

## Durham Region HIFIS Working Group: *Terms of Reference*

### Mission:

The Durham Region HIFIS (Homeless Individuals and Families Information System) Working Group aims to increase communication regarding HIFIS to all Homelessness Support Service agencies across Durham Region. As a network, we exist to create a more collaborative approach for all agencies and their front line employees by strategizing ways for improving overall HIFIS use and data collection, sharing best practices and ensuring data integrity.

### Goals & Objectives

Goals	Objectives
Provide a working network for Communication and Information Sharing between new and existing HIFIS using agencies throughout Durham Region.	<ul style="list-style-type: none"> <li>Carry out tasks that assist with the functionality of the HIFIS 4.0 database to ensure its success within the Durham Region.</li> </ul>
Ensure HIFIS is able to meet the day-to-day operational needs of all the Homelessness Support Service Agencies.	<ul style="list-style-type: none"> <li>Update the HIFIS Data Dictionary to reflect the upcoming changes of HIFIS 4.0.</li> <li>Address Barriers that prevent HIFIS using agencies within Durham Region from working collaboratively to use HIFIS 4.0 to create a holistic approach for clients.</li> <li>Ensure that all members of the Durham Region HIFIS Working Network are trained and able to use HIFIS 4.0 for their specific agency needs.</li> </ul>

### Membership

The Durham Region HIFIS Working Group will seek membership from key stakeholders that currently use, or are looking to utilize the HIFIS System such as emergency shelters, VAW shelters, housing service providers, mental health services, food banks, etc. Membership is open to all service providers who work within the Homelessness Support Services sector and would like input into the way HIFIS is used in Durham Region. To ensure transparency and continued confidentiality, the Working Group will be consulted each time a new agency is to be on-boarded onto HIFIS.

## **Term**

As long as an agency is utilizing HIFIS, they should have a representative sit at HIFIS Working Group meetings. If a HIFIS using agency is not represented at the Working Group, it is the responsibility of the Chair to ensure their inclusion.

## **Chair**

The HIFIS Community Coordinator will take on the role of Chair. The duties of the Chair include:

- Proposing meeting agendas and ensuring that minutes are taken at each meeting
- Chairing meetings and facilitating dialogue
- Act as a spokesperson as appropriate

## **Meetings**

The HIFIS Working Group will meet once per month on the second Wednesday of the month. Outside of this time, the Group will meet at the direction of the Chair. The chair may request additional meetings if the need arises or if there are significant decisions that need to be made in a timely manner. The dates and locations for each upcoming meeting will be coordinated and agreed upon by the members at the previous meeting. Non-members may attend meetings upon notification to the Chair and approval from the Committee.

## **Decision-making and Quorum**

Decisions of the Durham Region HIFIS Working Group will be made according to a consensus-based model. All final decisions must be made at in-person or virtual meetings unless extenuating circumstances prevent this. The chair will use their discretion when finalizing decisions made by the Group to ensure that all decisions are in line with funding requirements and are representative of the best interests of the group.

## **Minutes/Reporting**

The Chair is responsible for ensuring that minutes are taken at each meeting. The minutes will be distributed to members by the Chair within one week of the meetings and will be retained for a period of seven years.

## **Terms of Reference Review**

The terms of reference should undergo a mandatory review after a period of two years. The current terms of reference is valid from September 2020 to September 2022, at which time a full review should take place. In addition to this, the terms are subject to review and amendment at any time during the lifespan of this Group. Decisions regarding amendments will be made at monthly meetings following review and consultation.