

HMIS User Meeting

November 2017

Introductions

- Erin DeRycke – Director, CoC Data and Operations
- Casey Parnis - Data Analyst
- Elizabeth Agredano - Data Analyst
- Mai Lee - CES Data Analyst
- Adriana McCarty - Jr. Data Analyst
- Chris Powell - HMIS Program Assistant

Agenda

- Version 6/Adstech Update – Erin
- Project Performance Reports – Erin
- Updated English Intake Forms - Adriana
- Data Standards Changes Training – Adriana
- Agency Administrator Training – Mai
- HIV/AIDS Sensitivity Training – Chris
- HMIS Survey – Chris
- CFCOC Mini Guide – Elizabeth
- Demos – Elizabeth & Mai
- AHAR – Casey
- Clarity Update - Erin
- Questions and Answers

Adsystech Version 6 Update

- Reports
- CFCOC
- Data Issues (missing data & duplicate enrollments)
- Reactivations
- Permissions to View/Edit Data (including Collaborative projects)
- “Deactivating” Clients
- Report Cards

Project Performance Report

- Reports for 7/1/16 – 6/30/17 have been cancelled due to ongoing data issues
- We will send new corrections for the period 1/1/17 – 12/31/17 in January
- These reports will be used in the NOFA ranking process for CoC funded projects
- Join the Data meeting on 12/14 to discuss how Entries from Homelessness should be calculated for:
 - CH clients eligible for PSH entering from non-homeless locations
 - Clients moving from one PSH project to another

Updated English Intake Forms

- Intake & Exit Forms have been updated to match HMIS Version 6 Workflow and Terminology
- Intake Forms have been published on <http://ochmis.org/hmis-v5-forms/>
- Any feedback on the Forms to make the data entry process easier is greatly appreciated

Data Standards Changes Training

- 211OC will send an email when the trainings are available online, and will include the date the trainings will need to be completed by
 - **All** users should complete training on <http://training.ochmis.org>
 - User accounts will be locked until training is completed
 - Training consists of:

TRAINING	WHO NEEDS TO COMPLETE IT?
General 2017 Data Standards training	ALL users in ALL agencies
Supplemental Trainings for different funding sources: <ul style="list-style-type: none">• RHY• SSVF• VASH• PATH	Only users whose projects receive a specific funding source

Agency Administrator Training

- 211 OC is working on an online training for the Agency Administrator Training
- Status: Final Draft
- 211OC will send an email when the trainings are available online, and will include the date the trainings

HIV/AIDS Sensitivity Training



NAMES Project AIDS Memorial Quilt

HMIS Survey



Phone Calls

- Strategy 1: Decrease the amount of back and forth
 - You are more than welcome to call us with an issue!
 - We want to encourage more ticket submissions to solve your problems as timely and efficiently as possible.
- Strategy 2: Improve engagement on calls.
 - We are working on improving internally to serve you better!

User Meetings

- Strategy: Increase attendance, participation in, and efficiency of meetings.
 - Host more in-person and web-based meetings (Started)
 - Host meetings that emphasize updates to HMIS
 - During upcoming user meetings, ask what would help users participate more.
 - Based on feedback, we will try and do more demonstrations
 - May create an online HMIS Forum
 - Provide coffee, drinks, and treats for in person meetings!

Trainings

- Strategy: Identify and host more trainings that are of interest to you!
 - Host a Correcting Data Quality Errors training (Online)
 - Host a Understanding Project Performance Report Training (Online)
 - What trainings would you like to have?

HMIS Calendar and Clarity Updates!

- HMIS Calendar:
 - We will add more dates, deadlines, and events to our calendar for your convenience.
- Clarity Updates!
 - We will provide you with the latest Clarity updates frequently, whenever possible.

CFCOC Mini Guide

HMIS Data Entry and Reporting for Projects that receive Children and Families Commission Orange County (CFCOC) Funding

Background:

Agencies that receive funding from CFCOC are required to participate in HMIS. In addition to a standard HMIS workflow, these projects must complete additional HMIS requirements such as documentation of services and case notes as well as supplementary assessments. The aforementioned HMIS requirements provide data necessary for reporting by the CFCOC and must be completed for all clients enrolled in projects with an active CFCOC contract. HMIS requirements take place at Project Start, during Project Stay, and at Project Exit, see the guides below.

CFCOC Project Start Guide: Enrollment and Entry Assessments

CFCOC Project Stay Guide: Bed Nights, Case Notes, Reporting


CFCOC Project Exit Guide: Exit Assessments

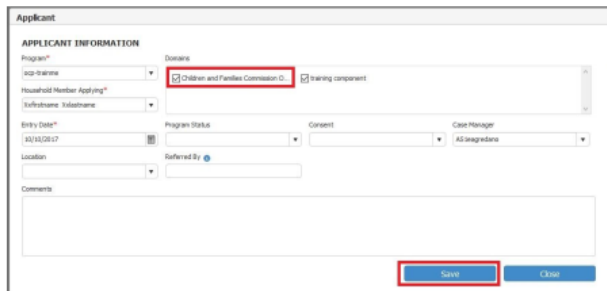
CFCOC Project Start Guide: Enrolling a Client in a CFCOC-funded Project

In order to provide services to your client and record them under the CFCOC contract, you must make the CFCOC service list visible for the application by assigning the CFCOC domain.

Select CFCOC Component at Entry

During the enrollment process, on the **Enrollment Page, Applications Tab:**

1. Click  to begin an application
2. Check the *Children's and Families Commission of Orange County* domain in the Domains box.
3. Click **Save**




The screenshot shows the 'Applicant' form with the 'APPLICANT INFORMATION' section. The 'Domain' dropdown menu is open, and 'Children and Families Commission OC' is selected and highlighted with a red box. Other fields include 'Program*', 'Household Member Applying*', 'Entry Date*', 'Program Status', 'Consent', 'Case Manager', and 'Location'. A 'Save' button is highlighted with a red box at the bottom right.

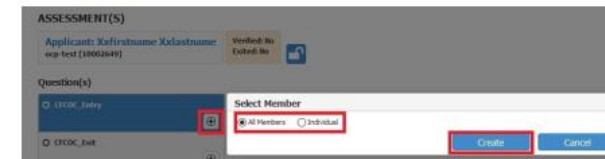
Note: You need only add the CFCOC domain to the Account Owner/ Head of Household; it will apply to all members enrolled.

In order to provide services to your client and record them under the CFCOC contract, you must make the CFCOC service list visible for the application by assigning the CFCOC domain.

Create CFCOC Entry Questions Assessment

During the enrollment process, on the **Enrollment Page, Assessment's tab:**


1. Click  next to the *CFCOC_Entry Questions*
2. Select either *All Members* or *Individual*
3. Click **Create**

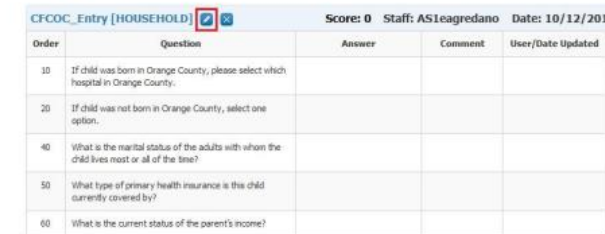


The screenshot shows the 'ASSESSMENT(S)' form. The 'Question(s)' section has 'CFCOC_Entry' selected. A 'Select Member' dialog box is open, with 'All Members' selected and 'Individual' unselected. A 'Create' button is highlighted with a red box.

Answer CFCOC Entry Questions

During the enrollment process, on the **Enrollment Page, Assessment's tab:**

1. Click  to open the question set
2. Answer questions
3. Click **Save**



The screenshot shows the 'CFCOC_Entry [HOUSEHOLD]' assessment table. The table has columns for 'Order', 'Question', 'Answer', 'Comment', and 'User/Date Updated'. The 'Score' is 0 and the 'Staff' is AS1eagredano. The date is 10/12/2017.

Order	Question	Answer	Comment	User/Date Updated
10	If child was born in Orange County, please select which hospital in Orange County.			
20	If child was not born in Orange County, select one option.			
40	What is the marital status of the adults with whom the child lives most or all of the time?			
50	What type of primary health insurance is the child currently covered by?			
60	What is the current status of the parent's income?			

Demo

Troubleshooting: Adding Services

Demo

New Exit Process

AHAR

BitFocus: Clarity Update

- HMIS implementation scheduled end of March/early April
- Custom data available by 6/1/18
- Discussion topics for 12/14 Data meeting
 - HMIS data will be migrated from 10/1/12 forward
 - CES data migrated into Clarity will only include clients “active” on the Prioritization List
 - HMIS data will be migrated before CES data
- Test data has been sent to BitFocus
- Sys Admin Training for 211OC will occur within the next month

Questions and Answers