



HMIS Action Plan
July 2018

Project Manager:
Padma Thangaraj

Build out reporting & monitoring capacity (for system and providers)

Strategy 1: Identify the reporting needs and data points needed for building agency and lead monitoring type dashboards/reports

Action	Steps	Status
CES monitoring tool/reports/Refinement lab	Brainstorming with CSH, CES leads and CES leadership	Completed
	Refinement lab (expected to comply with the requirement of the lab)	Completed
	Define timelines for each of the tasks on the refinement lab	Completed
	Deliver as per the determine timelines	In progress

ST2: Develop and implement the reporting needs and data points needed for building agency and lead monitoring type dashboards/reports

Action	Steps	Status
System Performance Dashboards	Design layout for the dashboard	In progress
	Writing reports and data pull	In progress
	Buildout	Not started
	Implementation and rollout	Not started
CES monitoring tool/reports	Information delivery planning (report, type of visulization,phased etc.)	In progress
	CES dashboard for leadership and CSH	In progress
	Reports on ad-hoc basis	Ongoing
CoC Board dashboard	Desing, planning and implementation	In - progress (for the August meeting)

ST3: Create and implement a data request and approval process - *Completed*

Action	Steps	Status
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ST4: Realignment of the DQ process

Action	Steps	Status
Engage the DQSC and changes to the DQ Plan as needed	Expand DQSC membership to include CES providers for input	In progress
	Make changes as needed	NS
	Dissiminate changes to ATA's	NS
	Inform Evaluation Tool	NS
DQ Process changes in April	Examine, retest and debug Outlook macro	In progress
	Send out initial notifications, reminder to ATAs and EDs for Q2	In progress
	Send out final announcement to ATAs and EDs for Q2	In progress
	Review CES data needs to incorporate into DQ process	In progress

Maximize HMIS capacity to better serve the system



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ST1: Identify existing modules that can help maximize the capacity of the HMIS system - <i>Completed</i>		
ST1: Develop a strategy plan and roadmap for HMIS (<i>New</i>)		
Action	Steps	Status
HMIS and system Strategy Planning - Roadmap amd Plan	Develop a 3 year and a 5 year roadmap for HMIS	In progress
	Brainstrom	In progress
	Draft documents	In progress
	Engage external stakeholders	In progress
	Finalize drafts	In progress
ST2: Plan, develop and implement identified modules.		
Action	Steps	Status
Fundmanager	Train the AC finance team to explore the functionalities	Completed
	Gather input	NS
	Prepare and plan a workflow	NS
	Islolate challenges/ barriers	NS
	Communication	NS
	Rollout	NS
Resource Point (based on available capacity)	TBD	NS
ST3: Continued user support, project executions, HMIS maintenance (<i>deliverables as of to date - completed</i>)		
Action	Steps	Status
AHAR summary report	TBD in October	
Improve HMIS Customer Service		
ST1: Training		
Action	Steps	Status
Onboarding new staff	Onboarding new staff	In-progress
	Transition exisiting staff to take on new roles and projects	In progress
Rolling out LMS	Building in multi level modules and rolling out training through LMS	In progress
	Developing documentation	In progress
ST2: Technical Assistance		
Action	Steps	Status
	TBD	



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Develop TA support for all HMIS needs around the Evaluation Tool		
ST3: Standardization of data access		
Action	Steps	Status
Legal agreements	A standardized DSA template	In progress
	P&P that outlines the steps taken for data access	NS
Developing a 1 yr, 3yr and 5 yr roadmap	Internal team meetings	In progress
	Meetings to revise multiple drafts	In progress
Automating and building efficiencies with Reports	Building out SQL	In progress
	Deveoping a project plan to for the buildout	In progress
	Rollout and implementation	NS
ST4: HMIS Helpdesk		
Action	Steps	Status
Dedicated Staff	Paul is hired to focus on Heldesk. Onboarding	In-progress
Refine	Refinement of helpdesk tickets and responses	In-progress
Data integration with other Systems		
ST1: Identify grants/collaborations to help build technology/data platforms that allows for real time data sharing		
Action	Steps	Status
Rush Collaboration	TBD	NS
CIC START grant	Results from the Harmony work will inform the CiC Start	Completed
Harmony/WellCare grant	Request gender and SSN	Completed
	Complete step wise algorithm	Completed
	Develop a 100 person roster to test the algorithm	Completed
	Validate, 3 matching types	Completes
	Validate and the finding and write a report	In-progress
	Data delivery (ongoing every month)	In-progress
ST2: Legal		
Action	Steps	Status



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Legal agreements	Youth LOW: DSA in the works	In progress
	CES/Pipeline expansion LOW: CHA DSA	In progress
	Employment LOW: DSA	NS
	HIV Surveillance data sharing	In progress
	Sorenson Labs: University of Utah: on predictive modelling	In progress
	Agency Partnership Agreement	In progress
Revenue Generation		
ST1: Develop a fee for service and a business model		
Action	Steps	Status
TA business model	TBD	
Data as a Service (Daas) business model/CONNECTOR	TBD	