

ROI Monitoring: Simple & Effective Ways to Get It Done!

SCC Data Engagement Workshop June 17, 2021



Data Engagement Workshop (DEW) Overview

The goal of the DEW is to help staff at all levels enhance their understanding of the data collected in HMIS, how to measure program performance, and how to use data to effectively communicate the success of your programs.





Agenda

- 1. Welcome/Introductions
- 2. Client Consent Policies and Definitions
- 3. ROI tips and resources
- 4. ROI Reporting Options
 - a. ROI Compliance Report
 - b. Expiring ROIs Report
- 5. Creating Your Own ROI Monitoring Reports



Client Consent Policies & Definitions



Client Consent To Data Collection and ROI

Before entering personally identifiable information (PII) into HMIS, including client profile data and the VI-SPDAT, client consent must be obtained via the ROI form.

The form is available in English, Spanish, Vietnamese, & Chinese (traditional) CLIENT CONSENT TO DATA COLLECTION AND ROI

Page 1 of 6

SANTA CLARA COUNTY HMIS CLIENT CONSENT TO DATA COLLECTION AND RELEASE OF INFORMATION

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Santa Clara County Homeless Management Information System ("SCC HMIS") is a shared database and software application which confidentially collects, uses, and shares client-level information related to homelessness in Santa Clara County. On behalf of the Santa Clara County Continuum of Care ("CoC"), SCC HMIS is administered by the County of Santa Clara ("County") and Bitfocus, Inc. ("Bitfocus") in a software application called Clarity Human Services ("Clarity"). Clients must consent to the collection, use, and release of their information, which helps the CoC to provide quality housing and services to homeless and low-income people.

Client information is collected in SCC HMIS and released to housing and services providers (each, a "Partner Agency," and collectively, the "Partner Agencies"), which includes community based organizations and government agencies. Partner Agencies use the information in SCC HMIS: to improve housing and services quality; to identify patterns and monitor trends over time; to conduct needs assessments and prioritize services for certain homeless and low-income subpopulations; to enhance inter-agency coordination; and to monitor and report on the delivery, impact, and quality of housing and services.

Client information is protected by limiting access rights to the database and by limiting the parties to whom the confidential information may be released, in compliance with federal, state, and local regulations governing the confidentiality of client records. Each person or agency with access rights to SCC HMIS, or to whom client information is released, must sign an agreement to maintain the security and confidentiality of client information. Upon any violation of the agreement, access rights may be terminated, and the person or agency found to be in violation of the agreement may be subject to further penalties.



SCC HMIS Client Consent Training

The client Consent Training is required prior to administering the ROI and for access to HMIS.

This training is refreshed annually.





Consent/Release of Information may be collected electronically

("PHI"). If entere Client i

Electronic signatures must be obtained using a County-approved technology that complies with California's E-sign Act, such as Docusign. The electronically signed document should be uploaded as a PDF in HMIS.

All required fields must be filled out.

| issing init | tials an | Partner Agencies may change over time, and that a current list of | | |
|------------------------|----------|--|-----------|-----------------|
| t that the | ey do no | t has been provided to me. I also understand that I may request an | | |
| ng that | | time or view the list at: <u>http://scc.hmis.cc/partner-agencies.html</u> . I | | |
| TE: if the he "Hous | e client | ne collection, use, and release of this information is for the purpose of | | |
| , they car | nnot be | s for housing, counseling, food, utility assistance, or other services. | | |
| using pro | ogram v | a | | |
| queue | | pace(s) in the table below, I authorize that the information or records entered into SCC | | |
| ne | e tollov | ring specific types of protected personal information ("PPI") and protected health information | | |
| | | or more space(s) in the table below, I do not authorize the specific type of mormation to be | | |
| | | | | |
| itials | Type | of PPI/PHI | | |
| | • 10 | lentifying information (including: name, birth date, gender, race, | | |
| | P | thnicity, social security number, phone number, residence address or | | |
| | 0 | ther similar identifying information) | | |
| | • 1 | ly photograph or other likeness | | |
| | • N | Indical information included in my responses to questions asked as part | | |
| | 0 | f the standard HMIS intake and identification as a client or natient of the | | |
| | s | anta Clara Valley Health and Hospital System | | |
| | • • | IV/AIDS related information included in my reconnects to questions asked | | |
| | • • | s part of the standard HMIS intake | | |
| | _ | | | - |
| | • | SIGNATURE | | |
| | | | | There must be a |
| | | Date:AM/PM | | here or the ROI |
| | | | | is not valid |
| | - | Signature of Patient/Client or Representative: | - | |
| | - | | | There must be a |
| | | | | signature here |
| | | | | valid |
| | | If signed by a person other than the patient/client, indicate relationship: | _ | |
| | | | | |
| | | | | |
| | | | | The client's |
| | | Print Name: | | name must |
| | | | - | be printed |
| | | | | unreadable, |
| | | | | please write |
| | | | | the client's |
| | | | | next to it or |
| | | THE FOLLOWING IS REQUIRED ONLY FOR RELEASE OF INFORMATION FO | R CLIENTS | on the front |
| | | RECEIVING MENTAL HEALTH SERVICES FROM THE COUNTY'S BEHAVIORA | L HEALTH | S of the ROI. |
| | | DEPARTMENT, OR AS OTHERWISE OUTLINED IN CALIFORNIA WELFARE A | ND INSTIT | UTIONS |
| | | CODE SECTION 5328 | | |

Refusing Consent & Anonymous Client Profile

- When a client does NOT consent to release of information an Anonymous profile is created that protects personally identifying information from being shared.
- An anonymous profile does not prevent the client from accessing services and housing resources.
- In a normal year about 3-4% of clients refuse consent to release of information.
- An anonymous client profile can make it more difficult for the client to be located for referrals and services.

| 00000 Ce487acdc | | | | | | | | | |
|------------------------------|---------------------------------------|----------|--|--|--|--|--|--|--|
| PROFILE HISTORY PROGRAMS SEF | VICES ASSESSMENTS NOTES FILES CONTACT | LOCATION | | | | | | | |
| CLIENT PROFILE | | | | | | | | | |
| Social Security Number | XXX - XX - XXXX 🝞 | | | | | | | | |
| Quality of SSN | Data not collected | ~ | | | | | | | |
| Last Name | Ce487acdc | | | | | | | | |
| First Name | 00000 | | | | | | | | |
| Quality of Name | Client refused | <u> </u> | | | | | | | |





Anonymous Profile: Step-By-Step

- 1. Enter 000-00-0000 for SSN
- 2. Enter the Unique ID for Last Name
- 3. Enter the letter "O" for First Name
- 4. For Quality of Name Enter "Partial, Street, or Code Name"
- 5. For Quality of DOB Enter "Approximate or Partial DOB"
- 6. For DOB enter 01/01/xxxx. only enter the birth year not the month/day.
- 7. Enter remaining demographic and other information as reported by client



Full guide available on HMIS Website



An ROI is Valid Across SCC Participating Agencies

If another agency collected a valid ROI it is valid across all Santa Clara County participating agencies.

The client does NOT have to sign a new ROI for services at a new agency unless their ROI has expired or changed.





A Separate ROI is Required for Each Household Member

Each household member must sign an individual ROI

Parents can sign for children under 18

Unaccompanied youth aged 13-17 can sign an ROI for themselves.





Common ROI Problems and Pitfalls





Use the Most Up-To-Date ROI version

The most recent version(s) can be found on the HMIS website. CLIENT CONSENT TO DATA COLLECTION AND ROI

Page 1 of 6

SANTA CLARA COUNTY HMIS CLIENT CONSENT TO DATA COLLECTION AND RELEASE OF INFORMATION

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ROI Missing Key Signature Fields is Not Valid

| CLIENT CONSENT TO DATA COLLECTION AN | D ROI | | | Page 6 of 6 |
|--------------------------------------|----------------------------------|-------------|----------------------|--|
| SIGNATURE | | | | |
| Date: | Time: | _am/pm < | Th da he is | ere must be a te and time ere or the ROI not valid |
| Signature of Patient/Client or Repi | resentative: | | | |
| | | | sig | gnature here |
| If signed by a person other than th | ne patient/client, indicate rela | tionship: | | lid |
| Print Name: | | | | The client's name must be printed here. If it is unreadable, |
| | | | | please write the client's |
| | | | | name LEGIBLY |
| THE FOLLOWING IS REQUIRED ON | ILY FOR RELEASE OF INFORM | ATION FOR C | | next to it or |
| RECEIVING MENTAL HEALTH SERV | /ICES FROM THE COUNTY'S B | EHAVIORAL I | HEALTH S | of the ROI. |
| DEPARTMENT OR AS OTHERWISE | OLITI INED IN CALIFORNIA M | | | TIONS |



ROI Missing Expiration Date is Not Valid



- Page 3 must include an expiration date
- Make sure the client does not enter the current date by mistake
- You can advise the client the standard expiration is three years from current date



Check For Missing Initials

- Check for missing initials and verify with the client that they do not consent to sharing that information
- If the client does not initial the "Housing Information" box, they cannot be preferred to a housing program via the community queue

| | (i) A set of the function of the set of t |
|---|---|
| | • Identifying information (including: name, birth date, gender, race, |
| | ethnicity, social security number, phone number, residence address, or |
| | other similar identifying information) |
| | My photograph or other likeness |
| | • Medical information included in my responses to questions asked as part |
| | of the standard HMIS intake and identification as a client or patient of the |
| | Santa Clara Valley Health and Hospital System |
| | • HIV/AIDS-related information included in my responses to questions aske |
| | as part of the standard HMIS intake |
| | Mental health information included in my responses to questions asked as |
| | part of the standard HMIS intake and identification as a client receiving |
| | mental health services from the County's Behavioral Health Services |
| | Department |
| | |
| /ersion 2020-03-11 This form i | nay not be amended or modified except on approval of the County of Santa Clara's Office of Supportive Housing. Please send all requests for changes to support@bitfocus.com. |
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What issues have you observed with ROIs and Client Consent?



ROI Resources and Tools Available on the HMIS Website

https://scc.bitfocus.com/

- Client Consent to ROI Form
- SCC ROI FAQ Sheet
- SCC ROI Completion Guide
- SCC HMIS Client Consent Training



Client Consent Tools in Clarity



ROI Must be Entered Prior to Creating a Client Profile

Clarity required that you enter the client consent status prior to creating a new client profile

An attached PDF file is required for all ROI's

RELEASE OF INFORMATION

| Permission | Yes | ~ |
|---------------|--------------|----------------|
| Start Date | 06/17/2021 | 1 25 |
| End Date | 06/17/2024 | 25 |
| Documentation | Attached PDF | ~ |
| File | Select File | |
| | | |



ROI Records are Accessed from the Client Privacy Page

Use the client privacy page to:

- View previous ROI's
- Enter a new ROI

Verify the existing ROI is valid before enter any new data for that client

| Wonder Woman Profile History programs ser | IVICES ASSESSMENTS NOTES FILES CONT | ACT LOCATIO | N | III Trevor Mells, System → System → System → |
|--|-------------------------------------|-------------|-----------|--|
| CLIENT PROFILE | | | | |
| Social Security Number | XXX - 99 - XXXX 🔞 | | | Baby Wonder Woman Daughter |
| Quality of SSN | Approximate or partial SSN reported | ~ | See | Woman Daugiter |
| Last Name | Woman | | | Active Programs |
| First Name | Wonder | | | |
| Quality of Name | Full name reported | ~ | | Grove |
| Quality of DOB | Approximate or partial DOB reported | ~ | | [UPLIFT] County of Santa Clara: OSH |
| Date of Birth | 01/01/1992 | | D02CBEBBB | Care Team 2 Manage |
| | Adult. A | ge: 29 | | |
| Middle Name | | | | U U |
| | Suffix None | ~ | | |
| Alias | Boss Lady | | | |
| Gender | Female | ~ | | |
| Race | American Indian or Alaska Native | ~ | | ⑦ Help |
| Pakatata. | Non Hisponia/Non Lating | | | |



ROI Warning Banner

Clients with an Expired, Missing, or Soon to Expire ROI will show a Warning on their Profile

| Wonder Woman PROFILE HISTORY PROGRAMS SEF | IVICES ASSESSMENTS NOTES FILES CONTACT LO | CATION | P SEARCH ≡ CASELOAD |
|---|---|-----------|-------------------------------------|
| A Release Of Information will expire | in 13 days. Please review to ensure compliance. | | MANAGE |
| CLIENT PROFILE | | | 🚔 🗰 回 |
| | | | Household Members Manage |
| Social Security Number | XXX - 99 - XXXX 🔞 | | Baby Wonder Woman Daughter |
| Quality of SSN | Approximate or partial SSN reported | | woman |
| Last Name | Woman | | Active Programs |
| First Name | Wonder | | |
| Quality of Name | Full name reported | | Grove |
| Quality of DOB | Approximate or partial DOB reported | | [UPLIFT] County of Santa Clara: OSH |
| Date of Birth | 01/01/1992 | D02CBEBBB | Care Team 2 Manage |
| | Adult. Age: 29 | | |
| Middle Name | | | |
| | Suffix None | | |
| Alias | Boss Lady | | |
| Gender | Female | - | ⑦ Help |
| | A | | |



ROI's In Clarity DEMO...



ANONYMOUS POLL How many years of experience do you have with HMIS data and reporting?



Reporting on HMIS ROI's



ROI Compliance Report

[SCC-104-AD] ROI Compliance Report

- Located in the Clarity Report Library
- Available to all Users to run at any time
- Shows potential ROI compliance issues by staff member



How to run the ROI Compliance Report

- 1. Go to the <u>Report Library</u>
- 2. Click on Administrator Reports
- 3. Find [SCC-104-AD] ROI Compliance Report
- 4. Click <u>RUN</u>
- 5. Enter the <u>Date Range</u> and perfered <u>Report</u> <u>Format</u>
- 6. Click <u>SUBMIT</u> and wait for the report to complete





ROI Compliance Report Output

- The report outputs a list of staff and potential ROI compliance issues related to information entered
- Looks at information entered on: Profile, Services, Programs, Assessments, Notes, Files, Locations, & Referrals
- The report shows info across the entire CoC. May need to be filtered by staff of interest.

| stem 😫 🚽 🏭 ष Trevor Mells, 🧔 | | | | | | | | | | | | | | | | |
|------------------------------|------------|------------|-------|-----------|-------|-----------|----------|------------|-------|-----------|--------|-----------|-------|------------|--------|------------|
| ORT LIBRARY EXPL | ORE DATA A | NALYSIS | | | | | | | | | | | | | E CASE | LOAD |
| | | | | | | | | | | | | | | | | |
| | | F | ROI C | ompliar | ce R | eport (D | Date R | lange: 0 | 1/01/ | 2021 th | ru 06/ | 17/2021 |) | | | |
| | Clier | nt Profile | Clier | t Service | Clien | t Program | Client A | Assessment | Clie | nt Notes | Cli | ent File | Clien | t Location | Clien | t Referral |
| Staff Name | # No | # Missing | # No | # Missing | # No | # Missing | # No | # Missing | # No | # Missing | # No | # Missing | # No | # Missing | # No | # Missing |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 264 |
| | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 6 | 3 | 0 | 0 | 0 | 0 | 5 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| | ~ | | ~ | | ~ | | _ | | ~ | | ~ | | ~ | | ~ | |



Expiring ROIs Report

Looker Report

- Located in the Clarity Data Analysis (Looker) Module
- Available to Users with Data Analysis Access
- Shows expiring ROI's by program and Staff Member



Data Analysis (Looker) Access is Required for This Report

Check if you have Data Analysis Access:

- 1. Go to the Clarity <u>Report</u> <u>Library</u>
- 2. You should see a tab called Data Analysis

The obtain DA access your HMIS Agency Lead should reach out to the Helpdesk

| System | 🚽 😫 🏢 📔 |
|-------------------------------------|-------------------------------|
| REPORT LIBRARY EXPLOR DATA ANALYSIS | SEA |
| DATA ANALYSIS | 🕸 🗒 🗏 🖽 📢 |
| | SETUP MANAGE REPORTS CALENDAR |
| | |
| Built In Reports | ATTENDANCE MERGE DATA IMPORT |
| Santa Clara County HMIS Reports | |
| System Reports | 6 report(s) 🗸 |
| | |
| Managed with Clarity Human Services | |



How to run the Expiring ROIs Report

- 1. Go to the <u>Report Library</u>
- 2. Click on the Data Analysis tab
- 3. Click on Santa Clara County HMIS Reports
- 4. Find the Expiring ROIs Report
- 5. Click <u>RUN</u>
- 6. Adjust FILTERS as shown on the next slide
- 7. Click <u>RUN</u>

| Syster | n | | | 🛃 📑 📰 |
|-------------|--|------------|--------|------------------|
| REPORT LIBI | RARY EXPLO <mark>F DATA ANALYSIS</mark> | | | |
| | Affiliated | £22 | [!-!] | |
| | Affiliated City - Morgan Hill | £03 | | |
| | Affiliated City - Mountain View | SETUP | MANAGE | REPORTS CALENDAR |
| | Affiliated City - Outside SCC | | | 8 |
| | Affiliated City - Palo Alto | | لك | 8 |
| | Affiliated City - San Jose | ATTENDANCE | MERGE | DATA IMPORT |
| | Affiliated City - Santa Clara | | | |
| | Affiliated City - Sunnyvale | ▶ RUN | | |
| | SCC Jurisdiction Report | ▶ RUN | | |
| | PT: Homeless Prevention | | | |
| | Homeless Prevention Project Utilization | ▶ RUN | | |
| | PT: RRH | | | |
| | RRH Utilization & Outcomes - Program Details | ▶ RUN | | |
| | RRH Utilization and Outcomes Dashboard V2 | ● RUN | | |
| | RRH Utilization and Outcomes Dashboard V3 | ▶ RUN | | |
| | PT: Safe Parking | | | |
| | Safe Parking Attendance | ● RUN | | |
| | Safe Parking Dashboard (moved from Data Quality) | ● RUN | | |
| | Safe Parking Utilization (moved from Data Quality) | ● RUN | | |
| _ | QA/ Monitoring | | | |
| - г | Expiring ROIs Report | ● RUN | | |
| | VA IVIASIEL LIST LUUKS | | | |
| | Vets Master List | RUN | | |
| | | | | |



Adjust Report Filters

Enter the Agency Name and Program Name(s) you are interested in. Then click RUN.

| Expiring ROIs Report | | | Save Look | Run |
|---|-------------------|--|--------------|--------------------------|
| S Filters (5) | | | | Custom Filter |
| Enrollments Reporting Period Filter Required | is in the past \$ | 1 days + | | |
| Agencies Agency Name | is equal to \$ | AGENCY NAME × | × + | |
| Programs Name | is equal to \$ | PROGRAM NAME × | × + | |
| (3) Release of Information End Date | is before \$ | (relative) (relative) 30 days from now \$ | × + | |
| (i) Release of Information Is Latest ROI System Wide? | is equal to \$ | Yes × | × + | |
| ▼ Visualization 🔠 🖬 🗐 🖉 🖉 | 0 174 6 … | | | Edit (ĝ) v |
| Client UID 🗸 Agency | Program Name | Assigned Staff | ROI End Date | ROI - Days to Expiration |
| 1 | | | | -242 |
| 3 | | | | -126 |
| 4 | | | | -268 |
| 5 | | | | -304 |
| 6 | | | | 23 |
| 7 | | | | 23 |
| 8 | | | | -587 |
| 9 | | | | -838 |
| 10 | | | | -364 |
| 11 | | | | -228 |
| 12 | | | | -170 |
| 13 | | | | -150 |
| 14 | | | | 14 |
| 15 | | | | 14 |
| > Data | | | | Powered by 🖏 Looker |



Evaluating the Expiring ROIs Report

REPORT SHOWS:

- List of Clients Enrolled in each program with an expired or soon to expire ROI
- Shows the agency, program, assigned staff, and days until the ROI Expires

| Client UID 🗸 🗸 | Agency | Program Name | Assigned Staff | ROI End Date | ROI - Days to Expiration |
|----------------|---|---|----------------|--------------|--------------------------|
| EDD433390 | [TRAINING] Gilroy Compassion Center | Gilroy Compassion Center | Lesly Soto | 2019-03-31 | -809 |
| D731EAB42 | [TRAINING] Sacred Heart Community Service | Emergency Program | Janel Fletcher | 2020-03-03 | -471 |
| D731EAB42 | [TRAINING] The Sunshine Agency | Goodnight Family Shelter | Janel Fletcher | 2020-03-03 | -471 |
| D731EAB42 | [TRAINING] The Sunshine Agency | [CE] The Sunshine Agency | Trevor Mells | 2020-03-03 | -471 |
| CC13896FA | [TRAINING] The Sunshine Agency | Frontline Shelter | Mike Reed | 2019-07-01 | -717 |
| 908EF1051 | [TRAINING] The Sunshine Agency | Frontline Shelter | Mike Reed | 2018-05-19 | -1,125 |
| 840033336 | [TRAINING] HomeFirst | Minimal Street Outreach | Lesly Soto | 2021-02-09 | -128 |
| 840033336 | [TRAINING] New Directions | [CCP Outreach] MHD Community Reintegration - No | Lesly Soto | 2021-02-09 | -128 |
| 840033336 | [TRAINING] Sacred Heart Community Service | [HPS - OSH] SHCS Prevention Program | Lesly Soto | 2021-02-09 | -128 |
| 840033336 | [TRAINING] The Health Trust: County Collaborative | [RRH CSJ] The Health Trust | Lesly Soto | 2021-02-09 | -128 |
| 840033336 | [TRAINING] The Law Foundation (TLF) | The Law Foundation Doesn't Share | Martin Vail | 2021-02-09 | -128 |
| 5786A88EE | [TRAINING] Abode Services | Rapid ReHousing for Families - CESH | Alison Wilson | 2020-04-01 | -442 |
| 5786A88EE | [TRAINING] Abode Services | SCC Outreach | Alison Wilson | 2020-04-01 | -442 |
| 5786A88EE | [TRAINING] Amigos de Guadalupe | Amigos Safe Parking - OSH | Alison Wilson | 2020-04-01 | -442 |
| 4D0627EA8 | [TRAINING] PATH | [RRH CSJ] PATH | Janel Fletcher | 2020-11-13 | -216 |
| 47495C2EB | [TRAINING] Santa Clara Family Health Plan (SCFHP) | [CE] Santa Clara Family Health Plan (SCFHP) | Linda Nguyen | 2020-02-28 | -475 |
| 161880CC4 | [TRAINING] Abode Services | [CCP Housing Maintenance] Continuum of Care Pro | Janel Fletcher | 2020-02-10 | -493 |
| 161880CC4 | [TRAINING] The Sunshine Agency | Frontline Shelter | Janel Fletcher | 2020-02-10 | -493 |
| 02506B0AD | [TRAINING] HomeFirst | TEST BRC Night by Night | Janel Fletcher | 2019-06-10 | -738 |



Evaluating the Expiring ROIs Report

Additional Tools

- Click on each field header to sort by that field.
- Use the gear icon in the upper right to DOWNLOAD the report to Excel.

| Download | | \times |
|-------------|--|----------|
| File Format | CSV | \$ |
| Results | With visualization options applied ? As displayed in the data table | |
| Values | Formatted Unformatted | |
| Limit | Results in Table All Results Remove all sorts from query Custom | |
| Filename | scc_train_connection_model base 2021-06-17T0928.csv | |
| | Open in Browser Downlo | ad |



Digging Deeper: Customizing the Report for your Needs

The data analysis tool allows you to add/remove specific measures to suit your reporting needs. Try adding the "User Creating" field from the field picker on the left hand side of the screen.

- 1. Expand the <u>field picker</u> on the left hand side
- 2. Find the Folder called Enrollments
- 3. Click on the field called <u>User Creating</u> to add it to the table.
- 4. Click <u>RUN</u>

The report now includes the user that created the enrollment to help you track down the source of the issue.





Digging Deeper: Turn your ROI Data into Insights (DEMO)

Now we will show how use this same report to create a chart that identifies where the greatest number of ROI violations is occurring.





What other insights would be helpful to get out of this data?



Additional Resources

The HMIS Website <u>http://scc.hmis.cc/</u> contains all previous data engagement workshops

Data Engagement Workshop Slide Decks

Here you will find the information shared at the DEW should you want to reference information provided. We hope that you will join us in upcoming Data Engagement Workshops where you will get hands on opportunities to develop and/or learn new techniques that will help you in mastering your data skills.

- Demographics A Deep Dive to Understanding & Presenting Demographics Information (October 2020)
- Getting Started with Looker: Exploring Looks to Support Data Entry (June 2020)
 - Using Table Calculations
 - Looker Functions and Operator
 - DEW Getting Started with Looker: Guide/Manual
- Taking a Closer Look at Looker Dashboards & Reports in Clarity (February 2020)
- Data Done Right: Data Quality vs. Data Accuracy (October 2019)
- Our Friend, Excel(May 2019)
- How To Tell Your Story Slide Deck (Feb 2019)
- How to Request Data (How to Monitor Your Data) Slide Deck (Nov 2018)
- Planning for Data Requests Slide Deck (Nov 2018)
- HMIS Data In Action Slide Deck (Sept 2018)
- HMIS Starter Kit Slide Deck (Aug 2018)



Questions?