Welcome!

January 2022
OC HMIS User Meeting

Please enter your agency name in the chat box

Agenda

1. 2022 HIC and Sheltered PIT
2. HMIS Policies and Procedures
3. LSA Dashboards
4. Agency Admin Responsibilities
5. HMIS Part 2 Recertification
6. Troubleshooting Logging into HMIS
7. Data & Performance Management Meeting Agenda
8. Holiday
9. Q&A

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2022 HIC and Sheltered PIT
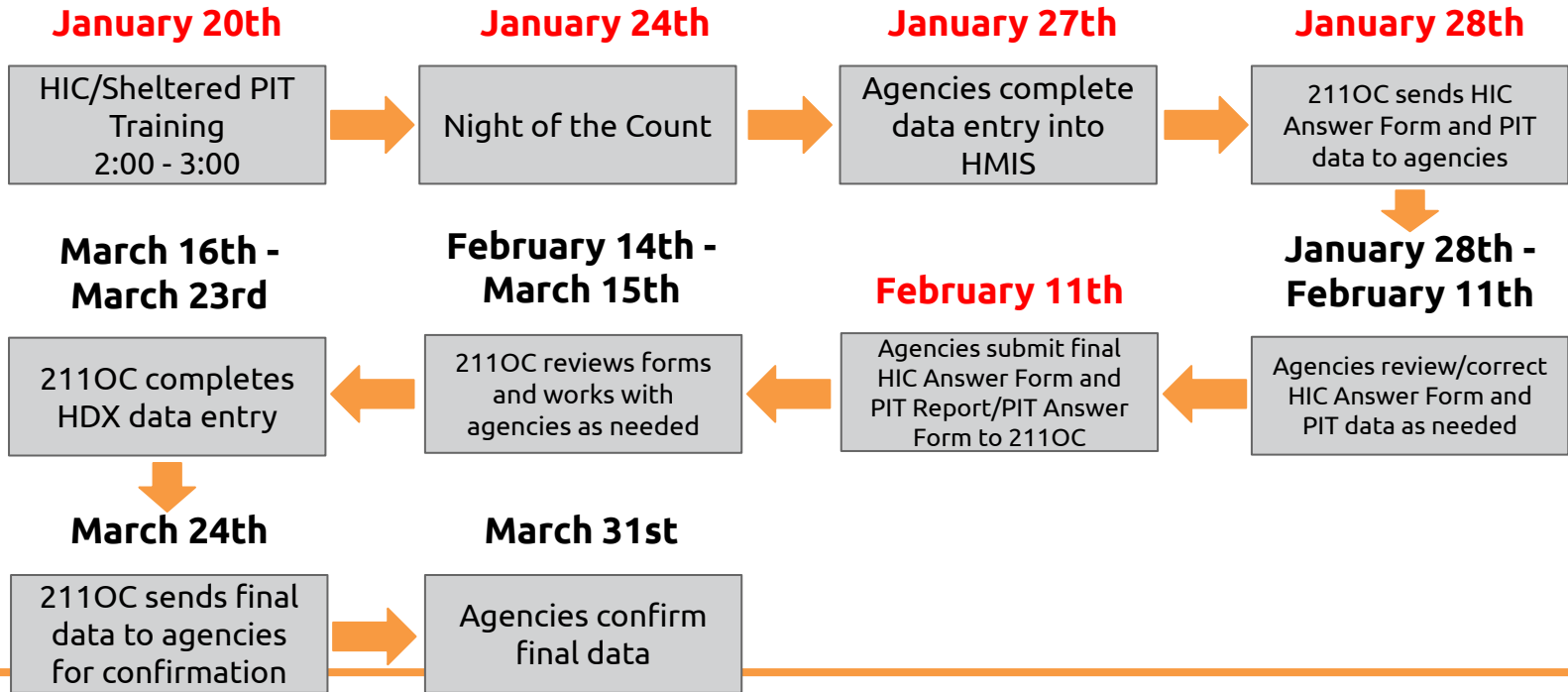
Who should participate?

Agencies with any of the following project types, whether or not the project is in HMIS:
- Emergency Shelter
- Transitional Housing
- Rapid Re-Housing
- Permanent Supportive Housing
- Other Permanent Housing

What can I do now?

- Complete data entry and data clean-up in HMIS
- Set-up new agencies and projects as needed
- Close projects that are no longer active

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2022 HIC and Sheltered PIT Timeline

January 20th

HIC/Sheltered PIT Training 2:00 - 3:00

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January 24th

Night of the Count

→

January 27th

Agencies complete data entry into HMIS

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January 28th

211OC sends HIC Answer Form and PIT data to agencies

March 16th - March 23rd

211OC completes HDX data entry

←

February 14th - March 15th

211OC reviews forms and works with agencies as needed

←

February 11th

Agencies submit final HIC Answer Form and PIT Report/PIT Answer Form to 211OC

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January 28th - February 11th

Agencies review/correct HIC Answer Form and PIT data as needed

March 24th

211OC sends final data to agencies for confirmation

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March 31st

Agencies confirm final data

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HMIS Policies and Procedures

- The proposed changes to the HMIS Policies and Procedures will be presented at the Policies, Procedures, and Standards Committee on January 11th.

- The final HMIS Policies and Procedures will be presented to the CoC Board for approval in February.

LSA Dashboards

LSA Data Cleanup: Head of Household Data
- This dashboard contains looks related to common issues surrounding the Head of Household (HoH) data including program enrollments without an HoH.

LSA Data Cleanup: Overlapping Enrollments
- The dashboard contains multiple looks to help drill down on overlapping enrollments. The looks will identify clients who are enrolled in two ES/SH/TH projects simultaneously which could indicate either a potential programming error or that the client was not exited properly in HMIS
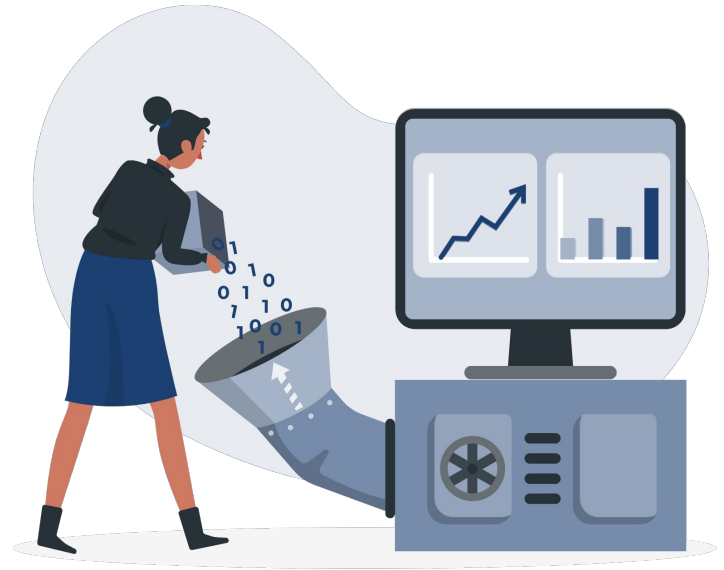
Agency Admin Responsibilities

- Provide primary technical support and training as needed to HMIS users at your agency
  - Escalate issues to the OC HMIS Help Desk after you've exhausted all resources to resolve the issue

- Monitor compliance with standards of confidentiality and data collection, entry, and retrieval outlined in the OC HMIS Policies and Procedures

- Ensure that agency data quality either meets data quality thresholds for each relevant project type, or is on track to meet said thresholds
  - Review data report sent by the HMIS Help Desk and also develop internal data review/monitoring process

- Attend user and data meetings to discuss topics related to HMIS as well as sharing system-wide changes and other relevant information with your agency HMIS users
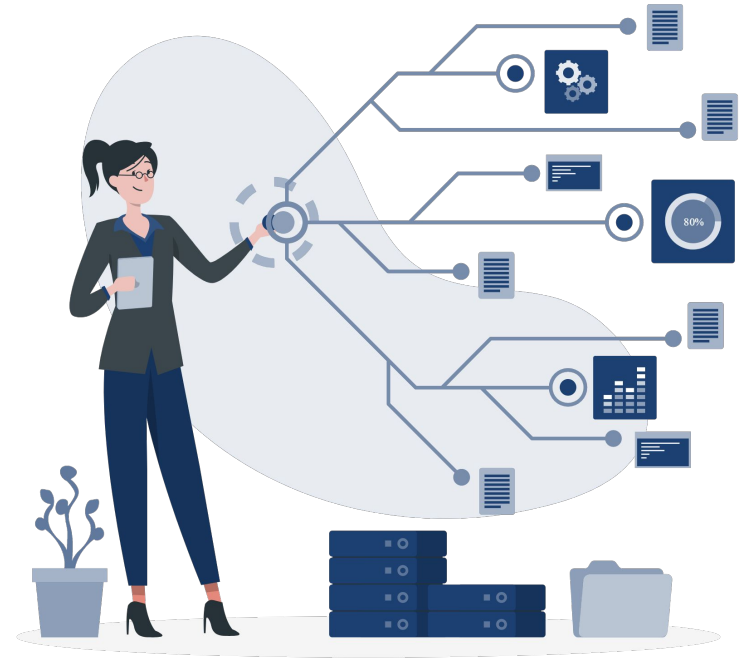
HMIS Part 2 Recertification

- The 2021 HMIS Part 2 Recertification is now available.

- Users with Read Only accounts or accounts created on or after June 1st are excluded from this requirement.

- Agency Administrators must submit the 2021 HMIS Part 2 Recertification Form for their users.

- Users that do not complete the recertification by January 31st will have their accounts locked until the Recertification is completed.

Troubleshooting Logging into HMIS

- Selecting the correct Clarity site, training versus live site
  https://octrain.clarityhs.com/login - Training site
  https://oc.clarityhs.com/login - Live site

- Password reset link is only valid for 15 minutes

- If you don't receive a password reset email, check your spam filter or junk folder. Contact your IT team about the network settings.
  http://ochmis.211oc.happyfox.com/kb/article/316-troubleshooting-logging-into-hmis/

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Data & Performance Management Committee Meeting

Agenda:

1. The January 2022 Data and Performance Management Committee Meeting will be cancelled
2. The Emergency Shelter Project Performance Report will be published on our website on January 11th

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Martin Luther King Jr. Holiday

The HMIS Help Desk will be closed on **Monday, January 17th** in observance of Martin Luther King Jr. Day.

We will back back in the office to assist you on Tuesday, January 18th.

Q&A