

HMIS Committee Minutes 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-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](#).

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

1. Welcome and Introductions (Co-Chairs)

- Please come off mute and/or put in the chat your: Name, pronouns, affiliation (organization, etc.).
- Ground Rules

2 Approval of minutes, 12/18/2024 (Co-Chairs)

- 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.
- The draft minutes have also been posted in the HMIS's [google drive folder](#).
- 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.
- You may also email Homebase at jose@homebaseccc.org and matthieu@homebaseccc.org copying alameda@homebaseccc.org, if you see anything in the draft minutes that are distributed following today's meeting that should be amended

December meeting minutes approved with no changes.

3 HMIS Committee Public Comment (Co-Chairs)

- Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person.
- Homebase has created a public comment tracker where public comments across CoC meetings will be recorded.
- Comments will be directed to the appropriate CoC committee or County staff.

Patrick: Need to focus on earthquake preparedness.

Ms. Shelley: Need to increase cross-committee collaboration.

Nic: Would be nice to have co-chairs meet across committees. Co-chairs should head to the CoC learning committees if topic for session aligns with committee tasks to think together as a larger group.

4 Announcements (Homebase)

Conflict of Interest Forms

- Morgan from Homebase is asking for voting committee members to sign their annual Conflict of Interest forms, please check for her email

5 Vote to elect racial equity liaison (Co-Chairs)

- In December we put a callout for committee members to become Racial Equity liaisons.
 - Krsna Hare nominated himself.
- 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.
- If interested in the role, committee members will have 2 minutes to share why they would like to serve in this capacity.
- The Committee can have up to three people in this role.

Krsna: Thanks for the opportunity to speak! I'm still educating myself on why I am here. I felt this opportunity is a call to action. I didn't feel I had a reason to be on this committee. I had a conversation with Jose and Matt and felt challenged by the opportunity. This was my way to learn about the work. This was an opportunity to challenge myself to be embedded in the work. I was raised in Oakland and Richmond, went to UC Berkeley, and as a person of color. I've been trying to bridge the gap for a long time. I decided to change myself and now I have the chance to help others make the change. I want to create avenues for other leaders to stand up. I want to help shape impact through this committee work. Who else will work with us as a racial equity liaison? Who else is ready to make change?

Nic: The racial equity committee strongly encourages each committee to have more than one REC Liaison. This HMIS committee also had other people volunteer to be REC liaisons.

6 Updates from the HMIS Lead Team (Alex)

- Review HMIS Policies
- Review HMIS Data Quality Targets
- Review HMIS Training Calendar
 - i. [Alameda County HMIS website](#)
 - ii. [Newsletter sign up](#)
 - iii. [Get Access to the HMIS System](#)
 - iv. [Get Trained on the HMIS System](#)
 - v. [Find out about HMIS User Group Meetings](#)
 - vi. [Get HMIS Materials and Support](#)
 - vii. [HUD Data Standards](#)
 - viii. [Data Quality Corrections Reference Guide](#)

Jose: We uploaded Policies to [google drive](#) for folks to look at after the meeting. Please make edits in “suggesting mode” so we can see any changes and comments.

Nic: Each time the policies are updated, it comes to the HMIS committee?

Alex: Yes!

Nic: When was the last time we updated the policies?

Alex: It's been about a year. Probably around February of last year. ICF also helped us consolidate a lot of policies. We put a lot of separate documents into our manual and grew the page count from 37 to 51.

Shantae: The HUD Data Workgroup, at the direction of the SNAPs office, have updated and published the Data TA Strategy (available here: [SNAPS Data TA Strategy to Improve Data and Performance - HUD Exchange](#)). If you haven't done so already, it may be helpful for the HMIS team and committees to review the strategy listed above and potentially target some available training/opportunities to ensure it is connected to the overall strategy. Although the strategy is a guide for TA providers working with communities, there is nothing prohibiting communities from being proactive in system improvements and updates. (Just wanted to share)

Shelly: Can I, from the city, request that providers that enter things into HMIS to look for support from HMIS directly?

Alex: Yes! I also recommend they talk with their internal agency liaison.

Julia: We have an intranet at BACS. I'm wondering about how to incorporate providing feedback to HMIS through this intranet. Is this link just a form or is it something different?

Alex: We do have a link and we send it with the newsletter at the beginning of the month but often people lose that link. It's better if people use the ticket system. It's also better if people look internally first with their agency liaison to filter some requests and pass on questions to HMIS when the liaison is unable to provide an answer.

Krsna: I have no idea what was just said. I am willing to learn and think over time I will be able to understand. I just have to hear things over and over again before I can participate the right way. I am not usually used to hearing some of these words.

Alex: Yes, no problem! Feel free to ask any questions at any time. HMIS is a system that service providers are able to enter information about the people they serve. This data is then used by HUD to run reports that allow them to study and track how funds are used, and how effective they are.

Krsna: I think I am somewhat ok with what HMIS is. I think I was moreso confused by some of the technical terms. I appreciate you taking time to tutor us through this. It's just like learning another language. I encourage others to speak up when they don't understand either.

Shelly: It's always a lot of information. I always have to write a lot of things down. Writing notes definitely always helps me, especially when we go over huge data dumps. Thanks Jose and Alex for also always sending out information for us to better understand.

Jose: For folks who joined through Alex's presentation you can access the policies and procedures in the chat. We'll also make sure to send that to the group for review.

7 Draft 2025 Committee Work Plan Review

- Action Required: The committee will conduct a final review of the work plan and vote to approve 2025 goals.

See work plan at [this link](#) in parking lot area for meeting notes.

Data quality project volunteer list:

Shelly
Krsna
Amy
Mike

Shelly made motion to approve work plan.

Julia seconded motion

Patrick – Yay

Krsna – Yay

Alex – Yay

Mike – Yay

Melissa – Yay

Shatae – Yay

Jose: Motion to approve work plan passed. We'll use the notes on the work plan to work on next agendas.

Julia: I love this sticky note app and it's really cool. Is it possible to also get the plan in a word format that's easier for my brain to understand?

Jose: Yes! That is something that we can do. We already have the excel version of this that we can send out but we can also do a word overview of the next three months.

Julia: That would be great, thank you!

8 2025 Kick-off

Introduce HMIS Access Policy Project

- Develop a clear and consistent HMIS Access Policy:
- 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.).
- 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).
- Address HMIS data misuse and access revocation:
 - Develop a policy for addressing situations where HMIS users violate data use agreements, misuse data, or improperly access the system.
 - 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.

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Committee Members

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

Resources:

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