

OC HMIS User Meeting Webinar Minutes 11/2/22

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Agenda Items

Longitudinal Systems Analysis (LSA)

The LSA data collection has officially opened. The HMIS Team will work with Bitfocus to upload the report into HDX 2.0.

The HMIS Team will need support with each agency to resolve errors and warnings.

- Common errors are: Issues with relationship to Head of Household, Error with start date, exit date and bed nights as well as overlapping enrollments.
- [LSA Dashboards](#)
 - LSA Data Cleanup: Head of Household Data
 - This dashboard contains looks related to common issues surrounding the Head of Household (HoH) data.

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- Program Enrollment HH with no HoH. This could occur when a HoH exited a program and a new HoH is not assigned. [Editing a Client's Relation Status](#)
 - Head of Household Less Than 16 Yrs at Project Start. A minor was accidentally assigned as the HoH.
 - Head of Household < 16 Years Old At Project Start and Only Household Member. This could occur when a child is accidentally enrolled into a program as an individual. Please submit a HMIS Helpdesk Ticket to [merge the enrollment](#).
- 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.
 - To fix these errors, you would review the overlapping program start and program exit dates and make corrections as needed. If the project enrollment and exit dates are accurate, the Agency Admin will need to submit a ticket to explain why the enrollments are overlapping.

HMIS Helpdesk Tickets

HMIS Helpdesk has received an influx of support ticket. The HMIS Team would like to thank you all in advance for your patience as we work to provide support and resolve your ticket.

Things to keep in mind:

- Only Agency Admins should submit tickets to the HMIS Helpdesk.
- Provide all necessary details for the HMIS Data Analyst to support with your ticket.
 - Report name, filters, client ids
- To request for a status update, please reply to the ticket you created.

CE Event Update

Bitfocus has created a new “Events” tab to record Coordinated Entry Events that are input into the client Coordinated Entry enrollment record.

- Customizations are now available for CES Events, and the HMIS Team will be working with the CES Administrators to determine if any additional changes should be made.
- The Events tab is currently available on the Training Site and will become available on the Live Site on Monday, November 14, 2022.
- Please reference the KB on [Coordinated Entry Events](#) for more information.

Proposed Changes to Race, Ethnicity and Gender Identify - HMIS

HUD is currently accepting feedback about proposed changes to the following data elements. If you would like to provide feedback about these proposed changes please submit an HMIS Helpdesk ticket with the subject Proposed Changes to Data Elements Feedback by December 16, 2022

For more information about the proposed changes, please refer to this link [Community Support to Gather Feedback on Proposed Changes](#)

- Proposed Change to Race and Ethnicity
 - The Race and Ethnicity data elements are currently two separate fields in HMIS. The proposed change is that these data elements are combined into a single data element. It includes a follow-up question that allows people to choose additional responses, or use different language, to identify themselves.
 - 1. American Indian, Alaska Native, or Indigenous
 - 2. Asian or Asian American
 - 3. Black, African, or African American
 - 4. Hispanic/Latin(a)/(o)/(x)
 - 5. Middle Eastern or North African
 - 6. Native Hawaiian or Pacific Islander
 - 7. White
 - 8. Client Doesn't Know
 - 9. Client Refused
 - 10. Data Not Collected

- Proposed Change to Preferred Language
 - The Preferred Language data element will be new. The options are based on the most common languages in the United States, but there is space to enter a different preferred language to allow communities to gather that information.
 - 1. English
 - 2. Spanish
 - 3. Chinese (including Mandarin, Cantonese, or Other Chinese Languages)
 - 4. Tagalog (Filipino)
 - 5. Vietnamese
 - 6. French or French Creole
 - 7. Arabic
 - 8. Different Preferred Language: [specify]
 - 9. Client Doesn't Know
 - 10. Client Refused
 - 11. Data Not Collected

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- Proposed Change to Gender
 - The Gender data element is currently a single field in HMIS. The proposed change divides the gender question into two parts. The first part of the question is about preferred gender identity and the follow-up question allows a person to identify if they have had a transgender experience.
 - Field 1 - Gender
 - 1. Woman/Girl
 - 2. Man/Boy
 - 3. Non-binary
 - 4. Culturally-Specific Identity (e.g. Two-Spirit)
 - 5. Questioning
 - 6. Different Identity: [specify]
 - 7. Client Doesn't Know
 - 8. Client Refused
 - 9. Data Not Collected
 - Field 2 - Transgender Experience
 - 1. Yes
 - 2. No
 - 3. Questioning
 - 4. Client Doesn't Know
 - 5. Client Refused
 - 6. Data Not Collected

CoC Dashboard

The CoC Dashboard for Q3 is now available on our website on this link, [Quarter 3 2022 \(07/1/22 – 09/30/22\)](#)

The dashboard contains information on the clients who were active in any project type in HMIS or contacted 211OC for information and referral during the reporting period.

Q3 2022 Data Quality Report Card

Q3 Data Quality Report Card will be published shortly! We will email a newsletter with a link to the report card once it is posted. The Report Cards look at the following:

- Data Completeness
- Data Accuracy
- Data Timeliness
- The report card will have a new slicer which will allow the Agencies to review their data as a whole. The project level slicer will still be available.
- The UDE Data Completeness Dashboard/Details as well as the Timeliness Dashboard/Details reports now include the Agency and Project Name filters.

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Data & Performance Management Meeting Agenda

The Data and Performance Management Committee Meeting will be canceled for the month of November. The Rapid Rehousing Project Performance Report will be published soon.

The RRH PPR can be viewed [here](#).

Thanksgiving Holiday

The HMIS Help Desk will be closed on Thursday and Friday, November 24th and 25th in observance of Thanksgiving. We will be back in the office to assist you on Monday, November 28th.

Q&A

- Q: Are the CES Events replacing notes?
 - A: No, you should continue to carry out the workflow with notes. The CES Events are tracked through referrals to Rapid Re-Housing and Permanent Supportive Housing /Other Permanent Housing. This process is done automatically and will continue to be tracked automatically via referrals. Bitfocus updated the CES Events to support communities that are tracking additional CES Events.

- Q: Are there additional information regarding the proposed updates to data elements?
 - A: Please review the document provided by HUD for additional information: [Community Support to Gather Feedback on Proposed Changes](#). If you would like to provide feedback about these proposed changes please submit an HMIS Helpdesk ticket with the subject Proposed Changes to Data Elements Feedback by December 16, 2022.

Future Meeting Information

December 2022 HMIS User Meeting Webinar

- Date: Wednesday, December 7th, 2022
- Time: 10:00 AM - 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.