CMIS Committee

Scope of Work

The CoC's, federal, state, and locally mandated, CMIS, an CMIS compliant database serves as the single repository of homelessness data for the Spokane County and City CoC. A few of the critical roles that CMIS data plays include: strategic planning decisions, reporting to funders, project ranking, funding recommendations, and determining case management plans for clients. The CMIS has transcended its original purpose as a simple database to become the main tool used by dozens of agencies and hundreds of case workers for cross agency collaboration and the tracking and sharing of data on the homeless clients that are served throughout the region. The interconnectedness that is made possible through participation in the CMIS has led to the successful implementation of the CoC's Coordinated Assessment program and real time housing inventory tracking. The rapidly expanding capabilities of the CMIS will allow for continuous improvement to the CoC's service delivery efforts and the efficiency and efficacy of the programs that rely on it; it will continue to act as the foundation upon which efforts to end and reduce homelessness are based.

The complexity and importance of the CoC's CMIS is such that the formation of a guiding subcommittee--comprised of a cross-section of CoC stakeholders--is critically important to the continued success of the CoC. This committee will ensure that policies and procedures are fair and comprehensive; that training and technical support provided by the CMIS Team meets the needs of the CoC; and that the data collected by the CMIS meets the needs of the CoC.

The Scope of Work for the CoC's CMIS Committee includes:

1. **Review and advise on all CMIS policies**: policies need to be fair, clear, and provide direction that is aligned with CoC priorities. By helping to define roles and responsibilities for the CoC's CMIS, and the multitude of agencies and case workers that rely on it, the CMIS Committee will help ensure that roles and responsibilities are clear and that the CoC's CMIS is aligned with CoC priorities and strategies. This will reduce confusion and frustration and ultimately provides for better services to the clients served by the various projects, through ensuring that clients and staff aren't overly burdened with unnecessary administrative tasks.

2. **Assist with CoC-wide, funder required, reporting:** the Longitudinal System Analysis (formerly AHAR) and the Point-time-Count (PIT) and Housing Inventory count are both system-wide, funder required, reports. The key to successful execution of both is clear communication between the CMIS Lead and CoC partner agencies and a careful review of the data collected. The CMIS Committee will assist with communication, planning, and execution of both reports. The CMIS Program Manager will coordinate efforts between the CMIS Committee, the CoC, and the CMIS Lead Agency.

3. **Evaluate, propose, and approve modifications to project priorities:** in an advisory capacity, the CMIS Committee will propose data collection priorities for current, and future, projects. Inputs and outputs for individual, or entire project categories (e.g. ES, TH, etc.), will be evaluated to ensure that they align with the CoC's goal of ending homelessness.

4. **Select minimum data requirements; define criteria, standards, and parameters for the release of aggregate data:** the data standards set forth by the multitude of funders that rely on the CMIS for performance and project data are frequently misunderstood and misapplied. The CMIS Committee will serve in an advisory role to help ensure that communications related to data collection methodologies and standards to the CMIS user base is clear. Since the minimum data requirements aren't always suited to local strategies and priorities, the CMIS Committee will work with the CMIS Program Manager to determine, if necessary, additional data collection requirements for dissemination to CMIS participating users and agencies.

5. **Ensure adequate privacy protection provisions in project implementation and administration:** the privacy and confidentiality laws governing the CMIS are complex and ever changing. However, there is no matter more important to the continued success of the CMIS than ensuring that the CoC is adhering to all relevant laws and regulations. Client confidentiality must be considered before a new project is implemented, data is entered or shared, or when determining new data elements for collection. The CMIS Committee will assist with the research into issues surrounding CMIS security and confidentiality. Selection criteria for appointment to the CMIS Committee will be based, in part, on the prospective member's background in information security and/or privacy laws.

6. **Advise and review CMIS trainings and course syllabi:** courses and training offerings provided by the CMIS Lead agency should reflect the training needs and priorities identified by the CoC; they should be clear, relevant, and formatted/presented in such a way as to be accessible to the widest audience possible. The CMIS Committee will review and provide input into the seasonally scheduled training offerings.

7. **Set and evaluate performance standards for CMIS Lead:** the CMIS Lead Agency is responsible for the effective administration of the CoC's CMIS. The CMIS Committee is responsible for determining the standards by which the selected CMIS Lead Agency will be measured. Standards should be achievable and relevant. Failure to abide by set standards might result in a performance improvement plan or referral to the CoC Board for further action.

8. **Reporting.** Subcommittees will provide bi-monthly reports (every other month) to the CoC Board Secretary for review by the Board and Executive Committee. These reports should reflect progress toward achieving subcommittee goals, challenges to achieving goals, and relevant information pertaining to the ongoing work toward goal obtainment.