OC HMIS User Meeting Webinar Minutes
10/02/24

Contents

Agenda Items

HMIS Data Standards Change Process

Community Support to Gather Feedback on Proposed Changes to HMIS Data Elements

- The HMIS Data Standards for Fiscal Year (FY) 2027 is starting to be updated.
- We are asking the community to provide any feedback on the HMIS Data Standards. If you have suggestions on adding options that aren't currently available in a data element or something that is missing in the Data Standards.
- Please send your suggestions to your agency administrator and they can submit a ticket to the HMIS Helpdesk. Please submit all proposed changes by May 31, 2025.

For additional information on the current data elements review the HMIS Data Standards

HMIS Recertification Update

The HMIS Part 2 Recertification is completed for 2024.

- Users that did not complete the test by September 20th had their HMIS accounts set to Inactive.

- If your HMIS account was set to Inactive you have until **October 11th** to complete the HMIS Part 2 Recertification Test.

If you miss the October 11th deadline, you will need to retake the HMIS Part 1 and Part 2 Training courses in addition to the HMIS Skills Test. This only applies to users that were on the HMIS Part 2 Recertification list for 2024.

Keeping Accounts Active in HMIS

The HMIS system will set the user account to inactive if there is no activity in 60 days as a security measure. Users will receive an email notification prior to the 60 day mark asking the user to log into HMIS.
- If you don't use HMIS that frequently, set a calendar reminder to log into HMIS once a month to keep your account active.
- If you miss the deadline to log into HMIS before the 60th day, your account will be set to inactive and to have your account activated again you will need to retake the HMIS Part 1 and Part 2 Training courses in addition to the HMIS Skills Test.

The 60 day security measure also applies to the Training site for your agency. If the Training account is set to inactive, the HMIS Agency Administrator will need to submit an HMIS Helpdesk ticket so we can reactivate the account.

Updated HMIS Consent Form

The final page of the HMIS Consent to Share Protected Personal Information Form has been updated to reflect changes in the roster of HMIS participating agencies.

This form can be found on our website by navigating to:HMIS Forms and Documents > HMIS Policy and Privacy Forms > Consent to Share Protected Personal Information

A complete list of all agencies that participate in OC HMIS can be found at: https://ochmis.org/contributing-agencies/

HMIS Account Update & Testing Form In-Depth

The HMIS Account Update & Testing Form is a multi-use form that HMIS Agency Admins can utilize to create new HMIS user accounts, or request updates to existing HMIS user accounts.

The HMIS Helpdesk will only accept and process account update & testing requests from certified Agency Admins.

This form can be found on our website by navigating to: HMIS Forms and Documents > HMIS Data & Set-Up Forms > HMIS Account Update & Testing Form

HMIS Skills Test and HMIS Part 2 Recertification Test

The HMIS Skills Test should be used for new users or inactive users that need to create or reactivate their HMIS account again.

The HMIS Part 2 Recertification Test should only be used during the yearly recertification. The form will have an embedded link to the test instructions.

Although they both list similarities, inputting the incorrect information can lead to incorrect scores. We want to make sure we avoid this by using the correct form.

Data Quality Report Review

Data Quality Report Card draft data and LSA data will be uploaded into DropBox for review the week of Oct 7th. HMIS Agency Admin, please keep an eye out for the newsletter for additional information to support your review.

Data Quality Report Card: 07/01/2024 - 09/30/2024
Review the Universal Data Element (UDE) and Project Specific Data Element (PSDE) guides on the OC HMIS website.

LSA Reports: 10/01/2023 - 09/30/24
Common LSA Errors and Warnings:
- Issues with relationship to Head of Household
- Error with start date, exit date and bed nights
- Overlapping program enrollments
- Bed Inventory
- Utilization
- Length of Stay

CES Assessment Update

The Office of Care Coordination, as the CES Lead for the Orange County CoC, received feedback with the recommendation of adding updated descriptions to the housing interest options and additional questions regarding accessibility on the CES Housing Assessment. In response to the feedback, the CES Housing Assessment was revised to incorporate housing opportunity descriptions and accessibility questions.

The CoC Board reviewed and approved the updates to the CES Housing Needs Assessment at the CoC Board meeting.

The updates are live on the Clarity site as of October 2nd. The paper forms are available on the OC HMIS website and below:

Family CES Housing Needs Assessment and Individual CES Housing Needs Assessment

Project Performance Report

The Project Performance Report (PPR) for Permanent Supportive Housing (PSH) will be published on the OC HMIS website in the upcoming weeks. Current and past PPRs can be found at on our website by navigating to: Reports > Project Performance Reports

Corrections for the Rapid Re-Housing PPR draft data have already been uploaded into DropBox

The Project Performance Overview is a helpful document which provides important information regarding the PPRs including the thresholds for each goal and our publishing schedule.

Data and Performance Management

The meeting will be held on from Wednesday , November 13, 2024, 10am – 11am
Click here to Join!
Meeting ID: 857 7837 0017
Passcode: 463529

Live HMIS Part 2 Training Course

The HMIS Helpdesk Team will be hosting a Live HMIS Part 2 Training Course session on Wednesday, October 30th, 2024 at 10am. The link to join this meeting: https://us02web.zoom.us/j/81454148467

Q&A

HMIS Part 2 Recertification Update

- Q: How do you check if you have users that need to complete the Recertification?
    - A: All agency administrators were notified at the beginning of the Recertification Test if they have users that needed to complete this task. If you did not receive a notification then your users do not need to complete this task.

Updated HMIS Consent Form
- Q: Do clients need to sign the Consent to Share form again because it is new?
    - A: No existing clients do not need to sign the Consent again. For new clients they will need to sign the updated form. There was a change to the Consent form that we updated the terminology of from entity to service provider in September. We encourage agency administrators to print the form directly from the OC HMIS website for the latest revision.

HMIS Account Update & Testing Form In Depth

- Q: Is there a way to add the descriptions from the slide to the form?
  - A: We will look into adding the descriptions or link to the form so they are available.

- Q: We had a user lose access to HMIS but they did not have extended inactivity.
  - A: Please have your agency's HMIS Agency Admin submit a ticket and our HMIS Helpdesk will investigate and provide an update.

- Q: Will this table be made available?
  - A: Yes, the meeting materials will be available on our website under [HMIS User Meeting Materials](#).

- Q: Can I add more than one email address to the list any other email addresses to send a notification when this account is created.
  - A: You can add more than one email address and separate the email addresses by a semicolon or comma.

CES Assessment Update

- Q: Where it says Ongoing Voluntary Supportive Services who is that referring to?
  - A: The providers that are partnered with OCHA that provide supportive services. Also agencies that provide the supportive case management services for their PSH programs.

- Q: When are the changes going live? Do we need to reassess the clients that have already been assessed?
  - A: The changes are live as of October 2nd. Clients will not need to be reassessed as there are no changes to the assessment. The update is that there are now labels to provide more information about the different housing options. The clients should only be reassessed if there are changes in their housing preference. And the workflow you can make changes to the existing assessment. If you need to add a new assessment. They should be removed from the community queue and complete the new assessment so it is linked to the new assessment.

Live HMIS Part 2 Training Course

- Q: Is this different from the HMIS Part 2 online course?
  - A: The live training will have live demos and allow users to ask questions regarding the concepts. This is for new users or users that need a refresher. This live training does not replace the HMIS Part 2 online course or HMIS Skill Test, this is supplemental training.

- Q: Will you record the live training course?
  - Yes we will be uploading a video to our YouTube channel.

Future Meeting Information

November 2024 HMIS User Meeting Webinar

- Date: Wednesday, November 6th, 2024
- 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.