HMIS User Meeting

January 2019
Agenda

- Coordinated Entry System Update - Erin
- New Knowledge Base Articles - Casey
- New Agency and Program Setup Forms - Casey
- HIC/PIT Update - Elizabeth
- Looker Rename or Delete - Elizabeth
- Transitional Housing PPR - Adriana
- CoC Board Report Overview - Adriana
- HMIS Training Videos - Mai
- Q&A
Coordinated Entry System Update

- VI-SPDAT for individuals will continue to be completed using the Google Form on the 211oc.org website for now.

- 211OC will continue to create log-ins and provide any technical support needed to access the Google Form.

- Any other issues (ie. questions regarding policies, process, matching, data, etc.) should be directed to CoordinatedEntry@occr.ocgov.com.
New Knowledge Base Articles

- Running and Saving an OC Clarity System Report
- APR: Chronic Homeless Status for Children
New Agency and Program Setup Forms

- A new and improved digital form is now available for submitting agency and project setups to the HMIS Help Desk.
- You can find the form in the same location as the old PDF version on the Documents page on ochmis.org.
- Simply complete the form and click Submit to send your setup information to the HMIS Help Desk.
- We will receive a notification that you have completed the form, and we will contact you as soon as setup is completed or if we have any questions for you.
- If you have any questions, please submit a ticket to the HMIS Help Desk.
HIC/PIT Update

- **Friday, Jan 11th** - PIT Corrections Due
- **Monday, Jan 14th** - HIC/PIT Training Webinar
- **Tuesday, Jan 22nd** - Sheltered PIT Count and Housing Inventory Count
- **Friday, Jan 25th** - Sheltered PIT final submission due, HIC submission due
- **Friday, Jan 25th** - All PIT Data through Jan 22nd should be entered into HMIS!
- **End of February/Early March (Dates TBA)** - Revision Open Office Sessions
- **Monday, April 1st** - HIC must be finalized!!!!!!!!!
HIC/PIT Update

- **Friday, Jan 11th - PIT Corrections Due**
  - Sent Thursday, 12/27
  - Correct incorrect children-only households
  - Correct missing data for fields used to create PIT unique identifier
  - If your agency did not receive a file, you have no errors!
  - No need to inform 2-1-1 of correction completion
  - Benefits you, accurate PIT data submission
  - Check [Recent Emails section](#) of ochmis website for details!

- **Monday, Jan 14th - HIC/PIT Training Webinar**
  - 10am - 12pm
  - Check [out our website](#) for a link
  - Cover changes to HIC/PIT process, guidance for filling out forms, answer questions
  - Recording will be available on [our website](#) on the 2019 HIC and Sheltered PIT page

211 Orange County
HIC/PIT Update

- **Tuesday, Jan 22nd** - Day of Sheltered PIT Count and Housing Inventory Count (HIC)
  - Collect client-level PIT data
  - All info for your HIC and PIT submissions must be as of this date

- **Friday, Jan 25th** - Sheltered PIT and HIC submission due
  - HIC and PIT Submissions due to 2-1-1 OC
  - Your *final* PIT submission
  - Still time to revise the HIC
  - Submit through Dropbox, we will send you a link to your agency’s folder

- **Friday, Jan 25th** - All PIT Data through Jan 22nd must be entered into HMIS!
Looker Rename or Delete

- Agency Administrators can create and save Looks (custom reports) using the Data Analysis tab on the Reports Main Page

- AA’s cannot rename or delete their saved looks

- Has been passed on to the BitFocus Future Enhancement Team, but not guaranteed to be added as a feature

- Contact the Help Desk for us to rename or delete your Looks!
Transitional Housing PPR

- This month at the Data and Performance Management Committee meeting, we will review Performance Data for Transitional Housing (TH) projects.

- All TH providers are invited to the meeting to share ideas on how to improve their performance on each measure, as well as thoughts on thresholds.

- The Data and Performance meeting for this month will be on Thursday January 10th from 1:30 to 3:00 in the CASA Training Room.
CoC Board Report Overview

- CoC Board Report for the month of December will be presented at the Data Meeting.
- CoC Board reports presented at the previous months’ Data Meetings are available on the Report page of the OC HMIS website.
  - There are individual links to open each monthly report, quarterly report, and trend analysis.
  - The CoC Board Report Narrative include a detailed explanation of each measure, and the way in which each measure is calculated.
HMIS Training Videos

- Check out the OC HMIS YouTube channel!
- Available Training Videos:
  - Logging in for the first time
  - Adding a new client
  - Removing a client from a household
  - Adding services
  - Client notes and public alerts
  - Ochmis.org tour
  - Adding a client to a household
  - Enrolling clients in a project
  - Attendance page
  - Case Notes
  - Annual and Status assessments
  - Exiting clients from a program