

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

Monday, April 27th, 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

The group identified a scheduling conflict with Memorial Day and agreed to move the next meeting to May 18th, with Meghan Morrow Raftery and Bryce planning to coordinate on agenda planning separately.

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

3. Educating HMIS Stakeholders – Improving Data Inputs

a. Summer HMIS Data Training

Training Schedule and Coordination: Meghan Morrow Raftery explained that the team is coordinating with Stephanie for a coordinated entry training, with the next planning call scheduled for the end of May. The team is also working on setting up additional in-person training dates for later in the summer.

Knowledge Base and Guidance Materials: Meghan Morrow Raftery described the ICA knowledge base as the central repository for all HMIS-related trainings, written guidance, governance documents, reporting instructions, and other resources, and offered to share the link for broader distribution.

Improving Access to Training Resources: The group discussed ways to make training materials more accessible, including posting links on the CCHA data page and other platforms, and ensuring that resources reach case managers and new staff efficiently.

Frequent Mistakes Documentation: Travis inquired about the existence of a document listing frequent mistakes in HMIS data entry. Meghan Morrow Raftery indicated that such a resource may exist and could be adapted for use in both Vermont and New Hampshire, as workflows are similar across states.

System Limitations and Feature Requests: Molly asked about embedding guidance links directly into the HMIS system. Meghan Morrow Raftery clarified that this is not currently possible but could be proposed as a feature enhancement to the system vendor, which prioritizes changes based on a voting system among implementations.

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

The group discussed using a monthly/quarterly raffle of Visa Gift Cards to the HMIS users with the most accurate data entry.

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

This committee would devise the language and present it to the VT CoC Advisory Board. What would some dropdown menu options be for preselected answers? Is this one question, or multiple? Perhaps the BoS is already using a similar question.

Approval and Implementation Process: Meghan Morrow Raftery explained that if the eviction reason question is only for Chittenden County, approval would come from the local CoC and advisory board. For statewide adoption, the HMIS advisory committee and all CoCs would need to review and vote on the change, as it involves adding a custom field not required by funders.

Question Format and Data Utility: Meghan Morrow Raftery recommended using a dropdown list for the eviction reason question to facilitate reporting, rather than a text box, and discussed the possibility of allowing multiple selections to capture complex situations.

Assessment Placement and Conditional Logic: Taylor and Meghan Morrow Raftery discussed whether the question should appear on all project types or only on

coordinated entry assessments. Meghan Morrow Raftery noted that conditional logic could be used to display the question only for relevant projects.

Reference to Other Assessments: Meghan Morrow Raftery reviewed questions from other coordinated entry assessments, such as those used in the balance of state, to identify potential drop-down options and ensure alignment with existing data collection practices.

Privacy and Data Use Concerns: Molly raised concerns about whether information entered into HMIS assessments could be accessed by future landlords and potentially impact clients' housing opportunities. Meghan Morrow Raftery clarified that private landlords and housing authorities are not supposed to use HMIS data for eligibility decisions, and that the data is intended for self-reporting and documentation, not for screening.

4. Creating Performance Measurement Frameworks

a. Dashboard & Visualizations for the CCHA Website

Dashboard Hosting and Linking: Bryce asked about the feasibility of hosting real-time dashboards on the CCHA site. Meghan Morrow Raftery indicated that while a Chittenden-specific dashboard does not currently exist, links to relevant dashboards can be provided as an interim solution.

Scorecard Concept and Metrics: Meghan Morrow Raftery described the development of a system performance scorecard that would track metrics such as returns to homelessness over various timeframes, with the goal of providing quarterly or monthly updates to inform decision-making.

Committee Feedback and Presentation: The group agreed to solicit feedback from the Steering Committee on what data would be most valuable in a dashboard or scorecard and discussed presenting the scorecard at quarterly steering committee meetings to facilitate collaborative problem-solving.

b. Establishing Quarterly Data Review Protocols

Perhaps this could be done via the "Scorecard" format.

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

d. How do we identify gaps and limitations? What are the implications and applications?

5. How can we support the HUD NOFO process with available data?

NOFO Application Strategy: Bryce emphasized the importance of using HMIS data to identify system gaps and strengths, and to inform the NOFO application process, especially given uncertainties with the upcoming NOFO release and changes in federal priorities.

Performance Measures and Reporting: Meghan Morrow Raftery explained that NOFO scoring is based on previously submitted system performance measures and housing inventory counts, and suggested that regular committee updates on these metrics could help improve future application outcomes.

Comparison Document Preparation: Meghan Morrow Raftery committed to preparing a comparison document analyzing changes in system performance measures year-over-year, which can be used to identify areas for improvement and guide committee discussions.

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

- a. **What data points do we want to understand?**
- b. **How can we include the motel program units in HMIS?**

Leadership Decision and Data Gaps: Meghan Morrow Raftery stated that the GA Motel program's leadership chose not to use HMIS, instead investing in a separate database, which has resulted in a significant data gap for the CCHA. The group acknowledged that re-engaging the program would require high-level policy discussions.

Previous Participation and Training: Meghan Morrow Raftery noted that the GA Motel program previously participated in HMIS for several months in 2023, during which staff received training and data was collected, but the program subsequently withdrew from the system.

7. [Annual Workplan](#)

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](#)