

San Diego County Homeless Management Information System (HMIS)

Glossary

Term	Definition
Advanced Reporting Tool (ART)	A comprehensive reporting option in the HMIS that allows HMIS Users to create reports using a custom report building interface.
ART Report	A report created with the Advanced Reporting Tool in the HMIS.
Certified Destruction Vendor	A vendor qualified to provide information destruction services.
CoC Program Interim Rule (24 CFR Part 578)	Part of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) that focuses on regulatory implementation of the Continuum of Care program, including the Continuum of Care planning process.
Contingency Plan	A plan designed to take a possible future event or circumstance into account.
Continuum of Care (CoC)	The group organized to carry out the responsibilities required under the CoC Program Interim Rule is comprised of representatives of organizations and organizations that serve homeless and formerly homeless persons to the extent that these groups are represented within the geographic area and are available to participate.
Coordinated Assessment and Housing Placement (CAHP)	The process by which all people experiencing homelessness in a community are moved from the streets into the best housing option for their needs; consists of a set of common procedures and tools used by partnering organizations and agencies within a community to identify, assess, prioritize, and match individuals and families experiencing homelessness with appropriate housing and service interventions.
Data Advisory Committee (DAC)	A committee of the RCCC that reviews data analysis, systems mapping, the Point in Time Count, and other data-related issues and topics within the Continuum of Care.
Disaster Recovery Plan	A documented process or set of procedures to recover and protect a business IT infrastructure in the event of a disaster. Such a plan, ordinarily documented in written form, specifies procedures an organization is to follow in the event of a disaster.
DOD 5220.22-M	The Operating Manual for the National Industrial Security Program (NISP) that establishes the standard procedures and requirements for all government contractors, with regards to classified information.
Emergency Solutions Grant (ESG)	Federal grants to support homelessness prevention, emergency shelter, and related services.
HMIS Agency Administrator	The primary contact between the Participating Agency and the HMIS Lead Agency on matters outlined in the HMIS Policies and Procedures; also an HMIS User role.
HMIS Audit Report	Reports available in the HMIS for audit and review purposes.
HMIS Data Standards Manual	Serves as a reference and provide basic guidance on HMIS data elements for CoCs, HMIS Lead Agencies, HMIS System Administrators, and HMIS Users.
HMIS End-Users	Users of the HMIS at the Participating Agency level.
HMIS Federal Partners	The group of federal agencies that use the HMIS in the effort to end homelessness, which include U.S. Department of Health and Human Services (HHS), U.S. Department of Housing and Urban Development (HUD), and U.S. Department of Veterans Affairs.
HMIS Fee Structure	Outlines the fees required to access the HMIS; an attachment to the HMIS Participation Agreement.
HMIS Lead Agency	The party responsible for managing and administering the HMIS at the local level.
HMIS Participating Agency	Agencies that agree to participate in the HMIS and have signed HMIS Agency Participation Agreements.
HMIS Participating Agency Data Owner	An employee of an HMIS Participating Agency who is ultimately responsible for the protection and use of the data entered into the HMIS.
HMIS Agency Participation Agreement	Documentation to be signed by HMIS Participating Agencies that covers Confidentiality and Informed Consent, Data Use, Responsibilities, System Usage, Rights, Privileges, Confidentiality, Copyright, and Violations; Appendix A of the HMIS Policies and Procedures.
HMIS Privacy Official	The party responsible for all privacy concerns relating to the HMIS.
HMIS Security Certification Checklist	Documentation used by the HMIS Lead Agency and HMIS Participating Agencies to document compliance requirements outlined in the HMIS Policies and Procedures.
HMIS Security Officer	The person responsible for ensuring compliance with the security standards in the HMIS Policies and Procedures, at both the HMIS Lead Agency and the HMIS Participating Agency levels.
HMIS System Administrator	A member of the HMIS Lead Agency who manages the HMIS in accordance with HUD and other federal guidelines.

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HMIS User	Any person who uses the HMIS.
HMIS User Agreement	Documentation to be signed by HMIS End-Users that covers Client Confidentiality, Ethics, User and Responsibilities; Appendix B of the HMIS Policies and Procedures.
Homeless Management Information System (HMIS)	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.
Institutional Review Board (IRB)	A committee established to review and approve research involving human subjects; ensures that all human subject research be conducted in accordance with all federal, institutional, and ethical guidelines.
McKinney-Vento Act	A federal law that ensures immediate enrollment and educational stability for homeless children and youth; provides federal funding to states for the purpose of supporting district programs that serve homeless students.
National Institute of Standards and Technology (NIST)	A non-regulatory agency of the U.S. Department of Commerce that provides the specifications, tolerances, and other technical requirements for weighing and measuring devices.
Office for Human Research Protections	An office within the United States Department of Health and Human Services (DHHS) that deals with ethical oversight of clinical research conducted by the Department, mostly through the National Institutes of Health (NIH).
Program-Specific Data Elements (PSDE)	Data elements cooperatively developed by the HMIS Federal Partners that provide information about the characteristics of clients, the services that are provided, and client outcomes.
Public Key Infrastructure (PKI)	A set of roles, policies, and procedures needed to create, manage, distribute, use, store, and revoke digital certificates and manage public-key encryption.
RCCC Governance Board	The executive board for the local RCCC.
Regional Continuum of Care Council (RCCC)	A community-based association focused on ending homelessness in San Diego and charged with overseeing millions of dollars in federal funding under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program.
San Diego Region	The City of San Diego and the outlying County, or as composed of five sub regions, Central, East, South, North Inland, and North Coastal areas.
Secure Socket Layer (SSL)	The standard security technology for establishing an encrypted link between a web server and a browser; ensures that all data passed between the web server and browsers remain private and integral.
Security Risk Analysis (RA)	Analysis required by the Health Insurance Portability and Accountability Act (HIPAA) Security Rule for covered entities to conduct a risk assessment of their healthcare organization.
Universal Data Elements (UDE)	Universal data elements that all HMIS participating continuum projects are required to complete.
U.S. Department of Health and Human Services (HHS)	A cabinet-level department of the U.S. federal government with the goal of protecting the health of all Americans and providing essential human services; one of the HMIS Federal Partners.
U.S. Department of Housing and Urban Development (HUD)	A Cabinet department in the Executive branch of the United States federal government that develops and executes policies on housing and metropolises; one of the HMIS Federal Partners.
U.S. Department of Veterans Affairs (VA)	A government-run military veteran benefit system with Cabinet-level status; one of the HMIS Federal Partners.
Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT)	A tool that combines the Vulnerability Index (VI) street outreach tool used to determine the chronicity and medical vulnerability of homeless individuals, with the Service Prioritization Decision Assistance Tool (SPDAT) intake and case management tool that helps service providers allocate resources in a logical, targeted way.
Waiver of Informed Consent	Allows the Institutional Review Board (IRB) to waive the requirement for obtaining informed consent or parental permission or to approve a consent procedure that leaves out or alters some or all of the elements of informed consent otherwise required under 45 CFR 46.116(a) and (b).