King County HMIS News

July 2023

Welcome to the King County HMIS July 2023 newsletter!

In this edition, you'll find the following:

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News

Community Poll: What summertime snack is your go-to?

Summertime is here and in full motion. With this nice weather, we want to know what you are enjoying on these sun-shiny days!

We would love to hear from you!

Take the poll here!

Announcements

Inventory Module Updates

Chances are, if you are an HMIS lead- then you've heard of the Inventory Module. Or, perhaps you've never heard of the Inventory Module at all…

Well, the **Inventory module** is an inventory management tool that will be built into our King County HMIS that allows for a more granular tracking of our community's housing stock, including Sites, Buildings, Unit Configuration Types, Units, and Beds. Inventory will provide us with dynamic tracking for real-time updates of availability, status, and capacity.

We are hoping to have this launched and ready to use in early 2024 & will have more training resources available closer to that time. Want to learn more about the Inventory Module now? Check out the **Inventory Overview article** in our Clarity Help Center.

Are you an agency lead that received an "Inventory Data Collection Workbook"?
Reminder, Final workbooks will be due to Janelle on Friday, July 28th.

For additional support:

- Here is a detailed **video** (13min long) walking you through step by step on how to complete the data collection template
  - *PRO TIP: We highly recommend reviewing the video, and reading the instructions before beginning,* **this will save you a lot of time.**
- Here is the **slide deck** on the project if you were not able to attend earlier sessions.
- Please **register for office hours,** Thursdays in July, 3 to 4 p.m.
  - *These one-hour sessions are designed to help you with your questions about data collection workbooks, and inventory!*

If you are looking for additional support in completing your workbooks, please reach out to *janelle.rothfolk@kcrha.org.* We may be able to offer an additional week on a case-by-case basis.

News

Bi-Annual Privacy & Security Training required for all HMIS Users

HMIS Users,

Every year all HMIS users need to take the **King County Privacy & Security Training** between the period of July to September.

To access the required training- please click the following link: **King County Privacy & Security Training**

*** Please be sure to sign into the website to view the training. If you are not signed in, you may see "page not found." If that happens, please sign in using the top right-hand side of your screen.*

Note: For Users new to Clarity Human Services in 2023: Please note that if you completed the King Co. Privacy & Security Training earlier this year prior to July 2023 to receive your initial access to Clarity Human Services, you will need to take the training again between now and September 30, 2023, to fulfill your annual training requirement.

Continue reading

Announcements

2024 Data Standards High-Level Overview

HMIS data standards have been established by the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Health and Human Services (HHS), and the U.S. Department of Veterans Affairs (VA) to allow for standardized data collection on individuals and families experiencing homelessness across systems nationwide.

Please Note: FY 2022 data standards are effective as of October 1, 2021 and remain in effect until September 30, 2023. On October 1, 2023, the new **FY 2024 HMIS Data Standards** will go into effect in Clarity, and you will see changes to data collection and reporting within the HMIS. The changes to the data standards does not mean you will be asked to do more work in the HMIS. Rather, you will just see some changes to some data collection and reporting elements.

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How-to

Getting Started: Help Center Articles

Did You Know:

The Clarity Human Services **Help Center** is available to all HMIS users. It is an especially helpful resource for new users. When any HMIS user has a question about how to perform an action in the HMIS, a best practice is to check the

articles under the **Clarity Human Services Help Center- Getting Started** tab. It's a good idea to bookmark this tab for quick reference!

Under *Clarity Human Services Help Center- Getting Started*, there many articles organized under the following topics:

- Accessing Clarity Human Services
- Client Records and Households
- Program Enrollments
- Managing Client Data in Screens
- Services
- Entering Client Location Data
- Files, Notes, and Contacts
- Charts and Goals
- The Attendance Module
- Working with the Referrals Tab and Community Queues
- Recording and Managing Referrals in the Client Record

Here are a couple of the most commonly referenced articles, with a summary of each. We recommend you read these:

1. **Creating and Managing Program Enrollments** - The basics of program enrollment are covered, as well as things you may not know, such as: the Referral Checkbox, working with the Household in a program, Default Goals or Auto Service Placement, and restoring a deleted enrollment.

2. **How Do I Create a Household and Manage Members?** - Good management of Households in the HMIS is very important to overall data quality efforts. This article covers all functionality of the Global Household, including Add and Join options, searching for a Household member, and reviewing Household history.
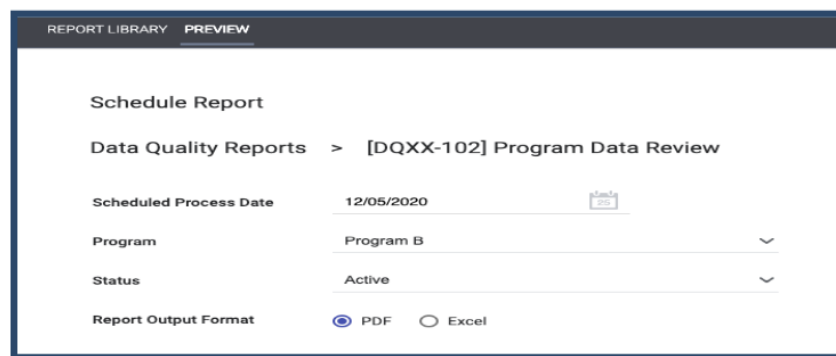
Report Spotlight

How To: Scheduling Reports

Scheduling reports allows users to specify a date for the system to run a report. To schedule a report, click *Schedule* next to the report in the ***Report Library***.

You will be navigated to the *Preview tab,* where you can set the parameters for the scheduled report.

After you click *Submit,* the *Report Queue Manager* popup notifies you that the report has been added to the queue.

Continue reading

Training

Recapping June's Services Training

On Tuesday, June 27th, we hosted our annual Services Training. This training was a comprehensive and in-depth overview what services are, how to enroll a client into different services, how to merge clients within the same services, and a brief highlight of the CE events tab.

The "Services" tab is integrated with Clarity Human Services to enroll clients into programs and provide necessary services. Users can view Service & Event History for Clients as well as access how to utilize the Attendance Tool– all of which we provided in the demo. Finally, the Services Tab helps enroll and track all services provided for a client for their duration in a program. This is extremely helpful for day-to-day data tracking and client-based needs.

If you missed us, please be sure to check out the recorded version of this training **here!** You can access this training on the King County Bitfocus website by locating the training section and then by clicking on the 'Past King County Training Recordings' tab.

If you have questions, or want to learn more in-depth after watching the video, please feel free to reach out to our system administration team at **kc-admin@bitfocus.com**.

Upcoming Events

Check out these exciting upcoming trainings/events!

HMIS & Domestic Violence - Guidance and FAQ's

Come prepared to learn best practices on how to engage with Domestic Violence survivors while conducting HTT interviews and program enrollment. Emphasis on safety planning and practical housing solutions.

- **Wednesday, August 30th** - 2 to 4 p.m | <u>Register Here</u>

Upcoming Coordinated Entry - Monthly Assessor Credential Training

The Monthly Assessor Credential Training is hosted virtually on a monthly basis, and required once a year for all assessors. Come prepared to participate in a Racial and Anti Biais training , followed by an HMIS demo on your basic assessor workflow. The training is designed to help assessors of all levels (new & seasoned) identify and address bias, lead sensitive conversations with empathy, and help you and those we serve navigate through the HMIS system.

- **Tuesday, August 8th -** 9 to11 a.m. | <u>Register Here online</u>
- **Wednesday, September 6th -** 11 a.m. to 1 p.m. | <u>Register Here online</u>

Questions? Your HMIS Administrator is happy to help.

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