

NVCMIS Website Training & Clarity Human Services Refresher

Agenda

Introduction and opening remarks
Review the NVC MIS website
Accessing *Clarity Human Services*
Locating client records
Release of Information/ROI
Joining a household
Exiting members
Current living situation
Status update assessment
Annual assessment
Client notes
Contact information
Program exit
Reports
Questions

Nevada Community Management Information System Website

NVCMIS

The NVCMIS website provides Nevada's end users a central location where information about the Clarity Human Services' HMIS/CMIS system, announcements, forms, and a direct link to our support team can be found.

The NVCMIS website link:

<http://nvcmis.bitfocus.com/>

Website Tabs

Home

About

Getting Started

Resources & Training

Coordinated Entry

Events/Calendar

Contact

Home


702-614-6690 EXT. 2 | 775-562-4644 EXT. 2

CLARITY HUMAN SERVICES ONE


HomeAbout ▼Getting Started ▼Resources & Trainings ▼Coordinated Entry ▼Events/CalendarContact ▼


Bitfocus

Welcome to the Nevada CMIS/HMIS Homepage!




Log-in To HMIS






Click here for PADL info & resources.



Visit our Help Center.

Newsletters and Announcements

- ✓ [July 2022 Nevada CMIS/HMIS Newsletter](#)
- ✓ [June 2022 Nevada CMIS/HMIS Newsletter](#)
- ✓ [May 2022 Nevada CMIS/HMIS Newsletter](#)
- ✓ [April 2022 Nevada CMIS/HMIS Newsletter](#)
- ✓ [Clarity HS Aug '22 Update](#)
- ✓ [Clarity HS July '22 Update](#)
- ✓ [Clarity HS May '22 Update](#)
- ✓ [Clarity HS Feb '22 Update](#)





About

About HMIS/CMIS

About Clarity Human Services and Bitfocus

Participating Agencies

PADL

Getting Started

New Agency Sign Up

Application and step-by-step process for agencies/organizations to gain access to HMIS/CMIS

Add or Modify Program

Where an agency/organization can request changes to existing programs & services or request new ones



Resources & Training

Clarity Training Materials

COVID Response Resources

Forms



Coordinated Entry

Southern Nevada

Northern Nevada

Rural Nevada

What is Coordinated Entry for each of the specific communities – aka Continuums of Care/CoC – and how to gain access

Events/Calendar

bitfocusnvcalendar@gmail.com

Today ◀ ▶ October 2022 ▾

Print Week Month Agenda ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	Oct 1
			8:30am RN and NN H			
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			8:30am Northern Nev	9am Rural Nevada C 1pm Northern Nevac		
16	17	18	19	20	21	22
				8:30am Rural Nevada 11am Clarity HMIS/C		
23	24	25	26	27	28	29
				8:30am RN and NN H		
30	31	Nov 1	2	3	4	5

Contact

HMIS End User Support

Email Support:

- ✓ For technical support contact nevada@bitfocus.com
- ✓ For system administration questions contact nevada-admin@bitfocus.com

Phone Support:

- ✓ 702-614-6690 Ext. 2
- ✓ 775-562-4644 Ext. 2



Hello! — Anything I can do to help? Just let me know.



Clarity Human Services Refresher

<https://nevada.clarityhs.com/login>



CLARITY
HUMAN SERVICES

jerees@bitfocus.com

.....

 **SIGN IN**

[FORGOT PASSWORD?](#)

REMINDER - PUBLIC ALERTS

Please be sure to take a moment to review any public alert posted to a client record. You'll find the alert as a yellow banner at the top of the client profile screen. For our coordinated entry efforts, it is critical that all users of the system are actively checking public alerts to determine if a client has been referred for housing and has an active BOLO. For that, and many other reasons, your attention to the public alert system is greatly appreciated!

Need Assistance?

How-To documentation for Clarity Human Services tasks, including narrated video tutorials, are available at help.bitfocus.com.

If you require additional assistance or have questions, contact our helpful support team at nevada@bitfocus.com.

Search for an existing client record or create a new one

SEARCH FOR A CLIENT

ADD CLIENT +

SEARCH

Use full name, partial name, date of birth or any combination.

⚠ ATTENTION ALL NEVADA USERS: In light of the current health crisis with COVID-19, the Southern Nevada (NV-500), Northern Nevada (NV-501), and Rural Nevada (NV-502) Continuums of Care have elected to modify the current standard process related to the Release of Information (ROI). As of April 21, 2021, verbal consent as an ROI documentation type will be permitted on a temporary basis, expiring 6 months after the date collected and entered. As always, the CoCs will be monitoring the situation and advising of further changes. Thank you.

REMINDER - PUBLIC ALERTS

Please be sure to take a moment to review any public alert posted to a client record. You'll find the alert as a **yellow banner at the top of the client profile** screen. For our coordinated entry efforts, it is critical that all users of the system are actively checking public alerts to determine if a client has been referred for housing and has an active BOLO. For that, and many other reasons, **your attention to the public alert system is greatly appreciated!**

To avoid duplicate client entries, please complete a thorough client profile search by following the outlined search criteria by name, last 4 of SSN, DOB, or partial name search.

Your recent client searches:

Barnie Test

April Test

Chewbacca Test

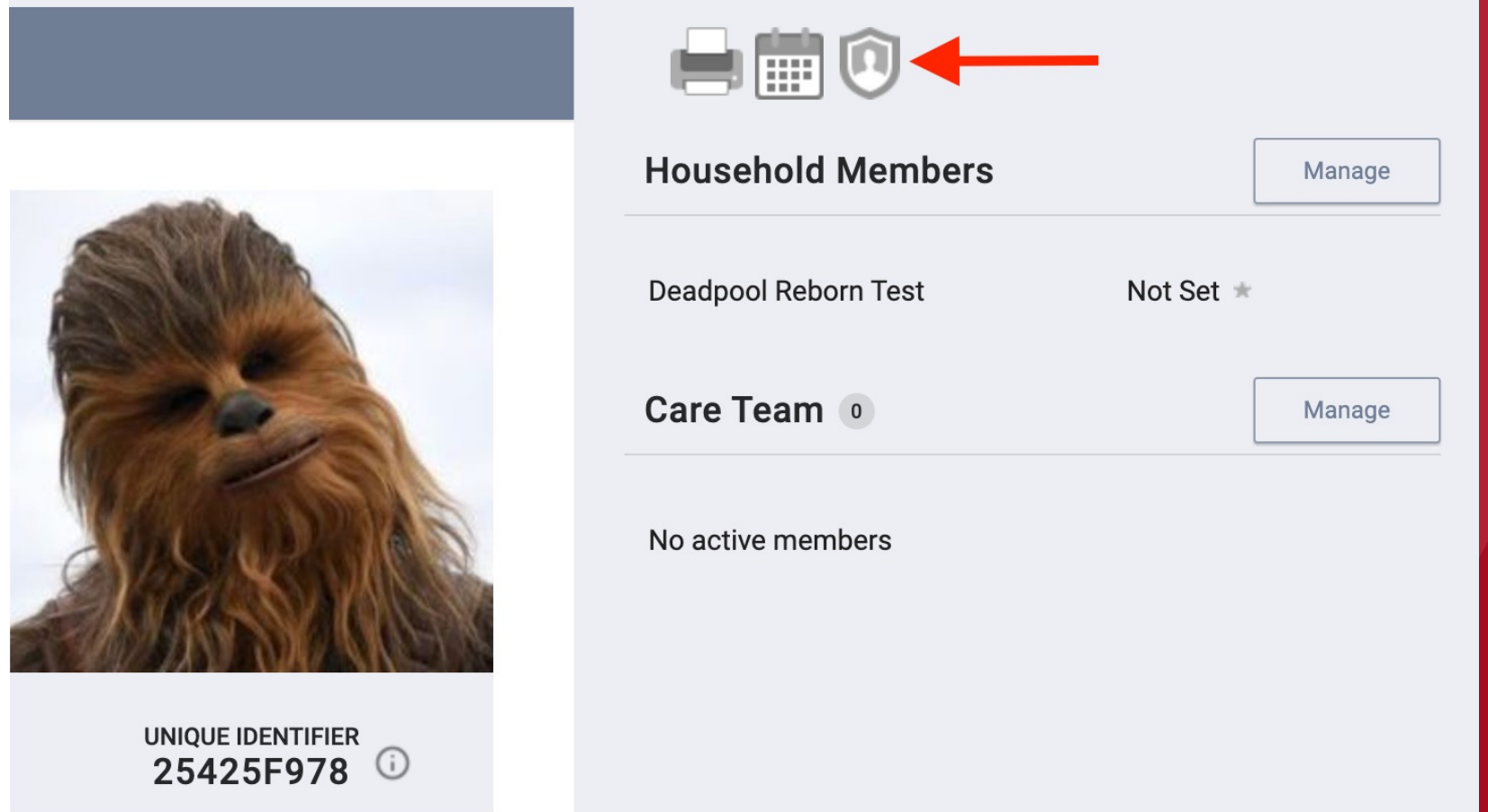
Alla Test

Deadpool Reborn Test

Release of Information/ROI documents:

- a client's consent to have ***personal identifying information*** (PII)
- sharing of the services & supports received
- connections to other support services and housing opportunities

The ROI is on the client's profile page, embedded in the privacy shield symbol.



The screenshot displays a client profile interface. On the left, there is a large photo of Chewbacca. Below the photo, the text "UNIQUE IDENTIFIER 25425F978" is shown next to an information icon. On the right, a sidebar contains three icons: a printer, a calendar, and a privacy shield. A red arrow points to the privacy shield icon. Below the icons, the sidebar lists "Household Members" with a "Manage" button, "Deadpool Reborn Test" with a status of "Not Set" and a star icon, "Care Team" with a count of "0" and a "Manage" button, and "No active members" at the bottom.

Types of ROI documentation:

- Electronic Signature
- Attached PDF
- Signed Paper Document
- Verbal Consent (As of April 21, 2021, verbal consent as an ROI documentation type is permitted on a temporary basis, expiring 6 months after collected and entered.)

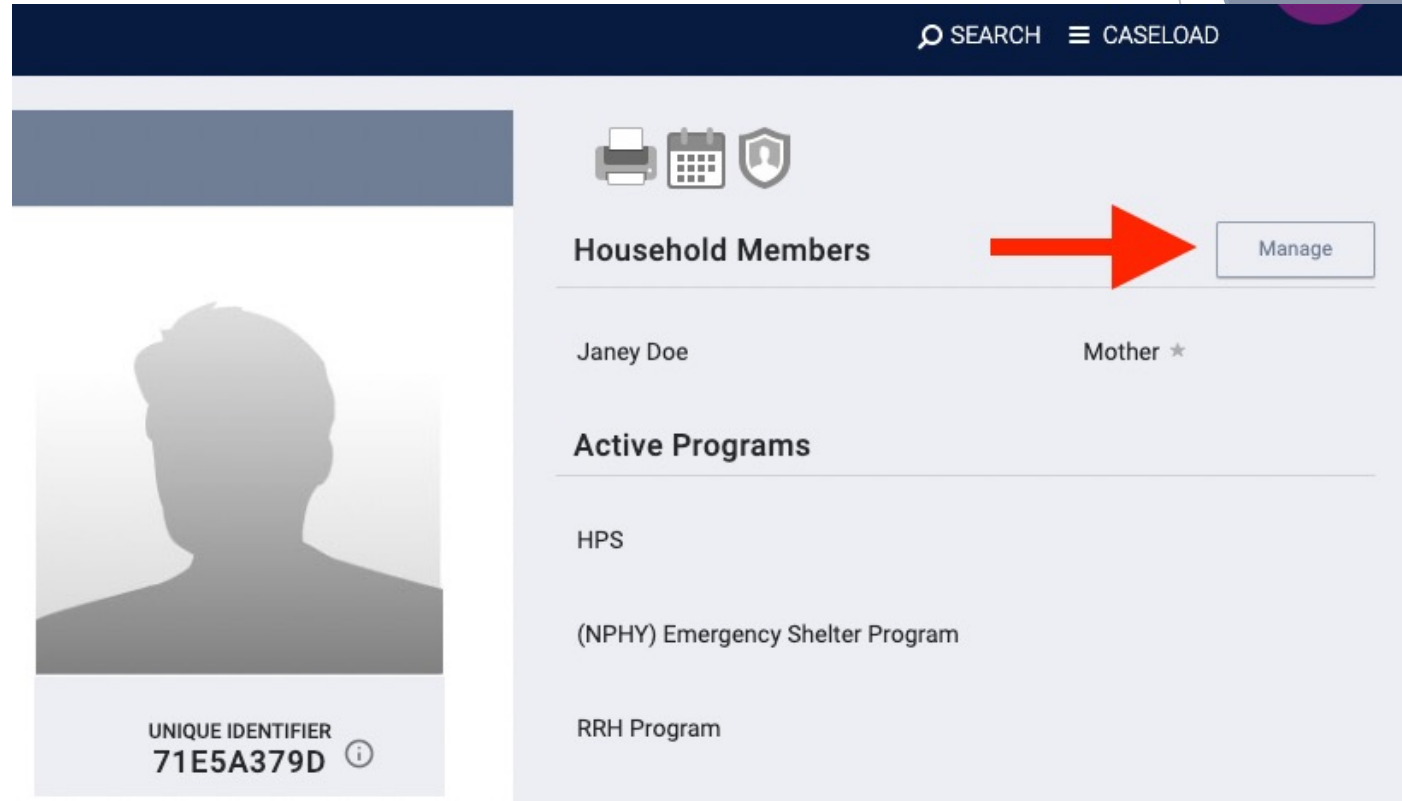
Clients MUST be given a notification and consent form that explains HMIS and why their personal information is being collected.

Households with more than one member

- By default, a newly created client record will not be associated with a household.
- Use the Manage button on the client's profile page to add/join members to a household.
- Active household members will be listed in the "Household Members" section in the right-hand sidebar of a client's profile.
- Clients can leave or join a new household but can not be a member of two households at the same time.
- The exited date can not be earlier than the joined date.
- If the exited household member is the head of household, there will be a prompt to select a new head of household.
- A member who is exited from a household can rejoin the household at any time.

Households with more than one member

To join a client to an existing household, click on the Manage button



The screenshot shows a web application interface with a dark blue header bar containing a search icon and the text "SEARCH" and "CASELOAD". Below the header, there is a light blue sidebar on the left with a dark blue bar at the top. The main content area is white and contains a profile card on the left and a list of household members and active programs on the right. The profile card features a silhouette of a person and the text "UNIQUE IDENTIFIER 71E5A379D" with an information icon. The household members section is titled "Household Members" and includes a "Manage" button, which is highlighted by a red arrow. Below this, the name "Janey Doe" is listed with the role "Mother" and a star icon. The active programs section is titled "Active Programs" and lists "HPS", "(NPHY) Emergency Shelter Program", and "RRH Program".

SEARCH CASELOAD

Household Members

Manage

Janey Doe Mother ★

Active Programs

HPS

(NPHY) Emergency Shelter Program

RRH Program

UNIQUE IDENTIFIER
71E5A379D ⓘ

Households with more than one member

Use search bar to pull name of potential household members
Click on the join symbol next to the client's name

HOUSEHOLD MANAGEMENT

Search for a Household Member

test

SEARCH

Enter your search terms above to search for a client. Use full name, partial name, date of birth or any combination.

Client	Date of Birth	Last Four SSN	Last Updated
Carson Test Existing Group. Head of Household: Carson Test. Members: 3	01/01/1987	0000	03/08/2022
Casey Testin	05/01/2004	3123	10/06/2022
Cchhs Test	12/27/1981	1234	12/27/2021
CleintTwo TestFour Existing Group. Head of Household: Jack Sparrow. Members: 2	12/13/2000	9873	12/13/2021
Clientone Test	12/13/1981	4321	12/13/2021
ClientOne TestTwo	01/05/1960	1963	12/13/2021
ClientOne TestThree	09/30/1990	4987	12/13/2021
ClientOne TestFour	12/13/2000	7321	12/13/2021
ClientOne TestFive	05/05/1999	1654	12/13/2021

Household Members

Janey Doe

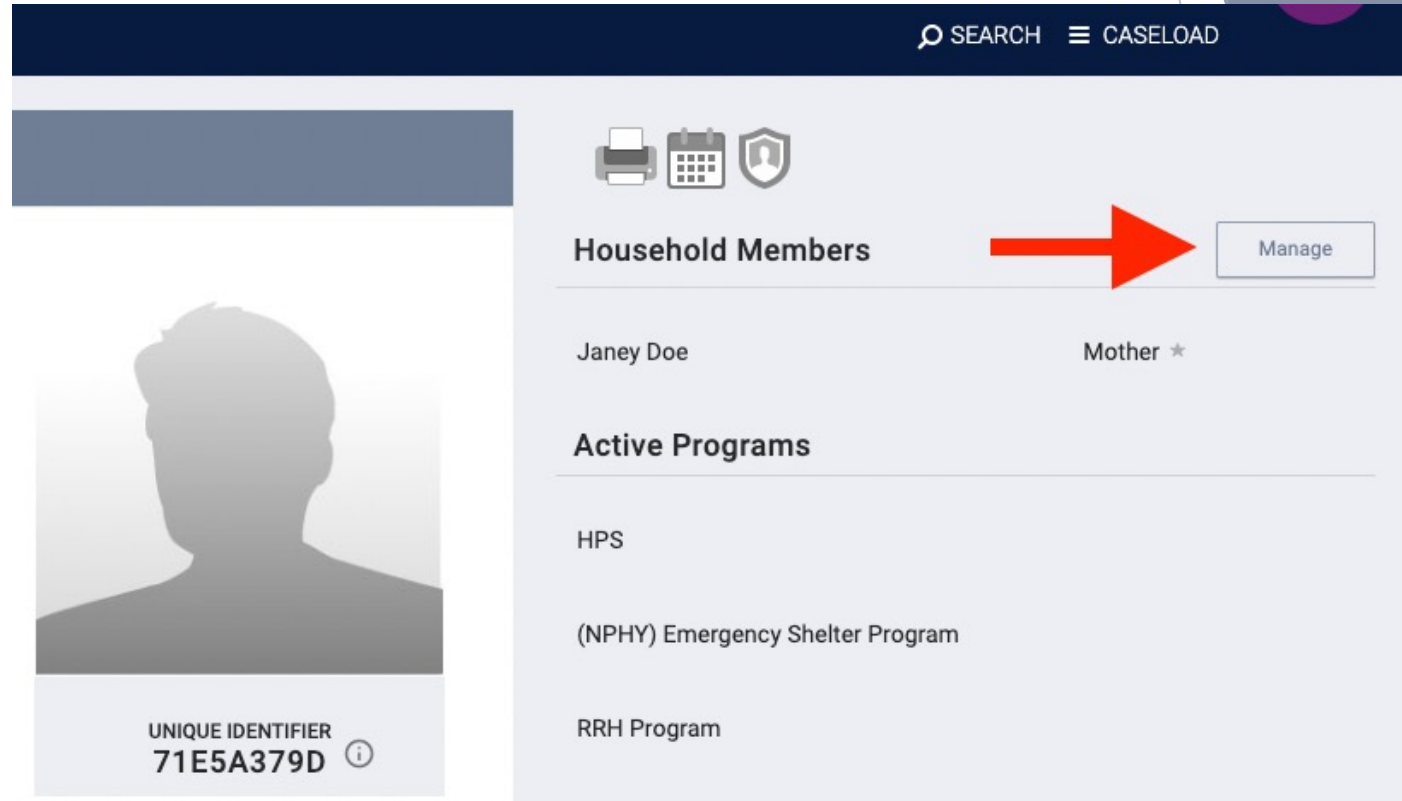
Mother *

Test Client 1

Daughter

Households with more than one member

To exit a client from an existing household, click on the Manage button



The screenshot shows a web application interface with a dark blue header containing a search icon and the text "SEARCH" and "CASELOAD". Below the header, there is a light blue sidebar on the left with a dark blue bar at the top. The main content area is white and contains a profile card on the left and a list of household members and active programs on the right. The profile card shows a silhouette of a person and the text "UNIQUE IDENTIFIER 71E5A379D" with an information icon. The household members section is titled "Household Members" and includes a "Manage" button, which is highlighted by a red arrow. Below this, the name "Janey Doe" is listed with the role "Mother" and a star icon. The active programs section is titled "Active Programs" and lists "HPS", "(NPHY) Emergency Shelter Program", and "RRH Program".

SEARCH CASELOAD

Household Members

Manage

Janey Doe Mother ★

Active Programs

HPS


(NPHY) Emergency Shelter Program


RRH Program

UNIQUE IDENTIFIER
71E5A379D ⓘ

Households with more than one member

Select the edit icon

Household Members		
Janey Doe	Mother ★	
Test Client 1	Daughter	



Households with more than one member

Record the date they exited

Select a new head of household, prior to exiting the current head of household

Exit date cannot be earlier than the joined date.



The screenshot shows a web form titled "EDIT GLOBAL HOUSEHOLD" with a close button in the top right corner. The form contains the following fields:

- Member Type:** A dropdown menu currently showing "Daughter".
- Head of Household:** A dropdown menu currently showing "Janey Doe".
- Joined Household:** A date field showing "06/01/2022" with a calendar icon.
- Exited Household:** A section highlighted by a red rectangular box. It includes a toggle switch that is currently turned on (blue) and a date field with a placeholder "___/___/___" and a calendar icon.

At the bottom of the form is a blue button labeled "SAVE".

Current Living Situation Assessment

- ❖ The Current Living Situation assessment collects data for the HUD HMIS Data Element 4.12.
- ❖ Collection of this data element is required for adults and heads of households in applicable programs at program start and subsequent dates of contact.
- ❖ Because the Current Living Situation assessment is completed more frequently than other screens, it will always appear at the top of the assessment list for a program.

Chewbacca Test



PROFILE **PROGRAMS** SERVICES ASSESSMENTS NOTES FILES CONTACT LOCATION HISTORY REFERRALS

PROGRAM: (ACDC) CC-OH! RRH

Enrollment History Provide Services **Assessments** Notes Files Forms [✕ Exit](#)

Assessments

[LINK FROM ASSESSMENTS](#)

Current Living Situation

START

Status Update Assessment

Annual Assessment

Enrollment History Provide Services **Assessments** Notes Files Forms

Add Current living situation for client Chewbacca Test

Date of Contact

10/19/2022



Current Living Situation

Select



Location Details

SAVE & CLOSE

CANCEL



Status Update Assessment

Status Update Assessments is defined by HUD as an Occurrence Point/Update which means the data may be collected and entered at any point during a client's program participation to track changes over time or document the occurrence of events (e.g. a service is provided).

Because this assessment must be able to be entered at any point during client's program participation, the assessment will remain available to end users. Per HUD "While data may be edited by users associated with the project to correct errors or omissions, accurate records should never be overwritten or discarded when update records are created."

Status Update Assessment

Under the program assessments tab

PROGRAM: (ACDC) CC-OHI RRH

Enrollment History Provide Services **Assessments** Notes Files Forms × Exit

Assessments LINK FROM ASSESSMENTS

Current Living Situation	START
Status Update Assessment	START
Annual Assessment	START


From the right margin of the client's profile page

1 DAYS ACTIVE PROGRAM

Program Type:	Individual
Program Start Date:	10/19/2022
Assigned Staff:	Jeree Saucedo <input type="checkbox"/>
Head of Household:	Chewbacca Test <input type="checkbox"/>

Program Group Members

No active members

Status Assessments Add 

No Statuses

Assessment due every year
Notification: **OFF** ☐

Annual Assessments

Per HUD, Annual Assessments must be entered no more than 30 days before or after the anniversary of the head of household's *Project Start Date*, regardless of the date of the most recent 'update' or any other 'assessment'. The Annual Assessment must include updating both the head of household's record and any other family members at the same time.

Regardless of whether the responses have changed since project start or the previous assessment, new record must be created for each subsequent assessment. Data may be edited by users associated with the project to correct errors or omissions.

Annual Assessments

Under the program assessments tab

PROGRAM: (ACDC) CC-OH! RRH

Enrollment History Provide Services **Assessments** Notes Files Forms × Exit

Assessments LINK FROM ASSESSMENTS

Current Living Situation	START
Status Update Assessment	START
Annual Assessment	START


From the right margin of the client's profile page

1 DAYS
ACTIVE PROGRAM

Program Type:	Individual
Program Start Date:	10/19/2022
Assigned Staff:	Jeree Saucedo <input checked="" type="checkbox"/>
Head of Household:	Chewbacca Test <input checked="" type="checkbox"/>

Program Group Members +

No active members

Status Assessments + Add 

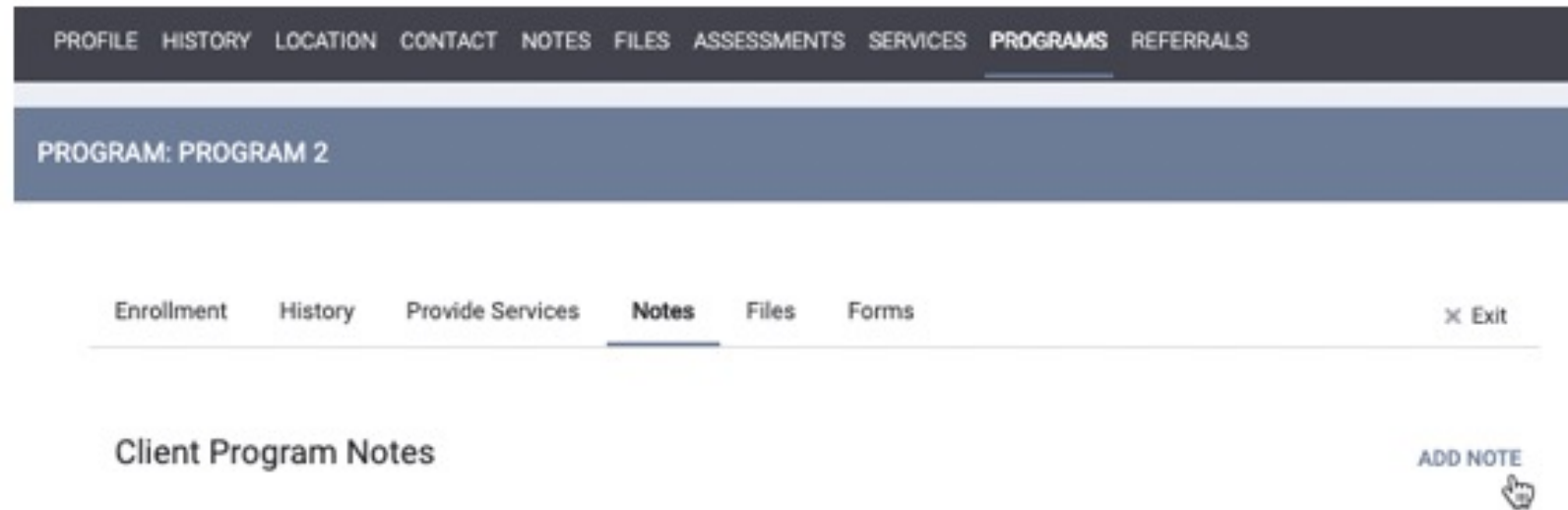
No Statuses

Assessment due every year
Notification: **OFF** ☒

Client Notes

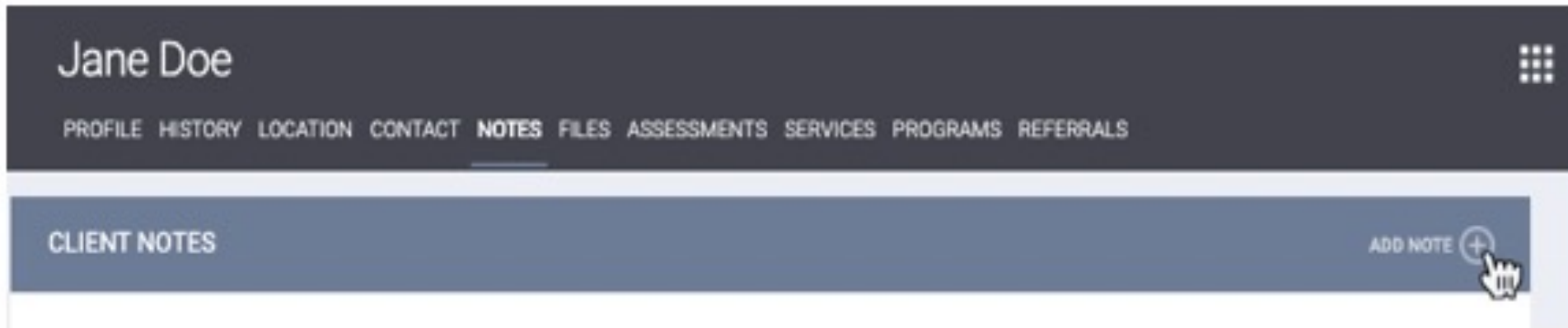
The Notes tab provides a way for end users to record and share notes in a dedicated space within the client record.

Locate the Notes tab at the program level



Client Notes

Or from the Notes tab in the global level



Client Contact Information

The client record Contact tab is a place to record and share contact information for a client. Multiple contact records can be created in a client record, allowing end users to save contact information for family members, case workers, employers, and other important contacts.

Locate the Contact tab at the global level.

Test Client 1

PROFILEHISTORYSERVICESPROGRAMSASSESSMENTSFILESNOTESCONTACTLOCATIONREFERRALS

CLIENT CONTACTS

ADD CONTACT +

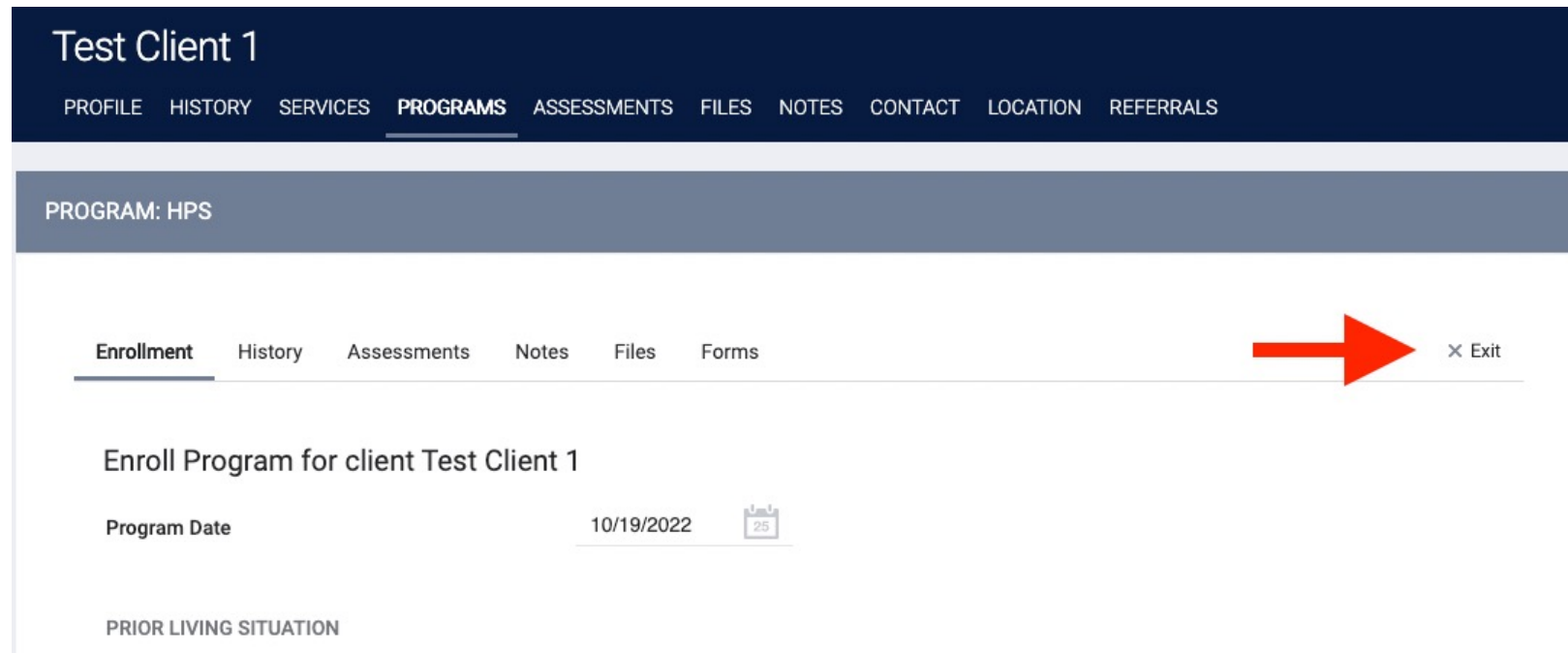
Contact Type	Name	Phone	Email	Date
<div><div></div><div></div></div> Client	Test Client 1	702-555-1212	test1@gmail.com	10/20/2022

Household Member

Janey Doe

Unable to receive texts.

Program Exit




Test Client 1

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS FILES NOTES CONTACT LOCATION REFERRALS

PROGRAM: HPS

Enrollment History Assessments Notes Files Forms **Exit**

Enroll Program for client Test Client 1

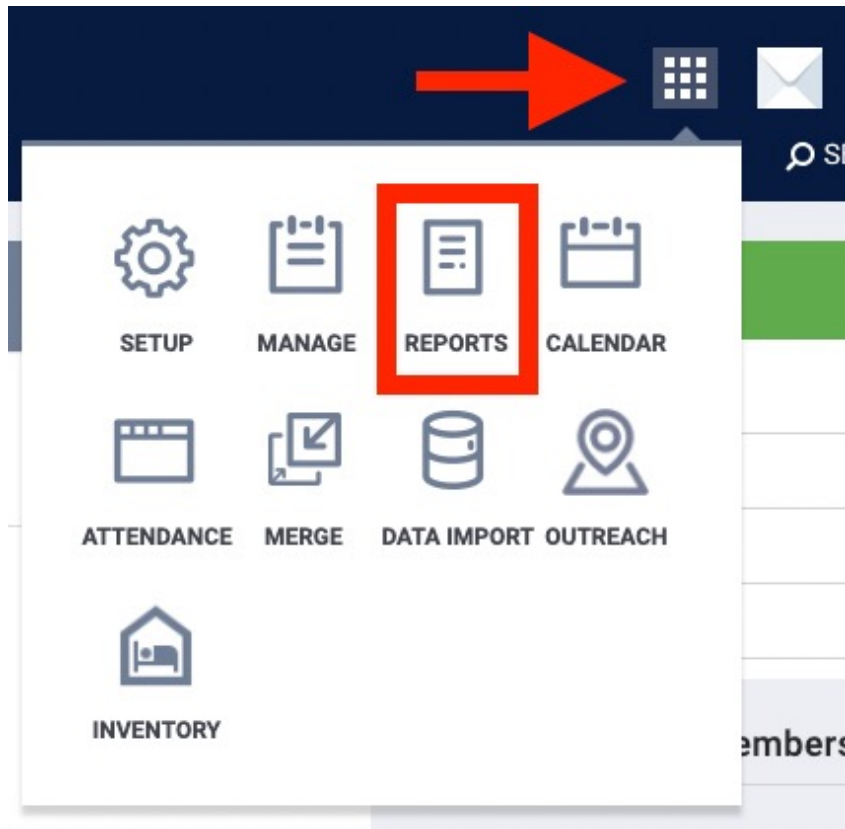
Program Date 10/19/2022 

PRIOR LIVING SITUATION

Program exits complete the framework for HMIS data collection and reporting.

Locate the Exit at the program level and click the Exit text.

Report Library



If you have switch access into multiple agencies, confirm you are in the correct agency.

Report Library Categories

Administrator Reports
Agency Management
Agency Specific
Assessment Based
Community and Referrals
Data Quality Reports
Favorite Reports (located at the top for quick access)
Housing Reports
HUD Reports
Program Based Reports
Service Based Reports

How to Run a Report

- Run now or schedule later
- Run as a web-based report, excel file, pdf, or CSV.
- Reports can be saved to your Favorites by clicking the star next to "Run"

Note that scheduled reports do not allow you to open the report in web-based view.

Bitfocus System Agency

REPORT LIBRARY

REPORT LIBRARY

Favorite Reports	1 report(s) ▼
Data Quality Reports	rt(s) ▼
Administrator Reports	rt(s) ▼
Service Based Reports	rt(s) ▼
Program Based Reports	rt(s) ▼
Assessment Based Reports	rt(s) ▼
Profile Screen Reports	1 report(s) ▼
Housing	5 report(s) ▼
HUD Reports	10 report(s) ▼
Community and Referrals	8 report(s) ▼

Processed Reports

No reports

Scheduled Reports

No reports

REPORT QUEUE MANAGER.

Your report has been added to the Queue.
Please check the Queue Manager in the top right of your screen to review processing status.

Bitfocus System Agency

REPORT LIBRARY

REPORT LIBRARY

Favorite Reports

Data Quality Reports

Administrator Reports

Service Based Reports

Program Based Reports

Assessment Based Reports

Profile Screen Reports

Housing

REPORT QUEUE MANAGER.

Your report has been added to the Queue.
Please check the Queue Manager in the top right of your screen to review processing status.

REPORT IS READY.

Report "[GNRL-240] Program Household Served Report" is completed.

OPEN

[close all]

Processed Reports

No reports

Scheduled Reports

No reports

Program Based Reports

[GNRL-106] Program Roster

*Gives a snapshot of clients enrolled in the program at any given time
Provides high level, overview data (entry/exit dates, move-in date, # of services)*

[GNRL-400] Program Linked Service Review

*A review of services that are attached to client enrollments
Especially useful for programs that provide rental assistance*

[GNRL-220] Program Details Report

*Provides a full print out of clients' entire enrollment, status, and exit screens
Can help find specific data or show that anything is missing
Good for manipulation in Excel*

Service Based Reports

[GNRL-104] Service Summary

Displays number of clients served and the number of services provided, broken out by each service item.

A good snapshot if looking for just numbers

[GNRL-103] Service Census

Similar to the Service Summary, provides a daily breakdown of each service item provided

More detailed

Q&A