



# North Carolina Balance of State Continuum of Care

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## Data Usage Workgroup

### Proposed CHIN License Policies, February 2014

The Balance of State Data Usage workgroup makes the following recommendations to the BoS Steering Committee regarding allocation of CHIN licenses:

1. Grant all existing CHIN license requests that have come to the CoC through the November 2013 Call for Information and via phone and email. Like all other BoS CHIN licenses these licenses are:
  - Paid for by BoS through June 30, 2014
  - Subject to BoS CHIN License Policy (revised version of this below)
2. Reserve 9 CHIN end user licenses for rolling license requests
3. Use the remaining unused end user licenses to target programs within BoS who:
  - Are not using on HMIS
  - Have the most beds
4. Make no changes to volunteer licenses
5. Encourage all agencies who do not currently have an ART license to obtain and use an ART license
6. Require SSVF programs pay for CHIN licenses at a cost of \$1170/license/year
  - These licenses do not count towards the BoS allocation of 200 end user licenses
7. Revise the CHIN License Policy (formerly the No Fee License Policy) as follows:
  - NC BoS has paid CHIN license fees for all existing CHIN users within Balance of State for July 1 2013 – June 20, 2014. In order to maintain this no-fee license, users must:
    - Log in at least once every 60 days
    - Maintain high data quality
    - Be responsive to outreach from CHIN and/or NCCEH
    - User or other agency representative must regularly participate (80% or better attendance) in his or her local Balance of State Regional Committee meetings
    - Enter all HUD required elements in CHIN