

Minutes

HMIS Advisory Committee Meeting

DATE 2/21/2025

TIME 11:30 AM

FACILITATED BY Carolyn Keyser, PEH

In attendance

Mustapha Berhan, Nicholas Coulter, Danielle Huertas, Shawntrell Holley, Jennifer Keys, Carolyn Keyser, Heidi Markham, Becky Miglioratti, Shermond Reid, Norman Simmons, Janice Steimer, Cheryl Strong

Agenda Items

(Please refer to the meeting slides for more details.)

1. **HUD Updates:** Reviewed recent updates from HUD.
 - System Performance Measures (SPM) Reporting and Point in Time (PIT) / Housing Inventory Count (HIC) Reporting have been delayed. New deadlines have not been set.
 - Many pages have been removed from HUD's website due to non-compliance with Executive Orders. Once documents have been modified and are compliant, they will be reposted.
 - All references to Gender Identity in the Sage HMIS Reporting site has been removed. There have been no changes in the process of uploading Annual Performance Reviews (APR's).
 - HUD is working on getting Award Letters and Contracts out to recipients. The timeline is unknown.
2. **HMIS Policy and Procedures Manual Review and Updates:**

Recommendations/Comments:

 - Clarify "Mandated Participation." Currently it looks like this group includes everyone. Who is it really? Is this grant/funder dependent? How is this policy enforced? Sentence that says, "...funded to provide homeless services by HUD and/or the State of NY.
 - Add that Domestic Violence providers cannot participate in HMIS and must use a comparable database. This is true for some legal providers, as well.

- Minimum participation standards – think about moving the section about Universal Data Elements to this area for easier reference.
 - Organizations need to build into their policies and procedures the role of the HMIS Agency Administrator. This should be part of an agency’s onboarding process when hiring supervisors or managers. PEH should hold regular training with Agency Administrators to help them better understand their role and responsibilities and to get feedback from them to improve processes. Emphasize the “train the trainer” model. Agency Administrators need to take responsibility for their organization’s data quality and program training.
 - Review Agency requirements and update items that have changed, such as reports used to check on data quality.
 - Emphasize the need to let HMIS staff know within 48 hours when someone leaves their agency or no longer needs access to HMIS. Detail why this is important. They can also let HMIS staff know in advance when someone is leaving.
 - Outline different levels of access and different levels of training available. Spell out training requirements for the different levels to ensure that this happens.
3. **Feedback to HUD on the Data Standards:**
The group was asked to type in their response to the question, “What data is most important to collect?” The answers will be reviewed in the next meeting.

Action Items

- Read and review Section 5 of the HMIS Policy and Procedures Manual and prepare any suggestions for updates/additions.

Next meeting

March 21, 2025, at 11:30am via Zoom.