



110 Bartholomew Ave, Suite 3050, Hartford, CT 06106 • 860-247-2437 • [act-ct.org](http://act-ct.org)

**WANTED:** A Full-Time **HMIS Director** with a proven track record!

This is an exempt salaried position with an annual salary of \$105,000-\$115,000.

### **WHY WORK AT ADVANCING CONNECTICUT TOGETHER?**

At Advancing Connecticut Together (ACT), we work to improve the lives of people impacted by poverty and economic disparities, health disparities like HIV/AIDS, homelessness and substance use issues. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our participants. ACT is the Lead Agency for the CT Homeless Management Information System (HMIS), the web-based database system that collects and tracks services to those who are at-risk and/or homeless in CT. In concert with the HMIS Data Strategy Board (DSB) and the Chief Program Officer, the HMIS Director is responsible for managing and directing all HMIS operations, including the Systems Administrator subcontractor.

### **WHAT WILL YOU DO AS HMIS Director?** You will do a lot!

The **HMIS Director** is responsible for ensuring that the HMIS database collects the information needed for reporting compliance and serves as a tool to provide useful information to help providers understand the outcomes of their work. The Director identifies and supports strategic opportunities for HMIS expansion and improvement. The Director is responsible for developing and managing contracts with subcontractors and others who support the HMIS system or use its data. The HMIS Director ensures that the Systems Administrator (Nutmeg Consulting, LLC) meets contractual obligations. The HMIS Director is also responsible for overseeing the contract and subcontracts for the annual Point in Time (PIT) Count and Housing Inventory Count (HIC) .

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- HMIS Governance structures: Revise, as needed, governance documents such as MOUs (provider, Lead Agency; ensures all documents are signed per schedule; Spearheads the review and revision of HMIS Policies & Procedures; Manages Data Strategy Board (DSB) logistics in concert with co-chairs (membership list, meeting schedule, minutes)
- HMIS Release Management: In concert with the DSB and HMIS System Administrator establish and manage a process to identify, prioritize and implement enhancements and reporting
- HMIS Performance Measurement: In concert with the DSB and Systems Administrator develop and implement DQ standards and other approaches to provide valid and reliable data; Oversee and lead the enforcement of the Data Quality Alerts reconciliation process; Oversee as needed revised methods to restructure HMIS transaction data for use in analytic reporting.
- HMIS System Administrator management: Develop and manage contracts with the HMIS System Administrator including contract performance measures; Develop and manage day-to-day operations as necessary to ensure the responsibilities of ACT as Lead Agency are fully discharged
- HMIS Application vendor management: Assist Systems Administrator with contract management related to the HMIS software (currently CaseWorthy); Ensure HUD mandated HMIS changes are implemented; Assist DSB and Systems Administrator with review and possible change of the HMIS software from CaseWorthy.
- Contract reporting: Complete and submit HMIS funder reports.

- HMIS Reporting to HUD: Provide support for all programmatic reporting including shelter utilization, Rapid Re-housing, Coordinated Access; Oversee required reporting including Annual Performance Report (APR), Longitudinal System Analysis (LSA) and System Performance Measures (SPM)
- Point-in-Time (PIT) project: Oversee PIT subcontracts and ensure completeness of tasks; Interface with subcontractors and PIT funders; Ensure PIT reports are submitted on time to HUD.
- Research and Analysis: Provides support to DSB and Systems Administrator with regard to data analysis done elsewhere in the nation, to inform possible advances in CT; Ensure proper paperwork for 1-time and ongoing HMIS data requests and coordinate efforts with P20 WIN partners and other data collaboratives.
- Training: Ensure adequate training for providers and communities in how to use and understand HMIS data; Oversees quality assurance on HMIS training for statewide users of system.
- Community Engagement: Maintain relationships with partner agencies through community and collaborative meetings as needed; Establish relationships and maintain communication with key decision makers within municipalities, Continuums of Care, legislators and state agencies such as Department of Mental Health and Addiction Services (DMHAS) and Department of Housing (DOH).

**YOU MAY BE A GOOD FIT IF YOU POSSESS THE FOLLOWING:**

- Five years' experience managing large-scale information (IT) systems including systems development processes, governance structures, policies and procedures; preferably related to HMIS and preferably familiarity with CaseWorthy.
- IT System contract development and management; proven ability managing multiple state and nonprofit contracts and subcontracts.
- Excellent writing skills; specialized graphical presentation software (e.g. Power BI and/or Tableau)
- Moderate in-state travel is required; applicants must have a valid CT driver's license, as well as a reliable vehicle.
- Familiarity with homelessness and work in a not-for-profit setting are a plus. Comfortable working in a sex-positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed; Persons from diverse ethnic and economic backgrounds are encouraged to apply.

**SOUND LIKE A GOOD FIT?**

If so, please send your thoughtful cover letter and resume to [apply@act-ct.org](mailto:apply@act-ct.org) with "HMIS Director" in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

*Advancing Connecticut Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/ Affirmative Action employer.*