OC HMIS Monthly User Meeting Minutes

OC HMIS May User Meeting Webinar Minutes
5/1/19

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Staff Changes - Erin

- Laila has left 211OC as of 4/26/19, so the HMIS team continues to be short-staffed
- Please continue to be patient with us as we work on filling the Jr. Data Analyst position

Virtual Front Door Update - Erin

- The Virtual Front Door allows families that call the 2-1-1 Helpline to be linked directly to the correct agency to assist them wherever they are in the Family Coordinated Entry System (FCES)
  - Eligibility: Homeless in OC, pregnant woman or HH w/ children where custody is at least 50%
  - If a family is not being served through FCES, they will be referred to the access point serving the geographic area where the family is located
  - If the family is already enrolled in the Family Coordinated Entry System but has not been matched to a housing opportunity, they will be referred to the access point they have been working with
  - If the family has been matched to a housing opportunity, they will be referred to the housing provider they were matched to
- Process for Housing Intake Specialist at 211OC:
  - After verbal consent is given, searches for client in HMIS, adds client record if not already in HMIS
  - Notifies agency by email to follow-up with the family
    - Email will include link to the client’s record in HMIS, and will be sent to the agency’s Agency Administrators, as well as any other users requested by the agency
  - Enters client contact information, note outlining other referrals provided, as well as needs that were unable to be met
  - Enters CES VFD service
● Be on the lookout for emails from our Housing Intake Specialist regarding families that need assistance through the Family Coordinated Entry System!
● Individuals that call the 2-1-1 Helpline will continue to be referred to the street outreach teams, and will not be entered into HMIS

System Performance Measures Corrections – Casey

● Expect System Performance Report related corrections soon, and please note the due date for these corrections in HMIS is May 15th.
● Corrections include the following fields:
  ○ Date of Birth
  ○ Approximate Date Started
  ○ Entry Income
  ○ Exit Income
  ○ Destination

Annual Assessment Report - Casey

● You can find the “Annual Assessment Due” report on the Data Analysis tab of your reports page.
● Use this report to find and clean up Annual Assessment errors.

HIC/PIT Update – Elizabeth

● 2-1-1 Orange County sent sheltered Point in Time (PIT) data to the County of Orange in March
● As mentioned in our last meeting, the County will be in charge of all analysis and dissemination of information regarding the 2019 PIT
● The County of Orange released a summary infographic with the results of the 2019 unsheltered and sheltered PIT counts at the 4/24 Continuum of Care Board Meeting
● Please feel free to check it out on our website
● We will continue to communicate any publications if and when the County makes them available
● Thank you again to all of the agencies that collaborated with 2-1-1 OC on the sheltered PIT count

User Account Cleanup - Adriana

● We have very few HMIS user licenses left in our existing contract with Bitfocus
● Therefore, Agency Administrators should review the active user accounts at their agency and determine if there are any accounts that should be deactivated
  ○ To facilitate the user account cleanup, a new User Last Visited Date chart has been added to the User Dashboard
  ○ This chart shows a list of current active users at your agency and the last date they logged in HMIS
● Please review the User Last Visited Date chart on a regular basis to have your user accounts up to date

Clarity Features Update - Mayra

● There are two new features that have been added to Clarity, one is an enhancement to the location
tab and the other is a new feature altogether
● The location tab now has a locate date field added to it
● Users are now able to share client’s contact under the new contact tab, this tab allows us to customize it a bit so please take a moment to let us know what contact types you would like to see featured on this page

Emergency Shelter Performance - Mayra
● Upcoming Data Performance Committee will be meeting May 9th at 1:30 p.m. in the Village’s CASA Training Room
● Will be discussing Emergency Shelter Project Performance Reports, so emergency shelter providers are highly encouraged to attend
● Project Performance Reports will be sent out early next week for review

Future Meeting Information

Next month’s meeting date and time: Webinar on Wednesday June 5th, 2019, from 10-11AM. No RSVP or registration is required. Click this link to join the meeting on.

All User Meeting webinar recordings and meeting minutes are available on our website!

Have an idea for a future agenda item? Submit a ticket via the HMIS Help Desk using the “HMIS – Users and Trainings” category with your ideas.