



## HMIS Document

CoC FL-507

# Inclusion & Exclusion Policy

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## Table of Contents

|                      |   |
|----------------------|---|
| HMIS About           | 3 |
| Inclusion Guidelines | 3 |
| Exclusion Guidelines | 3 |
| Terms of Agreement   | 4 |
| Appeals Process      | 4 |

## HMIS About

A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

## Inclusion Guidelines

One our goals is making sure that we capture all homeless information so that we can make data driven decisions in order to do that we highly encourage the following to use the HMIS database:

1. Nonprofit organizations and community groups that provide direct homeless services to CoC FL-507 residents.
2. City, county, state, or federal governments that operate homeless services that are available to CoC FL-507 residents. (i.e dept. of human services, community planning dept., dept. of children and families)
3. Organizations meet IRS criteria for being tax-exempt (i.e. 501(c)
4. Organization must be CoC FL-507 member
5. Faith based agencies that provide direct homeless services / social services to CoC FL-507 residents - at- large and aren't restricted to their members.
6. For-profit agencies or business that offers needed services that aren't offered by or in limited ways any nonprofit or government entity.  
Examples include – Homeless legal services

## Exclusion Guidelines

Access to HMIS (clients could participate in the homeless system via other ways- Insert info on participating in CES without HMIS through other partners?

1. Organizations that do not directly serve clients experiencing homelessness or at-risk for homelessness clients.
2. Organizations that are not a 501(c)(3) or Faith based agencies or a city, county, state, or federal governments that operate homeless services.
3. Agencies that give information or provide public awareness that is only of a political or commercial nature.
4. Organizations that deny service because of race, religion, gender, sexual orientation, ancestry, nationality, or any other basis not permitted by law, or that promote racism or bigotry.

5. Organizations that violate local, state, or federal laws or regulations.
6. Any agency that will potentially use the information in HMIS to in any way harm or lead to judicial penalties against clients.
7. Agency does not serve at least X % of agencies services for at risk and homeless clients

## Terms of Agreement

1. Before gaining access to the HMIS System all applicants must complete a full round of training and complete the required assignments.
  - They will also be required to sign an HMIS User Agreement where they agree to continue ongoing trainings and maintain data quality.
2. Must adhere to Data Sharing Agreement.
3. Must adhere to HMIS Security Plan agreement.
4. Must agree to adhere to basic standards for the applicable project type
5. Must agree to meet minimum data quality and project performance thresholds
6. Must agree to participate in monitoring/continuous improvement
7. We reserve the right to exclude from the database any organization that we have adequate reason to believe could be hurtful to the well-being of individuals, groups, or the community as a whole (i.e insight violence against).
8. Potential grounds for exclusion or removal from the database may include—but isn't limited to—service non-delivery, fraud, misrepresentation, discrimination, or criminal activities.
9. Organizations must demonstrate the ability to provide ongoing and reliable services.

## Appeals Process

*In Progress*