

Department of Mental Health (DMH)							
Projects for Assistance in Transition from Homelessness							
Technical Assistance Plan in Response to Federal PATH Site Visit February 2010							
Recommendations	Departments Response	Actions Taken	Date Completed	Actions To Be Taken	Responsible Staff (L) = Lead	Target Date	
1. Compare data reports from the counties and community providers collecting data regarding homelessness. Work to clarify definitions and protocols for counting outreach, enrollment, and transition to mainstream data points; create consistency in reporting methods.	Contact Substance Abuse and Mental Health Administration (SAMHSA) for technical assistance in the following areas: 1. Definitions 2. Protocols 3. Homeless Management Information System (HMIS)	Initial contact completed  Restructure of the Request For Application and attachments to clarify roles and responsibilities of state, county, and providers.  8 hour training session with county staff and SAMHSA to provide county staff technical assistance on: Monitoring, HMIS, Data Collection, Outreach, SOAR, and Veteran Issues	Oct. 2010  April 2011  Aug. 2011	Ongoing contact to assist with HMIS as SAMHSA moves towards requiring implementation of HMIS.  Implementation of statewide requirements for data collection, recordkeeping, and client records.	Grant Management Staff L= Ristyn Woolley	Ongoing  Date:	
	Implementation of State wide service and data definitions to create consistency in reporting methods.	Notification of implementing definitions has been completed.  Implementation of statewide mandatory services- Outreach and Case Management.  Collection of county specific service and data definitions has been completed.	Oct. 2010  July 1, 2011  March 2011	Create statewide workgroup for definition implementation.	Grant Management Staff L= Ristyn Woolley	Jan. 2012	
	Participate in HMIS implementation at a State and Federal Level to create mainstreamed data points.				Full implementation is required no later than FY 13-14	Grant Management Staff L= Ristyn Woolley	Determined by SAMHSA
2. Use more frequent site visits and the data collection as an opportunity to make program improvements, which might include clarification of data elements and reporting practices, setting outreach and enrollment targets, etc.	Implementation of physical site visits to counties and providers no less that once every 5 years to assist in monitoring activities.			Creation of policies and procedures, monitoring tools, and site visit schedule.	Grant Management Staff L= Ristyn Woolley	TBD	
	Implementation of yearly "Desk Monitoring" of all counties to assist in monitoring activities	Call with Rachael Kenney C4si  Creation of policies and procedures, monitoring tools, and Desk Monitoring schedule in conjunction with physical site visit schedule.	Feb. 2011  Nov. 2011	Send out monitoring tools and provide technical assistance to county contacts.  Collect monitoring tools from county contacts and analyze for needs of programs- selection of physical site visit will be based on the monitoring tools.	Grant Management Staff L= Ristyn Woolley	Nov. 2011  Feb. 15, 2012	

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	Implementation of quarterly conference calls with the counties and providers to create a collaboration in making program improvements.	Completed- First call - more frequent calls will be scheduled based on the need to communicate information with counties, providers, and their needs.  Gather information on the needs and wants of counties and providers.	Oct. 2010  Mar. 2011	Continued conference calls with county program and fiscal contacts on a quarterly bases for updates to program and fiscal information.  Continued conference calls for special technical assistance for monitoring, annual reporting, etc.	Grant Management Staff L= Ristyn Woolley	Ongoing  Ongoing
	Creation of database to track PATH-funded services at the county and provider level to monitor outreach and enrollment targets.	Creation of the Database and policies and procedures for monitoring outreach and enrollment targets.	Spring 2011	Input data	Grant Management Staff L= Rosalyn Jackson	Initial - Spring 2011 to continue yearly
3. Develop a State PATH manual that guides the operation of the program statewide, including policies and procedures, terms, definitions, data, etc.	Complete a State PATH manual to include a State desk manual for program and fiscal components to ensure proper implementation and monitoring of the grant.	Identified the table of contents and priorities in completing each section.  Completion of each section.	Oct. 2010  July 2011	Continued completion of the original desk manual to reflect transition of program  Technical assistance from SAMHSA and PATH technical assistance coordinators	Grant Management Staff L= Ristyn Woolley Program Kimberly Wimberly Fiscal	Ongoing - target completion/ transfer June 30, 2012  Ongoing -