

**Attachment C**  
**HMIS-Related Requirements**

**1. Terms and Definitions.**

- a. The terms used in this Attachment C have meanings as set forth in the most recently issued version of the HUD HMIS Data Standards and HMIS Data Dictionary currently in use by CoC FL-507 and CoC's FL-507 HMIS vendor, both of which are incorporated herein by reference.
- b. Grantee reserves the right to replace, at its sole discretion, this Attachment C or any portion thereof in correspondence with changes in HMIS terminology or processes adopted by CoC FL-507 or CoC FL-507's HMIS vendor during the Term of this Sub-recipient Agreement. All such changes shall be made in a manner that ensures maximum equivalency with the terminology or processes in effect as of the date of the change.

**2. General Requirements for Participation in HMIS.**

Throughout the Term of this Sub-recipient Agreement, Sub-recipient shall meet the HMIS-related performance requirements set forth below, pursuant to Sections 4 and 10 of this Sub-recipient Agreement:

- a. Enter into and adhere to the terms and conditions of the current version of the CoC FL-507 HMIS Agency Partnership Agreement, which is hereby incorporated by reference;
- b. Participate fully in the effort to continuously populate and contribute to the development of a comprehensive and robust HMIS as anticipated by the CoC Interim Rule;
- c. Ensure continuous availability of an HMIS Agency Liaison to serve as the primary point of contact and accountability regarding all HMIS-related activity pertaining to Sub-recipient and all of the projects participating in HMIS;
- d. Ensure compliance by all HMIS End Users with the most current version of the CoC FL-507 HMIS Policies and Procedures and the HMIS User Agreement.;
- e. Ensure that all HMIS End Users gain and sustain a working knowledge of the applicable HMIS Provider attributes specific to Sub-recipient and the applicable project type; and
- f. For each required activity and reporting to be performed under paragraphs 2 and 3 below, respectively:
  - i. Adhere to the current versions of all HMIS-related workflows applicable to the Project's project type; and
  - ii. Meet the applicable data quality standards and comply with the applicable data quality requirements found in the most recently adopted CoC FL-507 Data Quality Plan, which is incorporated herein by reference, including but not limited to those related to: timeliness, completeness, and accuracy of all data required entered.
- g. Comply with the adopted CoC FL-507 fee schedule and policy regarding payment of HMIS user subscription fees.

**3. Required Activity in HMIS.**

Throughout the Term of this Sub-recipient Agreement, for each Program Participant assisted by Sub-recipient under the Project, Sub-recipient shall perform the following activities in HMIS:

- a. For each such Program Participant, enter or cause to be entered into HMIS all HUD Universal Data Elements (UDE) and all other CoC FL-507-specific data elements pertinent to the Project and applicable to the Project's project type;
- b. Ensure that values for key Universal Data Elements appropriate for the project type are correctly entered for each such Program Participant;
- c. Record a corresponding description or summary of the services provided to each such Program Participant in the HMIS location appropriate for the applicable project type (e.g., Case Notes, Case Plans, CES Notes) using the GIRP [Goal(s)-Intervention(s)- Response(s)-Plan] or other format approved in writing by Grantee not more than five (5) days following the provision of the service;
- d. Enter HMIS Service Transactions for services provided to each such Program Participant, if called for under the applicable HMIS workflow;
- e. Complete all Interim Update Assessments as appropriate for the project type, but in particular, in the event of known changes to Program Participant income and other significant changes in Program Participant status;
- f. Ensure that Entries to and Exits from the Project are recorded correctly for each such Program Participant;
- g. Complete Annual Assessments for each such Program Participant on or as of their respective applicable Project "anniversary" date;
- h. Complete any applicable Sub-assessments for each such Program Participant in keeping with the applicable project type and workflow(s); and
- i. Perform the actions required under (a)-(h) for all such Program Participants served by all projects in which Sub-recipient participates that are active in HMIS.

#### **4. Required Reporting Using HMIS.**

Sub-recipient must maintain familiarity with and may be asked to work with Grantee's designated HMIS Point of Contact to generate the following HMIS-based reports necessary for the evaluation of the performance by, capacity of, data quality of, and contributions to system performance by the Project and other HMIS-participating projects administered or operated by Sub-recipient:

- a. The current version of the CoC FL-507 HMIS Data Quality and Project Performance Scorecard Form appropriate for the project type on a monthly basis and transmit or make available the completed form; The HUD Annual Progress Report (APR), the HUD Consolidated Annual Performance and Evaluation Report (CAPER), and/or the ART 260 Sub-recipient's Contribution to Project Performance Report (or its successor or closest analog thereto), whichever are applicable Sub-recipient given its role in and relationship to the Project;
- b. The most current applicable version of the HMIS Entry and Exit Template Report, or its successor or closest analog thereto; and
- c. A limited number of additional reports generated from or using HMIS data necessary for Project and

system accountability, evaluation, and improvement, which may be specified in subsequent amendments to this Attachment C pursuant to Section 19 of this Sub-recipient Agreement.

#### **5. Required Training in HMIS.**

Sub-recipient shall:

- a. Notify Grantee HMIS Point of Contact upon the hiring or identification of any Sub-recipient employee who is to be designated as an HMIS End User for the Project;
- b. Ensure that any Sub-recipient employee identified in paragraph (a) completes the required HMIS Initial End User Training as described in the most current version of the CoC FL-507 Training Curriculum at the earliest possible date, and not later than 30 days after assignment to the Project by Sub-recipient; and
- c. Ensure that any such Sub-recipient employee for whom more than 11 months have elapsed since completion of HMIS Initial End User Training or other more recent comprehensive HMIS training completes the HMIS Annual Refresher Training, as described in the most current version of the CoC FL-507 Training Curriculum, at the earliest possible date, and no later than 13 months after completing such initial or follow-up training;
- d. Ensure that any Sub-recipient employee identified in paragraph (a) completes project specific workflow training at the earliest possible date, and not later than 30 days after assignment to the Project by Sub-recipient; and
- e. Notify Grantee's HMIS Point of Contact immediately when an HMIS End User is no longer employed at agency so that HMIS End User can be removed from system access.