

Ohio Balance of State Continuum of Care HMIS Participation Fee Policy Frequently Asked Questions Updated 6/8/16

1. **QUESTION** - How would the HMIS participation fee be determined for an agency that selects to pay for participation based on a percentage of their annual federal/state homeless assistance grant awards, but sub-grants out much of their funding to other organizations?
 - a. **ANSWER** – in general, agencies will be charged for participation, within the percentage of grant option, based on all the homeless assistance grants they receive annually, regardless of any sub-grantee, partner, or sub-recipient relationships. However, these agencies are able to work with their sub-grantees and partners on their own to determine how the cost will be shared among agencies.
 - i. Additionally, if both the agency and its grantees need to pay for HMIS participation, they will all want to work with COHHIO HMIS staff to ensure that grant amounts are not being considered both at the grantor and grantee level.
2. **QUESTION** - How are Homeless Crisis Response Program (HCRP) lead agencies expected to manage HMIS participation fees with their partner agencies?
 - a. **ANSWER** – HCRP lead agencies have a couple options for managing HMIS participation fee costs and licenses for their lead agency and partner agencies. First, they can each individually determine how many licenses each agency needs and agree to be billed at the agency level based on that cost (using the per license fee option). If the HCRP lead and partner agencies decide to split the costs in a way other than how things are billed, they can do so however they see fit.
 - i. Alternatively, the HCRP lead and partner agencies may decide to pay for their HMIS participation fee based on a percentage of their total federal/state grants. If this is done, all agencies will want to work with COHHIO HMIS staff to ensure that grant amounts are not being considered both at the grantor (ie, lead agency) and grantee (i.e., partner agency) level.
3. **QUESTION** – Will there be any changes to the Advanced Reporting Tool (ART) licenses?
 - a. **ANSWER** – No. Anyone who currently has or desires to have an ART license will be able to have one at no additional cost. The cost for ART licenses is included in the HMIS participation fee options.
4. **QUESTION** – How will charging for HMIS participation be handled in situations where an HMIS end user enters data for two different agencies? Can this person be included only with one program for the license but still have access to input data into multiple programs?
 - a. **ANSWER** – Yes, one end user will be able to enter data for multiple agencies. The cost for that end user will only be paid by one agency, typically the agency identified as their ‘home provider’ in HMIS (usually the agency who employs the end user). However, if one of the agencies in this situation has no HMIS end users within their organization, they will still pay at least \$600 for their HMIS participation because of the ongoing reporting, TA, and support needs they have.

5. **QUESTION** – Will licenses be transferrable?
 - a. **ANSWER** – Yes. Agencies can move licenses between staff as needed at no additional cost, provided that any new HMIS end users have gone through the New User Training, signed a user agreement, and taken and passed the privacy and security quiz.

6. **QUESTION** – Will there be additional costs for training or custom report building?
 - a. **ANSWER** – No. All those costs have already been included in the calculation of the HMIS participation fees. At this point, there are no additional fees for anything.

7. **QUESTION** – How will invoicing and payment be handled?
 - a. **ANSWER** – At this point, we plan to email invoices out electronically (before January 1, 2017) once all agency HMIS Participation Fee Election Forms have been completed and verified Payment can be submitted directly to COHHIO via check.