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## Priorities

### Project Status Legend

Status	Definition
	The project is proceeding smoothly and currently requires no exception handling
	Cautionary project exceptions have surfaced and require attention sooner than later
	Significant problems have arisen within the project that require immediate attention
	The project is on hold

### Work Plan Updates

Project/Task	Status	% Complete	Due Date
<b>Consumer Review Processing</b>		Ongoing	Ongoing
<ul style="list-style-type: none"> <li>✓ There were zero Consumer Reviews submitted in January.</li> </ul>			
<b>Vacancy Tracking – AFC Pilot</b>		10%	TBD
<ul style="list-style-type: none"> <li>✓ Vacancy Tracking will launch with a limited scope on 1/1/2017. Adult Foster Care providers will be the focus.</li> <li>✓ In December the DMP submitted a new Change Request for CCT review</li> </ul>			
<b>Special Needs Navigator</b>		90%	N/A
<ul style="list-style-type: none"> <li>✓ Trigger codes are now being used on the staging site of the CYSHN Navigator</li> <li>✓ The DMP sent feedback about testing results on the Staging site</li> <li>✓ The DMP continues to troubleshoot any questions related to results that appear in the Navigator</li> <li>✓ Gap Filling analysis will continue</li> </ul>			
<b>Focus on Quality</b>			
<ul style="list-style-type: none"> <li>✓ Taxonomy – review codes used one or two times. The purpose of this review is to determine if some of the seldom used taxonomy codes are 1. Improperly applied, 2. Are applied to a service that should be excluded or 3. Need Gap filling. This review is lower in priority to new keyword type ahead</li> </ul>		12%	Ongoing

and standardization work to support the new MHI search.			
✓ Taxonomy – review all standardized “DHS Regulated” services any excess taxonomy codes. Analyze if code is appropriate.	●	20%	1/31/2017
<ul style="list-style-type: none"> <li>✓ Standardize more of the database</li> <li>✓ Working from the Keywords type-ahead list to identify new areas that can become standards</li> </ul>	●	20%	Ongoing
<ul style="list-style-type: none"> <li>✓ Clean up of Agency Name duplicated in Service Name has been completed</li> <li>✓ Clean up of Agency Name duplicated in Short Description has been completed</li> <li>✓ Clean up of Agency Name duplicated more than once in the Full Description has been completed</li> </ul>	●	100%	1/31/2017

**Summary of Current Internal DMP Priorities**

Project/Task	Status	% Complete	Due Date
<b>Ongoing Data Maintenance</b>	●	N/A	N/A
<ul style="list-style-type: none"> <li>✓ Regular mailings continue as scheduled.</li> </ul>			
<b>Current Projects</b>	●	N/A	N/A
<ul style="list-style-type: none"> <li>✓ Completed review of Lifeline Cell Phone programs</li> <li>✓ Completed review of Stroke Designated Hospitals</li> <li>✓ Completed review of Council on Crime and Justice Community Resources for Ex-Offenders</li> <li>✓ Updating Caregiver Consultants from SME</li> <li>✓ Completed CVSO review</li> <li>✓ Completed review of free Tax Preparation programs</li> <li>✓ Completed processing HUD Subsidized Housing</li> <li>✓ Completed review of Licensed Stairway Lift Installation</li> <li>✓ Completed processing Children’s Therapeutic Services and Supports (CTSS)</li> <li>✓ Processing HUD Approved Counseling</li> <li>✓ Completed review of NAPS providers</li> <li>✓ Completed processing Adult Rehabilitation Mental Health Services (ARMHS)</li> </ul>			

## Metrics

### Batch Data Integrated in January



External Source ID	Generation ID	External Source Name	External Source Date
1502		8 HUD General Mortgage Counselors	1/4/2017
1503		1 HUD Reverse Mortgage Counselors	1/4/2017
1504		7 HUD Foreclosure Avoidance Counselors	1/4/2017
1505		70 PCA	1/3/2017
1506		69 PCA Choice	1/3/2017
1508		35 DHS Waiver Provider Services	1/9/2017
1509		24 MDH Boarding Care Homes	1/12/2017
1510		25 MDH Nursing Homes	1/12/2017
1511		24 MDH Critical Access Hospitals	1/12/2017
1512		24 MDH Hospitals	1/12/2017
1513		10 MDH HCP Basic	1/12/2017
1514		10 MDH HCP Comprehensive	1/12/2017
1515		22 MDH Hospice	1/12/2017
1516		22 MDH Registered Home Mgmt	1/12/2017
1517		19 MDH Ambulat Surg Center	1/12/2017
1518		19 MDH Com Ment Health Center	1/12/2017
1519		19 MDH Comp Out Rehab Fac	1/12/2017
1520		19 MDH End Stage Renal	1/12/2017
1521		19 MDH ICF DD	1/12/2017
1522		19 MDH Out Patient Surgery	1/12/2017
1523		19 MDH Psych Hospital	1/12/2017
1524		19 MDH Rehab Agency	1/12/2017
1525		19 MDH Rural Health Clinic	1/12/2017
1526		19 MDH Supervised Living Fac	1/12/2017
1527		19 MDH Portable X-Ray	1/12/2017
1528		19 MDH CBH Hospital	1/12/2017
1529		19 MDH Hospice Residence	1/12/2017
1530		12 MDH Swing Beds	1/12/2017
1531		8 MDH Board and Lodge with Special Services	1/12/2017
1532		3 MDH Birth Centers	1/12/2017
1533		23 MDH Assisted Living	1/12/2017
1534		22 MDH Housing With Services	1/12/2017
1535		64 MDH Health Care Homes	1/17/2017

External Source ID	Generation ID	External Source Name	External Source Date
	1536	6 County Registrars	1/19/2017
	1537	7 ARMHS	1/19/2017
	1538	3 MDH Funeral Homes	1/19/2017

### Standards Reviewed

Service Name	Last Standard Review Date
Health Care Homes	1/10/2017
Lifeline Cell Phone Program	1/10/2017
Waiver Behavioral Support	1/11/2017
Family Caregiver Training and Education	1/11/2017
Waiver or Alternative Care Case Management	1/11/2017
Accessibility Adaptations - Home	1/11/2017
Accessibility Adaptations - Vehicle	1/11/2017
Family Training	1/11/2017
Family Counseling	1/11/2017
Child Foster Care Waiver Services	1/11/2017
Independent Living Skills Therapies - Brain Injury Waiver	1/11/2017
Night Supervision	1/11/2017
Supported Living Services (SLS)	1/11/2017
Structured Day Services	1/11/2017
Waiver Transportation	1/11/2017
Assessment of Accessibility Adaptations - Home	1/11/2017
Assessment of Accessibility Adaptations - Vehicle	1/11/2017
Adult Foster Care (AFC) and Community Residential Setting (CRS) Licensure	1/12/2017
Child Foster Care (CFC) Licensure	1/12/2017
Nutrition Assistance Program for Seniors (NAPS)	1/18/2017
Licensed Stairway Lift Installation	1/24/2017
School Supplies	1/27/2017
Senior Dining	1/27/2017
Auto Repair	1/27/2017
Thrift Store	1/27/2017
Immunization Clinic	1/27/2017
Vehicle Modifications	1/27/2017
Library Services	1/27/2017
Volunteer Opportunities	1/27/2017

STANDARDS

### New Standards Created

Volunteer Opportunities	01/26/17
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Library Services	01/26/17
Thrift Store	01/26/17
Vehicle Modifications	01/26/17
Immunization Clinic	01/26/17
Auto Repair	01/26/17
School Supplies	01/26/17
Senior Dining	01/26/17
Licensed Stairway Lift Installation	01/18/17

**Housing**



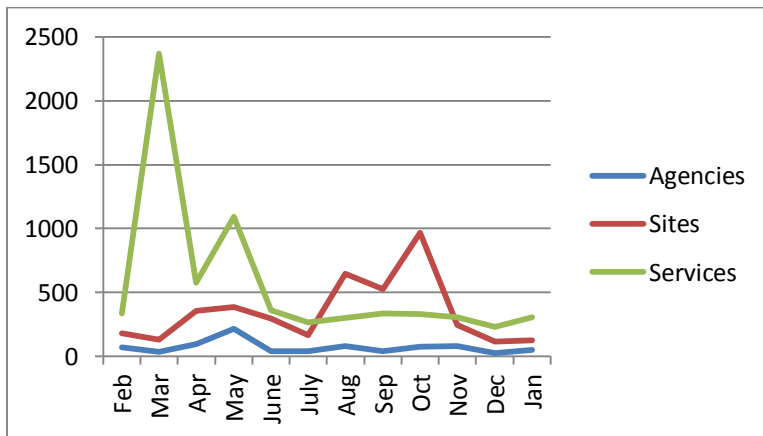
✓ Nothing actionable to report in December

**Key Statistics and Trends**

**Resources in the Database**

	New Agencies	Monthly Trend	New Sites	Monthly Trend	New Services	Monthly Trend
<b>December 2016</b>	<b>50</b>	▲ 25 Last Month	<b>126</b>	▲ 114 Last Month	<b>305</b>	▲ 232 Last Month

**New 2016 Agencies, Sites and Services by Month**

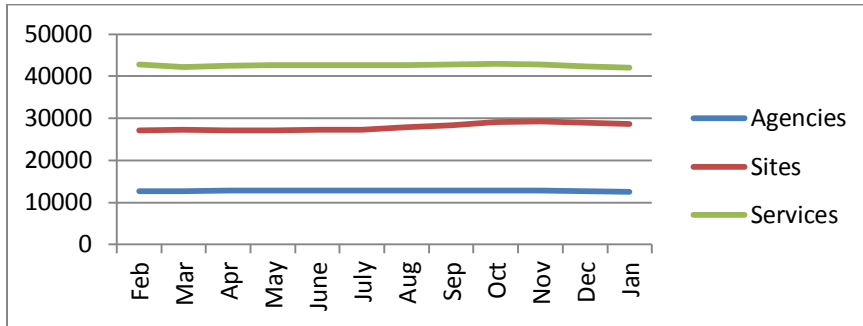


During 2016 fall months the DMP began processing housing records from a new Minnesota Housing data source to add information on State Funded Affordable Housing sites. This resulted in a large increase in sites in MinnesotaHelp.info. December is a relatively quiet month

for cyclic project reviews since it is the end of a quarter and year so there were few new agencies, sites or services added.

	Agencies	Sites	Services
<b>Total in the Database</b>	<b>12,596</b>	<b>28,721</b>	<b>42,127</b>

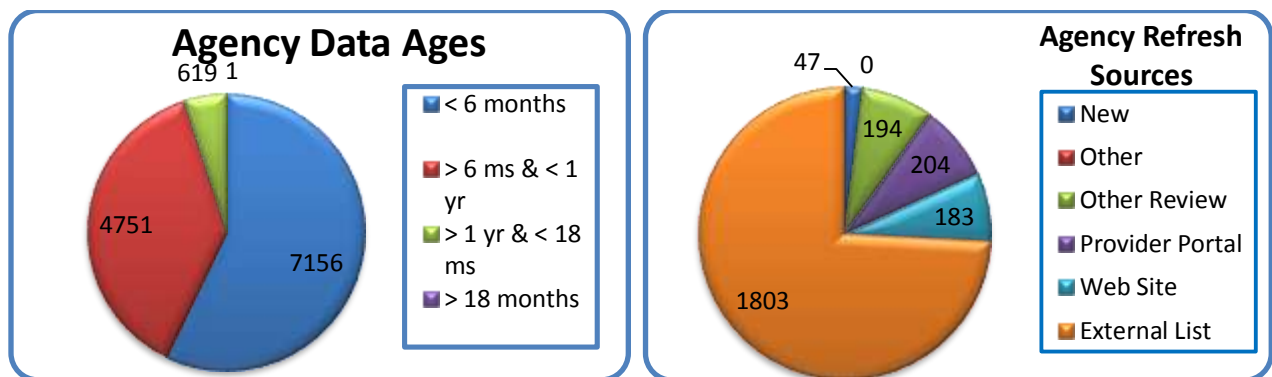
**Total 2016 Agencies, Sites and Services in the Database by Month**



**Last Verification Date (LVD) Updates**

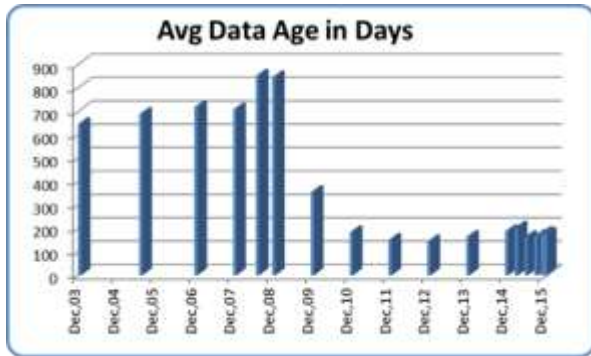
	LVD Updates	Monthly Trend	LVDs Year-to-Date
<b>December 2016</b>	<b>2431</b>	<p>658 Last Month</p>	<b>2431</b>

**Agency Aging Data**



The left chart displays the number of agencies with data ages in the identified ranges at the end of January.

The chart on the right displays the source of LVD updates for January.



The chart shows the average LVD over a period of years. Note: This chart is currently created annually.

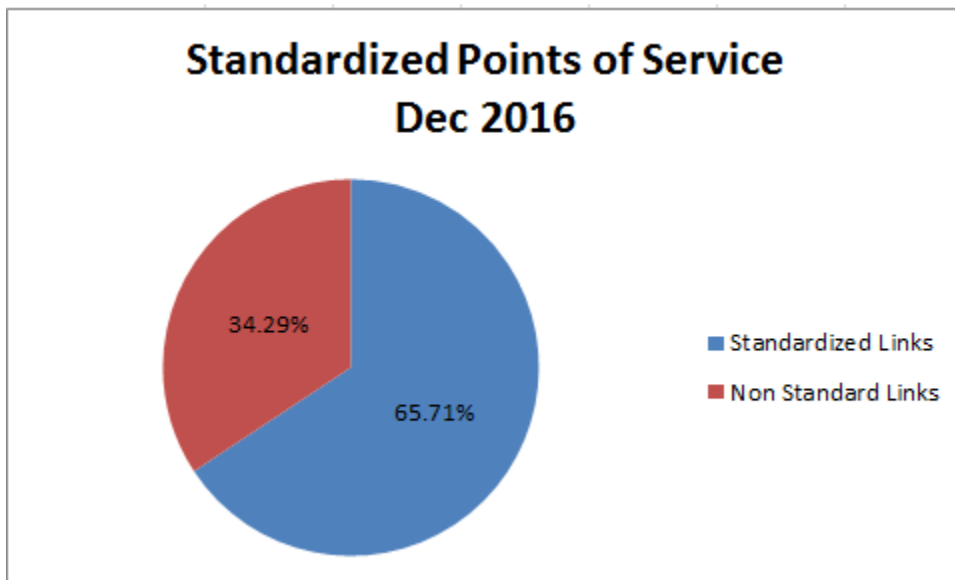
### Waiver Provider Services (WPS) Generation Status

Type	Gen	Add	Change	Delete	NoCh	Excl	Prob	Tot #	Assigned	Remain	Due
DHS WPS	35	54	31	1	15,823	1	0	17,264		Completed	

In January, we completed processing Gen 35.

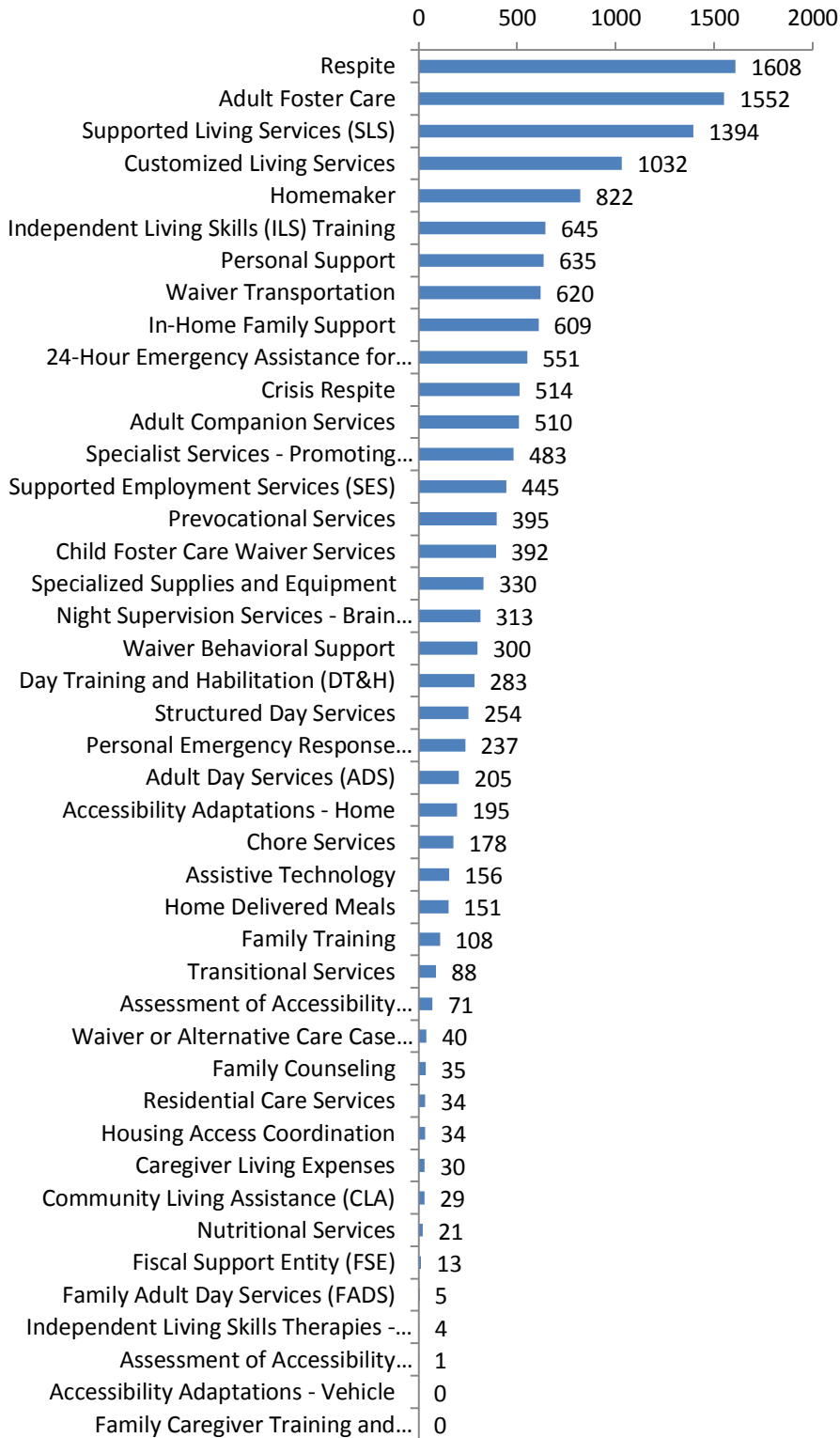
### Standardization

This section is a placeholder for tracking the percent of standardized data in MinnesotaHelp. The DMP is actively creating more standards with the goal of more consistency for the website which will help with search results. Beginning in 2017 we will report on the percentage of standardization in the data. For reference at the end of 2016 the percentage of standardized points of service:

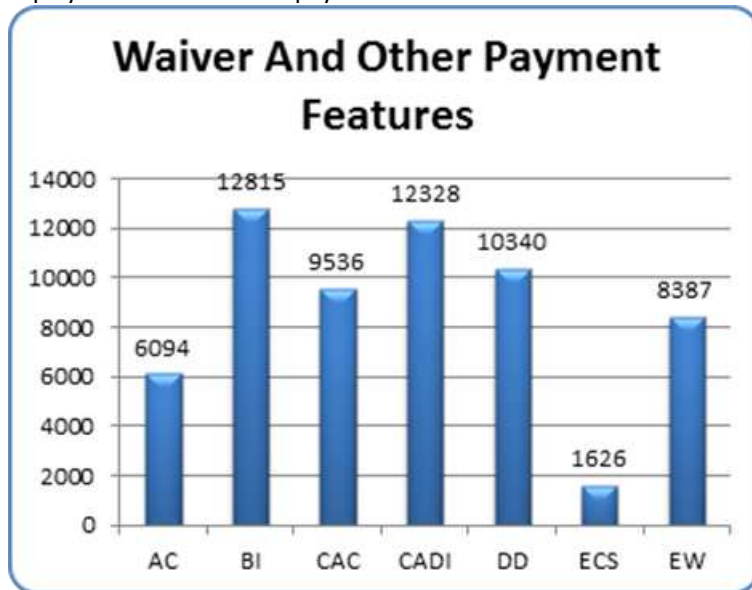




**Points of Service with Waiver Payment Features**



This chart shows the numbers of points of service, for standardized waiver services, where the details page would display at least one waiver payment feature.



This chart shows the existence of Waiver Payment Features in the database at the end of the month. Features December exist at the Service, Site, or Link level. WPS data integration through the BDI adds waiver features from waiver service standards to the service level. It adds waiver features from the Service Crosswalk to the link level. A number of waiver payment features were in the database prior to implementing the WPS BDI. Waiver payment features continue to be added to the database from sources other than the waiver BDI.

### Mailing Statistics



- ✓ 674 - Update Request emails
- ✓ 417 - Reminder 1 emails
- ✓ 220 - Reminder 2 emails
- ✓ 158 - WebUpdate letters
- ✓ 520 - Auto-BDI LVD letters