HMIS Configuration Subcommittee Charter

Purpose and Scope:

The HMIS Configuration Subcommittee guides the development of system configuration changes to the HMIS. The subcommittee will recommend configuration changes to improve the implementation. The subcommittee will also consider requests for configuration changes from the HMIS Lead or HMIS Advisory Board members. Participating agencies seeking updates to the configuration may make a request directly with the HMIS Lead or through their CoC Lead who sits on the HMIS Advisory Board.

Membership

Participating agencies
- Two active HMIS end users per CoC
- Selected users should understand coordinated entry in HMIS, and/or have experience across a variety of HMIS Project Types

CoC leadership
- Minimum one CoC Lead representative

HMIS Lead
- NCCEH will designate a Data Center staff member to facilitate meetings and discussion
- NCCEH will assign a Project Assistance to support the subcommittee's admin tasks.

Meeting Frequency

The subcommittee will meet at least semiannually and more frequently as needed to address requests.

Decision-making Process

The subcommittee will make decisions by consensus, considering potential changes to HMIS configuration. The subcommittee will provide recommendations to the HMIS Lead for consideration and implementation. In cases where recommendations require changes to the HMIS Operating Policies and Procedures, the HMIS Lead will bring the recommended updates to the HMIS Advisory Board for approval.