

Pursuing HMIS 2.0

August 23rd 2014 Update

Greetings. This is our fourth 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

The Interim Planning Team (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 formed two workgroups in March 2014 (Governance & Lead Agency—GALA, Data Structure & Sharing—DSS). These workgroups have met at least twice per month to move HMIS 2.0 efforts forward. Below is a summary of their progress.

Governance and Lead Agency (GALA) Workgroup¹ Update

The Governance and Lead Agency (GALA) subgroup is charged with recommending to the IPT a new HMIS governance structure.

GALA continues to explore Lead Agency options and is moving forward in selecting a Governing Board (aka Steering Committee and Governing Council). Minnesota Housing has agreed to allocate funding for an attorney who can advise us and the Agency on the options of creating a nonprofit organization [likely a 501(c)(4)] to act as Lead Agency or, alternatively, designating Minnesota Housing as Lead Agency, with a Steering Committee/Council to provide direction and advice. We will fully explore these options before considering other possibilities.

We are in process of designating community representatives to the Governing Board/Council. The Continuums of Care (CoCs) have appointed their representatives (see IPT notes of 8/11 for detail), and the State has suggested that we include 4 state representatives (one each from Minnesota Housing and the Departments of Human Services, Corrections and Veterans Affairs). We will hold off on the decision about State representation until we reach a recommendation on the Lead Agency.

We received 22 applications from members of the community (in addition to those who have since been selected as CoC reps). A GALA subgroup will review the applications and recommend to GALA a slate of candidates.

¹ GALA Workgroup membership and meeting schedule are listed at the end of this document.

While we expect to have recommendations for the Board/Council ready by the end of September, we will be holding those recommendations until we have a full proposal for Board/Council structure and membership as well as a recommendation for Lead Agency and its relationship to the Board/Council ready for review.

Data Structure & Sharing (DSS) Workgroup² 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. There are three primary focus areas that the DSS Workgroup is currently pursuing. A summary of each of these focus areas is provided below.

Data Structure

The DSS is pursuing data structure changes similar to those recommended in the HMIS technical assistance recommendations. For more information about the benefits we are seeking in data structure changes, please refer to the attached document (Local HMIS Lead Agency System Admin Memo FINAL). A detailed workplan has been established with a timeline that will ensure structure changes are made by mid-November. In order to keep pace with the workplan, much is being asked of our system administrator (Wilder) and of Continuum of Care (CoC) regions and agencies across the state. The following are some of the highlights of steps that are being taken:

- Wilder Research has been (and is nearly finished with) renaming all programs in Minnesota's HMIS. This step will aid in ease of use for users of HMIS once the new structure is in place. **Due date: 8/29/14**
- CoC regions will decide what functions they want to assign to their new local system admin entity. **Due date: 9/2/14.**
- CoC regions will identify which entity will serve as their Local System Admin. **Due date: 10/1/14.**
- The DSS will provide an overview of new agency agreements that have been developed to add the new local system admin level to HMIS. This overview will be held **Thursday, 9/4 from 1-3pm**. Participants may register at: <https://www1.gotomeeting.com/register/556895065>. **All agencies in HMIS are strongly encouraged to attend this meeting and/or watch the webinar if you are unable to make it on 9/4.** The webinar will be posted on www.hmismn.org/planning within two days of the event.
- A separate webinar is taking place on **Thursday 9/4 from 9am-12pm** for all "complex" agencies that straddle many CoC regions. In this meeting we will discuss and determine best options for these complex agencies in our new structure. The registration for this webinar is: <https://www1.gotomeeting.com/register/420054825>, but this event is only targeted for the following complex agencies and all CoC coordinators. Targeted agencies include: (AEOA, Bi-Cap, Catholic Charities, CHUM, Hearth Connection, Lakes & Pines, Lutheran Social Services, MAC-V, Mahube, Salvation Army, St Andrew's Community Resource Center). If you believe your agency is missing from this list, please contact Mike Manhard (mike@mesh-mn.org).
- CoCs will need agency agreements in place for all agencies within their region's tree. **Due date: 10/1/14.**
- Wilder will send Bowman Systems a work order describing the tree structure for each CoC. **Due date: 10/1/14**
- Bowman Systems will complete the data structure changes. **Due date: 11/15/14**
- Training materials will be created and trainings scheduled to orient all HMIS users and new admin to changes in HMIS. **Due date 11/15/14**

Coordinated Assessment—Testing Tools

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

The DSS workgroup formed a group of 19 individuals who are testing components/functions (waitlist, eligibility module, referral, etc.) of HMIS system that our system is not currently utilizing. This group was convened in mid-July and is scheduled to complete its testing by mid-September. This group will share lessons learned and recommended next steps to the DSS Workgroup. The plan is to pursue piloting and/or full implementation of some/all of these tools in HMIS as quickly as possible following the test period.

HMIS Data Sharing Pilot

Building off the HMIS Data Pilot that met last year (See Data Sharing Workgroup Summary—attached) the DSS has convened a group of agencies from across the state to participate in a Data Sharing Pilot. In total, there are 11 teams, 55 agencies, and over 70 end users representing 8 of the 10 CoC regions that will participate in the Pilot. The Pilot Group held a kickoff webinar meeting on Tuesday, 8/20/14. Over the next three months, the Pilot will be developing: a purpose statement, an evaluation plan, data sharing protocol, a shared script for talking to clients about data sharing, training materials, etc. The Pilot will go “live” following the data structure changes in mid-November. We are planning for a 3 month pilot period once in HMIS (11/15/14-2/15/15). Pilot members will then share lessons learned and other results with all HMIS stakeholders at the end of the Pilot. State-wide implementation of data sharing is likely to start shortly thereafter.

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 ³	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 ⁴	MESH
End-user/Tech	Ben Van Hunnik ⁵	Hearth Connection

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	David May	Red Lake Nation
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

³ IPT Chair

⁴ IPT Lead Contact

⁵ Ben exited the IPT in July due to a job transition.

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	Teresa Howard	Wilder Research
HMIS Administrator	Laura McLain	Wilder Research
Stakeholder	Mike Manhard	MESH
Stakeholder	Sue Speakman-Gomez	HousingLink
Stakeholder	Hank Fagley	Catholic Charities
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

Meeting Schedule:

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