



HMIS User Meeting

January 2018



Introductions

Erin DeRycke - CoC Data Director

Casey Parnis - Data Analyst

Elizabeth Agredano - Data Analyst

Mai Lee - Data Analyst

Adriana McCarty - Jr. Data Analyst

Chris Powell - HMIS Program Assistant



Agenda

- Version 6 Update - Erin
- CFCOC Update - Erin
- Clarity Update - Erin
- Project Performance Report - Casey
- AHAR - Casey
- Data Quality Calendar - Casey
- HMIS Forms - Mai
- Agency Administrator Training - Mai
- HMIS Part 1 - Mai
- Annual Assessment Demo - Mai
- HIC/PIT Update - Elizabeth



Version 6 Update

- **HMIS Data Quality reports**
 - Clients must be verified and have a service during the reporting period to be included on the report
 - Reports are excluding some clients who meet this criteria; working with Adsystech to fix
- **APR reports**
 - Clients must be verified and have a service during the reporting period to be included on the report
- **Client Service Aging Report**
 - Scheduled to be released early February
- **UDE and PSDE reports**
 - No release date yet
- **New Data Export page coming soon**



CFCOC Update

- **CFCOC Entry and Exit Assessments**
 - CFCOC Entry and Exit Assessments are being moved to Case Notes page
 - Some assessments were migrated to version 6 under the incorrect household member
- **CFCOC Bed Nights**
 - Not all bed nights were migrated to version 6; working with Adsystem to fix
 - Scheduling bed nights is not working in version 6; working with Adsystem to fix
- **Case Notes page**
 - Cannot currently choose activity (weekly case management or developmental/screening assessment); working with Adsystem to fix
- **Reports**
 - CFCOC Services Provided General report scheduled to be fixed 1/16/18



Clarity Update

- System Administrator training has been completed for 211OC staff
- Initial project set-up spreadsheets have been completed
 - BitFocus has started project set-ups for 5 agencies
 - 211OC to complete project set-ups for 42 agencies (due March 1st)
- 211OC completing set-up spreadsheet for custom fields in Clarity
- 211OC is working through data issues found by BitFocus in test export (all issues to be fixed by February 1st)



Project Performance Reports

- 211OC will pull Project Performance Data from Version 6 later this month for the period of 1/1/17 - 12/31/17.
- A draft of the report will be sent to each Agency Administrator with a timeline for completing corrections before the final report is pulled and aggregated.



AHAR

	ES IND	ES FAM	TH IND	TH FAM	PSH IND	PSH FAM	Summary
OC All	Not Useable	Useable	Useable	Useable	Useable	Useable	Not Useable
OC Veterans	Not Useable	Useable	Useable	Useable	Useable	Useable	Not Useable
Mission Viejo All*	Useable	Useable	Useable	Useable	Useable	Useable	Useable
Mission Viejo* Veterans	Useable	Useable	Useable	Useable	Useable	Useable	Useable

- ES IND and Summary not useable due to our ES IND bed coverage, which is the percentage of beds participating in HMIS, being below 50%. This is primarily because OC Rescue Mission's projects other than Buena Park, Salvation Army, and the Courtyard are not participating in HMIS.



Data Quality Calendar

- We are developing a general Data Quality calendar to be posted at ochmis.org with the ability for users to subscribe to the calendar using their preferred calendar app (Outlook, GMail, iCal, etc.)
 - This calendar will only contain monthly data quality monitoring reminders.
- Clarity's calendar functionality looks very useful and we plan to incorporate APR due dates for each agency in the Clarity calendar, and possibly other reporting deadlines as needed.
- Feedback and suggestions are appreciated!



City Prior to Project Entry

- Change the wording of “What city were you residing in immediately prior to entry into this project?”?



HMIS Forms

- HMIS Exit Forms have been updated to match HMIS Version 6 terminology and workflow.
- There are custom forms for projects that receive PATH, RHY, SSVF, VASH, and CoC/ESG funding, as well as General Form for projects that do not receive federal funding.
- Intake forms have been updated to incorporate the feedback from Users.
- Both Intake and Exit English forms can be downloaded from the [HMIS Forms and Documents](#) page on our website.
- Spanish Intake and Exit forms are up next!



Agency Administrator Training

- Status Update: Final Draft
- AA Training will be required for all Agency Administrator to take
- New content:
 - Reactivate Enrollments
 - Deactivate Account Profile
 - Export Schedule CSV File
 - Info on Agency Audits
 - Excel Basics



HMIS Part I

- HMIS Part I training is updated!!!!



Annual Assessment Demo

HIC/PIT Update

- **Training on HIC/PIT Data Collection:** Webinars online Wednesday, Jan 17th and Thursday, Jan 18th
 - Covers how to fill out the HIC/PIT forms
 - Covers New HIC/PIT Data Collection requirements from HUD
 - Recommended for all ES, TH, RRH, OPH, and PSH projects
- **Night of HIC/PIT Counts:** Friday, Jan 26th
- **Complete Data Entry in HMIS:** Thursday, Feb 1st
 - Have all of your data through Jan 26th entered into HMIS
 - This is critical as HMIS data must match HIC/PIT forms



HIC/PIT Update

- HIC/PIT pre-due date Open Office Sessions: Held Feb 1st, 2nd, 6th, 7th
 - “Office hours” to assist in completing forms, Q&A
 - Arrive with all of data through Jan 26th entered into HMIS
 - Works best with specific questions and first-try already attempted
- HIC/PIT Forms Due: EOD Friday, Feb 9th
 - Send to 2-1-1OC Through Helpdesk, select HIC/PIT Category
- Revision (post-due date) Open Office Sessions: RSVP by March 2nd for Meetings Week of March 5th
 - “Office hours” to answer questions regarding revisions, assistance finalizing forms



Q & A