

3.31.16 Monthly HMIS Admin Call

Thursday, March 31, 2016

Call 10:00 am to 11:00 am

1. REMINDER TO RECORD MEETING

- Recording and minutes available here: <http://hmismn.org/local-system-administration/>

2. HMIS Announcements (2 min)

- HUD HMIS Administrator Call webinar: [Watch Recording](#)
- SSA Operations Briefing available: <http://hmismn.org/wp-content/uploads/ATF-2016-03-14-SSA-Ops-Briefing-REV2.pdf>
- AHAR Summaries will be available next week. Once you receive it, please contact the helpdesk to set up an appointment to review it with one of Wilder's staff.
 - Fit's nicely with reviewing provider lists for HIC

3. Report Updates (5min)

- Data Quality Reports
 - Moved to a different way of pulling providers for the report. Had a few bumps last quarter. We were pulling in more providers that should have been. Updates are being made and should be improved for next quarter. Reports expected to be sent April 22nd. There may still be some providers we are unsure about. If you notice providers that should not be included (or ones that are missing), please contact Dol Hassan (dol.hassan@wilder.org)
- Bowman Reporting Tool
 - Bowman is adopting a new reporting tool this fall. That means all reports that we want to maintain will need to be rebuilt in the new tool.
 - Wilder would like input on the Data Quality report. If you want changes, now is the time to think about what you might want different. We'll be reaching out for more input in the coming months. Please send comments, suggestions, or questions to hmis@wilder.org
- Coordinated Entry reports
 - Wilder is building a Prioritization Report template for CoCs to use for Coordinated Entry. Should be available on the CE Test site soon. LSAs can edit and adjust it to meet their specific CE needs.
 - Wilder is working on a Statewide CE report that shows statewide outcomes for Coordinated Entry.

4. LSA user role update (15 minutes)

- a. A new user role is being created for CoC Coordinators and LSAs. This new role replaces the SA 1 license and is called "CoC Admin"
 - Not an immediate change. Wilder is working with Bowman to create the new license type. LSAs will be moved over at the time the new license is created. At least a few weeks away.
 - The following changes from current SA 1 license type:

1. Provide the ability for CoC Coordinators/LSAs to run Duplicate Client Reports
 2. Removes ability to purchase user licenses (may change if funding model changes)
 3. Removes ability to post System News (viewed by all users). Can still post news to your CoC Tree via Agency News
 4. Removes ability to modify System Preferences (impacts the entire system)
- Users will still need to pass existing training in order to receive this license. There will be explicit limitations on modifying visibility, assessments, and providers until additional training is complete.
- b. New LSA training: Visibility and Security
- Available online <http://hmismn.org/local-system-administration/>
 - Three part training:
 1. Watch video
 2. Complete exercise
 3. Follow-up with Wilder to review exercise and ask questions
 - Once training is complete it is expected that LSAs will work with MI/Wilder to practice and assist on the CE Test site and use their new skills to maintain and update Coordinated Entry as needed on the Live Site.
 1. Continued coordination with Wilder will be needed. Wilder will continue to maintain mandated and Continuum providers until a new Annual Plan is created.
- c. Upcoming LSA trainings
- Assessment creation and modification
 - Provider creation and modification
- d. NEW LSA web page
- LSA specific trainings and supports will be located here

5. LSA Tasks (30 min)

- a. Working with Complex Agencies
- The Salvation Army - Kathy Berg Hanson (kathy_berg_hanson@usc.salvationarmy.org)
 - Why TSA has their own tree - shared TSA data, etc
 - Complex agency
 - Use HMIS for both mandated and internal (non-homeless) projects.
 - Do their own administration for internal projects
 - Description of TSA tree (number of providers, division of users between HMIS and non-mandated, etc).
 - Mandated and non-mandated providers
 - Continuum providers that are non-mandated but overlap with homeless continuum projects
 - Use of SP for internal TSA purposes as well as HMIS - monthly report for TSA, etc
 - When and how to communicate with TSA
 - Contact Kathy Berg Hanson OR

- Get in touch with local TSA agency about any changes or questions you have about set-up for a TSA provider
 - CC Kathy Berg Hanson on any communication
- b. 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.
 - 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.

VI-SPDAT

- VI-SPDAT for Families has been applied to the VI-SPDAT Assessment.
 - Any provider which had the VI-SPDAT for singles applied, will now also have access to the Family VI-SPDAT.
- Still no update on when Youth will be ready. No projected due date at this time.

Reminder of Steps

1. CoC's to provide list of Providers who will need to Complete VI-SPDAT
 1. You will also use this list to complete Step 2
 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.**
2. 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
3. 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.
4. LSA's will provide Step 2 access" to "turn it on" - attach to a Servicepoint provider
 1. Must confirm that users are trained
5. 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.

6. Don't forget to communicate this new change to your agencies

- d. Coordinated Entry
- Work with MI to get started or continue your planning and testing.
 - Use the CE Implementation Planners and Checklist to make sure you have all elements complete.
 - MI has copies of the Implementation Planner or you can request one from Wilder.
 - The Checklist is being reviewed by the CE Workgroup. Request a copy from MI or Wilder if needed.

- 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](#)

6. 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. 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).
 1. 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 dates, but still helpful) <http://hmismn.org/wp-content/uploads/2015/05/hic-bed-unit-counts-guide-2015.pdf>
 1. Current report version in ART is: Public folder-->SSA Report gallery-->HUD Information by Provider and CoC-->HIC and PIT-->HIC Bed and Unit Calculations Entry-Exit Providers V.2016

7. Next meeting

- a. April 29th at 10am