HMIS Agency Administrators Meeting

February 2, 2017

Agenda

1. UPLIFT Trainings upcoming
2. Useful reports (library and Looker)
   a. Review Community Capacity Report
   b. ES/TH and RRH Utilization Report
   c. Helpful Looker Tips
3. User Login Review - thank you!
4. New form and process to set up new programs in HMIS
5. New APR coming soon
6. Release of Information form

CoC/Coordinated Entry Updates

UPLIFT Trainings

In-Person Training Dates:

      Fri, March 3, 1:30-3pm

      Mon, March 6, 1:30-3pm

Location:

      Charcot Training Center (Room 4)

      2310 N. First Street, Suite 102

      San Jose, CA 95131

Training registration available next week at:

http://scc.hmis.cc/training/schedule-a-training

New UPLIFT users are required to attend an UPLIFT training. You can also meet the training requirement by watching the training video at: http://scc.hmis.cc/training/uplift (Don't forget to Submit a Certification of Completion!)

Community Capacity Report

ES/TH Utilization Report
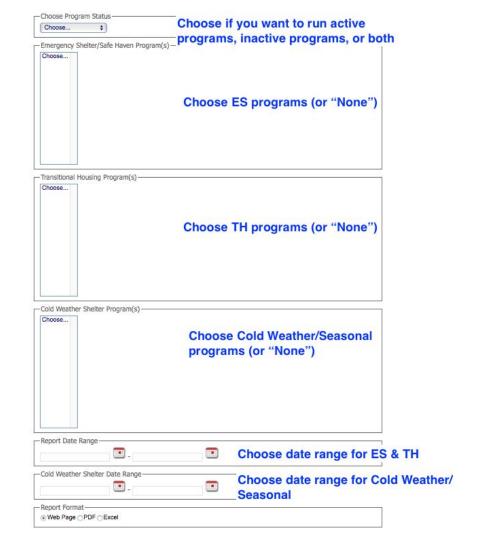
[SCC-107] ES/TH Utilization Report

Where is it?
Under Agency Specific Reports

Includes information on:
- Number of clients served
- Bed/Unit Inventory
- Utilization Rates

Why is it important?
OSH runs this report monthly to monitor ES, TH, and Seasonal/Cold Weather programs

RRH Utilization Report

[SCC-106] RRH Utilization Report

Where is it?

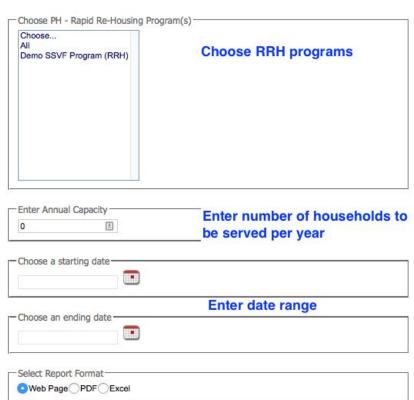Under Agency Specific Reports

Includes information on:

- Number of households served
- Capacity and Utilization Rates
- Total Housed
- Exit information (Transitioned In Place)

Why is it important?

OSH runs this report monthly to monitor RRH programs

Choose PH - Rapid Re-Housing Program(s)

Choose...
All
Demo SSVF Program (RRH)

Choose RRH programs

Enter Annual Capacity

0

Enter number of households to be served per year

Choose a starting date

Choose an ending date

Enter date range

Select Report Format

Web Page PDF Excel

Looker Tips

Looker Visualizations

1. Open the visualization tab
2. Choose visualization type
    a. Learn about visualization types at Looker.com
        i. Search online for "Looker visualizations"
        ii. Or access directly at:
            https://looker.com/docs/exploring-data/visualizing-query-results/column-options
3. Adjust visualization settings

User Login Review

In January, Bitfocus asked agencies to review their list of user accounts

Accounts that were not active in the past 6 months were deactivated

Over 60 accounts were deactivated

Thank you all for your quick responses!

New Form and Process to Set Up New Programs in HMIS

There will be a new form required when requesting a new program in Clarity. The form should be submitted to the Bitfocus Help Desk. The information will be reviewed by OSH before the program is set up.

Reason for this change:
- Easy and consistent way to capture all information required for program set-up
- Integrated programs such as CCP are set up correctly
- OSH is aware of new programs for System-wide reports (e.g. Community Capacity Report)

The form will be posted on: http://scc.hmis.cc/client-forms/

New APR Coming Soon

In April 2017, HUD will begin requiring CoC Program grant recipients to submit APR data through a new online database (the Sage HMIS Reporting Repository).

The APR will no longer be submitted in e-snaps. If you don't submit your APR by April 1, you will need to submit it in Sage.

The APR will also have a new format (csv). Instead of manually entering in HMIS APR data, you will download the APR from HMIS and upload the file into Sage. The new APR will be available in Clarity by April 1.

HUD is planning to release more details about the new report and Sage system soon.

Release of Information Form

DON'T:

- ***Alter the ROI form in any way***
- Enter client data if the client did not give consent (example: profile photo, disability information)

DO:

- Check to see if a client has a valid ROI before entering data
- When uploading an ROI, make sure the ROI form is fully completed, signed, and dated
- If an ROI is already uploaded, review it to make sure you are aware of what is ok/not ok to enter
- Use the correct ROI form: http://scc.hmis.cc/client-forms/

CDQI Action Items

Please review and confirm the information about housing and shelter programs that we previously reported to HUD in THIS SPREADSHEET. Although the spreadsheet may look intimidating at first glance, we are only asking you to look at a few elements:

1. The names of your program(s)
2. HUD Geo Codes for the geographic area(s) in which your program(s) operate
3. Inventory type (Current, New, or Under Development)
4. TH unit type (for transitional housing programs only)
5. ES bed type (for emergency shelter programs only)
6. Target populations
7. Whether you receive McKinney-Vento Funding
8. Whether you receive other federal funding

Keep the following in mind while reviewing:

- Let us know if any new housing or shelter programs have come online during calendar year 2016
- Similarly, let us know if any programs on our list have stopped operating during calendar 2016.
- Please leave a comment in any cell where information needs to be changed (Bitfocus will make the actual change, using the information from your comment)
- Lastly, please tell us when you have completed your review of the spreadsheet.