

## FY22 DE-CoC Renewal Project Scoring Tool Summary of Points: HMIS

Scored Metric	Maximum Points	Change from FY21
WRITTEN AUTHORITY FROM COC	2	-3 points
ROLES & RESPONSIBILITIES	3	-2 points
SIGNED USER & AGENCY AGREEMENTS	5	-5 points
NEW USER ACCESS & TRAINING	10	Same
DATA QUALITY STANDARDS	15	Same
FEDERAL REPORTING REQUIREMENTS	20	Same
TECHNICAL SUPPORT TO CMIS USERS	5	Same
CMIS USER TRAINING	10	Same
CMIS STAFF CAPACITY	5	Same
CMIS SYSTEM PLANNING & COMMUNICATION WITH USERS	10	Same
SECURITY OF HMIS DATA	5	Same
DRAWDOWN OF GRANT FUNDS	3	New
DIVERSITY, EQUITY & INCLUSION	2	New
PROGRAM MATERIALS	5	New
<b>Total Maximum Points Available</b>	<b>100</b>	Same



## FY22 DE-CoC Renewal Project Scoring Tool: HMIS SCORING DETAIL

Scored Metric	Metric Detail & Scoring Benchmarks	Maximum Points: HMIS
<b>WRITTEN AUTHORITY FROM COC</b>	<b>HMIS Lead has written authority from DE CoC</b>	<b>2</b>
	[2] Yes, meets requirement [0] No, does not meet requirement	<i>Project's Submitted Materials</i>
<b>ROLES &amp; RESPONSIBILITIES</b>	<b>HMIS Lead Agency fully participates in/cooperates with the CoC Board in reviewing/updating the roles and responsibilities for CMIS in the Delaware CoC's governance charter document, when/as requested</b>	<b>3</b>
	[3] Yes, meets requirement [0] No, does not meet requirement	<i>Project's Submitted Materials</i>
<b>SIGNED USER &amp; AGENCY AGREEMENTS</b>	<b>HMIS Lead ensures all CMIS users sign an agreement that outlines the security and confidentiality requirements AND all agencies sign an agency agreement that outlines their responsibilities</b>	<b>5</b>
	[5] Yes, both requirements met [2.5] HMIS Lead ensures all users sign the CMIS agreement OR that all agencies sign an agency agreement [0] No, HMIS Lead Agency does not meet either requirement	<i>Project's Submitted Materials</i>
<b>NEW USER ACCESS &amp; TRAINING</b>	<b>HMIS Lead Agency trains all new users on how to use CMIS before they receive password protected access to the system</b>	<b>10</b>
	[10] Yes, sufficient new user training is provided before access is granted [5] New user training provided is provided before access granted but needs improvement [0] New user training not provided before access is granted	<i>Project's Submitted Materials</i>
<b>DATA QUALITY STANDARDS</b>	<b>HMIS Lead Agency: 1) has established data quality standards; 2) has informed users of these standards; and 3) monitors data quality and/or provides support to users to increase data quality</b>	<b>15</b>
	[15] Yes, all three standards are sufficiently met [10] Two of the standards are sufficiently met OR all standards met but need moderate improvement [5] One standard is sufficiently met OR standards are met but significant improvement needed [0] No standards, communications or support in place	<i>Project's Submitted Materials</i>
<b>FEDERAL REPORTING REQUIREMENTS</b>	<b>HMIS Lead Agency submitted the following required federal reports by the stated due date: FY 2021 System Performance Measures due 02/28/2022; 2022 Point In Time Count due 05/06/2022; 2022 Housing Inventory Chart due 05/06/2022; FY 2021 Longitudinal Systems Analysis due 02/15/2022</b>	<b>20</b>
	[20] All reports submitted by deadline [0] One or more reports not submitted by deadline	<i>Project's Submitted Materials</i>
<b>TECHNICAL SUPPORT TO CMIS USERS</b>	<b>HMIS Lead Agency provides technical assistance to CMIS users and assesses the technical support needs of users</b>	<b>5</b>
	[5] Yes, sufficient technical support provided AND technical support needs are assessed [2.5] Technical support provided OR technical support needs are assessed [0] No, sufficient technical support is not provided AND support needs are not assessed	<i>Project's Submitted Materials</i>
<b>CMIS USER TRAINING</b>	<b>HMIS Lead Agency demonstrates the following: CMIS training is provided to users; training methods meet user needs; training covers relevant topic areas; training is offered routinely; and HMIS Lead Agency gathers user input on training experience and training needs</b>	<b>10</b>
	[10] Yes, training is provided and training methods meet user needs, training covers relevant topic areas, training is offered routinely, and HMIS Lead Agency gathers user input on training experience and training needs [5] Some of the training standards are met but not all and/or improvement is needed [0] User training not provided	<i>Project's Submitted Materials</i>



## FY22 DE-CoC Renewal Project Scoring Tool: HMIS SCORING DETAIL

Scored Metric	Metric Detail & Scoring Benchmarks	Maximum Points: HMIS
<b>CMIS STAFF CAPACITY</b>	<b>HMIS Lead Agency demonstrates it takes steps to ensure that staff are trained and up to date on HMIS requirements and software updates</b>	<b>5</b>
	[5] Yes, staff are trained and up to date [0] No, staff are not adequately trained or kept up to date	<i>Project's Submitted Materials</i>
<b>CMIS SYSTEM PLANNING &amp; COMMUNICATION WITH USERS</b>	<b>HMIS Lead demonstrates it: works with vendor to ensure system is adequately maintained; tests system updates; and communicates sufficiently with users regarding system updates and changes</b>	<b>10</b>
	[10] Yes, HMIS Lead Agency works with vendor, tests system & communicates sufficiently with users [5] HMIS Lead Agency meets some but not all of the standards sufficiently [0] No, HMIS Lead Agency does not take sufficient steps in regard to working with vendor, testing system or communicating with users	<i>Project's Submitted Materials</i>
<b>SECURITY OF HMIS DATA</b>	<b>HMIS Lead Agency demonstrates it takes sufficient steps to ensure that CMIS data is secure and stored appropriately</b>	<b>5</b>
	[5] Yes, HMIS Lead Agency takes sufficient steps to ensure CMIS data is secure and stored appropriately [0] No, HMIS Lead Agency has not taken sufficient steps to ensure security of CMIS data	<i>Project's Submitted Materials</i>
<b>DRAWDOWN OF GRANT FUNDS</b>	<b>Agency draws down grant funds from eLOCCS and meets thresholds established by the CoC's policies</b>	<b>3</b>
	[3] 100% of most recently expired grant drawn down [1.5] 99%-97% of most recently expired grant drawn down [0] < 97% of most recently expired grant drawn down	<i>Project's Submitted Materials</i>
<b>DIVERSITY, EQUITY &amp; INCLUSION</b>	<b>Completion of the Organizational Equity Assessment</b>	<b>2</b>
	[2] Renewal Project grantee submitted complete Organizational Equity Assessment [0] Renewal Project grantee did not submit completed Organizational Equity Assessment	<i>Organizational Equity Assessment</i>
<b>PROGRAM MATERIALS</b>	<b>Policies &amp; Procedures Compliance Review</b>	<b>5</b>
	Policies & Procedures [5] Project has all required P&P and all P&P align with HUD/CoC rules, regulations, and standards that the Grantee certified compliance with in the FY22 Project's Submitted Materials [2.5] Project does not have 1+ of the required P&P OR 1+ P&P does not align HUD/CoC rules, regulations, and standards that the Grantee certified compliance with in the FY22 Project's Submitted Materials [0] Project does not have 1+ of the required P&P AND 1+ P&P does not align with HUD/CoC rules, regulations, and standards that the Grantee certified compliance with in the FY22 Project's Submitted Materials	<i>Project's Submitted Materials</i>
<b>Total Maximum Points Available</b>		<b>100</b>

Approved by DE-CoC Funding Committee 6-21-22