

Exhibit D

DCA MINIMUM COMPASS ROSE / APRICOT REQUIREMENTS

Items are required for this project by DCA if marked with "X"

Grantee:

Project Type: **Transitional Housing**

Project Name:

Project Key:

Security Standards

1. Every computer used to access the COMPASS ROSE has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. Create/Update a Unique Project in HMIS
4. Establish at least one Agency Administrator for HMIS configuration and reporting
5. Establish Project Follow Up and Outcomes – 90 Days after Discharge
6. Establish Project Follow Up and Outcomes – 180 Days after Discharge
7. Create/Update Project Bed and Unit Inventory in HMIS

HMIS Data Collection

8. Capture Signed HMIS Authorization Forms for All Household Members served
9. Enter Universal Data Elements (Demographics) for ALL Household Members served
10. Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at project ENROLLMENT, DISCHARGE and MONTHLY during project enrollment
11. Capture Special Needs Information for All Household Members (including children & clients with no special needs) at project ENROLLMENT & DISCHARGE
12. Ensure All Household Members are enrolled into the appropriate project with the same enrollment date
13. Enter Service Transactions for services provided during project enrollment on the Head of Household
14. Enter Referral Service Transactions for referrals provided during project enrollment on the Head of Household
15. Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. Discharge All Household Members from the project

Housing Support Standards Data Collection

17. Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
 - At Intake
 - During Project Enrollment
 - At Discharge
19. Complete Project Follow Up and Outcomes – 90 Days after Discharge
20. Complete Project Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. Run the Project Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

Exhibit D

DCA MINIMUM COMPASS ROSE / APRICOT REQUIREMENTS

Items are required for this project by DCA if marked with "X"

Grantee:

Project Type: **Emergency Shelter**

Project Name:

Project Key:

Security Standards

1. Every computer used to access the COMPASS ROSE has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. Create/Update a Unique Project in HMIS
4. Establish at least one Agency Administrator for HMIS configuration and reporting
5. Establish Project Follow Up and Outcomes – 90 Days after Discharge
6. Establish Project Follow Up and Outcomes – 180 Days after Discharge
7. Create/Update Project Bed and Unit Inventory in HMIS

HMIS Data Collection

8. Capture Signed HMIS Authorization Forms for All Household Members served
9. Enter Universal Data Elements (Demographics) for ALL Household Members served
10. Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at project ENROLLMENT, DISCHARGE and MONTHLY during project enrollment
11. Capture Special Needs Information for All Household Members (including children & clients with no special needs) at project ENROLLMENT & DISCHARGE
12. Ensure All Household Members are enrolled into the appropriate project with the same enrollment date
13. Enter Service Transactions for services provided during project enrollment on the Head of Household
14. Enter Referral Service Transactions for referrals provided during project enrollment on the Head of Household
15. Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. Discharge All Household Members from the project

Housing Support Standards Data Collection

17. Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
 - At Intake
 - During Project Enrollment
 - At Discharge
19. Complete Project Follow Up and Outcomes – 90 Days after Discharge
20. Complete Project Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. Run the Project Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

Exhibit D

DCA MINIMUM COMPASS ROSE / APRICOT REQUIREMENTS

Items are required for this project by DCA if marked with "X"

Grantee:

Project Type: **Outreach**

Project Name:

Project Key:

Security Standards

1. Every computer used to access the COMPASS ROSE has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. Create/Update a Unique Project in HMIS
4. Establish at least one Agency Administrator for HMIS configuration and reporting
5. Establish Project Follow Up and Outcomes – 90 Days after Discharge
6. Establish Project Follow Up and Outcomes – 180 Days after Discharge
7. Create/Update Project Bed and Unit Inventory in HMIS

HMIS Data Collection

8. Capture Signed HMIS Authorization Forms for All Household Members served
9. Enter Universal Data Elements (Demographics) for ALL Household Members served
10. Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at project ENROLLMENT, DISCHARGE and MONTHLY during project enrollment
11. Capture Special Needs Information for All Household Members (including children & clients with no special needs) at project ENROLLMENT & DISCHARGE
12. Ensure All Household Members are enrolled into the appropriate project with the same enrollment date
13. Enter Service Transactions for services provided during project enrollment on the Head of Household
14. Enter Referral Service Transactions for referrals provided during project enrollment on the Head of Household
15. Enter Date of Contact and Date of Engagement Service Transactions **FOR ALL HOUSEHOLD MEMBERS**
16. Discharge All Household Members from the project

Housing Support Standards Data Collection

17. Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
 - At Intake
 - During Project Enrollment
 - At Discharge
19. Complete Project Follow Up and Outcomes – 90 Days after Discharge
20. Complete Project Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. Run the Project Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

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DCA MINIMUM COMPASS ROSE / APRICOT REQUIREMENTS

Items are required for this project by DCA if marked with "X"

Grantee:

Project Type: **Services**

Project Name:

Project Key:

Security Standards

1. Every computer used to access the COMPASS ROSE has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. Create/Update a Unique Project in HMIS
4. Establish at least one Agency Administrator for HMIS configuration and reporting
5. Establish Project Follow Up and Outcomes – 90 Days after Discharge
6. Establish Project Follow Up and Outcomes – 180 Days after Discharge
7. Create/Update Project Bed and Unit Inventory in HMIS

HMIS Data Collection

8. Capture Signed HMIS Authorization Forms for All Household Members served
9. Enter Universal Data Elements (Demographics) for ALL Household Members served
10. Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at project ENROLLMENT, DISCHARGE and MONTHLY during project enrollment
11. Capture Special Needs Information for All Household Members (including children & clients with no special needs) at project ENROLLMENT & DISCHARGE
12. Ensure All Household Members are enrolled into the appropriate project with the same enrollment date
13. Enter Service Transactions for services provided during project enrollment on the Head of Household
14. Enter Referral Service Transactions for referrals provided during project enrollment on the Head of Household
15. Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. Discharge All Household Members from the project

Housing Support Standards Data Collection

17. Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
 - At Intake
 - During Project Enrollment
 - At Discharge
19. Complete Project Follow Up and Outcomes – 90 Days after Discharge
20. Complete Project Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. Run the Project Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

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DCA MINIMUM COMPASS ROSE / APRICOT REQUIREMENTS

Items are required for this project by DCA if marked with "X"

Grantee: Project Type: **Prevention**
Project Name: Project Key:

Security Standards

1. Every computer used to access the COMPASS ROSE has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. Create/Update a Unique Project in HMIS
4. Establish at least one Agency Administrator for HMIS configuration and reporting
5. Establish Project Follow Up and Outcomes – 90 Days after Discharge
6. Establish Project Follow Up and Outcomes – 180 Days after Discharge
7. Create/Update Project Bed and Unit Inventory in HMIS

HMIS Data Collection

8. Capture Signed HMIS Authorization Forms for All Household Members served
9. Enter Universal Data Elements (Demographics) for ALL Household Members served
10. Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at project ENROLLMENT, DISCHARGE and MONTHLY during project enrollment
11. Capture Special Needs Information for All Household Members (including children & clients with no special needs) at project ENROLLMENT & DISCHARGE
12. Ensure All Household Members are enrolled into the appropriate project with the same enrollment date
13. Enter Service Transactions for services provided during project enrollment on the Head of Household
14. Enter Referral Service Transactions for referrals provided during project enrollment on the Head of Household
15. Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. Discharge All Household Members from the project

Housing Support Standards Data Collection

17. Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
 - At Intake
 - During Project Enrollment
 - At Discharge
19. Complete Project Follow Up and Outcomes – 90 Days after Discharge
20. Complete Project Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. Run the Project Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

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DCA MINIMUM COMPASS ROSE / APRICOT REQUIREMENTS

Items are required for this project by DCA if marked with "X"

Grantee:

Project Type: **Rapid ReHousing**

Project Name:

Project Key:

Security Standards

1. Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. Create/Update a Unique Project in HMIS
4. Establish at least one Agency Administrator for HMIS configuration and reporting
5. Establish Project Follow Up and Outcomes – 90 Days after Discharge
6. Establish Project Follow Up and Outcomes – 180 Days after Discharge
7. Create/Update Project Bed and Unit Inventory in HMIS

HMIS Data Collection

8. Capture Signed HMIS Authorization Forms for All Household Members served
9. Enter Universal Data Elements (Demographics) for ALL Household Members served
10. Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at project ENROLLMENT, DISCHARGE and MONTHLY during project enrollment
11. Capture Special Needs Information for All Household Members (including children & clients with no special needs) at project ENROLLMENT & DISCHARGE
12. Ensure All Household Members are enrolled into the appropriate project with the same enrollment date
13. Enter Service Transactions for services provided during project enrollment on the Head of Household
14. Enter Referral Service Transactions for referrals provided during project enrollment on the Head of Household
15. Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. Discharge All Household Members from the project

Housing Support Standards Data Collection

17. Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
 - At Intake
 - During Project Enrollment
 - At Discharge
19. Complete Project Follow Up and Outcomes – 90 Days after Discharge
20. Complete Project Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. Run the Project Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

Exhibit D

DCA MINIMUM COMPASS ROSE / APRICOT REQUIREMENTS

Items are required for this project by DCA if marked with "X"

Grantee:

Project Type: **Hotel/Motel**

Project Name:

Project Key:

Security Standards

1. Every computer used to access the COMPASS ROSE has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. Create/Update a Unique Project in HMIS
4. Establish at least one Agency Administrator for HMIS configuration and reporting
5. Establish Project Follow Up and Outcomes – 90 Days after Discharge
6. Establish Project Follow Up and Outcomes – 180 Days after Discharge
7. Create/Update Project Bed and Unit Inventory in HMIS

HMIS Data Collection

8. Capture Signed HMIS Authorization Forms for All Household Members served
9. Enter Universal Data Elements (Demographics) for ALL Household Members served
10. Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at project ENROLLMENT, DISCHARGE and MONTHLY during project enrollment
11. Capture Special Needs Information for All Household Members (including children & clients with no special needs) at project ENROLLMENT & DISCHARGE
12. Ensure All Household Members are enrolled into the appropriate project with the same enrollment date
13. Enter Service Transactions for services provided during project enrollment on the Head of Household
14. Enter Referral Service Transactions for referrals provided during project enrollment on the Head of Household
15. Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. Discharge All Household Members from the project

Housing Support Standards Data Collection

17. Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
 - At Intake
 - During Project Enrollment
 - At Discharge
19. Complete Project Follow Up and Outcomes – 90 Days after Discharge
20. Complete Project Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. Run the Project Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.