

Pursuing HMIS 2.0

June 9th 2014 Update

Greetings. This is our third update for stakeholders across Minnesota. The purpose of this update is twofold: (1) to provide information about actions taking place to transform the Homeless Management Information System—HMIS and (2) 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. Thank you.

The HMIS Interim Planning Team

Interim Planning Team (IPT)¹ 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

There is just one major update from the IPT this month. The rest of the updates can be found in the updates from the two IPT workgroups (Governance & Lead Agency—GALA, Data Structure & Sharing—DSS).

HMIS 2.0 Business Analyst/Project Manager

This month, the IPT formed a small selection group to help determine how to quickly identify the right candidate to fill an “HMIS 2.0 Business Analyst/Project Manager” position. The IPT is pursuing this 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. This position will provide someone who has the expertise and dedicated time to oversee the HMIS 2.0 efforts that can drive progress forward.

The selection group (comprised of Eric Hands—Hearth Connection, Tony Peleska—MN Housing, and Jennifer Trombley—DHS, and Mike Manhard—MESH/facilitator) considered a few options to fill this role including:

- Utilizing existing state staff who have expertise in data systems/project management. Minnesota Housing had offered the time/expertise of Shweta Singhal (data systems expert) for up to 25 hours per week.
- Pursuing contract through state’s Data Analytics Master Contract list. The state assists agencies in finding data systems experts through a list of established contracted experts.

In the end, the group determined that the best option was to utilize Minnesota Housing’s offer to provide data systems expert, Shweta Singhal. The decision was made primarily due to Ms. Singhal’s immediate availability, her extensive experience and expertise in this area, and the low/no cost to pursue this option. The selection group will continue to also pursue supplementary support for Ms. Singhal from the Data Analytics Master

¹ Membership and meeting schedule of the IPT is listed at the end of this document.

Contract list (though this process will take longer and may require additional funding). Ms. Singhal will be charged with overall HMIS 2.0 project management. Please join us in welcoming Shweta and thanking her for dedicating her time and expertise to our efforts!

Governance and Lead Agency (GALA) Workgroup² Update

The Governance and Lead Agency (GALA) subgroup is charged with recommending to the IPT a new HMIS governance structure. GALA met twice over the past month and made the following progress:

Governing Board

- The GALA workgroup has completed the Governing Board application and expects to distribute it electronically on June 23rd. Applications (which must be electronic) will be due on July 18.
- The group expects to recommend to the IPT a Governing Board of 11-15 people, to include 4 CoC representatives, 3 representatives of state agencies, 1 HMIS user, 1 tribal representative, and 1 advocacy organization representative. At least 2 members must be technical data experts and there may be an additional 2 at-large members. The workgroup contemplates that some of these “categories” may overlap.

Lead Agency

- The IPT will issue an RFI (Request for Information) to begin the process of selecting a Lead Agency. There will likely be an RFP after the RFI. The group is discussing who would issue the RFP (assuming the Governing Board is not a legal entity).
- We will meet with our TA providers and others to begin discussing the various contractual relationships that will be needed to govern HMIS under the new structure.

Data Structure & Sharing (DSS) Workgroup³ 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 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. As part of this effort, the DSS hosted a meeting with data privacy experts (lawyers) from State agencies, Counties, and Wilder Research. This meeting provided the following clarity:

- Funders can have access to data of programs that they fund.
 - Funders will need to review their funding agreements with their programs.
 - Funders would still need to rely upon Wilder to create reports for data beyond the scope of which they fund.
- CoCs could gain admin status (like Wilder) which would include ability to do system-wide data reviews and reports WITH amended local agency agreements and revised informed consent forms
 - Does not allow for reporting/data access to historical data. Wilder would still need to help with this.

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

³ DSS Workgroup membership and meeting schedule are listed at the end of this document.

- CoCs that do not want admin access/responsibility could still access data (CoC funded and beyond) for purposes of aggregate reporting ONLY
 - Would need nondisclosure agreement.
- Cleanest and most preferred legal solution is still to pursue Collaborative option through legislative action.

In addition to the data privacy meeting, the DSS will be hosting a focus group discussion on June 23rd 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.

Coordinated Assessment—Testing Tools

- The DSS workgroup identified the ability to TEST components/functions of HMIS system that we are not currently utilizing.
- Testing is different than piloting in that it is offline and would not require as much support from Wilder. As a result, testing can begin immediately and can help us to learn about the components that we want with HMIS in MN much more quickly.
- A group of volunteers has been formed to test “waitlist functions” in HMIS. This group will be led by State MICH staff and will begin testing in June.

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 ⁴	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 ⁵	MESH
End-user/Tech	Ben Van Hunnik	Hearth Connection

⁴ IPT Chair

⁵ IPT Lead Contact

Primary Contact:

Mike Manhard
612-750-1474
Mike@mesh-mn.org

Meeting Schedule:

1st 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

Meeting Schedule

1st Monday of the month 1:00-3:00pm
3rd Wednesday of the month 3:00-5:00pm

HMIS Data Structure and Sharing (DSS) Workgroup

Membership:

Member Category	Designee	Affiliation
Project Manager	Shweta Singhal	State of MN—MN Housing
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
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Meeting Schedule:

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