

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.