overview

The focus of this month's meeting will be to review the draft 2025 work plan the committee co-chairs, HMIS lead team, and Homebase facilitators have prepared. We are hoping to gather feedback from the committee to update and enhance the plan with the goal of having the committee vote to approve the final plan.

You can submit written comments and feedback before or after our using this [survey](#).

## Agenda

<p><b>1. Welcome and Introductions (Co-Chairs)</b></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>	<b>9:00 – 9:10</b>
<p><b>2 Approval of minutes, 12/18/2024 (Co-Chairs)</b></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 December 18th HMIS Committee meeting for committee members to review on December 20th.</li><li>• The draft minutes have also been posted in the HMIS'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>	<b>9:10 – 9:15</b>
<p><b>3 HMIS Committee Public Comment (Co-Chairs)</b></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>	<b>9:15 – 9:20</b>
<p><b>4 Announcements (Homebase)</b></p> <p><b>Alameda H+H is Hiring</b></p> <ul style="list-style-type: none"><li>• <a href="https://www.linkedin.com/posts/tyler-clark-269a781b8_healthcare-systems-integration-administrator-activity-7275215816101388288-KT6F?utm_source=share&amp;utm_medium=member_desktop">https://www.linkedin.com/posts/tyler-clark-269a781b8_healthcare-systems-integration-administrator-activity-7275215816101388288-KT6F?utm_source=share&amp;utm_medium=member_desktop</a></li></ul> <p><b>Conflict of Interest Forms</b></p>	<b>9:20 – 9:25</b>

<ul style="list-style-type: none"> <li>• Morgan from Homebase is asking for voting committee members to sign their annual Conflict of Interest forms, please check for her email</li> </ul>	
<p><b>5 Vote to elect racial equity liaison (Co-Chairs)</b></p> <ul style="list-style-type: none"> <li>• In December we put a callout for committee members to become Racial Equity liaisons. <ul style="list-style-type: none"> <li>○ Krsna Hare nominated himself.</li> </ul> </li> <li>• The Racial Equity Liaisons will play a role in planning committee meetings and setting agendas, identifying how the HMIS Committee can apply a Racial Equity lens to its work, and with Homebase’s support, lead interactive activities to help us center our work in Racial Equity.</li> <li>• If interested in the role, committee members will have 2 minutes to share why they would like to serve in this capacity.</li> <li>• The Committee can have up to three people in this role.</li> </ul>	<p><b>9:25 – 9:35</b></p>
<p><b>6 Updates from the HMIS Lead Team (Alex)</b></p> <ul style="list-style-type: none"> <li>• Review HMIS Policies</li> <li>• Review HMIS Data Quality Targets</li> <li>• Review HMIS Training Calendar</li> </ul>	<p><b>9:35 – 9:50</b></p>
<p><b>7 Draft 2025 Committee Work Plan Review</b></p> <ul style="list-style-type: none"> <li>• Action Required: The committee will conduct a final review of the work plan and vote to approve 2025 goals.</li> </ul>	<p><b>9:50 – 10:45</b></p>
<p><b>8 2025 Kick-off</b></p> <p><b>Introduce HMIS Access Policy Project</b></p> <ul style="list-style-type: none"> <li>• Develop a clear and consistent HMIS Access Policy:</li> <li>• Define "Provider" within the policy (e.g., organizations and individuals directly serving individuals experiencing homelessness, including but not limited to shelters, outreach programs, case managers, etc.).</li> <li>• Establish a clear process for requesting HMIS access, including an online application or form with required information (e.g., organization name, contact information, purpose of HMIS use, data security plan).</li> <li>• Address HMIS data misuse and access revocation: <ul style="list-style-type: none"> <li>○ Develop a policy for addressing situations where HMIS users violate data use agreements, misuse data, or improperly access the system.</li> </ul> </li> </ul>	<p><b>10:45 – 11:00</b></p>

- Outline the consequences of such violations, including potential access revocation.
- Establish a process for users to regain access after violations have been addressed.
- Outline the criteria for granting or denying HMIS access (e.g., legitimate service delivery needs, adherence to data privacy and security standards, commitment to data quality).
- Define an appeals process for providers who are denied access, with the HMIS Committee serving as the appeals body.
- Create an HMIS access request form that collects all necessary information from providers to evaluate their request.

**Introduce Provider Data Quality Project**

- **Conduct interviews with service providers:** To understand their specific challenges with data entry, including time constraints, system usability, data definitions, and the impact of data quality on their daily work and program outcomes.
- **Analyze provider feedback:** Identify common themes and pain points related to data quality.
- **Develop actionable recommendations:** Based on the analysis, create a set of concrete recommendations for the HMIS Lead to improve data quality, such as system enhancements, training improvements, or changes to data collection procedures.
- **Package and disseminate findings:** Share the findings and recommendations with the CoC Leadership Board, HMIS Committee, and the broader CoC network.

**Committee Members**

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

## 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](#)