

Data Standards Mini-Team: Update Management Process

Group purpose/core functions

The Data Standards Mini-Team comprises three, interrelated working committees. The overall purpose of the group is to ensure HMIS data are **used effectively for federal reporting** and the HMIS data standards are **maintained in a consistent and transparent manner**, reflecting the input of critical stakeholders including CoC leads, HMIS leads, federal partners, and their relevant technical assistance providers.



Federal Partner Data Subject Matter Expert (SME) Committee:

Identify federal partner data needs and issues to effectively request necessary support and products from the policy and technical teams.

- Maintain a clear set of **roles and responsibilities** for each federal partner subject-matter expert (SME) in cooperation with SNAPS staff and the federal partner.
- Provide **ongoing engagement** with assigned federal partners to gather input, share updates, and provide in-depth training (or train-the-trainer) on data standards updates.
- As assigned by the Requirements Committee, provide **support to federal partners** in determining reporting requirements, data collection requirements, training and TA needs.
- Working with federal partners and the Requirements Committee as needed, draft and **submit necessary requests for technical services** provided by the Technical Committee.

Requirements Committee: Regularly review identified needs for changes to HMIS data standards elements, guidance, and HMIS-based reporting specifications.

- Solicit, vet, **prioritize, and manage requests** for technical services provided by the Development Committee.
- **Identify and assess impact of technical requests** on HMIS-based reporting, including soliciting feedback from relevant federal partners, CoCs, HMIS Leads, and vendors where appropriate.
- **Define technical requirements** for new/revised HMIS-based reports and HMIS data elements.
- Review and **approve** materials produced by the Development Committee.
- Ensure consistent and **clear dissemination of new materials** through coordination with SMEs and other relevant teams and work groups.

Development Committee: At the direction of the Requirements Committee, produce data standards technical specifications, documents, reports, and training materials. The committee comprises technical assistance providers who can, upon request and with approval from the Development Committee, provide any or all of the following services to any HMIS-participating federal partner:

- Based on requirements specified by the Requirements Committee, **develop complete technical specifications** for new or revised data elements and HMIS-based reports to support data standards implementation and usability.
- **Review and provide written feedback about technical specifications** for new or revised data elements and HMIS-based reports developed by federal partners.
- **Test program, and produce and maintain test kits** for HMIS-based reports to ensure accuracy, clarity, and consistency.

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Current Work and Projects: Workflow (all projects on a per-request basis)

Federal Partner Data SME Committee

1. Federal partner SMEs are expected to meet at least quarterly with their federal partner representatives to discuss HMIS participation, identify new or changing reporting needs, and identify necessary grantee guidance and support.
2. Federal partner SMEs will meet at least quarterly as a group in the **Federal Partner Data SME Committee** to discuss cross-partner data standards issues and requests for support.

Requesting Services from the Data Standards Mini-Team

3. Federal partner SMEs, the SNAPS Data Work Group, the HMIS Lead Mini-Team, or the System Performance Improvement Strategy Mini-Team may submit a request for any or all of the services

Technical Services Menu

- Define functional requirements for HMIS-based reporting specifications or HMIS data elements using the Technical Requirements Form
- Complete development of HMIS-based reporting specifications or HMIS data elements
- Technical review of draft HMIS-based reporting specifications prepared by federal partner vendors
- Testing of HMIS-based reporting specifications with the HMIS Data Lab
- Impact assessment of new data elements or revised approaches to calculations
- Data analysis to support report development
- User testing or data analysis to support new or modified HMIS data elements
- Preparation of test kit for HMIS-based report specifications
- Updates to the official HMIS Data Standards materials
- Data exchange materials, such as updates to the HMIS Data Standards CSV/XML and creation of custom specs for report uploads
- Identification of implications for data collection platforms (e.g. HDX and Sage) and support to technical teams
- Access to formalized, structured vendor and CoC deployment and training mechanisms

described in the Technical Services Menu via the Request for HMIS Data Standards Technical Services.

These services may be requested at any time during the year, but any request for a new or modified data element must be submitted by January 1st to be considered for inclusion in that cycle of data standards changes.

4. When the **Requirements Committee** receives requests for new or revised HMIS-based specifications, the committee will work with the requesting partner to prepare and iterate the Technical Requirements Form until it is final and approved by both the requesting partner and the committee.

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5. The Requirements Committee will assess the impact of any requests for new or revised data elements on all federal partners' data collection and reporting requirements, all existing data standards tools and products, all existing data collection platforms, and all data exchange materials using the [Data Standards Impact Assessment Tool](#). Results from this tool will be shared with any impacted federal partners.
6. The Requirements Committee will confer with the federal partner to ensure that all testing, TA materials, and announcements are tasked to address all the rollout needs of all of the following audiences:
 - a. Vendors
 - b. System Administrators
 - c. Federal Partner Grantees
 - d. CoCs
7. Upon finalizing the requirements and determining the necessary tools and products, SNAPS will task the appropriate firms to prepare the materials.

Development Team Work

8. Firms complete preparation of assigned specifications, testing, and materials. Drafts are iterated with the **Development Committee** until materials are ready for Requirements Team approval.

Requirements Team Approval

9. Requirements Committee and federal partner SME verify that the product meets the requirements and training needs.
10. SNAPS releases the product and documentation.

Impact Assessment Process

Each request will be reviewed and assessed to determine, first, if any existing data elements or reporting specifications can be used or revised to meet the needs, while minimizing impact and effort on other federal partners, continuum staff, and vendors.

If a new or revised data element is required, the Mini Team will assess impact on the following:

- System Performance Measures specifications
- Longitudinal Systems Analysis (for AHAR) specifications
- Housing Inventory Count
- Point In Time Count
- APR specifications
- CAPER specifications
- HOPWA data collection or reporting
- PATH data collection or reporting
- RHY data collection or reporting
- VASH data collection or reporting
- VA data collection or reporting
- HMIS Data Dictionary and Manual
- HMIS mapping (old version to new version)
- HMIS data exchange specifications
- HMIS project setup tool
- Data Standards guidance tools
- HMIS Standard Reporting Glossary
- Data Collection Templates
- Federal Partner HMIS Manuals
- Reporting vehicles (e.g. Sage, HDX, repositories)
- Technical Assistance Providers, HMIS System Administrators, CoC Leads, and vendors