

Wisconsin ServicePoint

MINIMUM DATA ENTRY REQUIREMENT

Policy:

Department of Commerce HMIS staff will establish minimum expectations for data entry. The floor will be established to ensure agencies are compliant with the HUD Data Standards, to enable the agencies to retrieve basic demographic and service records, and to allow the Bureau to create aggregate statistics.

The Wisconsin ServicePoint Steering Committee and Commerce staff will establish the minimum data entry requirement. Failure to adhere to the minimum requirement will result in a retraining requirement. Continued failure will lead to the revocation of an agency's access to the system.

Resources:

HMIS WEB SITE (WISP)

<https://wisconsin.servicept.com>

HMIS INFOmed

www.hmis.info/default.asp

Wisconsin HMIS

<http://wisp.wi.gov>

WISP HELP

sphelp@commerce.state.wi.us

HMIS staff will administer compliance with data entry by adhering to standards established by the Wisconsin HMIS Committee and HUD. These standards will be reviewed and revised as deemed necessary.

Guidelines clearly articulating the minimum expectation will be sent to Agency Administrators and posted on the Wisconsin ServicePoint Web page for all major programs tracked in the HMIS.

Compliance will be monitored for data entered into the system for all types of programs for all clients.

Once annually, Commerce will submit to all agencies a report identifying the degree to which each of their programs are meeting the minimum standards and how each agency compares to other agencies and programs within their continuum and throughout the State.

All agency administrators must ensure that the minimum data elements are fulfilled for every program utilizing WISP.

Programs that do not adhere to the minimum data entry standards will be notified of their deficiencies and given appropriate training on how to correctly enter data.

Programs continuing in default will have WISP access to those programs suspended until such time that Commerce HMIS staff feels the program could begin correctly entering information.

After the two initial warnings, a program still not adhering to the minimum data entry requirements will be made permanently inactive and licenses will be revoked until the agency can demonstrate to HMIS staff that minimum data requirements are capable of being fulfilled.

Note: Revoking licenses means that a program is no longer on Wisconsin ServicePoint and thus subject to the penalty of defaulting on any grant agreement made with the State of Wisconsin or HUD. Revoking licenses for all programs in an agency means that the agency is no longer a participating Wisconsin ServicePoint partner agency and thus impacting the entire continuum.