



To: Gatekeepers
From: Homeless Services Section Staff
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Please distribute to: Homeless Services Program Staff Rental Assistance Program Staff
Category: Program Informational

Update For: Data System Expenses Category

Message: As we continue to approve budgets and move forward with the 23-25 biennium, we wish to address some questions that have been received around the purpose and intent of the Data Systems Expenses category.

In previous biennia, the Data Systems Expenses category was identified as Data Collection, and for the 2023-25 biennium we have clarified in the program operations manuals the purpose of this category.

Data System Expenses is meant to improve your agency data system. This category allows for expenses to include HMIS user licenses, equipment, and network upgrades for HMIS needs and to provide training and technical assistance to your partner organizations to ensure that they can effectively use HMIS. Staffing costs allowable in this category must be for the purpose of training and technical assistance, for developing workflows, and for onboarding new partners in the use of HMIS. Funds can also be used to develop and manage a data quality plan and to provide end-user support.

The Data System Expenses category is not meant to cover the day-to-day functions of using HMIS, such as data entry, data reporting, data mining, or other related functions of using HMIS. You can use the Program Delivery category for these expenses.

The intent is to support agencies in having a well-developed data system that will improve the collection and reporting efforts within HMIS and improve demographic data and performance outcome reporting. Please ensure that you understand the intent of the Data System Expenses category and that you appropriately budget your allocation of funds in EHA, EHA DRF, EHA DRF VET, ERA, HSP, and SHAP.

For More Information Contact: hsd.homelesservices@hcs.oregon.gov