



Sonoma County HMIS/Data Committee
Agenda for September 8, 2025
10:00 AM – 11:00 AM Pacific Time

Virtual Public Meeting Information:

<https://sonomacounty.zoom.us/j/98153122625?pwd=71rV1795pPRxvzP84-LOeXiG1hf8Qw.9dH13vPP-WRsmPID>

Passcode: 915059

Or Telephone: 669-900-9128

Webinar ID: 981 5312 2625

#	Agenda Item	Presenter	Approx. Time
	Welcome and roll call.	Staff	
1.	Approve Meeting Minutes (Action Item)	Chair	5 mins
2.	Staff Report- Discussion of Software Feature Enhancement for Alerts	Chair	20 mins
3.	Staff Report- Presentation of Longitudinal Systems Analysis in Stella Performance Module	Staff	20 mins
4.	Future Agenda Items for Committee Discussion	Chair	10 mins
5.	Public comment for items not on the agenda.	Chair	

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the committee email Daniel.Overbury-Howland@sonomacounty.gov. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Committee members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Committee Chair based on agenda scheduling demands and total number of speakers.



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HMIS Committee Meeting Minutes

August 18, 2025

10am, Zoom

Topic: HMIS Data Committee

Start Time: August 18, 2025 10:00 AM

Welcome and Roll Call

- Roll Call was taken:
 - *Present: Sasha Brown, Manny Galvan, Lindsey Hazelwood, Lisa McIntyre, Jessica Wolfe, Karla McLaren, Teresa Moore*
 - *Absent: Maleah Giron, Amy Marshall, Sandy Robinson, Margaret Sluyk, Dannielle Danforth,*

1. Approve Meeting Minutes

- Karla made motion to approve, Sasha seconded.
- No Public Comment.
- Motion passed to approve meeting minutes without objection.

2. Introduction of New Committee Member

- Lisa McIntyre was introduced.

3. Staff Report- Gender Demographic Update (Potential Action Item)

- Gender to be removed from HUD data standards, request to move to a local data collection model.
- Sasha made motion to approve, Jessica seconds.
- No Public Comment.
- Motion passed without objection.

4. Staff Report- HMIS Subregion Data Demographic Addition (Potential Action Item)

- Sasha reported that this project is not yet ready for vote and needs additional review in the county-wide BNL meeting and determine their input.
- No Public Comment.

5. Staff Report- July HMIS Office Hours Summary

- No Public Comment.

6. Staff Report- HMIS Support Request Process (Potential Action Item)

- Fillable PDF format, data will be collected for 3 months.
- Sasha motions to approve, Manny seconds.
- No Public Comment.
- Motion passed without objection.



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7. Future Agenda Items for Committee Discussion

- Future Agenda Items were proposed and discussed.
- No Public Comment.

8. Public comment for items not on the agenda.

- No Public Comment



**Sonoma County HMIS Data Committee
Agenda Item Report**

Item No: 2
Subject: Staff Report- Discussion of Software Feature Enhancement for Alerts
Meeting Date: September 8, 2025
Staff Contact: Adam Siegenthaler, Adam.Siegenthaler@sonoma-county.org

Summary- At the request of the Safety workgroup, members of the Service Providers' Roundtable, posited to the HMIS Coordinator to contact the HMIS Vendor, Bonterra, on the implementation of changes to the Alerts module on the HMIS Client Demographics page:

- Include a Date function when entering a new alert after which the alert would go away
- Have the capability to have multiple alerts
- Include a visible tag indicating the user who turned on the alert
- Place the alert in a bold color right at the top of the dashboard for every program the client is enrolled in.
- Somehow make it so that when people search for the client even if they aren't enrolled in a program, a little icon or something appears next to the search result showing that the client has an active alert

The HMIS Coordinator replied to the Safety workgroup on the changes that can be implemented to the Alerts feature:

- A client can have multiple Alerts, depending on how they are setup up in HMIS.
- Users can set a due date on an Alert. There is a setting that will allow Users to set when the Alert should be dismissed.

Staff have reviewed both the requests from the working group, and the options that can be included to the Alerts module feature.

Sonoma County's version of Bonterra's Efforts to Outcomes (EtO) software hosts the HMIS, Coordinated Entry System, the By-Names List (BNL) for Regional Street Outreach, and the Keeping People Housed Initiative's relational databases—applications of this system-wide

feature enhancement for using Alerts may have the unforeseen consequence for forming of biased opinions and the possibility of future discrimination lawsuits brought by Program Participants against the HMIS Lead Agency, Sonoma County Department of Health Services.

In the Sonoma County HMIS End User Agreement and Code of Ethics (page 2) the HMIS User indicates by their initials as understanding and acceptance of the proper uses of HMIS: *In circumstances where objective observation and non-biased opinions are to be entered in any “comments” section of the client file on the HMIS. Mental and/or physical health information, subjective judgment, profanity, and offensive language are not permitted to be entered in this section. Discriminatory and/or derogatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex and sexual orientation are not permitted in the HMIS.*

In the Sonoma County HMIS Policies and Procedures for Data Collection Responsibilities of the Provider Agency (pages 18-19)(j) - *Do not enter discriminatory comments made by or about an employee, volunteer, client, or any person based on race, color, religion, national origin, ancestry, handicap, age, sex, and sexual orientation unless direct quotes are deemed essential for assessment, service, and treatment purposes.*

The “Alert” field is an optional text box located on the Client Demographics in HMIS. Users are instructed during data entry workflow trainings to follow the current standards regarding comments when entering information into the Alert text field.

It has been recommended to draft and approve guidance for distribution on the use of the Alerts text box and any “comments” entered by HMIS Users must comply with Sonoma County’s HMIS Policies and Procedures and HMIS End User Agreement and Code of Ethics.

Recommended Action: Discussion item with potential action



**Sonoma County HMIS Data Committee
Agenda Item Report**

Item No: 3

Subject: Staff Report- Presentation of Longitudinal Systems Analysis in Stella Performance Module

Meeting Date: September 8, 2025

Staff Contact: Daniel Overbury-Howland, Daniel.Overbury-Howland@sonomacounty.gov

Summary- A critical aspect of the McKinney-Vento Homeless Assistance Act, as amended, is a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community. The Longitudinal Systems Analysis (LSA) report, produced from a Continuum of Care's Homelessness Management Information System (HMIS) and submitted annually to the United States Department of Housing and Urban Development (HUD), provides HUD and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use their system of care.

Stella Performance Module (Stella P) uses dynamic visualizations of CoCs' LSA data to illustrate how households move through the homeless system and exit the system. Stella P does the analytical heavy lifting, so a CoC can focus on planning and improving the housing crisis response system.

Stella looks at system-level performance for three critical performance measures:

- Number of days homeless (Days Homeless)
- Exits from the homeless system to permanent destinations (Exits)
- Returns to the homeless system after exits to permanent destinations (Returns)

Stella P also includes information to support communities analyzing performance trends and data quality in their homeless system response.

Action Item: None.