

1.29.16 Monthly HMIS Admin Call

Monday, January 04, 2016

3:57 PM

Call 10:00 am to 11:00 am

1. REMINDER TO RECORD MEETING

- a. Recording and minutes available here: <http://www.hmismn.org/expandedaccess/index.php>

2. Announcements

- a. NHSDC Registration. This is THE HMIS conference to attend. Come to find out more about what other regions are doing and network with System Administrators and CoC Coordinators from across the country. <http://nhcdc.org/conferences/>
- b. Bowman Bootcamp registration. This is an excellent training opportunity to learn more about System Administration as well as Federal reporting requirements. [Bowman Bootcamp Information](#)

3. Report Updates

- a. System Performance Measures report
 - i. Pieces have been released. Wilder is reviewing them to figure out how to support them.
 - ii. Wilder will provide training and instructions
 - iii. HUD info and training
 1. <https://www.hudexchange.info/programs/coc/system-performance-measures/>
 - iv. Program Descriptor Elements
 1. Needed for preparing for the System Performance Measures
 1. Federal Funding Partner Field
 - a. Required for Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects
 - b. CoC's will update for Continuum projects
 - i. As long as HUD CoC funded projects have this updated, it will meet needs for the System Performance Measures.
 - ii. Recommend LSAs do this step for now. We can roll this out as a task for Agency Administrators at a later time to fully update for all Federally funded projects.
 - Do LSAs have access to all current Grant IDs and grant period for HUD-CoC projects?
 - Will need to know which grants correspond to which providers in Servicepoint
 - c. Wilder will send out instructions on updating field
 - i. Clarify Grant ID - System performance measures looks for a Grant ID Start Date that is current as of the end of the report period (9/30/xx)
 - ii. Teresa will send out instructions in early Feb.

4. LSA Tasks

a. VI-SPDAT

- i. VI-SPDAT for individuals is ready
- ii. CoC's to provide list of Providers who will need to Complete VI-SPDAT
 1. Received from 5 CoCs
 2. You will also use this list to complete Step 2
- iii. CoC's to confirm that a training plan is in place to ensure all users (existing and new) will receive training before accessing the assessment. Available from Orgcode.org
- iv. Wilder has provided "Step 1 access" to make the assessment available based on the list provided by the CoC the outlines each provider that needs access.
 1. This has been done
- v. LSA's will provide Step 2 access" to "turn it on" - attach to a servicepoint provider
 1. Must confirm that users are trained
 2. Instructions were emailed on 1.20.16 along with a video tutorial
 1. Teresa will resend
- vi. If sharing within an agency is necessary, additional steps will need to be taken to configure. Contact Wilder to discuss.
 1. Interagency sharing is not being configured at this time. This will happen with your Coordinated Entry implementation.

b. Get to know your projects!

- i. Recommend creating a spreadsheet that list all the projects in your CoC and corresponding SP ID.
- ii. Wilder has a report available to help you with identifying all projects in your CoC
 1. ART-->SSA Report Gallery-->System Admin-->CoC Support-->Project Descriptor Elements

5. HMIS and the HIC

- a. HUD notice: <https://www.hudexchange.info/resource/4835/notice-cpd-15-010-2016-hic-and-pit-data-collection-for-coc-and-esg-programs/>
- b. What role do CoCs want HMIS to play in preparing the 2016 HIC?
 - i. [HMIS HIC Support conversation outline](#)
 1. Recommend information be collected and maintained at local levels rather than State.
 - Use LSAs or Agency Administrators
 - What will it take to get AA installed. What is the capacity of CoCs/Agencies to do this? In what time frame?
 - Could train AA in alignment with online training launch
 - ii. Possible "Pilot" Options
 1. Use HMIS for some component types this year to test it out
 2. Have one or a couple CoCs try out using HMIS for the HIC this year

6. Coordinated Entry

a. Working with MI

- i. Wilder is meeting with MI to try and come up with a common process for helping CoCs work through planning and testing.
 1. Also want to establish "check-in points" for Wilder so that CoCs know when they are ready to move to the live site.
- ii. MI has additional capacity to spend time with CoCs that is not currently being utilized.

b. Wilder is providing recommendations on

- i. Core data elements needed to meet requirements based on Policies and Procedures and Strategic Plan
- ii. Question bank

c. Training

- i. Key component to launching CE in the live site.
- ii. Basic recommendations:
 1. SSA Provides web-based training for users on:
 - Statewide policies and procedures (Data privacy and sharing, who's responsible for what, etc)
 - Statewide common assessments and workflows (if any)
 - HMIS Basic new user training
 - Different levels depending on role of user?
 - Quizzes for each component will be monitored by Wilder
 2. LSA Provides training for users on:
 - Local CE assessments and workflows
 - Wilder will review for consistency with SSA or State policies and procedures and to have record of each CoC's process.
 3. Joint training monitoring plan to ensure users receive and pass training before doing new CE work in the system.
 1. Wait on providing EDA access to CE provider for those users doing CE triage and assessment.

7. Next meeting

- a. Feb 26th