Homeless Management Information System
Governance Charter

The Alliance to End Homelessness in Suburban Cook County (Alliance) is the lead agency and Collaborative Applicant for the Cook County Continuum of Care (CoC, IL-511) as well as the designated lead agency for the Cook County Homeless Management Information System (HMIS). The coverage area for both the CoC and the HMIS includes all municipalities in Cook County, Illinois except for the City of Chicago. The Alliance has primary responsibility for all HMIS activities.

The HMIS Governance Charter serves to delineate the roles and responsibilities related to key aspects of the governance and operations of the Cook County HMIS and includes the most recent HMIS Policies and Procedures Manual (Policy) approved and adopted by the Alliance, which is incorporated into this charter by reference. The Policy includes privacy, security, client consent and data entry requirements and may be modified from time to time at the Alliance’s discretion.

Beginning with the 2003 Continuum of Care (CoC) grants and continuing with the Emergency Solutions Grants (ESG), the United States Department of Housing and Urban Development (HUD) requires all grantees and sub-grantees to participate in their local Homeless Management Information System. This policy is consistent with the Congressional Direction for communities to provide data to HUD on the extent and nature of homelessness and the effectiveness of its service delivery system in preventing and ending homelessness.

The HMIS and its operating policies and procedures are structured to comply with the most recently released HUD Data and Technical Standards for HMIS. Recognizing that the Health Insurance Portability and Accountability Act (HIPAA) and other Federal, State and local laws may further regulate agencies, the Continuum may negotiate its procedures and/or execute appropriate business agreements with Partner Agencies, so they are in compliance with applicable laws.

The Alliance uses all submitted data for analytic and administrative purposes, including the preparation of Alliance reports to funders and the Continuum’s participation in the Federal reporting requirements. Aggregate data taken from the HMIS is used to inform Strategic Planning activities and the Consolidated Plans of Cook County and other entitlement communities.
HMIS Key Support Roles & Responsibilities

Alliance to End Homelessness in Suburban Cook County – Board of Directors

- As lead agency for the Cook County Continuum of Care, designates the HMIS Lead agency, oversees the HMIS project, and has primary responsibility for all HMIS activities.
- Ensures HMIS compliance with all HUD rules and regulations.
- Encourages and facilitates participation.
- Approves and facilitates enforcement of HMIS policies as set forth in the HMIS Policies and Procedures Manual.
- Appoints the HMIS committee.
- Designates software to be used for the HMIS in the geographic region.
- Selects, approves, and executes annual contract(s) with HMIS vendor(s).

HMIS Committee

- Guides the implementation of the Homeless Management Information System.
- Develops, informs, and reviews HMIS policies and procedures.
- Advises and recommends to the CoC board changes to HMIS policies and procedures.
- Cultivates ways in which future data measurement can contribute to fulfillment of strategic goals.
- Is appointed by the Alliance board of directors.

HMIS Management Team

- Consists of the HMIS Lead Agency staff, including the Director of Information Services and system support staff
- Authorizes/makes decisions regarding day-to-day operations.
- Ensures compliance with HMIS policies and HUD requirements, including conditions identified by the Security, Privacy, and Data Quality Plans of the HMIS Policies and Procedures Manual
- Monitors data quality in accordance with the Data Quality Plan benchmarks as set forth in the HMIS Policies and Procedures Manual.
- Acts as liaison between the Alliance and regional or national HMIS-related organizations and participates in related activities.
- Supervises contract(s) with vendor(s).
- Provides training and support to HMIS Partner Agency users.
- Cross-trains staff and develops process documentation for improving knowledge transfer and support of HMIS.
- Facilitates continuing quality improvement via data analyses and knowledge of best practices.
- Supports data collection and management protocol, reporting, and security structures for the CoC’s Coordinated Entry system

HMIS Partner Agencies

- Execute an HMIS Agency Partner Agreement and an Inter-Agency Data Sharing Memorandum of Agreement ("MOA") for Housing and Service Coordination
• Agree to abide by the most current *HMIS Policies and Procedures Manual* approved and adopted by the CoC
• Ensure that all employees and agents comply with the most current *HMIS Policies and Procedures Manual*
• Ensure staffing and equipment necessary to implement and ensure HMIS participation, in accordance with the *HMIS Policies and Procedures Manual*

**HMIS Partner Agency Primary Point Persons/Agency Administrators**
• Are the main communicators and the liaison between the HMIS Management Team and their respective agency’s users.
• Ensure compliance with HMIS policies within their agency.
• Provide support for HMIS use within their agency, including development of site-specific documentation and planning for HMIS knowledge transfer for staff turnover.

**HMIS User Group**
• Meets at least twice annually.
• Includes representatives of all HMIS participating projects.
• Provides feedback on system performance and the need for system enhancements.
• Provides input and support for policy enforcement.
• Provides information link between agency users and the HMIS Management Team.

Adopted by the Alliance to End Homelessness in Suburban Cook County on December 20, 2019

[Signature]
HMIS Lead Agency Executive Director

12-20-19
Date

[Signature]
CoC Board Chair

12-20-19
Date