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EXECUTIVE DIRECTOR  
Paul Mattessich

## MEMO

**TO:** Continuum of Care Coordinators &  
other HMIS friends and associates

**FROM:** Paul Mattessich, Executive Director, Wilder Research

**RE:** Transition Update #2

**DATE:** May 3, 2016

Hello from Wilder Research!

As we transition to an interim Lead Agency and System Administrator for Minnesota's HMIS, Wilder Research wishes to keep you informed about the work we are doing and the progress being made. We wish to be as transparent as possible and to ensure that you have the most up-to-date and complete information possible regarding our part of this collaborative effort. If you have any comments or questions, we encourage you to get in touch.

During this time, we seek to provide effective, ongoing HMIS services as well as to assist with transition-related activities. You have probably heard that we reduced staff last week. That will not affect our ability to deliver services through August 31 (or an earlier date if the transfer of the existing contract grant takes place in June). In this regard, please note:

- We launched our new online training on April 20 and the comments from trainees have been very positive. Our first "graduate" finished it just 2 days after registration. As of today 2 people have completed the training, and another 13 are actively enrolled; more are welcome.
- We initiated this quarter's data quality process with 40 reports out to CoC Coordinators yesterday, as well as the release of a significantly revamped Data Quality User Guide.

We have appreciated the opportunity to set up a series of structured, weekly meetings with your representatives, Carla Solem and Abby Guilford. These meetings should help to maintain our focus on both transition and operational priorities; there is also intent to invite representatives from HUD, Minnesota Housing, and DHS to future meetings. Our second meeting is scheduled for this Thursday, although it may be rescheduled so we can include appropriate data privacy subject matter experts to assist in the data transfer discussion.

Last week, we offered our analysis of potential transition dates, and we identified some of the tasks and documents necessary to execute for the transition. Below are the key topics we want to mention this week.

## **Communications**

In addition to this series of updates to you, last week we initiated other communications to the HMIS community. All communications with others have been, and will be, consistent with the updates we send to you.

*End users.* We sent an email to 865 end users and more than 230 other HMIS stakeholders on April 26, informing them about the transition. Many had begun to hear stories via the grapevine. So, we wanted to apprise them of the facts and assure them of our commitment to uninterrupted service.

*Contract holders.* Colleen O'Brien has begun to make appointments for phone conversations with the lead representative(s) for each of approximately 20 Branch and Adjacent contracts. She wants to ensure optimal coverage of everyone's needs, whether we complete a contract as expected or transfer the contract to a new entity.

## **Meeting with HUD**

### *Financial Reporting*

We requested a meeting with HUD, to occur later this week. At that meeting, we intend to review HUD-CoC HMIS expenses to date for the current grant year, and we will show revenue and expense projections through August 31, 2016. Two representatives for the state Trunk contract (from MHFA and DHS) will join that conversation. Based on modifications, if any, which these funders recommend for our draft financial reports, we will prepare a final version.

We will distribute to you and other relevant stakeholders, as soon as possible after our meeting with HUD, the final version of our year-to-date revenues and expenses, as well as the final version of our financial projections through the end of the grant. This will provide a valuable resource both for our further discussions with you and for our discussions with the interim Lead Agency.

### *Regulations Governing Grant Transfer*

At our meeting with HUD, we plan to clarify procedures and obligations for the grant transfer – both for a normal transfer at the end of a grant period and for a transfer midstream during a grant. Being clear about what's expected in both cases will greatly expedite the work we need to do with you.

## **Next Steps**

From our point of view, important next steps include:

- a. If you have an HMIS contract, other than the Trunk contract, please respond to Colleen's request for a conversation about that contract.
- b. We will meet with HUD and other funders on Friday, and we will send a financial report to you as soon as possible after that meeting.

We are happy to participate in the governance meeting on May 4<sup>th</sup> and in any other meetings you consider necessary, as long we can schedule the time to do so.

If you have any questions or thoughts, please feel free to get in touch at 651-280-2710 or via email at [paul.mattessich@wilder.org](mailto:paul.mattessich@wilder.org). Thanks.