

Requirements for New HMIS Organizations

Specifications on HMIS Agency Requirements in P&P:

1.4.2 CATEGORIES OF HMIS PARTICIPATION

	A	B	C	D
Funding Source	Federally Funded	Not federally funded, but data is used for federal reporting	Not federally funded and data is not used for federal reporting	Not federally funded and data is not used for federal reporting
Project Participation	Participates in a HUD priority project type*	Participates in a HUD priority project type	Does not participate in a HUD priority project type	Does not participate in a HUD priority project type
Homeless Eligibility Criteria	Serves at least one of HUD's Homeless Categories	Serves at least one of HUD's Homeless Categories	Does not need to serve HUD's Homeless Categories	Does not need to serve HUD's Homeless Categories

1.4.3 ORGANIZATIONAL CRITERIA FOR HMIS ACCESS

Any organization in the Bexar County area is welcome to apply for HMIS access. Eligible organizations include government entities¹, nonprofit/faith-based organizations, and healthcare providers. Entities that do not fit under these categories may be presented to the HMIS & Data Advisory Committee to determine if the agency's need for HMIS aligns with the goals of the CoC. Entities who are not granted access due to ineligibility may petition the HMIS & Data Advisory Committee for an exception.

Organizations that primarily identify as a Victim Service Provider are not eligible to enter data in HMIS due to privacy requirements. Recipients of certain funding sources, such as VOCA, VAWA, or FVPS, may also be ineligible depending on the distribution of the funding.

All agencies in HMIS must agree to follow the requirements listed in the Contributory HMIS Organization (CHO) Agreement. Failure to abide by the agreement may result in the loss of access to HMIS. If HMIS entry is required by a funder of the organization, loss of HMIS access may in turn result in the loss of the relevant funding. Any project that enters data into HMIS must also agree to enter complete project data in accordance with the Data Quality Thresholds in the Data Quality Monitoring Plan.

All contributing agencies must be active voting members in the Alliance Advisory Board before access can be granted. Agencies must follow attendance policy, which states more than two consecutive absences will lead to a suspension of voting status, which requires a request to reinstate before restoring active status.

¹ Government entities must apply on behalf of a singular department or program, and access must not be shared outside of what is mentioned in the original application without explicit permission from the HMIS Team.



Applications will be reviewed to determine if the organization meets the criteria for any of the Categories of HMIS Participation (A, B, C, or D). Final decision regarding an organization's participation will be made based on the following criteria:

Required to enter into HMIS if one of the following is true:

- The organization receives funding through the Continuum of Care funding competition.
- The organization receives funding directly from the federal, state, or local government for homeless specific projects.
 - This includes, but is not limited to, CDBG, ESG, RHY, VA, or EAF funding designated for the assistance of homeless persons.

Will be granted **full entry access** to HMIS if:

- Project data is necessary to complete the Housing Inventory Count, Point in Time Count, Longitudinal Systems Analysis, and HUD Performance Measures

May be granted **full entry-access** to HMIS if:

- The organization operates a project meeting the definition of any of the available HMIS Project Types and
- The project's primary mission is to assist those experiencing or at risk of homelessness, or self-identify as housing insecure, and/or seeking housing assistance/navigation

May be granted **notational-only² access** to HMIS if:

- Assisting those experiencing or at risk of homelessness, or who self-identify as housing insecure, is identified as an organizational priority, and
- Access to HMIS will make it easier for clients to receive services provided by the organization.

Access to HMIS may be denied if the CoC or HMIS Lead Agencies have reason to believe the organization will not be able to follow all set requirements. Access may also be dependent on availability of licenses at the time of application.

All new agencies will be announced to the community via the monthly HMIS newsletter within one month of its onboarding.

1.4.4 New Agency Monitoring

New agencies in HMIS will be subject to additional monitoring for their first 90 days in HMIS, beginning on the first day a user from the agency is granted access. Monitoring will provide the

² Notational-only access will only allow users to edit items like demographics, contact information, case notes, and alerts, with the intention to provide necessary client and service information to other users of the database. These organizations will own no project data.

agency with additional support from the HMIS Team while they get accustomed to the system and its requirements, and will ensure the organization is using access as intended.