

New Hampshire HMIS Governance Model



The NH-HMIS governance model:

- Defines the relationship between the HMIS implementation and the CoC;
- Establishes organizational requirements for the HMIS implementation;
- Formalizes leadership and oversight expectations; and
- Provides structure for decision-making.

June 2018

Table of Contents

| | |
|--|----|
| Planning and Software Selection | 4 |
| HMIS Management and Operations – Governance and Management | 5 |
| HMIS Management and Operations – Compliance Monitoring | 6 |
| HMIS Management and Operations – Data Quality | 7 |
| HMIS Policy Development and Oversight | 8 |
| Other Federal Requirements | 10 |
| Appendix A: NH-HMIS Governance Model Definitions..... | 11 |
| Appendix B: HMIS Lead Agency Staff Organization Chart | 15 |
| Document Revision History..... | 16 |

NH-HMIS Governance Model

Revision E

The New Hampshire Homeless Management Information System (NH-HMIS) Governance model is developed and formally documented between the HMIS Lead, Grantee, and Continuums of Care (CoC). It ensures that a formal agreement outlining management processes, responsibilities, decision-making structures, and oversight of the HMIS project has been executed (as evidence by a Memorandum of Understanding (MOU)). In order to be approved, the HMIS Advisory Council creates the Governance model; then looks to the CoC leadership for full agreement and sign off. This is the same process as used for changes to the *HMIS Policies and Procedures* document.

NH-HMIS policy is agreed upon and revised when necessary through CoC representation on the statewide NH-HMIS Advisory Council. The Council evaluates information regarding policy recommendations provided from each CoC. The Council reaches consensus on policy decisions and provides those to each CoC for review and approval. Once the recommendations are approved by all NH CoCs, they are incorporated into NH HMIS policy.

The tables in this document show the responsible entities that govern the following HMIS activities:

- [Planning and Software Selection](#)
- [HMIS Management and Operations – Governance and Management](#)
- [HMIS Management and Operations – Compliance Monitoring](#)
- [HMIS Management and Operations – Data Quality](#)
- [HMIS Policy Development and Oversight](#)
- [Other Federal Requirements](#)

[Appendix A](#) defines HMIS terms in more detail.

NOTE: Be sure to check the NH-HMIS website at <http://nh-hmis.org/> to ensure you have the most up-to-date version of this document. On the right side of the home page, see the link under the heading "NH HMIS Governance".

NH-HMIS Governance Model

Revision E

HMIS Grantee: The State of New Hampshire
CoC Names: BOS (Balance of State), MCOC (Manchester), GNCOC (Greater Nashua)
CoC Subcommittee / Working Group Name: New Hampshire HMIS Advisory Council
HMIS Lead / Grantee Name: State of New Hampshire, Department of Health & Human Services (DHHS),
 Bureau of Housing Supports (BHS)
HMIS Lead Agency: Harbor Homes, Inc. (HHI)

| Governance Area | Responsible Entity | | | | | |
|---|--------------------|--------------|---------------|-----------------------|----------------------|-------|
| | CoC | HMIS Grantee | HMIS Lead Org | HMIS Advisory Council | Participating Agency | Other |
| Planning and Software Selection | | | | | | |
| HMIS Planning and Strategic Activities – Ensures that activities related to HMIS growth and use are developed, reviewed regularly, and are in accordance with the CoC's goals. | X | X | X | X | | |
| HMIS Program Milestones Development – Identifies general milestones for project management, including training, expanded system functionality, etc. | X | X | X | X | | |
| Universal Data Elements – Ensures 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 Current HMIS Data Standard. | | | X | | | |
| Project-Specific Data Elements – Ensures that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Project-specific data elements as outlined in the Current HMIS Data Standard.. | | | X | | | |
| Unduplicated Client Records -Ensures the HMIS is able to generate a summary report of the number of unduplicated client records that have been entered into the HMIS. | | | X | | | |
| APR & CAPER Reporting – Ensures the HMIS is consistently able to produce a reliable Annual Performance Report (APR) and Consolidated Annual Performance and Evaluation Report (CAPER). | X | X | X | | X | |

NH-HMIS Governance Model
Revision E

| | | | | | | |
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| HMIS Reports – Ensures the HMIS generates other client served, utilization summary, 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 | X | | | |
| Governance Area | Responsible Entity | | | | | |
| | CoC | HMIS Grantee | HMIS Lead Org | HMIS Advisory Council | Participating Agency | Other |
| HMIS Management and Operations – Governance and Management | | | | | | |
| HMIS Governance Structure – Ensures a HMIS governance model is developed and formally documented between the HMIS Lead Agency/grantee and the community planning body(ies). Ensures that a formal agreement that outlines management processes, responsibilities, decision-making structures, and oversight of the HMIS project as been executed (as evidence by a Memorandum of Understanding, Letter of Agreement, or similar such documentation). Regularly monitors the HMIS Lead/Grantee and the CoC HMIS Advisory Council and Data Committee on adherence to the agreement. | X | X | X | X | | |
| HMIS Oversight Inclusive Participation – Ensures membership of the HMIS Advisory Council is inclusive of decision makers representing the CoC and community. | X | X | | X | | Community/ Clients |
| HMIS Technical Support – Provides technical expertise commensurate with the general HMIS program oversight; provides timely support on high level technical matters; reviews and authorizes HMIS software changes in response to the changing requirements of participating Agencies; and, generally reviews and authorizes special issues brought to it by participating Agencies. | | X | X | | | HUD, NERHMIS, HMIS Vendor |
| HMIS Software Technical Support – Provides technical expertise commensurate with the requirements of the HMIS software and/or system; provides timely support on software technical matters; is responsible for implementation of authorized changes to the HMIS software and processes; and, generally implements resolutions to any special issues authorized by the HMIS Technical Support Entity within the software and/or overall system. | | X | X | | | HUD, NERHMIS |
| HMIS IT Issue Tracking – Maintains a regularly updated list of HMIS system service requests, activities, deliverables, and resolutions. | | | X | | | |

NH-HMIS Governance Model
Revision E

| | | | | | | |
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| HMIS IT Issue Monitoring (Community Level) – Regularly reviews HMIS System service requests, activities, deliverables and resolutions. Provides authoritative support when necessary to expedite IT issue resolution. | | X | X | | | |
| HMIS Staff Organization Chart – Maintains 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 (see Appendix B: Organization Chart). | | | X | | | |
| HMIS Software Training – Provides regular training on software usage, software and data security, and data entry techniques to participating Agencies. Develops, updates, and disseminates data entry tools and training materials, includes train the trainer. Monitors and ensures system and data security. | | | X | | | HMIS Vendor |
| HMIS User Feedback – Manages and maintains 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 | X | Community/ HMIS End Users |
| System Operation and Maintenance – Responsible for the day-to-day operation and maintains the HMIS System. | | | X | | | |

| Governance Area | Responsible Entity | | | | | |
|--|--------------------|--------------|---------------|-----------------------|----------------------|-------|
| | CoC | HMIS Grantee | HMIS Lead Org | HMIS Advisory Council | Participating Agency | Other |
| HMIS Management and Operations – Compliance Monitoring | | | | | | |
| HMIS Management Issues – Ensures that the HMIS is managed in accordance to CoC policies, procedures, and goals. | X | X | X | X | | |
| HMIS Program Milestones Monitoring – Monitors milestones, notes variances, and reports variances to CoC membership. | X | X | X | X | | |
| Agency and Program HMIS Participation – Regularly monitors 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. | X | X | X | X | X | |

NH-HMIS Governance Model
Revision E

| | | | | | | |
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| Participation in NOFA, LSA and Systems Performance Measures – Ensures participation in the NOFA (Notice of Funding Availability), LSA (Longitudinal System Analysis) and Systems Performance Measures. | X | X | X | X | X | |
| Client Acknowledgement – Ensures the completion and documentation of client acknowledgement, as appropriate with the CoC's Client Acknowledgement Policies and Protocols. | X | X | X | X | X | Community/ Clients |
| Data and System Security – Ensures adherence by agency staff with the HMIS data and system security protocols as outlined by the CoC and the Current HMIS Data Standard. | | | X | | X | |

| Governance Area | Responsible Entity | | | | | |
|---|--------------------|--------------|---------------|-----------------------|----------------------|-------|
| | CoC | HMIS Grantee | HMIS Lead Org | HMIS Advisory Council | Participating Agency | Other |
| HMIS Management and Operations - Data Quality | | | | | | |
| Data Quality Standards – Develops and enforces community level data quality plan and standards. | X | X | X | X | | HUD |
| Universal Data Elements – Ensures the collection of each data variable and corresponding response categories on all clients served by HUD, VA, other federally funded partners, FYSB, HOPWA, PATH, the State of NH, the City of Manchester, and non-funded participating projects. | X | X | X | X | X | |
| Project-Specific Data Elements – Ensures the collection of each data variable and corresponding response categories specific to their program type on all clients served by HUD, VA, other federally funded partners, FYSB, HOPWA, PATH, the State of NH, the City of Manchester, and non-funded participating programs. | X | X | X | X | X | |
| Data Quality Reports – Regularly runs and disseminates 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 | X | X | | X | |
| Data Quality Reports – Provides technical assistance and training in response to data quality reports disseminated 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 | X | X | | X | |

NH-HMIS Governance Model
Revision E

| | | | | | | |
|---|---|---|---|---|---|------------------------------|
| Data Quality Reports – Regularly runs and disseminates data quality reports to the community planning entity 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 | X | | X | |
| Data Quality Reports – Regularly reviews data quality reports on data entry completion, consistency with program model, and timeliness as compared to the community data quality standards. | X | X | X | X | X | Community/ HMIS End Users |

| Governance Area | Responsible Entity | | | | | |
|---|--------------------|--------------|---------------|-----------------------|----------------------|-------------|
| | CoC | HMIS Grantee | HMIS Lead Org | HMIS Advisory Council | Participating Agency | Other |
| HMIS Policy Development and Oversight | | | | | | |
| Client Confidentiality and Privacy Training – Provides 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 in place. | | | X | | X | HMIS Vendor |
| CoC System Performance Measurement Training – Provides regular training and guidance on program performance measurement. | | | X | | | HUD |
| CoC Community Planning Goals and Objectives Training – Provides training and regularly reviews the progress of the Community Planning Goals and Objectives. | X | | X | | | |
| Business Practices Training – Provides training and guidance on business practices to support CoC and HMIS policies (CoC-specific protocols, ethnics, strategies for communication, etc.). | | | X | X | | |
| Program Funding Training and Orientation – Program Funding Training and Orientation – All required HMIS participants (programs that target homelessness, such as ESG, SHP, RHY, SSVF, HOPWA, PATH, SGIA and S+C) have received training and orientation on regulations pertaining to their funding.. | X | X | X | | | HUD |
| Participating Agency Documentation – Maintains documentation of the number of participating Agencies (utilizing the HMIS system) is up-to-date. A comparative analysis of planned versus actual deployments at the project level is highly desired but not compulsory. | X | X | X | | | |

NH-HMIS Governance Model
Revision E

| | | | | | | |
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| Participation Rates –Regularly reviews and monitors the HMIS coverage rates of the CoC. If coverage rates have not achieved a 75% level of participation, can provide an explanation for the barriers to implementation at specific Agencies. Ensures that ongoing engagement activities and barrier resolution are occurring with non-participating Agencies. | X | X | X | X | | Housing Inventory Count (HIC) |
| Participation Rates – Provides regular reports on HMIS participation rates to CoC Data Subcommittee. An analysis of agency-specific barriers with potential solutions is highly desired but not compulsory. | | | X | | | |
| Policies and Procedures –Ensures the existence and use of HMIS Policies and Procedures. | X | X | X | X | X | HMIS End Users |
| Agency Participation Agreement – Ensures and maintains written agreements with participating Agencies that describes the protocols for participation in the HMIS. | X | X | X | X | | |
| Data Sharing Agreements – Ensures and maintains 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 | | X | |
| HMIS End-User Agreement – Ensures and maintains 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 | X | X | |
| Client Acknowledgement – Ensures that the CoC and/or implementing jurisdiction geography of the HMIS grantee has a defined and documented client Acknowledgement protocol for use as a baseline practice among all participating HMIS users. | X | X | X | X | X | |
| Data Release – Ensures that the CoC and/or implementing jurisdiction geography of the HMIS grantee has a defined and documented HMIS data release protocol that governs release of all data from the HMIS. | X | X | X | X | X | |

NH-HMIS Governance Model
Revision E

| Governance Area | Responsible Entity | | | | | |
|---|--------------------|--------------|---------------|-----------------------|----------------------|-----------------------|
| | CoC | HMIS Grantee | HMIS Lead Org | HMIS Advisory Council | Participating Agency | Other |
| Other Federal Requirements | | | | | | |
| Drug-Free Workplace – The HMIS Grantee has adopted a drug-free workplace policy. The policy is posted and available for review. | | X | X | | X | |
| Homeless Client Participation – At least one homeless person or formerly homeless person participates in policymaking. Participation can include but is not limited to Advisory Council leadership, advisory committees, staff positions, and sub-committee positions. | X | X | X | X | | Community/ Clients |
| Conflict of Interest – The HMIS Grantee has adopted a conflict of interest policy for board members, staff, and volunteers. | | X | | | | |
| Equal Opportunity and Non-Discrimination Policy – The HMIS Grantee has adopted an equal opportunity and non-discrimination policy. | | X | | | | |

Appendix A: NH-HMIS Governance Model Definitions

Annual Performance Report (APR) – A report that tracks program progress and accomplishments in HUD’s competitive homeless assistance programs. The APR provides the grantee and HUD with information necessary to assess each grantee’s performance.

Bed Utilization – An indicator of whether shelter beds are occupied on a particular night or over a period of time.

Coordinated Entry System – A centralized or coordinated process designed to make program participant intake, assessment, and provision of referrals more efficient.

Consolidated Annual Performance and Evaluation Report (CAPER) -- Analysis of need within a community and identification of HUD-sponsored grants – Community Development Block Grant (CDBG), the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS Grant (HOPWA) -- which will best meet those needs.

Chronic Homelessness – HUD defines a chronically homeless person as

(1) A “homeless individual with a disability,” as defined in the Act, who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless (as described above) continuously for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months

- Occasions separated by a break of at least seven nights
- Stays in institution of fewer than 90 days do not constitute a break

(2) An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraphs (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

NH-HMIS Governance Model

Revision E

Client Acknowledgement – This Acknowledgement embodies the element of informed Acknowledgement in a written form. A client completes and signs a document acknowledging that they have an understanding of the options and risks of participating or sharing data in an HMIS system. The signed document is then kept on file at the agency.

Continuum of Care (CoC) – A community with a unified plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. HUD funds many homeless programs and HMIS implementations through Continuums of Care grants.

Coverage – A term commonly used by CoCs or homeless providers that refers to the number of beds represented in an HMIS divided by the total number of beds available.

Data Quality – The accuracy and completeness of all information collected and reported to the HMIS.

Data Standards – See the current HUD HMIS Data Standard.

Disabling Condition – A disabling condition in reference to chronic homelessness is defined by HUD as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

Emergency Shelter – Any facility whose primary purpose is to provide temporary shelter for the homeless in general, or for specific populations of the homeless.

Emergency Solutions Grant (ESG) – A federal grant program which provides short-term assistance to persons at imminent risk of losing their own housing due to eviction, foreclosure, or utility shutoffs. ESG focuses on both Homelessness Prevention (HP) and Rapid Rehousing (RRH).

Family Youth Services Bureau (FYSB) – A federal program under HHS that supports organizations and communities that work to put an end to youth homelessness, adolescent pregnancy and domestic violence.

Homeless Management Information System (HMIS) – Computerized data collection tool designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness.

HMIS Data Standards – This document describes the Project Description Data Elements, Universal Data Elements, and Project-Specific Data Elements that are used in the HMIS electronic data collection system.

NH-HMIS Governance Model

Revision E

HMIS Grantee – The State of New Hampshire.

HMIS Lead Organization – An organization designated to operate the CoC’s HMIS on its behalf. In New Hampshire, Harbor Homes, Inc. is the Lead Organization.

Current HMIS Data Standard Manual – This document provides information about the regulations issued by HUD via the Federal Register describing the requirements for implementing HMIS and contains rules about who needs to participate in HMIS, what data to collect, and how to protect client information.

Inferred Acknowledgement – Once clients receive a verbal explanation of HMIS, acknowledgement is assumed for data entry into HMIS.

Informed Acknowledgement – A client is informed of participating in an HMIS system and then specifically asked to acknowledge and sign the Client Acknowledgement form.

Longitudinal System Analysis (LSA) – A report to the U.S. Congress on the extent and nature of homelessness in America. The report is prepared by the Department of Housing and Urban Development (HUD) and provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based primarily on Homeless Management Information Systems (HMIS) data about persons who experience homelessness during a 12-month period.

McKinney-Vento Act – The McKinney-Vento Homeless Assistance Act was signed into law by President Ronald Reagan on July 22, 1987. The McKinney-Vento Act funds numerous programs providing a range of services to homeless people, including the Continuum of Care Programs: the Supportive Housing Program, the Shelter Plus Care Program, and the Single Room Occupancy Program, as well as the Emergency Solutions Grant Program.

NERHMIS –New England Regional Homeless Management Information System (NERHMIS).

NOFA – Notice of Funding Availability (NOFA) establishes the funding criteria for the Continuum of Care (CoC) Programs.

Participating Agency – An agency that uses HMIS to collect data.

RHY -- A federal program under HHS that supports organizations and communities that work to put an end to youth homelessness, adolescent pregnancy and domestic violence.

SAMHSA – Substance Abuse and Mental Health Services Administration.

NH-HMIS Governance Model

Revision E

SGIA -- State Grant-in-Aid is a subsidy furnished by the state to a local government; it is designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness.

Shelter Plus Care Program – A program that provides grants for rental assistance for homeless persons with disabilities through four component programs: Tenant, Sponsor, Project, and Single Room Occupancy (SRO) Rental Assistance.

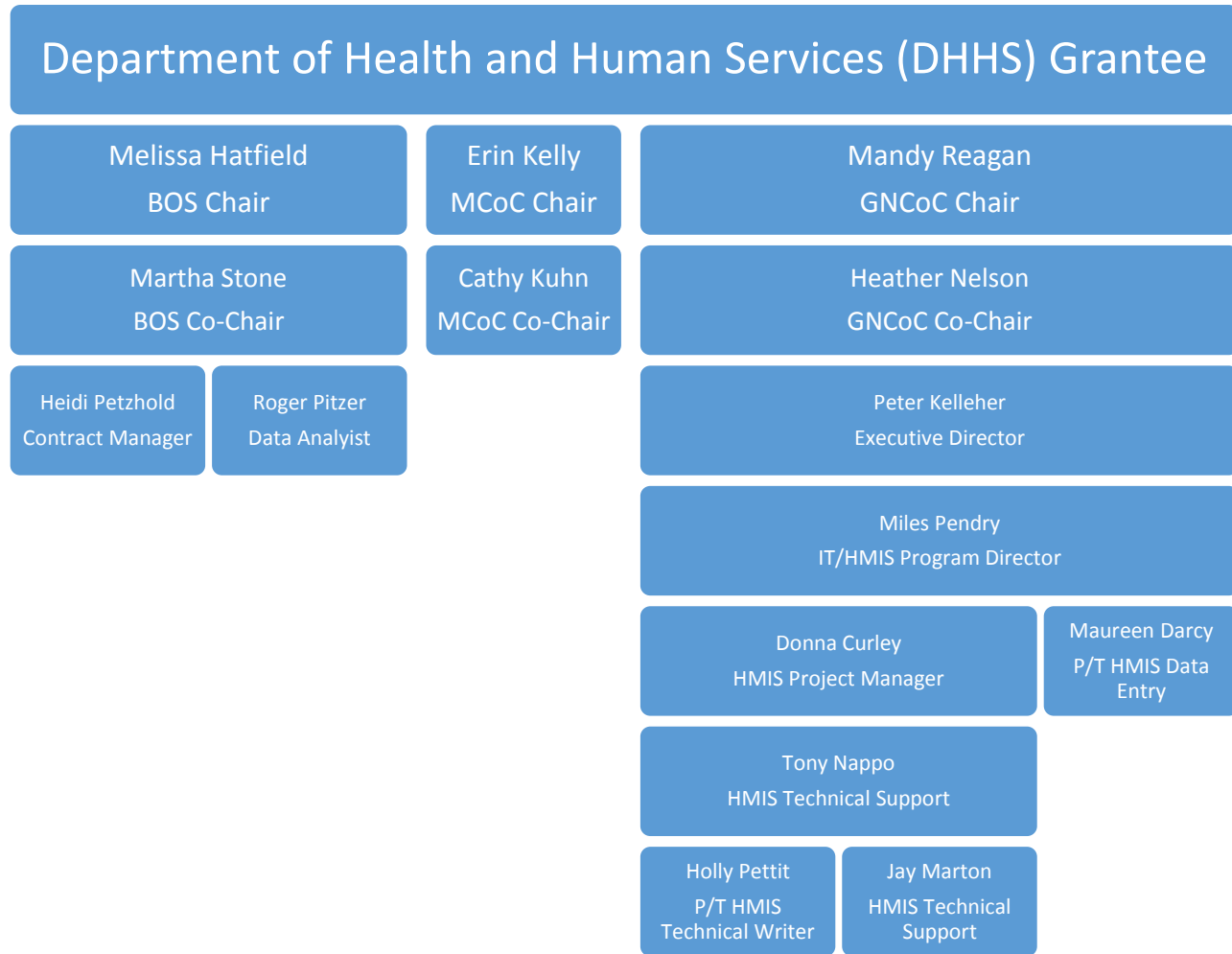
Single Room Occupancy (SRO) – A residential property that includes multiple single room dwelling units. Each unit is for occupancy by a single eligible individual. The unit need not, but may, contain food preparation or sanitary facilities, or both. It provides rental assistance on behalf of homeless individuals in connection with moderate rehabilitation of SRO dwellings.

System Performance Measures – A set of selection criteria for HUD to use in awarding funding. System Performance Measures require CoCs to report their system level performance to HUD, as opposed to submitting an assortment of results from various independent programs.

Unduplicated Count – The number of people who are homeless within a specified location and time period. An unduplicated count ensures that individuals are counted only once regardless of the number of times they entered or exited the homeless system or the number of programs in which they participated. Congress directed HUD to develop a strategy for data collection on homelessness so that an unduplicated count of the homeless at the local level could be produced.

Universal Data Elements (UDE) – Data required to be collected from all clients serviced by homeless assistance programs using an HMIS. These data elements include date of birth, gender, race, ethnicity, veteran`s status, and Social Security Number (SSN). These elements are needed for CoCs to understand the basic dynamics of homelessness in their community and for HUD to meet the Congressional mandate.

Appendix B: HMIS Lead Agency Staff Organization Chart



NH-HMIS Governance Model
Revision E

Document Revision History

The tables below contain high-level summaries of the changes made each time this document is released. Changes made before 2015 are indicated by date only. Revisions made after 2015 are indicated by letter revision and date.

| Revision | Description | Section |
|--------------------|---|--|
| August 2013 | Added cover page | Page 1 |
| | Added City of Manchester and non-funded participating programs | In description of “Universal Data Elements” and “Program-Specific Data Elements”, Page 6 |
| | Deleted SRO and HOPWA | In description of “Program Funding Training and Orientation”, Page 7 |
| | Changed Client Consent to Client Acknowledgement | Pages 8 and 10 |
| | Added definition of Central Intake Coordinated Assessment | Appendix A |
| | Updated the definition of Chronic Homelessness as per HUD’s definition | Appendix A |
| | Rewrote definition of HMIS Data Standards | Appendix A |
| | Rewrote definition of HUD HMIS Data Standards Final Notice | Appendix A |
| | In description of Inferred Acknowledgement , changed oral explanation to verbal explanation | Appendix A |
| | In definition of McKinney-Vento Act , changed Emergency Shelter Grant Program to Emergency Solutions Grant Program | Appendix A |
| | Added History of Changes section | Page 17 |

NH-HMIS Governance Model
Revision E

June 2014 (changes since August 2013 document)

| Revision | Description of Changes | Section |
|------------------|---|------------|
| June 2014 | Added Table of Contents | Page 2 |
| | Changed Program-specific to Project-Specific | throughout |
| | Replaced Consumers with Clients | throughout |
| | Changed title 2010 Data and Technical Standards to 2014 Data Standard | throughout |
| | Changed Annual Progress Report to Annual Performance Report | Appendix A |
| | Added definition of NOFA | Appendix A |
| | Added Appendix B: HMIS Lead Agency Staff Organization Chart | Appendix B |
| | Updated History of Changes | Page 16 |

| Revision | Date | Description of Changes | Section |
|----------|---------|-----------------------------------|------------|
| C | 07/2015 | Changed document date to current. | Throughout |

NH-HMIS Governance Model
Revision E

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| | | <p>Revised note text at the bottom of the page from</p> <p>“NOTE: Be sure to check the NH-HMIS website at http://nh-hmis.org/ to ensure you have the most up-to-date version of this document. On the right side of the home page, see the link under the heading “HMIS Reference Materials”.</p> <p>to</p> <p>NOTE: Be sure to check the NH-HMIS website at http://nh-hmis.org/ to ensure you have the most up-to-date version of this document. On the right side of the home page, see the link under the heading “NH HMIS Governance”.</p> | Page 3 |
| | | <p>Changed various specific references to the 2014 HMIS Data Standard throughout the document to a general “current HMIS Data Standard reference” to avoid recurring editing of these sections.</p> | Throughout |

| Revision | Date | Description of Changes | Section |
|----------|---------|---|------------|
| D | 05/2016 | <p>Changed document date to current.</p> | Throughout |
| | | <p>Revised:</p> <p>APR Reporting – Ensures the HMIS is consistently able to produce a reliable Annual Performance Report (APR).</p> <p>to</p> <p>APR & CAPER Reporting – Ensures the HMIS is consistently able to produce a reliable Annual Performance Report (APR) and Consolidated Annual Performance and Evaluation Report (CAPER).</p> | Page 4 |
| | | <p>Revised:</p> | Page 7 |

NH-HMIS Governance Model
Revision E

| | | | |
|--|--|---|--------|
| | | <p>Universal Data Elements – Ensures the collection of each data variable and corresponding response categories on all clients served by HUD, the State of NH, the City of Manchester, and non-funded participating projects.</p> <p>to</p> <p>Universal Data Elements – Ensures the collection of each data variable and corresponding response categories on all clients served by HUD, VA, other federally funded partners, FYSB, HOPWA, the State of NH, the City of Manchester, and non-funded participating projects.</p> | |
| | | <p>Revised:</p> <p>Project-Specific Data Elements – Ensures the collection of each data variable and corresponding response categories specific to their program type on all clients served by HUD, the State of NH, the City of Manchester, and non-funded participating programs.</p> <p>to</p> <p>Project-Specific Data Elements – Ensures the collection of each data variable and corresponding response categories specific to their program type on all clients served by HUD, VA, other federally funded partners, FYSB, HOPWA, the State of NH, the City of Manchester, and non-funded participating programs.</p> | Page 7 |
| | | <p>Revised:</p> <p>Performance Measurement Training – Provides regular training and guidance on program performance measurement.</p> <p>to</p> <p>CoC System Performance Measurement Training – Provides regular training and guidance on program performance measurement.</p> | Page 8 |

NH-HMIS Governance Model
Revision E

| | | | |
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| | | <p>Revised:</p> <p>Program Funding Training and Orientation – All required HMIS participants (McKinney-Vento funded programs such as ESG, SHP, and S+C, projects that target homeless) have received training and orientation on regulations pertaining to McKinney Vento funding.</p> <p>to</p> <p>Program Funding Training and Orientation – All required HMIS participants (McKinney-Vento funded programs such as ESG, SHP, RHY, SSVF, HOPWA, PATH, and S+C, projects that target homeless) have received training and orientation on regulations pertaining to McKinney Vento funding.</p> | <p>Page 8</p> |
| | | <p>Added:</p> <p>Consolidated Annual Performance and Evaluation Report (CAPER) -- Analysis of need within a community and identification of HUD-sponsored grants – Community Development Block Grant (CDBG), the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS Grant (HOPWA) - - which will best meet those needs.</p> | <p>Page 11</p> |
| | | <p>Revised:</p> <p>Chronic Homelessness – HUD defines a chronically homeless person as</p> <p>(1) An individual who:</p> <ul style="list-style-type: none"> (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year, or on at least four separate occasions in the last 3 years; and (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section | <p>Page 11</p> |

NH-HMIS Governance Model

Revision E

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| | | <p>102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or</p> <p>(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or</p> <p>(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.</p> <p>to</p> <p>Chronic Homelessness – HUD defines a chronically homeless person as</p> <p>(1) A “homeless individual with a disability,” as defined in the Act, who:</p> <p>(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and</p> <p>(ii) Has been homeless (as described above) continuously for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months</p> <ul style="list-style-type: none">• Occasions separated by a break of at least seven nights• Stays in institution of fewer than 90 days do not constitute a break <p>(2) An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or</p> | |
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NH-HMIS Governance Model

Revision E

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| | | (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraphs (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless. | |
| | | <p>Added:</p> <p>Family Youth Services Bureau (FYSB) – A federal program under HHS that supports organizations and communities that work to put an end to youth homelessness, adolescent pregnancy and domestic violence.</p> | Page 13 |
| | | <p>Revised:</p> <p>HMIS Lead Agency Staff Organization Chart – Thomas Kelly has been replaced by Jay Marton as P/T HMIS Technical Support.</p> <p>Lisa Tsiopras has been replaced by Holly Pettit as P/T HMIS Technical Writer.</p> | Page 15 |

| Revision | Date | Description of Changes | Section |
|----------|-----------|---|------------|
| E | 4/18/2017 | Changed date to current. | Throughout |
| | | Corrected Table of Contents so that Document Revision History is listed as page 16. | Page 2 |
| | | Amended: | Page 7 |

NH-HMIS Governance Model
Revision E

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| | <p>NOFA and AHAR Participation – Ensures participation in the NOFA (Notice of Funding Availability) and AHAR (Annual Homeless Assessment Report).</p> <p>To read:</p> <p>Participation in NOFA, AHAR and Systems Performance Measures – Ensures participation in the NOFA (Notice of Funding Availability), AHAR (Annual Homeless Assessment Report) and Systems Performance Measures.</p> | |
| | <p>Amended:</p> <p>Program Funding Training and Orientation – All required HMIS participants (McKinney-Vento funded programs such as ESG, SHP, RHY, SSVF, HOPWA, PATH, and S+C, projects that target homeless) have received training and orientation on regulations pertaining to McKinney-Vento funding.</p> <p>To read:</p> <p>Program Funding Training and Orientation – All required HMIS participants (programs that target homelessness, such as ESG, SHP, RHY, SSVF, HOPWA, PATH, SGIA and S+C) have received training and orientation on regulations pertaining to their funding.</p> | Page 9 |
| | <p>Amended:</p> <p>Emergency Solutions Grant (ESG) – A federal grant program designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness.</p> <p>To read:</p> <p>Emergency Solutions Grant (ESG) – A federal grant program which provides short-term assistance to persons at imminent risk of losing their own housing due to eviction, foreclosure, or utility shutoffs. ESG focuses on both Homelessness Prevention (HP) and Rapid Rehousing (RRH).</p> | Appendix A |
| | <p>Added:</p> | Appendix A |

NH-HMIS Governance Model
Revision E

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| | | SAMHSA – Substance Abuse and Mental Health Services Administration. | |
| | | Added: SGIA -- State Grant-in-Aid is a subsidy furnished by the state to a local government; it is designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness. | Appendix A |
| | | Added: System Performance Measures – A set of selection criteria for HUD to use in awarding funding. System Performance Measures require CoCs to report their system-level performance to HUD, as opposed to submitting a basket of results from various programs. | Appendix A |
| | | Updated HMIS Lead Agency Staff Organizational Chart as follows: BOS Chair: Maureen Ryan revised to Melissa Hatfield. MCOG Chair: Mary Sliney revised to Erin Kelly. Contract Manager: Trisha Manning revised to Heidi Petzold. Data Analyst: John Moore revised to Roger Pitzer. | Appendix B |

| Revision | Date | Description of Changes | Location |
|----------|-----------|--|------------|
| F | 6/19/2018 | Date changed from June 2017 to June 2018 | Throughout |
| F | 6/19/2018 | “Bureau of Homeless & Housing Services (BHHS)” revised to “Bureau of Housing Supports (BHS).” | Throughout |
| F | 6/19/2018 | “Annual Homeless Assessment Report (AHAR)” revised to “Longitudinal System Analysis (LSA).” | Throughout |
| F | 6/19/2018 | “ System Performance Measures – Ensures participation in” removed. | Page 7 |
| F | 6/19/2018 | Client Acknowledgement: “CoC” and “HMIS Grantee” added to checklist. | Page 7 |
| F | 6/19/2018 | “PATH” added to programs listed under “ Universal Data Elements, ” and “ Project-Specific Data Elements. ” | Page 7 |

NH-HMIS Governance Model
Revision E

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| F | 6/19/2018 | Data Quality Reports – Regularly runs and disseminates data quality reports to participating programs... : “CoC” added to checklist. | Page 7 |
| F | 6/19/2018 | Data Quality Reports – Provides technical assistance and training...: “CoC” and “Participating Agency,” added to checklist. | Page 8 |
| F | 6/19/2018 | Data Quality Reports – Regularly runs and disseminates data quality reports to the community planning entity... : “CoC” and “Participating Agency,” added to checklist. | Page 8 |
| F | 6/19/2018 | “ Data Quality Reports – Regularly reviews 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,” revised to “ Data Quality Reports – Regularly reviews data quality reports on data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.” | Page 8 |
| F | 6/19/2018 | Data Quality Reports – Regularly reviews data quality reports...:“Participating Agency” added to checklist. | Page 8 |
| F | 6/19/2018 | Drug-Free Workplace: “HMIS Lead Org” and “Participating Agency,” added to checklist. | Page 10 |
| F | 6/19/2018 | “ Central Intake Coordinated Assessment ” changed to “ Coordinated Entry System. ” | Page 11 Appendix A |
| F | 6/19/2018 | Under Chronic Homelessness , “conti8nuously” changed to “continuously.” | Page 11 Appendix A |
| F | 6/19/2018 | RHY: A federal program under HHS that supports organizations and communities that work to put an end to youth homelessness, adolescent pregnancy and domestic violence,” added. | Page 13 Appendix A |
| F | 6/19/2018 | “Ana Pancine, GNCOC Chair” changed to “Mandy Reagan, GNCOC Chair.” “Heather Nelson, GNCOC Co-Chair” added. “Martha Stone, BOS Co-Chair” added. “Cathy Kuhn, MCOC Co-Chair” added. | Page 15 Appendix B |