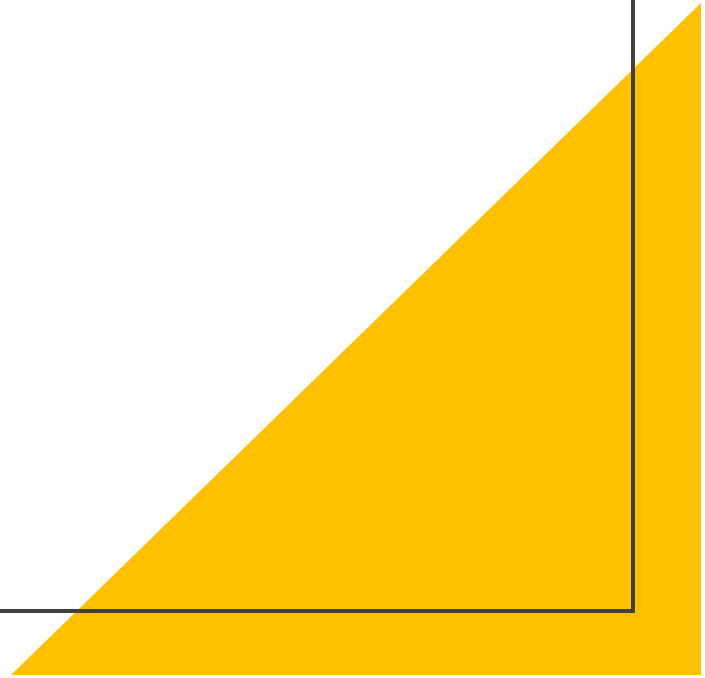




EveryOneHome

HMIS Committee

March 19, 2025



Goals for Today

- The **March HMIS Committee meeting** is an opportunity to **move forward together** by ensuring that committee members have a **clear understanding of HMIS, its role, and how we work collaboratively to strengthen our system**. We will begin by **reaffirming our shared commitment to respectful and productive discussions**, reviewing meeting norms and presenter ground rules to create a space where all voices are heard and valued.
- This meeting will also provide **critical clarity on the role of the HMIS Lead Entity**, ensuring that everyone has a strong foundation in **what HMIS is (and isn't)** and how data quality impacts our system. We will revisit key updates, including the **Quarterly Data Quality Report, provider engagement efforts, and the forthcoming participant-facing HMIS portal**, which will improve **data transparency and access** for those directly impacted. Additionally, we will review **updates to HMIS policies and procedures** to ensure they align with best practices and equity goals.
- Our focus is on **learning, transparency, and action**—ensuring that we take meaningful steps forward in a way that strengthens **our shared work, trust, and accountability** within the committee and the broader CoC.

Agenda



1. Homebase Staffing Update
2. Welcome and Setting the Stage
3. Revisiting Committee Ground Rules & Introducing Presenter Ground Rules
4. HMIS 101: Demystifying HMIS
5. HMIS Lead Updates
6. Administrative Items
 1. Approval of Minutes
 2. Public Comment
 3. Announcements



Homebase Staffing Update



Welcome and Setting the Stage for Today's Meeting

Shelly Haynes and Shatae Jones (Co-Chairs)



Evidence Based Solutions Committee (ESC) Update: Revisiting Committee Ground Rules and Introducing Draft Ground Rules for Presenters

Krsna Hare (ESC Liaison) and Shelly Haynes (Co-Chair)



Setting the Foundation for Productive and Inclusive Meetings

Level Setting:

- Our committee meetings are designed to be a **collaborative, inclusive, and effective space** where all voices are valued.
- **Respectful and structured discussions** help us make progress on our shared goals while ensuring that **everyone has a chance to contribute.**

Why We Have Ground Rules & Norms:

- To **create a welcoming environment** where all members feel comfortable sharing their perspectives.
- To **ensure meetings remain focused and efficient**, allowing us to move through agenda items without unnecessary delays.
- To **balance participation with progress**, recognizing that while all questions and comments are important, we may need to **defer some discussions** to keep meetings on track.

What This Means for Our Meetings:

- **We follow an agenda and a work plan** to guide discussions and decision-making.
- **We encourage participation**, but some questions or comments may need to be **held for a future meeting or taken offline** to ensure we stay on track.
- **We commit to acknowledging all concerns**, even if they can't be fully addressed in the moment.

Building a Positive and Productive Space

Key Messages:

- Our committee is a **collaborative space** where all voices are valued, and everyone should feel **comfortable contributing**.
- By setting **clear expectations for discussions and presentations**, we ensure that **meetings remain respectful, focused, and effective**.

Why This Matters:

- **Fostering Inclusivity:**
- Everyone, especially people with lived experience, should feel **welcomed, heard, and empowered to participate**.
- We all bring **unique perspectives** that help strengthen the work of the committee.

Keeping Discussions Focused and Accessible:

- Clear ground rules help us **stay on topic** and ensure **information is shared in a way that everyone can understand and engage with**.
- This reduces confusion, prevents miscommunication, and allows for **productive conversations**.

Strengthening Our Collective Work:

- Meetings are not just about discussion—they are about **action** and **progress**.
- Establishing **norms and presenter guidelines** allows us to **work together effectively** and **move forward on key initiatives**.

How We Engage in Meetings

Meeting Norms

- **Introduce yourself** the first time you speak (name, pronouns, affiliation).
- **One person speaks at a time** – avoid side conversations.
- **Public discussion, not a debate** – we explore different perspectives.
- **Encourage participation** – everyone has a voice, but it's okay to pass.
- **Be mindful of time** – share your thoughts concisely.
- **Listen & respect different viewpoints** – seek to understand.
- **Stay objective** – consider pros and cons of all options.
- **Ask questions for clarity** – focus on understanding first.
- **Respect the agenda and time limits** – if a discussion needs more time, it may be scheduled for a future meeting.

Supporting Clear and Inclusive Language

Ground Rules for Presenters

- **Introduce yourself & your role** at the start.
- **Set the stage** – be clear about what you'll cover.
- **Use simple, jargon-free language** – define acronyms as you go.
- **Share resources & materials** (links in chat, accessible slides).
- **Encourage participation** – pause for questions.
- **Respect time limits** – keep presentations focused.
- **Be open to feedback** – clarify when needed.
- **Be inclusive** – use examples relevant to diverse experiences.
- **Consider accessibility needs** – describe visuals and allow time for processing.
- **Wrap up with key takeaways & next steps.**

Why are We Proposing Ground Rules for Presenters?

We recognize that **complex information is being shared** in these meetings.

Some past discussions have shown the need for **greater clarity and accessibility.**

Having **ground rules for presenters** ensures that information is communicated effectively and that committee members can fully engage with the content

Your Thoughts Matter



We welcome your thoughts and feedback on these guidelines.



Homebase shared the draft presenter ground rules in the reminder email for today's meeting and posted them in the committee's google drive folder.



Feel free to ask questions or share any concerns.



Thank you for your participation and commitment to making our committee spaces more effective and inclusive!



If you prefer to share your feedback offline, can email our Homebase facilitators:
jose@homebaseccc.org and matthieu@homebaseccc.org

HMIS 101: Demystifying HMIS

Shantae White, Abt Associates

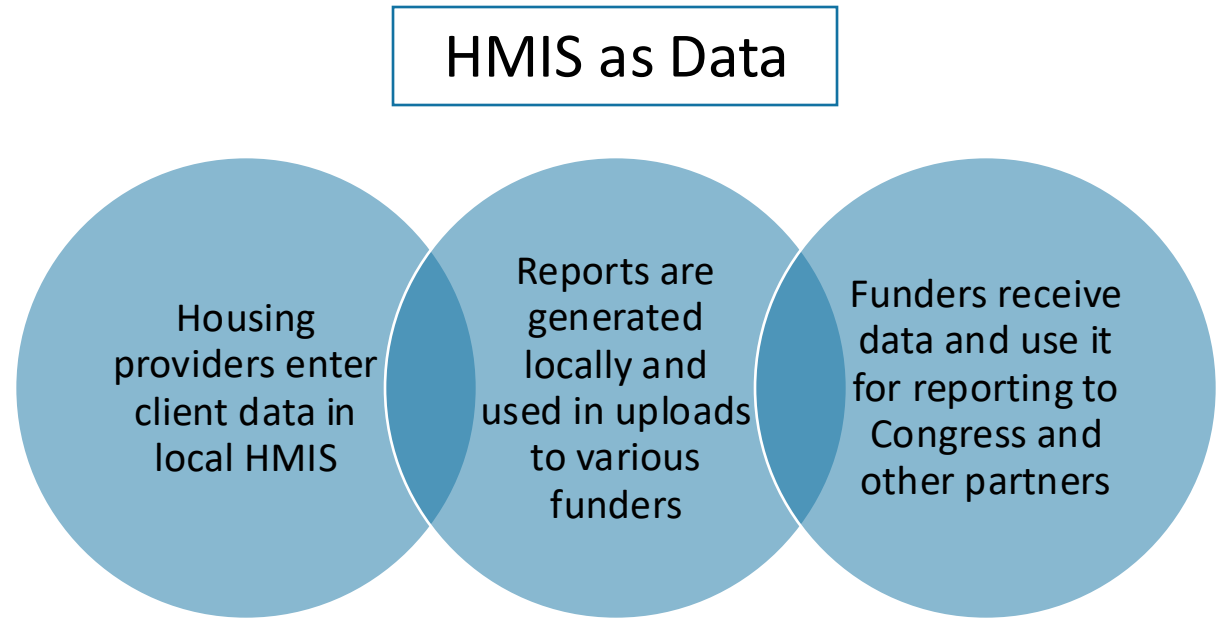
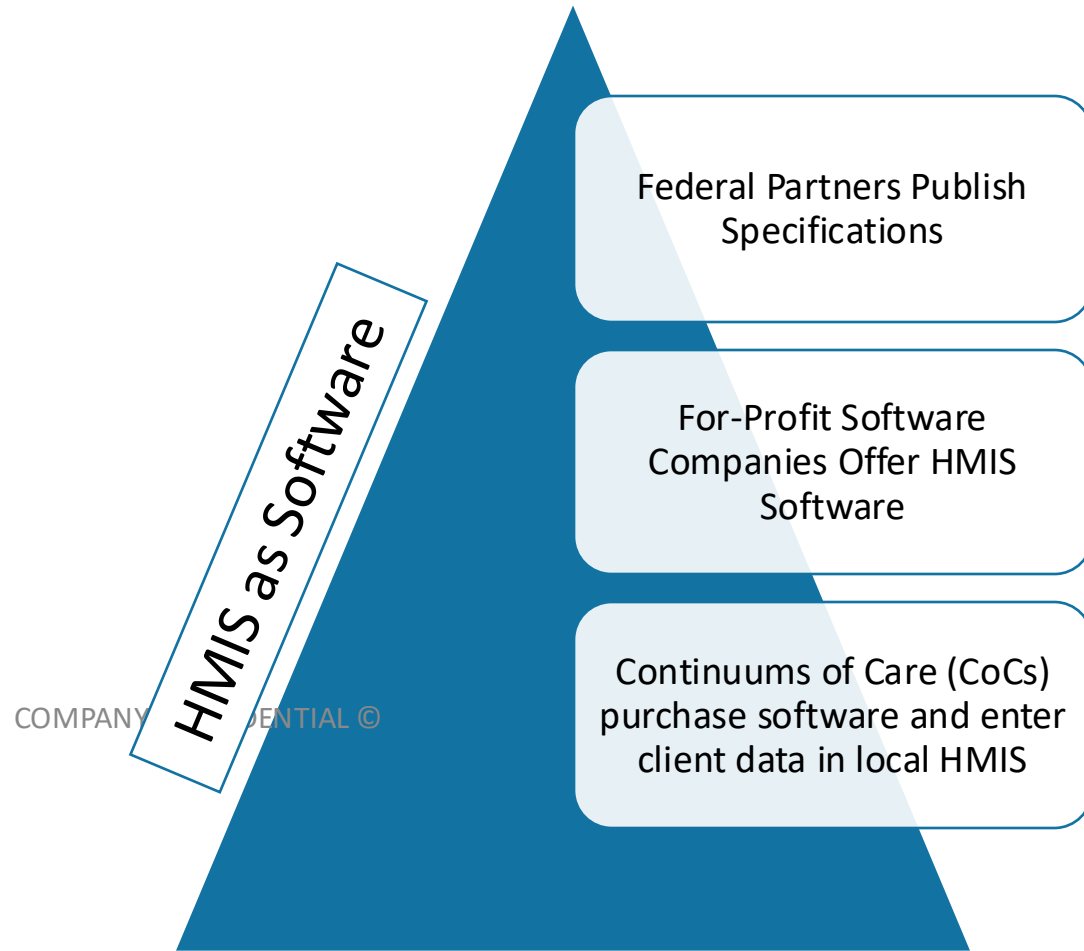




**BOLD
THINKERS
DRIVING
REAL-WORLD
IMPACT**

HMIS 101: Demystifying HMIS

HMIS in two visuals



What is HMIS?

HMIS is a local software solution designed to capture client-level information, over time, on the characteristics and service needs of people experiencing homelessness.

Who is required to use it?

Recipients of

- HUD's homelessness assistance grants - ESG, CoC, YHDP, and HOPWA
- Veterans Administration(VA) - SSVF, GPD
- Health and Human Services (HHS) - PATH Program and RHY Program
- California grantees subject to HMIS requirements in AB 977

Why it matters?

The primary goal of HMIS is to better understand the scope and dimensions of homelessness locally and nationally in order to address the problem more effectively. HMIS also allows for providing more efficient and coordinated services.

HUD and the federal partners use HMIS data to better inform homeless policy and decision making at the federal, state, and local levels. HUD is required to submit Annual Homelessness Assessment Report to Congress.

HMIS & CoCs

- CoCs are responsible for designating and ensuring HMIS is administered in compliance with HUD rules/regulations. Management of HMIS is delegated to the HMIS Lead by the CoC.
- Strong CoC and HMIS partnerships often result in more use of the data for improving homeless services, strengthening community planning and resource allocation.

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HMIS Lead Role & Responsibilities

Role

- The HMIS Lead is the eligible applicant that is designated by the CoC to manage the day-to-day operation of the CoC's HMIS system.

Responsibilities

- Managing the HMIS for the CoC's geographic area, in accordance with the requirements of the CoC Program interim rule and HMIS requirements prescribed by HUD.
- Additional responsibilities assigned to the lead should be documented in the CoC's governance charter

Provider Roles & Responsibilities

Role

- An entity, approved by the CoC and/or receiving federal partner funding participating in CoC data collection and reporting efforts.

Responsibilities

- Engage in community partnerships and shared data-decision making.
- Provide ongoing support to End Users for data collection and reporting.
- Adhere to federal partner contracts and guidelines for data collection and reporting.

End User Roles & Responsibilities

Role

- A person, approved by CoC/program, with the ability to enter quantitative data into the data system.

Responsibilities

- Collect data from individuals seeking services through the homeless response system.
- (in some cases) Participate in data reporting on behalf of the CoC/program.
- Adhere to data privacy and security standards.

Security & Privacy

- Through the oversight of the CoC, the HMIS Leads publish Privacy Notices at each agency and website in their community, so clients are informed about the uses and disclosures of their data.
- Clients have the right to refuse to provide data to HMIS and they should still be served by the community of providers if they do.

Who uses HMIS and benefits from it?

- People Experiencing Homelessness
- Case Managers
- Project Managers
- Policy Makers

Why is HMIS Important?

- Informs National Policy
- Informs Local Planning
- Enhance Coordinated Entry & Case Management
- Data-informed Decision-Making

Frequently Asked

- Who “owns” the software?
- Who “owns” the data?
- How do I get help with HMIS?
- What does HMIS collect?

Questions?

Contact Information

Shantae White, Abt Global

Shantae.white@abtglobal.com

HMIS Lead Updates



- Revisiting and Explaining the Quarterly Data Quality Report
- Updates on Provider One-on-One Support
- Introducing the Client-Facing Portal
- Reviewing the Updates to the HMIS Policies and Procedures

- Homebase distributed the meeting minutes (meeting minutes are the written record of our monthly meetings) from the February 19th HMIS Committee meeting for committee members to review on February 24th.
- 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 January 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



- Community Meeting Planning:
 - If you have an idea for themes or presentations at the May Community Meeting, please let us know! Email your thoughts to alameda@homebaseccc.org before March 10th, 2025.
- Acronym Glossary Project
 - EveryOne Home, the Oakland, Berkeley/Alameda County Continuum of Care (CoC), is updating the Acronym Glossary. We aim to create more inclusive, equitable, and collaborative environments for committee spaces. This glossary will increase shared understanding for all partners. You can view the current Acronym Glossary [here](#).
 - Your feedback is essential to this process! You can provide feedback through the Acronym Glossary Feedback Form or by attending a virtual Acronym Glossary Focus Group on March 25, 2025, from 9:00am to 10:00am. The Zoom information for the Acronym Glossary Focus Group is included below.
 - Acronym Glossary Focus Group
 - Tuesday, March 25, 2025, 9:00am to 10:00am
 - [Zoom Link](#), Meeting ID: 816 0763 5572
- 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. The intended audience is those new to data.
 - Please register for the training here: bit.ly/gpltraining.
 - 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

Next Meeting

Proposed Agenda Items:

- Approve Draft HMIS Access Policy
- Update from Provider Data Quality Workgroup



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