



King County HMIS News February 2023

Welcome to the King County HMIS February 2023 newsletter!

In this edition you'll find the following:

- Federal Reporting – Thank you & Reminder
- Semi Annual Security Compliance due March 31st
- Report Spotlight: Monthly Staff Report
- We're Hiring!
- Upcoming Events



News

Federal Reporting – Thank you & Reminder

As you know, we are in the thick of federal reporting season for four critical system-wide reports and we couldn't do it without you!

These annual reports to HUD play a critical role in the CoC Program Competition and are required for local governments' Consolidated Plans for other HUD funding. HUD also uses these reports to provide critical updates on

national and local progress towards preventing and ending homelessness. High quality data on our homeless assistance efforts really helps keep resources flowing to support our community's services.

Where to focus reporting efforts next: Point-In-Time (PIT) Count

This year the PIT will occur on the night of March 1. Data for the “sheltered” portion of this count comes exclusively from HMIS. It is critical that all emergency shelter, safe haven, and transitional housing projects in HMIS reflect accurate enrollments, exits, and night-by-night services for the night of March 1 as part of this annual count of households experiencing homelessness in King County. Here is more information on how you can begin [Preparing Your HMIS Data for the Point-In-Time Count](#).

All of us on your HMIS System Administration Team at Bitfocus thank you for your effort to maintain high data quality for all our reporting needs!



Updates

Semi Annual Security Compliance due March 31st

Dear HMIS Security Officers,

It's that time again! Please complete the [HMIS Semi-Annual Compliance Certification Checklist](#) for your agency and submit directly into the [Completed Security Checklists File](#) by the end of March.

If you have any questions or would like additional support, please register for one of our Office Hour Sessions:

- [March 6th - 11 a.m. : Security Officer Office Hours- Semi Annual Compliance Checklists](#)

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Spotlight

Report Spotlight: Monthly Staff Report

Cultivating a culture of continuous data quality starts with ensuring your and your team's efforts are being accurately captured in HMIS. Collecting and maintaining complete and reliable data helps our community tell the stories of the individuals and families we serve. The [\[DQXX-103\] Monthly Staff Report](#) is one of many tools to support your important work. This report is automatically emailed to your agency's HMIS Lead on the 15th of each month so that they can review staff accounts and activity. In addition, this report can be run as needed through the Report Library.

The Monthly Staff Report provides three categories of information:

- General Data Quality
- User Activity
- Data quality by data element

[Continue reading](#)



News

Bitfocus is Hiring! Deputy County Administrator

We are hiring for a [Deputy Project Administrator](#) to support our local Seattle/King County Continuum of Care.

The individual will partner closely with local HMIS participating agencies and CoC leadership to provide solutions as a critical part of the region's homelessness response system. This role will predominantly be remote; however, candidates should live in the

general area in order to attend critical meetings in person as needed. Please [apply online](#) or reach out (kc-admin@bitfocus.com) with questions!

Check out this and other great career opportunities [here](#) as Bitfocus seeks to expand its reach!

We're Hiring!



Upcoming Events

Check out these exciting upcoming trainings/events!

Monthly Assessor Credential Training

**Formally known as the Coordinated Entry Monthly Refresh*

- **Wednesday, March 8th - 11 a.m. to 1 p.m. | Register [Here online](#)**
- **Thursday, April 6th - 2 p.m. to 4 p.m. | Register [Here online](#)**

Security Officer Office Hour – Semi-Annual Security Compliance Checklists

- **Monday, March 6th - 11 a.m. to 11:30 a.m. | Register [Here online](#)**

Drop in anytime or stay as long or short as you like! This space is here for you to ask any questions about the Semi-Annual Security & Privacy Compliance review, and related documents that are due no later than March 31st.

HMIS Client Consent and ROI Training | Date & Time TBD!

This training will provide HMIS users with a comprehensive overview of the HMIS Client Consent & Release of information (ROI) policies and procedures.

Questions? Your HMIS Administrator is happy to help.

Phone: 206.429.7979 x2

Email: kcsupport@bitfocus.com



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