



King County HMIS News

February 2024

Welcome to the King County HMIS February 2024 newsletter!

In this edition, you'll find the following:

- Community Poll
- Federal Reporting Reminder
- Data Quali-tea: How to avoid common data errors & why it's important
- Report(s) Spotlight: [GNRL-106] Program Roster
- Semi-Annual Security Checklists Reminder: Due March 31st!
- Upcoming Training Opportunities
- Bitfocus is Hiring



Announcements

March Community Poll:

What is Your Favorite Spring Flower?

The community Poll is shared monthly, and we would love for you to participate!

You can find the link to our poll [here!](#)



February's Community Poll: When you were younger, what was your dream job?

Here are a few responses from last month's poll!

- Optometrist
- Plastic Surgeon
- Police Officer
- Writer
- Work at a pet store, and I did!



News

Federal Reporting Reminder: SPM and PIT/HIC

As you are already aware, we are in the middle of Federal Reporting season!
Thank you for all your work thus far with helping us to submit the Longitudinal Systems Analysis (LSA).

Now, we're shifting focus to the next federal reports. We are currently working on data quality review for three federal reports that are required by HUD: [System Performance Measures \(SPM\)](#), [Point-in-Time Count \(PIT\)](#), and [Housing Inventory Count \(HIC\)](#).

Throughout the next couple months, **there may be multiple data quality emails that will be sent out to your HMIS Agency Lead** if any of your agency's programs are flagged in our different data quality reviews for these reports. These emails will be requesting review of specific data quality elements related to the SPMs and/or the PIT/HIC reports. We ask that you please respond to these emails promptly, and if you have any questions- ask us to jump on a call!



Updates

Data Quali-tea! The Best Tips for Data Accuracy

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.

[Continue reading](#)



Report Spotlight

[GNRL-106] Program Roster

The [\[GNRL-106\] Program Roster report](#) is a simple yet powerful tool that provides you with a user friendly list of clients and households enrolled in your programs, as well as additional useful information about those clients. You can also run a Program Roster for clients who were enrolled in the past but have exited your program.

[GNRL-106] Program Roster allows you to easily answer questions such as:

- Are all clients currently being served enrolled in the program? (Do they show up on the report?)
- How long have clients been enrolled?
- Are there households who have left the program but still show up on the roster and need to be exited?
- Are household members grouped together correctly? (Clients are grouped by household.)

This report contains:

- List of clients under each program - grouped by households so that all family members are together.
- Client name, unique ID, DOB, age at entry, current age, enroll date, exit date
- LOS - length of stay in your program by number of nights
- Assessments - number of annual or status assessments that have been completed

- Services - number of services provided to this client during their time in the program
- Assigned staff - agency's HMIS user affiliated with client record
- List of programs included in report
- List of program types included in report (e.g. emergency shelter, services only, etc)
- Program applicability list - similar to program types and designated by HUD data standards

To run the [GNRL-106] Program Roster:

1. Log in to Clarity Human Services and navigate to the Report Library (Reports under the Launcher menu in the upper right corner).
2. Locate [GNRL-106] Program Roster Report under the Program Based Reports section.
3. Under Program(s) select one or more programs for which to run the report.



Updates

Semi-Annual Security Checklists Reminder

Due March 31st!

Dear HMIS Security Officers,

This is a reminder that all agencies need to complete the [HMIS Semi-Annual Compliance Certification Checklist](#) and submit directly into the [Completed Security Checklists File](#) by the end of March 31'st 2024. (If you already submitted your checklist- Thank you!)

Dear HMIS Security Officers,

Use the table in the Certification Checklist to confirm that each workstation/end user is in compliance with each of the nine standards.

Checking Remote Workstations: If you are unable to check workstations because you are working from home you may ask users or other appropriate

staff at the site to check as much as they can. We Have created a simplified version of the checklist to help with that task,which you may modify as needed. It is linked at the end of this message. This is a tool for collecting information from other staff, not a substitute for the full checklist document with signatures which you should still complete and submit. We need to do what we can to continue our commitment to client privacy and reduce the likelihood of data breaches during this crisis.

FAQ's:

Checklist Signatures: If you are unable to get a signature from your agency executive for the checklist, please submit the checklist with a message to that effect in the email. Make sure the agency executive is copied on the message.

Accessing HMIS from home: Please make every effort to ensure that HMIS users working from home are employing privacy and security practices there. Please re-familiarize yourself with the [King County HMIS Security Plan](#) and follow the links below for advice on remote data security that may be helpful. Please review and distribute these to users working in the field and at home as appropriate.

- [Maintaining Client Data Privacy and Security While Working from Home](#)
- [HMIS User Policy and Code Of Ethics \(signed inside of Clarity software\)](#)
- [Simplified Security Checklist Data Collection Tool](#)

Release of Information (ROI) Reminder: Please make sure your HMIS users are documenting all of their clients' [Release of Information \(ROI\)](#) status in the system. They must indicate "Yes" or "No" for consent in the security shield. If "Yes," they must either upload a scanned copy of the ROI, have the client sign the ROI electronically, or give phone consent for each member of the household.

Release of Information (ROI) Reminder: If you are curious if your agencies active users have completed the required trainings; please reach out to kc-admin.com to request the status of a specific user.



Upcoming Events

Upcoming Trainings & Events:

Annual HMIS & ROI Compliance Training

Wednesday, March 27 - 10 a.m. | Register [Here Online](#)

Upcoming Coordinated Entry - Monthly Assessor Credential Training

The Monthly Assessor Credential Training is hosted virtually every month. Come prepared to participate in a Coordinated Entry Onboarding Training that will cover overview of the system, housing types, service match, documentation, and nomination process, followed by an HMIS demo on your basic assessor workflow.

- Wednesday, March 6 - 11 a.m. to 1 p.m. | Register [Here online](#)
- Thursday, April 4 - 2 p.m. to 4 p.m. | Register [Here online](#)
- Tuesday, May 7 - 9 a.m. to 11 a.m. | Register [Here online](#)



News

Bitfocus is Hiring!

We're super excited to share this new position! 🌞 [Product: Product Manager - HMIS](#) 🌞

We seek two highly motivated and experienced Product Managers with at least two to three years of HMIS experience to join our Product Team team. Product Managers at Bitfocus are highly skilled and dedicated individuals with expertise in their field.

The Product Managers will collaborate with diverse stakeholders to design and implement new features and reporting enhancements, ensuring that they meet market needs and maintain a consistently high level of quality. They will also

support research efforts by synthesizing marketing, sales, and customer input to inform product design and approach.

Apply Today!

Questions? Your HMIS Administrator is happy to help.

Phone: 206.429.7979 x2

Email: kcsupport@bitfocus.com



Bitfocus, 5940 S Rainbow Blvd, Ste 400 #60866, Las Vegas, NV 89118, United States, 800-594-9854

[Unsubscribe](#) [Manage preferences](#)