



King County HMIS News, August 2022

Welcome to the King County HMIS August 2022 newsletter!

In this edition you'll find the following:

- Reminder: Annual Privacy/Security Training Refresher for all Users
- Demystifying “Heads of Household” in HMIS
- Report Spotlight: Find & Fix: Head of Household Errors using [HUDX-225] HMIS Data Quality Report
- Co-Facilitator Opportunities
- Upcoming Events



News

Reminder: Annual Privacy/Security Training Refresher for all Users due by September 30th

This is just a brief reminder, as you are hopefully enjoying what is left of our summer, that all HMIS Users are required to take the [King County Privacy & Security Training](#) between July to September. If you have not already done so, please make this a priority ASAP.

For Users new to Clarity Human Services in 2022: Please note that if you completed the King Co. Privacy & Security Training earlier this year prior to July 2022 to receive your initial access to Clarity Human Services, you will need to take the training again between now and September 30, 2022 to fulfill your annual training requirement.

Questions? Please reach out to kc-admin@bitfocus.com or your HMIS Security Officer. Thank you for taking the time to complete this important training regarding Client Privacy and the Security of our HMIS system!



How-to

Demystifying “Heads of Household” in HMIS

Working with families in HMIS can sometimes be confusing because there are actually two places where family/household information is stored. The first is at the **profile level** (this is sometimes called the "global household") and the second is at the **enrollment level**.

Tracking households in these two places allows you to indicate members of a family in general (at the global level), but also to indicate different family configurations when it comes time to actually enroll a client.

[Continue reading](#)



Report Spotlight

Find & Fix: Head of Household Errors Using [HUDX-225] HMIS Data Quality Report

One of the most common data quality issues we come across in federal reporting concerns missing or multiple head of household designations in

enrollments. This element is important because many measures and analyses use the head of household designation.

Common problems include:

- No head of household is designated.
- More than one client in a group enrollment is designated as head of household.
- The client in a group enrollment who is designated as head of household has an enrollment date after that of others in the group, or an exit date before that of others in the group enrollment.
- The person designated as head of household is a young child or has an incorrect birthdate making them appear to be a child.

Get the details.



Training

Co-Facilitator Opportunities

The King County Community Administration team at Bitfocus is seeking engagement and collaboration with our partnering agencies to help facilitate HMIS trainings.

Future training topics will include:

- Chronic Homelessness and HMIS
- RRH and HMIS
- Feel free to mention other training topics you might be interested in helping to facilitate

If you work at an agency that has expertise in the areas listed above and are interested in the possibility of helping facilitate a training alongside Bitfocus, please reach out to kc-admin@bitfocus.com. Please provide the agency you work for and why you're interested in being a co-facilitator to be considered.

We look forward to hearing from you!



Upcoming Events

Check out these exciting upcoming events!

Coordinated Entry Assessor Refresher Training

Wednesday, September 7th, 11 a.m. - 1 p.m. | [Register Here](#)

Join us! This space is designated for new Housing Assessors completing their initial training, and existing Housing Assessors to connect with the King County CEA team and HMIS System Administration team for updates. We will be offering:

- Short demo of the Coordinated Entry HMIS workflow
- Space for HMIS questions
- Racial & Anti-Bias Training - Hosted by King County Regional Housing Authority

HMIS Data Entry for Small Agencies

You heard it here first! We will be hosting a training that will cover Data Entry pro-tips for the smaller partner agencies in late September. More information about this training including the date, time and registration information will be provided at the [King County HMIS website](#) in the coming week.

Questions? Your HMIS Administrator is happy to help.

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