



North Carolina Balance of State Continuum of Care

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HMIS User License Allocation Policy

Background

The NC Balance of State CoC first adopted a license allocation policy for the NC Homeless Management Information System (HMIS) in February 2014. The CoC updated this policy in May 2014. In May 2015, the NC HMIS Governance Committee, representing the state's 12 CoCs (including the Balance of State), changed the lead agency for the statewide HMIS to the Michigan Coalition Against Homelessness (MCAH). After this change occurred, the NC BoS CoC reviewed its license allocation policy and updated HMIS participating agencies on the process for distributing licenses and the expectations for HMIS end users. In December 2017, the NC BoS CoC changed its lead agency from MCAH to the North Carolina Coalition to End Homelessness (HMIS@NCCEH) to begin July 1, 2018. The HMIS User License Allocation Policy is updated annually, with the most recent update occurring in June 2018.

End User Licenses

To encourage broad use of the statewide HMIS and increase HMIS bed coverage across the 79 counties in the NC Balance of State CoC, the CoC will offer free licenses to end users under the current contracting period with NCCEH through June 30, 2020.

HMIS end users must abide by the NC BoS CoC HMIS policy, which requires those with a license to:

- Log into the system at least once every 60 days
- Maintain high data quality
 - Data quality will be reviewed using HMIS reports that report on Personally Identifiable Information (PII) and the Universal Data Elements (UDEs) and the timeliness of data entry. The error rate for PII and UDEs per project should be under 10%. The rate of chronic homelessness (also UDEs) calculation errors should also be under 10%. All HMIS data should be entered within 7-10 business days of receipt.
- Be responsive to outreach from the NCCEH Data Center
- Regularly and actively participate in local BoS Regional Committee meetings (another representative from the end user's organization may participate if the end user cannot)
- Enter all HUD required data elements in the HMIS
- Complete all required trainings and training updates within one month of request
- Keep username and password confidential and not share license with others

For individuals interested in pursuing licensure, submit the NC Balance of State CoC HMIS License Request form located on the NCCEH website at <http://bit.ly/1TVGvFI>. Once this form has been received, the NCCEH Data Team will contact the interested individual with next steps.