

OC HMIS User Meeting Webinar Minutes 7/6/22

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Agenda Items

Data Completeness by User Dashboards

- The following dashboards have been created to review data completeness by user:
 - UDE Data Completeness by User
 - PSDE Entry Data Completeness by User
 - PSDE Exit Data Completeness by User
- Universal Data Elements (UDE) are data elements that are collected for all clients in HMIS, and include client identifying and demographic data, Relationship to HoH, Disabling Condition, Residence Prior to Entry Questions, and Destination.
- Program Specific Data Elements (PSDE) are only collected clients that meet the collection requirements, and include Income, Health Insurance, Non-Cash Benefits, Disability Types, and DV Questions.
- These dashboards can be used to see which data elements a user may be struggling to collect so that additional training can be provided.
- These dashboards are available under the User Management section of the Data Analysis tab. Review the [Running a Saved Look](#) article for instructions on how to access these dashboards.

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- To see a list of client responses to each data element and the user that entered the data into HMIS run the UDE Data Completeness Dashboard Details, PSDE Entry Data Completeness Dashboard Details, and the PSDE Exit Data Completeness Dashboard Details reports available under the Data Quality section of the Data Analysis tab.

Staff Update

- Please welcome Andrew Estaris as our newest Data Analyst!
- If you come across him in the HMIS Helpdesk tickets, please give him a warm welcome.

2022 Agency Audit

- This month we will begin conducting agency audits for 2022.
- We will reach out to your agency 2 weeks before the available audit meeting dates so you have a few options to schedule the audit and you have time to prepare for the audit.
- Please be on the lookout for our email to schedule your Agency Audit. We will be attaching the audit form for your agency but it is available for you to review on this link, [2022 Agency Audit Form](#)
- There will be a number of attached forms that are new to the audit form this year. These forms will give you an overview of your agency such as Active Users, Program Descriptor Data, Funding Sources, etc.
- The [Participating Agency Agreement](#) and [Inter-Agency Data Sharing Agreement](#) forms must be dated in 2022 and signed (wet signature) by leadership at the agency.
- Please review the reports and complete the audit form questionnaire 2 business days before your scheduled audit meeting.

Clarity Update - Release of Information

- A Clarity update to the Release of Information (ROI) procedure in HMIS has been implemented as a result of the revised 2022 HMIS Policies and Procedures.
- HMIS now requires an agency to upload a signed *Client Consent to Share Protected Personal Information* hard copy form or provide a client's electronic signature during the first in-person meeting.
- Further information on the new policy may be found in the [Orange County HMIS Policies and Procedures](#) document on our [OCHMIS website](#).

Clarity Update - City Prior and Assessment Location Fields

- The 'unincorporated Orange County' option has been removed and replaced with the following options:
 - Unincorporated Orange County – Central SPA 2
 - Unincorporated Orange County – North SPA 3
 - Unincorporated Orange County – South SPA
- The new dropdown options are located in the Enrollment Screen, ICES Assessment, FCES Assessment and Veteran Assessment.

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DropBox Clean Up

- We will be conducting our bi-annual DropBox Clean up which will occur every January and July
- We will need the cooperation of Agency Administrators (AA). We ask that all AAs go through your Agency’s DropBox folder to download any files you will need for your records. Agencies will have up until EOD Friday, July 22nd to complete this task.
- The HMIS team will go into DropBox Monday, July 25th to clear out any remaining files in each Agency’s DropBox folder.
- Thank you for your cooperation on this!

SSVF PSDE Dashboards

- A Program Specific Data Elements Data (PSDE) Completeness Dashboard and Details report are now available for the SSVF specific federal funding source.
- This Dashboard and Details report follows the same format as the existing Universal Data Elements (UDE) and PSDE Dashboards and Details reports, including both Entry and Exit data.
- The Dashboard contains charts which each represent a Data Element, broken down by project and color coding provides visual cues to easily identify data quality errors.
- The Details Report displays additional granularity to the client level to identify client errors.
- Review this report on a monthly basis to ensure data completeness for this PSDE element.
 - Reports >> Data Analysis >> Orange County Clarity System Reports >> Data Quality

Data & Performance Management Meeting Agenda

The agenda for this month’s meeting is as follows:

- Racial Inequity Dashboard
- Emergency Shelter PPR

The meeting will take place on Thursday July 14th, 1:30 - 3:00

- Click [here](#) to Join!
Meeting ID: 810 9405 7685
Passcode: 625080

Q&A

- Q: Would the Participating Agency Agreement need to be signed by a program manager of the program using HMIS or by the corporate office of the organization as a whole?
 - A: The Participating Agency Agreement and Inter-Agency Data Sharing Agreement must be signed by the Executive Director or equivalent officer.

Future Meeting Information

August 2022 HMIS User Meeting Webinar

- Date: Wednesday, August 3rd, 2022
- Time: 10:00AM - 11:00 AM

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- 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.