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| **Project Name:** | | |
| **Agency Name:** | | |
| **Reviewer Name:** | **Maximum**  **Points** | **Points**  **Awarded** |
|  | | |
| **1. Written Authority from CoC** | **5** |  |
| HMIS Lead has written authority from DE CoC 5: Yes, meets requirement/ 0: No, does not meet requirement |  |  |
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| **2. Roles and Responsibilities** | **5** |  |
| Roles and responsibilities for CMIS are clearly outlined in the Delaware CoC’s governance charter document  5: Yes, meets requirement/ 0: No, does not meet requirement |  |  |
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| **3. Signed User & Agency Agreements** | **10** |  |
| HMIS Lead ensures all CMIS users sign an agreement that outlines the security and confidentiality requirements AND all agencies sign an agency agreement that outlines their responsibilities  10: Yes, both requirements met / 5: HMIS Lead ensures all users sign the CMIS agreement OR that all agencies sign an agency agreement / 0: No, HMIS Lead Agency does not meet either requirement |  |  |
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| **4. New User Access and Training** | **10** |  |
| HMIS Lead Agency trains all **new** users on how to use CMIS before they receive password protected access to the system  10: Yes, sufficient new user training is provided before access is granted / 5: New user training provided is provided before access granted but needs improvement / 0: New user training not provided before access is granted |  |  |
|  |  |  |
| **5. Data Quality Standards** | **15** |  |
| HMIS Lead Agency: 1) has established data quality standards; 2) has informed users of these standards; and 3) monitors data quality and/or provides support to users to increase data quality  15: Yes, all three standards are sufficiently met / 10: Two of the standards are sufficiently met OR all standards met but need moderate improvement / 5: One standard is sufficiently met OR standards are met but significant improvement needed / 0: No standards, communications or support in place |  |  |
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| **6. Federal Reporting Requirements** | **20** |  |
| HMIS Lead Agency submitted the following required federal reports by the stated due date: FY 2019 System Performance Measures due 02/28/2020; 2020 Point In Time Count due 06/30/2020; 2020 Housing Inventory Chart due 06/30/2020; FY 2018 Longitudinal Systems Analysis due 06/24/2019  20: All reports submitted by deadline / 0: One or more reports not submitted by deadline |  |  |
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| **7. Technical Support to CMIS Users** | **5** |  |
| HMIS Lead Agency provides technical assistance to CMIS users and assesses the technical support needs of users  5: Yes, sufficient technical support provided AND technical support needs are assessed / 3: Technical support provided OR technical support needs are assessed / 0: No, sufficient technical support is not provided AND support needs are not assessed |  |  |
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| **8. CMIS User Trainings Provided Regularly** | **10** |  |
| HMIS Lead Agency demonstrates the following: CMIS training is provided to users; training methods meet user needs; training covers relevant topic areas; training is offered routinely; and HMIS Lead Agency gathers user input on training needs.  10: Yes, training is provided and training methods meet user needs, training covers relevant topic areas, training is offered routinely, and HMIS Lead Agency gathers user input on training needs / 5: Some of the training standards are met but not all and/or improvement is needed / 0: User training not provided |  |  |
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| **9. CMIS Staff Capacity** | **5** |  |
| HMIS Lead Agency demonstrates it takes steps to ensure that staff are trained and up to date on HMIS requirements and software updates  5: Yes, staff are trained and up to date / 0: No, staff are not adequately trained or kept up to date |  |  |
|  |  |  |
| **10. CMIS System Planning & Communication with Users** | **5** |  |
| HMIS Lead demonstrates it: works with vendor to ensure system is adequately maintained; tests system updates; and communicates sufficiently with users regarding system updates and changes  5: Yes, HMIS Lead Agency works with vendor, tests system & communicates sufficiently with users/ 3: HMIS Lead Agency meets some but not all of the standards sufficiently / 0: No, HMIS Lead Agency does not take sufficient steps in regard to working with vendor, testing system or communicating with users |  |  |
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| **11. Security of HMIS Data** | **5** |  |
| HMIS Lead Agency demonstrates it takes sufficient steps to ensure that CMIS data is secure and stored appropriately  5: Yes, HMIS Lead Agency takes sufficient steps to ensure CMIS data is secure and stored appropriately / 0: No, HMIS Lead Agency has not taken sufficient steps to ensure security of CMIS data |  |  |
|  |  |  |
| **12. Work with non-CMIS Participating Providers** | **5** |  |
| HMIS Lead Agency demonstrates that they work constructively with non-CMIS participating providers where needed  5: Yes, HMIS Lead works sufficiently with non-CMIS participating providers / 0: No, HMIS Lead does not work sufficiently with non-CMIS participating providers |  |  |
| **Scoring Section** | | |
| **Total possible points** | **100** |  |
| **Total points awarded** |  |  |
| **Project Score (points awarded/possible points)** |  |  |