

Chittenden County Homeless Alliance Data, PIT, & HMIS Committee Meeting

Monday, January 26th, 2026
1:00PM – 2:00PM

Data Quality, PIT, and HMIS Committee.

Review data regularly including Longitudinal Systems Analysis (LSA); collect and analyze specific data metrics to identify whether and how racial disparities exist; report on data; serve as liaison with contracted Homeless Management Information System (HMIS) administrator and HMIS Lead Agency; make recommendations to Steering Committee and CCHA regarding software changes; monitor progress on LSA and overall adherence to data quality; develop and implement data quality policy, processes, and procedures; identify and prioritize data needs and gaps; Identify the types of resource or actor inventories or maps available or needed to better leverage existing resources, ensure they are updated and available; coordinate Point-In-Time Count (PIT Count) and ensure compliance with HUD requirements and recommendations; make recommendations to Steering Committee any significant changes to PIT Count; train CCHA members including volunteers and the broader public on PIT Count structure and implementation. This sub-committee can make changes to PIT Count implementation, ensure coordination of outreach staff, service provider staff, and volunteers to conduct PIT Count. to align with HUD requirements. Any changes that divert from HUD practices require approval of the Steering Committee.

[Virtual Meeting Link](#)

MINUTES

1. *Introductions and Announcements*

2. *Review of the [December Meeting Minutes](#)*

3. [Annual Workplan](#)

The group collaboratively reviewed and refined the annual work plan for the data committee, discussing responsibilities, timelines, and the division of tasks between the committee and ICA staff, with a goal to finalize the 2026 plan by the end of February.

Molly raised questions about which tasks are committee responsibilities versus ICA staff duties; Meghan clarified that ICA typically leads non-HMIS data tasks due to their expertise, while planning for the unsheltered count is not handled by ICA, and the committee should track processes even if ICA executes them.

The committee discussed the frequency and process for reviewing these metrics, ultimately agreeing to start with quarterly reviews at the data committee level and provide written reports to the steering committee.

Meghan described HUD's system performance measures, noting that six out of seven metrics are submitted annually, covering topics such as returns to homelessness, income changes, new homelessness, exits to permanent housing, and length of time homeless, with some measures being more suitable for annual or quarterly, rather than monthly review.

The committee agreed to keep the work plan flexible, allowing for ongoing review and adjustment of goals and responsibilities as protocols are established and new needs arise, with the intention to revisit and update the plan as necessary.

The committee explored strategies for improving data quality, developing dashboards and visualizations, and clarifying the roles of the committee and ICA in reviewing and communicating HUD reporting requirements and data quality reports.

Bryce and Meghan discussed leveraging ICA's existing dashboards and visualizations for the CCHA website, with the committee responsible for determining which data and visualizations would be most beneficial, and ICA providing technical support and links for integration.

Molly suggested that in-depth program-level data quality reviews, such as dissecting ESG CAPER reports for each agency, could be explored in the second year after foundational processes are established, with initial focus on broader system performance measures and data quality improvement.

4. *Collecting Data – Posting Data Reports*

- a. *Opportunity Atlas***
- b. *Diversity Data Kids***
- c. *Others?***

We should be linking to the HHAV site on our CCHA website.

Anna, Bryce, and the committee discussed expanding the CCHA data committee's web page to include both Vermont-specific and national data resources, and considered strategies for educating stakeholders on the importance and use of data, including the development of targeted informational materials.

Anna suggested adding interactive national data sites to the committee's web page as additional resources, and Bryce proposed organizing the site to distinguish between Vermont-specific and nationwide data, encouraging committee members to suggest other valuable data sources.

5. *Data Requests*

The committee should be prepared to respond to ongoing community questions about data, integrating feedback and requests into their review process, and potentially conducting presentations if significant questions arise.

- a. A data request was made to help understand what events cause households to face eviction and become unhoused.**
 - b. Survey – Anna Wageling**

Anna described her class project focused on housing insecurity, which will involve targeted surveying of a specific population group, and offered to share her findings with the committee to support their understanding of factors leading to eviction and homelessness.

- c. Targeting advocacy according to survey results.**

6. 2026 Point-in-Time Count

Bryce noted that the emergency shelter will not be open on the night of the count this year, which should result in a more accurate count compared to the previous year when the shelter was open and skewed results.

7. Educating HMIS Stakeholders – Strategic Advantages

Bryce and Meghan discussed the importance of educating HMIS data entry staff and other stakeholders about the value of accurate data and the consequences of poor data quality, considering the creation of targeted one-pagers or informational sheets to address specific data purposes and gaps.

Meghan highlighted the lack of comprehensive street outreach data in HMIS due to funding and reporting requirements, suggesting that the committee could use educational materials to encourage broader participation and improve data completeness.

8. General Assistance Emergency Housing Motel Program Data

- a. What data points do we want to understand?**

Molly and Bryce identified the need to prioritize discussion of GA data and other relevant data pieces in the February meeting, ensuring that important topics are addressed in a timely manner.

VT ICA Homepage: [Vermont – Institute for Community Alliances](http://vermontica.org)

ICA Data and Reports: [Data and Reports – Institute for Community Alliances](http://vermontica.org/data-and-reports)

[State of Vermont General Assistance Emergency Housing Data](http://vermontica.org/state-of-vermont-general-assistance-emergency-housing-data)

[State of Vermont Legislative Reports](http://vermontica.org/state-of-vermont-legislative-reports)

