



Memphis and Shelby County Homeless Management Information System
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HMIS Policies & Procedures Manual

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

PURPOSE

This document provides the policies, procedures, guidelines, and standards that govern the Memphis/Shelby County Continuum of Care Homeless Management Information System (MSCCOC-HMIS) agencies contributing data (HMIS Partnering Agencies) to the MSCCOC-HMIS. HMIS staff will provide each HMIS Member Agency providers with a copy of this document. As a condition of participation, each HMIS Member Agency is asked to adhere to all policies within the document as signed in the HMIS Memorandum of Understanding (MOU).

EXCEPTIONS

In order to mitigate risk from participation in the HMIS system, HMIS leadership has the right to grant exemptions to any HMIS policy only in the following instances:

1. Unique circumstances/projects not encountered before by HMIS staff,
2. Public policy decisions needing some considerations,
3. On need of quick time lines for implementation.

No other instances will be considered.

ACKNOWLEDGMENTS

The HMIS staff of Memphis/Shelby County would like to thank its many statewide and national colleagues who have shared their policies with us, while in development of this document. We would also like to thank the HMIS Member Agencies and local community planners for their thoughts, ideas, and work to help draft and revise this document.

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Glossary of Terms and Definitions

This glossary includes a list of terms that will be used throughout this document, as well as by the HMIS Staff, HUD, and its Partners.

The following is a list of all “associated” HUD terms, definitions, and acronyms associated. There may be some duplication of information.

U.S. Department of Housing & Urban Development (HUD) & HMIS Acronyms & Descriptions

Administration for Children and Families	ACF	A division of the U.S. Department of Health and Human Services (HHS). ACF has a budget for 65 programs that target children, youth and families, including for assistance with welfare, child support enforcement, adoption assistance, foster care, child care, and child abuse.
Agency Administrator	AA	A person designated by a HMIS Member Agency Executive Director/Chief Executive Officer who acts as a liaison and contact person to the HMIS staff.
Alliance of Information & Referral Systems	AIRS	The professional association for more than 1,000 community information and referral (I&R) providers serving primarily the United States and Canada. AIRS maintains taxonomy of human services.
Annual Homeless Assessment Report	AHAR	Annual report to Congress on the extent and nature of homelessness
Annual Performance Report	APR	Report that tracks program progress and accomplishments in HUD’s competitive homeless assistance programs. The APR provides the grantee and HUD with information necessary to assess each grantee’s performance
Audit Trail		A record showing who has accessed a computer system and what operations he or she has performed during a given period of time. Most database management systems include an audit trail component.
Bed Utilization		An indicator of whether shelter beds are occupied on a particular night or over a period of time.
Biometrics		Refers to the identification of a person by computerized images of a physical feature, usually a person’s fingerprint.
Chronic Homelessness		HUD defines a chronically homeless person as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time.
Client		A living individual about whom a CHO collects or maintains protected personal information because (1) the individual is receiving, has received, may receive, or has inquired about assistance from a CHO; or (2) in order to identify needs, or to plan or develop appropriate assistance within the CoC.
Client Intake		The process of collecting client information upon entrance into a program.
Community Development Block Grant	CDBG	A flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1,180 general units of local and State governments.
Consumer		An individual or family who has or is currently is experiencing homelessness.

U.S. Department of Housing & Urban Development (HUD) & HMIS Acronyms & Descriptions

Continuum of Care	CoC	Also called CoC or Continuum, means the group organized to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR Part 578) and is comprised of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, and law enforcement, and organizations that serve homeless and formerly homeless persons to the extent that these groups are represented within the geographic area and are available to participate.
Continuum Program		Also called “Program” refers to the federal funding source which provides housing and/or service grant dollars
Continuum Project		Also called “Project,” Refers to a distinct unit of an organization, which may or may not be funded by HUD or other federal partners, that provides services and/ or lodging for the homeless and is identified by the continuum as part of its service system. [Note: A project funded by the CoC may be referred to then as a “CoC program project.
Coverage		A term commonly used by CoCs or homeless providers to refer to the number of beds represented in an HMIS divided by the total number of beds available.
Covered Homeless Organization	CHO	Any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses, or processes data on homeless clients for an HMIS. The requirements of the HMIS Final Notice apply to all Covered Homeless Organizations.
Data Quality		The accuracy and completeness of all information collected and reported to the HMIS. Data Standards.
Date of Birth	DOB	The date a person was born.
Dedicated HMIS		The cost of the HMIS implementation is its own component in the SuperNOFA project exhibit
De-identification		The process of removing or altering data in a client record that could be used to identify the person. This technique allows research, training, or other non-clinical applications to use real data without violating client privacy.
Department of Education	DOE	The agency of the federal government that establishes policy for administers and coordinates most federal assistance to education . It assists the president in executing his education policies for the nation and in implementing laws enacted by Congress .
Digital Certificates		An attachment to an electronic message used for security purposes. The most common use of a digital certificate is to verify that the user sending a message he or she claims to be and to provide the receiver with the means to encode a reply.
Disabling Condition		A disabling condition in reference to chronic homelessness is defined by HUD as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.
Domestic Violence	DV	Occurs when a family member, partner or ex-partner attempts to physically or psychologically dominate another. Includes physical violence, sexual abuse, emotional abuse, intimidation, economic deprivation, and threats of violence. Violence can be criminal and includes physical assault (hitting, pushing, shoving, etc.), sexual abuse (unwanted or forced sexual activity), and stalking.

U.S. Department of Housing & Urban Development (HUD) & HMIS Acronyms & Descriptions

Domestic Violence	DV	Although emotional, psychological and financial abuses are not criminal behaviors, they are forms of abuse and can lead to criminal violence. There are a number of dimensions of DV. Mode physical, psychological, sexual and/or social; frequency on/off, occasional, chronic; and severity in terms of both psychological or physical harm and the need for treatment, including transitory or permanent injury, mild, moderate, and severe up to homicide.
Electronic Housing Inventory Chart	eHIC	Point-in-time inventory of provider programs within a Continuum of Care that provide beds and units dedicated to serve persons who are homeless, categorized by five Program Types: Emergency Shelter; Transitional Housing; Rapid Re-housing; Safe Haven; and Permanent Supportive Housing.
Electronic Special Needs Assistance Program	e*SNAPs	Established by HUD to address the specific needs of persons living with HIV/AIDS and their families. HOPWA makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons medically diagnosed with HIV/AIDS
Emergency Food and Shelter Program	EFSP	A Federal program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) and has been entrusted through the McKinney-Vento Homeless Assistance to supplement and expand ongoing efforts to provide shelter, food and supportive services for hungry and homeless people across the nation.
Emergency Shelter	ES	Any facility whose primary purpose is to provide temporary shelter for the homeless in general or for specific populations of the homeless.
Emergency Solutions Grants	ESG	A federal grant program designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness.
End User	EU	Any individual who uses or enters data in an HMIS or a comparable database approved by the CoC. This can include Agency Administrators.
Encryption		Conversion of plain text into unreadable data by scrambling it using a code that masks the meaning of the data to any unauthorized viewer. Computers encrypt data by using algorithms or formulas. Encrypted data are not readable unless they are converted back into plain text via decryption.
Ethnicity		Identity with or membership in a particular racial, national, or cultural group and observance of that group's customs, beliefs, and language.
Extensible Markup Language	XML	General-purpose specification for creating custom markup languages. It is classified as an extensible language because it allows its users to define their own elements. Its primary purpose is to facilitate the sharing of structured data across different information systems, particularly via the Internet, and it is used both to encode documents and to serialize data.
Family and Youth Services Bureau	FYSB	Provides national leadership on youth and family issues. Promotes positive outcomes for children, youth, and families by supporting a wide range of comprehensive services and collaborations at the local, Tribal, State, and national levels.
Federal Emergency Management Agency	FEMA	The agency responsible for coordinated response for disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.
Federal Information Processing Standards	FIPS	Ensure that all federal government and agencies adhere to the same guidelines regarding security and communication.
Geographic Information Systems	GIS	An information system for capturing, storing, analyzing, managing, sharing, and displaying geographically referenced information.
Government Performance and Results Act	GPR	One of a series of laws designed to improve government project management. The GPR requires agencies to engage in project management tasks such as setting goals, measuring results, and reporting their progress. In order to comply with GPR, agencies produce strategic plans, performance plans, and conduct gap analysis of projects.

U.S. Department of Housing & Urban Development (HUD) & HMIS Acronyms & Descriptions

Hashing		The process of producing hashed values for accessing data or for security. A hashed value is a number or series of numbers generated from input data. The hash is generated by a formula in such a way that it is extremely unlikely that some other text will produce the same hash value or that data can be converted back to the original text. Hashing is often used to check whether two texts are identical. For the purposes of Homeless Management Information Systems it can be used to compare whether client records contain the same information without identifying the clients.
Health Insurance Portability and Accountability Act of 1996	HIPAA	U.S. law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals, and other health care providers. Developed by the Department of Health and Human Services, these standards provide patients access to their medical records and give them more control over how their personal health information is used and disclosed.
HMIS Data and Technical Standards Final Notice		Regulations issued by HUD via the Federal Register describing the requirements for implementing HMIS. The HMIS Final Notice contains rules about who needs to participate in HMIS, what data to collect, and how to protect client information.
HMIS Lead Organization	HMIS Lead	The central organizations that will house those individuals who will be directly involved in implementing and providing operational, training, technical assistance, and technical support to participating agencies.
HMIS System Administrator		The individual(s) whose job it is to manage the HMIS implementation at the local level: enrolling programs and managing appropriate use, supporting users through connection to or direct provision of user training, and overseeing system set up.
Homeless Management Information System	HMIS	Computerized data collection tool designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness.
Homelessness Prevention and Rapid Re-Housing Program	HPRP	The Homelessness Prevention and Rapid Re-Housing Program will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized.
Homelessness Pulse	PULSE	Generated on a quarterly basis, this report, similar to the AHAR, provides real-time information on service usage and trends to the Department of Housing and Urban Development.
Housing Inventory Chart	HIC	Consists of three housing inventory charts for: emergency shelter, transitional housing, and permanent supportive housing.
Housing Opportunities for Persons with AIDS	HOPWA	Established by HUD to address the specific needs of persons living with HIV/AIDS and their families. HOPWA makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons medically diagnosed with HIV/AIDS and their families.
Inferred Consent		Once clients receive an oral explanation of HMIS, consent is assumed for data entry into HMIS. The client must be a person of age and in possession of all his/her faculties (for example, not mentally ill).
Information and Referral	I&R	A process for obtaining information about programs and services available and linking individuals to these services. These services can include emergency food pantries, rental assistance, public health clinics, childcare resources, support groups, legal aid, and a variety of nonprofit and governmental agencies. An HMIS usually includes features to facilitate information and referral.
Informed Consent		A client is informed of options of participating in an HMIS system and then specifically asked to consent. The individual needs to be of age and in possession of all of his faculties (for example, not mentally ill), and his/her judgment not impaired at the time of consenting (by sleep, illness, intoxication, alcohol, drugs or other health problems, etc.).

U.S. Department of Housing & Urban Development (HUD) & HMIS Acronyms & Descriptions

McKinney-Vento Act		The McKinney-Vento Homeless Assistance Act was signed into law by President Ronald Reagan on July 22, 1987. The McKinney-Vento Act funds numerous programs providing a range of services to homeless people, including the Continuum of Care programs: the Supportive Housing Program, the Shelter Plus Care Program, and the Single Room Occupancy Program, as well as the Emergency Shelter Grant Program.
Memorandum of Understanding	MOU	A bilateral or multilateral agreement between two or more parties.
Member Agency		An agency who has signed all HMIS agreements and who is actively entering data into the system.
Mental Health	MH	State of emotional and psychological well-being in which an individual is able to use his or her cognitive and emotional capabilities, function in society, and meet the ordinary demands of everyday life.
Notice of Funding Availability	NOFA	An announcement of funding available for a particular program or activity. See also SuperNOFA.
Penetration Testing		The process of probing a computer system with the goal of identifying security vulnerabilities in a network and the extent to which outside parties might exploit them.
Performance Assessment Rating Tool	PART	Developed to assess and improve program performance so that the Federal government can achieve better results. A PART review helps identify a program's strengths and weaknesses to inform funding and management decisions aimed at making the program more effective. The PART therefore looks at all factors that affect and reflect program performance including program purpose and design; performance measurement, evaluations, and strategic planning; program management; and program results. Because the PART includes a consistent series of analytical questions, it allows programs to show improvements over time, and allows comparisons between similar programs.
Performance Measures		A process that systematically evaluates whether your program's efforts are making an impact on the clients you are serving.
Permanent Supportive Housing		Long-term, community-based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables the special needs populations to live independently as possible in a permanent setting.
Personal Protected Information	PPI	Information that can be used to uniquely identify, contact or locate a single person, or may enable disclosure of personal information.
Point in Time	PIT	A snapshot of the homeless population taken on a given day. Since 2005, HUD requires all CoC applicants to complete this count every other year in the last week of January. This count includes a street count in addition to a count of all clients in emergency and transitional beds.
Privacy Notice		A written, public statement of an agency's privacy practices. A notice informs clients of how personal information is used and disclosed. According to the HMIS Data and Technical Standard, all covered homeless organizations must have a privacy notice.
Program Data Element	PDE	Data elements required for programs that receive funding under the McKinney-Vento Homeless Assistance Act and complete the Annual Progress Reports (APRs).
Prospective Member Agency		An agency who has inquired about joining HMIS.
Public Keys		Public keys are included in digital certificates and contain information that a sender can use to encrypt information such that only a particular key can read. The recipient also can verify the identity of the sender through the sender's public key.

U.S. Department of Housing & Urban Development (HUD) & HMIS Acronyms & Descriptions

Public Key Infrastructure	PKI	An arrangement that binds public keys with respective user identities by means of a certificate authority (CA). The user identity must be unique for each CA. The binding is established through the registration and issuance process, which, depending on the level of assurance the binding has, may be carried out by software at a CA or under human supervision. The PKI role that assures this binding is called the Registration Authority (RA). For each user, the user identity, the public key, their binding, validity conditions, and other attributes are made unforgeable in public key certificates issued by the CA.
Race		Identification within five racial categories: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White
Release of Information	ROI	In the United States, HIPAA and State guidelines strongly direct the rules and regulations of patient information. ROI departments perform such tasks as obtaining patient consent, certifying medical records, and deciding what information can be released.
Runaway and Homeless Youth Management Information System	RHYMIS	An automated information tool designed to capture data on the runaway and homeless youth being served by FYSB's Basic Center Program and Transitional Living Program for Older Homeless Youth (TLP). RHYMIS also captures information on the contacts made by the Street Outreach Program grantees and the brief service contacts made with youth or families calling the FYSB programs.
Scan Cards		Some communities use ID cards with bar codes to reduce intake time by electronically scanning ID cards to register clients in a bed for a night. These ID cards are commonly referred to as scan cards.
Shared Grant		The cost of the HMIS Implementation is shared with another program. For example, if a transitional housing facility shares the cost of the HMIS implementation with other providers.
Shelter Plus Care (McKinney-Vento Program)	S+C	A program that provides grants for rental assistance for homeless persons with disabilities through four component programs: Tenant, Sponsor, Project, and Single Room Occupancy (SRO) Rental Assistance.
Single Room Occupancy	SRO	A residential property that includes multiple single room dwelling units. Each unit is for occupancy by a single eligible individual. The unit need not, but may, contain food preparation or sanitary facilities, or both. It provides rental assistance on behalf of homeless individuals in connection with moderate rehabilitation of SRO dwellings.
Social Security Number	SSN	A 9-digit number issued by the Social Security Administration to individuals who are citizens, permanent residents, and temporary (working) residents.
Super Notice of Funding Availability	SNAP	The consolidation of all of HUD's homeless grants program into one notice of funding availability. The SuperNOFA funds the Continuum of Care Competition.
Supplemental Security Income	SSI	A monthly stipend provided to aged (legally deemed to be 65 or older), blind, or disabled persons based on need, paid by the U.S. Government.
Supportive Housing Program	SHP	A program that provides housing, including housing units and group quarters that has a supportive environment and includes a planned service component.
Supportive Services		Services that may assist homeless participants in the transition from the streets or shelters into permanent or permanent supportive housing, and that assist persons with living successfully in housing.
Supportive Services Only	SSO	Projects that address the service needs of homeless persons. Projects are classified as this component only if the project sponsor is not also providing housing to the same persons receiving the services. SSO projects may be in a structure or operated independently of a structure, such as street outreach or mobile vans for health care.

U.S. Department of Housing & Urban Development (HUD) & HMIS Acronyms & Descriptions

Technical Assistance	TA	Specialized service or skill that a nonprofit does not possess within the organization, but which it may need in order to operate more effectively. Examples of technical assistance include: Grant writing and other forms of fundraising. Strategic planning.
Technical Submission		The form completed in the second phase of the SHP fund application process where an applicant that is successful in the competition (called a “conditionally selected grantee” or “selectee”) then provides more detailed technical information about the project that is not contained in the original application.
Temporary Assistance for Needy Families	TANF	Provides cash assistance to indigent American families with dependent children through the United States Department of Health and Human Services.
Transitional Housing	TH	A project that has its purpose facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months).
Unaccompanied Youth		Minors not in the physical custody of a parent or guardian, including those living in inadequate housing such as shelters, cars, or on the streets. Also includes those who have been denied housing by their families and school-age unwed mothers who have no housing of their own.
Unduplicated Count		The number of people who are homeless within a specified location and time period. An unduplicated count ensures that individuals are counted only once regardless of the number of times they entered or exited the homeless system or the number of programs in which they participated. Congress directed HUD to develop a strategy for data collection on homelessness so that an unduplicated count of the homeless at the local level could be produced.
Universal Data Element	UDE	Data required to be collected from all clients serviced by homeless assistance programs using an HMIS. These data elements include date of birth, gender, race, ethnicity, veteran’s status, and Social Security Number (SSN). These elements are needed for CoCs to understand the basic dynamics of homelessness in their community and for HUD to meet the Congressional directive to support AHAR.
U.S. Department of Health and Human Services	HHS	A Cabinet department of the United States government with the goal of protecting the health of all Americans and providing essential human services.
U.S. Department of Housing and Urban Development	HUD	The Federal agency responsible for national policy and programs that address America’s housing needs that improve and develop the Nation’s communities, and enforce fair housing laws. HUD’s business is helping create a decent home and suitable living environment for all Americans, and it has given America’s cities a strong national voice at the Cabinet level.
Veterans Affairs	VA	A Government runs military veteran benefit system. It is responsible for administering programs of veterans’ benefits for veterans, their families, and survivors. The benefits provided include disability compensation, pension, education, home loans, life insurance, vocational rehabilitation, survivors’ benefits, medical benefits, and burial benefits.
Violence Against Women Act	VAWA	Programs range from policies to encourage the prosecution of abusers to victim’s services to prevention programs. VAWA helped forge new alliances between police officers, courts, and victim advocates.
Written Consent		Written consent embodies the element of informed consent in a written form. A client completes and signs a document consenting to an understanding of the options and risks of participating or sharing data in an HMIS system. The signed document is then kept on file at the agency.

Homeless Management Information System Data Dictionary

Client ID	The Client ID is a series of numbers that identifies each client that is entered into ServicePoint; the Client ID represents the order in which a given client was entered into the system. ServicePoint automatically assigns a Client ID each time a new person is added to the system. Clients are searchable in ServicePoint by their Client IDs.
Client Unique ID	The Client Unique ID is a series of numbers and letters that is unique to each client. ServicePoint generates the Client Unique ID using characters from a client's first name, last name, DOB, SSN, and other demographic information. The Client Unique ID is used to de-duplicate client level data. ServicePoint can generate reports that include Client Unique IDs, but clients are not searchable in ServicePoint using the Client Unique ID.
First Name	A client's legal First Name Clients are searchable in ServicePoint by their Names.
Last Name	A client's legal Last Name. Clients are searchable in ServicePoint by their Names.
Household Unique ID	<p>The Household Unique ID is a series of numbers that identifies two or more clients receiving housing or services as a household unit. The Household Unique ID is automatically generated by ServicePoint when two or more client records are linked in the system as a household unit. ServicePoint can generate reports that include Household Unique ID, but clients are not searchable in ServicePoint using the Household Unique ID.</p> <p>PLEASE NOTE: Although a given client may work with multiple service providers, he will have only one Client ID and one Client Unique ID, because all service providers use the same client record when entering data into ServicePoint for a given client. However, a client may have multiple Household Unique IDs, because he may access services at different times as part of different households. All household configurations that a given client has been a part of will appear in the Households section of his client record.</p>
Head of Household (HOH)?	This indicates the client making the application for shelter, housing, or services on behalf of the household. This is a Yes/No question.
Relationship to Head of Household	The other household member(s)'s Relationship to HOH is each person a family's relationship to the HOH (i.e. daughter, son, husband, wife, etc.).
<p>Is the Client Homeless?</p> <ul style="list-style-type: none"> ❖ An individual or family who lacks a fixed, regular, and adequate nighttime Residence ❖ An individual or family who will imminently lose their primary nighttime residence ❖ Unaccompanied youth under 25 years of age, or families with children and youth, who do not other qualify as homeless 	<p>This indicates whether or not a client (or household) HUD definition of homelessness. Per the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act HUD's definition includes housing, or are exiting an institution where they temporarily resided. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (it was previously 30 days), and were in shelter or a place not meant for human habitation immediately prior to entering that institution.</p> <ul style="list-style-type: none"> • People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The proposed regulation also describes specific documentation requirements for this category.

Homeless Management Information System Data Dictionary

<p>Is the Client Homeless?</p> <p>❖ Any individual who is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous life threatening conditions</p>	<ul style="list-style-type: none"> • Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment. • People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence. • People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (it was previously 30 days), and were in shelter or a place not meant for human habitation immediately prior to entering that institution. • People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The proposed regulation also describes specific documentation requirements for this category. • Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment. • People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence. <p>PLEASE NOTE: The definition above affects who may be eligible for various HUD-funded homeless assistance programs.</p>
<p>Housing Status</p>	<p>Housing Status Indicates whether a client (or household) is literally homeless; imminently losing their housing; unstably housed and at-risk of losing their housing; or stably housed.</p> <p>Persons who are <i>literally homeless</i> include people who at program entry of the following:</p> <ul style="list-style-type: none"> • Places not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

Homeless Management Information System Data Dictionary

Housing Status	<ul style="list-style-type: none"> • A supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing for homeless persons); • A hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution; • Fleeing a domestic violence situation. <p>Persons who are <i>imminently losing their housing</i> include people who at program entry:</p> <ul style="list-style-type: none"> • Are currently housed and not literally homeless, per above definition; • Are imminently losing their housing, whether permanent or temporary; • Have no subsequent housing options identified; and • Lack the resources or support networks needed to retain current housing or obtain temporary or permanent housing. <p>Examples of imminent housing loss include:</p> <ul style="list-style-type: none"> • Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations); • Being discharged from a hospital or other institution; • Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation; <p>Persons who are <i>unstably housed</i> and at-risk of losing their housing include people who at program entry:</p> <ul style="list-style-type: none"> • Are currently housed and not literally homeless or imminently losing their housing, per above definitions; • Are experiencing housing instability, but may have one or more other temporary housing options; and • Lack the resources or support networks to retain or obtain permanent housing. <p>Persons who are <i>stably housed</i> are in a stable housing situation and not at risk of losing this housing (i.e., do not meet the criteria for any of the other housing response categories, per above definitions).</p> <p>PLEASE NOTE: Housing Status should correspond to Homeless Status; meaning:</p> <p>Clients living in Places not Meant for Habitation, Emergency and Temporary Shelter for Families, Temporary Shelter for Singles, Transitional Housing or any other non-Permanent Housing Program will answer the question <i>Is Client Homeless</i> Yes and will indicate the <i>Housing Status</i> is Literally Homeless.</p>
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Homeless Management Information System Data Dictionary

Program Entry Date	The date when a client (or household) is officially enrolled in a given service provider's program.
Program Exit Date	The date when a client (or household) is officially dis-enrolled from a given service provider's program.
Reason for Leaving	The reason why a client (or household) dis-enrolled from a given program.
Destination	Destination indicates a client's (or households) living situation at the time of Program Exit.
Entry/Exit Provider ID	Entry/Exit Provider ID is the unique id for the service provider from which a client (or household) receives housing and/or other services.
Social Security Number (SSN)	A Social Security Number is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act, codified as 42 U.S.C. § 405(c)(2). The number is issued to an individual by the Social Security Administration. Clients are searchable in ServicePoint by their Social Security Numbers.
SSN Data Quality	SSN Data Quality indicates if the Social Security Number captured in ServicePoint is a client's Full Reported or Partially Reported SSN; it can also indicate that client does not know his SSN or that he refused to disclose his SSN.
Date Of Birth (DOB)	The month, day, and year on which a person was born based on the Gregorian calendar. Clients are searchable in ServicePoint by their Dates of Birth.
Date of Birth Type	Date of Birth Type indicates if the date of birth captured in ServicePoint is a client's Full Reported DOB or an Approximate or Partially Reported DOB; it can also indicate that client does not know his DOB or that he refused to disclose his DOB.
Gender	A client's self-reported gender expression. Responses include: Male, Female, Transgender Male to Female, Transgender Female to Male, Other, Refused (meaning a client refused to disclose his gender expression), or Don't know (meaning a client does not know what his gender expression is). PLEASE NOTE: A client's self-reported gender expression need not align with his biological sex or perceived gender.
Primary Race	A client's self-reported primary racial identity. PLEASE NOTE: A client's Race should always be reported in ServicePoint based solely on what the client has indicated his racial identity to be and not on perceived racial identity.
Secondary Race	A client's self-reported secondary racial identity. PLEASE NOTE: A client's Race should always be reported in ServicePoint based solely on what the client has indicated his racial identity to be and not on perceived racial identity.
Ethnicity	An indication of a client's self-determined ethnic designation of Latino/Hispanic or Non-Latino/Non-Hispanic. PLEASE NOTE: A client's Ethnicity should always be reported in ServicePoint based solely on what the client has indicated his ethnic identity to be and not on perceived ethnic identity.
Veteran	A Veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Homeless Management Information System Data Dictionary

Do you Have a History Domestic Violence?	This indicates whether or not a given client has experienced Domestic Violence or (in the case of minor children) was present in the home when the Domestic Violence occurred.
Extent of Domestic Violence	How long ago the Domestic Violence occurred.
Site Lived at in the Week Prior to Program Entry	Site Lived at in the Week Prior to Program Entry indicates a client's (or households) living situation at the time of Program Entry.
Length of Stay	The Length of is the amount of time the client (or household) stayed at the Site Lived at in the Week Prior to Program Entry.
Zip Code of Last Permanent Address	The Zip Code of Last Permanent Address is the five-digit zip code of the apartment, room, or house where the client last lived on a permanent basis for 90 days or more. PLEASE NOTE: This does not include Shelter or Transitional Housing.
Zip Code Data Quality	Zip Code Data Quality indicates that the Zip Code of Last Permanent Address captured in ServicePoint is a client's Full or Partially Reported Zip Code, that client does not know the zip code of his last permanent address, or that he refused to disclose the zip code of his last permanent address.
Disabling Condition	A Disabling Condition is: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long- continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder. This is a Yes/No questions. There is also a Disabilities Sub-assessment to indicate the client's disability type(s), whether or not a given disability is long term, whether or not a given disability is self-reported or if there is a diagnosis or other documentation verifying a given disability, whether or not a client is receiving treatment or services for a given disability, and the start and end dates for a given disability. This is a Yes/No question. There is also a Disabilities Sub-assessment to indicate the client's disability type(s), the start and end dates for the disability types(s), and other information.
Disability Type	This question appears in the Disabilities Sub-assessment. Disability Type indicates the HUD defined disability type(s) a client has; including: <ul style="list-style-type: none"> • Physical Disability • Developmental Disability • Chronic Health Condition • HIV/AIDS • Mental Health • Substance Abuse
Long Term?	This question appears in the Disabilities Sub-assessment and indicates if a given Disability Type is expected to be of long, continued and indefinite duration and substantially impede a client's ability to live independently.

Homeless Management Information System Data Dictionary

Disability Start Date	<p>This question appears in the Disabilities Sub-assessment and indicates the first date a client began living with a given disability in relation to the client's program entry date. Meaning – the start date for a disability a client has as the time of program entry will be the Program Entry Date; whereas, the start date for a disability that a client acquires after program entry will be the date of diagnosis.</p> <p>PLEASE NOTE: In no case should the Disability Start Date be before the client's Program Entry Date or after his Program Exit Date.</p>
Disability End Date	<p>This question appears in the Disabilities Sub-assessment and indicates the last date a client lived with a given disability.</p> <p>PLEASE NOTE: In no case should the Disability End Date be before the client's Program Entry Date or after his Program Exit Date.</p>
Disability Determination	<p>This question appears in the Disabilities Sub-assessment and indicates whether a disability is self-reported by the client or if it is documented by a health care professional.</p>
If Yes, Currently Receiving Services or Treatment?	<p>This question appears in the Disabilities Sub-assessment and indicates whether or not a client is receiving services or treatment for a given Disability Type.</p> <p>PLEASE NOTE: This question will be answered Yes if the client is receiving services for the disability either from the Entry/Exit Provider or from another service provider.</p>
Income Received From Any Source in the Last 30 Days?	<p>This indicates whether or not a client receives any regular monthly income from any source(s). This is a Yes/No question. There is also a Monthly Income Sub-assessment to indicate the client's income source(s), amount(s), and the start and end dates for the source(s).</p>
Income Source	<p>This question appears in the Monthly Income Sub-assessment, and indicates the type of income earned/received.</p>
Last 30 Day Income	<p>This question appears in the Monthly Income Sub-assessment, and indicates the monthly amount of a given Income Source.</p>
Income Start Date	<p>This question appears in the Monthly Income Sub-assessment, and indicates the first date that a client began receiving a given Income Source in relation to the client's program entry date.</p> <p>Meaning – the start date for an Income Source that a client earns/receives as the time of program entry will be the Program Entry Date; whereas, the start date for an Income Source that a client acquires after program entry will be the first date that he began earning/receiving that income source.</p> <p>PLEASE NOTE: In no case should the Income Start Date be before the client's Program Entry Date or after his Program Exit Date.</p>
Income End Date	<p>This question appears in the Monthly Income and indicates the last date a client earned/received a given income source.</p> <p>PLEASE NOTE: In no case should the Income End Date be before the client's Program Entry Date or after his Program Exit Date.</p>
Non-Cash Benefits Received in the Last 30 Days?	<p>This indicates whether or not a client receives any Non-Cash Benefits from any source(s). This is a Yes/No question. There is also a Non-Cash Benefits Sub-assessment to indicate the client's benefit source(s), amount(s), and the start and end dates for the source(s).</p>

Homeless Management Information System Data Dictionary

Source of Non-Cash Benefit	This question appears in the Non-Cash Benefits Sub-assessment and indicates the type of benefit earned/received.
Amount of Non-Cash Benefit	This question appears in the Non-Cash Benefits Sub-assessment and indicates the value of the Non-Cash Benefit received or provided
Start Date of Non-Cash Benefit	<p>This question appears in the Non-Cash Benefits Sub-assessment and indicates the first date that a client began receiving a given Benefit in relation to the client's program entry date.</p> <p>Meaning – the start date for a Benefit that a client earns/receives as the time of program entry will be the Program Entry Date; whereas, the start date for a Benefit that a client acquires after program entry will be the first date that he began earning/receiving that Benefit.</p> <p>PLEASE NOTE: In no case should the Start Date of Non-Cash Benefit be before the client's Program Entry Date or after his Program Exit Date</p>
End Date of Non-Cash Benefit	<p>This question appears in the Non-Cash Benefits Sub-assessment. End Date of Non-Cash Benefits indicates the last date a client earned/received a given benefit.</p> <p>PLEASE NOTE: In no case should the End Date of Non-Cash Benefit be before the client's Program Entry Date or after his Program Exit Date.</p>

U.S. Department of Housing & Urban Development (HUD) & HMIS Reports

Annual Homeless Assessment Report	AHAR	Annual report to Congress on the extent and nature of homelessness
Annual Performance Report	APR	Report that tracks program progress and accomplishments in HUD's competitive homeless assistance programs. The APR provides the grantee and HUD with information necessary to assess each grantee's performance
Audit Trail		A record showing who has accessed a computer system and what operations he or she has performed during a given period of time. Most database management systems include an audit trail component.
Indian Housing Block Grants	IHBG	The Annual Performance Report (APR) is a self-assessment prepared by the recipient of an Indian Housing Block Grants (IHBG). The APR is required by Section 404 of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA); regulations for the program are published at 24 CFR Part 1000.
HMIS Data and Technical Standards Final Notice		Regulations issued by HUD via the Federal Register describing the requirements for implementing HMIS. The HMIS Final Notice contains rules about who needs to participate in HMIS, what data to collect, and how to protect client information.
Homelessness Pulse	PULSE	Generated on a quarterly basis, this report, similar to the AHAR, provides real-time information on service usage and trends to the Department of Housing and Urban Development.
Housing Inventory Chart	HIC	Consists of three housing inventory charts for: emergency shelter, transitional housing, and permanent supportive housing.
Performance Assessment Rating Tool	PART	Developed to assess and improve program performance so that the Federal government can achieve better results. A PART review helps identify a program's strengths and weaknesses to inform funding and management decisions aimed at making the program more effective. The PART therefore looks at all factors that affect and reflect program performance including program purpose and design; performance measurement, evaluations, and strategic planning; program management; and program results. Because the PART includes a consistent series of analytical questions, it allows programs to show improvements over time, and allows comparisons between similar programs.
Performance Measures		A process that systematically evaluates whether your program's efforts are making an impact on the clients you are serving.
Point in Time	PIT	A snapshot of the homeless population taken on a given day. Since 2005, HUD requires all CoC applicants to complete this count every other year in the last week of January. This count includes a street count in addition to a count of all clients in emergency and transitional beds.
Technical Submission		The form completed in the second phase of the SHP fund application process where an applicant that is successful in the competition (called a "conditionally selected grantee" or "selectee") then provides more detailed technical information about the project that is not contained in the original application.

U.S. Department of Housing & Urban Development (HUD) & Partners Projects & Acronyms

PROGRAMS	ACRONYM	PROJECTS	ACRONYM
HUD-Continuum of Care Program	CoC		
		Electronic Special Needs Assistance Program	e*SNAPs
		Homeless Prevention	HP
		Permanent Supportive Housing	PSH
		Rapid Re-Housing	RRH
		Support Service Only	SSO
		Transitional Housing	TH
		Safe Haven	SH
		20 year Use Requirement	SRO
HUD-Emergency Solutions Grants Program	ESG		
		Emergency Shelter	ES
		Entry/Exit	ES-e/e
		Night-by-Night	ES-nbn
HUD-Rural Housing Stability Assistance Program	RHSA		
HUD-Housing Opportunities for Persons with AIDS	HOPWA		
		Hotel/Motel	H/M
		Housing Information	HI
		Permanent Housing	PH
		Permanent Housing Placement	PHP
		Short Term Housing	STH
		Transitional Housing	TH
		Rural Housing Stability Assistance Program	RHSAP
U.S. Department of Health & Human Services	HHS		
HUD-Emergency Solutions Grants Program	ESG		
		Emergency Shelter	ES
Administration for Children & Families	ACYF	Runaway Homeless Youth	RHY
Family & Youth Services Bureau	FYSB	Basic Center Program	BCP
		Emergency Shelter	BCP-es
		Preventative	BCP-p
		Maternal Group	MGH
		Transitional Living Program	TLP
		Demonstration Programs	D
Substance Abuse and Mental Health Services Administration	SAMHSA		
Projects for Assistance in Transition from Homelessness	PATH	Street Outreach	SO
		Support Services	SSO

U.S. Department of Housing & Urban Development (HUD) & Partners Projects & Acronyms

PROGRAMS	ACRONYM	PROJECTS	ACRONYM
U.S. Department of Veterans Affairs			
HUD/VASH	H/V	Permanent Supportive Housing	PSH
		HUD-Veterans Affairs Supportive Housing	VASH
		VA-Grant and Per Diem	GPD
		VA-Supportive Services for Veteran Families	SSVF
		Community Contract Emergency Housing	HCHV/EH
		Health Care for Homeless Veterans	HCHV
		Community Residential Treatment Program	HCHV/RT
		Domiciliary Care	HCHV/DOM
		VA Community Contract Safe Haven Program	HCHV/SH
		Grant and Per Diem Program	GPD
		Compensated Work Therapy Transitional Residence	CWT/TR
		Homelessness Prevention	HP
		Rapid Re-Housing	RRH
		Supportive Services for Veteran Families	SSVF

U.S. Department of Housing & Urban Development (HUD) Homeless Definitions

FOUR TYPES OF HOMELESSNESS DEFINED

Homeless Category 1	Homeless Category 2	Homeless Category 3	Homeless Category 4
<i>An individual or family who lacks a fixed, regular, and adequate nighttime Residence, meaning:</i>	<i>An individual or family who will imminently lose their primary nighttime residence, provided that:</i>	<i>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</i>	<i>Any individual or family who</i>
<ol style="list-style-type: none"> 1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; 2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government program 3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; 	<ol style="list-style-type: none"> 1. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; 2. No subsequent residence has been identified; and 3. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing; 	<ol style="list-style-type: none"> 1. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act, section 637 of the Head Start Act, section 41403 of the Violence Against Women Act of 1994, section 330(h) of the Public Health Service Act, section 3 of the Food and Nutrition Act of 2008, section 17(b) of the Child Nutrition Act of 1966, or section 725 of the McKinney-Vento Homeless Assistance Act; 2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; 3. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and 4. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment. 	<ol style="list-style-type: none"> 1. Is fleeing, or is attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; 2. Has no other residence; and 3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

Section I: Historical Perspective

Introduction

The concept of HMIS was a brainchild of the United States Congress and the Department of Housing and Urban Development (HUD). In 1999, Congress mandated the Department of Housing and Urban Development (HUD) find a way to adequately track the scope of homelessness in the United States in the HUD Appropriations Act. The following year, the Department of Housing and Urban Development (HUD) mandated that each community implement or be in the process of implementation of a Homeless Management Information System (HMIS) by October 2004.

HMIS is a secure web-based centralized database where non-profit organizations across our community enter, manage, share, and report information about the clients that they serve. It is similar to an electronic health record system in a hospital. The HMIS staff provides training and technical assistance to HMIS Member Agency providers and their users.

Senate and House Appropriations Committee reports have reiterated Congress' directive to HUD to: 1) assist communities in implementing local Homeless Management Information Systems (HMIS), and 2) develop an Annual Homeless Assessment Report (AHAR) that is based on HMIS data from a representative sample of communities. Most recently, Congress renewed its support for the HMIS initiative and the AHAR in conjunction with the passage of the Transportation, Treasury, Housing and Urban Development, the Judiciary, the District of Columbia, and Independent Agencies Appropriations Act of 2006 (PL 109-115).

In addition to Congressional direction HUD, other federal agencies and the U.S. Inter-agency Council on Homelessness requires HMIS under various statutory authorities and Congressional direction to collect information about the nature and extent of homelessness. Individual projects authorized under the McKinney-Vento Act require the assessment of homeless needs, the provision of services to address those needs, and reporting on the outcomes of federal assistance in helping homeless people to become more independent. The major congressional imperatives in HUD's McKinney-Vento Act projects are:

- Assessing the service needs of homeless persons;
- Ensuring that services are directed to meeting those needs;
- Assessing the outcomes of these services in enabling homeless persons to become more self-sufficient; and
- Reporting to Congress on the characteristics of homeless persons and effectiveness of federal efforts to address homelessness.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

HMIS Project Goals

Measure the Extent and Nature of Homelessness

The first goal is to inform public policy makers about the extent and nature of the homeless population in our community. This is accomplished through analysis of homeless client and service provider data. HMIS gathers an unduplicated count of those accessing services, service trends, bed utilization rates, re-entry rates, and HMIS system usage. All data is provided in an aggregated (void of any identifying client level information) format and made available to public policy makers, service providers, advocates, and consumer representatives.

Streamline the Intake and Referral Process for Human Service Agencies

The second goal is to streamline the intake and referral process for human service agencies in the community. HMIS provides a standardized mechanism for collecting client information across all providers. Human service providers collect the same client information and then the client can share that information at each project with additional service providers for greater ease of service. As part of the system, a service provider can send an electronic referral to another agency. This streamlined process allows for the development of centralized coordinated assessment centers where agencies can store assessments, refer to other projects, and follow clients longitudinally with a shared information system.

Provision for In-depth Case Management by Sharing Client Information

The third goal is to allow for in-depth case management through the sharing of client information in a centralized system. HMIS provides a standardized mechanism in which human service providers collect information and then share it among every participating human service agency to assist clients more efficiently and effectively.

Inventory Homeless Housing

Finally, the fourth goal is to inventory homeless housing options in the community. HMIS captures this inventory and allows for real-time collection and tracking of emergency shelter, transitional housing, and permanent supportive housing.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

Section 2: HMIS Roles & Responsibilities

Roles

(HMIS) is to act as the Homeless Management Information System (HMIS) Lead Agency for the community.

In addition to acting as the HMIS Lead Agency, the role of HMIS is to provide training and technical support to HMIS Member Agency providers. Lastly, HMIS staff coordinates and participate in numerous projects annually regarding data collection and performance measurement.

Responsibilities

HMIS Staff is responsible for coordinating the following items on behalf of HMIS Member Agencies.

- **All software related issues to the software vendor** - This includes all communication with the vendor including phone, email, and conferences. As well as submitting feature enhancement requests from HMIS Member Agencies.
- **User training** - HMIS staff is responsible for all End User training. This is to ensure continuity and consistency with training as well as to ensure the proper workflow for HMIS Member Agencies.
- **Technical support as it relates to the software or project** - HMIS staff is responsible for providing technical support to Agency Administrators and End Users. Technical support services attempt to help the user solve specific problems with a product and do not include in-depth training, customization, reporting, or other support services.
- **Data quality initiatives** – Together, Member Agencies and HMIS staff work diligently on adhering to data quality standards in order to ensure that reports both at the provider level and the system level are complete, consistent, accurate, and timely.
- **System-wide reporting on performance measures for local, state and national initiatives** - HMIS staff train HMIS Member Agencies on how to access and run reports on the data they contribute to the HMIS. Additionally, reports are provided to local community planners monthly and to statewide and national partners quarterly and annually. These data are in an aggregate format and details the trends on how clients are being served in the community.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

Annual Projects & Reports

HMIS Staff coordinates and/or participates in numerous projects annually that include, but are not limited to, data collection and reporting. Below is a list of current HMIS projects:

- **Annual Homeless Assessment Report (AHAR)** - The Annual Homeless Assessment Report (AHAR) is a report submitted to the Department of Housing and Urban Development (HUD). Data are then submitted to the U.S. Congress detailing the extent and nature of homelessness in the United States. It provides counts of the homeless population and describes their demographic characteristics and service use patterns. The AHAR is based primarily on data from the Homeless Management Information System (HMIS) in the United States.
- **Annual Performance Report (APR)** - The Annual Performance Report (APR) provides annual performance reporting on clients outputs and outcomes that enables an assessment of grantee performance in achieving the housing stability outcome measure. The APR fulfills statutory reporting requirements and provides the grantee and HUD with the necessary information to assess the overall performance and accomplishment of the grantee's program activities under the approved goals and objectives.
- **Grant Inventory Worksheet (GIW)** - provide CoCs and Field Offices with information about CoC program grants that are eligible for renewal in the FYXXXX competition.
- **HOPWA Consolidated Annual Performance and Evaluation Report (CAPER)** - The CAPER report for HOPWA formula grantees provides annual information on program accomplishments that supports program evaluation and the ability to measure program beneficiary outcomes as related to: maintain housing stability; prevent homelessness; and improve access to care and support.
- **Housing Inventory Chart (HIC)** - The Housing Inventory Chart (HIC) is an annual report submitted to the Department of Urban Development (HUD) that lists all homeless emergency, transitional, safe haven, shelter plus care, and permanent supportive housing beds in our Continuum of Care (CoC).
- **Homelessness Pulse** - Generated on a quarterly basis, this report, similar to the AHAR, provides real-time information on service usage and trends to the Department of Housing and Urban Development.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

- **Homeless Point in Time (PIT)** - Bi-annually our Continuum of Care (CoC) is responsible for counting and surveying the homeless population on a given day and submitting those data to local, state and federal government entities. These data are used to estimate the number of individuals in our community experiencing homelessness.
- **Project Homeless Connect (PHC)** - Project Homeless Connect (PHC) is a one-day event where local services come together in one location to provide services to homeless and at-risk clients. HMIS staff coordinates data collection and reporting for the event as well as logistical technical support.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

Section 3: HMIS Member Agency Roles & Responsibilities

"HMIS Member Agency" is the term given by the HMIS staff to reference participating health care and/or human service providers who actively enter data into the HMIS.

Participation Requirements

Policy 3.1: A qualified HMIS Member Agency is required to sign and abide by the terms of the HMIS Member Agency Agreement, the HMIS HIPAA Agreement, and the HMIS Policies and Procedures.

Procedure: Any organization that provides a health and human service may qualify to participate in HMIS. To participate in HMIS, Member Agencies must sign and agree to abide by the terms of the HMIS Member Agency Agreement and the HMIS HIPAA Agreement. They must also abide by the policies and procedures outlined in this document as well as the End User Agreement. All Member Agencies which receive funding from the United States Housing and Urban Development Department (HUD) are mandated to participate in HMIS by contract. For other agencies, participation is voluntary and strongly encouraged by the local CoC.

HMIS Member Agency Agreement

Policy 3.2: The HMIS Member Agency Agreement must be signed by an authorized representative of each HMIS Member Agency.

Document: The HMIS Member Agency Agreement is a legal contract between the HMIS Member Agency and the HMIS Lead Agency regarding specific HMIS guidelines and use. The agreement outlines specific details about the HMIS Member Agency providers' HMIS involvement including, but not limited to, the areas of confidentiality, data entry, security, data quality and reporting.

Procedure for Execution:

1. The Agency's Executive Director (or authorized officer) will sign two copies of the HMIS Member Agency Agreement and mail them to the HMIS Lead Agency.
2. Upon receipt of the signed agreement, it will be signed by the HMIS Lead Agency director.
3. One copy of the HMIS Member Agency Agreement will be scanned and filed, both as a hard copy and electronically with the HMIS Lead Agency. The original copy will be mailed back to the HMIS Member Agency.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

HIPAA Agreement

Policy 3.3: The HIPAA Agreement must be signed by the Executive Director (or authorized representative) of each HMIS Member Agency.

Procedure: The HIPAA Agreement is a HMIS document required by all HMIS Member Agency providers who partner with HMIS. This document details the basic business practices of the HIPAA rules to be followed by each HMIS Member Agency. The document further explains that each HMIS Member Agency will be working with other HMIS Member Agency providers who are HIPAA covered entities. All HMIS End Users will adhere to the basic business practices under HIPAA as it relates to client confidentiality, privacy, and security.

1. The Agency's Executive Director (or authorized officer) will sign two copies of the HMIS HIPAA Agreement and mail them to the HMIS Lead Agency.
2. Upon receipt of the signed agreement, it will be signed by the HMIS Lead Agency director.
3. One copy of the HMIS HIPAA Agreement will be scanned and filed, both as a hard copy and electronically with the HMIS Lead Agency. The original copy will be mailed back to the HMIS Member Agency.

Agency Staff Roles and Requirements

Policy 3.4: For a Member Agency with more than five employees and licensed end users, the Member Agency will assign both an Agency Administrator and a back-up Agency Administrator to coordinate HMIS activities for their organization.

Procedure: The Executive Director (or authorized officer) of the Agency will complete the Agency Administrator Designation Form to assign the position to a specific staff person. This role is vital to the success of HMIS at the HMIS Member Agency locations. This practice will ensure that the data is entered in a timely manner, the quality of the data is continuously monitored, and communication and support between HMIS and the HMIS Member Agency is streamlined. An Agency Administrator is the staff member at a HMIS Member Agency provider who acts as the centralized contact for the HMIS staff.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

Agency Administrator Role and Responsibility

The Agency Administrator role is to act as the operating manager and liaison for the HMIS system at the HMIS Member Agency. This position is required for any Member Agency with five or more active licenses.

They are responsible for the following items:

- Adhere to and enforce the HMIS Policies and Procedures.
- Attend at least one Agency Administrator Training.
- Maintain current user license in the system by completing the certification assignments within 5 days of training and login to the system at least once every 30 days.
- Communicate and authorize personnel and security changes for HMIS End Users to HMIS Staff within 24 hours of a change.
- Act as the first tier of support for HMIS End Users.
- Ensure client privacy, security, and confidentiality for clients.
- Enforce HMIS End User Agreements.
- Ensure the HMIS Privacy Notice is posted in a visible area of the Agency and communicated in a language understandable by clients.
- Enforce data collection, entry, and quality standards.
- Ensure a basic competency with running HMIS system reports and have an understanding of system wide data quality reports.
- Ensure Agency and all users are using the correct HMIS related forms and following the most current HMIS procedures and work flow.
- Attend all HMIS required meetings and conference calls.
- Assist with HMIS projects as needed (AHAR, PIT, EHIC, and Pulse).
- Schedule/Authorize HMIS End User Training
- Inform HMIS Staff of all project changes within at least five business days prior to the change.

Policy 3.4.1: For Member Agencies with less than five employees and licensed end users, an Agency Administrator is not required, but at least one HMIS Point of Contact is required to communicate with the HMIS staff.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

Point of Contact Role and Responsibility

The Point of Contact role is very similar to the Agency Administrator role, but without the technical support aspect. The HMIS staff will fulfill the role of help desk support and triage. A Member Agency should designate a primary and a back-up Point of Contact. The HMIS Point of Contact is responsible for the following items:

- Adhere to and enforce the HMIS Policies and Procedures.
- Enforce HMIS User Agreements.
- Ensure client privacy, security, and confidentiality.
- Communicate and authorize personnel/security changes for HMIS End Users to HMIS Staff within 24 hours of a change.
- Authorize HMIS End Users by completing the HMIS End User Request Form prior to trainings.
- Ensure Agency and all users are using the correct HMIS related forms and following the most current HMIS work flow.
- Inform HMIS Staff of all project changes with at least five business days prior to the change.
- Ensure the HMIS Privacy Notice is posted in a visible area of the Agency and communicated in a language understandable by clients.
- Attend all HMIS required meetings and conference calls.
- Assist with HMIS projects as needed (AHAR, PIT, eHIC, and Pulse).

Policy 3.5: A HMIS Member Agency will ensure that at least one person will complete training in order to receive a license to access live client data in HMIS.

Procedure: Once the Agency Administrator/Point of Contact position has been assigned, she or he will be able to work with HMIS Staff to assign End Users and authorize additional licenses for the HMIS Member Agency. The End User will complete training and then be responsible for the timeliness of the data being entered and the quality of the data they enter.

An **End User** is a term used to refer to all HMIS users at a HMIS Member Agency.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

HMIS End Users Roles and Responsibility

Every HMIS End User must attend at least one training session and sign a HMIS End User Agreement. This should be completed within five business days of training.

Every HMIS End User is responsible for the following items:

- Adhering to all of the Policy and Procedures outlined in this document.
- Attending all trainings required by HMIS staff and the HMIS Member Agency Administrator.
- Entering quality data in a timely and accurate manner.
- Adhere to the data requirements set by the HMIS staff and the HMIS Member Agency.

Initial HMIS Staff Site Visit

Policy 3.6: Prior to signing the HMIS agreements, a prospective HMIS Member Agency will first schedule and complete an on-site Initial HMIS Site Visit at the prospective Member Agency.

Procedure: Prior to signing the Agreements for participation, a prospective HMIS Member Agency provider will first schedule and complete an on-site Initial HMIS site visit at the prospective Member Agency. This site visit is between the HMIS staff, the prospective HMIS Member Agency Executive Director and other HMIS Member Agency critical staff at the prospective HMIS Member Agency location. Other staff may include data entry staff, supervisors, managers, intake workers, or case managers. The prospective HMIS Member Agency should include any staff they feel necessary to perform HMIS data entry, data quality or the reporting process.

At this site visit, HMIS staff will document the goals of the prospective HMIS Member Agency in regards to HMIS (what do they want to achieve by using the system), go over the required data elements, review the Policy and Procedures, define entry requirements and set expectations. The site visit also allows HMIS staff to properly assess the prospective HMIS Member Agency providers work flow and user needs, specific implementation issues, and any constraints or risks that will need to be mitigated by the prospective HMIS Member Agency prior to going live. A site demo using a training version of the HMIS system may also be used (at HMIS staff discretion) during the visit to visually explain HMIS and its capabilities.

MSCCOC HMIS PROJECT POLICIES & PROCEDURES

Minimal Technical Requirements

Policy 3.7: All HMIS End User workstations must meet minimum technical requirements in order for HMIS to be functional and to meet the required security specifications.

Procedure: The following details are the minimal set of technical requirements for hardware and Internet connectivity to the HMIS system. HMIS works with all operating systems.

Hardware:

- Memory: 4 Gig recommended, (2 Gig minimum), If XP – 2 Gig recommended, (1 Gig minimum)
- Monitor: Screen Display - 1024 by 768 (XGA)
- Processor: A Dual-Core processor is recommended.

Internet Connectivity:

- Broadband Internet Connectivity recommended (High Speed Internet).

Authorized Browsers:

- Firefox 3.5 or greater
- Internet Explorer 8.0 or greater
- Safari 4.0 or greater
- Google Chrome 5.0 or greater

Workstation Maintenance:

- Workstations should have their caches refreshed on a regular basis to allow for proper speed and functionality.
- Workstations should continue to be updated to the most current version of Java, as suggested by their software.
- Workstations may need their virtual memory increased.

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HMIS Data Use

Policy 3.8: HMIS Member Agency providers will not violate the terms of use of data within the HMIS system.

Procedure: HMIS Member Agency providers will not breach system confidentiality by misusing HMIS data. HMIS data is not to be used for any purpose outside the use of case management, project evaluation, education, statistical and research purposes.

Policy 3.8.1: HMIS Member Agency providers shall not use any data within HMIS to solicit clients, organizations, or vendors for any reason.

Procedure: At no time shall confidentiality of clients, organizations and vendors be violated by disclosing client information to non-members. Data in HMIS will not be used to solicit for volunteers, employees, or clients of any type. This information must not be sold, donated, given, or removed from HMIS for any purpose that would violate client, organization, or vendor confidentiality or put participants at harm or risk. Those found in violation of this rule will have their access to HMIS immediately terminated and the violation disclosed to all local government and funding entities.

Policy 3.8.2: HMIS Member Agency providers shall not sell any HMIS client, organization, or vendor data for any reason.

Procedure: At no time shall confidentiality of clients, organizations, and vendors be violated by selling any information. HMIS Member Agency providers shall not profit from disclosure of client, organization, or vendor information. Disclosure of information puts everyone at legal risk. Violation or breaches in HIPAA and 42 CFR regulations can result in fines and jail time. Those found in violation of this rule will have their access to HMIS immediately terminated and the violation disclosed to all local government and funding entities.

HMIS Corrective Action

Policy 3.9: If an HMIS Member Agency or any of its End Users have violated any HMIS policy, the HMIS Staff will implement an action plan upon discovery of the violation.

Procedure: Violations in HMIS policy may occur. HMIS Member Agencies will work to ensure violations in policy are prohibited. If a violation is discovered, it is the role of the HMIS staff to swiftly respond in order to prevent further violations from occurring or the current violation from harming clients or other HMIS Member Agencies. The HMIS staff will determine a course of action depending on the type and the severity of the policy violation.

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Critical Risk (For example: Security Breach, Imminent risk to clients, Unresolved Data Quality Errors)

- HMIS System Administrator will suspend all HMIS Member Agency Active End User Licenses. Affected End Users will be suspended until retraining.
- HMIS Project Coordinator immediately reports the violation to the HMIS Lead Agency.
- HMIS Project Coordinator will contact the HMIS Member Agency in question to discuss the violation and course of action.
- HMIS Member Agency will be suspended until violation is resolved and will be placed on probation for at least 90 days.
- HMIS Lead Agency will contact the HMIS Member Agency Contract Manager to discuss violation and action plan.

Medium Risk (For example: Grievance has been filed against HMIS Member Agency or general complaints that threaten or endanger clients.)

- HMIS Project Coordinator immediately contacts and reports to the HMIS Lead Agency to discuss the course of action and plan.
- HMIS Project Coordinator will contact the HMIS Member Agency in question to discuss the violation and course of action.
- The HMIS Lead Agency will contact the HMIS Member Agency Contract Manager to discuss violation and action plan.
- HMIS Member Agency will be placed on Probation for at least 90 days and possible suspension until violation resolved.
- If appropriate, HMIS System Administrator will suspend all HMIS Member Agency's Active End User Licenses.

Low Risk (For example: Unresponsive HMIS Member Agency to HMIS Requests, Ceased Data Entry, Incorrect Bed List, End User Inactivity, and Timeliness Issues.)

- HMIS Project Coordinator immediately contacts and reports to the HMIS Lead Agency to discuss the course of action and plan.
- HMIS Project Coordinator will contact the HMIS Member Agency in question to discuss the violation and course of action.

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- If appropriate, the HMIS Lead Agency will contact the HMIS Member Agency Contract Manager to discuss violation and action plan.
- If appropriate, HMIS Member Agency will be placed on probation for at least 90 days or until violation resolved.
- If appropriate, HMIS System Administrator will suspend all or some of the HMIS Member Agency End User Licenses in question.

Potential Courses of Action

Probation

The HMIS Project Coordinator will notify the Agency's Executive Director and HMIS Agency Administrator in writing to set up a one-on-one meeting to discuss the violation in question. During the meeting, an action plan will be developed and documented with relevant time frames outlined set to correct actions. If a training issue is identified, the HMIS Project Coordinator will coordinate further follow up with the End Users in question. The Member Agency will be on placed on probation, for a minimum of 90 days, where monitoring and auditing may be required and performed regularly during this period. Notification of probation will be communicated to all local contract managers.

Suspension

If a violation is of critical risk or the corrective measure(s) are not achieved in the probationary period, or more HMIS violations occur during the probationary period, the HMIS System Administrator will suspend access to HMIS until the issues are resolved. The HMIS Member Agency will receive a written notice to the Member Agency's Executive Director of the suspension, reasons, and effective date. During suspension, a mandatory meeting will be held between the Member Agency Executive Director, the CoC Leadership, and the HMIS Staff, if appropriate, to discuss suspension and requirements for resolution. All meeting deliverables will be documented in writing and must be achieved within the set probationary period.

Termination

If the Member Agency violates any policies deemed of critical risk and fails to achieve resolution within the probation period, the HMIS Staff will permanently terminate the Member Agency from HMIS. The HMIS Member Agency will receive a written notice to the Member Agency Executive Director outlining the termination, reasons, and effective date. Notification of the termination will be sent to all local contract managers. In the case of incurred data quality costs and/or transfer costs, the Member Agency will assume responsibility for payment.

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Section 4: User Administration

HMIS End User Prerequisites

Policy 4.1: All HMIS Users are required to have minimum set of basic computer competency and skills to adequately perform their data entry roles in HMIS.

Procedure: Each HMIS Member Agency Administrator should meet the skill requirements set forth in the Agency Administrator Minimum Qualifications White Paper. All other HMIS Users should be prepared with basic computer competency/skills to adequately be able to use and navigate HMIS. Users will be evaluated for competency at the beginning of training. Users who do not have a minimum competency will be asked to leave training and seek a basic competency class. Basic computer competency classes can be found at a local library, community center, college, or business learning center. Once the user has completed the basic competency class, they can register and attend HMIS training. Upon return, they will be required to produce proof of attendance at the basic computing class.

Policy 4.2: All HMIS Users should have had a background check prior to being assigned access to HMIS by a HMIS Member Agency.

Procedure: HMIS Member Agency providers are encouraged to have background checks on all staff and volunteers prior to assigning them access to HMIS. HMIS Member Agency shall review the received criminal history report before the end user signs-up for HMIS training. Background checks that come back with a criminal history should be carefully considered prior to giving them access to client information. See policy 4.3.

HMIS End User Agreement

Policy 4.3: No prospective HMIS User will be given a license for HMIS if she or he has entered a plea of nolo contendere (no contest) or been found guilty of any fraud (including identity theft) or stalking related felony crimes punishable by imprisonment of one year or more in any state.

Procedure: A HMIS Member Agency should not risk the privacy and confidentiality of client information by allowing any individual convicted of a fraud or stalking related crime (fraud, identity theft, stalking) in any state. In the broadest sense, a fraud is an intentional deception made for personal gain or to damage another individual. An HMIS User needs to be mindful of potential identity theft and improper usage and disclosure of client information. This policy will be taken under consideration and possibly waived if the prospective user has passed a State of Tennessee Level II Background Check.

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An HMIS User will be denied HMIS access if they meet any of the following, whether a judgment of guilt was withheld or not:

- has entered a **plea of nolo contendere** (no contest) to a fraud related felony crime (fraud, identity theft, stalking) punishable by imprisonment of one year or more.
- has entered a **plea of guilty** to a fraud related felony crime (fraud, identity theft, stalking) punishable by imprisonment of one year or more for crimes concerning.
- has **been convicted or found guilty** of a fraud related felony crime (fraud, identity theft, stalking) punishable by imprisonment of one year or more for crimes.

Policy 4.4: Any prospective HMIS User who was a previous client of the same project he or she now intends to work or volunteer must not have resided at the facility or been a project participant in the last 6 months prior to gaining access to HMIS.

Procedure: The HMIS User for most residential/homeless service projects must not have been a previous client of the same project he/she now intends in which work or volunteer for last 6 months prior to gaining access to HMIS. An HMIS User should never have access to detailed information on project/service participants that may have received services at the same time as the end user. Any HMIS Member Agency who violates this rule is putting client information at risk of a privacy and confidentiality breach. Upon discovery of the practice, HMIS Lead staff will immediately inactivate the HMIS User in question and notify the agency administrator and end user of the inactivation in writing.

Policy 4.5: All HMIS Users must be provided with a software license by and provided training through the HMIS staff prior to entering or accessing client data in HMIS.

Procedure: Due to the amount of personally identifying information and the confidential nature of the HMIS, every HMIS User must be assigned a software license to access the system and their initial training must come from the HMIS Lead staff. In order to receive a license, a potential HMIS User must not violate HMIS policies 4.0 through 4.4. Furthermore, a condition of being granted a license is that all users must sign and adhere to an HMIS User Agreement. This document outlines the role and responsibility of having and maintaining their access in HMIS. An HMIS User who violates the HMIS User Agreement will be immediately inactivated from HMIS and required to attend re-training to re-gain access.

License Administration

Policy 4.6: Notification of issuance and revocation of access within the HMIS is the responsibility of Agency Administrator.

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Procedure: Agency Administrators are responsible for notifying the HMIS Lead staff of a new user, change in user access, or deletion of user access within 24 business hours of their organization's needed change to HMIS access. Agency Administrators should work with the HMIS Lead staff to ensure proper license access is given to qualified HMIS Users. However, issuance, maintenance, and revocation of software license within the HMIS Lead is the sole responsibility of HMIS Lead staff.

Assignment of End User security settings

The HMIS Lead staff will assign the security level of every end user based on the agreed upon security settings established by the Member Agency at the Initial HMIS site visit. The Agency Administrator or Executive Director will assign access to individuals based on their role in the organization and needed access to HMIS. Assignments are best organized by the lowest level of security the staff or volunteer member would need to perform their normal work duties as defined by their official job/position description. If the HMIS User is to remain on the system, but has had a change in responsibilities, an Agency Administrator or Executive Director may request a change in any end users security setting.

Additional licenses/changes.

All requests for new licenses must be submitted to the HMIS Member Agency Administrator or the HMIS Lead Agency. Request forms must be received and approved no later than 72 hours before the scheduled training date. All new licenses are issued only after a MOU and HIPAA Agreement have been signed by the HMIS Member Agency and the HMIS End User Agreement has been signed by the appropriate HMIS User. Licenses are allocated on a first come-first served basis based upon agency size, use, and adherence to all Policies and Procedures set forth in this document. If there are no more licenses available, the user will have to wait until a license is available or the HMIS Member Agency may purchase a license for the HMIS User.

Inactivity

An HMIS User must successfully complete all assigned training homework within 5 business days after the initial training date and allow no more than 60 days between log in sessions on the live site to keep their license active. Any HMIS User who is in violation of these rules will have their access inactivated by HMIS Lead staff immediately and the user will be required to attend re-training prior to regaining access. They may be charged a license fee. If a license is no longer needed by the Member Agency, it will be distributed to the pool of available licenses open to all Member Agency providers. An inactivity report is generated and shared with the Agency Administrator.

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HMIS Lead Staff removing a user license for cause

HMIS Lead reserves the right to inactivate or delete the license for any end user for cause. In all cases where a licensee is removed for cause, the assigned HMIS Member Agency Administrator and Executive Director will be notified immediately via email with the stated cause of license removal. Reasons that a licensee would lose their license or otherwise have their license temporarily inactivated or revoked would include, but not be limited to:

- Multiple failed log on attempts in the same day.
- A consistent lack of good data quality.
- Three consecutive no call, no shows to scheduled training.
- Failure to log on to system at least once in a consecutive 60 day period.
- Sharing system credentials (log in and password) with any other party.
- Allowing non-authorized users to view any data from, have access to, see the screens of, or be provided any print outs of client data from HMIS.
- Other violations of these HMIS Policies.
- Other serious infractions that result in a compromise of the HMIS Member Agency and/or any client level data in the system.

Agency removing a user license

An HMIS User license can only be deactivated by the HMIS Lead staff. Requests for removal of a license by a HMIS Member Agency can only come from the Agency Administrator or Executive Director and the request must be submitted in writing through the HMIS User License Request Form. All license requests should be communicated to HMIS within 24 business hours after the end user has left the employment of the HMIS Member Agency, the HMIS User has changed positions and is no longer in need of HMIS access, or has knowingly breached or is suspected of a system breach where client data has been compromised. Terminations should be submitted using the HMIS License Request Form.

Law Enforcement

Policy 4.8: No active member of law enforcement or detention and corrections staff will be an authorized HMIS User.

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Procedure: To protect current clients who may be accessing health and human service projects from harassment or harm, active members of law enforcement will not be granted access to HMIS. Limited exceptions may be negotiated and an agreement executed with HMIS, the local COC, when there is a project with direct involvement in an active homeless jail diversion and/or prison release project. Any agreement with exceptions must include a statement that: HMIS use is (1) limited to the purpose for which it was intended; and (2) is only for work with project involved clients.

Former members of law enforcement who may volunteer or are employed at a homeless service provider post-law enforcement career may have access to HMIS if it is imperative to their new responsibilities. HMIS will consider and respond to requests by law enforcement with next of kin searches, searches for clients and in the interest of public safety a person(s) who law enforcement has probable cause or an active warrant for his/her arrest related, to a violent crime and other felony crimes. HMIS will provide law enforcement information related to evidence and information gathering concerning a criminal matter via Court Order, such as a search warrant or subpoena.

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Section 5: Clients' Rights

Client Consent

Policy 5.1: A HMIS Member Agency must obtain consent from all clients for whom they are entering or accessing client data into HMIS. However, if your CoC operates under a closed system, a member agency must attain a signed consent from the client for data collection for each specific project.

Procedure: No client shall be entered into HMIS without their written consent. The HMIS Member Agency agrees to get written permission on one or both of the following forms signed by the client: Informed Consent and or a Release of Information. All consent forms are not system-wide, but specific to the project/service they are receiving.

Informed Consent

The HMIS Client Informed Consent form provided is required to be used to record a client's authorization for their data to be entered into HMIS. The original signed Client Informed Consent form should be kept by the HMIS Member Agency and protected from theft or loss. This form explains to clients their rights and authorizes the data to be entered into HMIS. HMIS End Users should strive to communicate the contents on the form in a language the client understands. The Client Informed Consent Form must be completed by each member of the household receiving services who is over the age of 18. The Head of Household may sign for all members of the household under the age of 18 on the same form. Member Agencies are responsible for establishing an expiration date for the consent, as well as securing updated forms after expiration and updating them in HMIS. It is important to understand that agencies cannot deny services to individuals solely on the basis of the individual deciding not to share information in HMIS.

Release of Information (ROI)

The HMIS Release of Information (ROI) form is used to control how client data is shared in HMIS. It should be kept by HMIS Member Agency and protected from loss of theft. Member Agencies are required to use the HMIS Release of Information form provided. Release of information is specific to sharing data among providers in the Continuum of Care, as well as HMIS Member Agencies. Clients have the right to have their records open, partially open or closed. HMIS Users should strive to communicate a Release of Information in a language the client understands. The form must be completed by each member of the household receiving services who is over the age of 18 and those who did not sign the Informed Consent.

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The head of the household may sign for any children or members of the household under the age of 18 on the same form. Informed Consent, but still wants to control how their data is shared, they will need to sign another HMIS Release of Information form and the data will need to be updated in HMIS.

Agencies must make reasonable accommodations for persons with disabilities throughout the data collection process. This may include, but is not limited to, providing qualified sign language interpreters, readers or materials in accessible formats such as Braille, audio, or large type, as needed by the individual with a disability.

Agencies that are recipients of federal assistance shall provide required information in languages other than English that are common in the community, if speakers of these languages are found in significant numbers and come into frequent contact with the project.

Client Access to Information

Policy 5.2: All clients entered into HMIS have a right to view information within their electronic HMIS file.

Procedure: If a HMIS Member Agency has a written policy for providing copies of their paperwork or data collection to clients, the HMIS Member Agency may follow its procedures to allow for providing copies of the HMIS data they collected. Clients can request a copy of their information in writing to the HMIS staff through email or regular mail. Once received, the HMIS staff will fulfill the client's request in an expedited manner.

Filing a Grievance

Policy 5.3: Clients have the right to file a grievance with the HMIS staff about any HMIS Member Agency related to violations of access in HMIS, violations of HMIS Policies and Procedures, or violations of any law.

Procedure: HMIS staff will entertain any client who wishes to file grievance against any HMIS Member Agency. HMIS staff will request that a client fill out a HMIS Client Grievance Form, which can be obtained by contacting the HMIS staff by phone, email or regular mail. Once completed and submitted by the client, HMIS Staff will investigate the complaint and provide its findings to the client who lodged the grievance. HMIS will notify the parties involved about the alleged incident reported. If the client is not satisfied with the findings of the grievance, the client must submit a grievance request in writing to the U.S. Dept. of Housing and Urban Development.

Policy 5.4: Other HMIS Member Agencies have a right to file a grievance with the HMIS staff about any HMIS Member Agency related to violations of access in HMIS, violations of HMIS Policies and Procedures, or violations of any law.

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Procedure: HMIS staff will entertain any HMIS Member Agency who wishes to file grievance against any other HMIS Member Agency. In cases where a client leaves one HMIS Member Agency to receive services from another HMIS Member Agency and the client reports a suspected violation, the new HMIS Member Agency does have a right to file a grievance or duty to warn the HMIS staff on behalf of the client as long as the client grants their permission to file a grievance on their behalf. HMIS staff will request a HMIS Client Grievance Form be completed by either the client or the HMIS Member Agency. The form can be obtained by contacting the HMIS staff by phone, email or regular mail. Once completed and submitted by the client, HMIS Staff will investigate the complaint and provide its findings to the client who lodged the grievance. HMIS staff will notify the parties involved and the appropriate community planners about the alleged incident reported. If the client is not satisfied with the findings of the grievance, the client must submit a grievance request in writing to the U.S. Department of Housing and Urban Development.

Revoking Authorization for HMIS Data Collection

Policy 5.5: All clients who initially agree to participate in HMIS have the right to rescind their permission for data sharing in HMIS.

Procedure: Clients who choose to revoke their information sharing authorization must complete a new Release of Information. The new Release of Information should be sent by the Agency Administrator who will notify the HMIS Staff that the client record is to be “closed” in the system. The HMIS staff will be responsible for closing the client record from view. Once closed, the HMIS Member Agency will no longer be able to share future client data entered into HMIS. However, data entered prior to the record being closed can still be viewed and shared with other Member Agency providers. The new Release of Information should be kept on file by the Member Agency. After a Release of Information is signed and a client is accepted into a HMIS participating financial assistance project, the client must sign a client consent form and HMIS staff must be notified to re-open the client record for sharing. The notification to re-open the file must be submitted in writing, along with a scanned copy of the client’s newly signed consent.

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Section 6: Privacy, Safety & Security

National Privacy Requirements

Policy 6.1: HMIS complies with all federal, state, local laws, standards, and regulations.

Procedure: It is imperative that partner agencies have Policies and Procedures in place that ensure compliance with applicable laws and regulations that govern their projects.

HIPAA Covered Entities

Any Agency that is considered a “covered entity” under the Health Insurance Portability and Accountability act of 1996, 45 C.F.R., Parts 160 & 164, and corresponding regulations established by the U.S. Department of Health and Human services is required to operate in accordance with HIPAA regulations. More information about 45 C.F.R. may be found at:

<http://www.hhs.gov/ocr/privacy/>

42 CFR Part 2 Entities

Any Agency that is considered a “covered entity” under 42 C.F.R. Part 2, and corresponding regulations establishing by the U.S. Department of Health and Human Services is required to operate in accordance with the corresponding regulations. More information about 42 C.F.R. may be found at: http://www.access.gpo.gov/nara/cfr/waisidx_02/42cfr2_02.html

Domestic Violence (DV) Shelters

Any agency that is a victim service provider is barred from disclosing identifying information to HMIS as of 2007. More information about DV Shelters and HMIS may be found at:

<http://epic.org/privacy/dv/hmis.html>

Other Entities

Any Agency that is NOT considered a “covered entity” under any of the above mentioned projects is required to operate in accordance with HMIS/HMIS privacy and security rules, as well as any applicable federal, state, local laws and regulations. More information about HMIS Privacy and Security Rules may be found at:

https://www.hudexchange.info/resources/documents/HEARTH_HMISRequirementsProposedRule.pdf

Privacy Notice

Policy 6.2: HMIS Member Agency providers must post a HMIS Privacy Notice prominently on their websites and in areas of plain view of the public such as waiting rooms, intake areas, lobbies, or screening or assessment areas. HMIS Member Agency providers are required to provide a copy of the HMIS Privacy Notice to all clients upon request by the client.

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Procedure: By law, HMIS Member Agency providers are required to post a Privacy Notice that discloses collection and use of Client Information. HMIS has developed a document for posting for providers without an adequate notice. The HMIS Privacy Policy and Notice are document in Appendix V.

System Security and Privacy Statement

Policy 6.3: The HMIS Lead Agency has implemented extensive technical and procedural measures to protect the confidentiality of personal information while allowing for reasonable, responsible, and limited uses and disclosures of data as recommended in the HMIS Data and Technical Standards.

Procedure: The security and confidentiality of homeless and at-risk client information within HMIS is a major issue. For certain providers and sub-populations, such as Domestic Violence Shelters, Substance Abuse Facilities and HIPAA Covered Entities, security and confidentiality of client information becomes even a much larger concern for all involved. The HMIS Data and Technical Standards, published June 30, 2004 and updated through 2014 by the U.S. Department of Housing and Urban Development (HUD), include extensive HMIS Privacy and Security Standards to be followed by Continuum of Services, Homeless Assistance Providers, and HMIS Software companies. These standards were developed after careful review of the Health Insurance Portability and Accountability Act (HIPAA) standards for securing and protecting patient information. The HMIS has and will continue to be in compliance with these Privacy and Security Standards even while not being considered a HIPAA covered entity as an HMIS Lead Agency.

Policy 6.4: HMIS secures the location of the server in a controlled hosting environment providing security from data loss and theft.

Procedure: HMIS contracts with a HUD approved software vendor to provide HMIS to the Continuum of Services. As a web based HMIS solution, the HMIS software and data-bases are hosted on secure servers in a highly secure computer room accessible only by very few employees who are responsible for maintaining and supporting the system. The vendor computers are also protected by firewalls to prevent unauthorized external access.

Policy 6.5: HMIS ensures that only appropriate staff and volunteers at HMIS Member Agency providers gain and retain system access through a user authentication process.

Procedure: As an Internet based software system, each HMIS User accesses the system via their internet web browser. To access HMIS, each user must know the web address (URL) for HMIS, which is not available or published outside the community.

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Once on the website, each user must use a valid user sign on and dynamic password. All user names and initial temporary passwords are issued by HMIS staff only. Passwords are considered expired every 45 days and users are prompted for new dynamic passwords. Additionally, after three failed log in attempts, user ID's and passwords automatically become inactive and users must contact an Agency Administrator or HMIS staff for re-activation. Passwords are always encrypted and can never be seen in clear text.

Policy 6.6: HMIS secures data as it is traveling over the Internet and stored on the centralized server by proving encryption for all data.

Procedure: As a cloud or web based software system, it is imperative that all data travel through the Internet encrypted or unreadable to an outside user. All HMIS transactions are fully encrypted using Secure Socket Layer (SSL) with 128-bit encryption. This is the highest commercially available encryption level and is the same as used by financial institutions. Users can be assured that the data they are interacting with is secure by noticing the URL, or Web Address while using HMIS begins with the letters HTTPS (Hyper Text Transfer Protocol Secure).

Policy 6.7: HMIS staff, in conjunction with the HMIS Member Agency Administrator, ensures that all HMIS Users have access to the components of the system appropriate for their level of data usage.

Procedure: The HMIS software has a built-in security system that ensures each user only has the minimum access needed to perform their normal duties. Each HMIS User is assigned a security level in their user profile that grants them access to only the areas they need to accurately do their work. A change to the level of system security for an end user may only be requested by an Agency Administrator or Executive Director for which the end user works.

Policy 6.8: HMIS staff use audit trail tools to ensure system maintenance, investigate privacy, security breaches or filed client grievances.

Procedure: The HMIS software has built-in audit trail applications that allow administrators to audit use and access of data. Audit reporting is an integral part of maintaining system security protocols and is performed on a scheduled basis by HMIS staff.

Policy 6.9: The HMIS is a shared information system with default visibility and security exceptions preset by HMIS staff based on the workflow of the Member Agency.

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Procedure: Pursuant to 42 and 45 CFR notwithstanding, HMIS is an open or shared HMIS system. The default visibility settings for clients will be set to OPEN for all HMIS clients that are not registered or receiving services from any 42 or 45 CFR facility or project. If client is enrolled in a 42 or 45 CFR covered entity project, project visibility settings will be set in accordance to applicable laws.

The HMIS system utilizes a set of Visibility Settings that allow sharing of only agreed upon data elements among the participating HMIS Member Agencies. The HMIS system utilizes a set of Deny Exceptions that disallow sharing of certain information by provider projects based upon federal, state, or local laws and guidelines, and by agreement with each HMIS Member Agency provider. System Visibility settings may only be changed by the HMIS staff. Requests to change visibility settings must be made via written request to HMIS staff. The HMIS System is constructed to offer a dynamic range of levels of security based on the needs of the agency and HMIS User. As a default, HMIS Users will only have enough security access to perform their normal job duties. Requests to change a user status must come from an HMIS Member Agency Administrator or Executive Director.

A client has the right to refuse to have his or her data entered into the HMIS database. The client's individual choice regarding participation will not affect his or her rights to services.

Data Ownership

Policy 6.10: All data is governed by the owner(s) of the data with regard to data use and disclosure.

Procedure: The client ultimately retains ownership of any identifiable client-level information that is stored within *HMIS*. If the client consents to share data, the client, or agency on behalf of the client, has the right to later revoke permission to share her or his data without affecting rights to service provision.

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Section 7: User Training

HMIS Training Process

Policy 7.1:

All HMIS Users are required to have a basic computer competency prior to attending any HMIS training.

Procedure: Prior to being sent to HMIS training, all HMIS Users should have a basic computer competency. HMIS Users should be able to turn on/off a computer, use a mouse and keyboard, launch a browser, enter a URL, and navigate the World Wide Web. HMIS Users who cannot complete these tasks should be sent to a basic computer competency class prior to being scheduled for HMIS training. HMIS staff will verify the competency of all Users prior to training.

Policy 7.2: HMIS Lead Agency has established beginning, advanced, and ongoing training requirements for system users and agency administration.

Procedure:

Beginning Training

1. System users *must* attend Beginning Training before accessing the system. Beginning Training is designed to give users an introduction to the system.
2. A staff person may attend a specific training, depending on their role within the agency. Training modules are developed on skill level and type of access to the system.
3. Under no circumstances should anyone in the agency who has not received official training by HMIS Administration have access to or use the HMIS.

Privacy Training

Privacy Training, which has now been integrated into the Beginning Training curriculum, is mandatory for all system users. This training is designed to ensure that the user safeguards the privacy/confidentiality of the client when accessing the system. The user is instructed on obtaining Client Consent/ Release of Information and the appropriate use and disclosure of client data. The user also receives instruction on maintaining the privacy of his/her username and password.

Reporting Training

Training for canned and customized reports is available to advanced users. This training must be requested by the HMIS Member Agency.

Onsite Training

HMIS staff is available to deliver onsite training in the event that an agency has a large number of staff to train or wants a specific topic covered.

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Section 8: HMIS Technical Support

Policy 8.1: The Homeless Management Information System staff will provide a system that will allow HMIS Users to request technical assistance, general HMIS related inquiries, training and work flow questions, and data quality assistance.

Procedure: All requests for technical assistance must be submitted through the HMIS help desk tracking system or email. All tickets or emails will be answered during normal HMIS business hours, Monday through Friday, 8:30 am to 5:00 pm.

Policy 8.2: The HMIS staff will respond to all inquiries from Member Agencies and clients in a timely manner.

Procedure: Response times for technical assistance varies based on the item that is submitted and the priority associated. HMIS Staff reserve the right to adjust priority levels based on the type of the request.

Normal Business Hours.

Requests for routine system technical support will be honored on a first come-first served basis categorized in the following manner:

Issue Type	Type Definition	Tool to Report	HMIS Staff Response
Rapid Response	Users are unable to use system. For example: the system is down or the site is unreachable.	Submit a service request and/or contact staff by phone.	Immediate. No less than 12 hours.
Priority Response	Users can use the system, but one or more functions important to day-to-day operational use is severely affected. For example: password issues, permission issues, security issues, not accepting data, or screens have changed.	Submit a service request via email or helpdesk.	Less than 24 hours.
Regular Response	A problem is noted, but users are able to use all functions in the systems without major difficulty. For example: reporting issues, general questions, work flow issues, data entry problems, change to a report, or change to screens.	Submit a service request via email or helpdesk.	Less than 48 hours.

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Issue Type	Type Definition	Tool to Report	HMIS Staff Response
Feature Enhancement	Users are able to use all functions in the system as normal, but are requesting an enhancement to the system that is currently not available.	Submit a service request via email or helpdesk.	Less than 48 hours.

After Hours.

After hours and weekend requests will be treated as if the request was received at opening of the next business day. HMIS staff normal working hours for Technical Assistance are Monday through Friday, 8:30 am through 5:00 pm. Each HMIS can fill in hours. For after-hour requests, please contact your Agency Administrator.

Policy 8.4: HMIS staff will submit to the vendor all feature enhancement requests submitted through the proper channels from Agency Administrator(s) or HMIS Users.

Procedure: It is a stated goal of HMIS to be as efficient and user-friendly as possible within the technical restraints of the system. Feature enhancement requests are welcomed and encouraged. Please submit all possible feature enhancements in the following manner:

- Begin by submitting a service request to a technician.
- Code the request type as a feature enhancement.
- Be as specific as possible in the request.
- If appropriate, describe the current work flow first and the suggested feature enhancement right after.
- If enhancement is for new system functionality, please describe a work flow and diagram as much as possible.
- If appropriate, please denote how much time savings would be achieved if the feature enhancement were to be enacted.
- If appropriate, please denote all of the possible benefits for your agency or End Users and other Member Agency providers if feature enhancement were to be enacted.

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Policy 8.5: The Homeless Management Information System staff will hold mandatory periodic in person meetings or conference calls to discuss system changes and provide technical support.

Procedure: Agendas will be driven by submitted requests for agenda or discussion. All information, including agenda and instructions, will be sent to agency administrators via e-mail at least 48 hours before the meeting. All attendance records are open to review by local government entities and other community planners.

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Section 9: Data Collection Process

Clients Served vs. Clients Benefiting from Service

Policy 9.1: All client data entered into HMIS by the Member Agency should be that of clients receiving services and/or its family in attendance.

Procedure: Clients entered into HMIS should consist of the clients in attendance at the day of enrollment into the project or services, and can consist of minors under the age of 18 if the legal guardian consents to their entry into HMIS. HMIS is not meant for adult clients who are not in attendance or may benefit from services at a later date. HMIS Member Agency providers should refrain from entering adult clients into HMIS that are not physically seen to be enrolled in the project or provided the service because they cannot give consent in absentia. For those providing financial assistance services per address, it is expected each member of the household receiving the service by the same address must provide consent and be entered as a household unit in HMIS and linked together using a service transaction, otherwise there is a risk of duplication of services. Data on all members of the family should be entered individually, but tied together as a household. The head of household can give consent for all minor children (under 18 years of age) in a family but cannot give consent for any adult members (over the age of 18). All adults must give their consent individually.

Data Entry Requirements

Policy 9.2: The Homeless Management Information System staff requires each HMIS Member Agency to enter client level data based on a set of predefined data standards.

Procedure: HMIS data standards are based on the most current revision of the HUD Homeless Management Information System (HMIS) Data Standards. Every project entering into HMIS must adhere to the requirements set by HUD and the local Continuum of Care. Every project entering data into HMIS is evaluated based on the following elements: completeness, consistency, accuracy, and timeliness. *Refer to Section 10 on Data Quality for details.*

Procedure for All Projects

Every HMIS Member Agency is required to enter the following Universal Data Elements as outlined in the 2014 HUD Data Standards in order to meet minimum data entry standards. The elements required for every person who is entered in the system are:

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Release of Information documented, Full Name (First, Last), Name Data Quality, Social Security Number (full or partial), Social Security Data Quality, Date of Birth, Date of Birth Data Quality, Primary Race, Ethnicity, Gender, Veterans Status, Disabling Condition, Residence Prior to Project Entry, Length of Stay in Previous Place, Project Entry Date, Project Exit Date, Zip Code, Relationship to Head of Household, Client Location, Length of Time on the Street, Continuously Homeless for One Year, Number of Times the Client Has Been Homeless in the Past Three Years, and homeless status verification documented.

Procedure for McKinney-Vento Funded Projects

HMIS Member Agencies who are funded through any of the programs below must meet the basic requirements set by HMIS and also meet additional Program Specific Data Elements (PSDE). Found at HUDHRE.com and <https://www.hudexchange.info/>

- Emergency Solutions Grant (ESG);
- Supportive Services for Veteran Families (SSVF)
- VA Grant and Per Diem Program (GPD)
- Rapid Re-Housing Program (RRP);
- Projects in Assistance of Transition from Homelessness (PATH);
- Supportive Housing Program (SHP);
- Shelter Plus Care (S+C);
- Section 8 Moderate Rehabilitation for Single Room Occupancy (SRO);
- Housing Opportunities for Persons with AIDS (HOPWA).

Additional program specific data elements to be collected are detailed in the 2014 HUD Data Standards and vary by program type (e.g. PATH, SSVF, RHYMIS, ESG, etc.) and may include: Housing Status, Income amount, Income Source(s), Income Date(s), Non-Cash Benefits, Non-Cash Benefits Source(s), Non-Cash Benefits Date(s), and Sources, Health Insurance, Health Insurance Source(s), Health Insurance Information Date, Reason for No Health Insurance (if applicable), Disability Type, Domestic Violence Victim/Survivor, Domestic Violence Information Date, Contact Date (Street Outreach Only), Date of Engagement (Street Outreach and Services Only Projects), Services Provided (PATH, HOPWA, & VA Funded), Financial Assistance Provided (HPRP only), Referrals Provided, Residential Move-in Date, Housing Assessment Disposition) and, and Housing Assessment at Exit.

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All providers receiving HUD funding must have at least one service transaction per client (for HPRP must have at least one service transaction under Financial Assistance and at least one under Housing Relocation and Stabilization). The housing status must be recorded at project entry. The PSDE of income and sources must be recorded at project entry and verified at least one time during a year if in the project over a year.

It is recommended that Member Agencies and Agency Administrators review the 2014 HUD Data Standards (<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> and Data Dictionary) <https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf> to ensure that their specific projects are collecting all required project specific data elements as designated by funding stream(s).

Managing Bed Inventory (Housing Providers Only)

Policy 9.3: All Housing Providers are required to maintain the most current bed inventory in HMIS. HMIS must be notified at least 5 days in advance of a change to any beds at the facility and client inventory in HMIS in real-time must reflect the most current project utilization.

Procedure: All Housing Providers must work with HMIS Staff to build accurate bed lists in HMIS. Each HMIS bed list should be assigned to the appropriate project (Emergency, Transitional, Permanent Supportive, etc.). If there are any changes to the bed lists, the Agency Administrator is required to notify the HMIS System Administrator at least 5 business days prior to the beds becoming available. Clients being assigned to beds or exited from beds in the system should be done in real time as the client is entering the project. In cases where clients are unable to be entered or exited in real time due to technical difficulties, all data must be current within 24 hours. Clients entering as families must be built as families in HMIS prior to bed entry and must be assigned together as part of the ShelterPoint module.

Optional Requirements

Policy 9.4: All Member Agency providers are encouraged to record all Program-Specific Data Elements (PSDE) for all clients entered into HMIS even if not required for funding.

Procedure: Optional PSDE is a valuable area of the client record and part case management. Therefore, though not required, HMIS Users are encouraged to complete these elements for each client, especially if the client is in a housing or financial assistance project. The optional PSDE include: Employment, Adult Education, General Health Status, Pregnancy Status, Veteran's Information, and Children's Education.

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Client Self-Sufficiency Outcomes Matrix

Policy 9.5: Case Managers are encouraged to use the HMIS Client Self-Sufficiency Outcomes Matrix as an assessment tool for all clients that are entering and exiting a project.

Procedure: The Client Self-Sufficiency Outcomes Matrix is a newly offered optional assessment tool for each client in the HMIS system. The matrix is built with a series of assessment domains that a case manager may use to evaluate the strengths and weaknesses of a client as they begin and continue their case plans and assistance strategies. The domains to choose from include the following: Income Domain, Employment Domain, Shelter Domain, Food Domain, Childcare Domain, Children's Education Domain, Adult Education Domain, Legal Domain, Health Care Domain, Life Skills Domain, Mental Health Domain, Substance Abuse Domain, Family Relations Domain, Mobility Domain, Community Involvement Domain, Safety Domain, and Parenting Skills Domain. Case Managers utilizing this tool usually pick a series to focus on and then complete at entry, at several points during interim and finally at exit. Client Self-Sufficiency Outcomes Matrix training is part of Level 2 = Case Management training.

HMIS Client Photo ID Cards

Policy 9.6: Member Agency providers are encouraged to create and disseminate HMIS Client Photo ID Card for all clients being entered into HMIS.

Procedure: Some Continuums of Care have established the HMIS Client Photo ID Cards as the identification for all homeless clients in the system. Homeless and at-risk of homeless clients will be issued a HMIS Client Photo ID Card at their first point of entry in to the Continuum of Care. The cards may be issued at major continuum points of access such as day centers and one-stop centers or by other Member Agency providers when a service is rendered.

Policy 9.6.1: HMIS Member Agency providers are encouraged to accept the HMIS Client Photo ID Cards for all clients for which they are providing services as proof of ID.

Procedure: In order for the Continuum of Services and clients to see the benefit of ID cards, HMIS Member Agency providers should be willing to generate, accept and ask for HMIS Client Photo ID Cards from clients. This will require some education to the clients about the use of the ID cards and how it will help them access services better. HMIS Client Photo ID Cards are covered in Level 3 training on SkanPoint.

Policy 9.6.2: HMIS Member Agency providers are encouraged to use the HMIS Client Photo ID Cards for all clients for which they are providing services as proof of ID to rapidly check them into services and projects.

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Procedure: Using the bar code on the HMIS Client Photo ID Cards, scan technology can help HMIS Member Agency providers do business better. For low volume providers, scan technology can be used to access client records more quickly. For high volume providers, scan technology can be used to check people into like services rapidly.

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Section 10: Data Quality

Data quality is vitally important to the success of the Homeless Management Information System. HMIS Member Agency providers and HMIS staff will work diligently on adhering to the most current revision of the HUD Homeless Management Information System (HMIS) Data Standards in order to ensure that reports both at the provider level and the system level are complete, consistent, accurate, and timely. Adherence to set data quality standards will help bring additional funded dollars into our community as well as ensure our data reflects our communities level of service when reported locally, statewide, or nationally. Data quality will be evaluated on accuracy, completeness, consistency, and timeliness. This data will be used by the Continuum of Care to monitor progress towards meeting its benchmarks.

Policy 10.1: The Homeless Management Information System staff will evaluate the quality of all HMIS Member Agency data on the accuracy of the data entered monthly.

Procedure: Accuracy is the degree to which data correctly reflects the client situation or episode as self-reported by the client.

Policy 10.1.1: All client data entered into HMIS should reflect what the client self-reported or an accurate assessment of known information by a case manager, where indicated by the 2014 HMIS Data Standards or most current revision of the HUD Homeless Management Information System (HMIS) Data Standards.

Procedure: Data captured for entry into HMIS should be what was client self-reported or data known by case managers. HUD Procedures allow case managers to make changes to client data not reported by the client. Client self-reported means any information reported to staff by the client.

Policy 10.1.2: All client data entered into HMIS should be congruent with program details.

Procedure: Client records entered into HMIS should reflect the client population served, match capacity of enrollment, project type, and entry/exit should fall within service parameters. This information is based on consistency of accurate data entered on clients receiving services. For example, if you:

- are a project for men, you should not enter data on women.
- are a state program and state you have 20 beds, there should not be any more than 20 people in shelter unless you are using the overflow beds.
- are a fully HUD funded project, you should only have entry/exit type of HUD

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Policy 10.1.3: While HUD has defined HMIS as the ‘record of record’, if agencies use paper-based files, they must match information entered into HMIS.

Procedure: All client data entered into HMIS should match the information captured and filed in the HMIS Member Agencies client record/case file. Observed discrepancies could be subject to audit by HUD, HMIS staff, a local government entity or other community planner.

Policy 10.2: The Homeless Management Information System staff will evaluate the quality of all HMIS Member Agency data on the completeness of the data entered using detailed Data Quality Reports (DQRs), agency reports, and other tools utilized by local HMIS Administrators.

Procedure: Completeness is the level at which a field has been answered in whole or in its entirety. Measuring completeness can ensure that client profiles are answered in whole and that an entire picture of the clients’ situation emerges.

Policy 10.2.1: For all clients served and entered into HMIS, a HMIS Member Agency must maintain HUD mandated data quality standards.

Procedure: It is expected that HMIS Member Agencies work to maintain no more than 5% missing data for each HUD Universal Data Element, and PSDE if applicable. The HMIS monthly Data Quality Reports, agency reports, and other tools utilized by local HMIS Administrators will be used to address data quality issues with the HMIS Member Agencies. HMIS staff will work collaboratively with Member Agencies to address and improve overall data quality.

Policy 10.2.2: For all clients served and entered into HMIS by a HMIS Member Agency, no more than 5% of all client level data should be “blank/not reported/null”.

Procedure: It is expected that HMIS Member Agencies will work with clients to capture all necessary data. HMIS Member Agencies will be expected to have no more than 5% of all client data “blank/not reported/null” value rate for all clients entered into HMIS (or 95% or above completeness). “Blank/not reported/null” values include fields that are left blank or answered with a client doesn’t know, client refused, or data not collected. While these options may accurately reflect what the client has self-reported, they are considered of a low quality value.

Policy 10.2.3: For all clients served and entered into HMIS by a HMIS Member Agency, all system data quality fields must be completed.

Procedure: In HMIS, there are several data quality fields that are essential to understanding patterns of data entry and client self-reporting. These fields are part of the Universal Data Element (UDE) requirements measured for each HMIS Member Agency.

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These fields measure the quality of their associated fields. For example, if the Date of Birth field has been left blank, the Date of Birth Data Quality field is used to explain why the field is blank. There are three quality fields in the system.

- Name Data Quality
- Social Security Data Quality
- Date of Birth Data Quality

These fields allow for reporting only partial answers or full answers in order receive completeness credit. These fields in conjunction with the associated data element field will be used to assess data quality issues.

Policy 10.3: The Homeless Management Information System staff will evaluate the quality of all HMIS Member Agency data on the consistency of the data entered.

Policy 10.3.1: All HMIS Member Agency client data should work consistently to reduce duplication in HMIS by following workflow practices outlined in training.

Procedure: HMIS Member Agencies are trained to search for existing clients in the system before adding a new client into the system. Client data can be searched by Name, Social Security Number, and Client Alias. HMIS Member Agencies are encouraged to follow this protocol. HMIS staff review duplicate data entries in the system and have to merge client records. When duplicate client records created by HMIS Member Agency providers are discovered, the HMIS staff will contact the designated Agency Administrator to notify and address the user creating the duplication.

Policy 10.3.2: All HMIS Member Agency client data should adhere to HMIS capitalization guidelines.

Procedure: HMIS Member Agencies are trained on the current method and style to enter client level data. No HMIS Member Agency should enter a client in any of the following ways:

- ALL CAPS
- all lower case
- Mix OF loWEr and UPPER cAse lEtters
- Enter nicknames in the name space (please use the Alias box).

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Policy 10.4: The Homeless Management Information System staff will evaluate the quality of all HMIS Member Agency data on the timeliness of the data entered.

Procedure: Timeliness is an important measure to evaluate daily bed utilization rates and current client system trends. To ensure reports are accurate, Member Agencies should ensure that their internal processes facilitate real-time data entry.

Policy 10.4.1: All HMIS Member Agency client data should be entered in real-time or no later than 24 hours after intake, assessment, or program or service entry or exit.

Procedure: Real-time is defined as “the actual time during which a process takes place or an event occurs.” Client data can be entered into HMIS in real-time - as the client is being interviewed at intake or assessment. The more real-time the data, the more collaborative and beneficial client data sharing will be for all HMIS Member Agencies and clients. The goal is to get all program intake and assessment data into HMIS in real-time.

Policy 10.4.2: All HMIS Member Agency providers should back date any client data not entered in real-time to ensure that the data entered reflects client service provision dates.

Procedure: All required data elements including program entry/exit, service transactions, universal data elements, and bed management must be entered for each client within 24 hours of program entry/exit or service provision dates. If the date was entered more than 24 hours later than the program entry/exit or service provision, the actual data of service or entry/exit must be used.

Policy 10.5: All Homeless Management Information System staff, HMIS Member Agency providers, and data partners will work together to ensure the highest quality of data in HMIS.

Procedure: Due to the many reports the HMIS staff is asked to provide, HMIS Member Agencies' response to HMIS staff inquiries and correction of data quality issues is critical. Many of our project partners have very rigid time frames in which the HMIS staff must provide updated information. Therefore, the Member Agency will provide a designated Agency Administrator whose role is to communicate with HMIS staff regarding these issues and ensure that the following measures are met.

Policy 10.5.1: All Agency Administrators should respond to HMIS staff inquiries no later than 24 business hours.

Procedure: The Agency Administrator or back-up Agency Administrator should respond to inquiries from HMIS staff no later than 24 business hours. In instances of vacation or illness, the back-up Agency Administrator will be contacted.

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Policy 10.5.2: All HMIS Member Agency providers should correct client data in HMIS within 5 business days of notification of data errors.

Procedure: After a report that outlines data corrections has been sent to the HMIS Agency Administrator or back-up Agency Administrator, it is the responsibility of the Member Agency to correct the issues within 5 business days. Once the corrections have been made, the Agency Administrator or back-up Agency Administrator should update the HMIS staff.

Policy 10.6: All Homeless Management Information System staff, HMIS Member Agency providers, and data partners will work together to ensure accuracy of reporting.

Procedure: The HMIS software includes a series of reports to aid in outcome evaluation, data quality monitoring, and analysis of system trends.

Policy 10.6.3: The Homeless Management Information System staff may provide specialty reports to all HMIS Member Agency providers for a fee.

Procedure: Assistance from the HMIS staff to customize reports may be a fee-based service. A request must be submitted to the HMIS staff for evaluation and fee determination.

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Section II: Performance Measurement

HMIS staff will measure the performance of HMIS Member Agency providers as it relates to the quality of the data entered into the system. Additionally, performance on a system-level will be measured to show the progress towards our Continuum of Care in ending homelessness.

Policy II.1: HMIS staff will measure the timeliness and completeness of data entered by each HMIS Member Agency.

Procedure: As a quality monitoring tool, the HMIS staff will measure the effectiveness of data entry performed by each HMIS Member Agency. These reports will be generated out of the system on a monthly basis. Each HMIS Member Agency will have 5 business days to seek technical assistance regarding and/or correct any data quality issues.

Policy II.2: HMIS staff will measure the bed utilization rates of homeless housing providers.

Procedure: As a quality monitoring tool, the HMIS staff will periodically review the bed utilization rates of HMIS Member Agencies.

MSCCOC HMIS DOCUMENTATION
SIGNATURE PAGE

As a partnering Agency/Organization/Project in the Memphis/Shelby County Homeless Management Information System (MSC-HMIS), you authorized and accept responsibility for reading the MSC-HMIS HUD mandated policies, plans, other instructional information provided to you, and will ensure that all personnel with access to HMIS will also accept responsibility for familiarizing his/herself with this information.

In signing this document, you're stating that you have received the following from CAFTH MIS Manager/System Administrator II:

- 1. MSCCOC HMIS POLICIES & PROCEDURES
- 2. MSCCOC HMIS GOVERNANCE CHARTER
- 3. MSCCOC HMIS DATA QUALITY AND MONITORING PLAN
- 4. MSCCOC HMIS PROJECT PRIVACY PLAN
- 5. MSCCOC HMIS DISASTER RECOVERY PLAN
- 6. MSCCOC HIPAA BUSINESS ASSOCIATE AGREEMENT FOR HMIS ORGANIZATIONS (For those that apply)

Agency/Program

CAFTH, MIS Department
Host Program

Executive Director

Management Information System
Administrator

Date Signed:

Date Signed: