



NYC HMIS Policy Bulletin September 2024

Did you know? According to the NYC HMIS Policies and Procedures, the DSS HMIS Team must provide an annual training on overall HUD HMIS requirements to all CHO HMIS Administrators, Security Contacts, and other HMIS Data Warehouse End Users.

It's that time of year again! Please attend the 1-hour training session that is the most convenient for you:

- Tuesday, 9/24 at 3pm - 4pm ([Register](#))
- Wednesday, 9/25 at 10am-11am ([Register](#))

Please note: HMIS Administrators, End Users, and IT/Security Contacts for all organizations are required to attend. Please reach out to the HMIS team if you anticipate that your organization will be unable to meet this requirement.

Role Refresher

Your current HMIS role in your agency is **Community Member**. If this sounds incorrect, please reach out to our team!

Otherwise, make sure you're up to date on your role's responsibilities below.

Role	Description	Required to attend annual training?
HMIS Administrator	A single point-of-contact established by each CHO who is responsible for day-to-day operation of the CHO data collection system, ensuring project-level data quality according to the terms of the NYC HMIS Participating Organization Agreement and associated data quality plan, and managing the upload process from the CHO project-level HMIS-compliant system to the HMIS Data Warehouse	YES
End User	An employee, volunteer, affiliate, associate, or any other individual acting on behalf of a CHO or an HMIS Lead Agency who uses or uploads data in	YES

	project-level HMIS-compliant system from which data are periodically uploaded to the HMIS Data Warehouse.	
IT Administrator	A single point-of-contact established by each CHO who is responsible for certifying that the CHO adheres to the Technical Standards; testing the CHO security practices for compliance; communicating any security questions, requests, or security breaches to the DSS HMIS Director and Security Officer, and security-related HMIS information relayed from NYC DSS to the CHO's End Users.	YES
Executing Officer	The CEO or Executive Director of the Contributing HMIS Organization (CHO).	NO (Optional)

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Best,
NYC HMIS Team
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