CHIN Work Plan - Jul '14-Apr '15   Updated: 3/4/15

2014 2015

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
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	Complete		7/10/2014	5/1/2015	100%	✔	Modified report with changes approved by Data Committee. Awaiting updated Bowman changes to report (See "Update report for new standards" line item)
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	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	4/30/2015	75%		Met with users on 10/31 to review upgrade to standards. March 3: Modified user accounts to limit PATH access to PATH users. 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	Complete		1/1/2015	1/16/2015	100%	✔	
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	Laura	1	In Progress		10/20/2014	4/10/2015	75%		Report with missing elements sent to CoCs on March 2nd. CoCs are asked to make corrections or send list of corrections to CHIN by March 27. CHIN will put corrections into database by April 10
Update reports for new standards	Laura	1	In Progress	Data Cmte	10/1/2014	4/30/2015	75%		Reports updated, waiting for Bowman to update Data Completeness Report Card and APR
HMIS APRs (Durham, Wake, Buncombe)	Sonia	1	In Progress		12/1/2014	3/30/2015	50%		

Item	Owner	Priority	Status	Reviewer	Start Date	Due Date	% Complete	Done/Overdue	Notes
HMIS APR (Mecklenburg)	Sonia	1	In Progress		2/16/2014	4/30/2015	25%		
Point in Time	Laura	1	In Progress		12/15/2014	4/30/2015	50%		BSI reports released on 2/28. CHIN has made report available and is providing technical assistance to 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	In Progress		1/1/2015	4/30/2015	50%		BSI reports released on 2/28. CHIN has made report available and is providing technical assistance to CoCs running report.
Participation agreements for 2015 sent out	Stacie	1	Complete		12/8/2015	12/19/2015	100%	✔	All participation agreements have been sent out - awaiting signed agreements to be returned
Implement settings to hide full SSN	Sonia	2	Complete		12/9/2014	1/31/2015	100%	✔	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	100%	✔	
Timestamp data entry fix	Sonia	3	In Progress		10/1/2014	4/30/2015	50%		Awaiting BSI script
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	Complete	Charlotte CoC	6/1/2014	1/31/2015	100%	✔	Complete: Modified assessments for new standards, and Meckl mods requested in Nov., add'l changes requested on 12/29/14. 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	4/30/2015	50%		Waiting for TriHIC CoC to put in place appropriate QSOBAs/consents. Once in place, CHIN will update data sharing and provide a training on CA.
Addition of first RHYMIS project	Laura	1	Complete		1/8/2015	2/13/2015	100%	✔	
SSVF ROI data quality fixes	Holly	4	Complete		10/1/2014	12/31/2014	100%	✔	
Draft Data Quality Plan	Laura	4	Deferred	Data Cmte	4/23/2014	4/30/2015	75%		Governance Committee will work on DQ Plan as part of transition to MCAH
Mecklenburg export	Laura	5	Deferred	Mecklenburg CoC			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				
Revise consent and privacy practices	Data Cmte	5	Deferred	Data Cmte	5/7/2014				