Bitfocus

Welcome to the King County HMIS March 2023 newsletter!

In this edition you'll find the following:

- Federal Reporting Updates
- Reminder: Semi Annual Security Compliance due March 31st
- Getting to know your HMIS - The History Tab
- Report Spotlight: [EXIT-101] Potential Exits
- Upcoming Events

News

Federal Reporting Updates

Point-in-Time Count & Housing Inventory Count

As we continue to address bed and unit utilization discrepancies on the night of the PIT count versus what housing inventory counts are recorded in HMIS, we are thankful for the responses we have received thus far from agencies. We are on track to have this year's submission to HUD by the April 28th deadline. Outreach to you and your agencies for data quality will continue until then and your ongoing cooperation if contacted is appreciated. A few reminders:

- If you need to update the inventory for any project please have your HMIS Lead reach out to the helpdesk and request the project change form.
- Reminder: Agencies with **Emergency Housing Vouchers (EHV programs:** every voucher that was leased through your agency must be tracked in HMIS, **Here is a quick guide for reference.** Since this is a Permanent Housing Project the Move-In Date data element needs to be recorded.

Do you need additional support in cleaning up your agency's HIC/PIT data? Please use **this link** to set up time for a TA session with **Alex Espinosa**!

Did You Know:
The Help Desk Can Assist with Merging Duplicate Clients

Ever search for a client by name only to find there are duplicate profiles for the same client in HMIS/CMIS? The ***Help Desk*** can help with that! To have duplicate client profiles merged, email the two unique identifiers to the Help Desk, identifying which client profile should be retained. Although the merge process keeps all enrollments, services, and other records for logged within each profile, only the profile that you have indicated should be retained will be kept. Many agencies choose the client with the most accurate and/or complete demographic data (gender, race, date of birth, social security number) and/or profile photo.

Tools to assist you with your Data Quality:

Running and managing reports within the Clarity Human Services is a simple and easy process. **Click here** to access the Clarity Human Services Online Help Portal. Additionally, here are some other guides, and quick videos that will help you along the way.

- **King County Quick Guides**
    - Move-In Date Field
    - KCRHA Emergency Housing Vouchers (EHV)
- **Basic Clarity Video Refresher Series**
    - Episode #1 Managing Households
    - Episode #2 Managing Caseload Assignments
    - Episode # 3 Contact and Location Tabs
    - Episode #4 [GNRL-106] Report Roster
    - Episode #5 Fixing and Avoiding Overlapping Enrollments
    - Episode # 6 Current Living Situation Assessment

Updates

Reminder: Semi-Annual Compliance Certification - Privacy & Security

Dear HMIS Security Officers,

This is a reminder to 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.

Please use the table in the Certification Checklist to confirm that each workstation/end user is in compliance with each of the nine standards. The COVID-19 health crisis raised some challenges and concerns for HMIS privacy and security. We hope the following resources will help you continue to protect client data privacy and security given these challenges.

Checking Remote Workstations: If you are unable to check workstations because you are working from home or excluded from facilities due to COVID-19, 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 agency's active users have completed the required training; please reach out to kc-admin.com to request the status of a specific user.

Spotlight

Getting to know your HMIS: The History Tab

The HISTORY tab is the "central hub" of the client record. It includes a full history of the **service items**, **program enrollments**, **referrals**, reservations, assessments, and Coordinated Entry Events that have been recorded in a client record. Additional details of historical items can be viewed and edited from the HISTORY tab.

Note: *The items you see on the HISTORY tab depend on the* ***sharing*** *and* ***access role*** *settings established by your system administrator.*

To access the client record's historical items, click the HISTORY tab in the client record.

Continue reading

Report Spotlight

Report Spotlight: [EXIT-101] Potential Exits

Report Purpose & Summary

[EXIT-101] Potential Exits is a program-based report that list clients who are active in the program but have not received services, case notes or program connected assessments since the selected cutoff date.

Running the Report

Report Location

This report is found in the Program Based section of the Report Library.

Who Can Run the Report

Anyone can run the report but the returned information will be limited based on the access rights of the user.

Continue reading

Upcoming Events

Check out these exciting upcoming trainings/events!

Wednesday, March 29th - 2 to 4 p.m. | Register Here

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

Upcoming Coordinated Entry - Monthly Assessor Credential Training

**Formally known as the Coordinated Entry Monthly Refresh*

- **Thursday, April 6th** - 2 p.m. to 4 p.m. | **Register Here online**
- **Tuesday, May 9th** - 9 a.m. to 11 a.m. | **Register Here online**
- **Wednesday, June 7th** - 11am to 1pm | **Register Here online**

Questions? Your HMIS Administrator is happy to help.

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