
















# CHIN Work Plan - July-Dec 2014

Updated: 11/7/14

2014

- Priorities:
- 1 Required for day-to-day operation of network
  - 2 Work needed for transition of HMIS lead agency
  - 3 Upcoming external deadline
  - 4 Projects close to being complete
  - 5 All others

Item	Owner	Priority	Status	Reviewer	Start Date	Due Date	% Complete	Done/Overdu	Notes
Raw data reports	Laura	1	Complete	Data Cmte	6/1/2014	7/31/2014	100%	✓	
Agency and CoC participation agreements sent out	Vickie	1	Complete		7/1/2014	7/31/2014	100%	✓	
ESG Report	Laura	1	Complete		7/1/2014	8/1/2014	100%	✓	
Financial report for July 2013 - June 2014	Sonia	1	Complete	Budget Cmte	7/1/2014	8/11/2014	100%	✓	
Upgrade to version 10	Holly	1	Complete		7/1/2014	8/15/2014	100%	✓	
Budget for July-Dec 2014	Sonia	1	Complete	Budget Cmte	7/31/2014	8/15/2014	100%	✓	
Modify Data Completeness Report Card	Laura	1	Complete		7/10/2014	9/30/2014	100%	✓	Modified report with changes approved by Data Committee.
NOFA pre-applications	Sonia/Stacie	1	Complete		9/10/2014	10/3/2014	100%	✓	
Implementation of new HMIS standards	Mike	1	Complete	Data Cmte	4/23/2014	10/13/2014	100%	✓	Upgrade and user training complete.
Housing Inventory Chart reconciliation	Laura	1	In Progress		9/10/2014	11/14/2014	75%		Reconciliations complete - making final bed adjustments as CoCs/agencies respond.
Certification training webinar and quiz	Holly	1	In Progress		10/1/2014	11/15/2014	50%		
Training for new ESG grantees	Holly	1	Complete		10/1/2014	10/31/2014	100%	✓	
Training for new SSVF grantees	Holly	1	Complete		10/1/2014	10/31/2014	100%	✓	
Preparation for NOFA, NOFA support to CoCs	Laura	1	Complete		9/15/2014	10/31/2014	100%	✓	
PATH training	Sonia	1	In Progress		10/1/2014	1/31/2015	50%		Met with users on 10/31 to review upgrade to standards. Awaiting BSI script to convert legacy data and then will hold online training for users.
Budget for Jan-Apr 2015	Sonia/Vickie	1	In Progress	Budget Cmte / Gov Cmte	9/8/2014	11/10/2014	75%		Draft submitted to Budget Cmte

Item	Owner	Priority	Status	Reviewer	Start Date	Due Date	% Complete	Done/Overdu	Notes
Billing for July-Dec 2014	Vickie	1	In Progress	Budget Cmte	8/16/2014	11/14/2014	 75%		
Preparation for AHAR, AHAR support to CoCs	Laura	1	In Progress		6/1/2014	12/12/2014	 50%		Preparations completed. Providing support to CoCs
Non-urgent updates to providers for new standards	Sonia	1	In Progress		10/20/2014	1/31/2015	 25%		
Update reports for new standards	Laura	1	In Progress	Data Cmte	10/1/2014	4/30/2015	 25%		Report list compiled and priority for updates established by CHIN Data Cmte, some report updates made
Wake county income data fix	Holly	2	Complete	Wake CoC	9/1/2014	10/31/2014	 100%		
Timestamp data entry fix	Sonia	3	In Progress		10/1/2014	1/31/2015	 25%		Awaiting BSI script to be scheduled after AHAR and SSVF export issues are resolved
Revise the consent paragraph	Laura	4	Complete	Data Cmte	5/7/2014	8/6/2014	 100%		EAN paragraph approved. HMIS paragraph to be reviewed at Aug data cmte meeting
Mecklenburg Coordinated Assessment	Sonia/Laura	4	In Progress	Charlotte CoC	6/1/2014	12/31/2014	 75%		Report in development. Modified assessments for new standards, second set of requested assessment modifications to be completed by 11/14.
SSVF ROI data quality fixes	Holly	4	In Progress		10/1/2014	12/31/2014	 50%		
Draft Data Quality Plan	Laura	4	In Progress	Data Cmte	4/23/2014	11/30/2014	 75%		Awaiting review by data cmte
Mecklenburg export	Laura	5	In Progress	Mecklenburg CoC			 50%		Waiting on Charlotte to review BSI's statement of work
Establish baseline performance measures	Data Cmte	5	Deferred	Data Cmte	4/23/2014				
Develop online pre-training course and test on privacy and handling client data	Data Cmte	5	Deferred	Data Cmte	5/7/2014				
Develop a clear policy around verbal consent	Data Cmte	5	Deferred	Data Cmte	5/7/2014				
Review HUD Privacy and Security Standards procedures	Data Cmte	5	Deferred	Data Cmte	6/11/2014		 0%		
Revise consent and privacy practices	Data Cmte	5	Deferred	Data Cmte	5/7/2014		 0%		