

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

Monday, March 23rd, 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 [February Meeting Minutes](#)**
3. **Educating HMIS Stakeholders – Improving Data Inputs**
 - a. **Summer HMIS Data Training**

Training Content and Structure: Meghan explained that the summer training series will be divided into multiple sessions, with a standalone Coordinated Entry training (involving policy creators and focusing on both policy and HMIS data entry) and separate sessions for emergency shelter, rapid rehousing, and other project types, each tailored to their specific data standards and reporting requirements.

Scheduling and Stakeholder Coordination: The group discussed possible training dates, aiming to avoid conflicts with recurring meetings, and considered holding CE training in early July and

HOP-specific training in August, contingent on funding announcements and stakeholder availability, particularly Stephanie and her team.

Collaboration and Roles: Bryce and Meghan clarified that the CE training would be a collaborative effort between ICA and Stephanie's team, with policy assessment training as a prerequisite to the HMIS technical training and discussed the involvement of Justin Graham for venue logistics at the IDX building.

Recording and Access: The committee considered recording the in-person trainings for those unable to attend, with Meghan noting that previous recordings were limited to virtual sessions and that any recorded HMIS content would be restricted to licensed users, possibly distributed upon request.

Marketing and Participation: Meghan emphasized the importance of committee support in marketing the training, as advertising and ensuring participation among the right stakeholders is a significant challenge, and the group agreed to use multiple communication channels to maximize outreach.

Annual Versus Supplemental Trainings: Meghan clarified that while annual security training is required for HMIS users, the proposed in-person summer trainings are supplemental and intended to foster community and address emerging needs, without replacing existing required trainings.

Drop-In Support Sessions: Taylor suggested establishing monthly open forums or drop-in calls for HMIS users and assessors to address ongoing questions, with Meghan noting past attempts at such user groups and openness to revisiting the idea in partnership with the CE committee.

Surveying Training Needs: The committee agreed on the value of surveying HMIS users and assessors prior to trainings to identify specific topics of interest or confusion, ensuring that training content is responsive to user needs.

b. What would an incentive program look like for encouraging more accurate data inputs in the HMIS?

Incentive Program Discussion: The committee revisited the idea of a low-dollar incentive program, such as a lottery for gift cards or pizza certificates, to encourage HMIS users to achieve high data quality scores, with Meghan confirming the technical feasibility of scoring users based on data completeness and referencing past 'All Star' recognition programs.

Clarification of HMIS User Structure: Meghan clarified that HMIS licenses are not shared among users, and each agency has a set number of licensed users, with direct communications and required trainings sent to those individuals; the committee discussed the value of

understanding which organizations and users are most active to better target improvement efforts.

Data Quality Measurement: Meghan confirmed that HMIS can generate reports on data entered by individual users and agencies, allowing for the identification of high performers and the potential for a transparent, data-driven incentive or recognition system.

Communication and Outreach: The group agreed to enhance outreach through newsletters, direct emails, and committee meetings, aiming to increase awareness of training opportunities and the importance of accurate data entry among both current and new HMIS users.

c. Creating a standard question across all housing providers that asks for the reasons as to why people are evicted.

Proposal for Standardized Eviction Question: The committee considered adding a standard question about reasons for eviction to the Coordinated Entry assessment, with Meghan explaining that all HMIS data is self-reported and that such a question would be consistent with existing data collection practices.

Data Reliability and Use: Meghan and others acknowledged the limitations of self-reported data, noting that while it may be influenced by participant concerns, it remains valuable for understanding trends and informing service provision, and that most eligibility determinations for programs like PSH require additional documentation.

Outreach to Housing Providers and Legal Aid: Taylor described outreach efforts to local affordable housing providers and Vermont Legal Aid to collect eviction and returns-to-homelessness data, with plans to follow up and coordinate with Deanna Hartog for additional insights and potential data sharing.

Next Steps for Implementation: Bryce and Meghan agreed to bring the standardized eviction question proposal to the next Coordinated Entry committee meeting, seeking consensus and clarifying the rationale for inclusion based on committee discussions.

4. Creating Performance Measurement Frameworks
a. Dashboard & Visualizations for the CCHA Website

Dashboard Sharing Logistics: Meghan explained that while direct API integration may not be possible, she can provide a live link or screenshots of the dashboards for the committee to post on their website, ensuring stakeholders have access to up-to-date performance data.

Supplementary Data Inclusion: Will Karod suggested, and the group agreed, to consider adding CRC and day station data, as well as CE data, to the data committee page to provide a more comprehensive view of system performance.

b. Establishing Quarterly Data Review Protocols

This conversation was tabled until the April meeting.

c. When and where do we provide the quarterly report on System Performance Measures?

This conversation was tabled until the April meeting.

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

a. What data points do we want to understand?

This conversation is a standing item on our agenda and will resume the discussion at the April meeting.

6. [Annual Workplan](#)

This conversation was tabled until the April meeting.

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](#)