

CT HMIS POLICY AND PROCEDURE

Scope	Granting CT Homeless Management Information System (HMIS) access
Purpose	This policy outlines the criteria and procedure for granting HMIS access to an organization that is not specifically funded by federal and/or state resources to provide homeless services.
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1.0 Core Criteria

In order to be considered for access to the CT HMIS, the following criteria must be met:

1.1	The request or need cannot be met with other existing reporting options (e.g., custom data pulls or reports, CTCANDATA.org).
1.2	The request must be for on-going access. One-time access will not be considered.
1.3	The request must be directly related to a funding requirement or a homeless services provider.
1.4	The requestor must have a direct connection or a working relationship with people experiencing homelessness.
1.5	If access to a particular Coordinated Access Network (CAN) is requested, the CAN may participate in the decision.
1.6	The access level (full access, view only, or reporting only) must be reflected in the Memorandum of Understanding (MOU).
1.7	The requestor must participate in HMIS training (currently a requirement for all HMIS users).
1.8	The requestor's access to HMIS must contribute to the cause of ending homelessness.
1.9	If the requestor is a researcher, the request should be limited to aggregated and de-identified data whenever possible. Note: This may not be possible due to research need to match data to other sources.
1.10	The requestor must be in good standing and not had previous HMIS access that was revoked.

2.0 Criteria That Would Prevent Granting of HMIS Access

2.1	Requesting one-time access only.
2.2	Possibility for high abuse if granted access to homeless client data.

3.0 Data Requested from Requestors

3.1	Purpose of request – to be submitted to CCEH
3.2	How access to HMIS will contribute to the effort to end homelessness
3.3	Identify program/department/staff requesting access and specific level of access (full access, reporting only, view only)

4.0 Process for Granting HMIS Access

4.1	MOU will be used for application. MOU must include specific access granted.
4.2	If applicable to a specific CAN, the CAN leadership will be informed and involved in the vetting and decision process.
4.3	If application meets core criteria, CCEH will work directly with requestor to grant access. If application does not clearly meet core criteria, CCEH will engage the HMIS Steering Committee sub-committee and CAN (if applicable) to vet application.
4.4	Future consideration – development of a portal for outside agencies to access a subset of the HMIS data (TBD)