

2.26.16 Monthly HMIS Admin Call

Friday, February 26, 2016

Call 10:00 am to 11:00 am

1. REMINDER TO RECORD MEETING
 - a. Recording and minutes available here: <http://hmismn.org/videos/#system-administration>
2. Announcements (5 min)
 - a. Coordinated Entry question bank is in process. Will demo for CE workgroup next week to gather feedback.
 - i. Get your CoC feedback on the question bank back to the Workgroup by March 4
 - b. New User Online Training Academy is moving forward. Please send any ideas or comments to hmis@wilder.org
 - c. Local Chronic Homeless webinars are being scheduled
 - i. Most recent webinar, slides, and additional resources are here: <https://www.hudexchange.info/training-events/courses/defining-chronically-homeless-final-rule-webinar/>
 - d. HUD HMIS Administrator Call webinar: <https://attendee.gotowebinar.com/recording/viewRecording/3750350972174444035/7187093367711891460/teresa.howard@wilder.org>
 - e. SSA Operations Briefing available http://hmismn.org/wp-content/uploads/ATF-2016-02-08-SSA-Ops-Briefing_REV.pdf
 - f. 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/>
 - g. 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. Anticipated changes to Servicepoint (5 min)
 - a. Servicepoint 6
 - i. Bowman expects to release its next version of Servicepoint late this fall/winter.
 1. MN will likely wait to adopt until late winter/spring 2018.
 - b. New Reporting Tool
 - i. Bowman expects to release a new reporting tool to replace ART in late fall 2016
 - ii. Unsure when MN will adopt. It depends somewhat on how long browsers will continue to support Java. Could happen as early as this fall.
 1. Will require all data entry users and AdHoc users to be retrained
 2. All reports will need to be rebuilt in the new tool
4. Report Updates (5 min)
 - a. New CoC Support Folder in ART
 - i. Data Quality Reports

1. CoC Data Completeness and Incongruity reports
 - ii. System Admin Reports
 1. Project Descriptor Elements report is here now
 - b. System Performance Measures report
 - i. Pieces have been released. Wilder is reviewing them to figure out how to support them.
 1. Wilder's review of these has been made a lower priority in favor of work on the LSA/CE Implementation Plan.
 2. Initial review did reveal that the ESP funded Emergency Shelter project workflows for data entry do not work with the reports. We're looking at options and understanding consequences.
 - ii. Once review is complete, Wilder will provide training and instructions
 - iii. In the meantime, do review HUD info and training
 1. <https://www.hudexchange.info/programs/coc/system-performance-measures/>
5. Review of proposed LSA Expansion and CE Plan (10 min)
 - a. [SSA Proposal for LSA Expansion and CE work 2.11.2016](#)
6. LSA Tasks (30 min)
 - a. Get to know your projects!
 - "Mapping" all your projects to learn how they are represented in Servicepoint is essential to being able to run and understand reports.
 - Recommend creating a spreadsheet that list all the projects in your CoC and corresponding SP ID.
 - Wilder has a report available to help you with identifying all projects in your CoC
 - ART-->Public Folder-->SSA Report Gallery-->CoC Support-->System Admin Tools-->Project Descriptor Elements
 - Contact Wilder to set up a time to review this report and compare it to HIC, GIW, AHAR, or other records you may have.
 - Send request to helpdesk and a staff person will schedule a time to meet with you.
 - b. VI-SPDAT
 - VI-SPDAT for individuals is ready. Still no update on when Families and Youth will be ready. No projected due date at this time.
 - CoC's to provide list of Providers who will need to Complete VI-SPDAT
 - Received from 6 CoCs
 - You will also use this list to complete Step 2
 - **If you have any Salvation Army providers which want to use the VI-SPDAT, you must coordinate with Salvation Army Administrators before making any changes to their assessments or provider page.**
 - 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

- 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
 - LSA's will provide Step 2 access" to "turn it on" - attach to a servicepoint provider
 1. Must confirm that users are trained
 - 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.
 - **Don't forget to communicate this new change to your agencies**
- b. Program Descriptor Elements update for System Performance Measures
- Federal Funding Partner Field

Required for Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

CoC's will update for Continuum projects

As long as HUD CoC funded projects have this updated, it will meet needs for the System Performance Measures. We can discuss options for updating the rest of the Federally funded projects at a later time.

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.

Use Grant Inventory Worksheets to find Grant ID and start/end dates.

Will need to know which grants correspond to which providers in Servicepoint. Get in touch with Wilder for help as needed.

 - Suggest to Agencies that if they have a project with multiple funding sources, to include a project name in their Servicepoint Provider name. Agencies can contact the helpdesk to make those changes.

Wilder will send out instructions on updating field
- c. Coordinated Entry
- Work with MI to get started or continue your planning and testing.
 - MI and Wilder are working to provide clearer guidance about how to work through the process to get ready for Live Site implementation
 - Review the State CE Strategic Plan and Policies and Procedures to ensure your plan is in line with the State process. See here for CE planning resources [Coordinated Entry Planning and Implementation](#)
7. HMIS and the HIC (5 min)
- 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. Wilder does not feel it is possible to roll-out a large-scale plan to aid CoCs in using HMIS for the 2016 HIC. Plan to revisit once roll-out of Agency Administrator roll begins.
- ii. Current SSA resources that can be used to help with the HIC:
 - 1. Run the PDE report in ART to help establish a roster of all homeless projects to include on the HIC.
 - 2. Work with a Wilder staff person to review your HIC and notes from the AHAR process. Better alignment of these two processes/rosters will save everyone time (and money).
 - a. Send request to helpdesk and a staff person will work to schedule a meeting with you.
 - 3. Ask agencies to use a consistent method to calculate bed counts that is in line with HUD guidance (see above). There are instructions on how to use HMIS to help calculate beds on our website: (will be updated for 2016, but still helpful) <http://hmismn.org/wp-content/uploads/2015/05/hic-bed-unit-counts-guide-2015.pdf>
 - a. Current report version in ART is: Public folder-->SSA Report gallery-->HUD Information by Provider and CoC-->HIC and PIT-->Provider Reports-->HIC Bed and Unit Calculations Entry-Exit Providers V.2016.1

8. Next meeting

- a. March 25th

Teresa will send doodle poll to see if March 24th or April 1st works better.