

**HMIS Committee  
Agenda  
April 16, 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/1I8hFMAU2IE-FqYmK8TZ9Hp40vmS1zRck9EBEbPIbwy8/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/1I8hFMAU2IE-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](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 April 16 HMIS Committee meeting will focus on strengthening our system's data infrastructure through community-informed policy and process updates. We'll review proposed revisions to the HMIS Policies & Procedures Manual, provide input on a new draft HMIS Access Policy to ensure clarity and accountability in system access, and hear an update from the Provider Data Quality Workgroup about efforts to improve the accuracy and usability of HMIS data.

## Agenda

<p>1. <b>Welcome and Introductions</b> (Co-Chairs)</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 – 9:10</b></p>
<p>1 <b>Approval of minutes, 03/19/2025</b> (Co-Chairs)</p> <ul style="list-style-type: none"> <li>• Prior today’s meeting, Homebase distributed the meeting minutes (meeting minutes are the written record of our monthly meetings) from the March 19th HMIS Committee meeting for committee members to review.</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>9:10 – 9:15</b></p>
<p>2 <b>HMIS Committee Public Comment</b> (Co-Chairs)</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>9:15 – 9:20</b></p>
<p>3 <b>Announcements</b> (Homebase)</p> <ul style="list-style-type: none"> <li>• Save the date: Community Meeting May 6, Cal Endowment</li> <li>• Racial Equity Committee Transition to Evidence Based Solutions Committee (ESC)</li> <li>• Call for new Committee Co-Chair</li> </ul>	<p><b>9:20 – 9:25</b></p>
<p>4 <b>Ice Breaker</b> (Krsna)</p> <ul style="list-style-type: none"> <li>• <b>Icebreaker:</b> “One Policy, One Practice”</li> <li>• <b>Prompt:</b> <i>Share one HMIS-related policy or practice that you think is</i></li> </ul>	<p><b>9:25 – 9:40</b></p>

Commented [JL1]: “To kick things off, we’d love to do a quick icebreaker to ground us in today’s conversation. In the chat—or out loud if you’d like—share one HMIS-related policy or practice that you think is especially important, or one you wish was better understood or more consistently applied across the system.”

<p><i>especially important—or one you wish was better understood or implemented across the system.</i></p> <ul style="list-style-type: none"> <li>• People can unmute or drop their answers in the chat.</li> </ul>	
<p><b>5 Supporting Data Quality Efforts</b> (Provider Data Quality Workgroup)</p> <p>Update from the Provider Data Quality Workgroup</p>	<p><b>10:05 – 10:20</b></p>
<p><b>6 Updates from the HMIS Lead Team</b> (Alex)</p> <ul style="list-style-type: none"> <li>• Review Updated <a href="#">Policy and Procedures Manual</a></li> </ul>	<p><b>9:40 – 10:05</b></p>
<p><b>7 Supporting the HMIS Lead in Developing New HMIS Policies (Homebase)</b></p> <ul style="list-style-type: none"> <li>• <a href="#">HMIS Access Policy</a> <ul style="list-style-type: none"> <li>○ <b>Create a Clear HMIS Access Policy:</b> <ul style="list-style-type: none"> <li>▪ Explain who can access HMIS and under what conditions.</li> </ul> </li> <li>○ <b>Define "Provider":</b> <ul style="list-style-type: none"> <li>▪ Clarify that this includes organizations and individuals who work directly with people experiencing homelessness, like shelters, outreach programs, and case managers.</li> </ul> </li> <li>○ <b>How to Request HMIS Access:</b> <ul style="list-style-type: none"> <li>▪ 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).</li> </ul> </li> <li>○ <b>Handling Data Misuse:</b> <ul style="list-style-type: none"> <li>▪ Create rules for what happens if someone misuses HMIS data, breaks data use agreements, or accesses the system improperly.</li> <li>▪ Clearly state the consequences, like losing HMIS access if rules are violated.</li> <li>▪ Provide a way for users to regain access after resolving any issues.</li> </ul> </li> <li>○ <b>Deciding Who Gets Access:</b> <ul style="list-style-type: none"> <li>▪ Set clear criteria for approving or denying access, focusing on legitimate service needs, data privacy, security, and data quality commitments.</li> </ul> </li> <li>○ <b>Appeals Process:</b> <ul style="list-style-type: none"> <li>▪ If access is denied, providers can appeal the decision. The <b>HMIS Committee</b> will review and decide on appeals.</li> </ul> </li> </ul> </li> </ul>	<p><b>10:20 – 10:30</b></p>

Commented [MK2]: people should bring concerns and questions now to the meeting

<p><b>Planning for the May 2025 Community Meeting</b></p> <ul style="list-style-type: none"> <li>The Committee will discuss and develop key updates to share at the May 6 Community Meeting at the California Endowment. The group will also identify a committee member to present these updates at the meeting.</li> </ul>	<p><b>10:30 – 11:00</b></p>
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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 DeFig	Wood Street	
Josh Jacobs	City of Berkeley	
Julia Judge	Bay Area Community Services	
Melissa Moore		
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](#)