

Attachment F

HMIS GOVERNANCE CHARTER

A. Purpose

The purpose of the Homeless Management Information System (HMIS) Governance Charter is to confirm responsibilities and duties of the Partnership to End Homelessness (PEH), the Everett/Snohomish County Continuum of Care (CoC) Board, and the HMIS Lead, the Snohomish County Human Services Department. This HMIS Governance Charter outlines the management processes, responsibilities, decision-making structures, and oversight of the HMIS.

B. Overview

The HMIS Lead operates an HMIS designed for agencies that provide housing and needed services to individuals and families who are homeless and/or at risk of homelessness. CoC's are required by the U.S. Department of Housing and Urban Development (HUD) and by the Homelessness Housing and Assistance Act (RCW 43.185C) to operate an HMIS and meet all related requirements.

Programs targeted for participation include outreach services, supportive services for homeless persons, homelessness prevention, emergency shelter, transitional housing, rapid rehousing, permanent supportive housing, and other permanent housing for homeless households.

Beyond meeting HUD requirements, the Snohomish County HMIS:

- Assists agencies in recording and tracking client service data and generating reports;
- Provides information helpful to funders, planners and policy makers;
- Increases the coordination among provider agencies; and
- Facilitates access to services for persons who are homeless or at imminent risk of becoming homeless.

C. Designations

- **HMIS Lead:** In 2003, the existing CoC planning body designated the Snohomish County Human Services Department as the HMIS Lead to operate the HMIS on its behalf.
- **HMIS System:** In 2008, the Snohomish County CoC designated ClientTrack as Snohomish County HMIS software for the Everett/Snohomish County geographic area.

D. Responsibilities

Partnership to End Homelessness

The Partnership to End Homelessness is the governing body for the Everett/Snohomish County CoC and retains all responsibility for obligations under the CoC interim rule. The Board is responsible for making decisions about the management and administration of the HMIS. On an annual basis, the Board is responsible for approving updates to **Attachment F-1 – HMIS Policies and Procedures** that include the **HMIS Privacy Plan, Security Plan, and Data Quality Plan**. See **Attachment B – Division of Responsibilities**, for detailed responsibilities of the Partnership to End Homelessness.

HMIS Lead

Several of the HMIS operating activities required of the Board are delegated to the HMIS Lead. The HMIS Lead is responsible for ensuring that the HMIS is administered in compliance with HUD

Attachment F

requirements, and ensuring consistent participation in HMIS of all Covered Homeless Organizations (CHOs). The HMIS Lead must develop and update annually the **Attachment F-1 – HMIS Policies and Procedures** that include the **HMIS Privacy Plan, Security Plan, and Data Quality Plan**. See **Attachment B – Division of Responsibilities**, for detailed responsibilities of the HMIS Lead.

Collaborative Applicant

Snohomish County has been designated by the Partnership to End Homelessness as the Collaborative Applicant to apply for grants for Continuum of Care planning funds on behalf of the Continuum. See **Attachment B – Division of Responsibilities**, for detailed responsibilities of the Collaborative Applicant.

Committees

The Board has delegated several HMIS operating activities to Committees of the Board. Refer also to **Attachment C – Committees** for a list of standing Committees and their purposes and responsibilities.

HMIS Covered Homeless Organizations (CHOs)

All Covered Homeless Organizations (CHOs), also referred to as Partner Agencies, must participate in the HMIS and comply with regulations regarding HMIS, including Federal, state, and local laws pertaining to privacy and confidentiality protections. See **Attachment F-1 – HMIS Policies and Procedures**, for detailed responsibilities of CHOs.

F. Annual Review and Approval

- This HMIS Governance Charter, as an attachment to the Partnership to End Homelessness Governance Charter, will be reviewed annually at a minimum and will be updated as needed.
- Any updates to this HMIS Governance Charter, including those that will be required upon final release of the HUD final rules, will be approved by the Partnership to End Homelessness.