

About the State of Connecticut HMIS

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CT HMIS Governance

Connecticut Homeless Management Information System (CT HMIS) Governance Structure

The Connecticut Homeless Management Information System (CT HMIS) is a crucial tool in our state's efforts to address and end homelessness. CT HMIS facilitates the coordination of services, tracks critical data, and ensures that individuals and families experiencing homelessness receive the support they need. This governance page outlines how CT HMIS is structured and managed, emphasizing transparency, security, and community involvement.

Governance Overview

The CT HMIS governance structure is designed to ensure the system operates efficiently, securely, and transparently, while being responsive to the needs of the community. The governance framework includes the CT HMIS Steering Committee, the CT HMIS Lead Agency, the CT HMIS Admin, and various roles within participating agencies. This structure is supported by a commitment to continuous improvement, data security, and strategic partner engagement.

CT HMIS Steering Committee

The CT HMIS Steering Committee is the primary decision-making body for the HMIS in Connecticut. It is composed of representatives from the Coordinated Access Networks (CANs), which are groups of service providers collaborating to streamline access to services for individuals experiencing homelessness.

- **Responsibilities:** The Steering Committee guides the development of policies, ensures privacy protections, oversees data standards, and approves system enhancements. It serves as the central body that balances federal, state, and local requirements with the practical needs of service providers and the individuals they serve.
- **Membership:** Each CAN appoints two representatives (a primary and an alternate) to the Steering Committee, ensuring that diverse perspectives are represented. The committee also includes non-voting members from other sectors of the community, allowing for broader input and collaboration.

CT HMIS Lead Agency

The CT HMIS Lead Agency oversees the overall HMIS contract, ensuring that all activities align with regulatory requirements and broader strategic goals. While the Lead Agency ensures the system's compliance and effectiveness, the day-to-day operations, including the technical and administrative tasks, are managed by the CT HMIS Admin.

CT HMIS Admin

The CT HMIS Admin plays a pivotal role in the technical and operational management of the HMIS software. This role includes:

- **System Configuration and Maintenance:** Configures and maintains the HMIS software, customizing data fields and user permissions to meet the specific needs of the community.
- **System Management:** Manages the technical infrastructure, oversees software updates, and ensures the overall integrity and security of the system.
- **Data Quality and Integrity:** Actively monitors data entry processes, addresses discrepancies, and generates reports to maintain high data quality.
- **Technical Support and Training:** Provides essential technical support and coordinates regular training sessions for participating agencies, ensuring users are equipped with the necessary skills and follow best practices in data entry and system usage.



- **Security Management:** Ensures strict adherence to security protocols, including multi-factor authentication and regular audits, to protect sensitive client data.
- **Compliance and Monitoring:** Conducts detailed monitoring of compliance with HMIS policies and procedures across all participating agencies, ensuring that data quality and security standards are consistently met.

Participating Agencies and Their Roles

Participating agencies, which include emergency shelters, housing programs, and other service providers, are vital to the success of CT HMIS. These agencies are responsible for:

- **Data Entry and Management:** Accurately and promptly entering data into the system to maintain high data quality.
- **Security Compliance:** Ensuring that all staff members who handle HMIS data are trained and adhere to security protocols.
- **Representation:** Appointing staff members to serve as liaisons to the CT HMIS Lead Agency, including roles like HMIS Data Coordinator and Agency Security Coordinator.

Data Security and Privacy

CT HMIS places a high priority on the security and privacy of the data it collects. The system employs robust security measures, including multi-factor authentication, encryption, and regular security audits. These measures are in place to protect the personal information of the individuals served by the system. The Steering Committee and the CT HMIS Admin work closely to continuously review and enhance these security protocols, ensuring they meet the highest standards.

Community Involvement and Continuous Improvement

Community involvement is a cornerstone of the CT HMIS governance structure. The Steering Committee, in collaboration with strategic partners, regularly seeks input from participating agencies and the wider community. This feedback is critical for refining the system, addressing emerging needs, and ensuring that CT HMIS remains a responsive and effective tool in the fight to end homelessness in Connecticut.

CT HMIS Policies and Procedures

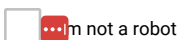
The CT HMIS Policies and Procedures document serves as a comprehensive guide for the administration and management of the Connecticut Homeless Management Information System. It outlines the standards, protocols, and responsibilities for all participating organizations to ensure data integrity, privacy, and compliance with federal and state regulations. This document is crucial for maintaining a consistent and secure approach to managing information about individuals experiencing homelessness, thereby enhancing the effectiveness and coordination of homeless services across the state. By adhering to these policies and procedures, strategic partners can ensure that data is used ethically and effectively to improve outcomes for those in need.

For more information, you can view the [CT HMIS Policies and Procedures Manual](#).

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