

## 2A. Homeless Management Information System (HMIS) Implementation

### Intructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

### 2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2010 HMIS Data Standards and related HUD Notices. (limit 1000 characters)

The COC Board selects by resolution the single HMIS system and the HMIS administrator. The CoC Board has a standing HMIS Governance Committee that is selected by the CoC Board that meets monthly to review data quality, security, reporting functionality, HMIS user fees, approves the HMIS CoC Project Application, and provides guidance on HMIS training and reporting applications. The CoC Board has an MOA with TCHC as the HMIS provider detailing its roles and responsibilities.

### 2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead? Yes If yes, a copy must be attached.

### 2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan. (limit 1000 characters)

The HMIS Governance will conduct its biennial review of all HMIS forms, contracts, memorandum of agreements and HMIS user policy and procedures in 2014 prior to the renewal of HMIS contracts with the HMIS vendor and renewal of CHO MOAs. The CoC has received a comprehensive HMIS overview from the HUD TA provider and the committee will use this report to implement improvements to the policies and procedures of the HMIS.

### 2A-4 What is the name of the HMIS software selected by the CoC and the HMIS Lead? ETO Efforts to Outcomes Applicant will enter the HMIS software name (e.g., ABC Software).

**2A-5 What is the name of the HMIS vendor?  
Applicant will enter the name of the vendor  
(e.g., ESG Systems).** Social Solutions, Inc

**2A-6 Does the CoC plan to change the HMIS  
software within the next 18 months?** No

## 2B. Homeless Management Information System (HMIS) Funding Sources

**2B-1 Select the HMIS implementation coverage area:** Single CoC

**2B-2 Select the CoC(s) covered by the HMIS: (select all that apply)** TX-601 - Fort Worth/Arlington/Tarrant County CoC

**2B-3 In the chart below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

### 2B-3.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$282,122
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
<b>Federal - HUD - Total Amount</b>	<b>\$282,122</b>

### 2B-3.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
<b>Other Federal - Total Amount</b>	<b>\$0</b>

### 2B-3.3 Funding Type: State and Local

Funding Source	Funding
City	\$0
County	\$0
State	\$0
<b>State and Local - Total Amount</b>	<b>\$0</b>

**2B-3.4 Funding Type: Private**

Funding Source	Funding
Individual	\$0
Organization	\$0
<b>Private - Total Amount</b>	<b>\$0</b>

**2B-3.5 Funding Type: Other**

Funding Source	Funding
Participation Fees	\$70,531
<b>Other - Total Amount</b>	<b>\$70,531</b>

<b>2B-3.6 Total Budget for Operating Year</b>	<b>\$352,653</b>
---	------------------

**2B-4 How was the HMIS Lead selected by the CoC?** Agency was Appointed

**2B-4.1 If other, provide a description as to how the CoC selected the HMIS Lead. (limit 750 characters)**

N/A

## **2C. Homeless Management Information System (HMIS) Bed Coverage**

**Instructions:**

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**2C-1 Indicate the HMIS bed coverage rate (%) for each housing type within the CoC. If a particular housing type does not exist anywhere within the CoC, select "Housing type does not exist in CoC" from the drop-down menu:**

* Emergency shelter	65-75%
* Safe Haven (SH) beds	86%+
* Transitional Housing (TH) beds	86%+
* Rapid Re-Housing (RRH) beds	86%+
* Permanent Supportive Housing (PSH) beds	86%+

**2C-2 How often does the CoC review or assess its HMIS bed coverage?** Quarterly

**2C-3 If the bed coverage rate for any housing type is 64% or below, describe how the CoC plans to increase this percentage over the next 12 months. (limit 1000 characters)**

**2C-4 If the Collaborative Applicant indicated that the bed coverage rate for any housing type was 64% or below in the FY2012 CoC Application, describe the specific steps the CoC has taken to increase this percentage. (limit 750 characters)**

## 2D. Homeless Management Information System (HMIS) Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**2D-1 For each housing type, indicate the average length of time project participants remain in housing. If a housing type does not exist in the CoC, enter "0".**

Type of Housing	Average Length of Time in Housing
Emergency Shelter	33
Transitional Housing	13
Safe Haven	14
Permanent Supportive Housing	45
Rapid Re-housing	7

**2D-2 Indicate the percentage of unduplicated client records with null or missing values on a day during the last 10 days of January 2013 for each Universal Data Element listed below.**

Universal Data Element	Percentage
Name	0%
Social security number	0%
Date of birth	0%
Ethnicity	0%
Race	0%
Gender	0%
Veteran status	0%
Disabling condition	0%
Residence prior to program entry	1%
Zip Code of last permanent address	1%
Housing status	0%
Head of household	0%

**2D-3 Describe the extent in which HMIS generated data is used to generate HUD required reports (e.g., APR, CAPER, etc.). (limit 1000 characters)**

The HMIS is used exclusively to provide APR data for non domestic violence programs for CoC Homeless Assistance Programs. APRs are pulled at least quarterly to give a dashboard performance report to CoC Recipients and Subrecipients. The HMIS is used exclusively to provide ESG Recipients and Subrecipients with a dashboard of monthly performance reports that also aggregate to annual IDIS and CAPER performance reporting. The HMIS is used for the AHAR, APRs, PIT and aggregate CoC Program Application data requirements and performance reporting. The HMIS is also used for local CoC Program competition performance reporting. There are four ESG Grantees in the TX601 CoC, the city of Fort Worth, Arlington, Tarrant County and the State through Texas Department of Housing and Community Development. The HMIS reporting capacities are used by the CoC in developing annual CoC wide ESG performances measures.

**2D-4 How frequently does the CoC review the data quality in the HMIS of program level data?** Bi-Monthly

**2D-5 Describe the process through which the CoC works with the HMIS Lead to assess data quality. Include how the CoC and HMIS Lead collaborate, and how the CoC works with organizations that have data quality challenges. (Limit 1000 characters)**

TCHC has served as the collaborative applicant and the HMIS administrator since 2011. Bringing the HMIS in house has resolved countless data quality issues and greatly enhanced the CoC's capacity to monitor on a daily basis all facades of data usage. Each program, CoC, HOPWA, VASH, SSVF, ESG, CDBG and other public programs have a director's dashboard on basic occupancy and utilization. The CoC has built out critical document attachments in the HMIS to archive documentation of disability, chronicity, homelessness, veteran status,

**2D-6 How frequently does the CoC review the data quality in the HMIS of client-level data?** Bi-Monthly

## 2E. Homeless Management Information System (HMIS) Data Usage and Coordination

### Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

### 2E-1 Indicate the frequency in which the CoC uses HMIS data for each of the following activities:

* Measuring the performance of participating housing and service providers	Monthly
* Using data for program management	Bi-Monthly
* Integration of HMIS data with data from mainstream resources	Never
* Integration of HMIS data with other Federal programs (e.g., HHS, VA, etc.)	Quarterly

## 2F. Homeless Management Information System (HMIS) Policies and Procedures

### Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**2F-1 Does the CoC have a HMIS Policy and Procedures Manual? If yes, the HMIS Policy and Procedures Manual must be attached.** Yes

**2F-1.1 What page(s) of the HMIS Policy and Procedures Manual or governance charter includes the information regarding accuracy of capturing participant entry and exit dates in HMIS? (limit 250 characters)**

TCHC Fort Worth/Arlington/Tarrant County CoC TX 601 Participation Agreement Part V.5. Data Entry and Regular Use of TCHC CoC HMIS

**2F-2 Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)?** Yes