Governance Charter
of the
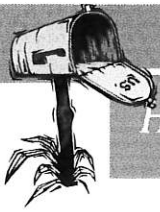**Homeless No More HMIS**

Organization

Community Housing Partnership of Williamson County (CHP), is the Lead Agency and administrator for the HMIS Program for TN-503 Central Tennessee CoC as well as the Collaborative Applicant. The Homeless No More Continuum of Care has authorized CHP as the HMIS grantee to serve as the Lead Agency for the HMIS with a focus on the overall management of the HMIS system. Those responsibilities are outlined below for CHP and for the participating agencies.

Purpose

To ensure the coordination, success of the system, integrity of the data, accuracy of the scope of homelessness in the geographic area, and to meet the U.S. Congressional and Department of HUD mandate, CHP acts as the HMIS system administrator for the Collaborative Application for the (CoC).

Responsibilities of the HMIS Lead Agency:

1. Oversees the day-to-day administration of the HMIS system

2. Provides staffing for the operation of the HMIS. Ensures each provider that the original data provider is owned by them. DV agencies will only submit aggregate data with no identifying information.

3. Provides technical support to participating agencies

4. Ensures system integrity and availability

5. Provides training on software and related issues

6. Regularly reviews data quality and reports to CoC and HMIS Committee

7. Ensures HMIS software is capable of producing required reporting

8. Monitors milestones and makes high level decisions on growth of HMIS

9. Regularly monitors and ensures agencies are collecting all necessary data to produce required reporting

10. Ensures HMIS is governed in accordance with the CoC expectations

11. Ensures agency participation

12. Ensures accuracy of CoC NOFA, Annual Performance Measures (APR), and LSA reporting.

13. Coordinates with the COC Lead Agency in the sheltered and unsheltered PIT count as well as the HIC reports and provide appropriate data for analysis.

14. Performs and submits the HMIS's Annual Progress Report (APR) to HUD

15. Works with the software vender, MISI on any issues related to HMIS including but not limited to: ensuring the vender's software system maintains timely compliance with all Data and Technical Standards; ensures software system maintains timely compliance with other required standards set by other Federal and State programs that require HMIS use; and ensures the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

16. Formally contracts with MISI for the utilization of their software for the CoC.

Responsibilities of the Participating Agencies:

1. Agency must designate a staff member to be responsible on a day-to-day basis for enforcing the data and security requirements associated with HNM HMIS.

2. Agency HMIS staff person shall serve as the primary contact between the Agency and the HNM HMIS Lead Agency (CHP).

3. Must have an email address

4. Must be technically proficient with a web-based Service Point since he/she will be responsible for maintaining the Agency's HMIS site.

5. Must enter client level data, user data and agency administration information for the Agency; thus, is responsible for the quality and accuracy of the data.

6. Ensures the stability of the agency connection to the Internet and MISI either directly or in communication with other technical professionals.

7. Submits Agency reports and submits data necessary to generate HUD require reports, i.e., APR and data necessary for the LSA reports.

8. Monitors and enforces compliance with standards of client confidentiality ethical data collection, entry and retrieval at the Agency level.

9. Ensures that HIPAA and Federal Confidential requirements are met and are in accordance with their Agency standards.

10. Ensures privacy, safety and security requirements are maintained

11. Maintains technical requirements to run the software

12. Ensures staff has received the training provided by the HNM HMIS Lead Agency

13. Ensures relevant and timely communication with Lead agency

14. Service Point is a web-based software and therefore the Agency is required to have a computer, a valid username and password, and the ability to connect to the Internet using internet.

15. MISI's Service Point software and license fees are provided to the Agency at no cost at this time. Hardware and connectivity issues not related to the HMIS software should be addressed by the Authorized Agency's internal IT staff.

Responsibilities of the CoC:

1. Work with Community Housing Partnership of Williamson County, the HNM HMIS Lead Agency, to ensure the CoC has a single HMIS for the geographic area.
2. Works with HMIS Lead in requesting reports on performance on CoC and ESG projects
3. Works with HMIS Lead to ensure consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS,
4. Ensure that the HMIS is administered in compliance with requirements prescribed by HUD.
5. Works with the HMIS Lead to ensure that P&P are compliant with HUD required HMIS requirements as stated in the CoC Program interim rule, 2010 HMIS Data Standards, and any other local HMIS requirements.
6. Reviews and updates the Governance Charter annually with the HMIS Lead.

Policies and Procedures:

Policies and procedures (P&P) are attached.

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CoC Chair

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HMIS Lead Agency

07/18/2019
_____
Date

7-18-2019
_____
Date

Updated 9-9-16
Updated 7-20-17
Updated 8-28-18
Updated 6/6/2019
Updated 7/18/2019