**Standing Committee Charter Template**

*A Committee Charter defines the work, purpose, and other details of each Committee of the MCOC and the MCOC Board of Directors.*

**What is the Name of this Committee?**

HMIS Data Committee

**What is the Purpose of this Committee?**

The primary purpose of the HMIS Data Committee is to ensure that the HMIS is managed in accordance with MCoC policies, procedures, and goals as well as developing and enforcing community level data quality plan and standards.

**Who is/are the Chair/ Co-Chairs?**

Awa Conteh, Josh D’Alessio

**Who are the members of this Committee?**

Awa Conteh, Rita Defio, Ben Hatch, Brenda Leavitt, Christina Foster, Elaine Grade, Jill Damion, Josh D’Alessio, Missy Staunton, Rachel Boyce, Tony Giarratano, Vickey Rand, Virginia Dill, Mary Wade, Scott Tibbitts

**What is the Scope of Work that this Committee is to accomplish?**

Designate review, develop, revise, and recommend to the MCoC Board privacy, security, and data quality plans;

Encourage consistent participation of recipients/subrecipients in HMIS;

Evaluate the Lead Agency’s administration of HMIS for compliance with HUD requirements and best practices.;

The MCOC HMIS Data Committee will establish a continuing relationship with the HMIS Lead to address HMIS issues and or concerns along with review of HUD changes or requirements which may need to be adopted into the HMIS governance;

The Data Committee will review monthly reports as detailed in the Data Quality Plan and Best Practices Guide, and make recommendations accordingly.

The MCoC HMIS Data Committee will review the annual Point-in-Time count of sheltered and unsheltered persons and the annual Housing Inventory of shelter, transitional housing, and permanent supportive housing in the MCOC area prior to submission to the CoC and HUD;

Conducts research and reviews of “Best Practices” on data collection methods;

The committee reviews the HMIS and other data for Renewal Projects and presents to the MCOC their recommendations for renewal;

Coordinates with the other Standing Committees to ensure that they have the information they need to properly perform their functions;

~~As MaineHousing is also the statewide HMIS Lead Agency, the MCOC HMIS Data Committee will include at least one member of the MaineHousing HMIS Team.~~

Perhaps we could make it easy and imply copy the relevant text from Governance:

1. Review data obtained through the annual Point-in-Time count of sheltered and unsheltered persons and the annual Housing Inventory of shelter, transitional housing, and permanent supportive housing in the MCOC area.
2. Evaluate best practices, new guidance, and emerging approaches on data collection, methodology, sharing, and analysis.
3. Review and makes recommendations pertaining to HMIS data quality and completeness for all HMIS participating projects within the MCOC.
4. Coordinate with the other Standing Committees to ensure that they have the information they need to properly perform their functions.

**What Research and/or Resources will be needed to inform and accomplish this work?**

Coordinated involvement with the MCoC and HMIS Lead

**What time frames are of importance for this group to be effective?**

This committee should be notified at least one month before HUD mandated reports are due.

**How often will this Committee communicate with the MCOC and/or the COC Board of Directors?**

Monthly\as needed

**What information is to be shared/reported by the Committee?**

MCoC system and project data, including ESG and non-CoC HMIS participating programs, and HMIS related issues.

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