

**HMIS Committee  
Minutes  
March 19, 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 **March HMIS Committee meeting** will focus on providing **foundational training on HMIS** to ensure committee members have a clear understanding of **HUD's perspective** on what an HMIS is, its intended purpose, and the role of the HMIS Lead entity. We will also revisit the **Quarterly Data Quality and Occupancy Report** presented at the February meeting, with a focus on clarifying **how targets were determined, how performance against them is calculated, and what meeting or not meeting them means**. Additionally, the **HMIS Lead team** will share

updates from their **one-on-one work with providers** and provide an overview of their efforts to develop a **consumer-facing HMIS portal**. Finally, we will review **updates to the HMIS Policies and Procedures** and gather committee feedback.

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

## Agenda

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| <p><b>1. Welcome and Introductions (Co-Chairs)</b></p> <ul style="list-style-type: none"> <li>• Please come put in the chat your: Name, pronouns, affiliation (organization, etc.).</li> <li>• Ground Rules</li> </ul>   | <p><b>9:00 – 9:03</b></p> |
| <p><b>2 Approval of minutes, 01/19/2025 (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 January 15th HMIS Committee meeting for committee members to review on January 17th.</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> | <p><b>9:03 – 9:07</b></p> |
| <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>  | <p><b>9:07 – 9:15</b></p> |
| <p><b>4 Announcements (Homebase)</b></p> <ul style="list-style-type: none"> <li>• Interested in the 2024 NOFO results? Upcoming events this month:             <ul style="list-style-type: none"> <li>◦ Presentation at Standards Funding and Compliance Committee February 6th</li> </ul> </li> <li>• The Harvard Kennedy <a href="#">School Government Performance Lab (GPL)</a> invites you to join our Data-Driven Decision-Making Training</li> </ul>   | <p><b>9:15 – 9:18</b></p> |

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| <p>series. These trainings are virtual and open to anyone working in and around homelessness prevention and response work in Alameda County.</p> <ul style="list-style-type: none"> <li>○ Please register for the training <a href="https://bit.ly/gpltraining">here: bit.ly/gpltraining</a>. <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> </li> <li>○ Please reach out to Sky Mihaylo (<a href="mailto:skymihaylo@hks.harvard.edu">skymihaylo@hks.harvard.edu</a>) if you have any questions.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Workgroup Opportunities:</b> <ul style="list-style-type: none"> <li>○ These three are looking for volunteers: <ul style="list-style-type: none"> <li>▪ The <u>Performance Measures Workgroup</u> 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.</li> <li>▪ SCF is developing a NOFO Toolkit in its <u>NOFO Workgroup</u>. The toolkit will be designed to help orient new applicants to the NOFO process of CoC funding.</li> </ul> </li> <li>○ Seeking members who are: providers, PWLE, REC committee members, and Youth Committee members</li> <li>○ Please let us know via email if you are interested: <ul style="list-style-type: none"> <li>▪ <a href="mailto:jose@homebaseccc.org">jose@homebaseccc.org</a> and <a href="mailto:matthieu@homebaseccc.org">matthieu@homebaseccc.org</a></li> </ul> </li> </ul> </li> </ul> |                            |
| <p><b>5 Racial Equity Focused Ice Breaker</b> (Krsna, Racial Equity Liaison)</p>   | <p><b>9:18 – 9:25</b></p>  |
| <p><b>6 Foundational Training on HMIS</b> (Shantae White, Abt)</p> <ul style="list-style-type: none"> <li>● Quarterly Data Quality and Occupancy Report</li> </ul> <p>PIT and HIC: <a href="https://www.hudexchange.info/programs/hdx/pit-hic/#2024-pit-count-and-hic-guidance">https://www.hudexchange.info/programs/hdx/pit-hic/#2024-pit-count-and-hic-guidance</a></p> <p>AHAR: <a href="https://www.hudexchange.info/homelessness-assistance/ahar/#2024-reports">https://www.hudexchange.info/homelessness-assistance/ahar/#2024-reports</a></p> <p>Alameda HMIS: <a href="https://achmis.org/">https://achmis.org/</a></p> <p>Patrick: How long does a clients data stay within the HMIS system after someone that has been re-housed after being homeless and/or have received homeless assistance?</p>   | <p><b>9:25 – 10:00</b></p> |

Shantae: You can be in system for various reasons. You may be in the system due to other reasons from housing. As such you will stay in the HMIS system unless you request from the lead to be removed.

HMIS Data and Technical Standards:

<https://www.hudexchange.info/resource/1318/2004-hmis-data-and-technical-standards-final-notice/>

Does HUD prevents folks from receiving information if folks refuse having data entered into HMIS?

Shantae: That is not a barrier. It is your right to refuse to provide information or to have your information protected.

Nic: I want to echo what Shantae says, no one can be denied services for refusing to provide information. The only thing I would add is that though this is true, it does create barriers for providers to work together. You may lose out on opportunities other providers could give to folks.

Mike: As I understand it, not having your information in HMIS may also impact specific services such as matching via Coordinated Entry.

Jose: yes that is why when we do talk with folks about refusing to provide information of the potential impacts.

Shantae: There is also a difference between providing information and giving consent for your information to be shared.

Ms. Shelley: Does that fall into non compliance and trigger a corrective action plan?

Shantae: No it does not

Grant: I also think it is worth highlighting that a person can choose how much to share in HMIS. It isn't an all or nothing approach. An individual can put "Prefers not to answer" to any question.

Shantae: When your data is used to provide reports to the federal government your data is deidentified. They are unable to see the individual observations. They will not know names or identifiers of folks.

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| <p>Ms. Shelley: That's a great quote to capture! "Congress has no access to identifiable data, only aggregate data"</p>  |                             |
| <p><b>7 Updates from the HMIS Lead Team</b></p> <ul style="list-style-type: none"> <li>• <b>Revisiting the Quarterly Data Quality and Occupancy Report</b> (HMIS Lead)</li> <li>• <b>Report Out on HMIS/Service Provider One-on-Ones</b></li> <li>• <b>Reviewing and Gathering Feedback on the Updated HMIS Policies and Procedures</b></li> </ul> <p>Patrick: Comment and question: I'm seeking accountability, transparency and clarity from an organization that uses HMIS but did not provide services and totally failed at communications while I was experiencing homelessness in 2024---if it happened to me, I'm wondering who else it may have experienced this</p> <p>Alex: I would suggest you reach out to their development team or leadership team to request information on their grievance process.</p> <p>Suzanne: <a href="https://alameda.bitfocus.com/client-grievance-form">https://alameda.bitfocus.com/client-grievance-form</a> you can use this if the grievance process does not work you can submit this grievance form to our HMIS team.</p> <p>Nic: There is also a Coordinated Entry grievance policy</p> <p>Mike: Most funders have their own grievance policy or contact point too in addition to the CE policy</p> | <p><b>10:00 – 11:00</b></p> |

## Committee Members

|               |                             |   |
|---------------|-----------------------------|---|
| Alex Baker    | HMIS Lead / OHCC            | X |
| Daniel Scott  | Alameda County / OHCC       | X |
| Deidre Wan    | Berkeley Youth Affiliates   |   |
| Greta Monares | City of Oakland             |   |
| Jared DeFigh  | Wood Street                 | X |
| Josh Jacobs   | City of Berkeley            | X |
| Julia Judge   | Bay Area Community Services | X |
| Krsna Hare    | Community member            | X |

|                  |   |   |
|------------------|---|---|
| Martha Elias     | CES Entity / HCSA   |   |
| Michelle Ogburn  | Abode   | X |
| 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:

- [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](#)