

Pursuing HMIS 2.0

April 11th 2014 Update

Greetings. The purpose of this document is to provide stakeholders across Minnesota with an update regarding actions taking place to transform the Homeless Management Information System (HMIS) and to seek your feedback and suggestions to guide efforts moving forward. We will seek to provide these updates on a monthly basis (and as important issues/decisions arise). 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

Based upon the guidance provided by a two-day visioning session in early February, the IPT is taking the following steps:

- Workgroups—The IPT formed two workgroups to move top priorities forward. These workgroups are: Governance and Lead Agency (GALA) Workgroup, and Data Structure and Sharing (DSS) Workgroup. Updates from each workgroup are provided later in this update.
- Communication & Decision Making. The IPT conducted a survey in March to collect input regarding how communications and decision-making will be conducted while we await the formation and of a new governance structure. Overall the survey revealed general support for the recommendations the IPT had developed. Results for this survey are attached. Upon review of the survey, the IPT made the following determinations:
 - Communication:
 - The IPT will provide written summaries as new and pertinent information is available and/or input is needed (monthly, or as needed).
 - IPT members will connect with their constituencies to see if regular “check-ins” would be needed. Some survey respondents indicated the desire for this option while others felt it was not worth the logistics/time.
 - IPT members will share written summaries at existing meetings, invite feedback.
 - Meeting minutes, summaries and other supporting documents will be posted on www.hmismn.org
 - Steps will be taken to convene an end user group to share progress and gather input
 - Decision-making:

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

- While there was general support for all proposed decision-making options, the IPT has adjusted the decision-making process to accommodate suggestions and inconsistencies in responses.
- All major decisions related to HMIS 2.0 (not day to day decisions, but decisions related to HMIS transformation) that take place prior to the formation of a new Governing Board will be decided by those who fund the system (CoCs and State funders). Support from both entities will be needed to pass any decision. Prior to any major vote/decision, communications and solicitation for comment will be made to stakeholders across the state. All votes will be up/down.
- More about why CoCs/State Funders will lead decision making:
 - Why not the existing Governing Group (GG)?
 - The GG has had extreme difficulty in making decisions. It is clear from responses that some do not trust the GG to be nimble and decisive enough to move HMIS 2.0 efforts forward.
 - The GG is the subject of some of the HMIS reform efforts.
 - The GG advises the administrative entity (Wilder), which may be the subject of some of the HMIS reform efforts.
 - Why not the IPT?
 - While IPT seeks to be representative of stakeholders, it is a group formed by TA team, without broad input.
 - It is clear from survey responses that if IPT plays primary role in decision making, some will feel disenfranchised.
 - Why State/CoCs?
 - Ultimately, these are the entities (legally) responsible for HMIS.
 - All stakeholders (including end users) can be represented through these entities.
 - Need agreement to pass, meaning divisive issues (if there are any) will need to be worked out by these entities. Controversial issues can't just be bullied through.

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. To date, GALA has met twice and made the following progress:

- With regard to the Governing Board,
 - Decided to recommend a Board of 11 members, through an appointment process not yet decided, with ongoing Board membership determined by the Board itself.
 - After robust discussion about the composition of the Board, agreed that the Board must have good representation and balance from the CoCs and the state, two significant stakeholders, and include members with the following attributes (among others): leadership skills, “big picture” perspective, decision-making responsibility/authority, strategic thinking, and representation of underrepresented communities. Other skills we would look for in the overall mix of members are (among others): budget/financial expertise, data/technical expertise, legal expertise (especially data privacy), end user experience, and planning and evaluation experience.
- With regard to Lead Agency,

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

- Received and reviewed report from our TA providers describing governance of systems in 7 other jurisdictions (some state, some local). Report is attached/posted on www.hmismn.org.
- Decided to recommend that Minnesota include a Lead Agency in its governance structure
- With regard to overall governance structure,
 - Developed Key Roles and Responsibilities for the 4 governing entities (Governing Board, HMIS Lead Agency, System Administrator and CoCs/State). Summary is attached/posted on www.hmismn.org.

We have begun discussing skills needed by the Lead Agency. We expect to finalize Board structure and Lead Agency recommendations by the end of May.

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 has met twice thus far and has made the following progress:

- In effort to prioritize and order DSS actions, the workgroup:
 - Identified "requirements" of HMIS. By requirements, we mean what we want to *accomplish* with HMIS structure and sharing improvements. *What do we want/require out of the data system? What are the final outcomes/improvements we are seeking with HMIS transformation?*
 - Conducted a survey to prioritize HMIS requirements. Summary is attached/posted on www.hmismn.org.
 - As a next step, we have begun to identify approaches/actions needed to accomplish system requirements, including:
 - Identifying which entity(ies) would best advance each Approach (Wilder, DSS Workgroup, Bowman, hire tech consultant, other). **The DSS should not be the lead for most items.**
 - Identify timing for each Approach. What needs to be in place prior to implementation.
 - Identify items that would benefit from testing/pilots.
 - The DSS Workgroup identified that decisions/actions related to data structure need to be made prior to other decisions/actions. As a result, the DSS has identified that the following actions will need to take place prior to our next meeting on 4/16:
 - Bowman Systems and Barb Ritter (HMIS TA) will develop a formal recommendation for data structure solutions which will include:
 - How it would function for CoC/Funder/Agency
 - Strengths/Weaknesses
 - Benefits/Costs
 - What additional information is need to begin implementation
 - Wilder will provide clarity to Bowman regarding legal limitations to admin access levels to HMIS data
 - The DSS will conduct a survey with funders/coordinators to gain input on what they are seeking with reports and use of data (this survey is currently being conducted and will be completed by 4/15).

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

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

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

⁴ IPT Chair

⁵ 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
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
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Meeting Schedule:

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