



King County HMIS News

July 2024

Welcome to the King County HMIS July 2024 newsletter!

In this edition, you'll find the following:

- Inventory Enhancement Project: Updated Timeline
- Annual Privacy/Security Training Refresher for all Users
- Getting Started: Clarity Help Center Articles
- Report(s) Spotlight: Program Data Review
- Upcoming Training Opportunities
- Bitfocus is Hiring!
- You're Invited to Clarity Connect!



Announcements

Inventory Enhancement Project: Updated Timeline

INVENTORY is a bed and unit management tool built into Clarity (the King County HMIS). It's a way of tracking beds and units in a more granular way. INVENTORY allows you to track local housing stock at the site, building, and unit level. Clarity INVENTORY provides real-time updates on the availability

and capacity of each unit, integrating the management of your community's coordinated entry process.

Dates to keep in mind:

Go Live is now Aug 19, 2024! But, before then Agency Leads and Housing Providers need to:

- Complete Unit Assignments: Providers need to complete unit assignments and your building/unit field review by the following dates
- First, focus on the Coordinated Entry Participating Units. Please make these assignments no later than July 12th
- That means if you are not finished, its overdue! Reach out for help!
- Non Coordinated Entry Units (including shelter and transitional housing) can be completed no later than August 24th
- Click below for a guide:
- [Provider Instructions for INVENTORY Launch](#)
- Coordinated Entry Blackout Period from August 15th-16th
- During the blackout period, providers will stop posting unit openings & there will be no referrals sent.
- Between July 12 and August 14th, providers should be attaching clients to units upon enrollment, but continue posting CE units via the old method.

Office Hours:

Ongoing weekly on Wednesdays at 2 p.m. | [Register Here](#)

- These are not mandatory - but our team will be ready to take end-user questions to support your understanding of the INVENTORY Enhancement Project, and the changes to your HMIS workflows.

Training Resources and Guides:

- [Quick Guide: Updating Units and Buildings from the "Manage" area](#)
- [Provider Instructions for INVENTORY Launch](#)
- [Recorded Training](#) and [Slide Deck](#).



Updates

Annual Privacy/Security Training Refresher for all Users

It's that time again!

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.

Security Officers,

Security Officers must also complete the [King County HMIS Security Officer Training 2020](#) (The Security Officer Training Video takes about 11 minutes to complete and contains no quizzes).

- Pro tip: It is important that you take the Privacy and Security Training and the Security Officer Training immediately, so you will be able to answer

your staff's questions.

Complete the [HMIS Semi-Annual Compliance Certification Checklist](#) and submit the completed checklist directly to the [Completed Security Checklists File](#) by the end of September.

Questions? Please reach out to kc-admin@bitfocus.com or your HMIS Security Officer. Thank you for taking the time to complete this important training regarding Client Privacy and the Security of our HMIS system!



How-to

Getting Started: Clarity 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 are 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

[DQXX-102] Program Data Review

Description

Want to know how your program's data quality is looking? Well, this program enrollment-based report will show you! This report utilizes information from both the enrollment screen and, if applicable, the exit screen and shows you data quality for different areas of data collection.

Purpose

The report provides a list of client enrollments and their time in the program, and highlights data quality problems.

Running the Report

Who Can Run the Report

All users can run the report. There are restrictions on which information can be accessed based on the user's access rights.

[Continue reading](#)



Upcoming Events

Upcoming Trainings & Events:

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 an overview of the system, housing types, service match, documentation, and nomination process, followed by an HMIS demo on your basic assessor workflow.

- **Tuesday, August 6 | 9 a.m. to 11 a.m. | [Register Here Online](#)**
- **Wednesday, September 4 | 11 a.m. to 1 p.m. | [Register Here Online](#)**
- **Thursday, October 3 | 2 p.m. to 4 p.m. | [Register Here Online](#)**

Inventory Office Hours:

Ongoing weekly on Wednesdays (Starting June 26) at 2 p.m. | [Register Here](#)



News

Bitfocus is Hiring - Join Our Team!

Work with us at Bitfocus! We're looking for mission-driven people to join our small (but mighty) team working to help communities use data to tackle their greatest social challenges. Our software and services help non-profit, government and community organizations build effective response systems to homelessness.

Bitfocus hiring for multiple positions! Check out our job postings [here](#).

[Apply Today!](#)



Spotlight

You're Invited to Clarity Connect

You're Invited! [REGISTER HERE](#) to join us for our 7th annual Clarity Connect Conference this September in Las Vegas! We'll have three full days of peer networking, interactive learning labs, and rich session content. **This year we're introducing a new track format: Foundations and Advanced.**

The Foundations Track will provide guests who are newer to HMIS, Clarity Human Services, or a particular feature or functionality with the fundamentals needed to get rolling. **The Advanced Track will dive** deeper into tips, tricks, and nuances for some of our more seasoned Clarity users.

All tickets include registration, breakfast and lunches all three days, and access to all main event sessions, workshops, learning labs, and the networking happy hour.

Cancellation Policy

After purchasing tickets, you have until thirty (30) days before the start of the conference for a full refund. Please submit for a full refund before August 16, 2024. No refunds will be accepted after the cut-off date. You may transfer tickets to another colleague at any time. Please contact Diane Quaresma (dianeq@bitfocus.com) with any questions or transfers.



Register today!

Questions? Your HMIS Administrator is happy to help.

Phone: 206.429.7979 x2
Email: kcsupport@bitfocus.com



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