



HMIS User and Reporting License Policy and Procedures as of 9/23/16

HMIS user and reporting licenses are currently supported by grant (Emergency Solutions Grant) and United Way of the Midlands (UWM) funding. During August 2016, UWM absorbed the costs of additional licenses. As of 9/23/16, current license allocations will be grandfathered. The following policy describes future user and reporting license allocations.

Definitions:

1. A 'funded license' refers to the cost of the license being covered by the HMIS Lead agency via grant or match funding.
2. A 'purchased license' refers a license purchased by an agency.
3. HMIS lead refers to the MACH selected and federally designated entity to manage HMIS. The HMISs lead for MACH is currently United Way of the Midlands.

General Policies:

1. All MACH agencies are asked to include the annual fee for all HMIS licenses and reporting licenses in grant applications, as allowable, to increase the amount of funded licenses available for general use.
2. Per the Bowman user agreement, licenses cannot be shared.
3. Agencies must notify the HMIS Lead (UWM) within 24 hours if an employee with an HMIS user or reporting license leaves an organization so their access may be revoked. The agency may request to hold the previous license for up to 90 days if the vacant position will be filled.
4. Funded licenses use will be terminated if not used in a 60 day period with an advisory email after 30 days of non-use.
5. Agency may request special seasonal only access for special programs (based on license availability).
6. Licenses purchased by an agency will remain assigned to the agency regardless of usage for the year purchased (August – July timeframe).
7. The MACH Board of Directors reserves the right to pay for scholarship licenses to agencies.
8. Agencies with grandfathered licenses may elect to voluntarily pay for their licenses to make grant funded licenses available for other agencies.

MACH HMIS Access Procedures:

1. Agency signs an HMIS Agreement for system use (new users).
2. Agency requests licenses via the following link: <http://goo.gl/forms/QgpZ7Pk1XJ>
3. Agencies will be allocated licenses one of three ways:
 - a. If a funded license is available the HMIS Coordinator will assign after completion of initial training.
 - b. Agency may purchase a license for the time period of August through July (note – licenses cannot be prorated for partial year use). The annual fee per licenses is \$94.50.



Annual fee for a reporting license is \$93. Fee schedule as of 8/1/16 – subject to change by software vendor.

- c. The agency may request to be placed on the waitlist for a funded license if one becomes available.