

Attachment B

DIVISION OF RESPONSIBILITIES

The Partnership to End Homelessness (PEH), as the governing body for the Everett/Snohomish County Continuum of Care (CoC) retains all responsibility for obligations under the CoC Interim Rule.

The PEH is primarily responsible for:
Adopting and following a written process to select a board to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least every five (5) years.
Developing a strategic plan to meet the goals and purposes of the Governance Charter.
Approving updates to the Governance Charter and Attachments on an annual basis.
Appointing additional standing Committees.
Designating an eligible applicant to be the Collaborative Applicant to complete the CoC Application to be submitted to the U.S. Department of Housing and Urban Development (HUD) for CoC Program funding for homeless housing/services projects as well as planning activities.
Approving the CoC Application before submission to HUD.
Approving the Collaborative Applicant to apply for designation as a Unified Funding Agency (UFA) by HUD.
Designating a single Homeless Management Information System (HMIS) for the geographic area.
Designating an eligible applicant to manage the CoC's HMIS, known as the HMIS Lead.
Approving the annual Point-In-Time (PIT) count methodology.

The PEH Standing Committees are primarily responsible for:
Forming additional subcommittees or ad-hoc committees or workgroups.

The PEH CoC Board has delegated authority to the Collaborative Applicant and/or HMIS Lead for:		
Activities	Collaborative Applicant	HMIS Lead
Holding meetings of full membership, with published agendas, at least semi-annually.	X	
Making an invitation for new members to join publicly available within the geographic region at least annually.	X	
Forming additional subcommittees, ad-hoc committees, or workgroups;	X	X
Developing, following and updating annually a governance charter which will include all procedures and policies needed to comply with subpart B of 24 CFR 578 and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s) and any person acting on behalf of the board.	X	X
Consulting with recipients and subrecipients to establish performance targets appropriate for population and program type, monitoring recipient and subrecipient performance, evaluating outcomes, and taking action against poor performers.	X	X
Evaluating outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC Program, and reporting to HUD.	X	X
In consultation with recipients of ESG program funds within the geographic area, establishing and operating either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and	X	X

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The PEH CoC Board has delegated authority to the Collaborative Applicant and/or HMIS Lead for:		
Activities	Collaborative Applicant	HMIS Lead
services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim services providers. This system must comply with any requirements established by HUD by notice.		
In consultation with recipients of ESG program funds within the geographic area, establishing and consistently following written standards for providing CoC assistance. At a minimum, these written standards must include:	X	
<ul style="list-style-type: none"> • Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part; 	X	
<ul style="list-style-type: none"> • Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance; 	X	
<ul style="list-style-type: none"> • Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance; 	X	
<ul style="list-style-type: none"> • Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance. 	X	
<i>Additional requirements for High Performing Communities, which Snohomish County does not have the designation for.</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
Designating, operating, and following a collaborative process for the development of applications and approve the submission of applications in response to a Notice of Funding Availability (NOFA) to HUD under part 578.	X	
Establishing priorities for CoC funding.	X	
Planning Activities		
Coordinating implementation of a housing and service system, which includes, at minimum: <ul style="list-style-type: none"> • Outreach, engagement, and assessment; • Shelter, housing and supportive services; • Prevention strategies. 	X	X
Conducting, at least annually (per state law), a Point-in-Time (PIT) count of homeless persons that meets HUD requirements.	X	X
Conducting an annual gaps analysis of homelessness needs and services.	X	X
Providing information required to complete the Consolidated Plan(s).	X	X
Consulting with State and local ESG recipients in the geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.	X	X

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DIVISION OF RESPONSIBILITIES FOR THE SNOHOMISH COUNTY HMIS

Activities	HMIS Lead	Assigned Committee(s)	Collaborative Applicant	PEH
HMIS Planning and Software Selection				
HMIS Planning and Strategic Activities - Ensuring that activities related to HMIS growth and use are developed, reviewed regularly, and in accordance with the CoC's goals.	X	X		
HMIS System Functionality - Expanding system functionality.	X	X	X	
Universal Data Elements – Ensuring that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Universal Date Elements as outlined in the HMIS Data and Technical Standards.	X			
Program-Specific Data Elements – Ensuring that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Program-specific data elements as outlined in the HMIS Data and Technical Standards.	X			
Unduplicated Client Records – Ensuring the HMIS is able to generate a summary report of the number of unduplicated client records that have been entered into the HMIS.	X			
Annual Performance Report (APR) - Ensuring the HMIS is consistently able to produce a reliable APR.	X			
HMIS Reports - Ensuring the HMIS generates other reports including: utilization summaries, and demographic reports both at the system and program levels for purposes of understanding the nature and extent of homelessness in the CoC.	X	X		
HMIS Management and Operations – Governance Management				
HMIS Governance Structure – Ensuring a HMIS governance model is developed and formally documented between the HMIS Lead and the community planning body(ies). Ensuring that a formal agreement that outlines management processes, responsibilities, decision-making structures, and oversight of the HMIS has been executed (as evidence by the HMIS Governance Charter). Regularly reviewing the HMIS Lead on adherence to the agreement.	X	X	X	X
HMIS Oversight Inclusive Participation – Ensuring membership of the assigned Committee is inclusive of decision makers representing the CoC and community.		X		X

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Activities	HMIS Lead	Assigned Committee(s)	Collaborative Applicant	PEH
HMIS Technical Support - Providing technical expertise appropriate to general HMIS oversight; providing timely support on high level technical matters; reviewing and authorizing HMIS Software changes in response to the changing requirements of participating agencies; and, generally reviewing and authorizing special issues brought to it by participating agencies.	X			
HMIS Software Technical Support – Providing technical expertise appropriate to the requirements of the HMIS software and/or system; providing timely support on software technical matters; implementing authorized changes to the HMIS software and processes; and, generally implementing resolutions to any special issues identified by the HMIS Users Group and the Data and Analysis Committee within the software and/or overall system.	X			
HMIS IT Issue Tracking – Maintaining a regularly updated list of HMIS system service requests, activities, deliverables, and resolutions.	X			
HMIS IT Issue Monitoring (Community Level) - Regularly reviewing HMIS System service requests, activities, deliverables and resolutions. Providing authoritative support when necessary to expedite IT issue resolution.	X			
HMIS Staff Organization Chart – Maintaining a current and accurate organization chart that clearly identifies all team members, roles and responsibilities, and general work activities/functions. Organization chart is available for review.	X			
HMIS Software Training - providing regular training on software usage, software and data security, and data entry techniques to participating agencies. Developing, updating, and disseminating data entry tools and training materials.	X			
HMIS User Feedback – Managing and maintaining mechanisms for soliciting, collecting, and analyzing feedback from end users, program managers, agency executive directors, and homeless persons. Feedback includes impressions of operational milestones and progress, system functionality, and general HMIS operations. Examples of feedback include satisfaction surveys, questionnaires, and focus groups.	X	X		

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Activities	HMIS Lead	Assigned Committee(s)	Collaborative Applicant	PEH
System Operation and Maintenance - Responsible for the day to day operations.	X			
HMIS Management and Operations – Compliance Monitoring				
HMIS Management Issues - Ensuring that the HMIS is managed in accordance to CoC policies, protocols, and goals.	X			
HMIS Program Milestones Monitoring - Monitoring milestones, notes variances, and reports variances to CoC Board.	X	X		
Agency and Program HMIS Participation – Regularly monitoring program and agency-level participation in HMIS via comparison of point-in-time census of beds/slots versus clients served and reports findings to CoC on a regular basis. Evidence of monitoring reports are available for review (e.g. utilization summaries).	X			
AHAR Participation – Ensuring participation in the AHAR (Annual Homeless Assessment Report).	X	X		
Client Consent - Ensuring the completion and documentation of client consent, as appropriate with the CoC's Client Consent Policies and Protocols.	X			
Data and System Security - Ensuring adherence by agency staff with the HMIS data and system security protocols as outlined by the CoC and the HUD HMIS Data and Technical Standards.	X			
HMIS Management and Operations – Data Quality				
Data Quality Standards - Developing and enforcing community level data quality plan and standards.	X		X	
Universal Data Elements – Ensuring the collection of each data variable and corresponding response categories on all clients served by McKinney Vento funding.	X			
Program-Specific Data Elements – Ensuring the collection of each data variable and corresponding response categories specific to their program type on all clients served by McKinney Vento funding.	X			
Data Quality Reports – Regularly running and disseminating data quality reports to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.	X			
Data Quality Reports – Providing technical assistance and training in response to data quality reports disseminated to participating programs	X			

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that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.				
Data Quality Reports – Regularly running and disseminating data quality reports to the community and planning bodies, that indicate cross program levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.	X	X		
Data Quality Reports - Regularly reviewing data quality reports at community planning level on data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.	X	X		
HMIS Policy Development and Oversight				
Client Confidentiality and Privacy Training - providing regular training on client confidentiality and privacy requirements to intake staff, data entry staff and reporting staff at participating agencies. Ensures all agencies have sufficient privacy policies and protocols.	X			
Performance Measurement Training - providing regular training and guidance on program performance measurement.	X			
System Goals and Objectives - provides training around Community System Goals and Objectives.	X			
System Goals and Objectives Review - regularly reviewing the progress of the System Goals and Objectives.	X		X	
Program Funding Training and Orientation – All required HMIS participants have received training and orientation on regulations pertaining to McKinney Vento funding.	X			
Program Funding Training and Orientation – All required HMIS participants (State and Locally funded projects that target homeless and at-risk) have received training and orientation on regulations pertaining to State and Local funding.	X		X	
Participating Agency Documentation – Maintaining documentation of the number of participating agencies (utilizing the system) is up-to date.	X			
Participation Rates – Regularly reviewing and monitoring the HMIS coverage rates of the CoC. If coverage rates decrease during any period of time,	X	X		

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can provide an explanation for the barriers to implementation at specific agencies. Ensures that ongoing engagement activities and barrier resolution are occurring with nonparticipating agencies.				
Participation Rates – Providing regular reports on HMIS participation rates to assigned committees.	X			
Policies and Procedures - Ensuring the existence and use of HMIS Policies and Procedures.	X	X		
Agency Participation Agreement – Ensuring and maintaining written agreements with participating agencies that describes the protocols for participation in the HMIS.	X			
Data Sharing Agreements – Ensuring and maintaining written agreements with participating agencies who share client level data that describes the level of data element or program information sharing among the data sharing HMIS agencies.	X			
HMIS End-User Agreement – Ensuring and Maintaining a written agreement with each authorized user of the HMIS that defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.	X			
Client Consent – Ensuring that the CoC has a defined and documented client consent protocol for use as a baseline practice among all participating HMIS users.	X	X		
Data Release – Ensuring that the CoC has a defined and documented HMIS data release protocol that governs release of all data from the HMIS.	X	X		
HMIS: Other Requirements				
Point in Time Count – conducting an annual Point in Time Count of homeless persons that meets HUD and State Requirements	X		X	
Gap Analysis – conducting an annual gap of homelessness needs and services.	X		X	
Housing Inventory Count – conducting an annual inventory of homeless housing and services in compliance with HUD and the State.	X		X	