



York County

Coalition on Homelessness

PA-512 YORK CITY/COUNTY CONTINUUM OF CARE

Homeless Management Information System (HMIS)

Governance Charter

UPDATE LOG

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COALITION APPROVAL SIGNATURE



Chair or Vice Chair

Date

PURPOSE

The York County Homeless Management Information System (YCHMIS) records and stores client-level information about the numbers, distinguishing features, and needs of persons who use homeless and near homeless housing programs in York County, Pennsylvania.

With consistent use, HMIS is used to aggregate data about the extent and nature of homelessness over time, and to produce unduplicated counts of homeless persons in York County. HMIS also provides in-depth reporting on the needs of clients using homeless services, which can be used for planning and education.

HMIS is required by the U.S. Department of Housing and Urban Development (HUD) for HUD-funded programs. Participation by non-HUD funded programs is also encouraged.

IDENTIFIED INTERESTED PARTIES

The YCHMIS operates alongside the following interested parties. Descriptions below identify how the party interacts with the HMIS in York County:

1. County of York – The County of York is the grant applicant for the Continuum of Care funding through HUD. This responsibility is delegated to the York County Planning Commission by the York County Commissioners. The County also works collaboratively with the Continuum of Care board in regards to the Continuum of Care and HMIS processes.
2. York County Planning Commission (YCPC) – The YCPC serves as the HMIS Lead agency and the administrative department for this grant on behalf of the County of York. YCPC houses the HMIS System Administrator, as well as administers the HMIS grant funds provided by HUD. This department also serves as the applicant agency for Continuum of Care funds for the County of York.
3. York County Coalition on Homelessness (‘Coalition’) – The Coalition acts in an oversight capacity for HMIS. The HMIS System Administrator reports information about the function of the HMIS to the Coalition, and provides reporting and statistics as requested. The Coalition is also the York City/County CoC, and sits inside of the CoC Lead Agency (York County Planning Commission).
4. HMIS Sub-Committee of the Coalition – The HMIS sub-committee is an advisory committee made up of user representatives from each Contributing HMIS Organization (CHO). This sub-committee works closely with the HMIS System Administrator. The sub-committee recommends suggested changes and upgrades to

the system as well as system policies to the Coalition. The sub-committee also coordinates reporting requests with the System Administrator.

5. **Contributing HMIS Organizations** – Contributing HMIS organizations are agencies and/or programs that participate in the data collection through the YCHMIS. These organizations provide data to the Coalition and YCPC for decision making purposes, as well as to run their own reports for funding streams.

DESIGNATIONS

1. **HMIS Solution** – The County of York, as advised by the Coalition Board designates Wellsky’s software known as ‘ServicePoint’ or ‘Community Services’, operated by the York County Planning Commission/ York County Coalition on Homelessness, as the official HMIS for the York City/County CoC’s geographic area.
2. **HMIS Lead** – The County of York, as advised by the Coalition Board, designates the York County Planning Commission as the HMIS Lead to operate the York City/County CoC’s HMIS.

RESPONSIBILITIES OF THE HMIS LEAD

The HMIS Lead is responsible for:

1. Ensuring the operation of, and consistent participation by, the grant recipients of CoC and Emergency Solutions Grant (ESG) funding, as well as those faith-based or privately funded agencies also participating in the system.
2. Providing oversight of the HMIS and any necessary corrective action to ensure the HMIS is compliant with federal standards.
3. Developing and maintaining written HMIS policies and procedures for all CHO’s in York City/County.
4. Executing written Participation Agreements with each CHO, which includes information on the obligations and authority of the HMIS Lead and the CHO, as well as security requirements and client privacy information. Methods for dealing with failure to comply with the Participation Agreement or the Policies and Procedures are outlined in the Policies and Procedures.
5. Serving as the applicant to the U.S. Department of Housing and Urban Development (HUD) for CoC grant funds to be used for HMIS activities for the CoC’s geographic

area, as directed by the County of York and the advice of the Coalition Board, and entering into grant agreements with HUD to carry out the HUD-approved HMIS activities.

6. Monitoring data quality and taking necessary actions to maintain high quality data from all CHO's.
7. Completing the following tasks:
 - a. **HMIS Policies and Procedures** - The HMIS Lead must adopt written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, its CHOs, and the CoC. These policies and procedures must comply with all applicable Federal law and regulations, as well as applicable state or local government requirements. The HMIS Lead may not establish any local standards for any CHO that contradicts, undermines, or interferes with the implementation of the HMIS standards are explained below.
 - b. **Unduplicated Count** – The HMIS Lead will, at least once annually or upon request from HUD, submit to the Coalition an unduplicated count of clients served. An analysis of unduplicated counts may be provided upon request of the Coalition, or by request of HUD.
 - c. **Reporting** – The HMIS Lead will submit reports to HUD as required.
 - d. **Privacy** – The HMIS Lead must develop and maintain a privacy policy.
 - e. **HMIS Standards** – The HMIS Lead must comply with HMIS standards issued by HUD, and must ensure the HMIS vendor is in compliance as part of its contract.
 - f. **Participation Agreements** – The HMIS Lead must maintain Participation Agreements with all CHO's, and must notify CHO's when a new CHO has joined the HMIS.
 - g. **Participation Fee** – The HMIS Lead shall not share a participation fee for CHOs. If this practice changes, the HMIS Lead is required to discuss the need for a fee-per-user-license schedule with the Coalition to determine a fair and accurate price.
 - h. **Data Quality** – The HMIS Lead will provide, at minimum, quarterly data quality reviews to ensure the consistency, accuracy, and completeness of the HMIS data being entered by CHOs. This policy is outlined in the Policies and Procedures in more detail.
 - i. **Monitoring** – The HMIS Lead will develop, and implement, in conjunction with the HMIS Sub-Committee, a plan for monitoring the CHO's and their usage of the HMIS solution in York City/County area.

RESPONSIBILITIES OF THE COALITION

The Coalition Board is responsible for acting in an advisory capacity to the County of York on the following topics:

1. Suggested single information system as the official HMIS software for the geographic area.
2. Recommend an HMIS Lead to operate the HMIS.
3. Providing suggestions for governance of the HMIS Lead, including:
 - a. The requirement that the HMIS Lead enter into written HMIS Participation Agreements with each Contributing HMIS Organization.
 - b. The participation fee, if any, charged by the HMIS.
4. Maintaining documentation evidencing compliance with the governance charter.
5. Reviewing and revising policies and plans for the HMIS required by federal regulation.

RESPONSIBILITIES OF THE HMIS SUB-COMMITTEE

The HMIS Sub-Committee will work with the HMIS Lead to:

1. Review and revise privacy, security, and data quality plans for the HMIS, as well as the policies and procedures for the HMIS.
2. Review and implement a plan for monitoring the HMIS to ensure that:
 - a. CHO's consistently participate in HMIS;
 - b. HMIS is satisfying the requirements of all regulations and notices issued by HUD;
 - c. The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the Coalition.

RESPONSIBILITIES OF THE CONTRIBUTING HMIS ORGANIZATIONS

Contributing HMIS organizations are responsible for:

1. Complying with all documentation set forth by the HMIS Lead to govern the HMIS Solution in York City/County CoC. This includes such items as the Policies and Procedures, Security Plan, System User Agreement, Participation Agreement, Privacy Notices, Releases of Information and Monitoring Plan.
2. Complying with federal regulations regarding HMIS.
3. Complying with federal, state, and local laws that require privacy or confidentiality protections. When a privacy or security standard conflicts with other federal, state, or local laws that the CHO must follow, the CHO must contact the HMIS Lead and collaboratively determine the best course of action.