

Georgia HMIS Governance Charter

Agenda

- I. Welcome/Introductions
- II. Objectives of Call
- III. Purpose/Role of Governance Charter
- IV. Review of Governance Charter
- V. Discussion
- VI. Next Steps

Purpose of Governance Charter

- High-level document
- Focused on the overall management of the HMIS implementation
- Outlines structure and decision-making processes regarding the HMIS
- Outlines roles and responsibilities regarding HMIS for each CoC, the HMIS Lead, an HMIS governance or steering committee
- Each Continuum of Care must adopt the HMIS governance charter based on their own defined processes

Additional HMIS Documents and Policies

- **MOA for CoCs with Dedicated HMIS Funding**
 - Legally binding document between the CoC and the HMIS Lead Agency
 - Dictates how the HMIS Lead Agency will administer the CoC HMIS grant
- **Vendor Agreement**
 - Legally binding document between HMIS Lead Agency and Vendor
 - Outlines the responsibilities and expectations for the Vendor.
- **Policies and Procedures**
 - Outlines all critical policies and procedures for all stakeholders including CoC leadership, HMIS Lead Staff, Vendor, Participating Agencies, and End Users
- **Agency Participation Agreement**
 - Written agreements with participating agencies
 - Describe the protocols for participation in the HMIS.
- **User Agreement**
 - Written agreement with each authorized user of the HMIS
 - Defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards

Review of Draft Governance Charter

Section 1: Overview and Purpose

- Outline governance roles, responsibilities, relationship and authorities of stakeholders
- Design to ensure operation of and consistent participation in GHMIS for purpose of meeting HUD requirements and making planning and funding decisions
- Defines Lead Agency (GHFA), Continuums of Care, and Software Vendor (Pathways)

Section 2: Continuum of Care Responsibilities

- Identify two representatives to serve on the GHMIS Advisory Committee
- Accept HMIS software funded through GHFA as the designated software
- Designate GHFA (the HMIS Lead) to manage the Continuum's HMIS.
- Annually vote upon or adopt the HMIS Governance Charter.
- Understand HUD HMIS and reporting requirements.
- Ensure leadership has received training on the use of report and export functionality.

Section 2: Continuum of Care Responsibilities

- Ensure participation by service providers within Continuum jurisdictions
- Require compliance with GHMIS Policies and Procedures
- Identify and enforce requirements above and beyond the GHMIS participation requirements.
- Prepare, review and submit all HUD required Continuum reports (Housing Inventory Chart, Point in Time Count, Annual Homeless Assessment Report).
- Obtain and maintain funding for any additional staff or system enhancements that the Continuum deems necessary

Section 3: HMIS Lead (GHFA) Requirements

Project Management

- Oversee the operation and management of the GHMIS
- Monitoring of data system compliance with all HUD Data and Technical Standards.
- Obtain and maintain GHMIS Participation Agreements with all participating agencies and users.
- Administer HUD HMIS awards for Continuum jurisdictions within the GHMIS implementation.
- Maintain a central queue and timeline for enhancements, including those funded outside by local Continuums, and bug fixes with the vendor.
- Maintain a central queue and timeline for custom reports and data exports that require GHMIS staff resources.
- Schedule, coordinated and hold monthly Advisory Committee meetings

Section 3: HMIS Lead (GHFA) Requirements

System Functionality

- Enter into a formal contractual relationship with the GHMIS vendor that outlines the requirements and responsibilities of the vendor
- Ensure the vendor's software system maintains timely compliance with all Data and Technical Standards
- Ensure software system maintains timely compliance with any other required standards set by other Federal and State programs that require HMIS use
- Ensure the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

Section 3: HMIS Lead (GHFA) Requirements

Policies and Procedures

- Develop and maintain GHMIS Policies and Procedures in accordance with HUD requirements and notices.
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements.
- Monitor participating agency compliance with security, privacy and confidentiality policies.
- Establish standards for the process, schedule, and acceptance criteria for any data imported (if allowed) and provide a cost estimate for the service provided to the agency or Continuum requesting data import
- Provide Continuums with tools necessary to monitor agency compliance with HUD Data Standards
- Set general participation and timeliness standards for agencies

Section 3: HMIS Lead (GHFA) Requirements

Training and Technical Assistance

- Ensure required basic training is available to participating agency staff and accessible on a regular basis.
- Ensure technical assistance and help desk support is available and accessible to participating agencies on a regular basis.
- Ensure Continuums have access to reports, technical assistance, and training required to develop a data quality improvement plan when necessary.

Section 4:

HMIS Governance and Decision-Making

- GHMIS Advisory Committee
 - Oversight of HMIS Lead
 - Operates as the liaison between the GHMIS Lead Agency and the Continuums
 - Made up of two representative from each CoC - one representative from the Collaborative Applicant and one representative from the Board or any other relevant Continuum Committee.
 - Representatives are responsible for ensuring their Continuum leadership is fully informed of GHMIS decisions and for making decisions on behalf of the Continuum
- HMIS Lead retain decision-making authority and responsibility related to basic GHMIS project management functions
- GHMIS Advisory Committee will:
 - Provide input and final approval of the Statewide Policies and Procedures.
 - Review changes to the current Data and Technical Standards and other requirements to ensure system compliance.
 - Vote on customizations and enhancements that affect the overall functionality of the software.
 - Review HMIS Governance Charter annually
- Continuums may also choose to add supplemental requirements or policies but they may not contradict the Statewide Policies and Procedures.

Section 4: Dedicated CoC Funding

- Any Continuum receiving a Continuum HMIS Grant will designate GHFA as the applicant to administer any HMIS SHP grants
- Continuum and HMIS Lead will enter into a Memorandum of Agreement for services, which will outline the intended use of funds including any funded staff roles and deliverables.
- Enhancements funded through a Continuum grant should be identified by the respective Continuum based on the needs in that community.
- All discussions and planning on enhancements must include both the vendor and the HMIS Lead to ensure that the activity will not impair the functionality of the GHMIS implementation, is compliant with the Data Standards, and does not utilize existing GHMIS staff or resources.
- Continuum will work with the HMIS Lead and the vendor on establishing timelines, specifications, deliverables, and resource allocation for the enhancement.
- If dedicated staff positions, such as trainers and data analysts, are paid for through Continuum of Care funds to complete discreet duties relegated to the functioning the Continuum, the said jurisdiction(s) will collaborate with the HMIS Lead to define the roles, responsibilities, and oversight of those staffing positions.

Feedback?

Section 5: Acknowledgement and Acceptance

BY ADOPTING THIS GOVERNANCE CHARTER, THE CONTINUUM OF CARE AND HMIS LEAD ARE ESTABLISHING THAT IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- *All parties will demonstrate a commitment to work together and support each other to achieve stated project goals.*
- *The Continuums agree to provide representation to the GHMIS Advisory Committee, for the purpose of ensuring HMIS policy and practice that is both consistent with federal and state requirements, and with the local needs of the Continuums.*
- *The HMIS Lead agrees to respond to recommendations by each Continuum as provided by them through the HMIS Advisory Group.*
- *The Governance Charter will be revisited on, at a minimum, an annual basis to confirm that the Charter continues to be relevant and appropriate.*
- *This Charter documents the mutual understanding between all parties of HMIS related roles, responsibilities, relationships, and authorities between the parties hereto. It should not be construed as the HMIS Memorandum of Agreement for services, which is the formal contracting agreement between the Continuums and the HMIS Lead administering Continuum HMIS funds.*

Next Steps

- Finalize HMIS Governance Charter
- Adopt Governance Charter based on Continuum of Care Governance Processes
- Identify two representatives for the GHMIS Advisory Committee

Questions?