OC HMIS User Meeting Webinar Minutes
06/03/20

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Agenda Items

HIC/Sheltered PIT

● HIC and Sheltered PIT documents review has been finalized!
● 211OC is working on submitting HIC final to HUD
● HIC and PIT Participating Agencies will receive a copy of their final data in order to review it and confirm its correctness.
● Final deadline for HIC and PIT submission is June 30th

Monthly Training Webinar

● May User Webinar Survey still available, deadline of 06/05/2020
● Next user training will be held on July 23rd, 2020
  ○ Topic: Looker
● Rotating quarterly training schedule:
  ○ July - Looker Training
  ○ Aug. - CES Training
  ○ Sept.. - HMIS Part 2
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- Oct. - Agency Admin./ Data Quality

**Project Performance Reports Check-In**
- Attendees reported not being able to devote time to Project Performance data corrections due to still being away from physical files, reduced staffing, and additional responsibilities due to COVID-19.
- We will check in again at the July HMIS User Meeting.

**FEMA Unit Addresses**
- Because the FEMA Unit Address fields are FEMA standard as text fields, we are unable to change these fields to dropdowns. Users must enter the address of the unit for each enrollment.
- There has been some variation in the way addresses are being entered for the same Unit (“Street” vs. “St.”, etc.) so we will be adding a field displaying the correct address configuration for users to copy into Unit Address fields to the Enrollment screen for all FEMA/NCS projects.
- Agency Administrators at agencies with FEMA/NCS projects should be on the lookout for an email from the HMIS Help Desk asking you to confirm whether your Unit is operating as a single site with a set address and the address for that site, or if the Unit operates as a scattered site with multiple addresses.

**Case Note Fields in Looker**
- Looker was recently updated to split the case note fields in the HMIS Performance Model and Client Model into “Client Level” and “Enrollment Level.”
- Client level notes are entered from the main Notes tab and enrollment level notes are entered on the Notes subtag of the programs page.
- We have identified Looks using Case Note fields and adjusted them to use the new fields. If you have a Look that uses Case Note fields that has not been updated, please submit a ticket to the HMIS Help Desk so we can update your Look.

**HMIS User Survey**
- Thank you everyone for participating in the HMIS Survey!
- We have gotten back all of your responses and we hear you!
- The HMIS team will be getting together next week to come up with some solutions and to further discuss ways on how to better assist you and improve your overall experience with HMIS.
- We will finalize the results and present them at the next user webinar in July.

**Website Updates**
- The OC HMIS website has been revamped!
- The OC HMIS Forms and Documents has been updated so that it is easier to navigate. Originally, it was under the Helpful Links section but has been moved up to the top menu.
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- It has been separated into 3 categories with a fly out menu of their subcategories - that way you do not have to go through the entire page to locate the file that is needed. Each page will give you the option to view or download the file onto your computer.
- We also kept the old formatting for anyone who prefers the original layout.
- We added an HMIS Glossary of Terms right under the Helpful Links section.
- It provides a list of terms that is often used when dealing with HMIS and is linked to every post on the OC HMIS website. When hovered over, the definition will pop up for the user to reference.
- We think that this would be good for new users to reference as a sort of learning guide or even for existing users to look up and refresh their memories.
- Please take a look at this list and let us know if there are any other terms you think would be helpful, please submit a ticket and let us know!

Questions

- Can the Annual Assessment Due report in the Data Analysis tab and scheduled report be adjusted to sort by Household ID so that all members of a household can be viewed at once? Yes, these reports have been updated.

Helpful Materials

- [Project Performance Report Thresholds per Project Type](#)
- [FEMA Non-Congregate Shelter Data Entry Guide](#)
- [Creating Client Notes and Public Notes](#)
- [Annual Assessment Due Report](#)

Future Meeting Information

July 2020 HMIS User Meeting Webinar

- Date: Wednesday, July 1st, 2020
- Time: 10:00 - 11:00 AM
- Click [here](#) to join the meeting! No registration or RSVP is required.
- 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.