

April 14, 2022

Evaluation Subcommittee Notes

Charge as committee: have evaluation plan by next year

- Lead standards provides guidance for lead agencies
- Improvement framework provides strategies for evaluation
- Monitoring tool excel export of what's in the evaluation matrix with supportive formatting for evaluation

Assignment 1: review the lead standards

*Adding HOW to Monitor column to make document user friendly

[*full details provided in Monitoring Tool Spreadsheet*](#)

1.1 - 1.15 - Highest priority

- 1.1 - Can the HMIS Lead document that it has been formally designated by each CoC to manage the Continuum's HMIS for its geographic area?
 - Response: Yes
 - Abby suggests requesting documentation be provided by CoC to confirm
 - Create picklist of docs, maybe shared folder/link to docs

1.2 - Can the HMIS Lead document that it is a nonprofit organization, state or local government, or instrumentality of State or local governments, and is otherwise eligible to apply for HMIS project grants?

- Yes

1.3 - Does the HMIS Lead consult with the HMIS@NCCEH Advisory Board to update annually, and develop and follow, a governance charter/ByLaws and all policies and procedures needed to comply with HMIS requirements prescribed by HUD?

- Yes
 - Show the last 3 years or minutes where bylaws were approved
 - Abby: as you start archiving this into one place you can just add each year's document

1.4 - Does the HMIS Lead provide performance and outcomes data from the HMIS to support the establishment of performance targets appropriate for population and program type and support the HMIS@NCCEH Advisory Board's evaluation of performance outcomes?

- CoC Specific

- Anywhere there is a CoC specific under response we can dig further to examine tools and each CoC

1.5 - Does the HMIS Lead provide HMIS data as needed by the HMIS@NCCEH Advisory Board to evaluate project-level performance outcomes for CoC and ESG program funded projects?

- CoC Specific

1.6- Does the HMIS Lead implement the HMIS privacy plan, security plan, and data quality plan that has been approved by the HMIS@NCCEH Advisory Board, to the extent the HMIS Lead is responsible for doing so, in accordance with the HMIS governance charter/ByLaws and applicable agreements?

- Partial - plan in development

1.7 Does the HMIS Lead provide information regarding HMIS participation to the HMIS@NCCEH Advisory Board to ensure consistent participation of recipients and subrecipients in the HMIS?

- CoC Specific
- No conversations (to anyone's knowledge) at Advisory Board meetings

1.8 - Does the HMIS Lead provide information to the HMIS@NCCEH Advisory Board regarding HMIS administration in relation to HUD's requirements to ensure compliance?

- Yes

1.9 - Is the HMIS Lead the only entity that incurs costs for the activities listed in the CoC Program interim rule at 578.57(a)(2)?

- Yes

1.10 - Can the HMIS Lead document that it draws down funds from eLOCCS at least once per quarter of the program year, in accordance with 578.85(c)(3) of the CoC Program interim rule?

- Pending

1.11 - Does the HMIS Lead maintain the necessary records and documentation that may be needed to complete a HUD performance review, in accordance with (578.107(a)(1) of the CoC Program interim rule?

- Pending

1.12 - Does the HMIS Lead maintain documented procurement procedures and maintain oversight of all contractors or vendors in accordance with 2 CFR § 200?

- Pending

1.13 - Does the HMIS Lead keep records to show compliance where applicable with its organizational conflict-of-interest requirements, the CoC Board conflict-of-interest requirements, a copy of the personal conflict-of-interest policy developed and implemented to address personal

gain or benefit, and records supporting exceptions to the personal conflict of interest prohibitions?

- Pending

1.14 - Does the HMIS Lead have oversight and data entry/editing ability for Project Descriptor Data Elements (PDDE)?

- Yes, HMIS Lead takes exclusive responsibility for this

1.15 - Does the HMIS Lead regularly review duplicate client records, and work to deduplicate multiple records with distinct Personal Identifier metadata elements that represent the same individual based on identifying information (such as name, date of birth, or Social Security Number)?

- Yes

Group went through the minimum requirements on the monitoring tool spreadsheet. The next steps are to:

- HMIS Governance: verify documentation needed by requesting it from NCCEH
-