



King County HMIS News

May 2023

Welcome to the King County HMIS May 2023 newsletter!

In this edition you'll find the following:

- May Feature Updates
- KCRHA is Hiring!
- Getting into the Details: Housing Move-in Data
- Reminder: Head of Household Errors
- Upcoming Events



Clarity Human Services Updates

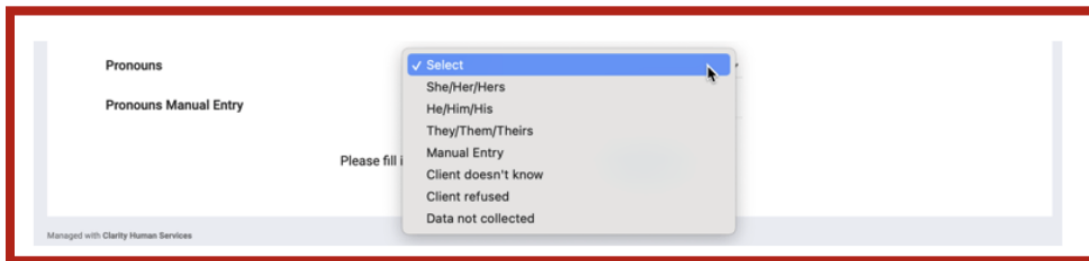
May Feature Updates

This month, Clarity Human Services had several updates to improve how we utilize and collect data in HMIS. If you are interested in reviewing all the Feature Updates, please check out this [Feature Update Article](#). Please note not all changes will impact your data entry or workflow as they may not apply to your program set-up or CoC.

Here is the list of changes that we think are important for you to know about.

PRONOUNS

Now users can record **Pronouns** in the Client Profile page. If the Pronouns field appears on the screen, you can select from the following drop-down menu. Notice there is an option of “Manual Entry” that will display a Pronouns Manual Entry Field, this option is to be used in case you do not see the client’s pronoun listed. Check with your System Administrator if this is something you want to add to your data collection.



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Updates

KCRHA is Hiring!

King County Regional Homelessness Authority is Hiring a **[Data Management Specialist](#)**, as well as several other positions that can be **[viewed here](#)**. If you are interested, please submit your letter of interest **[online here](#)**. Resumes will be considered as they are received, and positions remain open until filled.



News

Getting into the Details: Housing Move-in Data

The **Housing Move-in Date** is to document the date that a household admitted into a Permanent Housing project moves into housing. This data is critical to point-in-time and housing inventory counts as it differentiates households which have already moved into permanent housing from households which are enrolled in a Permanent Housing project but are still literally homeless (in Emergency Shelter, Safe Haven, Transitional Housing or on the street) as they prepare to move into an available unit.

***Housing Move-in Date** must be a date occurring either on or between the Project Start Date and Project Exit Date. There can be no more than one Housing Move-in Date per enrollment.*

Why Does This Matter?

Overlapping and Missing Move-in Dates cause errors on Federal Reports and decrease our reliability on the data for our system.

- Missing Move-in Date Error - Makes the client appear as never being housed.
- Overlapping Move-in Date Error - This is when someone is showing as having a Move-in Date, but also either an active enrollment in a shelter/transitional program or another housing program during the same period. Overlapping errors create ambiguous data which is unreliable, since someone can physically only occupy one space at a time.

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How-to

Reminder: Head of Household Errors

In Clarity Human Services, issues related to Households cause a number of issues on reports such as the Annual Performance Report (APR), Longitudinal System Analysis (LSA), System Performance Measures (SPMs), and the

Emergency Solutions Grants Consolidated Annual Performance and Evaluation Report (ESG-CAPER).

It is a best practice to check a client's Household every time you work with them in a program. In general, the members of a Household should be the same on both the Client Record and within each Program Enrollment.

Here are some things to check:

- Do the members of the Household on the Client's Profile match the members of the Household in the Program Enrollment?
- If the Client is a member of a Household with more than one client, is their Program Enrollment Type = Group?
- Is there a Head of Household listed in the Program Enrollment? If not, why not?
- If a client is being Exited from a program separate from other members of the household, was the Household information also updated on the Client Profile?

Please see the **Bitfocus Help Center** for detailed information on creating a Household and managing members: <https://help.bitfocus.com/how-do-i-create-a-household-and-manage-members>.



Upcoming Events

Check out these exciting upcoming trainings/events!

Upcoming Coordinated Entry - Monthly Assessor Credential Training

**Formally known as the Coordinated Entry Monthly Refresh*

- **Wednesday, June 7th - 11 a.m. to 1 p.m. | Register [Here online](#)**

Getting Acquainted with the HMIS Outreach Module

Have you been curious about the HMIS Outreach Module? Well, if so, this is the training for you. We will spend time talking about the Outreach Module and

how it functions, as well as spend time sharing how you can request the module for your agency/programs.

- May 31st 2:00 - 4:00 p.m. | [Register Here](#)

Can't join us? Don't worry! We have a pre-recorded training available from our [January Training/Demo](#).

Questions? Your HMIS Administrator is happy to help.

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