



Memorandum of Understanding

OR-501 Portland/Gresham/Multnomah County Continuum of Care Board and the Joint Office of Homeless Services (HMIS Lead)

This Memorandum of Understanding (MOU) was entered into by the board for Continuum of Care OR-501 (the Board) and Multnomah County's Joint Office of Homeless Services (JOHS), effective on January 19, 2023. Unless otherwise indicated, capitalized terms are defined in relevant HUD guidance.

Portland Housing Bureau and the Joint Office of Homeless Services will continue collaborating on HMIS administration during the transition period.

Purpose and Background

The Homeless Management Information System (HMIS) was developed to meet data collection requirements made by the United States Congress and the Department of Housing and Urban Development (HUD). Congress passed this requirement in order to get a more accurate count of individuals who are unhoused and to identify the need for and use of different services by those individuals and families. HUD regulations require each Continuum of Care (CoC) to designate a single HMIS provider to collect a wide range of community, program and client level data for reporting. Multnomah County has selected WellSky's Community Services software (CSS), formerly known as "ServicePoint", as the information system to support the region's Continuums of Care (CoCs) HMIS instance. The CoC must also designate a HMIS Lead Agency to apply for CoC HMIS funding and to operate the HMIS on behalf of the CoC.

Duration

This MOU will remain in effect until revoked by either party. Annually, the parties will review the terms of this MOU for continued relevance and compliance with HUD regulations. Revisions must be approved in writing and signed by the parties to become effective.

GOVERNANCE AND PARTICIPATION

Continuum of Care Board

- Per HUD policy, the CoC is responsible for oversight and implementation of its HMIS. This responsibility encompasses planning, administration, software selection, compliance with HMIS standards, data management, and review and approval of HMIS privacy, security, and data quality plans. These responsibilities may be delegated in whole or in part to subcommittees or other parties including the Collaborative Applicant.

JOHS

- As the designated HMIS Lead Agency, JOHS will manage the HMIS on behalf of the CoC and provide HMIS Project administrative functions at the direction of the CoC OR-501 Board.

SPECIFIC RESPONSIBILITIES OF THE PARTIES

Continuum of Care Board Responsibilities

The Board serves as the lead governance body for CoC OR-501 and Multnomah's HMIS Project, providing oversight, project direction, policy setting, and guidance for the HMIS Project. The Board exercises its responsibilities for governance of the HMIS Project, including by:

- Ensuring and monitoring compliance with relevant HUD regulations and standards;
- Recording in official meeting minutes all approvals, resolutions, and other key decisions of the Board that may be required by HUD rules;
- Designating the HMIS Lead Agency and the software to be used for HMIS, and approving any changes to the HMIS Lead Agency or software;
- Reviewing and approving a privacy plan, security plan, and data quality plan for the HMIS, and establishing protocols for addressing contributing and partner agencies compliance with those standards;
- Ensuring consistent participation of recipients and subrecipients of CoC homeless prevention and assistance programs and other mainstream programs serving people experiencing homelessness or working to prevent homelessness;
- Ensuring the HMIS project is administered in compliance with requirements prescribed by HUD;
- Promoting the effective use of HMIS data, the utilization of CoC services and homeless programs over time, and the effectiveness of CoC homeless programs; and
- Using HMIS data to inform CoC program design and measuring progress toward CoC-established goals.

JOHS Responsibilities

JOHS serves as the HMIS Lead Agency for Multnomah's HMIS Project. In collaboration with Multnomah's Department of County Assets (DCA), which acts as HMIS implementation administrator, JOHS administers all HMIS operations and activities for Multnomah County. JOHS exercises these responsibilities at the direction of the Board. These responsibilities are contingent on continued receipt of the appropriate HUD grant funding, and are as follows:

- Provide staffing, facilitation, project management and leadership for CoC-level HMIS operations, projects, governance and required federal, state and local reporting;
- Adhere to and enforce all federal, state and local HMIS standards and rules within CoC;

- Facilitate participation in HMIS by all homeless prevention and assistance programs and other programs serving people experiencing homelessness in coordination with the Board;
- Grant and monitor End User licenses;
- Provide corrective action plans to Participating Agencies that do not meet minimum standards, as identified through compliance monitoring activities;
- Provide ongoing training and technical support on the use of CSS to End Users;
- Ensure consistent contribution of data that meets all HUD-established data standards by monitoring and managing data quality
- Draft HMIS privacy, security, and data quality plans for CoC Board approval
- Prepare the following data reports and analyses for submission to HUD:
 - At least annually, a Point-In-Time unduplicated count of clients served in the HMIS;
 - Annually, an unduplicated count of clients served in the HMIS over the course of one year;
 - At least annually, an accounting of lodging units in the HMIS;
 - Annually, project management and submission of HUD's System Performance Measures and the Longitudinal System Analysis reports;
 - Other federal, states and local reports, as required;
 - Provide information from HMIS for the HUD CoC NOFO;
- Conduct other administrative activities in HMIS as needed;
- Provide HMIS grant administration for the CoC's HUD HMIS grant, including:
 - Prepare annual renewal grant;
 - Prepare and submit the HUD Annual Performance Report;
 - Participate in field office monitoring;
- Respond to CoC Board directives;
- Coordinate and collaborate with DCA's Primary System Administrator; and
- Coordinate and collaborate with the CoC Lead as needed to maintain compliance with all relevant regulations for which the CoC is responsible.

Signing on Behalf of OR-501 Portland/Gresham/Multnomah County Board:

Laura Golino de Lovato 1/19/2023

Laura Golino de Lovato, OR-501 Board Co-Chair Date

Patrick Reynolds 1/26/2023

Patrick Reynolds, OR-501 Board Co-Chair Date

Signing on Behalf of the Joint Office of Homeless Services (HMIS Lead)

Joshua Bates 1/26/2023

Joshua Bates, Interim Director Date