

HMIS Agency Liaison Training

Alameda County



HMIS Agency Liaison Overview

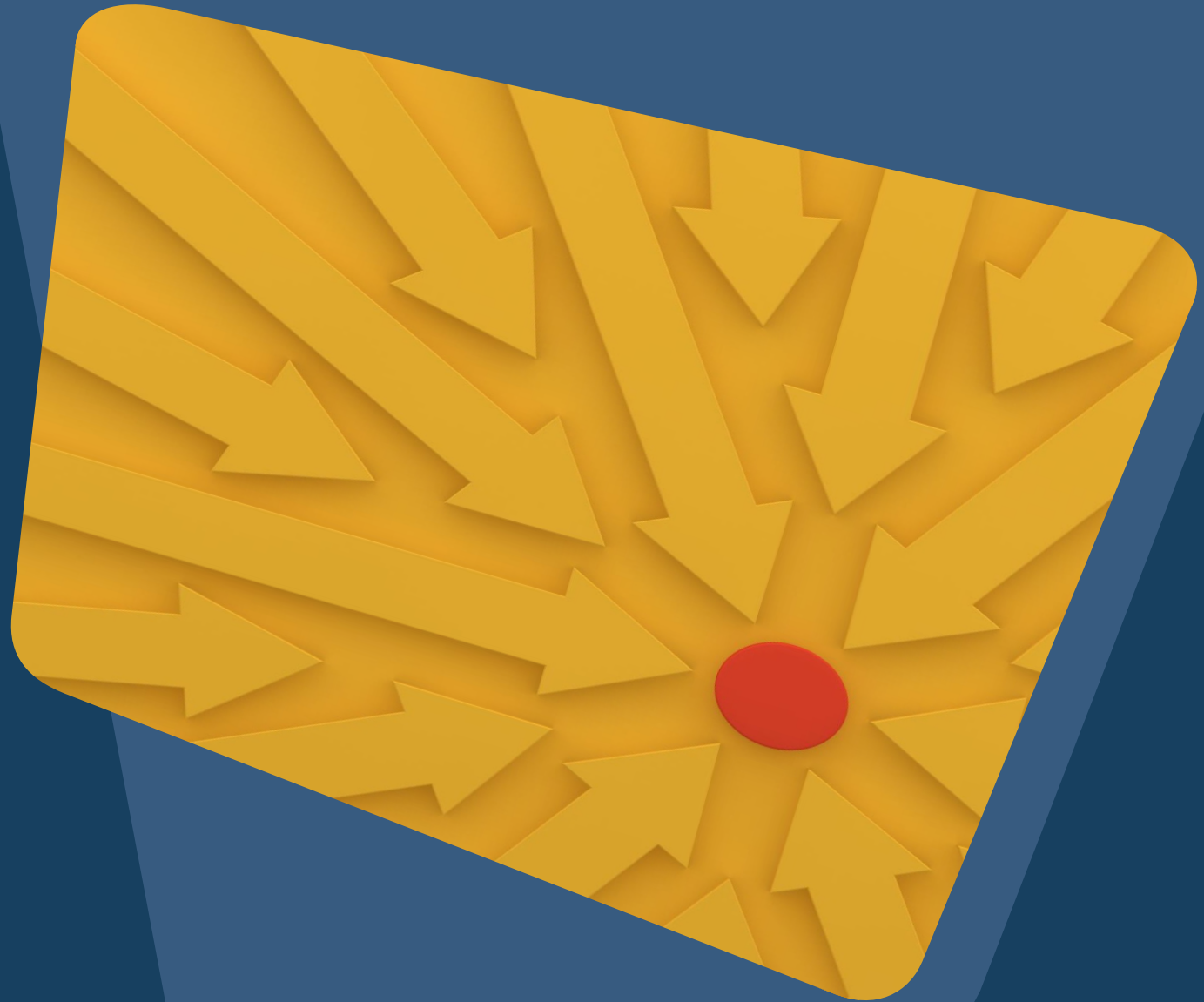
- Your liaison role between your agency, Alameda County HMIS, and Bitfocus.
- Expectations around communication in this role.
- Expectations around data quality for your agency.



Goals

By the end of this training, you will:

- Be familiar with the responsibilities and expectations of the Agency Liaison Role
- Understand your role in relation to your agency, HMIS System Administration, and CoC
- Know the resources available to support you in this role.



AGENCY LIAISON:

- Each Agency that participates in HMIS must designate an Agency Lead.
- Liaison between the agency and the Bitfocus and Alameda CoC HMIS Team.
- May have additional responsibilities (Ex: Privacy and Security, Data Quality, etc.)

What is an Agency Liaison?

Agency Liaison: Roles and Responsibilities



Communication and Updates

Providing important information about your agency to your Bitfocus team

Issues related to your agency's HMIS data quality

Training opportunities related to HMIS

Changes that impact workflow/data collection

HUD releases new data standards

CoC leadership implements new features in Clarity Human Services or changes HMIS-related policies

Funder-related data collection

Some of the topics the Agency Liaison and the HMIS team will be in communication for are...

Data Quality

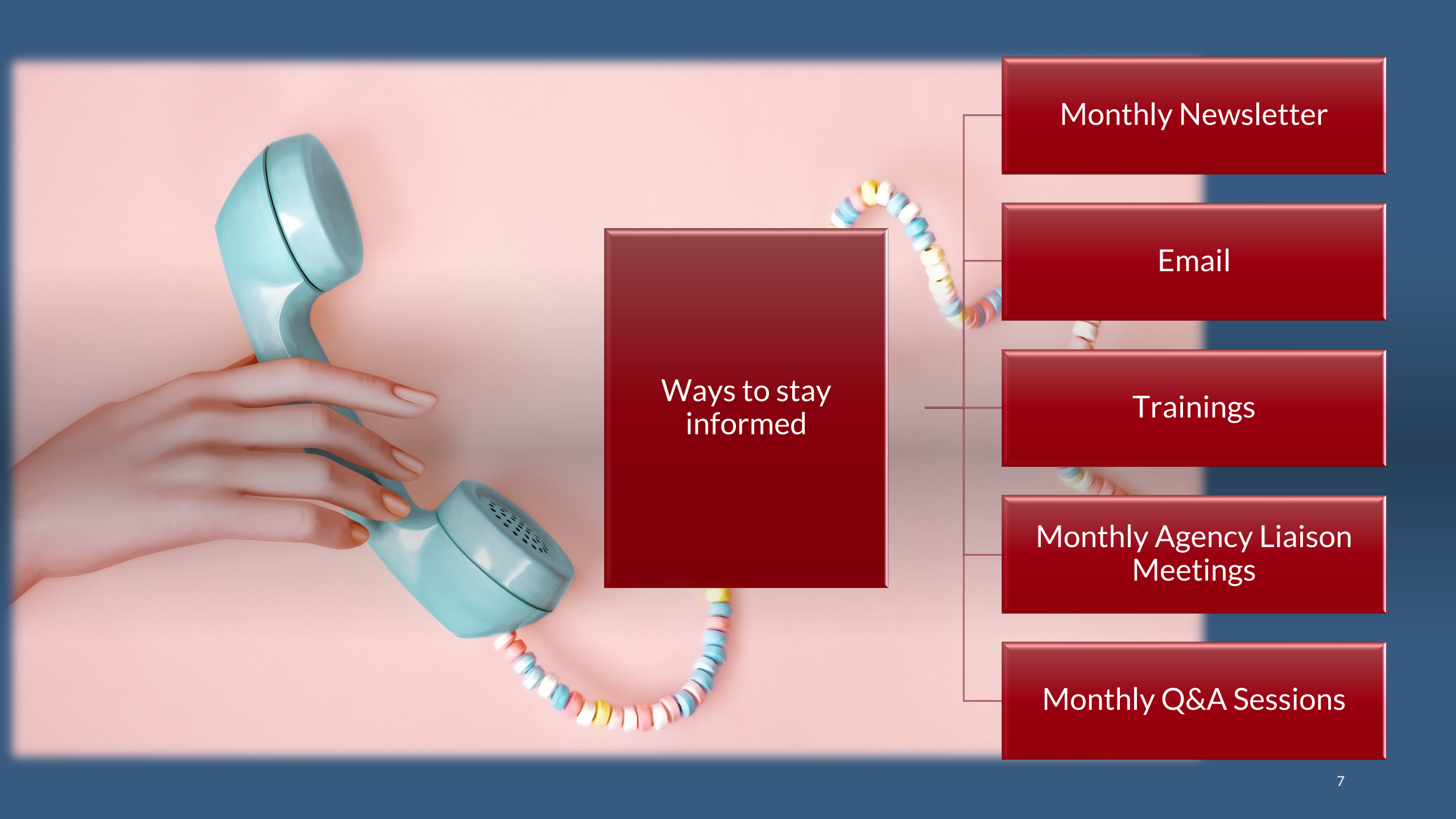
- Missing Data
- Data Entered Incorrectly
- Data that conflicts with other data in the system
- Data that doesn't comply with HUD or other funder expectations

User Issues

- New User Accounts
- Changes to access in the system
- Deactivating staff no longer at your agency

Training Opportunities

- Invitations for training opportunities with information about expected attendance.



Ways to stay informed

Monthly Newsletter

Email

Trainings

Monthly Agency Liaison Meetings

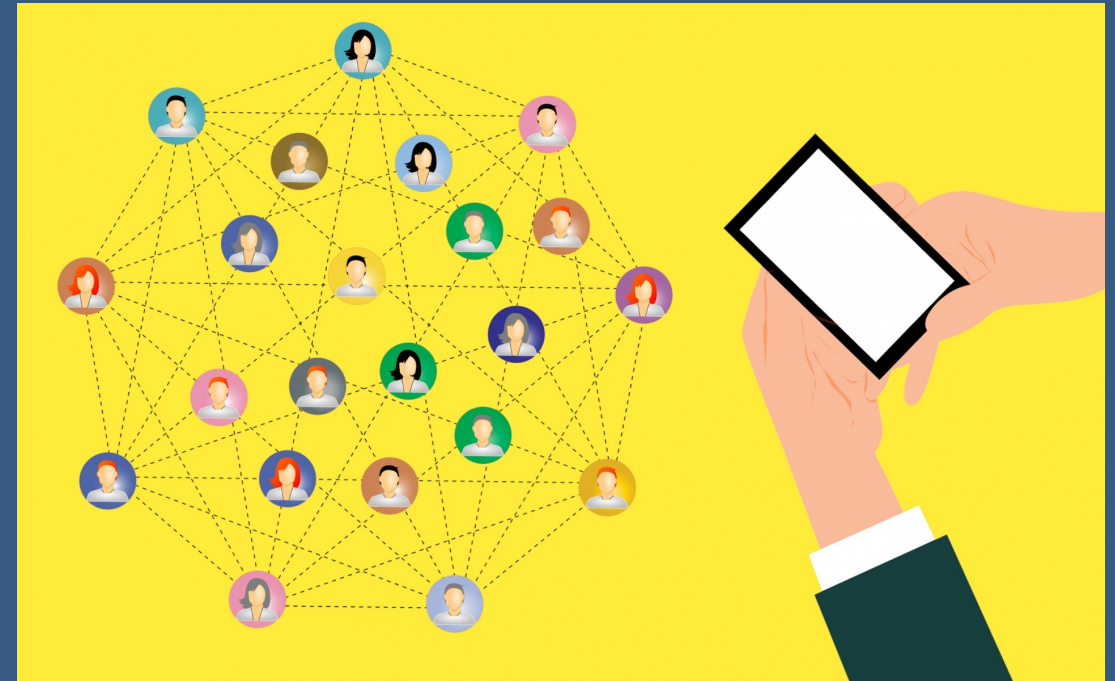
Monthly Q&A Sessions

Agency Liaison Expectations

Take action on the information you receive.

Share information with relevant staff at your agency staff

Inform your staff about what they need to do.



Resources

- Alameda County Website:
 - Alameda.bitfocus.com
- Alameda County HMIS
 - Email: hmissupprt@achmis.org
- Bitfocus
 - Email: alameda@bitfocus.com
 - (408) 426-5046
- Clarity HMIS
 - Chat Icon:

