

# CHIN Work Plan - Jul '14-Apr '15

Updated: 12/9/14

2014  
2015

- Priorities:
- 1 Required for day-to-day operation of network
  - 2 Work needed for transition of HIMS 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
Create 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	In Progress		7/10/2014	5/1/2015	75%		Modified report with changes approved by Data Committee. Awaiting updated Bowman changes to report.
NOFA pre-applications	Sonia/Stacie	1	Complete		9/10/2014	10/3/2014	100%	✓	
Implementation of new HIMS standards	Mike	1	Complete	Data Cmte	4/23/2014	10/13/2014	100%	✓	Upgrade and user training complete.
Housing Inventory Chart reconciliation	Laura	1	Complete		9/10/2014	11/14/2014	100%	✓	Reconciliations complete - making final bed adjustments as CoCs/agencies respond.
Certification training webinar and quiz	Holly	1	Complete		10/1/2014	12/15/2014	100%	✓	
ART training webinar	Laura	1	Complete		12/1/2014	12/31/2014	100%	✓	
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	2/28/2015	75%		Met with users on 10/31 to review upgrade to standards. Awaiting BSI script to convert legacy data.
Budget for Jan-Apr 2015	Sonia/Vickie	1	Complete	Budget Cmte / Gov Cmte	9/8/2014	12/4/2014	100%	✓	Approved by GC.
Billing for July-Dec 2014	Vickie	1	Complete	Budget Cmte	8/16/2014	11/14/2014	100%	✓	All invoices sent, following up with CoCs that have outstanding balances
Billing for Jan-Apr 2015	Vickie	1	In Progress		1/1/2015	1/16/2015	25%		
Preparation for AHAR, AHAR support to CoCs	Laura	1	Complete		6/1/2014	12/12/2014	100%	✓	Preparations completed. Providing support to CoCs
Non-urgent updates to providers for new standards	Sonia	1	In Progress		10/20/2014	1/31/2015	50%		
Update reports for new standards	Laura	1	In Progress	Data Cmte	10/1/2014	4/30/2015	75%		Report list compiled and priority for updates established by CHIN Data Cmte, working on report updates

Item	Owner	Priority	Status	Reviewer	Start Date	Due Date	% Complete	Done/Overdu	Notes
HMIS APRs (Durham, Wake, Buncombe)	Sonia	1	In Progress		12/1/2014	3/30/2015	<div style="width: 25%;"></div> 25%		
Point in Time	Laura	1	Not Started		12/15/2014	4/30/2015	<div style="width: 25%;"></div> 25%		BSI report will be available in early February. CHIN will make report available and provide technical assistance to agencies/CoCs running report.
Report on number of clients entering homelessness from institutions	TBD		Not Started	Data Cmte	1/26/2015	3/20/2015			Report proposed by Data Cmte. NCCEH will work with MCAH to develop report parameters; CHIN staff will write the report.
HIC Reports	Laura	1	Not Started		1/1/2015	4/30/2015			BSI report will be available in early February. CHIN will make report available and provide technical assistance to CoCs running report.
Participation agreements for 2015 sent out	Stacie	1	Complete		12/8/2015	12/19/2015	<div style="width: 100%;"></div> 100%	✓	All participation agreements have been sent out - awaiting signed agreements to be returned
Implement settings to hide full SSN	Sonia	2	In Progress		12/9/2014	1/31/2015	<div style="width: 75%;"></div> 75%		Awaiting Governance Committee to review issues with proposed solution
Wake county income data fix	Holly	2	Complete	Wake CoC	9/1/2014	10/31/2014	<div style="width: 100%;"></div> 100%	✓	
Timestamp data entry fix	Sonia	3	In Progress		10/1/2014	1/31/2015	<div style="width: 25%;"></div> 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	<div style="width: 100%;"></div> 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	1/31/2015	<div style="width: 75%;"></div> 75%		Working on changes requested by Meckl on 12/29/14. Complete: Modified assessments for new standards, and Meckl mods requested in Nov. Removed from scope: Report - due to reduced budget for report writer (Meckl CoC will look for other options to create report)
Tri-HIC Coordinated Assessment support	Mike	4	In Progress	Tri-HIC CoC	9/20/2014	2/28/2015	<div style="width: 50%;"></div> 50%		Meeting with CoC leadership on 1/15 to review remaining work.
Addition of first RHYMIS project	Laura	1	Deferred		1/8/2015				Awaiting CoC and Agency decisions
SSVF ROI data quality fixes	Holly	4	Complete		10/1/2014	12/31/2014	<div style="width: 100%;"></div> 100%	✓	
Draft Data Quality Plan	Laura	4	In Progress	Data Cmte	4/23/2014	4/30/2015	<div style="width: 75%;"></div> 75%		Awaiting review by data cmte
Mecklenburg export	Laura	5	Deferred	Mecklenburg CoC			<div style="width: 50%;"></div> 50%		Meckl CoC asked to postpone this until transition to MCAH is complete. CHIN provided MCAH with background information on the project.
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		<div style="width: 0%;"></div> 0%		
Revise consent and privacy practices	Data Cmte	5	Deferred	Data Cmte	5/7/2014		<div style="width: 0%;"></div> 0%		