HMIS Participation Fee Policy

Ohio Balance of State Continuum of Care

Revised May 2021

Introduction and Background

A Homeless Management Information System (HMIS) is used to record and store client-level information about the characteristics and needs of persons who use homeless housing and supportive services and for persons who receive assistance for persons at risk of homelessness. HMIS is also used to provide aggregate data about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; understand patterns of service use; and measure the effectiveness of homeless assistance projects and programs. All state and federally funded homeless assistance projects are required to participate in HMIS (victim service providers being the exception). The data produced is used for planning and education.

The Ohio Balance of State Continuum of Care (BoSCoC) uses Clarity as the application to administer the Ohio BoSCoC HMIS. Individuals working at an Ohio BoSCoC homeless service provider organization may have access to Clarity to enter and maintain client data. Each person who has access to Clarity has a user license, username, and password associated with their account; these people are called end users. Furthermore, all HMIS end users must participate in New User Training, take and pass an HMIS privacy and security quiz, sign a user agreement, and abide by the *Ohio BoSCoC HMIS Policies and Procedures* and *HMIS Data Quality Standards*.

HMIS Participation Fee Policy

Agencies Required to Pay HMIS Participation Fees

All agencies participating in the Ohio BoSCoC HMIS are required to pay HMIS participation fees. This includes both agencies with HMIS end users in-house, and those who work with partner agencies to ensure client-level data entry. On a case-by-case basis, HMIS and CoC staff may consider waiving required HMIS participation fees if those fees are a financial burden to the agency. Agencies requesting fee waivers must submit agency budget information in order to demonstrate that the costs are a hardship.

HMIS Participation Fee Structure

Effective January 1, 2022, all HMIS participating agencies will be required to pay for their HMIS participation according to the following fee structure. This fee includes costs for licenses and general agency support provided by the HMIS administrators, COHHIO. General support includes administration of licenses and participation agreements, providing training and technical assistance, building and running of reports and data quality monitoring, and ensuring overall quality and compliance of the Ohio BoSCoC HMIS implementation.

Fees

All HMIS participating agencies pay an annual agency fee of $550, and an additional $175 annually per user. If an HMIS participating agency has 3 HMIS end users, their annual cost will be $550 + $175(3) = $1,075.

HMIS Participation Fee Due Dates

HMIS participating agencies will be billed annually for participation fees. HMIS User license fees will be billed after each HMIS User has completed HMIS training or annual HMIS license renewal.

Payment should be submitted to:

COHHIO
Attn: HMIS Billing
175 S. Third St., Ste 580
Columbus, OH 43215

Agencies failing to submit payment by the payment due date will have all current HMIS licenses deactivated until payment is received.

Fee Determination

While every effort was made to determine a sufficient but fair fee for HMIS participation, it is understood that the fee structure may need to be adjusted in future years because of annual increases in operating costs, including software and staffing. All fee changes are subject to approval by the CoC Board. Notifications of fee changes will be submitted to all participating agencies by October 31st of the year preceding the change.

Numbers of Licenses Allowed

Ohio BoSCoC agencies are permitted to request as many licenses as they desire, so long as they continue to abide by all security, privacy, and data quality policies and standards. Agencies may purchase additional licenses at any point, as needed.

Transferring or Cancelling HMIS User Licenses

Agencies will not receive a refund on HMIS participation fees if they have unused HMIS licenses during the year, nor can they transfer licenses between users.

Deactivating HMIS User Licenses

COHHIO may deactivate an Ohio BoSCoC organization's user licenses if payment for those licenses is not received within 30 days of the payment due date. The licenses may be reactivated once full payment has been received. Neither refunds nor partial refunds will be given to any agency when a user license is deactivated or terminated due to a violation of HMIS policies and procedures or failure to make payment.