## HMIS Checklist & Discussion Guide for New SSVF Grantees

This document provides a checklist of steps involved in implementing HMIS for your SSVF program. The checklist contains six primary steps, with several tasks and questions to address within each step. The form can be used to guide discussion with your HMIS administrator(s) to ensure a comprehensive approach is taken to successfully implementing HMIS. If your SSVF coverage area serves more than one CoC, these steps will need to be reviewed for each separate HMIS implementation.

## Step 1: Learn About HMIS

☐ **Review federal HMIS participation requirements.**

- Review the HMIS Data Standards to understand the HMIS requirements for data collection. (https://www.onecpd.info/resource/1220/final-hmis-data-standards/) (The 2013 Data Standards are currently being promulgated and will not go into effect until 2014.)

- Review the 2004 HMIS Data and Technical Standards to understand the security and privacy standards for HMIS (https://www.onecpd.info/resource/1318/2004-hmis-data-and-technical-standards-final-notice/)

- Check the OneCPD Resource Exchange page for updates on HMIS. Here grantees can subscribe to receive HUD's e-mail updates on HMIS. (https://www.onecpd.info/mailinglist/)

## Step 2: Initiate contact with your HMIS Lead Agency and CoC Chairperson

A list of local CoC points of contact can be found on the HUD HRE Web site at http://www.hudhre.info/index.cfm?do=viewCocContacts .

☐ **Learn about your CoC(s) HMIS Implementation(s).** Contact the CoC Chairperson(s) and HMIS Administrator(s). Collect the following information:

- What are the locally defined HMIS participation requirements, in addition to federal requirements? Ask to see a copy of the CoC's HMIS Policies and Procedures Manual.

- What is the name of the software solutions provider?

- What are the participation costs? HMIS project staff and CoC leadership may assess fees to SSVF grantees equal to the costs associated with adding VA-funded homeless assistance programs to the HMIS application.

- What participation agreements are required?

- What are the local data collection, privacy, security, and data quality requirements beyond any federal baseline standards?

- Are software and/or reporting licenses required?  If so, is there a limit on the number of licenses per project?
- What training or technical support is available?  Who would be your contact person?

☐ **Communicate your SSVF reporting needs to the HMIS lead agency(s)**, including monthly export and upload requirement and SSVF specific data elements (optional to collect through HMIS).  See SSVF Data Collection Guidance for detailed instruction. ([http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf](http://www.va.gov/HOMELESS/docs/SSVF_Data_Collection_Guide.pdf)).

## Step 3:  HMIS Enrollment

☐ **Negotiate and execute agreements.**  Likely agreements may include agency participation agreement, end user agreement, business associate agreement, sub-grantee agreement, etc.

☐ **Establish data sharing policy for SSVF client data**.  What data will be shared and with whom will it be shared?

☐ **Set training timeline with administrator**.  Administrator provides HMIS trainings including data collection, privacy and security, and reporting training.

## Step 4: Implementing HMIS within Your SSVF Program

☐ **Request individual login and passwords for all Repository users**, including back-up staff.  See Repository User Notes (to be released in 9/2013) for step-by-step instructions on opening an account.

☐ **If your SSVF program covers multiple CoC jurisdictions**, determine how this data will be reportable by CoC.

☐ **If your SSVF program has subgrantees**, determine whether the prime grantee or subgrantee or both will be entering data directly into HMIS.  If subgrantees will upload separately, they will need to request separate Repository logins.

☐ **Establish data collection and HMIS policies and procedures** for your SSVF program.

☐ **Establish the data collection workflow**.  This is the process by which data are collected from clients, managed by HMIS staff and entered into HMIS.  Test workflow before implementation begins.

- Who will enter data?  _____
- Who will upload data monthly to the Repository?  _____
- Who will monitor data quality regularly? _____
- Who will correct data quality errors?  _____

☐ **Develop data collection forms** that capture required data elements at program entry, exit and at update from all program participants.  Use data collection templates if none are otherwise available.

- ☐ **Train SSVF staff** to consistently collect and record all required information per policies, procedures and workflow.
- ☐ **Test data entry** using HMIS training database.
- ☐ **Confirm that HMIS can produce all information needed** for monthly and quarterly VA reporting.

## Step 5: Creating and Monitoring Data Quality Standards

- ☐ **Develop data quality plan** in conjunction with your CoC. (http://www.va.gov/homeless/ssvf_grantee_resources.asp, Nov. 15, 2012 "Developing an Excellent Data Quality Plan" presentation). Establish management and end user accountability for data accuracy, timeliness and completeness.
- ☐ **Include regular monitoring** as part of data collection and entry process to assure information is timely, complete and accurate. Provide feedback to staff, as necessary.

## Step 6: Upload Your Data to the VA's Repository

- ☐ **Confirm that all information for the calendar month has been entered into HMIS** before uploading to the Repository.
- ☐ Use any available data quality tools to **check for missing or erroneous data** prior to the end of each month. Update records in HMIS as needed.
- ☐ **Generate a standard XML or CSV export** from your HMIS. The start date should be the start date of your grant. The end date should be the date on which you are generating the export.
- ☐ **Upload the export into the Repository** anytime between the first and fifth business day of each month.
- ☐ **If the upload is rejected, correct errors noted and resubmit** data into Repository.