

OC HMIS User Meeting Webinar Minutes 5/3/23

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Agenda Items

LSA (Longitudinal System Analysis)

HUD requires CoCs to measure their performance as a system on an annual basis. The LSA includes the following project type: Safe Haven, Street Outreach, Emergency Shelter, Transitional Housing, and Permanent Housing (including Permanent Supportive Housing, Rapid Rehousing, and Other Permanent Housing).

Pathway: ochmis.org > Reports > [LSA \(Longitudinal System Analysis\)](#)

CoC Dashboard

The CoC Dashboard for Q4 is now available on our website on this link, [Quarter 1 2023 \(01/01/23 – 03/31/23\)](#)

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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.

Data Quality Report Cards

We will be publishing 2023 Q1 Data Quality Report Cards shortly. Data Quality Report Cards will be looking at the following:

- Data Completeness - Data Completeness refers to the degree to which all required data is known, valid and documented in HMIS. A data element is considered to have a valid response when it is in accordance with the HUD Data Standards, and it is different from Client Doesn't Know, Client Refused, and Data Not Collected.
- Data Accuracy - Data accuracy refers to the degree to which data entered in HMIS represents the real information on the clients that are served in the projects contributing data to the system.
- Data Timeliness - Data Timeliness refers to the degree to which the data is collected in HMIS and available when it is needed.

The report card will have a 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 also include the Agency and Project Name filters.

Updated Bed Reservation Service

The "Needs Bed Reservation Assistance" Service for ICES and FCES was updated in HMIS

- The service is now classified as a "Single Event" service item.
- The service can no longer be provided using the attendance section in HMIS

Single Event Service Items can be provided by editing the client's CES enrollment and clicking "Provide Services"

A new Bed Reservation Service needs to be added every week to keep the client active for opportunities

For more information, please refer to our [Adding Services](#) and [Adding Households to Bed Reservation Queue KB articles](#)

CES Reports Training

The HMIS Helpdesk team hosted a CES Reports Training last Thursday, April 27.

The following two new reports were included:

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- CES Clients Active with Service Provider & on CES CQ
- CES Common Data Quality Issues

If you were unable to make the training, a recording of the training will be made available on the [Orange County HMIS](#) Website and navigate to [HMIS Help>HMIS Recorded Trainings](#) . You may also refer to the [Coordinated Entry Reports](#) KB for additional information.

Intake Forms - Vietnamese

The General/CoC ESG Intake forms have been updated to include a translation in Vietnamese.

To locate, go to the [Orange County HMIS](#) Website and hover over *Forms and Documents* then *Client Data Collection forms*.

Data & Performance Management Meeting Agenda

The May 2023 Data & Performance Management Committee Meeting will be canceled.

Please review the published [Rapid Re-Housing Project Performance Report](#).

Holiday

The HMIS Help Desk will be closed on Monday, May 29th in observance of Memorial Day. We will be back in the office to assist you on Tuesday, May 30th.

Q&A

- Q: Bed Reservation: Just to clarify, we can no longer add the clients in a "batch", correct? We now have to add the clients, as individuals, for the bed reservation service? I just want to make sure I have this correct.
 - A: Yes, that is correct. The attendance service function is no longer available. To add a [Needs Bed Reservation service](#), you will need to navigate to each client's enrollment and add a new single event service.
- Q: Would we still complete check in to keep the client active for the Bed Reservation?
 - A: The check in service is for clients currently active on the Community Queue for a housing opportunity. Please refer to the [Maintaining Households on the Community Queue](#) KB.
 - To keep a client active on Bed Reservation, you will need to add a service every 7 days.

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- Q: How would we update the service to keep the client active on the Bed Reservation? Would it be under the history, services or program?
 - A: You will navigate to the CES enrollment and within the enrollment you will select the Provide Services to add a new Needs Bed Reservation Attendance service. You will need to add a new service every week to keep the client active on the Bed Reservation Queue. Do not edit the service date under the History tab, navigate to the Provide Services and enter a new service.

- Q: For the CES Clients Active with Service Provider & on CES CQ report, does the field Service Provider Project Name identify the agencies that submitted the client to the CES Community Queue (CQ)?
 - A: The purpose of the report is for Services Providers to see clients that have active enrollments within your agency and if they are enrolled in CES. The first field Unique Identifier to Service Provider End Date is enrollment data from your agency. The field On CES CQ to the right are fields from the CES enrollment.

- Q: Follow Up Questions to CES Clients Active with Service Provider & on CES CQ report: If a client has a no or blank for the field On CES CQ would that mean they are not on the Community Queue?
 - A: Yes, that is correct. It means the client isn't currently on the CQ. They may have been enrolled previously, but are no longer active on the CQ or were never referred to the CQ. This field will help agencies identify clients that may need to be added to CES to participate in the CQ for housing opportunities.

Future Meeting Information

June 2023 HMIS User Meeting Webinar

- Date: Wednesday, June 7th, 2023
- 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.