

**HMIS Committee
Draft Minutes
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
- **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 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.

Minutes

1. Welcome and Introductions (Co-Chairs)

- Please come put in the chat your: Name, pronouns, affiliation (organization, etc.).
- Ground Rules

1 Approval of minutes, 03/19/2025 (Co-Chairs)

- 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.
- 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.

Homebase asked for feedback on the March 2025 minutes. No corrections were suggested. Minutes were accepted without revision.

2 HMIS Committee Public Comment (Co-Chairs)

- 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.

One brief public comment was shared regarding scheduling conflicts. No formal public comments were submitted.

3 Announcements (Homebase)

- Save the date: Community Meeting May 6, Cal Endowment
- Racial Equity Committee Transition to Evidence Based Solutions Committee (ESC)
- Call for new Committee Co-Chair

Spring Community Meeting: Scheduled for May 6 at the California Endowment.

Registration and nomination links for the Wendy Jackson CoC Awards will be shared in the minutes.

Committee Fair: During the community meeting, each CoC committee will host a table to share accomplishments and goals.

🎉 Special Announcement: The committee celebrated Krsna Hare's acceptance to NYU's Silver School of Social Work for Fall 2025. Multiple members offered heartfelt congratulations and acknowledged Krsna's contributions and leadership.

4 Ice Breaker (Krsna)

- **Icebreaker:** "One Policy, One Practice"
- **Prompt:**
Share one HMIS-related policy or practice that you think is especially important—or one you wish was better understood or implemented across the system.
- People can unmute or drop their answers in the chat.

Discussion focused heavily on annual assessments, including:

- **Gaps in understanding their purpose.**

- **Impact on data quality and reporting (e.g., APR).**
- **Importance of messaging the “why” behind compliance.**
- **Suggestions to strengthen communication and training.**

5 Supporting Data Quality Efforts (Provider Data Quality Workgroup)
Update from the Provider Data Quality Workgroup

Presentation by the HMIS Provider Data Quality Workgroup (Shelly, Amy, and Krsna).

Highlights from the longitudinal review of quarterly data:

- **Timeliness:** Start data was generally strong; exit data showed some improvement but remained inconsistent.
- **Completeness:** Annual assessments were identified as a major area of weakness, with progress in later quarters. Visuals showed trends over time, not just point-in-time metrics.
- **Accuracy:** Concerns centered on move-in dates for RRH and PSH projects. Providers discussed the limitations of current accuracy measures and the need for adjustments to reflect real program workflows.
- **Utilization:** Trends varied across project types, with shelter utilization often underreported due to data entry issues. Members noted discrepancies between lived experience (e.g., shelters being full) and reported data.

Provider Feedback Themes:

- **Requests for more context and training around data metrics.**
- **Emphasis on understanding how provider-level data affects the system as a whole.**
- **Importance of tying data quality to funding and system-level decision-making.**

Next Steps:

Workgroup will finalize focus group questions, conduct outreach to HMIS and CES users, and compile recommendations for the HMIS Lead. Feedback will be brought back to the committee for discussion.

6 Updates from the HMIS Lead Team (Alex)

- Review Updated [Policy and Procedures Manual](#)

Due to time constraints and limited committee review, deeper discussion was postponed.

Feedback Survey Link → [Insert link here]

Updated documents and the survey will be re-sent with the minutes. Feedback is requested by May 5, 2025.

7 Supporting the HMIS Lead in Developing New HMIS Policies (Homebase)

- [HMIS Access Policy](#)
 - **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.

Planning for the May 2025 Community Meeting

- 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.

Homebase provided an overview of the draft policy, including:

- **Clear definitions of access eligibility and provider types.**
- **Request and approval process led by the HMIS Lead.**
- **Proposed appeals process and data misuse protocols.**

📌 **Feedback Survey Link → [Insert link here]**

Committee members were invited to review and submit feedback via survey or email.

Final draft to be reviewed and discussed at the May meeting

Feedback is requested by May 5, 2025.

Topics for Next Month

- **Approval of revised HMIS Policies and Procedures.**
- **Approval of the HMIS Access Policy.**
- **Quarterly Data Quality Report with updated measures.**
- **Draft Presenter Norms for Committee Meetings (to be sent in advance for comment).**

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](#)

