

OC HMIS User Meeting Webinar Minutes 02/05/25

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Agenda Items

HMIS Participating Agencies Schedule

Here are the following items that are coming up with due dates. Some reports the HMIS team supports are HUD reports so we may not have the exact due date. When we receive guidance from HUD, we update the community with the due date.

- System Performance Measures Report (SPM) - Estimated HUD Due Date in February. Pending Updates from HUD
- Housing Inventory Count (HIC) - Estimated Agency Due Date in February. Due Date: February 13th
- Sheltered Point in Time (PIT) - Estimated Agency Due Date in February. Due Date: February 13th

The schedule can be found on our OC HMIS website under the HMIS Forms and Documents tab >> HMIS Policy and Privacy Forms >> [HMIS Participating Agencies Schedule](#)

OC HMIS Calendar

The HMIS team sends out newsletters regarding upcoming meetings and training so the community can schedule accordingly to attend.

We encourage users to also bookmark the OC HMIS Calendar on our website so you can easily find information regarding our upcoming meetings and training: <https://ochmis.org/ochmiscalendar/>

Data Analyst Position

The HMIS Helpdesk is hiring for a [Data Analyst](#)

Other job opportunities at OCUW: <https://www.unitedwayoc.org/about-us/careers/>

Quarter 4 Data Quality Report Card

The [Quarter 4 Data Quality Report Card](#) will be published soon. The HMIS Helpdesk will send out a newsletter with a link to the report card once it is published.

The Data Quality Report Cards look at the following:

- Data Completeness
- Data Accuracy
- Data Timeliness

The report card has a slicer tool which allows agencies to review their data as a whole. The project-level slicer tool is still available for agency's use.

The UDE Data Completeness Dashboard, and the Timeliness Dashboards also include the Agency and Project Name filters.

CoC Dashboard

The CoC Dashboard contains information about clients who were active in any HMIS project type, or who contacted 211OC for information and referral during the reporting period.

The CoC Dashboard is updated on a quarterly basis. The Quarter 4 dashboard : **October - December 2024** is now available.

You can find the CoC Dashboard by navigating to: ochmis.org > [Reports](#) > [Orange County CoC Dashboard](#)

HIC PIT Reminder

2025 HIC and Sheltered PIT Office Hours

Thursday, Feb 6th at 2pm

<https://us02web.zoom.us/j/86475366718>

For additional information and to access the training materials, please review the [2025 HIC and Sheltered PIT](#) knowledge base article.

Monthly Report Highlight

The [Client Demographics Report \[OUTS 106\]](#) is a program-based report that provides client demographic details for selected programs for a specified range of time. All users can run the report but are only able to select from projects set-up under their agency.

The Client Demographics Report pulls data from two places in the client record: The client profile screen and the program enrollment screen.

To access and run the report:

- Go to the Report Library by clicking the launch pad icon at the top right of the screen, select Reports.
- Select the drop-down for Program Based Reports.
- From the list of Program Based Reports, find [OUTS-106] Client Demographics [Program Based] > 'RUN.'
- This will take you to the report screen where you will enter the search parameters.

Then, set the appropriate parameters for the report by selecting the following:

- Project(s) Type - For multiple projects Ctrl + select*
- Program Status
- Program(s) available to your agency*
- Veteran Status
- Client Project Stay Type
- Report Date Range
- Report Output Format
- Click submit to run Report.

The Client Demographics Report will display results as charts and graphs. Each graph is accompanied by a table for that demographic category.

Users may utilize the drill down feature by clicking the numerical results in the “# of Clients” column to generate a list of participants counted in that category.

Project Performance Report

The Project Performance Report (PPR) for Street Outreach will be published on the OC HMIS website in the upcoming weeks. Current and past PPRs can be found on [our website](#) by navigating to: [Reports > Project Performance Reports.](#)

Corrections for the Homeless Prevention 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 Meeting

The OC HMIS Team would like to share the date of the next Data Performance Management Meeting scheduled for Wednesday, February 12th at 10AM. The HMIS team will be reviewing and hosting a discussion around the Quarterly Project Performance Reports for PSH-OH, Rapid Re-Housing, and Transitional Housing projects, Data Quality Report Cards and canned agency management reports.

To find both future HMIS User Meeting and Data Performance Management Meeting details, please review the OC HMIS Calendar: <https://ochmis.org/ochmiscalendar/>

Holiday

The HMIS Helpdesk will be closed on Monday, February 17th in observance of President's Day. We will be back in office the following business days to assist you.

Future Meeting Information

March 2025 HMIS User Meeting Webinar

- Date: Wednesday, March 5th, 2025
- 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.