OC HMIS Monthly User Meeting Minutes

OC HMIS User Meeting Webinar Minutes
09/02/20

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Agenda Items

Staff Changes

- Mayra has left 211OC to pursue a new position with HCA and we will miss her
- We are in the process of hiring a new data analyst so if you know anybody is currently looking, the position is posted on Indeed.

Data Completeness Report

- New Data Completeness Reports available on the Data Quality Section of the Data Analysis Tab
- The Data Completeness Reports show the clients' responses to the HUD data elements.
- The following reports should be run and reviewed at least once a quarter in order to identify missing information in your projects data.
  - Universal Data Elements (UDE)
  - Program Specific Data Elements (PSDE) at Entry
  - Program Specific Data Elements (PSDE) at Exit
- Please review the Knowledge Base article on how to locate and run the reports
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- It is recommended to review the Data Completeness Reference Guide to see the clients who need to respond to each data element.

**CES Webinar Training Follow-Up**

- Thanks for participating in the CES Training webinar hosted on August 27th.
- Training materials are available on our website (HMIS Help> HMIS Monthly Training Webinars).
- If you haven’t already, please complete the HMIS Monthly Training Satisfaction Survey.
- Next training webinar will be about Agency Administrator Role and Data Quality
  - Webinar will be on Thursday, September 24th at 10:00 am.
  - Registration is required for this training, please click here to register.

**Current Living Situation Assessment Optional Geolocation Field**

A new optional field has been added to the Current Living Situation Assessment screen to add a geolocation to the client’s Current Living Situation Assessment. This field is intended to be a supplement to the required assessment questions. The geolocation field will not replace any of the Current Living Situation questions required by HUD. Geolocations can be added using a street address or the location of wherever you are when you are completing the client’s current living situation assessment.

To add a geolocation, click the Add Location button next to the Optional Geolocation label. A popup window will appear with a map and a search bar. To enter a location using an address, type the address into the search bar. To have the field automatically ping your location, click the Current Location button. Click Add in the bottom right corner to save your geolocation.

If you need to edit the geolocation after you save it, you can click the Edit button in the top right corner of the geolocation map, adjust the location, and click Add again.

Just like the other data in the Current Living Situation Assessment, geolocations will also cascade the next time you complete a Current Living Situation Assessment for this enrollment. If the location hasn’t changed you can leave it as is, or to enter a different location for this subsequent Current Living Situation Assessment click the Edit button in the top right corner, adjust the geolocation, and click Add again.

**Single Date Services**

Bitfocus has added a new delivery type option for service items called “Single Event.” Single Event service items are almost identical to Long term service items (which are entered on the client’s Provide Service tab in their enrollment as opposed to the attendance page), but Single Event service items automatically set the service’s end date to the date you enter for the service item. This means when adding Single Event service items to a client’s enrollment, you won’t have to manually enter the service item’s end date.

This option has been added to the Agency/Project Setup Form and the Supplemental Services Setup form so it can be applied to any new service items moving forward. If you are interested in using the Single Event
delivery type for service items you have now please contact the HMIS Help Desk to begin the process. Depending on the volume of requests we receive for retiring Long Term service items and creating new Single Event service items, this process may take time.

2020 HMIS Agency Audit
- It is that time of the year again for the HMIS Agency Audits! Unfortunately, due to Covid-19 our audits will be virtual this year.
- The first round of emails have been sent out, which includes instructions on how to complete the following:
  - HMIS Agency Agreement
  - Inter-Agency Data Sharing Agreement
  - 2020 HMIS Agency Audit Form
  - Computer Security Check
- We will be sending out the second round of audit emails in about a week so please be on the lookout for that as a response is required to schedule your agency audit!
- We look forward to hearing from you!

Labor Day Holiday
- A reminder that the Labor Day Holiday is coming up so the Help Desk will be closed on Monday, September 6th for the holiday weekend.
- We will be back in the office to assist you the following Tuesday.
- Have a great holiday weekend and please be safe!

Q&A
- What do we need to use or input a geolocation? The geolocation functionality itself is optional. We added it to allow Street Outreach teams or other projects that are using Current Living Situation to be able to track where they are talking with the client if they would like to.
- Is this intended to assist in the HIC report? It wouldn’t be the HIC because that’s related to beds. But this could potentially for the PIT where people are and where they are being served. Ideally, more agencies will use this to track where clients are being served to track those conversations but this is more of the pilot phase.
- Is the next training on the 24th for all admins to attend? The training on the 24th is not required but it is intended for agency administrators as for the entities in your agency responsible for managing your data. It meant to help you understand how to manage your data and goes over what your roles are. It serves as a refresher and is good for any new agency administrator that can use some more support. If you are not able to attend, the training will be recorded and posted on our OC HMIS website.
Do you have a date when the NOFA will drop? We do not. The CoC Board and the County are starting to plan for it but there is no specific date yet. But they are planning to have an agenda item at the next CoC Board meeting at the end of this month.

If a client exits a project due to leaving for military service, what should their Destination be? During today’s HMIS User Meeting we submitted an AAQ to HUD on this question to make sure we gave the correct guidance. You can read HUD’s response to our question here!

Can you show again how to find the recent CES training you did? On our OC HMIS website, you can go under HMIS Help and HMIS Monthly Training Webinars and see all the ones we did recently.

Do both admins have to attend the Zoom audit? We require at least one admin, it doesn’t have to be both.

Do we need a webcam for the HMIS audit? You will not need a webcam for his audit.

Future Meeting Information

October 2020 HMIS User Meeting Webinar

- Date: Wednesday, October 7th, 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.