

## OC HMIS User Meeting Webinar Minutes 9/6/23

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### Agenda Items

#### ***LSA and SPM Preparation***

Longitudinal System Analysis (LSA) and System Performance Measure (SPM) will roll out in the Fall.

Helpful reports to prepare and identify data quality errors:

- [LSA Dashboards](#)
- [Agency Set-Up Review Dashboard](#)
- Pathway: Reports > Data Analysis > Orange County System Reports > Data Accuracy Dashboard

#### ***FY 2024 HMIS Data Standards***

HUD has released the [FY2022 HMIS Data Standards Manual](#). These changes will be implemented in HMIS as of October 1st, and include updates for the projects below.

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### ***HMIS Project Update Forms***

For projects currently set-up in HMIS, Agency Administrators can submit the following forms to update project set-up information in HMIS:

- [Custom Field Request Form](#)
- [Supplemental Services Form](#)
- [Request to Update Bed Inventory Form](#)
- [Project Close Out Form](#)

### ***HMIS Calendar and Meeting Materials***

HMIS Materials can be found on the [OC HMIS website](#)

- Located under the Meetings tab
- [HMIS User Meeting Materials](#) or [Data and Performance Management Meeting Materials](#)

Important HMIS Dates can be found on our calendar accessed through our website

- Locate the menu on the left hand side of our website
- Click on the [OC HMIS Calendar](#) to view important dates coming up regarding HMIS

### ***HMIS Consent to Share Protected Personal Information***

The [HMIS Consent to Share Protect Personal Information form](#) is updated. This form will be updated on a quarterly basis to include the updated list of agencies participating in HMIS.

Please note that the list of entities contributing data to HMIS can change frequently and without notice, and therefore the website should be consulted for the most [recent list](#).

### ***Program Move***

A Program Move is used when you have mistakenly enrolled a client in the wrong program.

Note: If the client was provided services with funds for that program, the client cannot be moved. They must be exited and enrolled in the new program. Services from the old program are moved to the new enrollment however the names of the services will match that of the old program. Notes will be moved to the new program.

- To resolve: Submit a ticket to the Helpdesk to request a client move from one program to another.
- Review the [Deleting Program Enrollment](#) KB for more information.

### ***Project Performance Report***

The [Street Outreach Project Performance Report](#) has been published. The [Homelessness Prevention Project Performance Report](#) will be published Thursday, September 14th. Please review the [Project Performance Report Overview](#) for applicable goals.

Keep an eye out for the Permanent Supportive Housing & Other Permanent Housing PPR Goal 10 Draft data in DropBox and also run the Project Performance Reports in Clarity to review the additional goals.

- Perform data cleanup in Clarity directly.
  - Reports>Data Analysis>Orange County Clarity System Reports>Project Performance Reports section

### **Q&A**

Please refer to the [FY2024 HMIS Data Standards for additional guidance](#) on the data elements.

- Q: Will partial or approximate Social Security Number cause a data error?
  - A: [PATH, CoC, and ESG Program-funded projects](#) are only required to collect the last four digits of the SSN, though are not prohibited from collecting all nine digits. CoC and ESG-funded projects are not penalized for only collecting the last four digits of the SSN.

When enrolling a client who already has a record in the HMIS, verify that the SSN in the system is accurate and correct it if it is not. **Do not replace a 9-digit SSN with the 4-digit SSN on existing clients unless the client has requested this.**

- Q: What are the options under the combined Race & Ethnicity drop down?
  - A: The response option for "Middle Eastern or North African" and "Hispanic/Latina/e/o" was updated. There is also a text box to add detail. Please review the [manual](#) for the full list.
- Q: For these changes to data fields, will we be getting updated forms?
  - A: Yes the forms will be updated with the new data standards.
- Q: What is the date the new Data Standards effective?
  - A: 10/1/2023
- Q: How do I answer if a client is fleeing domestic violence in jail or would it be classified assault?
  - A: The client would not be classified as DV survivors unless the situation included someone within their household/partnership.

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### ***Future Meeting Information***

#### ***October 2023 HMIS User Meeting Webinar***

- Date: Wednesday, October 4th, 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.