Alameda County News

Alameda County ACHMIS News:
April 2024

Welcome to the Alameda County HMIS newsletter!

In this month's edition, we will cover the following topics:

- Upcoming Trainings and Meetings
- Inputting HMIS Data: Completeness and Accuracy by Project Type
- Data Quality Errors: Duplicate Clients and Recording Disabilities
- Report Spotlight: [HUDX-227] Annual Performance Report

News

Upcoming Meeting/Training Dates

Q&A Office Hours for Your HMIS Questions – May 14, 10 a.m. – 11 a.m.

Please register for our Q&A Office Hours **HERE**. These sessions are your chance to:

- Receive ongoing assistance.
- Submit your questions ahead of time through our question form **here**.

Coordinated Entry Q&A Office Hours – May 21, 10:30 a.m. – 11:40 a.m.

This meeting is scheduled at 10:30 a.m., but will start promptly at 10:40 a.m.

Register Here! These sessions are your chance to:

- Ask any Coordinated Entry related questions to our team.
- Troubleshoot any issues you are having related to your Coordinated Entry workflow.
- Only for users with CE access

Alameda County User Group Meeting - May 24, 10 a.m. – 11 a.m.

- A **Zoom link** will be sent out a few days before the meeting.

Alameda County Liaisons Meeting - May 24, 10 a.m. – 11 a.m.

- A **Zoom link** will be sent out a few days before the meeting.

Announcements

Inputting HMIS Data: Completeness and Accuracy by Project Type

Entering HMIS data by project type is crucial for providing tailored services, tracking client progress, and complying with HUD requirements. It improves collaboration across various programs and helps allocate resources efficiently.

Project Types we will focus on:

- Street Outreach

- Entry/Exit Emergency Shelter and Transitional Housing

- Permanent Housing: PSH and RRH

- Universal Data Elements Program-Specific Data Elements

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How-to

Data Quality Errors: Duplicate Clients and Recording Disabilities

What Are Duplicate Clients?

Duplicate clients occur when multiple records are created for one individual.

Impact of Duplicate Clients

- Inflates client numbers in the system.
- Compromises data integrity.
- May result in funding loss and inaccurate reporting.

Duplicate Client Records

- Duplicate records can share the same:
- Name
- Date of Birth
- Social Security Number

Tip: Before creating a new client record, search using full or partial name, date of birth, or SSN.

What to Do If You Find a Duplicate Client?

If you discover a duplicate client record, contact hmissupport@achmis.org.

Recording a Client's Disabilities

Understanding Disabling Conditions

- Developmental disability
- AIDS or HIV
- Physical, mental, or emotional impairment (e.g., alcohol/drug abuse, PTSD, brain injury) that:
    - Is long-term
    - Impedes independent living
    - This could be improved by suitable housing

When Recording a Client's Disabling Condition

- If the client has a disabling condition, select "YES" and specify which condition(s).
- The system will warn you if the information is not filled out correctly.
- Review the information and press "SAVE" once all details are accurate.

Report Spotlight

[HUDX-227] Annual Performance Report

The Annual Performance Report (APR) provides a comprehensive view of HMIS client data and program outcomes. Although some programs have funding that requires completion of the APR (most often direct and indirect HUD grantees), even if you are not required to submit an APR, it can still be a **helpful tool to answer program evaluation and improvement questions such as:**

- Who have we served, and for how long?

- What has changed for the people we served?
- What data are we missing?

The APR contains over 60 data elements displayed on 20+ pages:

- Overall counts from latest project stay during report period
- Specific data about Chronic Homelessness and Fleeing DV
- Specific data about Stayers and Leavers
- Data quality/missing data information, similar to sections of **[HUDX-225] HMIS Data Quality Report**

Specific Questions Answered by Each Table in the Report:

Q5a. Report Validations Table
Program Applicability: All Projects

Total number of persons served	828
Number of adults (age 18 or over)	520
Number of children (under age 18)	308
Number of persons with unknown age	0
Number of leavers	509
Number of adult leavers	313
Number of adult and head of household leavers	313
Number of stayers	319
Number of adult stayers	207
Number of veterans	162
Number of chronically homeless persons	108
Number of youth under age 25	34
Number of parenting youth under age 25 with children	20
Number of adult heads of household	436
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	7

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Questions? Your HMIS Administrator is happy to help.

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Email: alameda-admin@bitfocus.com

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