OC HMIS Monthly User Meeting Minutes

OC HMIS User Meeting Webinar Minutes
11/6/19

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Contact Tab Migration
● All email and phone number data entered on the Enrollment screen for the Family Coordinated Entry project has been migrated to the Contact tab
● Thank you for your patience!
● During the meeting, the attendees decided that the phone number and email read-only fields should be removed from the Enrollment screen
● 211OC will be working with Family Solutions Collaborative to ensure clients in the Family Coordinated Entry project have data entered on the Contact tab
● If you feel that data is missing from the Contact tab that was previously entered into HMIS, please enter a ticket with the HMIS Help Desk

ROI Settings
● There are two options for Release of Information records in HMIS:
  ○ CoC Wide - Clients can only have one active ROI record at a time, the yellow ROI banner does not appear when there is one active ROI record.
  ○ Agency - Clients must have an active ROI record entered by the agency they are currently enrolled in and the yellow ROI banner will appear even if they have an ROI record active at another agency.
● Some agencies prefer the CoC Wide setting and some prefer the Agency setting. Both settings fulfill the ROI requirement in the HMIS P&P that an ROI from a single agency is sufficient to provide consent to share information in HMIS at any agency within the CoC.
Please share your thoughts as we try to determine the best option for everyone, especially if you feel that the Agency setting would be preferable. Most attendees at today’s meeting preferred the CoC Wide setting.

APR Testing
- Run a test export and upload it to SAGE before your agency’s due date to make sure that there are no errors.
- We have updated our KB article on Running CSV Exports, please review this for detailed steps on how to run the APR or ESG CAPER as well as for some guidance on how to handle some common errors.
- The APR is only required of agencies who are federally funded.
- There have been some tickets submitted surrounding Q22e - Data Not Collected Counts.
  - According to the APR Programming Specifications, all active clients in the reporting period should be included in this question. This includes clients that were not asked for their Approximate Homelessness Date Started question, such as children and clients that were not considered literally homeless at entry. The APR Programming Specifications do not say to apply the Head of Household’s Approximate Homelessness Date start to all of their household members, which is why a Head of Household’s may have an Approximate Homelessness Date start but their children may not.
  - Add a note in your APRs stating that the clients counted under the Data Not Collected is due to them being children or because the data element was not required to collect per the 2020 Data Standards because the client was not literally homeless at project start.

2019 Agency Audits
- All agency audit invitations have been sent out for the 2019 HMIS Agency Audits, if your agency has not confirmed the date yet or have not received an invitation yet please reach out to me directly.
  - mvargas@211oc.org

Report Cards
- Report Cards for Q3 2019 are going to be published very soon!
- Thank you for working on the Data Quality corrections sent last month.
- Report Cards will look at two of the main components of Data Quality:
  - Data Completeness
    ■ Percentage of Valid Responses and Percentage of Errors for each UDE
    ■ Overall Data Quality Score: Average Indicator of data completeness for each project.
  - Data Timeliness
    ■ Average number of days taken to enter Project Start, Services, and Project Exit data into HMIS.
- Please provide feedback upon review.

Data Meeting Agenda
- November 14th, 2019 @ 1:30 PM - Casa Room
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- Sharing case notes in HMIS
- Proposed change to the Entries from Homelessness Measure
- RRH Project Performance Reports
- Returns to Homelessness Data

System Performance Measures
- SPM’s are due to HUD by February 28th, 2020
- Corrections will be sent out within the next month - Please be on the lookout for this

Q&A
- **Is there a way to record a Release of Information in HMIS without having to scan and upload the client’s signed consent form?** Yes, there are two ways to save an ROI record without scanning and uploading a consent form. You are not required to scan and upload a consent form, but if you choose to not to either scan and upload the consent form or have the client sign the digital consent form in HMIS, you must keep the physical consent form in the client’s file. Please see this Knowledge Base article for more information.
  - Signed Paper Document - This means that the agency is storing a copy of the Consent To Share Protected Personal Information form outside of HMIS. You will be prompted to enter the location where this is stored. You can enter the agency’s name or project name where this form is stored for this client.
  - Household - This means that the client is a minor whose adult Head of Household has completed a Consent To Share Protected Personal Information form and listed the minor client.

- **Can we upload scanned copies of client consent forms to the Files tab if the client already has an active ROI record from a different agency?** Absolutely! See this Knowledge Base article for more information about and instructions on the use of the Files tab.
- **Why is Race a check box selection on the Client Profile screen?** Race is the only data element where multiple selections can apply. A client may identify with more than one race, so multiple checkboxes are needed in those cases.

Future Meeting Information

**Next month’s meeting date and time:** Webinar on **Wednesday December 4th, 2019, from 10:00 - 11:00AM.** No RSVP or registration is required. **Click this link** to join the meeting at that time.

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.