



HMIS & Data Committee Meeting Minutes

Thursday, Apr. 10, 2024 | 10:00 AM – 11:30 AM

[Recording of Zoom Meeting](#). The meeting chat is below.

Attendance:

Member	Area of Representation / Organization	Present
Alexsander Willis	LGBT Community Center	Yes
Anne-Marie Hooper	Sacramento Self Help Housing	No
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sac. County, Health Services	No
Hezekiah Allen, Co-Chair	City of Sacramento	Yes
Haimanot Ashenafi, Co-Chair	City of Elk Grove	No
Joseph Pacheco, Co-Chair	Homeless Service Provider	No
Julia Erdkamp	Coalition/Network	No
Kristy Smith	PWLEC Member	Yes
Mixtlicoatl Gonzalez	Lutheran Social Services	Yes
Yvette Buckner	PWLEC Member	Yes

SSF Staff	SSF Title
Ashley Wyant	HMIS Specialist
Aziz Bilotta-Connors	Interim Analytics Manager
Cait Reinking	HMIS Coordinator

David Arthur	HMIS Manager
Geoffrey Fralick	Program Analyst - Youth Specialist
Lizet Gonzalez	Operational Support Specialist II
Michelle Charlton	CoC Coordinator
Tina Wilton	HMIS Specialist
Guests	
Anita Daniel, Candy Hernandez, Darrell Rogers, David Silveria, Jalyn, Lashunda Price, Roop Walia, Shannon Martin, and Tami Davenport.	

Agenda Item	Presenter:	Time	Item Type
I. Welcome & Introductions	Joseph Pacheco, HDC Co-Chair	10:00 AM (10 minutes)	Informational
Hezekiah called the meeting to order around 10:05 AM. There were no new members/attendees at this meeting.			
II. Approval of 2/13/2025 Meeting Minutes Supporting Material: <ul style="list-style-type: none"> 2/13/25 Meeting Minutes 	Haimanot Ashenafi, HDC Co-Chair	10:10 AM (5 minutes)	Action
<p>Quorum was not met.</p> <p>Action Item:</p> <ul style="list-style-type: none"> The 2/13/25 meeting minutes will be placed on the next CoC HDC meeting minutes for approval. 			

<p>III. Announcements (Recent/Current Actions, & Upcoming Events)</p> <p>SSF HMIS/Data & Analytics Department Update:</p> <ul style="list-style-type: none"> • HUD Mandated Report Announcements: LSA & SPM 	<p>Hezekiah Allen HDC Co-Chair, HDC Co-Chairs, HDC Members, SSF Staff, & Guests</p> <p>David Arthur, SSF HMIS Manager</p>	<p>10:15 AM (5 minutes)</p>	<p>Informational</p>
<p>Announcements were shared:</p> <ul style="list-style-type: none"> • The Sacramento LGBT Center has several Housing Positions open. • The “Department of Community Response” (City of Sacramento) is hiring for Street Outreach. • SSF’s HMIS Department announced that their team is currently developing the annual Housing Inventory Count (HIC) Report. Please review the HMIS Monthly Newsletter for further details. • Please see the recording for details. 			
<p>IV. Annual Approval of the HMIS Data Quality Plan (HUD Requirement):</p> <p>SSF Recommendation: Approve as is and revisit throughout 2025 to make edits</p> <p>HMIS Plans Annual Approval Timeline:</p> <ul style="list-style-type: none"> • April - HMIS Data Quality Plan • October - HMIS Privacy & Security Plan <p>Supporting Materials:</p>	<p>David Arthur</p>	<p>10:20 AM (10 minutes)</p>	<p>Informational & Action</p>

<ul style="list-style-type: none"> • HMIS Data & Quality Plan • SSF Data - Documents Library Webpage 			
<p>David shared the current state of the HMIS Privacy & Security Plan and requested that the CoC HDC consider approving the plan as is, with the understanding that there will be opportunities for further edits throughout 2025. This recommendation has been made due to the changing expectations around data/HMIS from HUD & a desire to maintain compliance in the changing federal landscape. Given quorum was not met, “Motion for Approval of the HMIS Data & Quality Plan as is and Revisit Throughout 2025 to Make Edits” will be shared via email for CoC HDC members to vote to approve.</p> <p>Action Item:</p> <ul style="list-style-type: none"> • An email will be sent to the CoC HDC to vote on the motion “Approval of the HMIS Data & Quality Plan as is and Revisit Throughout 2025 to Make Edits” 			
<p>V. Specific HMIS Feature Highlight from the Newsletter: HMIS Data Quality Alert Common Data Errors</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • HMIS Data Quality Alert: Common Data Errors 	Caitlyn Reinking, HMIS Coordinator	10:30 AM (5 minutes)	Informational
<p>Caitlyn shared an update around the recurring data quality issues & how SSF’s HMIS Department plans to reinforce accountability, provide additional training at HMIS office hours, and improve our community’s overall HMIS data quality. HMIS users that have been flagged for repeated data quality errors will receive a temporary account suspension and the instructions outlining the process for lifting the suspension. Hez asked if individualized communication to staff experiencing data quality issues and their respective managers will continue.</p>			

VI. Data Graphics on Homelessness: Homelessness in Sacramento – Data Dashboard Supporting Material: • Homelessness in Sacramento – Data Dashboard	Aziz Bilotta-Connors, SSF Data & Analytics Manager	10:35 AM (20 minutes)	Informational & Discussion
<p>Aziz shared the new “The State of Homelessness in Sacramento County” data dashboard (Homelessness in Sacramento Data Dashboard). This resource is now available for the community to use to better understand real time, system-wide numbers/data, notice trends, and easily visualize the HMIS data base. Aziz shared that monthly data reports will be updated around the 15th of each month for the previous month’s community-wide data. Questions were asked. Please see the recording for details.</p>			
VII. 2025 HDC Work Group Follow Up Supporting Material: • LSA Data Walkthrough Interest Form	Ashley Wyant, SSF HMIS Specialist	10:55 AM (10 minutes)	Informational & Discussion
<p>Ashley shared that SSF hopes to facilitate a series of data/HMIS-related work groups. The first space will be an open-ended discussion around the “Longitudinal System Analysis” (LSA). Members can express interest in participating in this space can fill out the following Interest Form.</p>			
VIII. Conclusion: Questions & Comments	Open to All	11:05 AM (10 minutes)	Discussion
<p>A discussion about:</p> <ul style="list-style-type: none"> • The Frontline Collaborative (FLC) meetings and how to remove HMIS roadblocks/bottle necks to help clients and frontline workers. A request for the CoC HDC to attend or meet with the FLC. 			

IX. Meeting Adjourned around 11:01 am.

The next HMIS & Data Committee Meeting is Thursday, June 12, 2025, from 10:00 am to 11:30 am.

2025 HMIS & Data Committee Meetings: Feb. 13 | Apr. 10 | Jun. 12 |
Aug. 14 | Oct. 9 | Dec. 11

Meeting Chat:

09:59:20 From Michelle Charlton, Sacramento Steps Forward to Everyone: Welcome! Here is today's agenda: 4.2025 HDC 2025 Agenda 4.7.25 Final.pdf

10:02:48 From Yvette Buckner to Everyone: Something is wrong with the audio you guys are going in and out

10:12:44 From Michelle Charlton, Sacramento Steps Forward to Everyone: Current HMIS & Data & Quality Plan: <https://sacramentostepsforward.org/wp-content/uploads/2025/03/6.2024-Sacramento-Data-Quality-Plan-Approved.pdf>

10:13:08 From Michelle Charlton, Sacramento Steps Forward to Everyone: SSF **Recommendation: Approve as is and revisit throughout 2025 to make edits**

10:15:19 From Cynthia Hunt to Everyone: yes that works for me

10:17:02 From Michelle Charlton, Sacramento Steps Forward to Everyone: This eblast: <https://myemail.constantcontact.com/HMIS-Data-Quality-Alert--Common-Data-Errors-.html?soid=1133908092307&aid=d4lQ2l6rPdY>

10:17:57 From Michelle Charlton, Sacramento Steps Forward to Everyone: Info sheet: <https://sacramentostepsforward.org/wp-content/uploads/2025/03/How-to-Fix-Common-Data-Errors.pdf>

10:21:30 From Michelle Charlton, Sacramento Steps Forward to Everyone: Dashboard: <https://sacramentostepsforward.org/homelessness-sacramento/>

10:27:44 From David A. to Everyone: Just an update on the SPM Report. As of today it has not been placed on the website. Trent and Analytics will need to review the report and then it will be placed on the website. At that time we will provide the link for this group.

10:28:07 From Hezekiah Allen - City of Sacramento to Everyone: Replying to "Just an update on the SPM Report. As of today it h...": Thank you for the update

10:31:01 From David A. to Everyone: I have to jump to another meeting. Thank you

10:39:19 From Kristy Smith to Everyone: Good question

10:49:45 From Michelle Charlton, Sacramento Steps Forward to Everyone: LSA Data Walkthrough Interest Form:

https://forms.office.com/pages/responsepage.aspx?id=b64o0FHtJ0e_Ouj8q3YgNVhDn0LysKBHmJiBrt_oVPRUQVBVRUI2UDNZWjFSVzkwN0s3SIIFNDZLRSQIQCN0PWcu&route=shorturl

10:51:41 From Michelle Charlton, Sacramento Steps Forward to Everyone: Please complete the form (above) today

10:56:18 From David Silveira to Everyone: The next one is scheduled for April 24. 10am-12pm

10:56:56 From Dawn Basciano to Everyone: Yes, last Thursday of each month.

10:58:45 From Anita Daniel to Everyone: Hi all, Anita Daniel, St. Johns County CoC Lead in St. Augustine, FL. Just listening in. Thanks.

11:00:37 From Michelle Charlton, Sacramento Steps Forward to Everyone: **The next HMIS & Data Committee Meeting is Thursday, June 12, 2025, from 10:00 am to 11:30 am.**

11:00:53 From Aziz Bilotta-Connors, SSF Interim Analytics Manager to Everyone: Form should have just been updated.