

**Governance And Lead Agency (GALA) Workgroup  
Key Roles and Responsibilities DRAFT 11/5/14**

<b>Function</b>	<b>Advisory Task Force</b>	<b>HMIS Lead Agency</b>	<b>System Administrator</b>	<b>CoCs and State</b>
	<i>Summary: Advises lead agency on policy, planning, priorities</i>	<i>Summary: Final decision-maker, sets policy, performs executive functions (management, budget), selects System Administrator, and is the HMIS project grantee</i>	<i>Summary: Manages day-to-day operations of the system</i>	<i>Summary: Customers and funders of the system, constitute majority of Advisory Task Force. CoCs held responsible for system under federal regulations.</i>
Strategic Planning	Advise Lead Agency on strategic planning and priorities	Develop, monitor and refresh strategic plan as needed	Provide information as needed to Advisory Task Force and Lead Agency to develop and monitor strategic plan	
Budget	Advise Lead Agency on Budget	Develop system-wide budget	Provide information as needed to Advisory Task Force and Lead Agency to develop and monitor budget	
Resource Development	Develop resources to meet budget needs	Develop resources to meet budget needs		
Lead Agency Determination	Coordinate CoC decision making on the HMIS Lead Agency  Note: To maintain a statewide system, all CoCs would need to agree on Lead Agency.	Execute MOU with CoCs and State that provides a mutual agreement on that relationship and parameters for use of data		Execute MOU with HMIS Lead Agency that provides a mutual agreement on that relationship and parameters for use of data
Lead Agency Evaluation	Work with Lead Agency to resolve issues as they arise; Coordinate annual review of Lead Agency performance	Work with Advisory Task Force to resolve issues as they arise; Respond to annual Task Force review	Provide information as requested by Advisory Task Force to monitor and evaluate Lead Agency	Provide information as requested by Advisory Task Force to monitor and evaluate Lead Agency
System Administrator Evaluation	Advise Lead Agency on performance of System Administrator	Monitor and evaluate performance of System Administrator	Provide information as requested to evaluate performance	Provide information as requested by Lead Agency and Advisory Task Force to monitor and evaluate System Administrator.
Communications	Advise on public communications	Develop and issue public communications	Day-to-day communications with end users, Lead Agency ...  Maintain system website	
Use of Data	Advise on the use of data for research purposes	Approve use of data for research purposes  Analyze state-wide data	As requested assist CoC or State in generation of jurisdictional reports, including reporting needed to meet HUD and state requirements	Generate jurisdictional reports, including reporting needed to meet HUD and state requirements  Use HMIS for program and system evaluation and performance monitoring

<b>Function</b>	<b>Advisory Task Force</b>	<b>Joint Activities</b>	<b>HMIS Lead Agency</b>	<b>System Administrator</b>	<b>CoCs and State</b>
Grievance Procedures	Advise Lead Agency on establishing and maintaining a grievance policy that is understood and trusted by all constituencies		Under guidance from Advisory Task Force, establish and administer a grievance policy and oversee investigations <sup>1</sup>		
HUD/Legislative Compliance	Provide Lead Agency with information and advice needed to ensure system compliance with HUD and legislative mandates		Ensure system compliance with HUD and legislative mandates		Maintains compliance with HUD and legislative mandates
Contract Compliance			Manage and ensure compliance with all HMIS contracts and subcontracts, including contract with System Administrator		
Advisory Task Force Support	Comply with protocols for representation and participation as set out in the by-laws		Provide staff support for Advisory Task Force meetings and communications		

<sup>1</sup> The following steps would stay in place: 1. Client complaints go to MCH; MCH goes to Advisory Task Force if necessary. 2. CoC and provider complaints go to Advisory Task Force... TBC