HMIS Capacity Building NOFA: Office Hours

Why did HUD create this NOFA?

- This NOFA is meant to support struggling HMIS implementations to build capacity and move toward SNAPS' vision that in the next 3-5 years, the majority of communities will be able to base resource and policy decisions on outcomes and performance.

- SNAPS has developed a TA strategy to provide the resources, support, and guidance necessary to CoCs so that they can continuously progress toward the goals and achieve stronger, more useful data:

- https://www.hudexchange.info/resource/5748/snaps-data-ta-strategy-to-improve-data-and-performance/
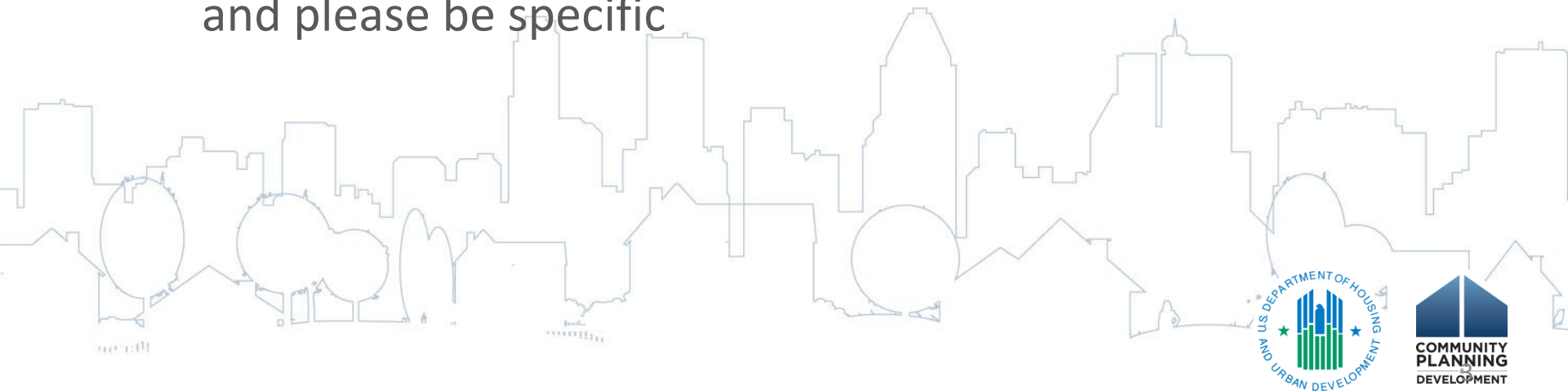
During the Office Hours

All participants are muted.

We are recording. Slides and a recording will be provided shortly after the office hours conclude.

Ask Questions in the Question section of Adobe Connect

Help us give better answers: provide context when you ask your question (slide # or topic reference helps) and please be specific

After the Office Hours

Use the [Ask A Question](#) section on the HUD Exchange for community-specific questions, or questions we were unable to address. Select *HMIS* in Step 2

Help us give better answers: provide context when you ask your question (slide # or topic reference helps) and please be specific

Tell us in the HMIS AAQ that you are asking a question based upon the "HMIS NOFA Office Hours"

Ask A Question
Step 2 of 2   2 of 2
* My question is related to: HMIS: Homeless Management Information Systems

Acknowledgements

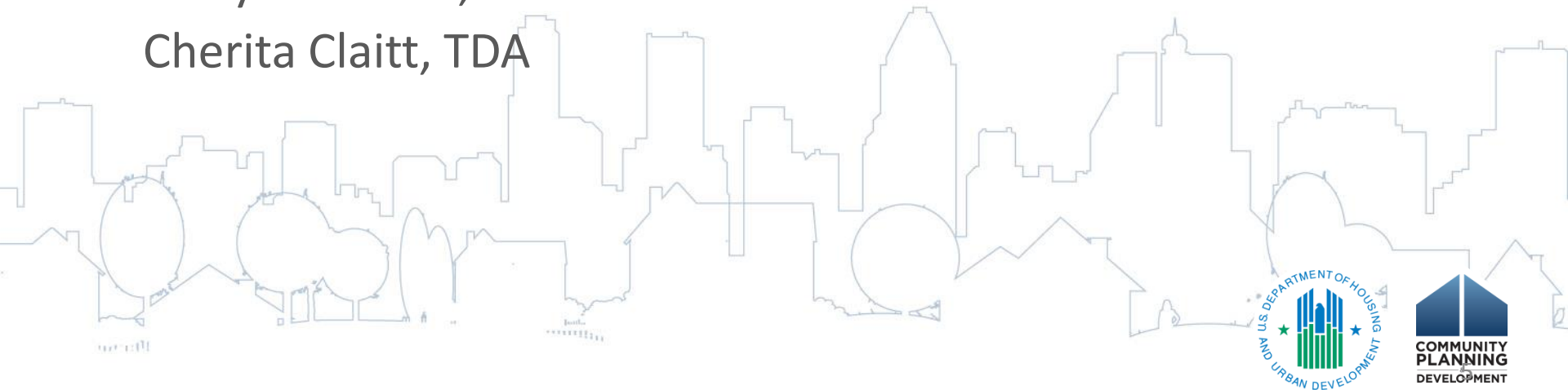**Participating/ Contributing HUD Staff:**

Abby Miller, Senior Program Specialist, Office of Special Needs Assistance Programs (SNAPS)

Fran Ledger, Special Needs Specialist, Office of Special Needs Assistance Programs (SNAPS)

Participating/ Contributing TA:

Mary Schwartz, Abt Associates

Cherita Claitt, TDA

Agenda

HMIS NOFA Overview

Eligible Activities

What is an HMIS Consolidation?

What is high-need?

Application Scenario

General Q & A

All content is HUD approved

Who is eligible to apply?

To be eligible, applicants must be existing CoC program recipients that are UFAs, collaborative applicants, or HMIS Leads and are either:

(1) Applying for funds to improve the existing HMIS; or

(2) Applying on behalf of two or more CoCs with the intent to execute an HMIS Consolidation to improve the performance of the lower-performing HMIS.

Eligible Activities Part 1

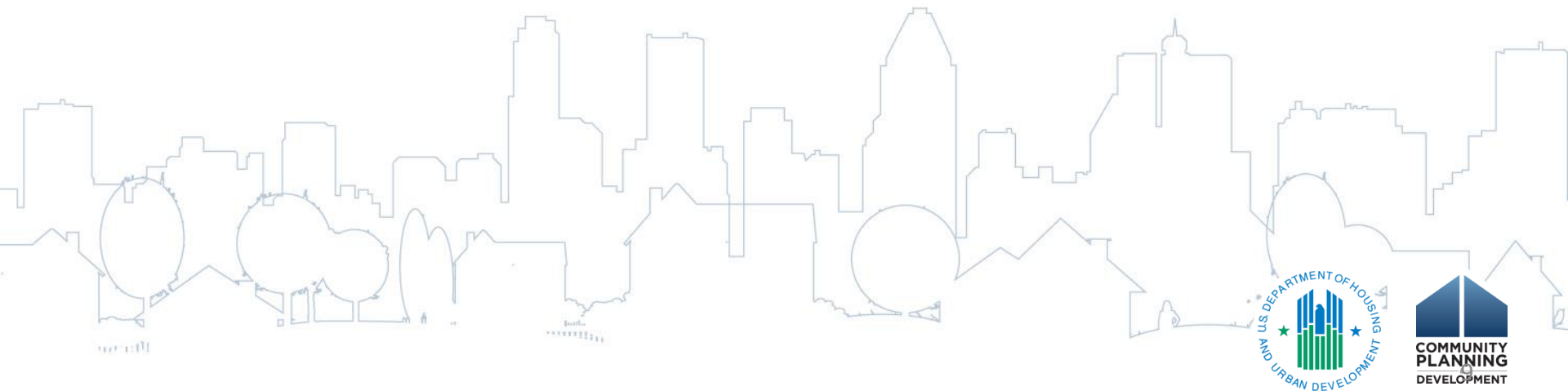Activities necessary to complete an HMIS Consolidation, including:

o Transferring data from one HMIS software or instance to another HMIS software or instance;

o Integrating HMIS data from separate HMIS data sets;

o Detecting and correcting or removing corrupt or inaccurate client or service data records (referred to as data cleaning);

o Customizing HMIS software configuration to meet multiple CoCs' HMIS data needs

o Transferring HMIS End User accounts and access controls; and

o Changing from one HMIS software product to a different HMIS software product.

Eligible Activities Part 2

Upgrading, customizing, and configuring existing HMIS's functionality so that the HMIS meets HUD's HMIS data and performance standards and the CoC's data needs, including:

o Programming existing HMIS software to automate routine tasks;

o Programming existing HMIS software to add Coordinated Entry functionality; and

o Changing existing HMIS privacy and security functionality.

Eligible Activities Part 3

Improving HMIS data quality so that it meets HUD's HMIS data and performance standards and the CoC's data needs, including:
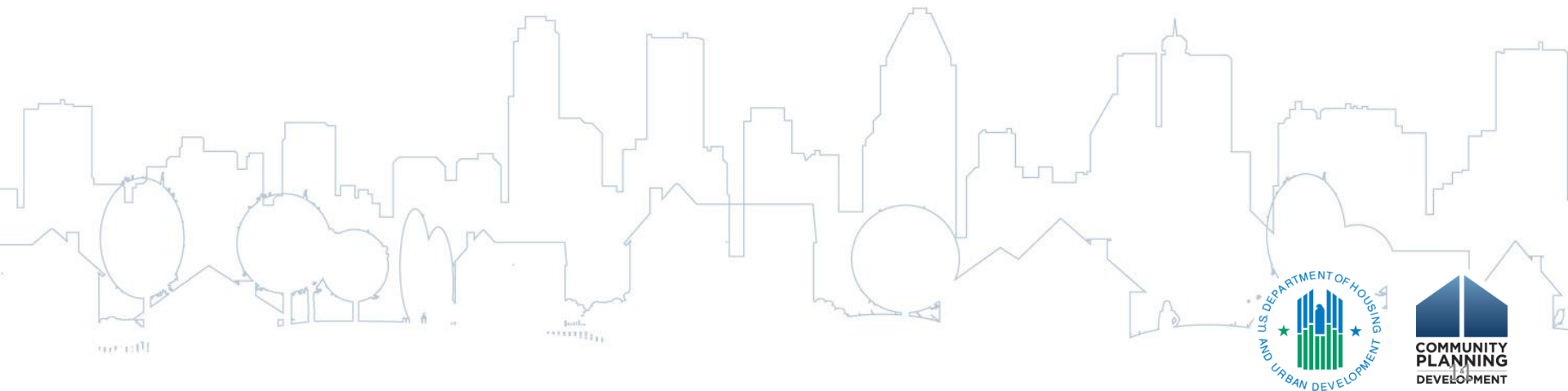
o Implementing and training on software upgrades, customizations, or other functionality improvements;

o Conducting additional trainings for HMIS End Users to improve timeliness of client and service data entry;

o Conducting training and troubleshooting with HMIS End Users to increase completeness of and decrease error rates within client and service records for the HMIS universal data elements outlined in the 2017 HMIS Data Standards; and

o Conducting data entry, data cleaning, or data transfers to support service providers to begin contributing client and service data to HMIS.

Eligible Activities Part 4

Training of HMIS Lead staff and CoC Leadership through participation in HUD approved training event(s) focused on:

o Strengthening HMIS governance;

o Understanding best practices for improving data collection, quality and analysis; and

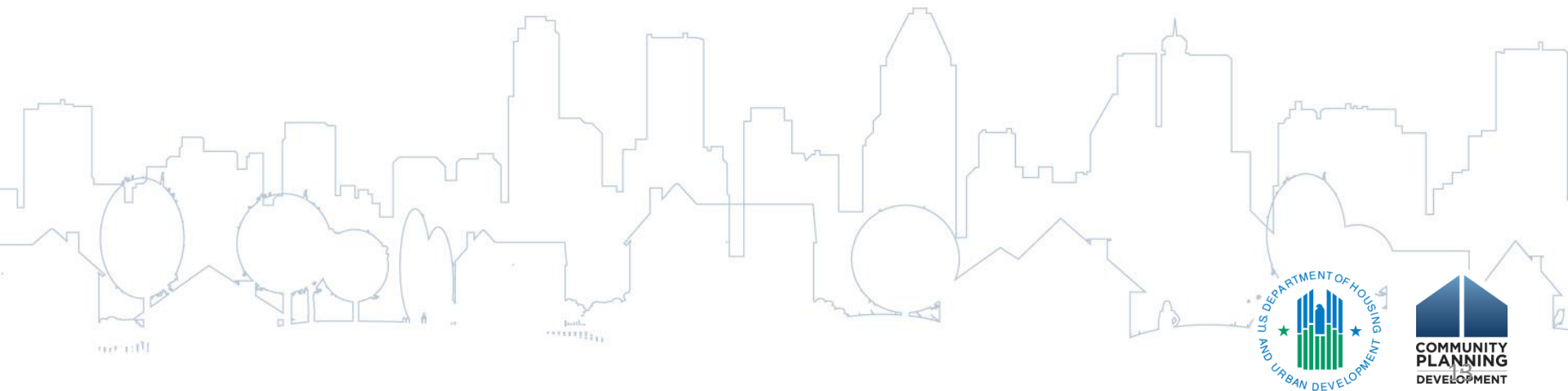o Learning how to analyze data for strategic decision-making

What is required if I get an award?

Requirement	Eligible Activity			
	HMIS Consolidation	Software Functionality	Data Quality	Training
HUD-funded Technical Assistance	Required	Required	Optional	Optional
MOU between CoCs	Required	N/A	N/A	N/A
HUD Approved Budget & Project Proposal	Required	Required	Required	Required
Software Change	Limited	Not Allowed	Not Allowed	Not Allowed
Fully Compliant HMIS	Required	Required	Required	Required
Shared HMIS Governance	Required	N/A	N/A	N/A
HMIS Governance Charter Review & Update	Required	Required	Optional	Optional
Compliant HMIS Governance Charter within 12 months of receiving award	Required	Required	Required	Required
HMIS Policy & Procedures Review & Update	Required	Required	Optional	Optional

What is *not* eligible?

HMIS software change costs are eligible <u>only</u> in conjunction with an HMIS Consolidation.

What qualifies as a consolidation?

HMIS Consolidation means creating a single HMIS, governed by a shared HMIS governance charter, from two or more HMIS that were independently governed by their own HMIS governance charters.

Why is our CoC in the appendix / What does it mean to be "high need"?

CoC inclusion in the appendix was based on scoring in the highest quartile on the first three sub-factors in Rating Factor 1:

1. Bed coverage (20 points)
2. AHAR submission (10 points)
3. Data quality (20 points)

As with the CoC Program NOFA, HUD does not publish its scoring schema.

Timeline

Milestone	Date
HMIS Capacity Building NOFA Released	21 November 2018
Application due date (Phase 1)	31 January 2019
HUD announces Conditional Selection	Approximately 1 month after due date
Conditionally selected applicants submit Phase 2 Budget and Project Proposal	Submission due within 45 days of Conditional Selection Announcement
HUD communicates acceptance/rejection of Phase 2 Budget and Project Proposal to applicants	Approximately 1 month after Phase 2 submission
Applicants with rejected portions of Phase 2 submission resubmit a revised Budget and Project Proposal	Submission due within 15 days of Rejection Communication
HUD starts making awards	Approximately 1 month after Phase 2 final selection

Application Scenario 1

I am one of five CoCs already using a single HMIS implementation, we want to add another CoC's HMIS implementation. Each CoC retains its own HMIS Lead.

Would this qualify as an HMIS Consolidation?

Yes, if the CoCs agreed to become a single HMIS with a shared HMIS Governance Charter.

Who would submit the application?

HUD encourages the CoC or HMIS Lead with the highest-performing HMIS submit the application. If selected, it may subaward funds.

Who would provide matching funds?

Cost sharing, matching and leveraging is not required.

Application Scenario 2

We are a growing HMIS implementation and would like to hire a new staff person.

Would this be eligible?

Yes, to the extent that the applicant deems new staff are necessary to perform the eligible activities.

Is this a one-time award, or not?

This is one-time funding with a maximum 24-month grant period. Applicant should carefully consider the soundness of approach, cost effectiveness and scope of work as you weigh the activities that you believe would most improve your HMIS implementation.

Application Scenario 3

We have several data quality issues including duplicate client records, high missing data, and a large mission that does not want to use HMIS. We want to pay our vendor to merge our duplicate records and hire temporary staff to enter client data for the mission, demonstrating the effectiveness of this strategy.

Can we hire a temporary person?

Yes, to the extent that the applicant deems the staff person is necessary to perform the eligible activities.

Can we pay our vendor to program a software process to automatically merge duplicate clients?

Yes, to the extent that this feature does not already exist or is not already intended as an upgrade or fix.

What if I have other questions?

Please submit your questions to HUD's Ask-A-Question Help Desk and specify that your question is about HMIS NOFA Office Hours:

https://www.hudexchange.info/hudexchange-portal/ask-a-question/