



Standards for Participation in the El Paso Homeless Management Information System (HMIS)

Participation in the El Paso Homeless Management Information System is mandatory for agencies receiving funding from the U. S. Department of Housing and Urban Development (HUD), U.S. Department of Health and Human Services (HHS) and the U.S. Department of Veteran Affairs.

This standard establishes the minimum requirements that agencies must meet to be certified as participants in the El Paso HMIS. The El Paso Coalition for the Homeless will measure each agency's performance against this standard and report the results (Participating/Non-participating) to the CoC Board of Directors of the El Paso Continuum of Care (the Board) as required. As a minimum, participation will be evaluated prior to submission of the Continuum of Care grant request, the Texas Department of Housing and Community Affairs and the City of El Paso and prior to the City to El Paso's award of ESG and CDBG funding. Evaluation will then be forwarded to the appropriate funding agency/governmental entity. Additional evaluations will be provided to the Board of Directors of the El Paso Coalition for the Homeless, the City of El Paso and agency Executive Directors on a monthly basis.

The El Paso Continuum of Care, as administered by the El Paso Coalition for the Homeless (EPCH), is responsible for the operation of the El Paso HMIS. As such, the Board shall be the final authority for certifying the participation status for all agencies. Any agency appealing the Board's determination will submit a written request for review within 5 days of notification of Non-participation.

Standards: Participation Agreements: Agencies must maintain an active HMIS Agency Agreement on file at the HMIS Office.

Financial: All agencies must pay their HMIS grant match 90 days from the date of the invoice, if applicable. Agencies will be considered non-participating until such funds are received. Any fees charged by vendor for customized work will be passed through to the appropriate agency.

Attendance at HMIS Steering Committee Meetings: The HMIS Steering Committee is vital to maintaining effective communication between the HMIS Staff and the agencies. Each agency must have a representative attend at least 75% of all regular and special meetings of the HMIS Steering Committee held within the previous 12 months. It is the responsibility of each agency to appoint at least one representative to the committee, to monitor their attendance, and to be sure that this standard is met. Exceptions will be reviewed upon request.

Data Timeliness: All data must be complete and available for HMIS processing within 4 days after client intake and 4 days after exit. Extensions may be granted by the HUD Project Coordinator only if the extensions do not limit the effectiveness of the HMIS System.

Data Completeness: The El Paso HMIS Community Standard established for adults and children is the minimum dataset required for participation for all participating agencies. On May 1, 2014 the 2014 HMIS Data Dictionary and 2014 HMIS Data Manual was released, updating the 2004 HMIS Data and Technical Notice and 2010 HMIS Data Standards. The HMIS Data Standards outlined in the documents, including all mandated updates, provide baseline data collection requirements developed by HUD, HHS and VA. Sample Intake and Exit Forms incorporating both the El Paso HMIS Community Standard and required data are available from HMIS. HMIS will assist agencies in collecting and processing the additional information that may be required.

Data Accuracy: All data entered into the HMIS including data that is uploaded must be reviewed by the agency for accuracy. HMIS data must be reconciled to other agency information, such as daily 'head counts'. All reconciliations must be complete by the end of the 5th working day after the end of each month.

Agency Executive Directors will be responsible for their agency meeting these standards for data timeliness, completeness and accuracy.

Effective date for meeting Participation Standards:

New Agencies: New agencies will be allowed two calendar months to meet participation standards. Prior to the end of the two month deadline, agencies will be considered participating if they have executed all necessary participation agreements, met any required finance requirements, have at least two employees (or other approved personnel) that are qualified and trained for data entry and have had representation at every regular HMIS Steering Committee Meeting held during the period.

Grace Period for meeting Participation Standards:

In the event that an agency fails to meet these minimum standards for participation in the HMIS System, the Board, either on appeal by an agency or at the recommendation of the HUD Project Coordinator, may choose to grant a grace period for bring the agency into compliance. The grace period is at the discretion of the Board and shall not exceed three full calendar months.