

**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
- **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 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 vote on updates to the **HMIS Policies and Procedures Manual**, discuss the **Data Quality and Occupancy Report** from the HMIS Lead, and explore ways to strengthen data quality efforts through **cross-committee collaboration**. Additionally, we'll provide 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 and plan for broader feedback from CoC committees to ensure inclusive, community-driven improvements.

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

Agenda

<p>1. Welcome and Introductions (Co-Chairs)</p> <ul style="list-style-type: none"> • Please come put in the chat your: Name, pronouns, affiliation (organization, etc.). • Ground Rules 	9:00 – 9:05
<p>2 Approval of minutes, 01/19/2025 (Co-Chairs)</p> <ul style="list-style-type: none"> • 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’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. 	9:05 – 9:10
<p>3 HMIS Committee Public Comment (Co-Chairs)</p> <ul style="list-style-type: none"> • 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. 	9:10 – 9:15
<p>4 Announcements (Homebase)</p> <ul style="list-style-type: none"> • Interested in the 2024 NOFO results? Upcoming events this month: 	9:15 – 9:20

- 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](https://bit.ly/gpltraining).
 - Choose-Your-Own-Data-Adventure I 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 I 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 I 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 I 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 three 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

<p>5 Racial Equity Focused Ice Breaker (Krsna)</p>	<p>9:20 – 9:35</p>
<p>6 Updates from the HMIS Lead Team (Alex)</p> <ul style="list-style-type: none"> • Quarterly Data Quality and Occupancy Report 	<p>9:35 – 10:00</p>
<p>7 Review of HMIS Policies and Procedures Manual (Group Discussion)</p> <ul style="list-style-type: none"> • Policy and Procedures Manual 	<p>10:00 – 10:30</p>
<p>8 Supporting Data Quality Efforts (Provider Data Quality Workgroup)</p> <ul style="list-style-type: none"> • Update from the Provider Data Quality Workgroup <ul style="list-style-type: none"> ○ Call for Workgroup Members 	<p>10:00 – 10:40</p>
<p>9 Supporting the HMIS Lead in Developing New HMIS Policies (Homebase)</p> <ul style="list-style-type: none"> • HMIS Access Policy <ul style="list-style-type: none"> ○ Create a Clear HMIS Access Policy: <ul style="list-style-type: none"> ▪ Explain who can access HMIS and under what conditions. ○ Define "Provider": <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ Set clear criteria for approving or denying access, focusing on legitimate service needs, data privacy, security, and data quality commitments. ○ Appeals Process: 	<p>10:40 – 11:00</p>

<ul style="list-style-type: none"> ▪ If access is denied, providers can appeal the decision. The HMIS Committee will review and decide on appeals. ▪ Create an HMIS access request form that collects all necessary information from providers to evaluate their request. 	
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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](#)