

Homeless Missourians Information System

St. Louis City CoC & St. Louis County CoC Data Request Policies

All custom data and report requests must be submitted to ICA via the Custom Data Request Form. ICA will review the custom data request and, using the criteria outlined below, determine whether CoC HMIS Committee Approval is required. When HMIS Committee approval is required, ICA will submit the completed Custom Data Request form to the Committee Chair(s) of the relevant HMIS Committee(s), who will determine the appropriate course of action. ICA can bring any request to the HMIS Committee Chair for additional guidance.

Data Requests not requiring CoC HMIS Committee Approval:

- An agency requests data on clients served by their own project, regardless of level of aggregation. Agencies cannot provide identifying client level data pulled directly from the HMIS to any outside entity.
- An agency requests CoC level data.
- A funder requests a project level data on agencies they fund
- A funder requests CoC level data on all projects in their CoC
- A CoC committee requests project or CoC level data
- An agency, funder, or CoC representative of either the St. Louis City or St. Louis County CoC requests CoC level data for either CoC.

Data Requests requiring CoC HMIS Committee Approval:

- Any request, other than an agency requesting their own data, involving personally identifiable client information
- An agency requests data that includes clients served by any project outside of their agency, when requested at project or agency level.
- A funder requests client level data whether identifying information is or is not included¹
- A funder requests project level data on a project they do not fund whether identifying information is or is not included
- A CoC committee requests client level data
- Any request from an agency or entity outside of the CoC

Once approved, ICA will fulfill data requests as quickly as possible. The time it takes to fulfill data requests will depend upon request deadline, complexity of the request, and the availability of the requested data in preexisting reports. Requests made by funders or the CoC will be prioritized above requests made by individual agencies. ICA should be notified of data requests with specific deadlines as soon as possible. ICA aims to fulfill data requests based upon the criteria below:

¹ This includes only funders who require the use of the HMIS of their funded agencies – e.g. City Department of Human Services, St. Louis County Department of Human Services, MHDC.