

Monmouth HSC

HMIS Data Policies

- Data must be entered within 7 days of program entry
- All staff utilizing HMIS (including data entry staff and site administrators) must attend at least 1 HMIS training annually
- Site administrators are required to run data quality and system performance reports quarterly and submit to the CoC
- All agencies must set consumer consent to 84 months
- Sharing choice must be consumer choice unless the program is otherwise restricted
- Discharge information must be entered within 3 days of program exit
- Programs may discharge clients if they have had no contact with them for 45 days
- Data must be entered in accordance with data standards established by the CoC per project type
- All agencies are required to ensure accurate data is entered into the system. No more than 8% of required fields should have missing info (all types of missing info including don't know, refused, data not collected etc.)
- No client shall be denied services if they refuse to sign an HMIS consent. If client refuses to sign, their data may still be entered into the system but sharing must be set to no sharing
- Intake workers must explain the HMIS consent form to clients when obtaining signatures
- Agencies transferring client information pulled from HMIS must use secure processes such as encrypted email.
- Agencies must submit email notification to the CoC when adding new project. New project notifications must include completion of new project form