OC HMIS User Meeting Webinar Minutes
6/7/23

Contents

Agenda Items

New Staff Update

Please welcome Michaela Simmons as our HMIS Support Specialist!

HIC PIT Overview Reports

The Housing Inventory Count (HIC) and Point in Time Count (PIT) were submitted to HUD in April. The HIC is a count of the beds targeted to serve homeless clients in Orange County, while the Sheltered PIT is a count of clients in Emergency Shelter and Transitional Housing projects.

2023 HIC Overview highlights:

Total Beds: Almost all project types have seen increases in the past 3 years

- Emergency Shelter Seasonal – were not active the night of the count
- Transitional Housing – continues to decrease however we are seeing increase in RRH, OPH & PSH for permanent housing

Bed Utilization: Increase in Bed Utilization for both Emergency Shelter and Other Permanent Housing projects from 2022

- In 2022, ES were not operating at 100% due to COVID-19 safety restrictions, since then ES have reopen beds
- OPH, a handful of new projects join during the 2022 HIC and since then their capacity as increased

2023 PIT Overview highlights:

Total Clients : The household type Adults and Children has been fairly consistent year over year

- There's an increase for household with Adults Only
- The count for household with Children Only is very low
- The overall Sheltered PIT count is 2993 and that's been an increase of 332 persons since last year

Clients with Disabilities:

- The chart on the left could count a client more than once if they report more than one disability
- The chart on the right is displaying how many disabilities each client has
- 60% of clients counted in the Sheltered PIT reported at least one disability

Clients with Disabilities:

- This year's PIT saw a decreased in CH Families, this count is very small overall
- Fairly consistent count with Youth and DV survivors over the years. There was a slight increase during this year's count.
- There was a slight decrease for veterans this year.
- There's been increases for CH Individuals and seniors over the years.
- Looking at the Sheltered PIT Report as a whole, since 2019 we've seen an increase of CH clients and seniors as well as clients reporting disabilities. The trend seems to show that there are more vulnerable clients that are remaining homeless.

Data Accuracy Dashboard

The **Data Accuracy Dashboard** is a report that you may run in HMIS that will show enrollments and clients with potential data quality issues such as:

- Disabled Clients without Disability Type
- Housing Move-In Date Errors
- DOB after Project Start Date
- Approximate Date Homelessness Started Errors

The dashboard will show a compilation of bar graphs that indicate the number of enrollments with potential data quality issues. The report can be filtered by agency, project name, and reporting period. The report also includes a description of the data quality error.

The **Data Accuracy Dashboard Details** report can be run to find out which specific clients flag any of the potential data quality errors. You can use these two reports to identify and correct data quality errors that may have occurred during intake.

The reports can be run by navigating to HMIS > Reports > Data Analysis > Orange County Clarity System Reports > Data Quality > Data Accuracy Dashboard/Data Accuracy Dashboard Details

Project Performance Reports

Project Performance Reports (PPRs) highlight certain measures determined to be important in effectively ending homelessness for clients in Orange County and are published for the following project types:

- Street Outreach
- Emergency Shelter
- Transitional Housing
- Rapid ReHousing
- Permanent Supportive Housing/Other Permanent Housing

The [Project Performance Overview](#) is a helpful tool which provides important information regarding the PPRs:

- **Schedule/Reporting Period:** A table provides the monthly schedule and Reporting Period by project type.
- **Goals/Thresholds:** A detailed description of the fourteen (14) Goals and their thresholds provide understanding of the measurements.

Current and past PPRs can be found at on the Orange County HMIS website: OCHMIS Website> Reports > [Project Performance Reports](#)

Agencies have access at any time to run the PPR for their projects in Clarity.

Navigate to Reports>Data Analysis>Orange County Clarity System Reports>Project Performance Reports section to:

- Review data
- Perform data cleanup

Health Insurance Knowledge Base

Health Insurance is collected to determine whether clients are accessing all mainstream medical assistance benefits for which they may be eligible along with changes between project start and exit. This data element provides information about the characteristics of clients, the services that are provided, and client outcomes.

- An in-depth explanation on health insurance coverage can be found in this knowledge based article, [Health Insurance](#)

Agency Audit

In July, we will begin conducting agency audits for 2023

- 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, [2023 Agency Audit Form](#)
- There will be a number of attached forms on the audit form. 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 2023 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.

Agency Set Up

Agencies may access their Agency Set-Up information in Clarity to review at any time. Reviewing this information would be a good "best practice" before the HIC/PIT.

Use the [Agency Set-Up Review Dashboard](#) to review the following data:

- Program Descriptor
- Funding Sources
- Bed inventory

To access, go to Reports > Data Analysis > Orange County Clarity System Reports > Agency Management > [Agency Set-Up Review](#)

Client Consent Form Update

The Consent to Share Protected Personal Information Form has been updated with a current list of active HMIS-Participating Agencies.

To locate the Form, go to the OCHMIS Website and navigate to HMIS Forms and Documents>Policy & Privacy Forms>Consent to Share Protected Personal Information.

Data & Performance Management Meeting Update

The HMIS Team is restructuring the Data Management & Performance Meeting and will be resuming in Fall 2023.

The Transitional Housing Project Performance Report will be published this Thursday!

The next Project Performance Report is Emergency Shelter. Please look out for your draft data in DropBox.

Holiday

The HMIS Help Desk will be closed on Tuesday, July 4th in observance of Independence Day. We will be back in the office to assist you on Wednesday, July 5th.

Q&A

- Q: Where is the new Client Consent to Share Form?
    - A: The form is located under the following link, [HMIS Policy and Privacy Forms](#)

- Q: How do I find the agencies that are new that aren't on the Client Consent to Share Form since it is updated quarterly? How do I see agencies that fall in between that quarterly update?
    - A: On the Consent to Share Form, page 3 where the agencies are listed there is a link for the most recent list of agencies, [Agencies with Access to HMIS](#) This link is a report that pulls a list of the active agencies in HMIS.

- Q: After the Family CES migration, is the access still going to be separate?
    - A: Yes, the user will be switching to the County of Orange.

- Q: Will we be able to add families to the Family CES queue after the migration?
    - A: Your agency will still need to be approved by Family Solutions Collaborative to be a Family access point.

- Q: After the Family CES migration, how will it look under program enrollments?
    - A: Both Individual and Family programs will be under the County of Orange.

- Q: Will there be a follow up meeting after the CES migration?
  - A: The migration will be live on July 1st. We will make an announcement at our next User Meeting and we will be sending out a newsletter regarding the completed migration.

Future Meeting Information

July 2023 HMIS User Meeting Webinar

- Date: Wednesday, July 5th, 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.