



Homeless Management Information System (HMIS) Oversight Committee Agenda

**November 10, 2021
9:00 a.m. – 11:00 a.m.**

Join [Zoom Meeting](#)

Phone: 669 900 6833

Meeting ID: 896 4459 6358 Passcode: 562371

- | | |
|--|----------------------|
| 1. Welcome | 9:00 – 9:05 |
| <ul style="list-style-type: none">• Mike Keller, Co-Chair | |
| 2. HMIS Oversight Public Comment | 9:05 – 9:15 |
| 3. Longitudinal Systems Analysis (LSA) Report | 9:15 – 9:25 |
| <ul style="list-style-type: none">• Mike Keller, Co-Chair | |
| 4. HMIS Oversight Committee Workgroup Update | 9:25 – 10:00 |
| <ul style="list-style-type: none">• Mike Keller and Nic Ming, Co-Chairs | |
| 5. 2021-22 Workplan | 10:00 – 10:50 |
| <ul style="list-style-type: none">• Mike Keller and Nic Ming, Co-Chairs | |
| 6. Proposed items for January 12 agenda | 10:50 – 11:00 |
| <ul style="list-style-type: none">• LSA Report• Privacy and Security Policy | |

HMIS Oversight Committee Workplan 10/1/2021 – 9/30/2022

Month	Agenda Item	Notes
October	Review/update Privacy and Security Policy (3b) Review/update HMIS Lead Workplan (2c) 2021-22 workplan/schedule	
November	Funder/Liaison Role (1a and 1b) 2021-22 workplan/schedule Data quality plan (3a) Longitudinal System Analysis (2g)	
December	LSA Report workgroup?	
January	Review monitoring tool (2b) LSA Report (2g) Privacy and Security Policy update (3b) PIT/HIC update (2e)	
February	Review Data Quality Reports (3a) Review HMIS Lead Work Plan (2c) Review/update Governance (3d) Review PIT/HIC (2e)	
March	Update HMIS Lead Monitoring (2d) Quality Data Reports System Performance Measures (2f) Review Agency Onboarding (3c)	
April	Track progress on HMIS Lead Monitoring (2d) Communication Plan (4d) Agency Onboarding Materials (3c)	
May	PIT update (2e) Solicit input from funders/user/consumers (1a & 1b)	
June	Review/update Governance (3d)	
July	Review/update training curriculum (4b)	
August	Finalize/approve Agency Onboarding Materials (3c) Review/finalize Training Curriculum (4b) Review/update Communications Plan (4d)	
September	Solicit Input from funders/user/consumers (1a & 1b) Finalize/approve Communications Plan (4d)	

Section I- HMIS Governance Standards			
Question	Score	Scoring Detail	Notes
Has the HMIS Lead developed a Data Quality Plan with set benchmarks, that clearly identifies the entity responsible for monitoring data quality for the CoC? (MOU section B.6)	2	0= No. HMIS Lead has not developed written Data Quality Plan. 1= Partial. HMIS Lead has created a Data Quality Plan with some of the described elements. 2= Yes. HMIS Lead has developed written Data Quality Plan with all of the described elements. <i>If "yes", attach.</i>	Complete and went into effect January 2020.
Has the Data Quality Plan been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)	2	0= No. Data Quality Plan has not been approved by the CoC Board. 2= Yes. Data Quality Plan has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>	Approved by the CoC Committee in January 2020
Does the HMIS Lead ensure the Data Quality Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6)	2	0= No. Data Quality Plan is not reviewed annually and not compliant. 1= Partial. Data Quality Plan is reviewed annually but is not compliant. 2= Yes. Data Quality Plan is not reviewed annually and is compliant.	Next steps include HMIS Oversight determining a schedule for annual review.
Has the HMIS Lead developed a Data Security Plan ? (MOU section B.6)	0	0= No. HMIS Lead has not developed written Data Security Plan. 1= Partial. HMIS Lead has created parts of a Data Security Plan. 2= Yes. HMIS Lead has developed written Data Security Plan. <i>If "yes", attach.</i>	Jessica H will track down a sample Data Security Plan and add to deliverable list.
Has the Data Security Plan been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)	0	0= No. Data Security Plan has not been approved by the CoC Board. 2= Yes. Data Security Plan has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>	
Does the HMIS Lead ensure the Data Security Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6)	0	0= No. Data Security Plan is not reviewed annually and not compliant. 1= Partial. Data Security Plan is reviewed annually but is not compliant. 2= Yes. Data Security Plan is reviewed annually and is compliant.	
Has the HMIS Lead developed a Data Privacy Policy that has 1)Data collection limitations, 2)Data collection purpose, 3)Limitations of the use of data collected in HMIS, 4) Description of database openness, 5)Data access and correction standards, 6) Accountability standards and 7) Protections for victims of domestic violence, dating violence, sexual assault? (MOU section B.6)	2	0= No. HMIS Lead has not developed written Data Privacy Policy. 1= Partial. HMIS Lead has created parts of a Data Privacy Policy. 2= Yes. HMIS Lead has developed written Data Privacy Policy. <i>If "yes", attach.</i>	In progress of updating.
Has the Data Privacy Policy been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)	2	0= No. Data Privacy Policy has not been approved by the CoC Board. 2= Yes. Data Privacy Policy has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>	Plan to bring to CoC in early 2021 after approval by HMIS Oversight.
Does the HMIS Lead ensure the Data Privacy Policy is reviewed at least annually to ensure it meets community needs and is compliant with federal, state, and local laws that require additional privacy or confidentiality protections including HIPAA and VAWA? (MOU section B.6)	2	0= No. Data Privacy Policy is not reviewed annually and not compliant. 1= Partial. Data Policy Privacy is reviewed annually but is not compliant. 2= Yes. Data Privacy Policy is reviewed annually and is compliant.	
Does the HMIS Lead have a written and accessible Policies and Procedures Manual for all Contributing HMIS Organizations in the Continuum of Care that incorporates Roles and Responsibilities, a Data Quality Plan, Privacy Policy and Security Plan?	1	0= No. The HMIS Lead does not have written and accessible policies and procedures. 1= Partial. The HMIS Lead has written policies and procedures but they are not accessible in a manual. 2= Yes. The HMIS Lead has written policies and procedures that are accessible in the form of manual. <i>If "yes" attach.</i>	Consider adding other policies/procedures such as Onboarding Criteria .
Does the HMIS Lead ensure HMIS Policies and Procedures Manual are reviewed at least annually and are in compliance with HUD requirements?	0	0= No. HMIS policies and procedures are not reviewed at least annually and are not in compliance with HUD requirements. 1= Partial. Some HMIS policies and procedures are reviewed at least annually and are in compliance with HUD requirements. 2= Yes. HMIS policies and procedures are reviewed at least annually and are in compliance with HUD requirements.	Next steps include HMIS Oversight determining a schedule for annual review.
Section Scoring			
Total Score for Section (#)	13		
Total Score for Section (%)	59%		

Definitions

Data Quality Plan	Document that facilitates the ability of the CoC to achieve statistically valid and reliable data.
Data Security Plan	Document that addresses how the HMIS information is kept secure, regardless of the privacy model used.
Data Privacy Policy	Document that describes the ways the HMIS uses, discloses, and manages a client data.

**Oakland-Berkeley-Alameda County Continuum of Care
HMIS Lead Monitoring Form**

HMIS Lead & HMIS Grant

Instructions: Please complete this form. All forms and attachments must be received electronically by the HMIS Oversight Committee Co-Chairs and Continuum of Care Committee Chairperson. If you have questions about this form please contact the HMIS Oversight Committee Co-Chairs and the EveryOne Home staff to the HMIS Oversight Committee.

The HMIS Lead is responsible for collecting and submitting the information required to answer the questions below. The time period monitored is the previous fiscal year unless otherwise specified below.

Section I. General Information

1. Organization Name:	
2. Address:	
3. Contact Person:	
4. Phone Number:	
5. E-mail Address:	
6. Agency Authorized Representative:	
7. DUNS Number:	
8. Tax ID/EIN Number:	
9. Government or 501c3 nonprofit corporation (<i>attach documentation</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Briefly describe the organization serving as the HMIS Lead.

Section II. HMIS Governance Standards

1. Has the HMIS Lead developed a Policies and Procedures Manual? (MOU section B.2) <i>Please attach P&P Manual.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation:
2. Has the updated HMIS Policies and Procedures Manual been approved by the CoC Committee? (MOU section B.2) <i>Provide documentation of CoC Committee approval.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Date the revised HMIS P&P was approved by the CoC Committee:

<p>3. Has the HMIS Lead developed a Data Privacy Plan? (MOU section B.6)</p> <p><i>Attach Data Privacy Plan.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>4. Has the HMIS Lead reviewed and updated the Data Privacy Plan annually? (MOU section B.6)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Date of revised Privacy Plan:</p>
<p>5. In updating the Data Privacy Plan, how did the HMIS Lead seek and incorporate feedback from Contributing HMIS Organizations (CHO) and the CoC? (MOU section B.6)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Please Explain:</p>
<p>6. Has the Data Privacy Plan been approved by the Continuum of Care Committee? (MOU section B.6)</p> <p><i>Provide documentation of CoC Committee approval.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Date the Data Privacy Plan was approved by the CoC Committee:</p>
<p>7. How has the HMIS Lead ensured Data Privacy Plan compliance with federal, state, and local laws that require additional privacy or confidentiality protections including HIPAA and VAWA? (HUD requirement, MOU section B.1)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>8. Does the Data Privacy Plan include all of the following: (HUD requirement, MOU section B.1)</p> <ul style="list-style-type: none"> • Data collection limitations • Data collection purpose • Limitations of the use of data collected in HMIS • Description of database openness. • Data access and correction standards • Accountability standards • Protections for victims of domestic violence, dating violence, sexual assault. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>9. How does HMIS Lead monitor Contributing HMIS Organizations compliance with the Data Privacy Plan? (MOU section B.5)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>

Section III. HMIS Technical Standards

<p>1. Do client records in HMIS meet HUD unduplication requirements? (MOU section B.1)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
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<p>2. Do records in HMIS meet HUD data collection requirements and track all required data elements? (MOU section B.1)</p> <ul style="list-style-type: none"> • Project Descriptor Data Elements • Universal Data Elements • Program-Specific Data Elements • Metadata Elements <p><i>Attach a list of all data elements tracked in HMIS.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>3. Is the HMIS system is able to maintain historic data as required by HUD? (MOU section B.1)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>4. Is the HMIS system is able to generate required HUD reports? (MOU section B.1)</p> <ul style="list-style-type: none"> • AHAR • System Performance Reports • CoC APR • ESG CAPER • GPD Reports • HIC/PIT Reports • HOPWA APR • HOPWA CAPER • PATH Reports • RHY Reports • SSVF Reports <p><i>Attach HMIS report template examples for all above reports.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>5. Is the HMIS system able to generate data quality reports? (MOU section B.1)</p> <p><i>Attach HMIS report template examples for data quality reports.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>

<p>6. Is the HMIS system able to generate audit reports to review audit logs on demand? (MOU section B.1)</p> <p><i>Attach HMIS report template examples for audit reports.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
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Section IV. HMIS Data Security Standards

<p>10. Has the HMIS Lead developed a Data Security Plan? (MOU Section B.6)</p> <p><i>Please attach Data Security Plan.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>11. Does the HMIS Lead ensure the Data Security Plan is reviewed and updated at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU Section B.6)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Date during the monitoring period that the Data Security Plan review/update was completed:</p>
<p>12. Has the Data Security Plan been approved by Continuum of Care Committee? (MOU Section B.6)</p> <p><i>Provide documentation of Continuum of Care Committee approval.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Date during the monitoring period that the Data Security Plan review/update was completed:</p>
<p>13. Has the HMIS Lead conducted an annual security review that includes monitoring of Contributing HMIS Organizations and completion of a security checklist ensuring that each of the security standards is implemented in accordance with the Data Security Plan? (MOU Section B.5)</p> <p><i>Attach report of security review and/or completed security checklists.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>14. Has the HMIS Lead designated a security officer responsible for HMIS security? (MOU Section B.6)</p> <p><i>Attach supporting documentation and security officer contact information.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>15. Has the HMIS Lead ensured that Contributing HMIS Organizations have designated a security officer? (MOU Section B.5)</p> <p><i>Attach supporting documentation and list of designated security officers in Contributing HMIS Organizations.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>

<p>16. Does the HMIS Lead ensure that the designated security officer at each Contributing HMIS Organizations has undergone a criminal background check?</p> <p><i>Attach supporting documentation.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>17. Does the HMIS Lead conduct workforce security screening of its employees?</p> <p><i>Attach documentation of hiring and background check process for employees.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>18. Does the HMIS Lead conduct criminal background checks for all administrative users?</p> <p><i>Attach documentation of criminal background check process for administrative users.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>19. How does the HMIS Lead ensure Contributing HMIS Organizations conduct workforce security screenings of employees using HMIS?</p> <p><i>Attach supporting documentation that Contributing HMIS Organizations comply with security HMIS screening policy.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>20. Has the HMIS Lead established security incident reporting procedures for HMIS and Contributing HMIS Organizations? (MOU section B.3)</p> <p><i>Attach security incident procedures.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>21. How does HMIS Lead monitor Contributing HMIS Organizations compliance with the Data Security Plan? (MOU section B.5)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>22. Has the HMIS Lead developed a Hardware and Software Disaster Response and Recovery Plan?</p> <p><i>Attach Hardware and Software Disaster Response and Recovery Plan.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>

Commented [JS1]: How deep into the background check (Q14-19) do we want to go? It is part of the HUD Regs. But Mike Lindsay seemed to think this isn't the starting place.

Commented [JS2]: This seems like a good idea, but it's not in the MOU. Is it standard to address disaster response in a Security Plan?

<p>23. Has the Hardware and Software Disaster Response and Recovery Plan been approved by CoC Committee?</p> <p><i>Provide documentation of TPCB approval.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>24. Does the HMIS Lead ensure the Hardware and Software Disaster Response and Recovery Plan is reviewed at least annually and in compliance with HUD requirements?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>25. How does HMIS Lead monitor outside organizations (ex. software vendor, IT support vendors, etc.) involved in disaster planning and data recovery?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>

Section V. HMIS Data Quality Standards

<p>1. Has the HMIS Lead developed a Data Quality Plan? (MOU section B.6)</p> <p><i>Please attach Data Quality Plan.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>2. Does the HMIS Lead ensure the Data Quality Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>3. Has the HMIS Lead set data quality benchmarks for bed coverage rates for Contributing HMIS Organizations for all project types?</p> <p><i>Attach bed coverage benchmarks.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>4. Has the HMIS Lead set data quality benchmarks for service volume coverage rates for Contributing HMIS Organizations?</p> <p><i>Attach service volume coverage benchmarks.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>5. How does HMIS Lead monitor Contributing HMIS Organizations compliance with the Data Quality Plan? (MOU Section B.10)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>

Commented [JS3]: This isn't in our data quality plan, to my knowledge, but would be a good idea.

Commented [JS4]: Do we want to keep this?

<p>6. Has the HMIS Lead established length of time records must be maintained to be available for inspection or monitoring?</p> <p><i>Attach relevant policy documents.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>7. Has the HMIS Lead established a policy for archiving HMIS data to storage from the active transactional database?</p> <p><i>Attach relevant policy documents.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>

Section VI. HMIS Operations

<p>1. Has the HMIS Lead has designated a liaison to coordinate HMIS efforts with HUD and the CoC Committee?</p> <p><i>Provide liaison name, title, and role with HMIS Lead.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>2. How does the HMIS Lead respond to motions passed by the HMIS Oversight and CoC Committee?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>3. Have directives to the HMIS Lead in motions passed by the CoC Committee been implemented or completed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>4. Does the HMIS Lead attend and participate in HMIS Oversight Committee meetings?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>5. Has HMIS Lead attested that it is in good standing with HUD and not subject to any compliance action and/or sanction (limited denials of participation, suspensions, debarments) by HUD?</p> <p><i>Attach signed attestation letter from authorized agency representative confirming good standing with HUD.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>6. Has the HMIS Lead developed and updated the participation agreement for Contributing HMIS Organizations? (MOU section B.3)</p> <p>The participation agreement must minimally include:</p> <ul style="list-style-type: none"> • Obligations and authority of the HMIS Lead • General obligations of the Contributing HMIS Organizations 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Implementation date of most current version: Explanation:</p>

Commented [JS5]: Do we want to keep this?

Commented [JS6]: Wow.

<ul style="list-style-type: none"> • Security requirements governing Contributing HMIS Organizations • Sanctions for violating the participation agreement • Agreement that the HMIS Lead and Contributing HMIS Organizations will process Protected Identifying Information consistent with the agreement <p><i>Attach template of agency participation agreement.</i></p>	
<p>7. Has the HMIS Lead ensured that all Contributing HMIS Organizations have completed a participating agency agreement with the HMIS Lead? (MOU section B.3)</p> <p><i>Attach list of participating agencies and copies of all executed participation agreements.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>8. Has the HMIS Lead developed a data sharing policy and a data sharing agreement for Contributing HMIS Organizations wishing to share additional data in HMIS? (MOU section B.3)</p> <p><i>Attach template of data sharing agreement.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>9. Has the HMIS Lead ensured that all Contributing HMIS Organizations sharing data above and beyond the standard shared data elements have data sharing agreements in place? (MOU section B.3)</p> <p><i>List all data sharing partnerships and agencies involved in each of the partnerships. Attach copies of all executed data sharing agreements for all listed partnerships.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>10. Has the HMIS Lead ensured that all Contributing HMIS Organizations have identified an Agency Administrator? (MOU section B.3)</p> <p><i>Attach list of participating agencies and corresponding Agency Administrator.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>11. Has the HMIS Lead ensured that all Agency Administrators have signed an Agency Administrator Agreement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>

Commented [JS7]: Is this a thing in our system?

<p><i>Attach all executed agency administrator agreements.</i></p>	
<p>12. Has the HMIS Lead developed a user agreement for all HMIS users at Contributing HMIS Organizations using HMIS? _____</p> <p><i>Attach template of user agreement.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>13. Has the HMIS Lead ensured that all users have signed a User Agreement? _____</p> <p><i>Attach a list of all current HMIS users and executed user agreements for users with last names beginning with A-D.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>14. Does the HMIS Lead monitor user license utilization and ensures that all Contributing HMIS Organizations have the number of user licenses they require for their staff?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required):</p>
<p>15. Does the HMIS Lead provide trained and qualified personnel to assist all users with HMIS support? (MOU section B.9)</p> <p><i>Attach job descriptions, resumes, and trainings attended by all staff employed by HMIS that provide HMIS support.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required)</p>
<p>16. What are the HMIS Lead's organizational capacity and plans to ensure ongoing ability to discharge the responsibilities of the HMIS Lead as directed by HUD and TPCH in the event of key staff turnover? MOU (Section B.7)</p> <p><i>Attach plans or policy in the event of staff turnover.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required)</p>
<p>17. Does the HMIS Lead promptly assist users with support requests and what is the HMIS Lead support policy? (MOU section B.8)</p> <p><i>Attach support policy.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required)</p>

Commented [JS8]: This isn't directly referenced in the MOU, but is a HUD requirement

Commented [JS9]: This isn't directly referenced in the MOU, but is a requirement.

<p>18. Was an opportunity provided by the HMIS Lead to receive feedback from HMIS users? (MOU section B.11)</p> <p><i>Attach materials showing HMIS Lead collected feedback from HMIS users. Examples can include a satisfaction survey, focus groups results, or other similar materials.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required)</p>
<p>19. If there were concerns identified in feedback received by the HMIS Lead how were these concerns addressed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation (Required)</p>

Section VII. HMIS Reporting

This section applies to the required HUD reports submitted during the last federal fiscal year. If the submitted report is not yet accepted or not accepted by HUD note that in the explanation section and note whether the previous year's report was accepted.

<p>1. Did the HMIS Lead submit the Annual Homeless Assessment Report (AHAR) on or before the report submission deadline in the Homeless Data Exchange (HDX).</p> <p><i>Attach a copy of the AHAR and submission proof from HDX.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>2. Were all tables in the AHAR accepted by HUD?</p> <p><i>Attach documentation demonstrating acceptance of the AHAR.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>3. Did the HMIS Lead submit the AHAR to the HMIS Oversight Committee and CoC Committee for review prior to the HUD submission deadline?</p> <p><i>Attach documentation demonstrating TPCH review of report.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>4. Did the HMIS Lead submit the Housing Inventory Count (HIC) on or before the report submission deadline in the Homeless Data Exchange (HDX).</p> <p><i>Attach a copy of the HIC and submission proof from HDX.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>5. Was the HIC accepted by HUD?</p> <p><i>Attach documentation demonstrating acceptance of the HIC.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>

<p>6. Did the HMIS Lead submit the Housing Inventory Count to the HMIS Oversight Committee and CoC Committee for review prior to the HUD submission deadline?</p> <p><i>Attach documentation demonstrating TPCCH review of report.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>7. Did the HMIS Lead submit the Point In Time Count (PIT) on or before the report submission deadline in the Homeless Data Exchange (HDX)?</p> <p><i>Attach a copy of the PIT and submission proof from HDX.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>8. Was the PIT accepted by HUD?</p> <p><i>Attach documentation demonstrating acceptance of the PIT.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>Did the HMIS Lead submit the PIT to the HMIS Oversight Committee and CoC Committee for review prior to the HUD submission deadline?</p> <p><i>Attach documentation demonstrating HMIS Oversight and CoC Committee review of report.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>9. Did the HMIS Lead submit the System Performance Measures on or before the report submission deadline in the Homeless Data Exchange (HDX)?</p> <p><i>Attach a copy of the System Performance Measures report and submission proof from HDX.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>10. Was the System Performance Measures report was accepted by HUD?</p> <p><i>Attach documentation demonstrating acceptance of the System Performance Measures report.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>
<p>11. Did the HMIS Lead submit the System Performance Measures report to the HMIS Committee and CoC Committee for review prior to the HUD submission deadline?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Explanation:</p>

Attach documentation demonstrating HMIS Oversight and CoC Committee review of report.	
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Section VIII. User Training (MOU section B.9)

1. How does the HMIS Lead provide training to new HMIS users? <i>Attach training sign in sheets or other documentation demonstrating training was provided to new users.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation (Required):
2. How many trainings has the HMIS Lead provided in the past fiscal year?	Number of Trainings:
3. How many unduplicated users has the HMIS Lead trained in the past fiscal year?	Number of Users:
4. How does the HMIS Lead provide training to new HMIS Agency Administrators? <i>Attach training sign in sheets or other documentation demonstrating training was provided to new users.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation (Required):
5. How does the HMIS Lead train new users on HMIS policies and procedures? <i>Attach a copy of training materials.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation (Required):
6. Does the new user training provide security awareness training? <i>Attach a copy of security training materials.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation (Required):
7. Does the HMIS Lead provide annual security training for all HMIS users? <i>Attach training sign in sheets or other documentation demonstrating training was provided to new users.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation (Required):
8. Does the HMIS Lead train HMIS users on software changes or upgrades in HMIS prior to their implementation in HMIS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation (Required):

Commented [JS10]: ?

Commented [JS11]: This is a HUD reg, but isn't in the MOU

9. Does the HMIS Lead train HMIS users on data standards or reporting changes in HMIS prior to their implementation in HMIS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation: (Required):
10. How does the HMIS Lead provide training on required project reports to HMIS users? <i>Attach training sign in sheets or other documentation demonstrating training was provided to new users.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation (Required):
11. Does the HMIS Lead provide a training manual to HMIS users? <i>Attach a copy of the training manual.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation:
12. How are training manuals and other training materials made available and accessible to HMIS users?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Explanation (Required):

Section IX. HMIS Grant Management

For this section use the most recently ended HMIS grant project year.

1. Has the Continuum of Care Committee designated the recipient as the HMIS Lead?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation:
2. Fiscal Year of HMIS Grant:	
3. Award Number:	
4. Total Award Amount:	
5. Total Funds Expended:	
6. If less than 100% of funds were expended provide an explanation of reason all grant funds were not spent.	
7. Project Budget <i>Attach project budget.</i>	

8. Was Annual Performance Report (APR) submitted on time for the project? <i>Attach project APR.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explanation:
9. How frequently do you draw down funds from the Line of Credit Control System (LOCCS) for the project? <i>Attach LOCCS draw down documentation.</i>	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
10. How does your project identify and track leverage?	
11. Project Match <i>Attach project match documentation.</i>	

Section X. Vendor Management

Where there any contracts executed with outside vendors to provide services to the CoC with funds administered by the HMIS Lead? This includes HMIS grant funds, fundraised dollars, and matching funds.

Yes No

If yes, please complete Appendix A: Contract Review Form, for each contract executed by the HMIS Lead Agency on behalf of the CoC. Attach all of these forms to your monitoring response.

Commented [JS12]: Our MOU doesn't include this, but since BitFocus is acting as the remedy for capacity shortfall, do we want to include this in the next mou? Suzanne has been sharing this kind of info with us...

Section XI. Certification of Monitoring Response

All information on this form is true and accurate to the best of my knowledge.

Prepared by: _____

Name and Job Title

Date

Agency Authorized Representative: _____

Name and Job Title

Signature

Date

Appendix A
Contract Review Form

Vendor:	
Contract Term:	
What was the purpose of this contract?	
What procurement process was used to select the vendor?	
Summary of the Scope of Work	
Does the vendor comply with HMIS standards issued by HUD and is this present in the contract with the vendor?	
Did the scope of work contain measurable outputs and/or outcomes?	
Did the TPCH Board of Directors approve the contract?	

How was the vendor monitored to ensure the completion of the scope of work?	
Was the work outlined in the contract successfully completed?	
Attach the following items: <ul style="list-style-type: none"> • <i>Contract</i> • <i>Budget</i> • <i>Scope of work</i> 	
Procurement Policy <i>Attach procurement rules established by your agency that apply in addition to TPCCH rules.</i>	
Comments: <i>Attach any other items that are relevant to this contract.</i>	

DRAFT

