

Durham Continuum of Care

Policy & Procedure

Title:	Data Submission Requirements	Effective:	August 21,2013
		Last Reviewed:	August 21,2013
References:	<i>HEARTH Act.</i>		
Attachments:	<ol style="list-style-type: none"> 1. <i>Durham CoC Performance Measures</i> 2. <i>Performance Measure Methodology and Reporting</i> 		
Policy:	All homeless housing providers that have housing dedicated for use by homeless people as part of the annual Homeless Point in Time count and Housing Inventory are subject to the Durham Continuum of Care’s homeless housing program performance measures.		
Purpose:	To determine progress toward Durham’s homeless housing performance measures		
Procedure:	<ol style="list-style-type: none"> 1. The CoC will use reports from the Carolina Homeless Information Network (CHIN) to compile needed report information for all programs using CHIN. 2. Homeless housing programs that have beds dedicated for use by homeless people but are not using CHIN must submit the following: <ol style="list-style-type: none"> a. Evidence that the program verifies the homelessness of all program participants. b. Evidence, e.g. a contract or user agreement, that the program uses a database comparable to CHIN to maintain client records that includes at least the following data elements: name, date of birth, gender, ethnicity, race, social security number, program entry date, program exit date, and income assessment data. c. An export of data <u>without personally identifying information for any and all clients</u> that contains the client information needed by the CoC to compile and verify the program’s performance on the indicators that have been adopted by the Continuum of Care. 3. Homeless housing programs receiving public funds for targeted homeless assistance from any public source that are not using CHIN will not be recommended by the Durham CoC for continued public funding, if they fail to provide the above information to the Durham CoC Lead Agency. 		