

## Pursuing HMIS 2.0

May 20<sup>th</sup> 2014 Update

Greetings. This is our second update meant to provide stakeholders across Minnesota with information about actions taking place to transform the Homeless Management Information System (HMIS) and to seek your feedback and suggestions to guide efforts moving forward. Thank you for taking the time to review our update. All comments, suggestions, questions can be directed to Mike Manhard at [mike@mesh-mn.org](mailto:mike@mesh-mn.org). Thank you.

*The HMIS Interim Planning Team*

### Interim Planning Team (IPT)<sup>1</sup> Update

The IPT is the group formed by the HMIS Technical Assistance Team and is charged with:

- Receiving and reviewing findings and recommendations from the HUD TA Team
- Sharing and processing recommendations with the broader group of Minnesota stakeholders
- Obtaining input from Minnesota's stakeholders
- Providing feedback on suggested changes to the HMIS TA team and making decisions as needed to move recommendations forward

The IPT has the following updates for activities over the past month:

- **End User Webinar.** The IPT held its first “End User Update/Check-in” webinar with the assistance of Laura McLain and Sharon Arch of Wilder Research on Tuesday, May 13<sup>th</sup>. Over 150 people from across the state participated in the webinar. The webinar was recorded and can be found (along with meeting materials and Q/A summary) at [www.hmismn.org/planning](http://www.hmismn.org/planning). Thank you to all who participated and to Laura and Sharon for their help and leadership.
- **Change in decision making for DSS Workgroup.** Based upon input from stakeholders across the state, the IPT had earlier established a decision-making process for all HMIS 2.0 actions—where State agencies and CoCs would each be consulted for a vote on any major governance and system proposed changes. While the IPT continues to see this process as the best for Governance decisions, we have determined that it is much too slow and cumbersome for system changes. For this reason, it has been decided that the DSS Workgroup will be empowered to make decisions on system changes. All actions that the DSS Workgroup takes will be reported to the IPT and other stakeholders (including rationale for the decision and potential implications for stakeholders as a result of the decision). The DSS will only utilize the other decision-making process (CoCs/State) with issues where the DSS cannot find agreement. We believe this process will help to move system changes forward more quickly while retaining the ability for all stakeholders to stay informed.
- **HMIS 2.0 Business Analyst/Project Manager.** The IPT is pursuing an HMIS 2.0 business analyst/project manager contracted position to help move HMIS 2.0 forward as quickly (and wisely) as possible. Even with bi-weekly meetings, HMIS changes are not occurring at the pace desired. It is paramount that we secure someone who has the expertise and dedicated time to oversee the HMIS 2.0 efforts. We are seeking to fill this position as quickly as possible. The position will report to the DSS Workgroup and to Cathy ten Broeke, chair of the IPT.

<sup>1</sup> Membership and meeting schedule of the IPT is listed at the end of this document.

## Governance and Lead Agency (GALA) Workgroup<sup>2</sup> Update

### Governing Board

The GALA Workgroup remains committed to pulling together an effective Governing Board as soon as possible. Clear and credible leadership will be essential as we work to recreate our HMIS system into one with the capacity and accessibility to inform and guide our work to end homelessness.

Having identified some of the critical skills (technical, legal, resource development, etc.) and the principle system stakeholders (the CoCs and the state) that must be represented, the group is focused on the development and approval of an application form for potential Governing Board candidates. Readers of this project update are encouraged to be thinking of people with the skills, energy, creativity, and interest that could be recruited for this application.

The GALA Workgroup is holding conversations with several other states to gather experience and advice on approaches to governance and system administration. Several members had a phone conference with COHIO, the lead HMIS agency for the balance of state CoC in Ohio. Another conversation is scheduled with the Wisconsin lead agency.

### Lead HMIS Agency

The Workgroup has reaffirmed its endorsement of the recommendation made by the HUD Technical Assistance team that the role of Lead Agency for overall project leadership and administration should be separate from that of System Administrator, to provide both accountability and oversight in the operations of the system.

Discussions with DHS and Minnesota Housing about the potential for a state role as a Lead HMIS agency have occurred and other potential options, including the formation of a not-for-profit limited liability corporation (LLC) are being explored.

## Data Structure & Sharing (DSS) Workgroup<sup>3</sup> Update.

The DSS Workgroup is charged with advancing system changes within HMIS in order to improve the system's ability to meet Minnesota's new needs. The DSS has met twice over the past month and made the following progress:

- **Data Structure.** The DSS is pursuing data structure changes similar to those recommended in the HMIS technical assistance recommendations. This is not a simple step and has consumed most of the DSS workgroup's time. In the next month, we are taking steps to:
  - Gain clarity on all the "legal" issues related to data structure and reporting. We will be meeting with legal experts in late May to address questions with data structure and reporting which include:
    - What choices/obligations do funders have to access client level data of programs that they fund for the purpose of aggregate reports?
    - What about coordinators (who oversee a source of funding but have no contractual role with their grantees)? Are there steps coordinators could/must take to have the ability to access data? Are there any legal requirements for CoCs to have agreements with agencies since many CoCs are not legal entities?

<sup>2</sup> GALA Workgroup membership and meeting schedule are listed at the end of this document.

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- Are there additional legal requirements or steps needed for CoCs who also want to be System Administrators? Or is this the same as seeing data for reporting?
- Do funders/CoCs need to clarify how they plan to use or access data in these agreements? Can this change or be decided later?
- What about HIPAA, DV, Youth, Tribal programs? Do the rules change for any of these entities? How do we help agencies clarify if they are covered by HIPAA?
- What choices/obligations do funders/coordinators have to access client level data for the purposes of creating aggregate reports for programs that they DO NOT fund? What steps must/could they take to have this access? What are the legal choices of non-funded agencies?
- Recognizing that we may not be able to ANSWER all of these questions in one meeting, we are also seeking guidance for steps needed to get to answers—and possibly volunteers to help make this happen.
- We will be holding a focus group discussion in June (soon to be scheduled) for Coordinators and funders that will seek to gain greater clarity for the access, use, and capacity of each coordinator/funder related to HMIS administration and reporting. We will not only seeking to know more about how coordinators/funders want to access the data, but also will give information to help coordinators/funders understand the steps they will need to take in order to get the access that they are seeking.
- The DSS will continue to build an action plan to address all focus areas of HMIS 2.0 system enhancement. The DSS is walking through each of our six focus areas to identify approaches that have been recommended and concrete actions to move things forward. In addition to Data Structure and Reporting, the focus areas include:
  - Data Sharing
  - Data Quality
  - Data Integration
  - Coordinated Assessment
  - Ensure HMIS Provides Value

## Planning Groups Rosters and Meeting Schedules

### Interim Planning Team (IPT)

**Membership:**

Member Category	Designee	Affiliation
CoC (Urban)	Jim Anderson	Ramsey CoC
CoC (Rural/Greater MN)	Carla Solem	West Central & NW CoC
CoC (Rural/Greater MN)	AG Lynch	Central CoC
CoC (Suburban)	Rebecca Bowers	SMAC CoC
MHFA	Ji-Young Choi	MHFA
MICH Representative	Cathy ten Broeke <sup>4</sup>	State of MN
HHM/Funders	Laura Kadwell	Heading Home MN
HMIS Governing Group	Kathy Vitalis	MAC-V
State DHS	Mary Orr	DHS
HMIS Data Sharing Group	Mike Manhard <sup>5</sup>	MESH
End-user/Tech	Ben Van Hunnik	Hearth Connection

**Primary Contact:**

Mike Manhard  
 612-750-1474  
[Mike@mesh-mn.org](mailto:Mike@mesh-mn.org)

**Meeting Schedule:**

1<sup>st</sup> Monday of the month 3:00-5:00pm

### HMIS Governance and Lead Agency (GALA) Workgroup

**Membership:**

Member Category	Designee	Affiliation
CoC	Jim Anderson	Ramsey CoC
CoC	Kristen Brown	Hennepin County
CoC	Laura DeRosier	St Louis CoC
CoC	Justin Vorbach	SW MN CoC
Stakeholder	Becky Melang	Corporation for Supportive Housing
Stakeholder	Laura Kadwell	Heading Home MN
Stakeholder	Colleen Schmitt	Day One
Stakeholder	Kathy Vitalis	MAC-V
Stakeholder	Patrick Troska	Jay & Rose Phillips Foundation
Stakeholder	Liz Kuoppala	Minnesota Coalition for the Homeless
State	Cathy ten Broeke	State of MN
State	Mary Orr	State of MN—DHS
State	Kim Bailey	State of MN—MN Housing

**Primary Contact:**

Laura Kadwell  
 612-721-3700 ext. 112  
[laura.kadwell@headinghomeminnesota.org](mailto:laura.kadwell@headinghomeminnesota.org)

**Meeting Schedule**

1<sup>st</sup> Monday of the month 1:00-3:00pm  
 3<sup>rd</sup> Wednesday of the month 3:00-5:00pm

<sup>4</sup> IPT Chair

<sup>5</sup> IPT Lead Contact

**HMIS Data Structure and Sharing (DSS) Workgroup**

**Membership:**

Member Category	Designee	Affiliation
CoC	Carla Solem	NW & West Central CoC
CoC	Lisa Thornquist	Hennepin County
CoC	Mary Ulland-Evans	SE MN CoC
CoC	Rebecca Bowers	SMAC CoC
HMIS Administrator	Sharon Arch	Wilder Research
HMIS Administrator	Laura McLain	Wilder Research
Stakeholder	Mike Manhard	MESH
Stakeholder	Sue Speakman-Gomez	HousingLink
Stakeholder	Hank Fagley	Catholic Charities
Stakeholder	Ben Van Hunnik	Hearth Connection
Stakeholder	Brian Rogers	Salvation Army
State	Ji-Young Choi	State of MN—MN Housing
State	John Patterson	State of MN—MN Housing
State	Erin Schwarzbauer	State of MN—MN Housing
State	Tony Peleska	State of MN—MN Housing
State	Pat Leary	State of MN—DHS
State	Tom Balsley	State of MN—DHS
State	Lee Buckley	State of MN--DOC
HMIS TA	Barb Ritter	State of Michigan HMIS
HMIS Vendor	Tim Hockaday	Bowman Systems
HMIS Vendor	Candice Hacker	Bowman Systems

**Primary Contact:**

Mike Manhard  
 612-750-1474  
[mike@mesh-mn.org](mailto:mike@mesh-mn.org)

**Meeting Schedule:**

1<sup>st</sup> Monday of the month 10:00am-12:00pm  
 3<sup>rd</sup> Wednesday of the month 3:00-5:00pm