



Partner Agency Data Leads
Quarter 2 PADL Meeting
CCSS Training Room
1600 Pinto Lane, Las Vegas 89106
June 28, 2018 9:00am - 11:00am



	Topic
1	Welcome and Introductions <ul style="list-style-type: none">● Introductions● Identify new PADLs - not present at qtr1 meeting<ul style="list-style-type: none">○ Where to find PADL 101 information: http://nvcmis.bitfocus.com/about/partner-agency-data-lead-padl/
2	Overview of HUD System Performance Measures <ul style="list-style-type: none">● Review of FY2017 Submission
3	HMIS Standard Operating Procedures and Data Quality Plan <ul style="list-style-type: none">● SOP: http://nvcmis.bitfocus.com/wp-content/uploads/2015/10/SOP-HMIS-2017.pdf● DQ Plan: http://nvcmis.bitfocus.com/wp-content/uploads/2015/10/Nevada-State-wide-HMIS-Data-Quality-Plan.pdf
4	Report Spotlight - Email Reports - Monitoring Reports <ul style="list-style-type: none">● Weekly Housing Census● Monthly Housing Report● Monthly Staff Report● Monitoring-APR, Performance Monitoring, and Recidivism
5	Upcoming Training <ul style="list-style-type: none">● Anatomy of the APR - How to get the most out of this report! (Webinar)<ul style="list-style-type: none">○ Tuesday, July 31st○ 10:00am - 11:30am○ Invites will be sent to all active users and designated PADLs in advance of the training
6	Clarity Human Services Feature Enhancements <ul style="list-style-type: none">● Community Queue and housed client cross-check● Improved contact information tracking● Auto update assessment score● Coordinated entry snooze● Dashboards and dashboard management
7	Discussion and QA <ul style="list-style-type: none">● Sage updates for CoC recipients● Let's hear it!

Report Spotlight: [HSNG-105] Weekly Housing Census

The Weekly Housing Census Report provides the following information:

- Nightly review of housing attendance for the date range selected.
- Data quality for each client housed on a given night.
- Household size of all clients housed within the date range.

Delivered to each agency, each week...

This report is automatically emailed directly to your HMIS agency lead on Wednesday morning of each week. It comes from "notifications@clarityhumanservices.com" with the subject (updated to the current weekly end date): *Weekly HMIS Housing Report ending 2018-06-23*. Users can also run the report directly from the report library.

Household without Children - 20 Beds					10 Units
DATE	ATTENDANCE			DATA QUALITY	
06/03/2018	12			100%	
06/04/2018	12			100%	
06/05/2018	12			100%	
06/06/2018	12			100%	
06/07/2018	12			100%	
06/08/2018	12			100%	
06/09/2018	12			100%	
Household Size					
Individual	2 ppl	3 ppl	4 ppl	5+ ppl	
0	6	0	0	0	

The [HSNG-105] Weekly Housing Census allows you to easily answer questions such as:

- Are the total clients housed for each night of the week correct?
- Is the data quality % within acceptable ranges or getting better over time? If not, where do we need to focus our efforts to improve data quality?
- Are the household totals accurate? If not, using the drill down feature will list which clients are included in each household count in order to identify any corrections needed to your program groups (missing member enrollments, members not linked properly, etc..)

Report Spotlight: [HSNG-102] CoC Housing Assessment Report

The CoC Housing Assessment report provides four categories of information:

- Monthly average housing bed nights provided.
- Four annual Point-in-Time (PIT) counts used for AHAR/LSA reporting.
- Annual average length of stay.
- Annual utilization percentage.

Delivered to each agency, each month...

This report is automatically emailed directly to your HMIS agency lead on the 15th of each month. It comes from "notifications@clarityhumanservices.com" with the subject (updated to the current month and year): *CoC Housing Assessment Report: June 2018 Transitional*. Separate reports are issued for each type of housing; Emergency Shelter, Transitional Housing, etc.) Users can also run the report directly from the report library.

Transitional Housing - Individuals											
											62 Beds
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
83	91	101	107	110	123	144	162	174	X	X	X
October, 25: 85			January, 31: 110			April, 25: 148			July, 25: X		
Average Length Of Stay: 29 Days						Utilization rate: 281%					
											75 Beds
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
52	67	68	65	64	62	61	63	62	X	X	X
October, 25: 60			January, 31: 67			April, 25: 61			July, 25: X		
Average Length Of Stay: 26 Days						Utilization rate: 83%					

The [HSNG-102] CoC Housing Assessment Report allows you to easily answer questions such as:

- Are my housed clients being counted correctly?
- Are my project bed totals accurate in HMIS?
- Are the utilization rates for my projects within acceptable ranges? If not, is there an explanation?

If you find that there are discrepancies in the data that you are unable to identify and correct, work with the Bitfocus Help Desk team to rectify by contacting nevada@bitfocus.com.

Report Spotlight: [DQXX-103] Monthly Staff Report

The Monthly Staff Report provides three categories of information:

- General data quality and timeliness
- User activity (including the number of clients that each staff member worked with during the time frame of report)
- Data quality by data element (e.g. Date of Birth, Race, Ethnicity, Veteran Status, etc.) for all clients served

Delivered to each agency, each month...

This report is automatically emailed directly to your HMIS agency lead on the 15th of each month. It comes from "notifications@clarityhumanservices.com" with the subject (updated to the current month and year): *HMIS: June 2018 Agency Staff Participation*. Users can also run the report directly from the report library.

Monthly Staff Report		Agency Name				
Active Staff						
Name	Unique Clients	New Clients	AVG Timeliness (in days)	DQ % Don't Know	DQ % Refused	DQ % Not Collected
	7	1	6	2.0%	0%	9.1%
	28	1	2	1.0%	0.8%	10.5%
	3	1	224	0%	0%	4.4%
	5	0	0	0%	1.2%	0%
	9	0	0	0.5%	0.5%	4.4%
	8	0	0	0%	0%	6.6%
	753	3	790	0.5%	0.7%	28.4%
	1	0	0	0%	0%	8.7%
	203	0	0	0.3%	1.2%	45.1%
	3	0	0	0%	4.8%	49.3%
	43	0	0	0.7%	1.4%	7.3%
	88	25	3	0.1%	0.3%	7.8%
Active Staff - No Activity						
Name	Last Login	Days Inactive				
	2016-08-18	226				
	Never	-				
	Never	-				
	Never	-				
	2016-11-19	133				
	Never	-				
	2017-05-15	0				
	2017-04-26	0				
	Never	-				
	2016-06-21	284				
	Never	-				
	2016-11-13	139				
	Never	-				

These staff have "active" accounts but have never logged-in or have logged in but are not showing activity.

Information provided for active staff:

- **Unique Clients:** unduplicated number of clients currently receiving service within the date range.
- **New Clients:** unduplicated number of clients newly enrolled in a service or program within date range.
- **Average Timeliness:** Average number of days from program/service start date to the time the service/program was recorded in Clarity.
- **DQ Don't Know/Refused/Not Collected:** average percentage of program specific data elements answered Client Doesn't Know, Client Refused, or Data Not Collected.

The [DQXX-103] Monthly Staff Report allows you to easily answer questions such as:

- Are there any staff accounts that should be deactivated due to inactivity and/or employee turnover? (If yes, contact the Helpdesk to deactivate user accounts, nevada@bitfocus.com.)
- Are the data quality and timeliness scores/% within acceptable ranges or getting better over time? If not, where do we need to focus our efforts to improve data quality?