

Section 1: Introduction & Responsibilities

Introduction

The Homeless Management Information System (HMIS) is a database platform designed to capture uniform client information over time. This system is essential to efforts to streamline client services and inform public policy. Through HMIS, clients benefit from improved coordination in and between Participating Agencies within their respective Continuum of Care (CoC), informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered by HMIS is critical to accurately calculate the size, characteristics, and needs of homeless and at-risk populations; data necessary to serve clients appropriately and for systems planning and advocacy.

Agencies who receive funding through the following federal partners and their respective programs are to participate in their local HMIS: U.S. Department of Health and Human Services, U.S. Department of Housing and Urban Development, U.S. Department of Veteran Affairs, and any additional funding source requiring participation. Victim Service Providers must utilize a comparable HMIS that meets all minimum privacy, security, and data requirements as set forth in these standard operating procedures.

DuPage County Community Services is the designated HMIS Lead which participates in the Northeast Illinois HMIS (NIL HMIS). The NIL HMIS is a shared, regional HMIS in which multiple CoC's participate, and is managed by a single Technical Lead Agency, the Alliance to End Homelessness in Suburban Cook County. The NIL HMIS is Governed through a separate Memorandum of Understanding and Administration and Communication Plans.

This document provides policies and procedures for partnering agencies and users under the DuPage County Continuum of Care. These policies and procedures are collectively referred to as the Standard Operating Procedures (SOP). The SOP have been developed to comply with HUD regulations, state and federal laws, meet local service coordination and reporting needs, and to retain consistency in developing and maintaining the HMIS.

The DuPage County CoC Data & Performance Committee is responsible for reviewing the SOP annually and proposing changes for approval by the DuPage County CoC Leadership Committee.

Roles and Responsibilities

The following documents outline the various roles and responsibilities as they relate to the DuPage County Continuum of Care Homeless Management Information System, in addition to the policies and procedures as outlined in the Standard Operating Procedures. These documents are available on the HMIS website, dupagehomeless.org/hmis/forms.

Document Title	Description
Memorandum of Understanding between the DuPage County Continuum of Care and DuPage County Department of Community Services	This document outlines the regional governing structure of the HMIS including the regional governing forum, the HMIS technical lead agencies, local CoCs, and local HMIS Leads.
Memorandum of Understanding between the DuPage County Continuum of Care and DuPage County Department of Community Services	This document designates the DuPage County Department of Community Services as the HMIS Lead and describes its responsibilities as such.
HMIS Partner Agreement between DuPage County Community Services and the Participating Agency	This document describes the responsibilities of HMIS participating agencies and their users.
HMIS Agency Data Administrator Policy and Code of Ethics	This document describes the responsibilities of HMIS participating agencies and their users.
HMIS End User Policy and Code of Ethics	This agreement describes the responsibilities and code of ethics by which each HMIS user must abide.
NIL HMIS System Administrator Plan	Outlines the NIL HMIS roles and requirements as they apply to local policies and procedures and management of the HMIS.