

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

Monday, August 25th, 2025
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.

Link:

<https://link.edgepilot.com/s/4845bfdb/UVWQDGc0GkqQeIKXp5tj8w?u=https://zoom.us/j/93867989404?pwd=WoaLbkdtWOw88OAIrpfpIP6EwXE6RP.1>

Attendance: Meghan Morrow-Raftery, Stephanie Smith, Anna Wageling, Kerri Duquette-Hoffman, Bryce Bierman, & Linda Amante.

MINUTES

Attendance:

- 1. *Introductions and Announcements***
- 2. *Review of the [July Meeting Minutes](#)***

3. *Updates*

ICA's report on housing cost and mortality will be ready for publishing in about a month. The housing type report would

There was a request to anonymize the minutes.

4. *Educating HMIS Stakeholders – Strategic Advantages*

How can we tie the loop between those HMIS users with the reporting that can be done once the data is entered?

We can start by thanking frontline staff for the work they put in when entering HMIS data, tying it to the value of reporting capabilities. We need to share more success stories and examples, so frontline staff know exactly why they are entering data into the HMIS.

ICA holds a list of agencies using HMIS; we could connect these agencies in name on the data presentations at Steering Committee meetings.

ICA has a [one-sheet overview document](#) about the HMIS that can be shared with our membership.

Could we hold an incentive drawing to entice HMIS users to enter quality data in a timely manner?

The Committee has some budget to support subcommittee goals. \$25.00 or \$50.00 gift cards were suggested for a monthly drawing. This is a good way to make the process of data entry into the HMIS more fun.

Steps data would not be available, so the group may set up a separate recognition month for the Steps employees.

The chronicity and current housing situation data points could be more detailed. We want to encourage frontline staff to double-check these data points with the clients. It would be helpful to do this at a training session for assessment administration.

The data reports in Steering Committee meetings should highlight the staff or agencies responsible for adding the data.

We may want to invite representatives from the Community Resource Center and the COTS Daystation to participate in the Data Committee.

The Committee would like to cast a wide net in educating stakeholders about the role of the HMIS.

5. Vermont State Auditor's Report

The Auditor's office may not reach out for specific data and may pull information directly from our Alliance member websites. It will be important to include caveats linked to data published on our websites, inviting the public to reach out if they have questions about representing the published data.

This is another example of the misunderstanding of the role of the HMIS.

6. 2025 PIT Count

The 2025 State of Homelessness Report from Housing and Homelessness Alliance of Vermont was published without the participation of CCHA Coordinated Entry or the Institute for Community Alliances.

7. Collecting Data

- a. [State of Vermont](#) – Motel Program Data in HMIS – Matching HUD Standards
(Nicole Toussant – Economic Benefits Director, Ashley Lowe, & Mark Ely.)

Tabled until the next meeting.

- b. *Working with the Statewide HMIS Advisory Committee*

8. [Annual Workplan](#)

9. Other Business

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

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