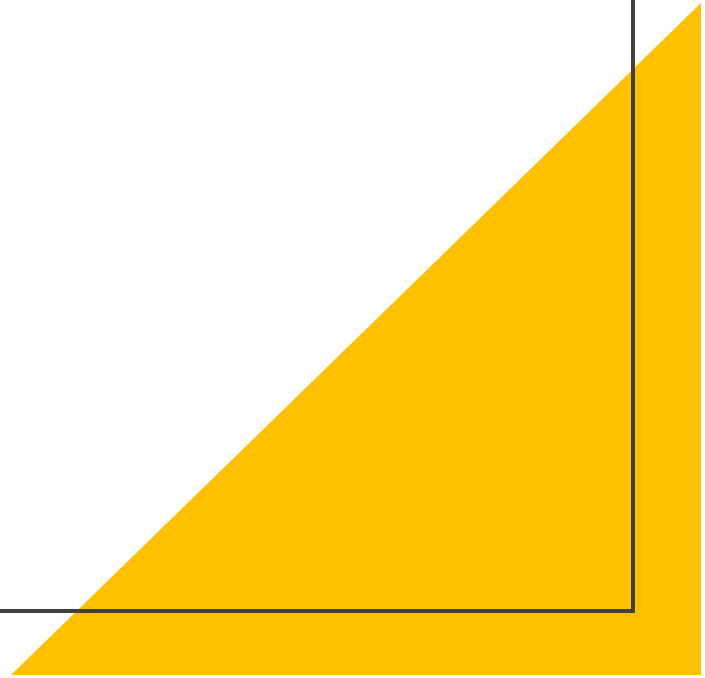




EveryOneHome

HMIS Committee

February 19, 2025



Goals for Today

- The purpose of the February HMIS Committee meeting is to advance key initiatives that support data quality, racial equity, and HMIS system improvements.
- The committee will review and provide feedback on updates to the HMIS Policies and Procedures Manual, discuss the Data Quality and Occupancy Report from the HMIS Lead.
- Additionally, we'll receive an update from the newly formed Provider Data Quality Workgroup, which is focused on identifying provider barriers to data quality. This workgroup will be engaging with providers through interviews or focus groups to gather feedback on data quality challenges.
- The committee will also review the draft HMIS Access Policy for input.

Agenda



1. Welcome / Introductions
 1. Ground rules and norms
 2. Approval of Minutes
2. Public Comment
3. Announcements
4. Racial Equity Liaisons
5. Work Plan Review and Approval
6. 2025 Kick-off!



Ground Rules

- 1. The first time you speak, state your name, preferred pronouns, and where you live/organization or agency affiliation.** In a public meeting, it is helpful to know who is speaking as well as where they live in the community and/or what organization or agency they represent.
- 2. One person speaks at a time.** Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down.
- 3. This is a public discussion, not a debate.** The purpose is not to win an argument, but to hear many points of view and explore many options and solutions.
- 4. Everyone is encouraged to participate. You may be asked to share what you think, or we may ask for comments from those who haven't spoken. It is always OK to "pass" when you are asked to share a comment**
- 5. No one or two individuals should dominate a discussion.** If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.
- 6. Listen to and respect other points of view.**
- 7. Do your best to understand the pros and cons of every option,** not just those you prefer. Be as objective and fair-minded as you can be.
- 8. Seek first to understand, not to be understood.** Ask questions to seek clarification when you don't understand the meaning of someone's comments.

- Homebase distributed the meeting minutes (meeting minutes are the written record of our monthly meetings) from the January 15th HMIS Committee meeting for committee members to review on January 17th.
- The draft minutes have also been posted in the HMIS Committee'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@homebasesccc.org copying alameda@homebaseccc.org, if you see anything in the draft minutes that are distributed following today's meeting that should be amended.
- No roll call vote is needed, corrections not already received by Homebase will be noted and minutes changed accordingly.

Approval of Minutes



Public Comment



- 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.
- You may also email Homebase at jose@homebaseccc.org and matthieu@homebaseccc.org, copying alameda@homebaseccc.org, if you would like to submit written comments.

Announcements



- Interested in the 2024 NOFO results? Upcoming events this month:
 - Presentation at Standards Funding and Compliance Committee February 6th
- The Harvard Kennedy School Government Performance Lab (GPL) invites you to join our Data-Driven Decision-Making Training series. These trainings are virtual and open to anyone working in and around homelessness prevention and response work in Alameda County.
 - Please register for the training here: bit.ly/gpltraining.
 - Choose-Your-Own-Data-Adventure | Friday, Feb. 7 at 10 am - 11 am: In this hands-on simulation, you'll be challenged to use limited data to understand and address an emerging homelessness concern.
 - Continuous Improvement & Key Performance Indicators | Friday, Feb. 14 at 10 am - 12 noon: Not sure how best to use the data you have or see in meetings? This training will focus on tools to connect program and system goals with the data you track to help improve the services being delivered.
 - Unpack & Interpret Data | Friday, March 14 at 10 am - 12 noon: Learn strategies for disaggregating data to better understand what your data is telling you.
 - Communicate with Data | Friday, April 11 at 10 am - 12 noon: Bring all your learnings from previous sessions together and focus on how to present data to support action-oriented meetings and conversations.
 - Please reach out to Sky Mihaylo (skymihaylo@hks.harvard.edu) if you have any questions.
- Workgroup Opportunities:
 - These workgroups are looking for volunteers:
 - The Performance Measures Workgroup will update the Performance Measures for CoC projects, last updated about 10 years ago. The updated measures are planned to be used as a part of scoring the 2026 NOFO project applications.
 - SCF is developing a NOFO Toolkit in its NOFO Workgroup. The toolkit will be designed to help orient new applicants to the NOFO process of CoC funding.
 - Seeking members who are: providers, PWLE, REC committee members, and Youth Committee members
 - Please let us know via email if you are interested, no later than Feb 19th
 - jose@homebaseccc.org; matthieu@homebaseccc.org

Racial Equity Focused Ice Breaker



Prompt: Think about a time in your professional work when you realized that a lack of representation impacted a decision, a policy, or a data outcome. How did it change the way you thought about equity in your work?

Breakout Rooms (Optional):

- If the group is larger than 10 people, split into small breakout rooms (3–4 people each) to allow everyone to share briefly.
- In small groups: Each person has 1–2 minutes to reflect and share. Encourage active listening—no need for deep analysis, just reflections.

Group Reflection (Back in the Main Room if people broke out):

- Ask for 2–3 volunteers to share key takeaways or “aha” moments from their small group discussions.
- Close by highlighting how diverse lived experiences help us interpret data more thoughtfully, design more inclusive policies, and identify gaps in our homelessness response system.

HMIS Lead Updates

- Quarterly Data Quality and Occupancy Report



Review of HMIS Policies and Procedures Manual

Group Discussion



Supporting Data Quality Efforts

Update from the Provider
Data Quality Workgroup



Supporting the HMIS Lead in Developing New Policies

Review Draft HMIS Access
Policy



HMIS Access Policy Goals

Create a Clear HMIS Access Policy:

- Explain who can access HMIS and under what conditions.

Define "Provider":

- Clarify that this includes organizations and individuals who work directly with people experiencing homelessness, like shelters, outreach programs, and case managers.

How to Request HMIS Access:

- Set up a simple process with an online form where providers submit basic info (organization name, contact details, reason for using HMIS, and data security plans).

Handling Data Misuse:

- Create rules for what happens if someone misuses HMIS data, breaks data use agreements, or accesses the system improperly.
- Clearly state the consequences, like losing HMIS access if rules are violated.
- Provide a way for users to regain access after resolving any issues.

Deciding Who Gets Access:

- Set clear criteria for approving or denying access, focusing on legitimate service needs, data privacy, security, and data quality commitments.

Appeals Process:

- If access is denied, providers can appeal the decision. The **HMIS Committee** will review and decide on appeals.

Introduction and Goals

This policy is in DRAFT form.

We are seeking your input and feedback to ensure the process for requesting, granting, and denying HMIS access is clear, fair, and effective.

Goals

Confirm the policy supports consistent and equitable access to HMIS.

Identify areas for clarification or improvement.

Prepare for revisions based on committee feedback.

Purpose

Why are We Developing this Policy :

Establish a **clear, consistent, and equitable process** for HMIS access.

Ensure all access decisions are based on **objective criteria**.

Protect the **integrity and security** of HMIS data through controlled access.

Discussion Prompt:

Does this purpose clearly reflect our shared goals for HMIS access?

Proposed HMIS Access Request Process

Step 1: Request Access

- Request Access using the HMIS Lead Access Application

Step 2: HMIS Lead Review

- Evaluation based on organizational role, data need, and compliance with data security requirements.

Step 3: Decision Notification

- Written approval or denial provided to the requesting organization.

Discussion Prompts:

- Are the submission and review steps clear and comprehensive?
- Are the decision criteria fair and objective?

Proposed Appeal Process

When to Appeal:

If an HMIS access request is **denied**.

How the Process Works:

Submit a **written appeal** to the CoC HMIS Committee.
The committee reviews the appeal and issues a **final written decision**.

Discussion Prompts:

Is the appeals process transparent and accessible?
Are there any steps missing to ensure fairness?

Data Use and Access Violations

Why This Matters:

- To maintain **accountability** and protect **sensitive data**.

Potential Consequences for Violations:

- **Suspension** or **revocation** of HMIS access.
- Referral for further investigation if needed.

Reinstatement Process:

- Organizations can request reinstatement in writing; reviewed by HMIS Lead.

Discussion Prompts:

- Are the consequences for misuse clear and appropriate?
- Is the reinstatement process fair and rigorous enough?

Reminders and Next Steps

Reminders:

- This is a DRAFT—we need your feedback to improve it.
- Focus on ensuring clarity, fairness, and consistency in the access process.

Next Steps:

- Gather committee feedback.
- Revise the draft based on input.
- Prepare for final approval in the next review cycle.
- The draft policy has been saved in the committee's google drive folder.
- You can submit feedback through March 5 by making comments directly in the google doc or email Jose (jose@homebaseccc.org) and Matt (matthieu@homebaseccc.org).
- We'll bring the updated draft policy to the March 19 committee meeting for a vote.

Acronym	Definition
HUD	US Department of Housing and Urban Development
CoC	Continuum of Care: A geographic region awarded funding by HUD each year in a collaborative application process
OAC	Outreach Access Coordination Committee
SCC	System Coordination Committee: The former name of the OAC
PWLE	Person with Lived Expertise/Experience: Someone who has been homeless or is currently homeless
BIPOC	Black, Indigenous, Person of Color
NOFO/NOFA	Notice of Funding Opportunity: The annual (summer) competition for CoC funding
PIT	Point in Time Count: The count held every January of currently homeless households in the CoC
PSH	Permanent Supportive Housing: A type of CoC funded project that pays long-term, permanent housing subsidy for clients
RRH	Rapid Rehousing: A type of CoC funded project that pays short to medium term housing subsidy for clients
SSO	Supportive Services Only: A type of CoC funded project which includes staffing but not housing

Acronym	Definition
CES	Coordinated Entry System
HRC	Housing Resource Center
HHIP	Housing and Homelessness Incentive Program
HHAP	Homeless Housing Assistance and Prevention Grant
ERF	Encampment Resolution Fund
SI	System Impact Committee
REC	Racial Equity Committee
LB	Leadership Board
HCC	Housing Capacity Committee
SFC	Standards, Funding, and Compliance Committee
HSP	Housing Stabilization and Prevention Committee