



**Sonoma County HMIS/Data Committee**  
**Agenda for October 11, 2021**  
**10:00 AM – 11:30 AM Pacific Time**

**Virtual Public Meeting Information:**

<https://sonomacounty.zoom.us/j/95267110658?pwd=U1ZHNit6ZHZ2NmtKcklDcFc1NnRqdz09>

Passcode: 592232

Or Telephone: 669-900-9128

Webinar ID: 952 6711 0658

	<b>Agenda Item</b>	<b>Presenter</b>	<b>Approx. Time</b>
	Welcome and Roll Call		5 min
1.	Discussion/Approval of updated HMIS Policies and Procedures	Staff (Action Item)	10 mins
2.	Overview of locally available data and annual reporting calendar	Staff	45 mins
3.	Discussion of future agenda items	Chair	20 mins
4.	Public Comment for items not on the agenda		

***PUBLIC COMMENT:***

*Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Board email [Madison.Murray@sonoma-county.org](mailto:Madison.Murray@sonoma-county.org). Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board 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.*



**Sonoma County Continuum of Care  
HMIS Data Committee  
Executive Summary**

**Item 1: HMIS Policies and Procedures**

**Date:** 10/11/2021

**Staff Contact:** Daniel Overbury-Howland, HMIS Coordinator, [Daniel.Overbury-Howland@sonoma-county.org](mailto:Daniel.Overbury-Howland@sonoma-county.org)

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Agenda Item Overview

Attached you will find the proposed revision to the Sonoma County HMIS Policies and Procedures. Modifications include revised language that outlines the recommended HMIS fee structure approved by this committee on September 27th. The following language will be incorporated into the HMIS Policies & Procedures and the Continuum of Care's Governance Charter once adopted by the CoC Board. The new language reads:

- i. HMIS fees are based on a two factors and are calculated using a formula that factors in number of user licenses, and data quality error rates. The formula and document used to calculate these fees shall be shared with the Data Committee for review and approval prior to billing.
  1. Fees are assessed annually at the beginning of each fiscal year.
  2. CHOs may attend Data Committee meetings and provide feedback on the proposed HMIS fee formula proposal.

*Example:*

*Total fees collected/HMIS match requirement = 25% of CoC HMIS funds. (\$81,789 in 2021)*

*Participation fees are broken into the following categories, with each provider paying a percentage (%) of each categories total.*

*Number of Users - 50% of the total (varies for each provider)*

*Data Error Rate - 50% of the total (varies for each provider)*

- ii. Participation fees are charged to CHOs via the HMIS Lead Agency and are billed to each Partner Agency on an annual basis.

Staff Recommendation

The above language has been inserted into the policies and procedures. No other changes were made. Committee members can approve the document with these changes, or can revise the document and approve with a majority vote.