User Account Clean-up

- Multiple new projects are expected to begin within the next week due to the COVID-19 pandemic, and these agencies will need additional HMIS user licenses.
- There are only a few available licenses in HMIS.
- To limit additional license costs, 211OC is asking each agency to review their active HMIS users and deactivate accounts for those who do not need access.
- 211OC sent each agency a list of their active users on 4/1/20.
- Please review and let us know by Friday 4/3/20 if any users can be deactivated by entering a ticket with the HMIS Help Desk.

Current Working Conditions

- We hope everybody is healthy and safe!
- The HMIS team has been working remotely from home for two and a half weeks.
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- The HMIS Helpdesk and our Support Center are operating as usual.
- Questions regarding how are your current working conditions:
  - 70% of the HMIS users who participated in the poll are currently working from home, and 30% are working at the office or shelters.
  - 17% of the HMIS users who participated in the poll responded that their agency is having issues of staff members being unable to work, and 83% reported their agency is not having this issue.

**HIC and Sheltered PIT**
- Final HIC and Sheltered PIT reviewing process has been completed for more than half of the projects.
- We are still in the final review phase with some agencies.
- HUD has postponed the deadline for the final submission to June.
- For those who still need to work on HIC/Sheltered PIT corrections: Please continue to do so as best as you can.
- Thank you for your hard work and the time you have put into this process!

**Monthly Training Webinar**
- We are going to host a HMIS Training Webinar on Thursday, April 23rd at 10:00 am.
- Training Webinar is for brand-new HMIS users who want to review Part II HMIS Training.
- Webinar is optional and it won't replace HMIS Part II Training.
- There is no need to register or RSVP. Click [here](#) to join the webinar on April 23rd at 10:00 am.

**Emergency Shelter Project Performance Report**
- Emergency Shelter providers received Project Performance Report corrections in March.
- Due date for completing corrections was March 31st, EOD.
- Question to ES Providers:
  - 50% of the Emergency Shelter providers who participated in the poll were able to complete Project Performance Corrections in HMIS.
- Questions to all the audience:
  - 59% of the HMIS users who participated in the poll responded that they have the capacity to continue making PPR corrections under COVID-19 circumstances, 41% do not have the capacity.
  - 77% of the HMIS users who participated in the poll agree with postponing the release of Project Performance Reports until the COVID-19 crisis has been stabilized.
  - 100% of the HMIS users who participated in the poll feel comfortable using Dropbox to receive data corrections.
- We have decided to postpone all PPRs starting with the ES PPR until the COVID-19 situation stabilizes. The release of the upcoming PPR will be discussed with the group at the May user meeting.
Presentation by Families Forward: Tracking Goals Using HMIS Data

- Rosalinda and Isis from Families Forward gave a presentation about the monthly meeting the agency holds to review goals, outcomes, and spending using reports created in Looker. If you want to set up a similar process at your agency, please submit a ticket to the HMIS Help Desk to get started! Or check out the resources below:
  - Families Forward’s monthly meeting document
  - Looker Training
- If your agency has a unique process using HMIS data that you feel may be beneficial for other agencies, please submit a ticket to the HMIS Help Desk so you can present at a future HMIS User Meeting!

Annual Assessment Due Report - Automated Delivery

- The Annual Assessment Due report will now be automatically emailed to all Agency Administrators on the first of the month, excluding client names.
- Please review the Annual Assessment Due report knowledge base article for more information about this report.

Verbal Consent Policy to Encourage Social Distancing

- Due to the coronavirus emergency, we have enabled the “Verbal Consent” dropdown option on the Release of Information page in HMIS. Select this option if you are obtaining a client’s verbal consent to share their personal protected information in HMIS for the time being.
- The Verbal Consent option is NOT permanent permission to share information in HMIS. Clients must complete physical/paper or electronic versions of the Consent to Share Protected Personal Information form as soon as your agency can collect this information safely.
- Please see the Verbal Consent Guidance knowledge base article for more information, including instructions on running the report that identifies clients who have a Verbal Consent ROI record in HMIS.

Rapid Re-Housing Project Performance Report

- The April Data and Performance Meeting is cancelled.
- The Rapid Rehousing Project Performance Report will be published on April 9th, 2020 on ochmis.org as scheduled since the corrections were sent out before the stay-at-home was put in place.

CES Knowledge Base Articles

- We have been updating the current CES Knowledge Base Articles to match up with the 2020 HMIS Data Standard.
- These three CES articles are now available that cover a wide arrange of topics:
  - Family Coordinated Entry for Case Managers
    - Referral Tab Overview
    - Adding Households to the Community Queue
    - Completing Current Living Situation Assessments
    - Maintaining Households on the Community Queue
    - Removing Households from the Community Queue
  - Family Coordinated Entry for Matchmakers
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- Running the Matchmaker Dashboard: Households on the Community Queue
- Understanding the Housing on the Community Queue Report
- Viewing the Available Housing Opportunity Report
- Matching Households
  - **Coordinated Entry for Housing Agencies**
    - Referral Tab Overview
    - Adding and Editing Housing Opportunities
    - Reviewing a Pending Referral
    - Accepting a Referral
    - Denying a Referral

**HMIS Data Elements and Reporting Guide**
- [HMIS Data Elements and Reporting Guide](#) can be found on the OC HMIS website.
- This guide overviews how Project Performance Reports and System Performance Measures differ, which data elements are used to calculate performance and then discusses the ways the data elements could negatively impact performance.
- This guide should be used for training purposes.
- If you can think of any other guide you feel will benefit users, please feel free to let us know of any suggestions you may have.

**Demo: Service Geolocation**
- The Geolocation for services is now available on Clarity!
- It is used to track the location of where clients are being serviced.
- If you are interested in using this functionality for any of your services, please enter a ticket with the HMIS Help Desk, and we can enable it for you.
- You will link services to your client as you normally would but now it will give you the option to add a location.
- You can add your location one of 3 ways:
  - Manually type in your address
  - Use the “Current Location” option
  - Zoom in on the map to drop a pin on the location
- You can double check by going to the history tab and making sure that there is a geolocation icon next to the service that was just linked to the client.
- Please try this out and let us know how it works for you or if you have any questions, comments or concerns!

**Questions**
- **Can we request the document (Families Forward Presentation) that is being shared to review?** Yes, we will include it in the meeting minutes.

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**Future Meeting Information**
OC HMIS Monthly User Meeting Minutes

Next month’s meeting date and time: Webinar on Wednesday May 6th, 2020, from 10:00 - 11:00 AM. 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.