

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

Monday, February 24th, 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 the United States Department of Housing and Urban Development (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 [January Meeting Minutes](#)**

3. **[Annual Workplan](#)**

Committee Purpose and Scope: Meghan outlined the committee's purpose as supporting data quality, compliance, and reporting for the Continuum of Care (COC), particularly in relation to HUD requirements such as the Notice of Funding Opportunity (NOFO), LSA, and system performance measures. The committee is not directly responsible for data collection but plays a role in reviewing, supporting, and providing feedback on data quality and reporting processes.

Reporting Timelines and Responsibilities: The group clarified that the LSA is due in January, with data cleanup starting in October, and discussed the need to monitor data quality before the fiscal year ends. Meghan explained that the committee should decide on reporting periods for reviewing APRs and ESG CAPERs, suggesting a six-month review period to stay proactive on data quality issues.

Committee's Role in Data Quality: Meghan and Marcella emphasized that the committee's role is to help agencies and the HMIS lead identify and address data quality issues, provide input on reports, and communicate findings or concerns to the Institute for Community Alliances (ICA) and agencies. The committee can also help interpret data quality warnings and support agencies in understanding and improving their data.

Use of Data for Advocacy and Policy: Meghan noted that improved data quality not only supports COC and Emergency Solutions Grant (ESG) funding but also enhances state and local advocacy and policymaking. The committee's work in reviewing and interpreting data can inform broader decision-making and resource allocation.

4. 2026 Point-in-Time Count – Unsheltered Count Reflection

Outreach and Planning Feedback: Anna reported that the outreach and planning for the unsheltered count went smoothly, with positive feedback on the PIT bags and the collaborative approach to identifying locations. She suggested starting outreach to police departments earlier to improve identification of encampments.

Resource Events and Coordination: Molly, Will, and Marcella discussed the benefits of holding resource events, such as a cold weather shelter or community meal, immediately after the PIT count. These events increased participation and made data collection more efficient by allowing for better coordination and reducing duplication of effort.

Data Results and Context: Meghan shared preliminary results showing 120 unsheltered household responses, noting that this number would decrease after data cleaning. Marcella and Meghan provided context by comparing to previous years, highlighting the impact of shelter availability on the count.

Future Process Improvements: The group discussed potential improvements for future counts, including earlier outreach to community partners, providing additional incentives (such as haircuts or resource tables), and ensuring coverage at key daytime locations. These suggestions aim to increase participation and data accuracy.

5. Educating HMIS Stakeholders – Improving Data Inputs – System Performance Measures

Creating a 1-pager to explain why the data collected matters. What are the common issues with data entry into HMIS? Could we have an annual in-person HMIS training? Perhaps we could operate a working group more regularly for HMIS users. This training convening could be a good actionable step for this committee.

Inclusion of Domestic Violence (DV) Agency Data: Meghan explained that DV agencies use a comparable but separate database, and their data is not included in HMIS. The committee discussed the value of incorporating DV agency data to provide a more complete picture of homelessness, while acknowledging the limitations in data access and reporting.

Coordinated Entry Data and Committee Collaboration: Marcella raised the need to consider coordinated entry data as a key source for understanding system-wide trends. The group agreed that increased collaboration between the data committee and the coordinated entry committee would be beneficial, especially since coordinated entry data is not included in federal reporting but is valuable for local analysis.

Creating Meaning from Data: Molly and Meghan discussed the importance of not just compiling data but also interpreting it to identify trends, such as the impact of access to subsidies or external factors on homelessness. The committee agreed to focus on extracting actionable insights from data to inform CCHA strategies and reporting.

Development of Training Materials: Meghan proposed creating concise one-pagers explaining key system performance measures and their relevance, aiming to help providers understand the importance of accurate and timely data entry. Molly suggested that a single summary document with links to more detailed information might be more effective for providers.

In-Person and Online Training: Will advocated for annual in-person training sessions to supplement online modules, allowing providers to ask questions and share experiences. Meghan confirmed that in-person trainings were previously held and could be reintroduced, tailored to specific topics such as coordinated entry or new user orientation.

Accountability and Engagement: Will noted that some providers may not fully engage with online training, and Meghan explained that training completion is monitored through time stamps, with repeat training required if modules are skipped. The committee discussed ways to increase engagement and accountability among providers.

Community Learning and Support: The group agreed that communal learning opportunities, such as annual convenings or themed sessions, would help address common data quality issues and foster a sense of shared responsibility among service providers.

6. [General Assistance Emergency Housing Motel Program Data](#)

a. What data points do we want to understand?

VT ICA Homepage: [Vermont — Institute for Community Alliances](#)

ICA Data and Reports: [Data and Reports — Institute for Community Alliances](#)

[State of Vermont General Assistance Emergency Housing Data](#)

[State of Vermont Legislative Reports](#)