



HMIS POLICY COMMITTEE WORKGROUP

December 9, 2025 from 12:00-1:30

WELCOME AND ROLL CALL

Thorne Keenan, *H3*

REVIEW OF PREVIOUS MEETING MINUTES

Thorne Keenan, *H3*

AGENCY UPDATES

Open for all to share announcements about upcoming events, new programs, or give brief reports about agency news relevant to HMIS or the CoC.

SYSTEM ADMINISTRATOR UPDATES

Kimberly Thai, *H3*

SYSTEM ADMINISTRATOR UPDATES

- New location for HMIS forms (cchealth.org/hmis)



The screenshot displays the Contra Costa Health website. The top navigation bar includes links for News, Jobs, Contact, and For Providers, along with a search bar and a Translate button. The main navigation menu features categories like About Contra Costa Health, Get Care, Health Insurance, Services and Programs, and Health and Safety Information. A left sidebar lists various services, with 'Homeless Services' expanded to show options like Health Care for the Homeless, Burial & Estate Services, Get Help, Data, Continuum of Care, Funding, and Tools for Partners. The main content area is titled 'HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)' and includes a breadcrumb trail: Services and Programs » Homeless Services » Continuum of Care » Tools for Partners ». Below the title, there is a paragraph explaining the HMIS system and its purpose, followed by a contact email: homelessprogram@cchealth.org. At the bottom, three buttons are visible: 'ACCESS CLARITY HMIS', 'REQUEST NEW PROJECT IN HMIS', and 'ACCESS OUR TRAINING PORTAL'. A red arrow points to the 'ACCESS OUR TRAINING PORTAL' button.

CONTRA COSTA
HEALTH

News Jobs Contact For Providers Search Translate

About Contra Costa Health Get Care Health Insurance | Services and Programs Health and Safety Information

+ Support for Families
+ Prevention
+ Behavioral Health
+ Tobacco Prevention
- Homeless Services

- Health Care for the Homeless
- Burial & Estate Services
- Get Help
- Data
- Continuum of Care
 - + Funding
 - Tools for Partners

Homeless Management Information System (HMIS)

Trainings

Policies & Procedures

Council on Homelessness

Services and Programs » Homeless Services » Continuum of Care » Tools for Partners »

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Font Size: + - + Share & Bookmark Print

The Contra Costa Homeless Continuum of Care utilizes a web-based Homeless Management Information System (HMIS) which helps gives our collaboration of homeless agencies a better way to collect data, coordinate care, and manage operations. The HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs in Contra Costa County. If your program serves homeless individuals or families and you would like to become an HMIS partner agency, please contact homelessprogram@cchealth.org.

ACCESS CLARITY HMIS REQUEST NEW PROJECT IN HMIS ACCESS OUR TRAINING PORTAL

PROVIDER PORTAL

Scroll down to the bottom to find forms, instruction guides, and to request support




CONTRA COSTA
HEALTH
Health, Housing, & Homeless Services


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Welcome to the Contra Costa HMIS Provider Portal


Access forms, trainings, our event calendar, and other resources related to HMIS.




Featured Courses



HMIS101 and Data Entry Basics (Self-paced Training)



HMIS101 and Data Entry Basics (Live Session)



CORE OUTREACH SPECIFIC TRAINING
CORE Outreach - HMIS101 and Data Entry Basics (Self-paced)

Quick Links

Service Provider Forms

- + Client Release of Information
- + Standard Forms
- + Runaway and Homeless Youth
- + CORE Mobile Outreach
- + HDAP
- + Warming Center
- + Respite

Data Management Policies

- + Privacy Notice
- + Client Revocation
- + HMIS Governance
- + Instruction Guides

Request Support

- [Request User License](#)
- [Request Live Training](#)
- [Request New Program in HMIS](#)
- [Request a Data Report](#)

HUD PIT AND HIC UPDATES

Yessenia Aguilar, *H3*

2026 POINT IN TIME COUNT (PIT)



The Point in Time Count is a biennial count required by the US Department of Housing and Urban Development (HUD) and is used to estimate the number of people experiencing homelessness in the country on a given night during the last 10 days of January.

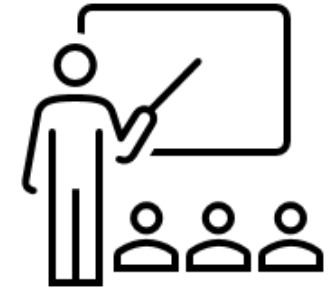


The count includes those experiencing sheltered homelessness in Emergency Shelter or Transitional Housing programs, and households experiencing unsheltered homelessness in places such as cars, tents, RVs, and other areas not meant for habitation.

2026 PIT:
Sheltered Count: January 28th, 2026
Unsheltered Count: January 29th, 2026



2026 POINT IN TIME COUNT (PIT)



Unsheltered Count

- Consists of 2 parts: Observational Count and Survey Sampling
- Observational Count will take place Thursday morning, January 29th, from 5:30-9 am
- Need 200 volunteers

- Attend ONE in-person training:
 - **West:** San Pablo Police Training Facility
 - **Central (2 sessions):** Emergency Medical Admin Building (Martinez)
 - **East:** Brentwood Police Department

**Please visit the PIT website for more details!*

<https://contra-costa-point-in-time-count-cocogis.hub.arcgis.com/>

2026 POINT IN TIME COUNT (PIT)

Survey Sampling

- Post-PIT surveys will be conducted from February 9th to February 20th.
- Survey training will be offered to surveyors to ensure preparedness.
- The survey will collect demographic, household, and homelessness data from a sample of both sheltered and unsheltered populations.
- Surveys will also be available in Spanish and administered by CORE staff, homeless service providers and people with lived experience.



2026 POINT IN TIME COUNT (PIT)

Data Cleaning & Analysis

- Starts immediately after the Observational Count and Survey Sampling events
- County GIS Team to support with Data Cleaning
- Enumeration data (totals and demographic breakdowns) submitted to HUD during the first week in April
- Full report with demographics/survey data to follow (aiming for July)



2026 POINT IN TIME COUNT (PIT)



Why become a Volunteer?

- **Make an Impact:** Help drive real change in addressing homelessness.
- **Gather Critical Data:** Your work supports funding, policy decisions, and local programs.

What to Expect as a Volunteer

- **Field Observation:** Volunteers will use their personal vehicles to look for people who may be experiencing homelessness and drop pins in the ArcGIS app.
- **Technology:** Volunteers must download the ArcGIS app. Instructions will be provided during training.

Getting Started

- **Register Online:** Complete the volunteer registration form.
- **Include Your Partner's Information:** If you have a PIT partner, ensure their details are included in the form.
- **Attend Training:** Attend one in-person training date scheduled for January.
- **Team Assignments:** Your team assignment and maps will be emailed to you before the count.

VOLUNTEERS NEEDED!

Volunteer Registration is now open!

- <https://survey123.arcgis.com/share/93ebbe39d9e345a9b50715f297cd5c6b?portalUrl=https://cocogis.maps.arcgis.com>

PIT Website:

- <https://contra-costa-point-in-time-count-cocogis.hub.arcgis.com/>



Sign up today! 😊

2026 POINT-IN-TIME (PIT) COUNT

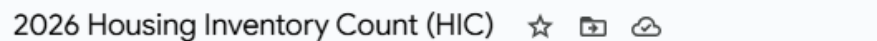
Sheltered Count – will be pulled from HMIS

- Please ensure all data entry for the month of January is complete and corrected by **Feb 10th**!
- For providers **not** in HMIS, an Excel counting sheet will be sent one week before the count, along with some instructions. Please submit this worksheet to RED Team by **Feb 3rd**.
- Counts will then be consolidated and prepped for HUD submission.

2026 POINT-IN-TIME (PIT) COUNT

Housing Inventory Count

- Count of homeless **beds** as of the night of January 29th
- Includes all program types the below, regardless of funding source and participation level in HMIS
 - Emergency Shelter,
 - Transitional Housing
 - Rapid Rehousing
 - Permanent Housing
- **A link to a google doc will be sent to all Agency Administrators and non HMIS participating providers on Jan 27th, to be filled out the 29th.**



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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Project Name	Project Type	Organization Name	Funding Source 1	Funding Source 2	Grant number	Grant start and end dates	Beds for Households w/ Children	Units for Households w/ Children	Beds for Households w/o Children	Beds for Households w/ ONLY Children	Households w/ Children: Veteran-dedicated Beds (subset of H)	Households w/ Children: Youth-dedicated Beds (subset of H)	Households w/ Children: Chronic-dedicated Beds (subset of H)
2	BACS - Don Brown Shelter	ES	Bay Area Community Services	Other	None			0	0	20	0	0	0	0
3	BACS - Delta Landing	ES	Bay Area Community Services	HUD: ESG	None			0	0	161	0	0	0	0
4	BACS - Opportunity Village	ES	Bay Area Community Services	Other	None			0	0	32	0	0	0	0
5	BARM Men's Emergency Shelter	ES	Bay Area Rescue Mission	Other	None			0	0	44	0	0	0	0
6	BARM Women and Families Shelter	ES	Bay Area Rescue Mission	Other	None			54	17	12	0	0	0	0
7	Bibett VA Residential CRS Program	ES	Bi-Bett Corporation	VA: Contract	Other			0	0	3	0	0	0	0
8	ERF2 Interim Housing -Roadway/ESA/Motel6	ES	City of Richmond	Other	None			6	3	43	0	0	0	0
9	BHBH - Interim Housing	ES	Contra Costa Behavioral Health	Other	None	20456-CA BHBH	6/23/2023 to 6/30/2027	0	0	4	0	0	0	0
10	Philip Dorn Respite Center	ES	Contra Costa Health Services/Homeless	HUD: ESG	VA: Contract			0	0	26	0	0	0	0
11	CCHP - Brookside Adult Interim Housing	ES	Contra Costa Health Services/Homeless	CDBG	VA: Contract			0	0	45	0	0	0	0
12	CCHP - Concord Adult Interim Housing	ES	Contra Costa Health Services/Homeless	CDBG	Other			0	0	62	0	0	0	0
13	CCYSC - Calli House Youth Shelter	ES	Contra Costa Health Services/Homeless	HUD: ESG	CDBG			0	0	15	0	0	0	0
14	GRIP Family Shelter	ES	Greater Richmond Interfaith Program	Other	Other			63	15	1	0	0	0	0
15	GRIP Warming Center (seasonal?)	ES	Greater Richmond Interfaith Program	Other	Other			0	0	25	0	0	0	0

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[Instructions](#)
[2026 HIC](#)
[🔒 Copy of 2025 HIC](#)
[🔒 Copy of 2024 HIC](#)



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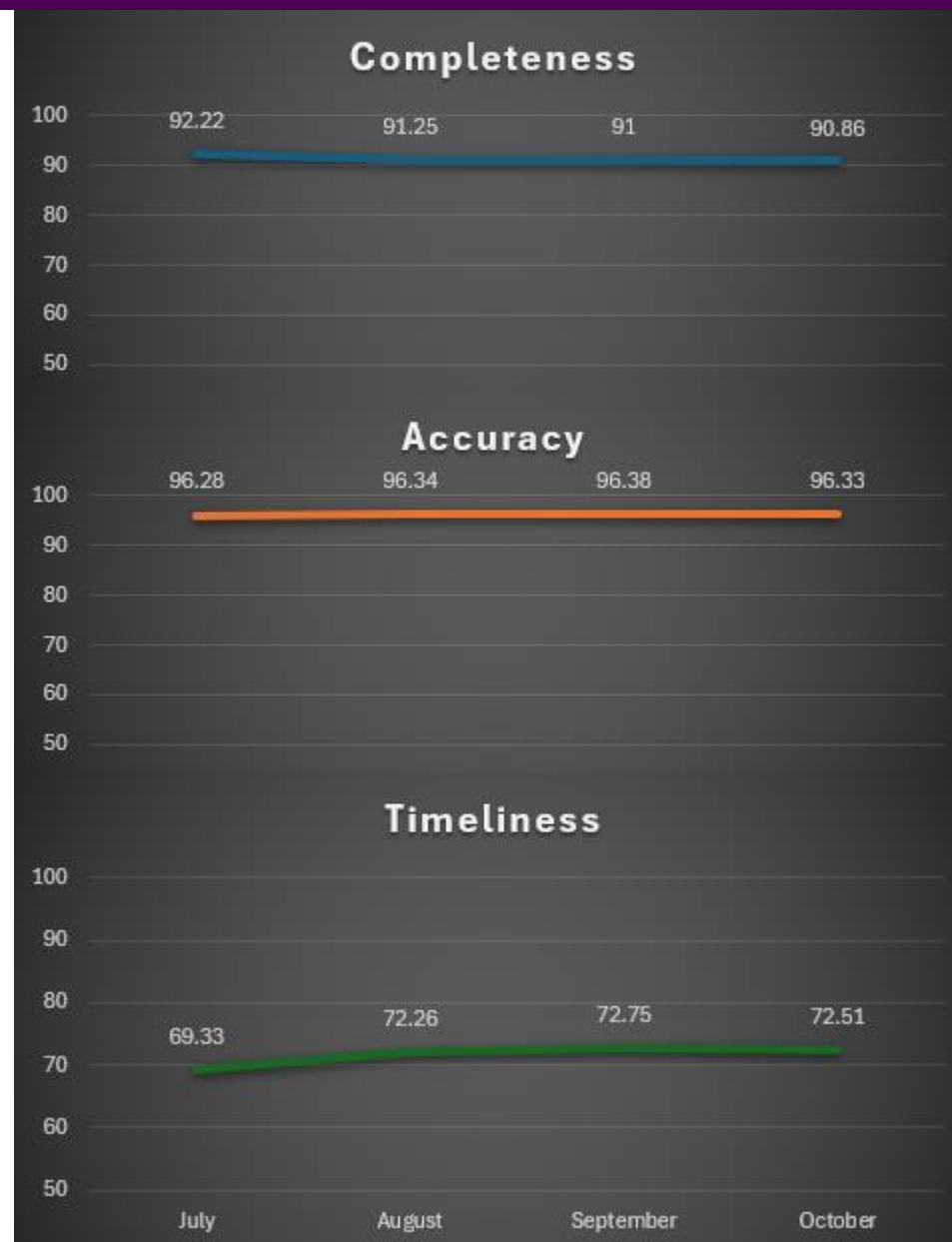
	A	B	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Project Name	Project Type	Year-Round Beds (Total of H+J+K)	Shelters Only: Total Seasonal Beds	Seasonal Shelters Only: Availability Start	Seasonal Shelters Only: Availability End	Shelters Only: Overflow Beds	HMIS Overflow Beds	Total Beds (R+S+V)	Total beds occupied as of 1/29	Total Beds Occupied Per HMIS	Utilization Rate (Y div X)	If utilization is <75%, explain	If utilization is >105%, explain
2	BACS - Don Brown Shelter	ES	20	0	0	0	0		20	9	9	45%		
3	BACS - Delta Landing	ES	161	0	0	0	38		199	199	199	100%		
4	BACS - Opportunity Village	ES	32	0	0	0	0		32	22	22	69%		
5	BARM Men's Emergency Shelter	ES	44	10	12/1/24	3/31/25	0		54	48		89%		
6	BARM Women and Families Shelter	ES	66	7	12/1/24	3/31/25	0		73	42		58%		
7	Bibett VA Residential CRS Program	ES	3	0					3	0				
8	ERF2 Interim Housing -Roadway/ESA/Motel6	ES	49	0	0	0	0		49	33				
9	BHBH - Interim Housing	ES	4						4	4		100%		
10	Philip Dorn Respite Center	ES	26						26	21		81%		
11	CCHP - Brookside Adult Interim Housing	ES	45						45			0%		
12	CCHP - Concord Adult Interim Housing	ES	62						62			0%		
13	CCYSC - Calli House Youth Shelter	ES	15						15			0%		

DATA QUALITY AND TRAINING UPDATES

Thorne Keenan, *H3*
Tammy Stoicich, *H3*

DATA QUALITY UPDATES

We are maintaining our scores in
Accuracy and improving in Timeliness!



AGENCIES WITH INCREASES IN DATA QUALITY THIS QUARTER

Congratulations to all agencies
within our CoC!



HMIS TRAINING PORTAL UPDATES

A collection of short videos have been added to the HMIS Training Portal's Course Catalog. These videos are single topic sessions which include topics such as:

- **How to create a household**
- **How to complete an ROI**
- **How to enroll a client into a program, etc.**

The collection includes the following video series available to all users:

- **Coordinated Entry Short Video Series**
- **HMIS 101 Basics Short Video Series**
- **HMIS Data Entry Short Video Series**

TRAINING REMINDERS

The HMIS New User Training is not complete until the staff member finishes Part 3 of the course and downloads their certificate of completion.

Please encourage staff to use the Forgot Password feature!


- Must use the email address they registered with.
Ex: **tstoicich@cchealth.org** will not be recognized if they registered as **Tammy.Stoicich@cchealth.org**

NEW RESOURCE AVAILABLE

Looker Data Models

A new 3-page handout released by Bitfocus that breaks down the different Looker Data Models.

- Explains the purpose of each model.
- Highlights the type of data each model is designed to analyze
- When to use a particular model and other related information.



Model	Purpose	When to Use	Other Info
Client-Level Data			
Client	For the analysis of client data; reports on profile data and does not require project enrollment for data to be included in the model	<ul style="list-style-type: none">To analyze client demographics, including those without an enrollment	<ul style="list-style-type: none">Includes deleted client data
Coordinated Entry	For reporting on status and outcomes of a coordinated entry system	<ul style="list-style-type: none">To analyze the coordinated entry system such as by name, referral data, and housing outcomes from the CES system	<ul style="list-style-type: none">Only available with standalone Looker license<i>Clients must have a completed assessment to be included</i>
Project Enrollment Level Data			
Data Quality	For analyzing data quality performance for projects; this covers all HMIS data elements	<ul style="list-style-type: none">To analyze data entry for accuracy, timeliness, consistency, and validity	<ul style="list-style-type: none">Clients must have a project enrollment to be included in this model
HMIS Performance	For general data analysis connected to enrollments; this is the most popular, general-purpose model	<ul style="list-style-type: none">To analyze enrollment data such as program performance data	<ul style="list-style-type: none">Clients must have a project enrollment to be included in this model
HMIS Population Over Time Model	For evaluating long-term trends in your client population	<ul style="list-style-type: none">To conduct longitudinal analyses such as analyzing trends over time or community effectiveness	<ul style="list-style-type: none">Two-year lookback limitClients must have a project enrollment to be included in this model

NEW RESOURCE AVAILABLE

Looker Data Models

ClarityConnect 2025 Bitfocus			
Model	Purpose	When to Use	Other Info
No Client-Level Data			
Project Descriptor	For system administrators and agency managers to review project setup and user information	<ul style="list-style-type: none">To analyze information about projects, agencies, and staff	<ul style="list-style-type: none">No Client-Level Data included
Module Data			
Note: BETA models are in a stage of development where frequent changes and improvements will be made.			
Inventory [BETA]	For analysis of Clarity Human Service's INVENTORY Module	<ul style="list-style-type: none">To analyze data associated with Clarity's INVENTORY Module, Unit Queue information, client-based occupancy details	<ul style="list-style-type: none">Must have INVENTORY module functionality turned on and in use to use this model
Outreach [BETA]	For analysis of Clarity Human Service's Outreach Module	<ul style="list-style-type: none">To analyze data associated with Clarity's Outreach Module, such as reviewing encampments, client counts, and client geolocation history	<ul style="list-style-type: none">Data is limited to Encampments with at least one stay
Reservations	For analysis of Clarity Human Service's Attendance and Reservations module	<ul style="list-style-type: none">To analyze data associated with Clarity's Reservation feature, such as reservation slots, client data associated with reservations, which slots are reserved, and client attendance	<ul style="list-style-type: none">Able to see all reservation slots for all dates in the recent past or near future (+/- 90 days)

ClarityConnect 2025 Bitfocus			
Model	Purpose	When to Use	Other Info
Module Data			
Note: BETA models are in a stage of development where frequent changes and improvements will be made.			
Data Import	For analysis of data imported through the Clarity Data Import Tool (DIT)	<ul style="list-style-type: none">To analyze the accuracy and quality of the data imported through the DIT	<ul style="list-style-type: none">Must have a DIT Import to be included in this model
Services Model	For reporting on services entered into Clarity Human Services; this model allows for data to be pulled at the client and program-levels	<ul style="list-style-type: none">To analyze client data associated with services, such as attendance based, single events and long term services	<ul style="list-style-type: none">Must have a service to be included in this modelSimilar dimensions as HMIS Performance Model

Q&A

NEXT MEETING

- Tuesday, March 10, 12– 1:30 PM (Virtual)