

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

Monday, May 18th, 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

Transition Plan and Timeline: Bryce announced his last day will be Friday and outlined the plan for transitioning the meeting invitations and coordination to Meghan and Anna, aiming to keep the meeting cadence consistent and avoid scheduling conflicts.

Access and Support Post-Transition: Bryce offered to remain available for questions during his final week and to share his personal email for future contact, ensuring ongoing support for unresolved issues.

Technical Details for Meeting Management: Bryce and Meghan discussed the use of Microsoft Teams' record and transcribe function to facilitate meeting documentation, and Bryce provided instructions for Meghan to create new meeting invites based on the existing attendee list.

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

3. Educating HMIS Stakeholders – Improving Data Inputs

a. Summer HMIS Data Training

CE Training Coordination: Meghan confirmed a standing monthly meeting with Stephanie to plan coordinated entry (CE) training, aiming to align on content and potentially establish an annual training schedule.

Venue and Attendee Logistics: Bryce provided Justin Graham's contact information for booking the IDX venue, described available room sizes, and recommended early outreach to secure dates that accommodate expected attendance.

Audience Segmentation for Trainings: Meghan clarified that the CE policy and assessment portion of the training will have a larger audience than the HMIS-specific segment, as not all participants enter CE data into HMIS.

Scheduling Strategy: Meghan and Bryce agreed on the importance of flexibility in scheduling due to busy summer calendars and discussed cross-referencing potential dates with venue availability before finalizing plans with Stephanie.

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

Question Design and Data Structure: Taylor and Meghan emphasized the need for structured data collection using dropdown menus and conditional logic in the CE assessment to ensure reportable and consistent data on eviction reasons, with considerations for timeframes and plain language.

External Data Sources and Matching: The group discussed reaching out to Vermont Legal Aid, local courts, and housing authorities for eviction data, and explored the feasibility of matching court records with HMIS data to identify homelessness outcomes post-eviction.

Stakeholder and Lived Experience Input: Molly suggested involving individuals with lived experience in question development, while Taylor and Bryce noted the current lack of a formal group for this purpose and proposed leveraging future community meetings and surveys.

Privacy, Data Usage, and System Limitations: Concerns were raised about privacy, data sharing, and the limitations of self-reported data, with Meghan and Molly highlighting the complexities of information access, federal regulations, and the need for clear communication about data use.

Action Items and Next Steps: Taylor volunteered to contact the civil court for case-level eviction data, with Meghan offering to assist on technical aspects; the group agreed to explore data sharing agreements and to bring the topic to upcoming meetings with Stephanie and the coordinated entry committee.

4. Creating Performance Measurement Frameworks

a. Dashboard & Visualizations for the CCHA Website

Embedding Dashboards on Website: Meghan explained that ICA can provide a link or formula to embed dashboards on the CCHA website, but noted technical considerations such as bandwidth and the need to determine which data visualizations are most relevant.

b. Establishing Quarterly Data Review Protocols

Quarterly System Performance Reporting: Bryce proposed, and Meghan agreed, to shift from annual to quarterly reporting of HUD's seven system performance measures to keep data top of mind for the steering committee, with the first report targeted for the July meeting.

c. Quarterly SPM Reports – When can we present to the Steering Committee next? What would be helpful for the Steering Committee to hear regarding the System Performance Measures?

Chittenden-Specific Data Challenges: The group discussed the challenge of separating Chittenden-specific data from statewide dashboards and agreed that the end goal is to provide real-time, localized data for committee use.

Case Management and Project Activity Data: Molly inquired about the ability to report on active case management across agencies, and Meghan clarified current data entry practices and the feasibility of reporting on active versus exited clients.

Development of Monthly Dashboards: Meghan shared that Miranda from the ICA team is developing monthly dashboards for some system performance measures, which could be adapted for quarterly reporting and further refined based on committee feedback.

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

This item was tabled until the June meeting.

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

This item was tabled until the June meeting.

a. What data points do we want to understand?

b. How can we include the motel program units in HMIS?

7. [Annual Workplan](#)

This item was tabled until the June meeting.

Follow-up tasks

Meeting Invitation Transition: Create and send a new recurring calendar invitation for the data committee meeting, referencing the current invite for attendee list and timing, and notify Bryce once completed. (Meghan Morrow Raftery)

Coordinated Entry Training Planning: Reach out to Justin Graham before the meeting with Stephanie to obtain available dates for the training space and cross-reference with potential training dates. (Meghan Morrow Raftery)

Eviction Data Collection from Courts: Draft and send an inquiry to the civil court to request information on available eviction data, including causes for eviction and data sharing processes, and consider requesting a meeting for further discussion; CC Meghan Morrow Raftery on the correspondence. (Taylor)

Eviction Data Matching Feasibility: Consult with Adam and Jack at ICA to determine the process and feasibility for matching court-provided eviction data with HMIS data, after initial outreach to the courts. (Meghan Morrow Raftery)

Performance Dashboard Embedding: Request from Jack an example of the embed code or formula needed to display ICA dashboards on the CCHA website and determine what specific data should be included. (Meghan Morrow Raftery)

Quarterly System Performance Reporting: Coordinate with Miranda to review the monthly dashboard and prepare a quarterly version of the system performance measures report for presentation at the July CCHA steering committee meeting. (Meghan Morrow Raftery)

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](#)