

POLICY FOR FORMAL APPLICATION PROCESS TO EVALUATE NEW
AGENCIES REQUESTING ACCESS TO THE NEVADA
COMMUNITY/HOMELESS MANAGEMENT INFORMATION SYSTEM
(CMIS/HMIS)

PURPOSE: To establish a procedure that defines the process to take when evaluating a new agency's request for access to CMIS/HMIS.

1. Requests to utilize CMIS/HMIS should be in written form on a provided application and sent to the HMIS Lead at the proper CoC for review.
2. The HMIS Lead will review the application for completion and will get back with the agency if additional information is needed.
3. If the application for a new agency is an agency that received COC funding, jurisdictional funding and/or delivers homeless services and is required to utilize CMIS/HMIS, the HMIS lead can make the determination without bringing it to the CMIS/HMIS working group/steering committee for approval.
4. If the request is more complex and requires review, the application can be presented on behalf of the agency by the HMIS Lead or a CMIS/HMIS working group/steering committee member for review, discussion and a determination.
5. If the request requires additional information or is complex, the agency may be invited to a CMIS/HMIS working group/steering committee meeting for an interview. The agency will have an opportunity to present to the group the purpose of their request and answer questions from the group. Following the interview process, the HMIS working group/steering committee members will deliberate and make a decision to approve or not approve the agency's access to CMIS/HMIS. The decision will be communicated in writing to the HMIS Lead who will notify the applicant within three (3) business days via e-mail.
6. If the applicant does not agree with the decision, they must submit a written appeal to the HMIS Lead within five (5) business days of the decision notification.
7. A panel made up of three (3) CoC Board Members, not part of the CMIS/HMIS working group/steering committee, will review the appeal and may convene an interview with the disputing party for further clarification.

Policy for New Agency Access to Nevada CMIS/HMIS

This will occur no later than 30 days following receipt of the written appeal request.

8. A final decision via e-mail will be rendered and submitted to the applicant within five (5) working days following review or interview by a representative who served as a panel member.

Following Approval:

1. The HMIS Lead is to provide the approved agency with a CMIS/HMIS Memorandum of Understanding and Data Sharing Agreement.
2. A fully signed MOU, Data Sharing Agreement, and the original application should then be provided to the System Administrator, Bitfocus, Inc. via email to Nevada@bitfocus.com, confirming approval of the following:
 - a. Agency is approved for participation in the CMIS/HMIS
 - b. Agency license fees are to be covered by the CoC or to be billed directly to the agency
3. Bitfocus, Inc. will then contact the agency to complete all setup and training and provide system access.