

TASK	Priority	Entity	Date
<b>A. HMIS Governance and Decision Making</b>			
1. Define the HMIS governance structure within the CoC Charter	1	Ad HoC Selection Committee	2/1/2015
2. Execute updated MOU among CoC-HMIS Lead – Contributing Organizations	2	CoC Bd	
3. Define roles & responsibilities for leadership within HMIS Advisory Group; membership selection process	1	HMIS Advs	
4. Define roles & responsibilities for membership on HMIS user groups (meeting frequency, tasks, feedback process)	3	CI&R	
<b>B. HMIS Project Management</b>			
1. Develop “annual calendar” of HMIS data gathering and planning efforts (i.e. PIT, HIC, AHAR, Budget, Policies and Procedures, CoC-HMIS Lead MOU, HMIS Strategic Plan, CAPER, AHAR Dash Board Reports, Annual Community Report)	2	CI&R	
2. Establish CoC standards for monitoring data quality at the CoC-level (HEARTH high performing community selection criteria)	1	HMIS Advs	
3. Designate, train, and support the functioning of project-level HMIS system administrators within contributing HMIS organizations	1	CI&R	
<b>C. Data Sharing</b>			
1. Initiate a CoC-wide Data Sharing Work Group to identify data sharing goals and policies and procedures to support those goals	1	CoC Bd	
2. Institute standards for data-sharing while maintaining vigilance in respecting privacy rules, HIPAA regulations, and 42CFR compliance	2	HMIS Advs	
3. Minimize the use of client-customized sharing determinations	3	HMIS Advs	
<b>D. Data Quality</b>			
1. Establish HMIS participation expectations for all agencies that aim for “real time” data entry as the preferred protocol	3	HMIS Advs	
2. Provide increased numbers of user licenses so as to support use of HMIS by all interested, engaged parties	2	CI&R	
3. Provide more intensive new-user training	1	CI&R	
4. Provide more frequent and advanced training on custom report generation, and use of the Advanced Reporting Tool (ART)	1	CI&R	
<b>E. Coordinated Assessment</b>			
1. Review Coord Asses protocols in context of available HMIS functionality. Decide which CA functions will be managed in HMIS (assessment, VI-SPDAT score, housing asset vacancy, matching, linkage, re-assessment)	1	HMIS Advs	
2. Designate “official” points of entry and “official” assessors	2	CoC Bd	
3. Manage priority order using HMIS?	2	CoC Bd	

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4. Evaluate Coord Asses functioning – placement rates, LOS, matching validity, etc.	3	HMIS AdvS	
<b>F. Visioning</b>			
1. Conduct a community “visioning” meeting to identify HMIS guiding principles, planning priorities, leadership roles, and strategic tasks	1	CoC Bd	
2. Develop a communication strategy for CI&R and CoC support open, transparent, frequent, and structured communication. Consider a structured quarterly update targeted to specific user group types (e.g. case manager vs. system administrator)	2	HMIS AdvS	
3. Develop an implementation action plan for an HMIS improvement strategy, based on TA recommendations and informed by CoC visioning process.	2	CI&R	
<b>Next Steps:</b>			
CoC Board Meeting in December: Discuss HMIS Governance			
Pull together Membership Ad Hoc Committee: Form HMIS Leadership			
Define Roles and Responsibilities and an annual HMIS calendar			
January Visioning with TA support			
Investigate consultant support and/or TA for HMIS database structural analysis and setup design. Determine if restructuring might facilitate more efficient/effective data sharing, better data quality, and more efficient and accurate report generation.			