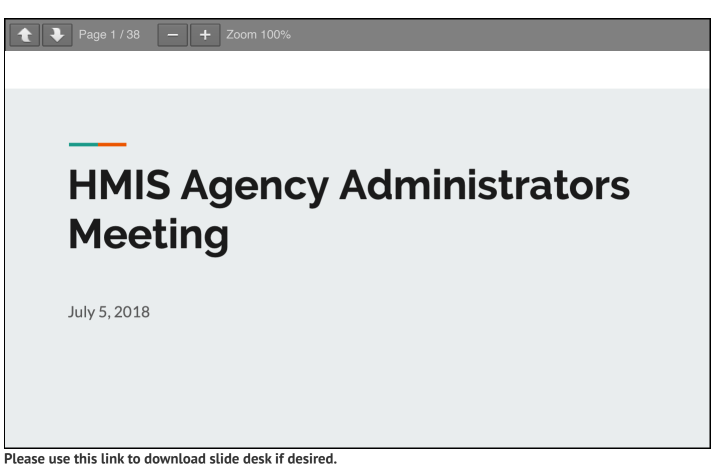
July 2018 Agency Admin Meeting

Date: Thursday, July 5, 2018
Time: 2:30 – 3:30PM
Place: Sobrato Conference Center, Milpitas
600 Valley Way, Room 1
Milpitas, CA 95035

Slides from the meeting can be found here:



Please use this link to download slide desk if desired.

Click this link to view June's HMIS Newsletter

Agenda:

1. CoC / Coordinated Assessment / UPLIFT Updates
1. Scheduled Maintenance Time on 7/7
1. Reminders: VI-SPDAT and Location Tab
1. HMIS Newsletter
1. Data Literacy Institute Starting This Quarter!
1. HIC/PIT Results
1. CDQI: Longitudinal System Analysis (LSA) Report
1. Q&A

CoC / Coordinated Assessment / UPLIFT Updates

1. Workgroup meeting next Thurs 12th. Everyone welcome.
2. NOFA season is underway- There is a TA workshop Weds July 11th for those interested in applying.
3. Meeting Weds 29th August, applications are due Sept 18th
4. UPLIFT – Have received 1700 out of 2500 requests, still some passes remaining. Aug 1 is the first day for pooled requests.

Reminders: VI-SPDAT and Location Tab

Reminder: Add Location Information for Clients Referred to the Community QueueWhy is Location information important?

When a client is referred from the queue to a housing opportunity, staff from the program receiving the referral will need to locate the client. HMIS is the primary source of information available for address, phone, email, and other contact information, which are tracked in the Location tab.

At the moment, over half of the clients on the Community Queue do not have Location information completed.

Where to Enter Location Information

- Go to the client's Location tab and click "Add Address"
- Complete fields and "Add Record"

Checking for Clients with No Location

When a client is referred to the Community Queue, a notice appears on their Client Profile screen to indicate they are on the Queue.

If the client does not have contact information on the Location tab, there will be a red notice. Click "Add" to add contact information to the Location tab.

Other Ways to Help

- If a client's profile indicates that they are on the Community Queue, check to make sure their Location information is still accurate, and update it if it is not.
- When completing a VI-SPDAT, please make sure to be as detailed as possible when filling out the questions related to locating the client.

Look for the yellow "Public Alert" banner on the client's profile. This may be a notice that another agency / program is trying to locate the client for a housing referral

New Feature Update: Automatic Removal from Community Queue

Will be activated in mid-July

If a client exits a program and their exit destination is permanent housing

OR

They are in RRH or PSH and a Housing Move-In Date is entered, then…

…the client will be removed from the Community Queue.

Users will get a notice before they save the exit or status update screen notifying them of the update.

HMIS Newsletter

Will be sent out monthly to all HMIS users

June 2018 Newsletter included:

- New Coordinated Entry Feature!
- Data Quality Lab – Part 3 – Missing Data
- All About Enrollments
- Bitfocus Is Hiring!
- Upcoming Events (including Data Literacy Institute!)
- Report Spotlight: [EXIT-101] Potential Exits

Web link to the newsletter will available in the Agency Admin meeting minutes

Data Literacy Institute Starting This Quarter!

Data Literacy Institute

Goal is to enable agencies and users to have greater insight into their work through data.

Activities:

- Assist Agency Managers to dive deeper into their data, learn to develop non-public Dashboards and Visualizations, and System Monitoring tools that assist Agencies to determine project success.
- Support HMIS users on common Data Literacy topics. Examples: how to frame a question with a common definition, how to analyze data that is extracted, what are the best types of visualizations for specific types of data, etc.

Thanks for your feedback!

Conducted a survey in May to get feedback on what would be useful to include as part of the Data Literacy Institute

Survey was sent out to both the HMIS Users and CoC mailing list

107 surveys were completed

Also gathered feedback at Agency Administrator meetings

Quarterly Workshops

- Workshop/session geared toward **Agency Administrators** (as well as any **Agency Managers** with interest in Data Literacy topics)
  - These will take place during Agency Administrator meetings, to reduce time commitment for participants.Non-Agency Administrators are welcome to attend
  - Agency Leads are invited to share any best practices or feedback during the workshops!
  - Attendees are encouraged to bring their laptops to run reports, etc
- Workshop/session geared toward **End Users**, with dial-in option whenever possible
- When possible, Agency Manager / End User workshops will have a common theme

Newsletter article recapping topics covered during the workshops that

- quarter

Q1 Workshops

For Agency Administrators / Agency Managers:

- HMIS Starter Kit:
  - **Content:** Overview of useful reporting / data analysis resources for Agency Leads
  - **Date/Time/Location:** Thurs, Aug 2 1:30-2:30pm at Sobrato (first half of Agency Administrator meeting)
- What HMIS data is used for:
  - **Content:** Overview of what HMIS data is used in and federal/County reports
  - **Date/Time/Location:** Thurs, Sept 6 1:30-2:30pm at Sobrato (first half of Agency Administrator meeting)

For End Users:

- Useful Reports Webinar:
  - **Content:** A review of useful reports in the Report Library, what data they provide, and how to run them
  - **Dates/Times:** Wed, July 18 2-3:30pm Link to register: https://bitfocus.zoom.us/meeting/register/d12f25c4f2d82200c5b9141539e44ee6
  - or Thurs, Aug 23 10-11:30am online Link to register: https://bitfocus.zoom.us/meeting/register/ae8d1654c5a67bb5d746f627e8486654
- What HMIS data is used for:
  - **Content:** Overview of what HMIS data is used in and federal/County reports
  - **Date/Time/Location:** TBD

Other Activities

Ongoing:

- Data Analysis training is available for those with an Agency Manager license:
  - Training video and registration for weekly Q&As here: http://scc.hmis.cc/training/schedule-a-training/

In Progress:

- Gathering feedback from Executive Directors on Data Literacy topics of interest to them

Some feedback from the surveys were outside the scope of the Data Literacy Institute, but we're evaluating ways to get that information out to everyone.

If you have any suggestions or feedback as we go along, please let OSH and Bitfocus know!

For August Data Literacy Workshop

- What reports do you find useful in the Reports Library? Why?
- If you use Data Analysis / Looker – what do you use Looker for? Are there any suggestions you would give others?
- What information do you struggle to get, and why?
- What general HMIS data / statistics do you think would be helpful for all agencies to see on a regular basis?

HIC/PIT Results

Housing Inventory Count (HIC)

- 7,275 Beds
- 26 Agencies
- 185 Projects

Point In Time Count (PIT)

- 1,806 Clients
- 1,308 Households
- 88% Utilization

CDQI: Longitudinal System Analysis (LSA) Report

LSA Background

In the past, CoCs would submit the Annual Homeless Assessment Report (AHAR) on an annual basis. The AHAR is a national-level report that provides information about homeless service providers and people and households experiencing homelessness. It informs strategic planning for federal, state, and local initiatives designed to prevent and end homelessness.

This year, HUD has redesigned the AHAR report and replaced it with the Longitudinal System Analysis (LSA) report. The LSA will be due in late Nov / early Dec and cover the federal fiscal year of 10/1/17 – 9/30/18.

Over the next few months, we will be asking agencies to review their data to prepare for the LSA.

LSA Overview

- Includes five project types: ES/SH/TH (reported as a combined group), RRH, and PSH
- Focuses on adults and heads of household – age is the only demographic reported for non-heads of household under 18
- Report includes data on demographics, length of time homeless, information on specific populations such as veterans and chronically homeless persons, housing outcomes
- Includes not just the federal fiscal year, but includes some historic data prior to the FY as well
- The LSA is a much larger report than the AHAR and requires the upload of a csv file instead of manually entering the data (for example, one table in the LSA is about 4 times the size of the entire AHAR report)

This Month: Project Inventory

Let Bitfocus know if:

There have been any changes to your **bed / unit inventory** since the HIC/PIT (or your last update):

- What the new bed inventory is
- What was the date of the inventory change

Any programs ended or started:

  - If the program ended, the end date (please make sure all clients are exited from the program!)
- If the program started, please fill out the Program Request Form
  - (http://scc.hmis.cc/client-forms/)

This Month, Continued Focus On:

  - Household Review
  - Move-In Date for PSH and RRH projects
  - Exit Destination
  - Income

This review will help both the System Performance Measures and LSA for the year covering 10/1/17 to 9/30/2018

Households Review

Run the [GNRL-106] Program Roster for the period of 10/1/17 to 6/30/18

Review the household groups:

  - If you notice that clients are missing, add them to the household.
  - If clients should be grouped together, contact the Help Desk

Housing Move-In Date

Run the [GNRL-106] Program Roster for the period of 10/1/17 to 6/30/18

For PSH and RRH programs, check the Housing Move-In Date

  - If household moved into housing and the Housing Move-In Date is "undefined", the Housing Move-In Date needs to be added
  - If the Housing Move-In date is not accurate (e.g. is before the program start date), it should be updated

Destination and Income

1. Run the [HUD-225] HMIS Data Quality Report for your programs
   1. If the client has been in the program for more than a year, make sure an Annual Assessment was completed

Make sure Annual Assessment is dated within 30 days before / after the anniversary of program entryReview Q4 (Destination and Income)**Destination: What to look forIssue:**

On the Program End screen, "Destination" is:

- Client doesn't know
- Client refused
- No exit interview completed
- Data not collected
- Missing

How to fix:

If the client's exit destination is known, update the "Destination" on the Program End screen

Income at Entry/Exit: What to look for

Possible Issues:

1."Income from Any Source" is:

- Client doesn't know
- Client refused
- Data not collected
- Missing

OR

2. "Income from Any Source" is Yes, but no specific income sources are checked

How to fix:

On the Enrollment or End screens, update "Income from Any Source" question

1. If a client does receive income, make sure to report the type of income (and the amount)

Income at Annual Assessment

Possible Issues:

Same issues as Income at Entry or Income at Exit

OR

Annual Assessment is not entered correctly

How to fix Annual Assessment:

1. If the client has been in the program for more than a year, make sure an Annual Assessment was completed

1. Make sure Annual Assessment is dated within 30 days before / after the anniversary of program entry

Next Month's Meeting Time and Location

Next Agency Admin Meeting: Thurs, Aug 2 from 1:30-3:30pm

At our regular meeting location: Sobrato Conference Center, Milpitas
600 Valley Way, Room 1
Milpitas, CA 95035

The first hour of the meeting will be the first Data Literacy Institute session for Agency Managers. Please feel free to invite anyone who may be interested to attend!

Dates and locations for 2018 meetings are listed on the OSH website:

https://www.sccgov.org/sites/osh/continuumofcare/osh-events/pages/home.aspx

By Jenn Ong | July 10th, 2018 | Blog, Uncategorized | Comments Off on July 2018 Agency Admin Meeting

About the Author: Jenn Ong

Comments are closed.