

# COHMIS

## DATA PARTNER AGENCY LIAISON

### DESIGNATION FORM



#### **Part of the *COHMIS Manual***

The *COHMIS Manual* comprises the policies and procedures and other documentation used to operate the Colorado Homeless Management Information System (COHMIS). These materials were developed by the Colorado HMIS Statewide Collaborative, which represents the state's participating HUD-designated continuums of care (CoCs). The CoCs maintain the COHMIS to help reduce homelessness in Colorado.

# **Colorado HMIS (COHMIS) Data Partner Agency Liaison (DPAL) Roles and Responsibilities**

It is a requirement of the HMIS Standard Operating Procedures that each COHMIS Partner Agency designate an HMIS Liaison, referred to in this document as a Data Partner Agency Liaison [DPAL]. The purpose of this document is to clarify the roles and responsibilities of the designated DPAL.

## **Who are the DPALs?**

COHMIS users who have been identified by the CEO or the Executive Director at their agency as having the experience and ability to ensure accurate and complete HMIS data entry, communicate well across all of their agency programs, and serve as on-site experts and trainers to other COHMIS users within the agency. The designated DPAL has responsibility for the administration of the COHMIS in their agency.

## **The DPAL Defined: Roles and Responsibilities**

### Roles:

- The primary point of contact for the CoC HMIS Lead Agency
- The go-to person for all COHMIS users within the agency
- Committed to fully understanding the system and able to edit, create, and append data for all programs and services operated by the DPAL's agency
- Able to run reports regarding agency programs and services; frequently logging into the system

### Responsibilities:

- Responsible for agency data quality and reports
- Ensure compliance with the COHMIS Statewide Policies and Procedures and COHMIS Security, Privacy & Data Quality Plan
- Ensure that the agency and programs are in compliance with all HMIS, HUD, and other Federal Partner standards
- Ensure all agency information is up-to-date with COHMIS Lead Agency
- Be the source for all COHMIS-related forms and consents within the agency
- Authorize End Users and access levels
- Responsible for ongoing training and support of all agency staff in addition to the trainings offered by COHMIS Lead Agency
- Oversee internal HMIS monitoring

Depending upon an agency's size (+15 End Users) and organizational structure, an agency may consider designating a second DPAL to act as a backup. If an organization would like to designate multiple DPALs, please contact the HMIS Lead Agency.

**Agency:**

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**Designated DPAL:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Back-up DPAL:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Executive Director or Authorized Person:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_