



## **CONTINUUM OF CARE AND HMIS LEAD MEMORANDUM OF UNDERSTANDING**

BETWEEN **COALITION FOR HOMELESSNESS INTERVENTION & PREVENTION** (the Lead Entity) AND **BLUEPRINT COUNCIL** (CONTINUUM OF CARE GOVERNING BODY)

Effective July 1, 2023 – June 30, 2024

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Coalition for Homelessness Intervention & Prevention, hereinafter referred to as CHIP, and the Indianapolis Continuum of Care Governing Body, hereinafter referred to as the Blueprint Council.

### **PURPOSE OF THIS MOU:**

This agreement is to designate the Homeless Management Information System (HMIS) Lead for the Indianapolis Continuum of Care (CoC) as outlined in the CoC Governance Charter. This MOU affirms CHIP as the HMIS Lead for the Indianapolis CoC and outlines the key responsibilities as the designated HMIS Lead. The CoC is a collaborative and coordinated network of agencies, advocates, and funders working to implement homelessness prevention and intervention strategies for individuals and families experiencing homelessness. The Blueprint Council is the governing body of the CoC and is responsible for setting CoC goals, priorities, and strategies. The HMIS Lead is responsible for managing and implementing a single HMIS for the CoC's geography.

### **BACKGROUND:**

The CoC Governance Charter was revised and codified on May 22, 2019. The charter sets forth the guiding principles of membership and participation in the CoC, responsibilities delegated by the CoC to the Blueprint Council, committees, and agents, and provisions for CoC governance through the BPC and key policies and priorities.

### **The Continuum of Care Mission, Vision, Purpose & Responsibilities**

*Mission:* The mission of the Continuum is to coordinate all stakeholders, systems, and resources available with the goal of preventing and ending homelessness in Indianapolis by ensuring that homelessness is rare, brief, and nonrecurring.

*Vision:* We believe everyone has the right to be housed and connected to care.

*Purpose:* The Continuum is a collective impact endeavor that aims to align and organize all homelessness prevention and response resources and activities to achieve a measurable reduction in homelessness and embodies three concepts:

- (1) *A Working Coalition:* It is the collection of individuals and entities that have specifically committed to aligning resources and activities to implement the Indianapolis Community Plan to End Homelessness.
- (2) *A System of Housing & Services:* It is the system of housing and service entities that provide a broad range of homelessness prevention and intervention services to the community, the pieces of which leverage one another in assisting individuals and families move to stable housing. It incorporates outreach, engagement, assessment, prevention, shelter, housing, and services to successfully achieve housing stability.
- (3) *The HUD CoC Program-Defined Continuum of Care:* It is the delegated local community planning body that awards access to HUD's CoC Program funding to nonprofit and faith-based providers and state and local governments to meet the specific needs of people who experience homelessness and promotes the effective utilization of these programs and mainstream resources.



**HMIS Lead Responsibilities**

For purposes of compliance with HMIS Data Standards and the HEARTH ACT, the Blueprint Council must designate an HMIS Lead. Specific responsibilities of the HMIS Lead are further detailed below:

- Provide dedicated staff for fulfilling HMIS Lead responsibilities
- Manage single HMIS for the entire CoC geography in compliance with HUD requirements
- Annual review of HMIS policies and procedures
- Annual review, revision, approval, and implementation of privacy, security, and data quality plans
- Communication and outreach on changes in HMIS procedures and data collection to providers.
- Develop and conduct regular trainings and technical assistancesupport for providers including operating user support and ticketing systems
- In collaboration with the Collaborative Applicant, ensure consistent participation of the CoC Program Grantee and sub-recipients in HMIS
- Track and reinforce recipient and subrecipient participation in HMIS
- Execute participation agreements with every contributing HMIS organization and user agreements with every user
- Enhance the HMIS system and data capabilities by actively encouraging HMIS participation and overseeing data quality and completeness.
- Complete or provide information for all private, local, state, and federal reports, including but not limited to Point-in-Time (PIT) count, Housing Inventory Count (HIC), Longitudinal System Analysis (LSA), and System Performance Measures (SPM)
- Work with the Blueprint Council committees to support HMIS data use in project monitoring
- Implement the local (or Indianapolis) HMIS such that it is in compliance with applicable data and security standards as released by HUD
- Ensure HMIS policies and procedures are consistent with CoC goals

The Blueprint Council and HMIs Lead agree that this MOU can be modified annually during the annual review and renewal process to ensure alignment to CoC goals and priorities and any charter changes. The review and renewal process must be complete before the expiration of the current MOU.

**Agreed to by:**

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*David Greene, Blueprint Council Chair*  
Chair, Blueprint Council

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Date 6/28/2023

DocuSigned by:

*Chelsea Haring-Cozzi*  
Executive Director, CHIP

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Date 6/28/2023