HMIS GOVERNANCE CHARTER
of the
PHILADELPHIA CONTINUUM OF CARE

A. PURPOSE

The purpose of this document is to serve as a governance charter for the oversight of the Homeless Management Information System (heretofore referred to as "HMIS"). This document is to serve as an agreement between the Philadelphia Continuum of Care (CoC) and the City of Philadelphia Office of Homeless Services, the designated HMIS Lead Agency. The provisions of this charter shall go into effect immediately.

B. RESPONSIBILITIES OF THE PHILADELPHIA CONTINUUM OF CARE

The Philadelphia Continuum of Care shall:

1. Designate a non-profit or public entity to serve as the HMIS Lead Agency;

2. Designate a single Homeless Management Information System (HMIS) for the Philadelphia CoC;

3. Oversee the implementation and operation of the HMIS, including ensuring the consistent participation in HMIS of all CoC funded projects;

4. Monitor the performance of the HMIS Lead Agency, including ensuring HMIS is administered in accordance with requirements prescribed by federal legislation and the CoC;

5. Review on an annual basis the HMIS needs of the Continuum of Care and approve any substantial changes to the HMIS system; and

6. Review, revise, and approve all policies and procedures that must be developed by the HMIS Lead Agency, including: data quality, privacy, and security plans.

The Philadelphia CoC shall carry out its responsibilities through the work of Office of Homeless Services (OHS) staff, the Strategic Planning Committee, and the HMIS HEARTH Data Subcommittee.

C. DESIGNATIONS

The Philadelphia CoC designates the City of Philadelphia Office of Homeless Services as the HMIS Lead Agency to operate the Philadelphia CoC's HMIS.

The Philadelphia CoC designates Social Solutions Efforts to Outcomes (ETO) operated by the City of Philadelphia Office of Homeless Services as the official HMIS for the Philadelphia CoC.

D. RESPONSIBILITIES OF THE HMIS LEAD AGENCY

The HMIS Lead Agency shall:

1. Ensure the operation of and consistent participation by recipients of funds from the Emergency Solutions Grants Program, Continuum of Care Program, Supportive Services for Veteran Families (SSVF), and from the other programs authorized by Title IV of the McKinney-Vento Act. Duties include:

   a. Establishing the HMIS which includes the selection of the vendor and software;

   b. Conducting oversight of the HMIS;

c. Taking corrective action, if needed, to ensure that HMIS is compliant with all HUD standards; and

d. Making recommendations for changes to the HMIS in order to better support the data reporting needs and requirements of the Philadelphia Continuum of Care and the HMIS participating agencies.

e. Adopting written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, the HMIS Participating Agencies, and the Continuum of Care. At least once annually or as required by HUD, submit to the Philadelphia CoC an unduplicated count of clients served and an analysis of the unduplicated counts;

f. Submit reports to HUD as required;

g. Developing a privacy policy that, at a minimum, includes: data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice. Every organization with access to protected identifying information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of this part, including enforcement of sanctions for noncompliance.

h. Requiring the HMIS vendor and software to comply with HMIS standards issued by HUD as part of its contract.

2. Execute a written HMIS Participation Agreement with each HMIS participating agency, which includes:

a. Obligations and authority of HMIS Lead Agency and each HMIS participating agency;

b. Requirements of the security plan with which each HMIS participating agency must abide;

c. Requirements of the privacy policy with which each HMIS participating agency must abide;

d. Sanctions for violating the HMIS Participation Agreement (*e.g.,* imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution);

e. Agreement that HMIS Lead Agency and HMIS participating agencies will process Protected Identifying Information consistent with the agreement; and

f. HMIS Participation Agreement may also address other activities to meet local needs.

3. Serve as the applicant to HUD for grant funds to be used for HMIS activities for the Philadelphia Continuum of Care, as directed by the Philadelphia Continuum of Care, and enter into a grant agreement with HUD to carry out the HUD-approved activities;

4. Monitor and enforce compliance by all HMIS participating agencies with all HUD requirements and report on compliance to the Philadelphia Continuum of Care Strategic Planning Committee and HUD;

5. Monitor data quality and take necessary actions to maintain input of high-quality data from all HMIS Participating agencies.

6. Submit a security plan, a data quality plan, and a privacy policy to the Philadelphia Continuum of Care Strategic Planning Committee for approval within 6 months of the effective date of the HMIS final rule and within 6 months after the date that any change is made to the local HMIS. The HMIS Lead Agency must review and update the plans and policy at least annually. During this process, the HMIS Lead Agency must seek and incorporate feedback from the Philadelphia Continuum of Care and from the HMIS participating agencies. The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the Philadelphia Continuum of Care Strategic Planning Committee.

E. RESPONSIBILITIES OF THE COC HMIS HEARTH DATA SUBCOMMITTEE

The HMIS Committee will work with the HMIS Lead to:

1. Develop, annually review, and, as necessary, revise for Philadelphia CoC Strategic Planning Committee approval a privacy plan, security plan, and data quality plan for HMIS, as well as any other HMIS policies and procedures required by HUD;

2. Develop for Philadelphia CoC Strategic Planning Committee approval, and implement a plan for monitoring the HMIS to ensure that:

   a. All HMIS Participating Agencies 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 Philadelphia CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.

3. Oversee and monitor HMIS data collection and production of the following reports:

   a. Sheltered point-in-time count;

   b. Housing Inventory Chart;

   c. Annual Homeless Assessment Report (AHAR); and

   d. Annual Performance Reports (APRs).

   e. Data Quality Monitoring Reports

F. RESPONSIBILITIES OF THE HMIS PARTICIPATING AGENCIES

HMIS Participating Agencies shall:

1. Comply with the U.S. Department of Housing and Urban Development's ("HUD") HMIS regulations as found in:

   a. Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 ("HUD HMIS 2004 Final Notice"); and

   b. U.S. Department of Housing and Urban Development, Office of Community Planning and Development, Homeless Management Information System (HMIS), Data Standards, Revised Notice, March 2010 ("HUD HMIS 2010 Revised Notice").

   c. Any subsequent revisions either notice.

2. Comply with the Homeless Management Information Participation Agreement.

3. Comply with all policies and procedures that are developed by the HMIS Lead Agency, including: data quality, privacy, and security plans.

4. Participate in the Philadelphia CoC Data Quality Monitoring efforts by implementing internal processes to reduce the percentage of client records containing null, don't know, and refused values and to ensure valid program entry and exit dates are entered into HMIS in a timely fashion.

G. DURATION

The duration of this charter shall last until terminated by either Party. This charter must be reviewed annually and updated as needed.

This charter was originally approved by the Philadelphia CoC on December 7, 2012 and was last approved by the Philadelphia Strategic Planning Committee on January 21, 2014.