

HMIS Data Entry for Non-HMIS Participating Projects

Ohio Balance of State Continuum of Care

Introduction and Background

Having client-level data entered into the Ohio Balance of State Continuum of Care's (BoSCoC) Homeless Management Information System (HMIS) is useful for multiple reasons – it helps document homeless history, current homelessness, severity of needs, and ensures those individuals and households are included in any appropriate HMIS reports that the CoC might use. Critical funders of homeless assistance programs, including the US Department of Housing and Urban Development (HUD) and the Ohio Development Services Agency (ODSA), also require client-level data entry into HMIS.

When some homeless services providers do not enter their client-level data into HMIS, it can make identification of homeless households, documentation, and prioritization processes more difficult for the homeless system to work through.

Purpose of This Document

This document explains how current HMIS participating providers may be able to enter client-level data into HMIS on behalf of non-publicly funded, non-HMIS participating providers in their communities. Please note the guidance here only applies in situations where the non-HMIS participating provider receives no HUD or ODSA funding and is not a victim services provider.

HMIS Data Entry Requirements

Overview

The HUD HMIS Standards, which dictate how an HMIS must be set up and what client-level data must be entered into it, require that providers that are HMIS participating enter 100% of client-level data into HMIS. The only exception is in instances where a client may refuse all data collection/entry.

If a current HMIS participating provider wants to enter client-level data into HMIS on behalf of a provider that is not currently participating in HMIS, HUD requirements related to 100% client-level data entry must be kept in mind.

HMIS Data Entry on Behalf of Non-HMIS Participating Providers

If a current HMIS participating provider (*from here on referred to Provider A*) wants to enter client-level data into HMIS on behalf of a provider that is not currently participating in HMIS (*from here on referred to as Provider B*), they will need to do the following:

1. Provider A and Provider B enter into a Memorandum of Agreement (MOA) that outlines the following:
 - a. Agreement between both providers that Provider A will enter 100% client-level data into the Ohio BoSCoC HMIS for Provider B's clients
 - b. Agreement between both providers about what client-level data will be entered into HMIS
 - i. At minimum, the agreement should indicate that all client-level universal data elements will be entered into HMIS

- ii. Providers may also choose to have Provider A enter into HMIS on behalf of Provider B client VI-SPDAT scores, referrals, etc.
 - c. Protocol for Provider B to supply client-level data to Provider A for HMIS data entry
 - i. This protocol must ensure client confidentiality and privacy and protection of client files and records
 - ii. This protocol must outline sharing of client-level data from Homeless Provider B to Homeless Provider A in a timeframe that complies with the Ohio BoSCoC Data Quality Standards related to timeliness of data entry into HMIS (ie, all data entered into HMIS within 5 days of receiving it from the client)
 - d. A copy of the signed MOA must be shared with Ohio BoSCoC staff before HMIS staff will create the new provider in HMIS
 - i. This can be emailed to ohioboscoc@cohhio.org
 - e. Provider A completes and submits to ohioboscoc@cohhio.org a *HIC New Project Form* on behalf of Provider B
 - f. CoC and/or HMIS staff will communicate with Provider A once the new project is fully set up in HMIS and ready for client-level data entry
2. Provider A ensures ongoing HMIS data completeness and data quality, and compliance with Ohio BoSCoC HMIS Policies and Procedures and Data Quality Standards for all clients entered on behalf of Provider B

Please note, the guidance above only applies where Provider B is a homeless-dedicated provider. This means that they are dedicated to serving only people who are experiencing homelessness, that they verify and document homeless status at the point of project entry, and that at any point in time the majority of their clients entered from homeless situations.

Please note, no provider may enter data into HMIS for victim services providers. Victim services providers are prohibited from entering, or having someone else enter, their client-level data into HMIS.

HMIS Participation Fees

In accordance with the Ohio BoSCoC HMIS Participation Fee Policy, which can be found [here](#), all organizations participating in HMIS are required to pay HMIS participation fees. This includes both organizations with HMIS end users in house, and those who work with partner agencies to ensure client-level data entry.

However, if paying HMIS participation fees would be a financial hardship for the organization not currently participating in HMIS (called Provider B above), they may request a waiver of HMIS participation fees when submitting the MOA and HIC New Project Form. If COHHIO approves the waiver request, no additional participation fees will be applied.