



ServicePoint (HMIS) Committee Charter

Committee Purpose:

Ensure that the Lake County Continuum of Care has a robust Homeless Management Information System (HMIS) that is compliant with HUD requirements and is able to support the mission of the Lake County Coalition for the Homeless and its member agencies.

Committee Goals:

1. Ensure that ServicePoint is administered in compliance with Federal Funder Requirements.
2. Ensure consistent agency participation that is compliant with ServicePoint policies.
3. Produce data to advance the work of the Homeless Coalition and its member agencies.

Expected Outcomes:

- Review and revise privacy, security and data quality plans and HMIS-related ServicePoint policies.
- Monitor system data quality.
- Score maximum points on the annual Continuum of Care application for HMIS-related questions.
- Designate and monitor an HMIS-lead agency for the Lake County Continuum of Care.
- Provide feedback to the HMIS lead organization on ServicePoint training and technical assistance.
- Review and maintain committee charter.
- Collaborate with community groups regarding related uses of ServicePoint.

Activities:

- Committee will meet at least six times a year.
- Committee members will be expected to attend 75% of scheduled meetings.
- Present the results of the annual Point in Time count to the membership.
- Oversight of Point in Time work group
- Monitor Data Quality Reports Quarterly

Membership and Roles:

- Membership is open to anyone regardless of membership status in the Homeless Coalition.
- Committee chair will be elected annually and must be a member of the Lake County Coalition for the Homeless.
- The committee will aim to have representation from the follow groups/skill sets:
 - Emergency Shelter Providers
 - Transitional Housing Providers
 - Permanent Housing Providers
 - Domestic Violence Shelter Providers
 - Experience using ServicePoint for data entry or reporting
 - HMIS Lead Agency
 - Youth Providers
 - Lovell Federal Health Care Center Staff

Relationship to other Groups:

- Committee chair will report progress to the Council at their regular meetings.
- Committee chair will attend the ServicePoint Coordinating Council meetings regularly.
- Committee will make recommendations to the full Homeless Coalition Board for consideration.
- Committee purpose include collaboration and representation to other groups with oversight of related uses of ServicePoint.
- Committee will ensure that data quality is reliable for the use of other committees, specifically the Strategic Planning & System Performance Committee and the Steering Council, in order to assist with system planning and strategic funding decisions.