



# HMIS Advisory Committee Meeting

1/17/2025, 11:30 AM

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## Agenda

- Introductions – ***Please type your name and email in the Chat.***
- Future Meeting Dates
- What is this Committee's purpose?
- Policy Review and Updates – What Policies, Review Process, Timeline
  - Privacy and Security Updates – What is Personal Protected Information (PPI)
- Feedback to HUD on the Data Standards
- Future Topics – Suggestions?

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## Meeting Schedule

- Meeting Frequency – Monthly to start and then bi-monthly or quarterly
- Best day to meet – 3<sup>rd</sup> Friday at 11:30am?



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## HMIS Mission Statement

The purpose of the Partner's Ending Homelessness (PEH) (HUD<sup>1</sup> COC<sup>2</sup> NY-500) Homeless Management Information Systems (HMIS) is to collect the unduplicated, most accurate, consistent and timely information from individuals and families who experience homelessness to report to HUD. The goal is to be able to measure the effectiveness of the provider's interventions, facilitate long range analysis of service needs and gaps within the CoC and to draw reasonable conclusions about the extent of homelessness and the impact of homeless services.

<sup>1</sup> HUD: United States Department of Housing and Urban Development

<sup>2</sup> CoC: Continuum of Care

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## The role of the HMIS Advisory Committee

The HMIS Advisory Committee assists the CoC Board with its responsibility to oversee HMIS in compliance with HUD's requirements. The role of the HMIS Advisory Committee includes the following:

- a) Review and update HMIS policies and procedures.
- b) Provide feedback and guidance on HMIS administration and data collection; ensure compliance with HUD requirements and other state and local funder requirements. Areas discussed may include the following:
  - Add/Remove custom HMIS data fields based on community needs
  - Review data quality reports and address deficiencies
  - Training and User Support
  - Develop strategies to increase participation in HMIS by homeless services providers

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## Policy Review

The following HMIS policies are required by HUD:

1. HMIS Policies and Procedures
2. Data Privacy & Security Plan
3. Data Quality Plan
4. Miscellaneous: Agency and User Policies, Client ROI's (Releases of Information), Data Sharing Agreements

Documents related to HMIS can be found on the PEH website at this address:

[Partners Ending Homelessness - HMIS](https://letsendhomelessness.org/about/hmis/)  
 (<https://letsendhomelessness.org/about/hmis/>)

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# HMIS Policy and Procedures Manual

- Our policy review will start with the HMIS Policy and Procedures Manual
- Where can I get a copy of the policy and procedures?  
[HMIS Policy and Procedures Manual](#)

Sections to review before the next meeting:  
Sections 1-7 (Pages 1-6)



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## Information from HUD on HMIS Privacy and Security

Today's Quick Tidbit – All about PII

Acronyms:

- PPI (Personal Protected Information) = PII (Personally Identifiable Information)
- PPI was used in 2004 HMIS Data and Technical Standards Final Notice; Recent HUD documents use PII.

PII Definition: Any information maintained by or for a Covered Homeless Organization about a client that: (1) Identifies, either directly or indirectly, a specific individual; (2) can be manipulated by a reasonably foreseeable method to identify a specific individual; or (3) can be linked with other available information to identify a specific individual

What data constitutes PII is dependent upon what other data may be available  
It is also dependent upon the audience and how the data is shared/made available

Note: This information comes from the August 2024 HUD HMIS Lead and System Administrator Monthly Webinar ([HMIS Lead and System Administrator Webinars - HUD Exchange](#))

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## Information from HUD on HMIS Privacy and Security

### Examples of PII

- Name
- Social Security Number
- Email Address
- Phone Number
- Physical Address
- Date of Birth
- Age
- Gender
- Race/Ethnicity
- Household Composition
- Sexual Orientation
- Project Start and Exit Date
- Client ID
- Program ID

Note: This information comes from the August 2024 HUD HMIS Lead and System Administrator Monthly Webinar (HMIS Lead and System Administrator Webinars - HUD Exchange)

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### Unauthorized Disclosures (Sharing of Data)



2004 Data and Technical Standards

- Explicitly identify allowable uses and disclosures of PII AND
- These also must be written into your CoC's local Privacy Policy

Local Privacy Policy

- If the disclosure is not covered under the 2004 Data and Technical Standards, written client consent is required AND
- If the disclosure is not covered under your local Privacy Policy, it is an unauthorized disclosure

More Information

- Spring 2024 NHSDC Session: [Protecting Data While Sharing Data to Prevent and End Homelessness](#)

8/21/2024

HMIS Lead Webinar

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## Information from HUD on HMIS Privacy and Security

What does this mean for us right now? To be in compliance, we have some work to do.

In short, do not include PII in emails, unless the email is encrypted.

However, we need to keep functioning and providing good services to those experiencing homelessness. Until our policies have been reviewed, updated, and approved by the board, only use Client ID's in emails, whenever possible. Do not use client names. This includes file attachments.

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## Feedback to HUD on the HMIS Data Standards

- HUD is beginning to update the HMIS Data Standards for Fiscal Year 2027
- They are requesting feedback from everyone with a connection to HMIS data, such as:
  - People experiencing homelessness
  - Direct service staff
  - Street outreach
  - Homeless Services Providers
  - Victim Services Providers
  - CoC Leadership
- HUD's Goal: To accurately reflect a person's identity to better serve them and to create a more inclusive environment for everyone experiencing homelessness.
- Feedback is due by May 31, 2025.

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## Feedback to HUD on the HMIS Data Standards

- The current standards (2024) are located here:  
<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2024.pdf>
- To get a quicker idea of the data collected, download our HMIS Intake and Exit Forms
  1. HMIS Intake Form: <https://letsendhomelessness.org/wp-content/uploads/2023/12/HMIS-Intake-Form-FY2024-HoH-and-Adults.pdf>
  2. HMIS Exit Form: <https://letsendhomelessness.org/wp-content/uploads/2023/12/HMIS-Exit-Form-FY2024.pdf>

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## Feedback to HUD on the HMIS Data Standards

Questions to think about before the next meeting (we may do this over 2 meetings):

Homework

- What data is most important to collect?
- What HMIS data elements or questions do you find the most beneficial?
- What HMIS data elements or questions need improvement?
- What ideas do you have for improving these areas?
- Are there any elements that you believe are not needed?
- Is there information we should be collecting but are not?

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## Feedback to HUD on the HMIS Data Standards

### Questions to think about before the next meeting (continued):

- Can you provide examples of any barriers or difficulties you faced when collecting personal information required for HMIS data collection?
- Are there any considerations for special populations or subpopulations not addressed under the current HMIS Data Standards?
- Can you share your experience of having your data collected? What stood out as positive during that experience? What could have been done to improve that experience?

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