



**Policies, Procedures and Standards
Committee
December 8, 2020**

Welcome and Introductions

Tim Shaw, Policies, Procedures and Standards
(PPS) Committee Chair

PPS Committee Updates

Zulima Lundy, Continuum of Care (CoC) Manager

Agenda Item #2

PPS Committee Updates

- CoC Vision Ad Hoc
- Lived Experience Advisory Committee

Homeless Management Information System (HMIS)

Zulima Lundy, CoC Manager

Erin DeRycke, 2-1-1 Orange County

CoC Data Dashboard

Zulima Lundy, CoC Manager

Erin DeRycke, 2-1-1 Orange County

**Ad Hoc on Homeless Prevention
Assessment Tool Update**

Judson Brown, Ad Hoc Chair



HMIS User License Fees

Policies, Procedures, and Standards Committee

December 8, 2020

Previous Proposals Shared

Proposal 1:

- HMIS Lead will cover the following user license fees for each agency:
 - 2 Manager Licenses + additional Manager License for every 1000 enrollments
 - Enterprise Licenses equivalent to the enrollments entered by the agency
 - Using current license and enrollment data, 80 enrollments = approximately 1 Enterprise license

Proposal 2:

- \$1,500 annually from each agency receiving funding that requires HMIS participation
- No charge for agencies not receiving funding that requires HMIS participation

Agency Feedback

Proposal 1 Feedback

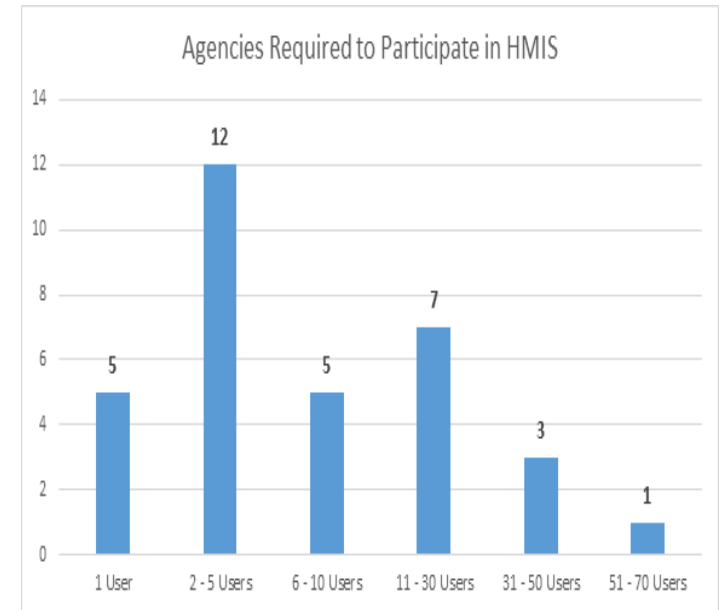
- Agencies without federal or CoC Board awarded funding should not be charged
- Proposal 1 may discourage live data entry into HMIS
- Policy does not take into account additional licenses that may be needed for funding awarded during the year

Proposal 2 Feedback

- Large burden on agencies with few users
- Allows funding from contracts with HMIS allocation to enhance HMIS system

Final Proposal

- Agencies that receive funding that require HMIS participation are charged the rates below for the number of licenses active at their agency at the end of the calendar year
 - 1 – 5 users: \$500
 - 6 or more users: \$2500
- If a user has access to multiple agencies in HMIS, only the agency where the user is employed will be charged
- Agencies that are newly awarded funding that requires HMIS participation during the calendar year will be required to pay \$500 prior to the awarded funding being implemented in HMIS
- No charge for agencies not receiving funding that requires HMIS participation



User License Fee Implementation

- CoC Board to take action on proposed HMIS User License Fee Policy on December 17, 2020.
- Proposal will be implemented in January 2021. 211OC will notify agencies that the proposal has been approved by the CoC Board, and what the agency's charge will be.
- Agencies will have 60 days notice to submit their payment.
- If any agency does not make the required payment their user accounts will be locked until the payment is made.
- 211OC and HCA will re-evaluate the proposal and implementation in Fall 2021 to ensure the fee structure continues to meet the CoC's needs. Any revisions will be taken to PPS Committee.

Contingency

- The HMIS Lead will cover up to \$9,650 per month (\$115,800 annually) for Enterprise and Manager Licenses on behalf of the CoC in addition to any fees paid by the agencies.
- If the amount paid by the HMIS Lead exceeds this amount, additional costs will be paid by the Health Care Agency as the CoC Lead until such a time as a new HMIS User License Fee Structure can be determined.

Access

- HMIS access will be limited to agencies that serve clients directly and will complete data entry into HMIS to track the assistance their clients are receiving.
 - Minimum Participation Requirements are being developed.
- Read-only accounts are available for HMIS Participating Agencies, and will be included in the count of user licenses
- The HMIS Lead will cover 3 (Read Only) Enterprise Licenses for Victim Service Providers (VSPs) that receive federal funding through CoC, ESG, or other federal programs
 - The agency must demonstrate a clear need for the access and that the access will streamline the housing process for clients.