

HMIS User Meeting February 2018

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Version 6 Update - Erin

- CFCOC Updates
 - Weekly case management and Developmental/screening assessment services should now be tracked on the Services Provided page, not the Case Notes page
 - CFCOC Services Provided report is available
- The Data Export page is now available. Check out our [Knowledge Base article](#) for detailed instructions on how to use the page.
- Bed Night data not migrated from version 5 (for CFCOC and non-CFCOC projects) should be resolved by 2/21/18
- Inability to schedule future Group Services (like CFCOC Bed Nights) should be resolved by 2/21/18
- Client_Service_Aging_Report scheduled to be available 2/21/18
- There are currently 134 unresolved tickets with Adsystem as of 2/6 (typically in version 5 there were about 30 - 40 tickets open at a time)
- There are currently 66 unresolved tickets in HappyFox from the agencies as of 2/6 (typically in version 5 there were about 10 tickets open at a time)

Default Consent - Casey

- We have updated the default consent to “Group” for every project. This is so that collaborative projects can see their enrollments without having to submit tickets to the HMIS Help Desk.
- If you would like to change an enrollment’s consent, follow these steps:
 - Change the consent dropdown and click save. The consent will remain set to “Group.”

- Click the pencil icon next to the name of the project on the Application tab.
- Choose the consent level you want.
- Click save again.

Project Performance Report - Casey

- The reporting period for the next published Project Performance Report is 1/1/17 to 12/31/17.
- Measures that can be pulled the same as the last Project Performance Report (Expect draft and corrections next week):
 - Average Length of Stay
 - Successful Exits (as applicable to the project type)
 - Recidivism
 - Unit Utilization
 - Average Date of Placement (RRH)
- Measures that cannot be pulled without Adsystem ticket resolution, and will therefore not be included on the 2017 Project Performance Report:
 - Change in Income for Adult Leavers (need ability to pull individual income)
 - Change in Income for Adult Stayers (need ability to pull individual income)
 - Average Length of Homelessness (Approximate Date Started field is blank)
 - Entries From Homelessness (Some 3.917 fields are blank)

HIC/PIT - Elizabeth

- PIT Reports are now available to run
- Review recent email "HIC/PIT: Updates on PIT Report and RRH ad-hoc" for troubleshooting potential issues with PIT Report
- RRH data to be sent to the agencies **by EOD 2/7**
- HIC and PIT Answer Forms, PIT Reports, and HIC and PIT Cover Sheets due to 2-1-1 OC by **EOD Friday 2/9**
- RSVP by **March 2nd** for post-due-date open office sessions week of **March 5th** (send a ticket)
- Goal is to finalize all data by **April 1st**

Intake Forms Update - Adriana

- Intake English Forms have been updated with the following minor changes:
 - The first question of the CoC Entry Assessment (*What city were you residing in immediately prior to entry into this project?*) has been reworded to eliminate the word

“Residing” due to feedback that this word is confusing, as it might imply that the client had a “residence, such as a house or apartment, prior to project entry

- The question has been rewritten to: **“What city were you in immediately prior to entry into this project?”**
- The questions was also reworded in HMIS
- The **Employment Status** field in the Household (HH) Members tab has been eliminated for all project types.
 - Users don’t need to collect Employment Information anymore, with the exception of RHY projects
 - RHY funded projects still need to collect Employment Information at project entry in the Assessment tab (HUD Questions Assessment), and at project exit in the HH Members tab (Exit Questions)

Data Standards Training Published- Adriana

- The 2017 Data Standards training has been released and is available on our [training website](#).
- If you already have a training account, log into your [Online Courses Catalog](#) to start the training, or [create an account](#) if you're new user of our training website
- Training consists of:
 - **General 2017 Data Standards training**: Should be completed by ALL users in ALL agencies
 - **Supplemental trainings for RHY, SSVF, VASH, or PATH**: Should be completed only by users at agencies that receive RHY, SSVF, VASH, or PATH funding
- The due date to complete the 2017 Data Standards training is **March 15, 2018**
- Any users who will be utilizing our new HMIS system (Clarity) will **need to complete this training before they will be given access to Clarity**

Report Card Update - Adriana

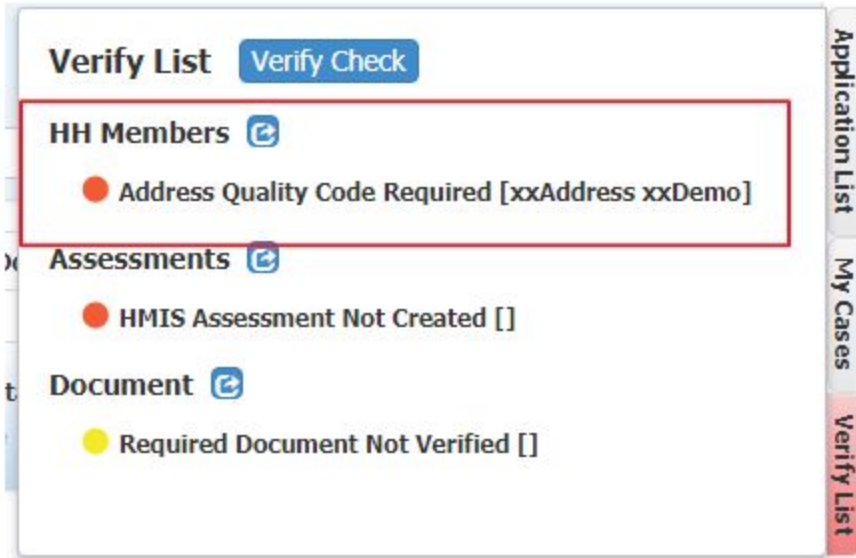
- Data Quality Report Cards for Q3 and Q4 of 2017 are going to be determined using the Data Quality Report instead of the Universal Data Elements (UDE) and Program Specific Data Elements Reports (PSDE)
 - Users should run the Data Quality Details report for all the projects for (7/1/17-12/31/17), and make corrections on the data issues found in the report (Check out the [Error Identification Chart](#) to identify errors in the DQ Details Report)
 - Upon complete corrections, the Data Quality Details report are going to be utilized in order to calculate the Average Data Quality Score for each project
 - The Average Data Quality Scores aren’t going to published on our website, rather they are going to be sent to each Agency separately

Data Export Demo - Elizabeth

- See Knowledge Base Article [How do I run a CSV Export?](#) for complete steps covered in demo

Address Data Quality Demo – Mai

- If you click on the ‘Verify List’ and realized that the client is missing an “Address Quality Code” - click on the blue arrow icon to take you to the HH members tab, to make your updates.



- Once you’re in the ‘Edit Member’ window page, just click ‘SAVE’ again - to bring up the Quality Code fields.

Edit Member

Entry Date * 2/6/2018 Household Type v Households without children Household Size * 1 Housing Status Category 1 - Homeless

BASIC INFORMATION

First Name * xxAddress Middle Name Last Name * xxDemo Suffix DOB * 2/27/1978 Age 39

SSN 777-11-7788 Gender v Female Disabling Condition v No Veteran Status v No

ADDITIONAL INFORMATION

Education Marital Status Ethnicity v Non-Hispanic/Non-Latino Medical Insurance No

1st Language 2nd Language Interpreter Needed Disconnected Youth

Residency Status Deceased

RACE (Choose As Many As Applied) v

Native Hawaiian or Other Pacific Islander White American Indian/Alaska Native Asian

Black/African-American Client doesn't know Client refused Data not collected

Save **Close**

- As you can see, there's no address:

Save information for Program 'HMIS'

The screenshot shows a form with the following fields and quality codes:

- Name:** xxAddress xxDemo
- Name Quality Code:** Full name reported
- Address:** (highlighted in yellow)
- Address Quality Code:** (empty)
- SSN:** 777-11-7788
- SSN Quality Code:** Full SSN reported
- Date of Birth:** 2/27/1978
- Date of Birth Quality Code:** Full DOB reported

At the bottom right, there are two buttons: **Save** and **Close**.

Because there's no address, when you click on the Address Quality Code and you only see these three options:

- Client Doesn't Know
 - Client Refused
 - Data Not Collected
- If the client have an Address - you'll first need to go add their address. Once you added, there will be another option call: Full Address reported.
 - How to Add Address:
 - Go to Applications tab and click on the Edit icon.
 - Enter in the Client's Address and save
 - Now, go back to HH Members tab - click edit icon, click 'Save' on the window pop up page
 - Once the Quality Code window pop ups, you should see the address next to the Address field. Select either "Full Address" or "Partial Address" and save.
 - The "Address Quality Code" should no longer be display in the Verify List.

Clarity Update - Erin

- All data export issues with HUD standard data should be resolved; 211OC will be sending

OC HMIS Monthly User Meeting Minutes

updated data export to BitFocus this week

- 211OC will complete project set-ups for 42 agencies' by 2/26.
- BitFocus to conduct "Train-the-trainer" training in February; waiting to hear more details on what this will look like
- No new projects can be added to our current HMIS system after 2/16; any new projects will have to wait for 4/1 Go Live in Clarity