



## Alameda County News

### Alameda County ACHMIS News: January 2024

Welcome to the Alameda County HMIS newsletter!

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



- Upcoming Trainings and Meetings
- New HMIS Trainings
- Federal Reporting Season
- Common Errors and How to Fix Them



News

### Upcoming Trainings and Meetings

### Q&A Office Hours for your HMIS Questions – February 13, 10 a.m. – 11 a.m.

Please register for our Q&A Office Hours [HERE](#). These sessions are your chance to:

- Receive ongoing assistance.
- Ask any general questions and get help with report-related queries.

### Alameda County User Group Meeting - Thursday, February 22, 10 a.m. – 11 a.m.

- A [Zoom link](#) will be sent out a few days before the meeting.
- For past meeting recordings and presentations, visit our 'Users & Liaisons Training Materials' page [HERE](#)

### Alameda County Liaisons Meeting - Thursday, February 22, 11 a.m. – 12 p.m.

- A [Zoom link](#) will be sent out a few days before the meeting.

For past meeting recordings and presentations, visit our 'Users & Liaisons Training Materials' page [HERE](#).



## Announcements

### New HMIS Trainings

**\*NEW\*** Agency Liaison Training. You can access that training [HERE](#). This aims to help Agency Liaisons:

- Understand the responsibilities and expectations of the Agency Liaison Role.
- This training is recommended for liaisons to take.
- Recognize your role concerning your agency, HMIS System Administration, and CoC.
- Be aware of the resources available to support you in this role.

**\*NEW\*** Privacy and Security Training. You can access that training [HERE](#).

- Complete training between January 1 and February 29.
- Liaisons can track the completion status of agency staff members in the course through the [Alameda Privacy and Security Dashboard](#). It's

important to highlight that access to this dashboard is limited to users with Data Analysis (DA) permissions and can also be accessed through Data Analysis.

- Accounts of those who haven't completed the training will be deactivated by noon on Thursday, February 29, 2024.
- Notify your agency liaison when the training is done to start agreement renewal in the system.
- Agency Liaisons, please notify us with the names of the staff members at your agency who have completed the Privacy and Security training, by emailing [alameda@bitfocus.com](mailto:alameda@bitfocus.com).

Thank you for your cooperation and commitment to ensuring privacy and security within our system.



## Updates

### Federal Reporting Season

#### Data Quality Matters!

In our continuous efforts to manage client data effectively, the focus remains on achieving completeness, accuracy, timeliness, and consistency. These elements are fundamental to the success of our data-driven initiatives.

- **Completeness:** Striving for 100% completeness without partial or missing data is essential. HMIS guidelines set a standard of 95% completeness for universal data elements.
- **Timeliness:** Swift data entry is critical to avoid potential inaccuracies. Refer to HMIS timeliness standards for guidance on ensuring timely data submission.
- **Accuracy:** Accurate data in HMIS reflects the true characteristics and experiences of clients. Inaccuracies impede the effectiveness of HMIS in addressing homelessness.
- **Consistency:** Uniform data collection and storage across all HMIS users are vital for reliable information. Consistency supports comprehensive decision-making.

Our commitment to data quality respects client privacy and enhances the effectiveness of HMIS as a tool in the community's mission to alleviate homelessness. Accuracy and completeness in data collection are shared responsibilities.

### Managing for Data Quality:

To improve your data quality, as well as the data quality of your program and agency, review your data regularly - at least once per month. These reports will help you monitor data quality:

- [\[DQXX-103\] Monthly Staff Report](#)
  - [\[GNRL-220\] Program Details Report](#)
  - [\[HUDX-225\] HMIS Data Quality Report](#)
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### Preparing Your HMIS Data for the Point-in-Time Count

In preparation for the Point-in-Time (PIT) count on January 24, 2024:

#### HUD Reporting Mandate:

- The unduplicated number of persons served that night must be accurately recorded for all shelter types.

#### Action Items by January 24:

- Verify all clients served on January 24-25 in HMIS.
- Utilize [\[GNRL-220\] Program Details Report](#) for comprehensive analysis.

#### Key Focus Areas:

- Ensure accuracy in Date of Birth, Gender, Race and Ethnicity, Chronically Homeless status, Disability info, Veteran Status, total enrolled, and bed nights.

#### Your Role for Success:

- Data accuracy is crucial for a successful PIT count. Refer to the Report Spotlight for guidance on running reports.

Thank you for your cooperation during this hectic season!



## News

### Common Errors and How to Fix Them

#### Find & Fix: Head of Household Errors

- Head of Household Errors
- Overlapping Enrollments
- Missing Client's Personal Information

[Check out the details!](#)

Questions? Your HMIS Administrator is happy to help.

Phone: 408.426.5046

Email: [alameda-admin@bitfocus.com](mailto:alameda-admin@bitfocus.com)



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