✓Bitfocus

Quick Guide: How to Collect Tribal Affiliation

Below are basic steps on how to collect this information in King County HMIS. Tribal Affiliation is expected to be collected at profile creation for each member of the household who identify as American Indian/Alaskan Native as primary or as multi-racial, effective October 1, 2020.

Tribal Affiliation is collected on the client's Profile Screen

1. **From your Agency's Homepage** - Click on Search to find the client or Add the client to HMIS.
2. **Create Profile, or click on client's name to update profile.**
3. **Tribal Categories will appear on the screen if American Indian or Alaska Native is selected for Race.**
4. **Collect Tribal Affiliation Information -** Select one or more of the five tribe categories then add tribe affiliation(s).
5. **Collect information for each member of the household individually.**

Additional Details:

- The Tribal Categories will only display if American Indian or Alaska Native is selected as the client's race.
- There are 5 Tribal Categories (↓).
- If toggled on, users can select tribal affiliation for each category (→).
- Multi-Select: U.S. Federally Recognized Tribes will multi-Select. If more than one in a category - use Tribe Flag textbox.
- There is a Tribe Flag textbox field for notes and/or more information (i.e. Users can add any information that is not listed in the five categories).

PLEASE SELECT A TRIBE CATEGORY AND THEN SELECT APPLICABLE TRIBE(S) FROM THE ALPHABETICAL LISTS:

U.S. Federally Recognized Tribes 🔵

PLEASE SELECT ONE OR MORE FEDERALLY RECOGNIZED TRIBES AS NEEDED.

Federally Recognized Tribes	Select ⌄

First Nations Tribes 🔵

PLEASE SELECT FIRST NATIONS TRIBE(S):

First Nations Tribes (A-G)	Select ⌄
First Nations Tribes (H-M)	Select ⌄
First Nations Tribes (N-S)	Select ⌄
First Nations Tribes (T-Z)	Select ⌄

Latin American Tribes 🔵

PLEASE SELECT LATIN AMERICAN TRIBE(S):

Latin Amer. Tribes (A-C)	Select ⌄
Latin Amer. Tribes (D-L)	Select ⌄
Latin Amer. Tribes (M-S)	Select ⌄
Latin Amer. Tribes (T-Z)	Select ⌄

State Recognized Tribes 🔵

PLEASE SELECT STATE RECOGNIZED TRIBE(S):

State Recognized Tribes	Select ⌄

Unrecognized Tribes 🔵

PLEASE SELECT UNRECOGNIZED TRIBE(S):

Unrecognized Tribes (A-C)	Select ⌄
Unrecognized Tribes (D-M)	Select ⌄
Unrecognized Tribes (N-S)	Select ⌄
Unrecognized Tribes (T-Z)	Select ⌄

John Addison

PROFILE   HISTORY   PROGRAMS   ASSESSMENTS   NOTES   FILES   CONTACT   LOCATION

Race	American Indian or Alaska Native ⌄

PLEASE SELECT A TRIBE CATEGORY AND THEN SELECT APPLICABLE TRIBE(S) FROM THE ALPHABETICAL LISTS:

U.S. Federally Recognized Tribes ⚪

First Nations Tribes ⚪

Latin American Tribes ⚪

State Recognized Tribes ⚪

Unrecognized Tribes ⚪

IF CLIENT'S TRIBE IS NOT FOUND ON LISTS OR THERE ARE OTHER ISSUES RELATED TO TRIBAL MEMBERSHIP THAT YOU WOULD LIKE TO FLAG, PLEASE TOGGLE TRIBE FLAG AND ADD A NOTE IN THE NOTES FIELD.

Tribe Flag ⚪

Data Quality Check

Contact either your HMIS Agency Lead or HMIS System Administrator, at kc-admin@bitfocus.com to request a report to review your program data entry.

Tribal Affiliation Field FAQs

I have Native Americans/ Alaskan Natives in my program currently. Should I go back and collect this information from them?

It is expected this information will be collected for new individuals/households moving forward, but I would also encourage programs that are actively serving households/individuals who are identified as American Indian or Alaskan native to collect this information. It will help to increase the knowledge of the tribes we have represented in the HMIS system.

Is there a report to run to identify who is Native American/Alaskan Native in my program?

Yes! From the launch pad icon ⊞ , click reports. Navigate to the "Program Based Reports" and select "[OUTS-106] Client Demographics" select your report parameters and run to a webpage. This will allow you to click into your click on the clients who selected AI/AN and multiple races. This information can also be viewed using the "[GNRL -220] Program Details Report [2019]" if you prefer this format. **Note:** be sure to also review profiles that selected multiple-races on the profile page, as AI/AN may have been selected as well.

Is there a report that I can run to see the Tribal Affiliations?

We are working on developing a report in Clarity anyone can run to show the tribal affiliations, currently this not available in the report library. Please contact your System Administrators at kc-admin@bitfocus.com and we can generate a report for you and your agency HMIS lead to run.

How often will the Tribal Flags be reviewed?

We will be reviewing the Tribal Flags in January 2021, and annually thereafter. We will be auditing the tribal list and adding any affiliations to appropriate pick lists as needed.

Why are non-federally unrecognized tribes included?

Because they are pending to be recognized. They are fighting for their rights and it's important that we count those tribes. By them not having the recognition, they miss out on resources and opportunities of being a sovereign nation. The data can support them in this fight.

Why were these fields not in the HMIS database from the start?

The HMIS database primary purpose is to collect required HUD (Housing and Urban Development) funding data elements for the purposes of submitting reports to HUD. As we gain more experience with data collection as a community, we continue to refine our data collection efforts to align with shared goals and values.

How can we help insure data will be used? In the past CoC DCHS, policy has restricted the use of data if the sample size is small which is likely to be the case for many tribal communities.

The importance of this particular data lies with the Native providers. We can pull reports specifically for the tribes that are working with and analyze this data across sectors such as in health care, mental health and homeless response. There are many different layers why this tribe data is important. It's also about identity and ties to the people we are serving.

If someone doesn't know their Tribal Affiliation, but does identify as AI/AN how do we ask the question in a way that affirms their identities while recognizing that there is a violent history of separating their people?

We can ask the questions and then add the Tribal Flag, and add "Displaced". So that we can understand the amount of people displaced in our community.

We use a shortened firm on the HMIS Intake form, is this available?

Yes, all paper intake forms have been updated on the HMIS website, including the minimal form if your program collects this information in this way. http://kingcounty.hmis.cc/client-forms/

Should we also be collecting Tribal Income (Tribal per Capita?) in HMIS as an income source?

This can be collected under "other" in income sources. Because of the complexities and political nature of this income source, right now, this would be the best way to collect this information until or if more discussion is warranted.