

San Diego County CoC Homeless Management Information System (HMIS)

Policies and Procedures Revision History

Version Number	Date	Author/Owner	Description of Change
1.1	April 21, 2016	Regional Task Force on Homelessness	Approval of HMIS Policies and Procedures by the Regional Continuum of Care Council Governance Board
1.1	October 10, 2016	Regional Task Force on Homelessness	Addition of new agencies to HMIS Trust Network/Multiparty Authorization
1.1	November 3, 2016	Regional Task Force on Homelessness	Addition of new agencies to HMIS Trust Network/Multiparty Authorization
1.1	December 10, 2016	Regional Task Force on Homelessness	Addition of new agencies to HMIS Trust Network/Multiparty Authorization
1.1	September 1, 2017	Regional Task Force on Homelessness	Addition of new agencies to HMIS Trust Network/Multiparty Authorization. Other changes made to MPA include clarifying language, extending the term, adding a section to collect client contact information, and making it available in Spanish and as a fillable PDF.
1.2	September 21, 2017	Regional Task Force on Homelessness	Administrative changes to the Policies and Procedures Manual and appendices. Clarifying language added to Agency Participation Agreement.
1.3	January 27, 2020	Regional Task Force on Homelessness	Administrative changes to the Policies and Procedures. Updating our previous HMIS Vendor, and other edits pertaining to this change.
1.3	January 27, 2020	Regional Task Force on Homelessness	Administrative changes to the Policies and Procedures. Making edits pertaining to the most recent HMIS Data Standards (i.e. FY 2020 HMIS Data Standards Manual).
1.3	January 27, 2020	Regional Task Force on Homelessness	Administrative changes to the Policies and Procedures. Making edits to the Table of Contents to include some missing sections, and updating titles.
1.4	June 23, 2020	Regional Task Force on Homelessness	Administrative changes to the Policies and Procedures. Making edits to the User Agreement to include Clarity processes and remove ServicePoint processes.
1.5	August 18, 2021	Regional Task Force on Homelessness	Administrative changes to the Summary of Privacy Practices was modified to more accurately reflect the information contained in the Notice of Privacy Practices.
1.5	August 18, 2021	Regional Task Force on Homelessness	Administrative changes to the Notice of Privacy Practices. This document has been updated to the newer version that does not contain a signature.
1.5	August 18, 2021	Regional Task Force on Homelessness	The RTFH logo and company name has been updated.
1.5	August 18, 2021	Regional Task Force on Homelessness	Administrative changes to the Multiparty Authorization Form. The link to the HMIS landing page has been updated.
1.5	August 18, 2021	Regional Task Force on Homelessness	Administrative changes to the Agency Participation Agreement. Removed language that conflicted with Notice of Privacy Practices.

1.6	November 18, 2021	Regional Task Force on Homelessness	Administrative changes to the Summary of Privacy Practices. This section has been removed from the HMIS Policies and Procedures.
1.7	February 7, 2022	Regional Task Force on Homelessness	Administrative changes to the Agency Participation Agreement Fee Structure for Clarity Licenses.
1.8	March 29, 2022	Regional Task Force on Homelessness	Administrative changes to HMIS User Role in response to the updated license structure.
1.9	July 6, 2022	Regional Task Force on Homelessness	Administrative changes to the Multiparty Authorization form. The following client fields have been removed from the MPA: date of birth, mailing address, phone number, email.