HMIS Governance in a Statewide Environment

This document provides an overview of the roles and responsibilities of Continuums of Care (CoCs) and the HMIS Lead.

CoCs

### Functions of the CoCs (Joint Charter)

* 1. Designate the HMIS Lead
  2. Designate the HMIS application (software)
  3. Establish, support, and manage the HMIS according to HUD's expectations
  4. Ensure the HMIS Lead develops and maintains HMIS required plans (DQ, privacy, security, disaster recovery)
  5. Require the HMIS Lead enter into written HMIS Participation Agreements with each CHO
     1. Compliance with HMIS P&P/required Plans, and sanctions for failure to comply
  6. Specify the fees (or fee determination structure) charge to CHOs (if any) and basis for the fee
  7. Include rights, obligations, timelines, and transition procedures in the event that one or more CoCs terminates involvement in the statewide/regional HMIS
  8. Establish HMIS Memorandum of Understanding
  9. Establish shared policies for governance, technical, security, privacy, data quality, training, & data exchange

### Responsibilities of the CoCs

1. Final authority to review/revise/approve all policies and procedures of the HMIS Lead
2. Oversight of HMIS Lead to ensure appropriate implementation of CoC policies/procedures
3. Monitor the HMIS Lead Annually
   1. Maintain monitoring documentation for a minimum of 5 years, cannot contain any protected identifying information, must include results

# HMIS Lead

### Functions of the HMIS Lead

* 1. Lead HMIS Operation and Management
  2. Serve as HMIS Grantee
  3. Develop and maintain HMIS Policies and Procedures
  4. Enter into HMIS Participation Agreements with CHOs
  5. Monitor CHO compliance with the HMIS Participation Agreement
  6. Oversee HMIS User Agreements and Management
  7. Monitor the HMIS application for compliance with Standards
  8. Oversee/manage Vendor Agreements

### Responsibilities of the HMIS Lead

1. Reporting
2. Program compliance with applicable Agreements
3. Victim Service Providers/Legal Service Providers:
   * 1. Ensure no data directly entered into HMIS if they are legally prohibited (otherwise they must participate)
     2. Ensure the VSP/Legal services database is HMIS compliant
     3. VSP/Legal services data may be exported for purposes of agency-wide unduplicated reporting
4. HMIS Participation
   * 1. Establish the process, schedule, and acceptance criteria for data provided by an alternate database
     2. Decline data that does not meet minimum standards for data quality
     3. Require provider program submit data in XML or CSV format (If HMIS only accepts in one of the formats)
     4. Ensure an alternative database submitting data to the HMIS is HMIS compliant