



Monmouth County Homeless System Collaborative

Desk Monitoring Questionnaire

Program Name _____
Grant Number _____
Operating Year _____

1. Do you work with partner agencies in the implementation of this project? Yes
 No

If so, are there agreements in place identifying the roles and responsibilities of participating agencies? Please provide a copy of any agreements currently in place for this program. Yes
 No

2. Please explain how you meet the HUD CoC program requirement mandating a homeless or formerly homeless person to participate on the board of directors or other equivalent policy-making entity for your agency or identified sponsor agencies.

3. Please provide a copy of the report from your most recent HMIS Audit

4. Does your agencies HMIS data quality meet current HUD standards (missing data less than 10% in required fields – information to be pulled directly from HMIS) Yes
 No

5. Please provide a budget narrative explaining how the HUD money is used for this project. Within the narrative, please include information about the type of documentation kept on file to support drawdown requests from HUD funding.

6. How long are program records retained within the agency? _____

7. Please list the types of documents that are kept in client files

8. Please provide a copy of program intake packet and program information (program manual, program requirements, consent forms) distributed to new clients.

9. Please list your program goals and describe how you track progress in achieving those goals. Please identify current program performance in relation to the project goals identified.

10. Please describe how unit inspections are conducted (how frequently, who completes the inspections). Please provide a copy of the inspection form that is used.

The following information will be monitored from HMIS via the program APR:

1. Participant Eligibility
 - a. Homeless Status of participants at program entry
 - b. Disability Status of participants at program entry
2. Data Quality
3. Program utilization – number of households served vs. number of households proposed in application
4. Target population – is the project serving the subpopulations identified in the grant application
5. Stability in Permanent Housing
6. Destination at exit
7. Connection to income & benefits
8. Increase in income at follow-up or exit
9. HMIS record update