



## King County HMIS News

April 2023

Welcome to the King County HMIS April 2023 newsletter!

**In this edition you'll find the following:**

- Meet Sierra!
- Point-in-Time Count & Housing Inventory Count Updates
- Data Qauli-Tea in the King County HMIS ☕
- Getting to know your HMIS : How to Create and Manage a Household
- Upcoming Events



News

### Meet Sierra Rogers!

**Deputy Project Administrator (King County)**

As a Deputy Project Administrator on the Seattle/King County Community Administration team, Sierra joins us with experience as an Outreach & Engagement Manager and work engaging communities across WA with a focus on youth homelessness; including being part of the Youth Homelessness Demonstration Project. Additionally, she has contributed to helping service providers implement Coordinated Entry, shared understanding of HUD

requirements, offered TA support, and dedicated to legislative advocacy to help support those experiencing homelessness and assist in funding development for organizations. Sierra is happy to join the King County System Administration team and looks forward to working with you all.

As a general reminder, you can reach Stephenee & Sierra at [kcadmin@bitfocus.com](mailto:kcadmin@bitfocus.com) should you need any assistance.



## Updates

### Point-in-Time Count & Housing Inventory Count Updates

#### 2023 Housing Inventory Count Finishes This Month

The end of the Housing Inventory Count (HIC) is close and will be submitted by **April 28, 2023**. Thank you to everyone for your support and assistance in

ensuring that our data is up to date, accurate and ready on time!

**The HIC reports on shelter and housing programs (ES, TH, RRH, PSH), including non-participating HMIS programs (e.g. DV programs) and includes:**

- Bed/unit capacity
- Federal funding source
- HMIS participation
- Location (geocode and address)
- Other project details
- Utilization rate based on clients in shelter/housing during one night in January (point-in-time count)

Please note that we are reviewing the Utilization Data Quality. This means that we will be following up with Agency Leads who have programs that are ES, RRH, PSH, TH, and Safe Haven. You should have received an email if you had programs at your agency that have either low or high Utilization. Utilization is an indicator of whether shelter beds are occupied on a particular night or over a period of time. Please be sure and review these emails and provide feedback promptly. Otherwise please be sure and update client exits dates and/or Housing Move-in Dates accordingly. Any questions that you have can be directed to the King County System Administration Team at [kcadmin@bitfocus.com](mailto:kcadmin@bitfocus.com) or by contacting the **HelpDesk** at [kcsupport@bitfocus.com](mailto:kcsupport@bitfocus.com).

More information about the HIC, including webinars and tools can be found at the [HUD Website](#). Thanks again to everyone who had participated in this process!



News

## Data Qauli-Tea in the King County HMIS

Data quality is a term that refers to the reliability and validity of client-level data in HMIS. It is measured by the extent to which data in the system reflects

actual information in the real world. With good data quality, a Continuum of Care can accurately tell the story of the individuals and families it serves.

At an agency level, data quality reports should be run at least once per month throughout the year. In the weeks prior to submitting a report (e.g. APR), data quality reports may need to be run on a daily basis to ensure that any issues identified by the agency or by HMIS system administration staff are being addressed.

Agencies that review data regularly are likely to have higher levels of data quality in general and are less likely to find themselves asked to correct significant data issues under pressure of a reporting deadline.

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## How-to

### Getting to know your HMIS: How to Create and Manage a Household

Have you ever found yourself asking “How do I create a Household?” , or “How do I manage Household members in HMIS?” Well, then stay tuned! This article will help you dive into the how.

By default, a newly created client record will not be associated with a Household. When you are on any tab within a client record, you will see the *Household Members* section at the top of the right sidebar. This section will list any active Household members associated with the client record. To manage the Household members, click the *Manage* button.

Tim Training

PROFILE HISTORY LOCATION CONTACT FILES ASSESSMENTS SERVICES PROGRAMS REFERRALS NOTES

Nate Scott - Trainer, System

SEARCH CASELOAD

CLIENT PROFILE

Social Security Number XXX-XX-1111

Quality of SSN Full SSN Reported

Last Name Training

First Name Tim

Quality of Name Full name reported

Quality of DOB Full DOB Reported

Date of Birth 01/01/2012 Child Age: 9

Reason Select

geolocation field ADD LOCATION

Household Members

Sally Training Wife

Manage

UNIQUE IDENTIFIER 9C1AC18A8

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## Upcoming Events

### Check out these exciting upcoming trainings/events!

#### Upcoming Coordinated Entry - Monthly Assessor Credential Training

*\*Formally known as the Coordinated Entry Monthly Refresh*

- **Thursday, May 9th - 9 a.m. to 11 a.m. | Register [Here online](#)**
- **Wednesday, June 7th - 11 a.m. to 1 p.m. | Register [Here online](#)**

#### Getting Acquainted with the HMIS Outreach Module

Have you been curious about the HMIS Outreach Module? Well, if so, this is the training for you. We will spend time talking about the Outreach Module and how it functions, as well as spend time sharing how you can request the module for your agency/programs.

- **May 31st 2:00 - 4:00 p.m. | [Register Here](#)**

**Can't join us? Don't worry! We have a pre-recorded training available from our [January Training/Demo](#).**

**Questions? Your HMIS Administrator is happy to help.**

Phone: 206.429.7979 x2  
Email: [kcsupport@bitfocus.com](mailto:kcsupport@bitfocus.com)



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