

Appendix C. Sample HMIS-Participating Organization Agreement

Any organization participating in the CoC's HMIS is expected to adhere to the data quality standards as laid out in the Data Quality Plan. This includes baseline requirements for the following pieces of data quality:

- **Data Completeness** (how many of the required data elements in HMIS are completed for any given client)
- **Data Timeliness** (how long does it take for the data to be entered into HMIS once it is collected from the client)
- **Data Accuracy** (how much does the data entered into HMIS reflect the client's or project's reality)
- **Data Consistency** (how equally the data elements are explained, interpreted, and entered into HMIS)

This organization is entering data into HMIS for the following project(s): **list out the project names and types**

The above project(s) are required to abide by the following baseline requirements, as laid out in the Data Quality Management Plan: **list out the specific baseline requirements as laid out in the DQMP for completeness, timeliness, and accuracy**

Data Completeness: _____

Data Timeliness: _____

Data Accuracy: _____

Should this organization fail to uphold the data quality standards, this organization shall implement a Data Quality Improvement Plan, as discussed and defined in the Data Quality Plan. Failure to comply with a created Data Quality Improvement Plan could result in the following: **list out specific results of failing to comply with a Data Quality Improvement Plan**

- Loss of user licenses
- Loss of access to HMIS as an organization
- Decreased funding

The responsibilities of this organization related to this Agreement include the following:

- Maintain a high level of HMIS data quality, using the baseline requirements as laid out in the Data Quality Plan as the baseline threshold for meeting the expectation;
- Seek assistance from the HMIS Lead and/or CoC when there are questions about HMIS and HMIS data quality;

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- Be responsive to questions and requests from both the HMIS Lead and CoC related to HMIS data quality; and
- Inform the HMIS Lead and the CoC when changes occur within this organization that specifically relate to HMIS and/or HMIS data quality, including but not limited to:
 - Inform the HMIS Lead when an existing HMIS user no longer needs access to the system, within 24 hours of no longer needing access;
 - Inform the HMIS Lead when a new HMIS user needs to receive training on HMIS data entry;
 - Inform the HMIS Lead and CoC when an existing HMIS project ends, at least 21 days prior to the project's termination; and
 - Inform the HMIS Lead and CoC when a new HMIS project needs to be created, at least 21 days prior to the project's beginning.

The responsibilities of the HMIS Lead related to this Agreement include the following:

- Provide sufficient training, resources, materials, and follow-up to this organization and its HMIS users to ensure a high level of understanding related to entering data into HMIS;
- Respond to this organization's questions and concerns related to HMIS and HMIS data quality;
- Provide tools for this organization to monitor its own data quality in HMIS; and
- Ensure this organization and its HMIS users understand the data entry requirements related to the specific projects this organization enters into HMIS.

The responsibilities of the CoC related to this Agreement include the following:

- In conjunction with the HMIS Lead, ensure this organization understands the Data Quality Plan and its importance;
- Provide a clear and transparent process, as addressed in the Incentives and Enforcements section of the Data Quality Plan, for providing this organization with incentives and enforcements as it relates to HMIS data quality;
- Ensure the HMIS Lead and this organization have sufficient resources to be as proactive in HMIS data quality monitoring as possible; and
- In conjunction with the HMIS Lead, determine the consequences for this organization should they fail to abide by this Agreement or a Data Quality Improvement Plan.

This Agreement is effective from the date of signature and will be in effect until this Agreement is updated or the organization is no longer participating in HMIS.

HMIS Participating Organization & Signature

Date

HMIS Lead Organization & Signature

Date

CoC Organization & Signature

Date