OC HMIS User Meeting Webinar Minutes
11/06/24

Contents

Agenda Items

New Staff Update

Please welcome new HMIS Staff! We have two additions to the HMIS Support Team

HMIS Support Specialists
- Amy Lazari
- Rachel Maxwell

Audit Reminder

We are coming to the end of the audit season. Thank you to the agencies that have already participated and have provided good feedback to our team.
- If your agency is in the process of scheduling your agency audit, please be aware that with the upcoming holidays, events, and reporting it is important to provide a meeting date.
- If your agency has not received a ticket to schedule an audit we are a little behind on scheduling the audits for November. We will be sending those requests out shortly.

New User Account Update Form Tips

The HMIS Help Desk has received an influx of invalid new HMIS user account creation forms. Errors in these forms delay the account creation process. Agency Admins should ensure that all account creation forms submitted have:
- The user's full name and email address typed correctly
- Only the fictitious Client ID's in the Skills Test section of the form rather than client names
- The Program Roster Report attached as a PDF File

Live HMIS Part 2 Training Recap

Thank you to those of you who attended the HMIS Part 2 Live Training Webinar on October 30th.

If you haven't already, please complete our Training Satisfaction Survey, we would really appreciate your feedback! This survey is optional and completely anonymous.

We did receive some feedback regarding the training time and we would like to apply that feedback to our future training. Starting by extending our meetings to allow time for questions or concerns.

If you were not able to attend, you can view the webinar materials on our website. We have our recording, power point, and meeting minutes here.

CES Enrollment City Ties

There are two new entry screen data fields included for the Individual and Family CES program.
These fields are used to support the matching housing opportunity review process.

- If the question "Are you currently employed or going to school in the following cities?" is answered it would automatically populate the question asking for the Household Members city tie.
- Both questions have multi-select drop downs so you are allowed to select more than one answer.
- If the household does have a city tie, please reach out to the CES Admin Team for additional information regarding the required document that needs to be uploaded.

CES Assessment Workflow

In order to be served through the Coordinated Entry System, households must be enrolled in the Coordinated Entry project, and referred to the Community Queue.

- Switch agency access to County of Orange and enroll household into the appropriate CES program
  - Individual CES (any household type that isn't family)
  - Family CES (at least one adult and minor child ages 0-17 household)
- Complete the Current Living Situation and CES Assessment
- Add Required Documentation
- Refer Household to the Community Queue

** If the household housing interest changes, the household needs to be removed from the Community Queue. A new CES Assessment needs to be created and the household needs to be re-referred with the latest CES Assessment.

Please review the following Knowledge Base articles for additional information: Adding Households to the Community Queue and Maintaining Households on the Community Queue

LSA Timeline

The LSA is a report submitted by each CoC on an annual basis, and includes demographic, performance, and household composition information, as well as patterns of system use. The LSA from each CoC is consolidated to create the AHAR that is submitted to Congress.

Reporting Period: 10/01/2023 - 09/30/2024

- Nov 4 : HDX 2.0 officially opens for LSA uploads
- Nov 11-19 : 1st Round of Corrections & Warnings
- Dec 9-20 : 2nd Round of Warning Flags
- Jan 6 : HMIS Team prepares LSA for submission

System Performance Measure Report

The System Performance Report analyzes the performance of Safe Haven, Street Outreach, Emergency Shelter, Transitional Housing, and Permanent Housing (including Permanent Supportive Housing, Rapid-ReHousing, and Other Permanent Housing) project types in the Orange County CoC that participate in HMIS.

Reporting Period: 10/01/2023 - 09/30/2024
Draft data will be sent to agencies via DropBox for review and corrections.

Project Performance Report

The Project Performance Report (PPR) for Rapid Re-Housing (RRH) 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 Transitional Housing PPR draft data will be uploaded into DropBox in the upcoming weeks

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 Meeting

Agenda:
1. Quarterly Project Performance Review and Discussion: Emergency Shelter, Street Outreach and Homelessness Prevention
2. Quarterly Data Quality Report Card
3. Physical Address of Housing Placement

Wednesday, November 13th @ 10am - 11am
Click here to Join!
Meeting ID: 857 7837 0017
Passcode: 463529

Holiday

The HMIS Helpdesk will be closed on **Thursday, November 28th** AND **Friday, November 29th** in observance of Thanksgiving

We will be back in office the following business day to assist you on **Monday, December 2nd**

Q&A

CES Enrollment City Ties

- Q: What constitutes a city tie?
  - A: A client has a city tie if they either work, go to school, or sleep in that city.
- Do city ties only apply to the cities listed in the form?
  - Yes, city ties only apply to cities who have their own housing authorities: Anaheim, Santa Ana and Garden Grove.
- Q: Do city ties have to be current?
  - A: Yes, city ties must be current.

LSA Timeline
- Q: Has there always been multiple rounds of corrections and uploads for the LSA?
  - A: Yes, there are multiple rounds of LSA corrections. The uploads are handled by the Helpdesk Team, and we have already sent out some pre-LSA files regarding data clean-up.
- Q: How should agencies coordinate with one another regarding overlapping client enrollments?
  - A: Agencies should first verify that their enrollment dates are accurate, and make edits as needed. The HMIS Helpdesk team will then reach out to partner agencies to coordinate communication efforts regarding LSA data clean-up.

Future Meeting Information

December 2024 HMIS User Meeting Webinar

- Date: Wednesday, December 4th, 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.