

## **Memorandum of Understanding between the HMIS Participating Agency and HMIS Lead**

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The purpose of this Memorandum is to set out the roles and responsibilities of each HMIS Participating Agency, the HMIS of Akron/Summit County Advisory Committee, and the HMIS Lead Agency through their membership/participation in the Akron/Barberton/Summit County Continuum of Care for the Homeless (CoC).

### **Background**

The HMIS of Summit County was created in 2003 through an agreement between the City of Akron, The County of Summit, the City of Cuyahoga Falls, the City of Barberton, and CoC Participating Agencies, for the purposes of meeting the Department of Housing and Urban Development's (HUD) requirement that all federally-funded homeless programs participate in a Homeless Management Information System (HMIS);

United Way of Summit & Medina agreed at the creation of the HMIS of Akron/Summit County project to serve as the administrative lead for the collaborative project;

Whereas the parties to this agreement have agreed to support one HMIS program to meet the HUD requirements for a data collection system for all HUD-funded homeless programs; and

Whereas WellSky is the current vendor and ServicePoint the HMIS software to meet the HUD requirements for a data collection system for all HUD-funded homeless programs; and

Whereas United Way of Summit & Medina has operated the HMIS of Akron/Summit County program since 2003, and all homeless assistance/CoC providers are currently required to participate in this program; and

Whereas the HUD regulations require, that, the Continuum of Care must:

- (a) In consultation with the collaborative applicant and the HMIS Lead will develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD.
- (b) Designate and operate an HMIS. The Continuum of Care must:
  - (1) Designate a single Homeless Management Information System (HMIS) for the geographic area;
  - (2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;
  - (3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
  - (4) Ensure consistent participation of recipients and sub-recipients in the HMIS;
  - (5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

Therefore, the parties to this Memorandum agree to the following:

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### **HMIS Participating Agency Responsibilities**

- Meet the requirements of HMIS as outlined in the HMIS of Akron/Summit County Policies and Procedures Manual
- Enter data into HMIS, with client permission, on all clients served by homeless assistance programs regardless of funding status to meet the needs of the CoC/Community
- Work with HMIS Lead to ensure data entered meets the full requirements outlined in the federal data and technical standards in addition to any state or local requirements
- Regularly review data quality and other reporting from HMIS with HMIS Lead
- Ensure active representation at the HMIS User Group Meetings by agency HMIS end users

Any other responsibilities determined by the Akron/Barberton/Summit County Continuum of Care for the Homeless Ensure active representation on the HMIS of Akron/Summit County Advisory Committee by chosen representative or alternate who meets the qualifications outlined in this MOU.

The HMIS of Akron/Summit County Advisory Committee shall be responsible for representing the CoC in their responsibilities for oversight of the Akron/Summit County HMIS system.

### **Membership in the HMIS Summit County Advisory Committee**

Membership of the HMIS of Akron/Summit County Advisory Committee, at a minimum, shall be comprised of:

- One Representative from each Municipality falling under the Jurisdiction of the CoC
- One Representative from each CoC Participating Agency.
- One Representative from each HMIS Participating Agency

### **Qualifications**

The qualifications of Advisory Committee membership are:

- Knowledgeable about HMIS, Familiarity with the Homeless Emergency Assistance and Rapid Transition to Housing, (HEARTH) Act, CoC Rule, Annual Homeless Assessment Report (AHAR), and other federal regulations that govern homeless programs
- Willingness to think about HMIS of Akron/Summit County from a CoC and community wide perspective
- Ability and means to communicate key information back to the HMIS Lead
- Representatives must be empowered to make decisions on behalf of their organization
- Able to attend preset meetings

### **Selection criteria and term lengths**

Advisory Committee members representing CoC participating agencies are chosen by their agency leadership.

The Agency Representative Consent Form shall be used as documentation of selection by their organizational leadership. Term length is determined at the represented CoC participating agency.

If new representation is needed, for whatever reason, it is the CoC participating agency's responsibility to update the Agency Representative Consent Form with the new agency representative selection.

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### **Membership in the User Group Meeting**

Membership of the HMIS of Akron/Summit County User Group Meeting, at a minimum, shall be comprised of:

- All HMIS Users from each HMIS Participating Agency

### **Qualifications**

The qualifications of User Group are:

- CoC participant
- Current HMIS user or knowledgeable about HMIS Familiarity with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, CoC Rule, Annual Homeless Assessment Report (AHAR), and other federal regulations that govern homeless programs
- Ability, willingness, and means to communicate key information back to the HMIS Lead Representatives must be empowered to make suggestions for improvements to the HMIS of Akron/Summit County
- Able to attend user group meetings

### **Selection criteria and term lengths**

User Group consists of all HMIS users. HMIS Users are chosen by their agency leadership. The User License Request Form shall be used as documentation of selection by their organizational leadership. Term length is determined at the represented CoC participating agency.

If new representation is needed, for whatever reason, it is the CoC participating agency's responsibility to submit a new User License Request Form with the new agency representative selection.

### **HMIS Summit County Advisory Committee Responsibilities**

- Determine the guiding principles and vision for the HMIS of Akron/Summit County project implementation, including scope of work for staff and strategic planning. Make decisions on: planning, participation, coordination of resources, coordination of data integration, determination of long-term policies and procedures, and project budget priorities
- Review, advise, and approve project budget priorities  
Select HMIS Lead Agency
- Review, revise, and approve all policies and plans
- Review, revise, and approve the cost structure
- Evaluate, propose, and approve modifications to project priorities
- Evaluate, propose, and approve modifications to scope of work
- Select minimum data requirements; define criteria, standards, and parameters for the release of aggregate data
- Ensure adequate privacy protection provisions in project implementation and administration
- Advise on and review HMIS trainings
- Select software
- Set and evaluate performance standards for HMIS Lead Agency Any other responsibilities outlined in the HMIS of Akron/Summit County Policies and Procedures Manual

### **HMIS Lead Agency Responsibilities**

- Respond to HMIS of Akron/Summit County Advisory Committee directives and concerns
- Oversee the day-to-day administration of the HMIS of Akron/Summit County project
- Provide staffing for operation of HMIS  
Develop project budget for HMIS of Akron/Summit County to be approved by both the HMIS of Akron/Summit County Advisory committee and the CoC Executive Committee
- Secure and manage contracts with the software vendor; responsible for ongoing communications with software vendor
- Ensure system integrity and availability
- Provide effective training on software and related issues, and including ethics and client confidentiality
- Provide technical support to participating agencies
- Regularly review data quality and provide reports to participating agencies and HMIS of Akron/Summit County Advisory Committee
- Ensure HMIS software is capable of producing required reporting
- Ensure accurate reporting from the HMIS
- Provide support to CoC Leadership to enhance their participation in the HMIS of Akron/Summit County project
- Ensure compliance and maintain and increase knowledge on all HUD requirements for HMIS standards, and ensure system compatibility with said standards with HUD requirements, including data standards
- Maintain knowledge about program components and data usage in order to guide end users on program design to ensure the most efficient accurate data is collected
- Staff the HMIS of Akron/Summit County Advisory Committee
- Any other responsibilities outlined in the HMIS of Akron/Summit County Policies and Procedures Manual

### **Termination**

This MOU is effective from the date it is signed by the HMIS Participating Agency and the HMIS Lead Agency until it is ended by written notice by either of the Parties. The termination of this agreement between HMIS Participating Agency and the HMIS Lead Agency does not alter the validity or terms of this contract between the remaining parties of this agreement.

If an individual HMIS Participating Agency wishes to terminate their relationship with HMIS of Akron/Summit County they must submit written notice to the HMIS Administrator at United Way of Summit & Medina. Upon receipt of this written notice all licenses assigned to that agency will be discontinued and closed immediately.

The agency will incur any costs involved associated with transferring/exporting data out of the Akron/Summit County HMIS at their request.

All Agency User Agreements regarding client confidentiality related to any information that has been downloaded from the HMIS prior to the Agency Termination of Participation will remain in effect indefinitely.

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### **Definitions**

For the purposes of this Memorandum of Understanding, the following definitions apply:

HMIS of Akron/Summit County – The HMIS system designated by the CoC participating agencies in the Akron/Barberton/Summit County CoC to administer the HMIS database.

HMIS of Akron/Summit County Advisory Committee is the body responsible for providing guidance to the Homeless Management Information System (HMIS) Lead Agency on general administration as it relates to federal and state government guidelines and the preferences of the Akron/Barberton/Summit County Continuum of Care.

Continuum of Care (CoC)- A “Continuum of Care” is an organization made up of homeless service providers and other community stakeholders which is responsible for planning and coordination of homeless services in a geographically defined area. The responsibilities of the Continuum of Care program are set out in the CoC Program Interim Rule under the U.S. Department of Housing and Urban Development’s HEARTH Act, and include but are not limited to selection and oversight over the HMIS system.

The following comprise the Akron/Barberton/Summit County Continuum of Care as designated by our last application to HUD as of the date of this MOU:

Summit County Dept. of Development	ACCESS, Inc.
City of Akron	Community Health Center
City of Barberton	Community Support Services
City of Cuyahoga Falls	Haven of Rest
Department of Job and Family Services	H.M. Life Opportunity Services
Summit County Children Services Board	Family Promise
Akron AIDS Collaborative	Fair Housing Contact Service
Akron Metropolitan Housing Authority	Akron Community Foundation
Akron Public Schools	United Way of Summit & Medina
Tarry House	North Coast Community Homes
Legacy III	Ohio Multi-County Development Corporation
Battered Women's Shelter	Department of Veterans Affairs
CANAPI	Harmony House
Shelter Care	Gus Johnson Community Foundation Inc.
Family & Community Services	Joanna House

Homeless Management Information System (HMIS)- a computerized data collection application that facilitates the collection of information on homeless individuals and families using residential or other homeless assistance service agencies, and stores that data in a centralized database for analysis.

United Way of Summit & Medina – an Ohio 501(c)(3) non-profit corporation, its successors or assignees. UWSM operates HMIS of Summit County. Through this agreement United Way of Summit & Medina is designated as the HMIS Lead or HMIS Administrator Agency for this project.

HMIS Participating Agency – Any homeless assistance provider, funder, or provider with a vested interest in addressing homelessness in the Summit County region who is actively entering data into the HMIS of Akron/Summit County. Active participation is regardless of whether participation is mandated by funding or otherwise and is for the purposes of community planning as it relates to the provision of services and housing for those in our community who are at risk of becoming homeless or have become homeless as defined by HUD in our efforts to end homelessness.

**Signature  
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**For the HMIS Participating Agency**

**Signature:**

**Printed Name:**

**Title:**

**Agency Name:**

**Address**

**Phone**

**For the HMIS Lead Agency**

**Signature:**

**Printed name:**

**Title:**

**Agency Name:**

**Address**

**Phone**