

Colorado Statewide HMIS Collaborative Governance Framework

Name

The name of the Collaborative shall be the Colorado Statewide HMIS Collaborative herein referred to as the Collaborative. This Collaborative serves on behalf of the three Colorado CoC: Colorado Balance of State Continuum of Care (CO BoS CoC), Pikes Peak CoC (PP CoC) and the Metro Denver Homeless Initiative CoC (MDHI CoC).

Purpose and Charter

The purpose of the Collaborative is to manage the implementation, administration, and maintenance of the statewide Homeless Management Information System (HMIS) database collectively. The Collaborative strives to identify ways to help the three Colorado CoC and the State of Colorado to record, report on, and improve the provision of housing and services through the statewide HMIS database. The Collaborative will also be the primary HMIS advisory entity for each CoC. The Collaborative will be responsible for developing standard statewide baseline policies and procedures that shall apply to all Colorado CoC to adopt and implement as minimum standards.

Collective Activities of the Collaborative

The Collaborative is responsible for providing counsel and assistance to the HMIS Lead Organization(s) staff members, CoC governing bodies, and contributing providers within each of the three participating CoC on all matters regarding homeless service data and HMIS. These activities are binding insofar as the recommendations made by the Collaborative cannot be altered, revised, or otherwise edited by any CoC, and shall be implemented within each CoC as determined by the Collaborative. These binding activities address the common HMIS policy and governance issues that affect each CoC individually and collectively. The collective activities of the Collaborative include, but are not limited to, the following binding activities:

- Decision-making and leadership to review and revise, at least annually, the Colorado HMIS Policies and Procedures and generally guide the implementation of the statewide HMIS database and software system for the three CoC. The Colorado HMIS Policies and Procedures are the statewide baseline that each CoC must meet for privacy, security and data quality. However, each CoC can set more stringent (not less stringent) policies and procedures if desired.
- Design protocols for accessing, utilizing, and reporting data to improve the delivery of homeless services across the state. The Collaborative will make decisions on the state-wide uses of client level and aggregate data requests. Each CoC reserves the right to access, utilize, and otherwise report on CoC-specific data according to its own data use policies, procedures, and protocols.
- Coordinate the development of the HMIS training curricula, identify training needs, support training opportunities for end users, and work with the HMIS Lead Organizations to achieve these goals. Statewide HMIS training should be consistent across the system and include training on the Colorado HMIS Policies and Procedures.
- Disseminate information to all three CoC about the statewide HMIS database policies, procedures, and access to and use of data, as well as the Collaborative activities,

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minutes, notes, membership and decision-making procedures, reserving the right of HMIS Lead Organizations to communicate directly with HMIS participating agencies and end users about technical and functional matters related to the statewide HMIS.

- Develop statewide data sharing protocols for HMIS that support CoC collaboration to end homelessness.
- Identify and develop strategies for improving HMIS coverage and data quality throughout the state of Colorado.
- Provide support to each CoC individually in their efforts to identify and diminish potential barriers to the use and improvement of the statewide HMIS database.
- Leverage the statewide HMIS implementation, demonstrate data collection, analysis, and reporting capabilities to identify state, local, and private funding sources to supplement dedicated HUD funding, and recommend additional funding mechanisms to support the statewide HMIS implementation.
- Develop and oversee sub-committee(s) of the Collaborative as needed.

The collective activities of the Collaborative include, but are not limited to, the following non-binding activities, where final approval lies with all three CoC governing boards and not the Collaborative:

- Assist with data and performance management for the Coordinated Entry System(s) and CoC-specific homeless initiatives (i.e. Built for Zero). Provide counsel and assistance to each CoC and their designated HMIS Lead Organization(s) staff members.
- Evaluate the HMIS solution at least annually through the use of a standard and objective HMIS monitoring tool, which shall be developed or adopted by the Collaborative. The results of the annual monitoring shall be made public, shall be utilized to provide opportunities to improve the HMIS implementation, and shall acknowledge the continued use of the selected HMIS Solution.*
- Develop HMIS Lead Organization monitoring tool and protocol for each CoC statewide to set a baseline that each HMIS Lead Organization must meet, however each CoC can set more stringent (not less stringent) monitoring tool and protocol if desired. The results of each CoC HMIS Lead Organization monitoring will be communicated to the Collaborative to aid in system-wide HMIS leadership improvement.*
- Develop a Contributing HMIS Organization monitoring tool and protocol, leveraging external resources to support a high-functioning HMIS implementation and administration. The Contributing HMIS Organization monitoring tool and protocol will set a statewide baseline, however each CoC can set more stringent (not less stringent) monitoring tool and protocol if desired.*

*These three activities will be reviewed one year from the Collaborative first seated meeting. The review will determine if all three CoC have built enough trust to make these activities binding.

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The collective activities of the Collaborative are limited to those items that affect the HMIS across the State of Colorado. Therefore, the following activities are not deemed to be included in the collective impact activities of the Collaborative:

- Use of local data for reporting that does not include data from more than the local CoC.
- Management of the costs associated with CoC-specific system features, modifications or modules that do not affect state-wide HMIS operation.
- Selection of the HMIS Lead by each CoC.
- Selection of the HMIS software by each CoC.
- Creation of an HMIS budget and staffing plan for each CoC.

Composition

The three Colorado CoC will have equal representation on the Collaborative and shall determine who represents each CoC. The Collaborative is a partnership of representatives from each of the three Colorado CoC. The Collaborative is composed of four representatives from the Colorado Balance of State CoC (CO BoS CoC), four representatives from the Pikes Peak CoC (PP CoC), four representatives from the Metro Denver Homeless Initiative Continuum of Care (MDHI CoC), and one representative from the Colorado Department of Local Affairs: Division of Housing (DOLA: DOH). There is a limit of two representatives per agency, per CoC.

These thirteen representatives will be able to vote on matters presented to the Collaborative. The voting representatives will be selected by the CoC Board of each CoC, but are not required to be CoC Board members and can be CoC general members. No individual can represent more than one CoC or DOLA: DOH, although multiple members from a single organization may represent a CoC or multiple CoC, if nominated and elected by the CoC. The term of voting members will be a minimum of one year and shall be confirmed annually by their originating CoC for a max term of five years. If a representative wishes to resign, please see “Resignation and Removal” section of this document. In addition to the thirteen voting representatives listed above, non-voting members are welcome to join the Collaborative on an ad hoc basis or ongoing basis. All voting and non-voting members are allowed to present topics to be included in the meeting agenda. Items to be voted on must be on the meeting agenda.

Each Colorado CoC is responsible for electing their representation to the Collaborative in accordance with the policies and procedures identified in the CoC charter or other governing document. CoC elected members should have HMIS knowledge and capacity for the role. Each CoC shall elect four members that represent their CoC that may, but do not have to, represent the following stakeholder groups:

- CoC Board Member(s)
- Contributing HMIS Organization representative(s)
- Federal Partner(s) specifically those that represent youth, veterans and domestic violence sub-populations
- Homeless or formerly homeless person(s)

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Each CoC may have a process for identifying, selecting, and approving CoC Board members or other CoC representatives to serve on the Collaborative, in accordance with the requirements of the CoC governance charter. Each CoC shall consult their existing CoC governance charter and/or by-laws to determine the process that must be followed for the identification, selection, and approval of any member to the Collaborative. The election processes of each CoC will result in staggered terms and membership at the Collaborative.

Meetings and Attendance

At a minimum, the Collaborative will conduct meetings on a monthly basis with increased frequency when needed. Advance notification of meeting dates, times, and locations will be provided to all Collaborative members as well as posted on the [x](#) website. The monthly meetings will be scheduled during the first meeting of each calendar year so that members may plan accordingly.

Members are requested to attend meetings monthly to ensure continuity in the process. Remote participation is considered as “present” and will be facilitated by the Collaborative. Members are expected to attend a minimum of 75% of the regularly scheduled monthly meetings.

Should a member experience a last-minute issue that prevents attendance, the member shall notify the Chairperson or other Collaborative Officer via telephone or email.

Voting

Each individual Collaborative member shall have one vote. A quorum consists of, at a minimum, two Collaborative members from each CoC and at least nine of the thirteen members. Any matter subject to vote will require quorum and must be approved by seven votes. Meeting guests may speak, but will not have voting privileges.

Officers

The Collaborative will have three Officer Positions: Chairperson, Vice-Chairperson and Secretary. Chairpersons of sub-committee(s) will be nominated and approved by the Collaborative membership. The Chairperson will be elected as part of the general elections held annually by the Collaborative. The Collaborative voting representatives will elect the Chairperson, Vice Chairperson and Secretary. All three Officer Positions are expected to serve a term of at least one year and no more than three years. Each Officer Position will be held by a member representing only one of the three distinct Colorado CoC, this allows each CoC one Officer Position at any given time.

The Chairperson’s duties will be to:

1. Serve as primary point of contact for the Collaborative
2. Preside over Collaborative meetings
3. Facilitate the development of meeting agenda(s)
4. Ensure communication of Collaborative matters to all members

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5. Notify all three CoC on policy decisions that need to be acted upon by the CoC

The Vice-Chairperson's duties will be to:

1. Assist the Chairperson as necessary
2. Fulfill the duties of the Chairperson in the absence of the Chairperson

The Secretary's duties will be to:

1. Finalizing the meeting agenda with the Chairperson and/or Vice Chairperson
2. Take meeting notes or find a designee at each meeting occurrence
3. Record votes of the Collaborative voting members
4. Ensure quota for official Collaborative votes
5. Assist the Chairperson with Collaborative communication(s)

Resignation and Removal

A Collaborative member may resign from the Collaborative by submitting a written notice to the Chairperson. A Collaborative member or Officer may be removed from the Collaborative by a majority vote, if within that majority at least two persons from each CoC votes to do so. This may only occur if the member is in violation of the attendance policy or the Code of Conduct as outlined below.

If an Officer resigns or is removed from the Collaborative, an election will be held at the next CoC meeting to fill the vacancy of the removed or resigned Collaborative member or Officer.

Code of Conduct

This Code of Conduct shall govern the performance, behavior and actions of the Collaborative and its members.

1. Conflicts of interest may arise when any Collaborative member has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award for the HMIS software or HMIS Lead.
2. No Collaborative member may participate in ~~or influence discussions~~ or the resulting decisions concerning the award of a grant or other financial benefits (e.g. direct HMIS funding from HUD or other sources) to the organization that the member represents or concerning how recipients of such funding are evaluated. In these cases, the member with a conflict, must recuse themselves from participation in voting, though may participate in conversation to offer subject matter education and input. All members of the Collaborative are required to sign a conflict of interest form stating their association with agencies and projects that can reasonably be expected to apply for and/or receive funding through the CoC process or other process where HMIS-related funding is allocated. All associations will be made public to the full Collaborative membership prior to any process that will determine how HMIS funding is allocated or how recipients of

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HMIS funding are evaluated. Members with a conflict of interest are expected to recuse themselves from decisions where there is a real or perceived conflict of interest.

3. No Collaborative member shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. Collaborative members shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value.
5. As permitted by law, rule, policy or regulation, the Collaborative shall pursue appropriate legal, administrative and/or disciplinary action against a Collaborative member, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or activities on behalf of the Collaborative.

The Code of Conduct cannot conflict with the Conflict of Interest requirements of the CoC Program interim rule (S. 578.95)

Governance

This governance shall be effective upon approval by a majority vote of all three Colorado CoC as determined by their CoC governance process. CoC approval shall be by signature of each CoC Board which are documented and stored by the Collaborative Chairperson. This governance was ratified by the following CoC:

- MDHI CoC: 11.15.2017
- PPCoC: 11.17.2017
- CO BoS CoC: 11.22.2017

Amendments

Recommendation(s) to change or amend governance framework may be made by any Collaborative member and shall be submitted at a regular meeting of the Collaborative. Proposals shall stand for action and be open for discussion among Collaborative members. Changes shall be in effect upon approval by a quorum and super majority vote of the Collaborative members. Super majority shall mean at least one vote per CoC and at a minimum a total of nine votes. Upon approval, the Chairperson shall update the governance document to reflect the changes and distribute updated copies to all members and all three CoC before the next regular meeting.