NVCMIS Website Training & Clarity Human Services Refresher

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Agenda

Introduction and opening remarks
Review the NVCMIS 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

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Nevada Community Management Information System Website

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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/

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Website Tabs

- Home
- About
- Getting Started
- Resources & Training
- Coordinated Entry
- Events/Calendar
- Contact

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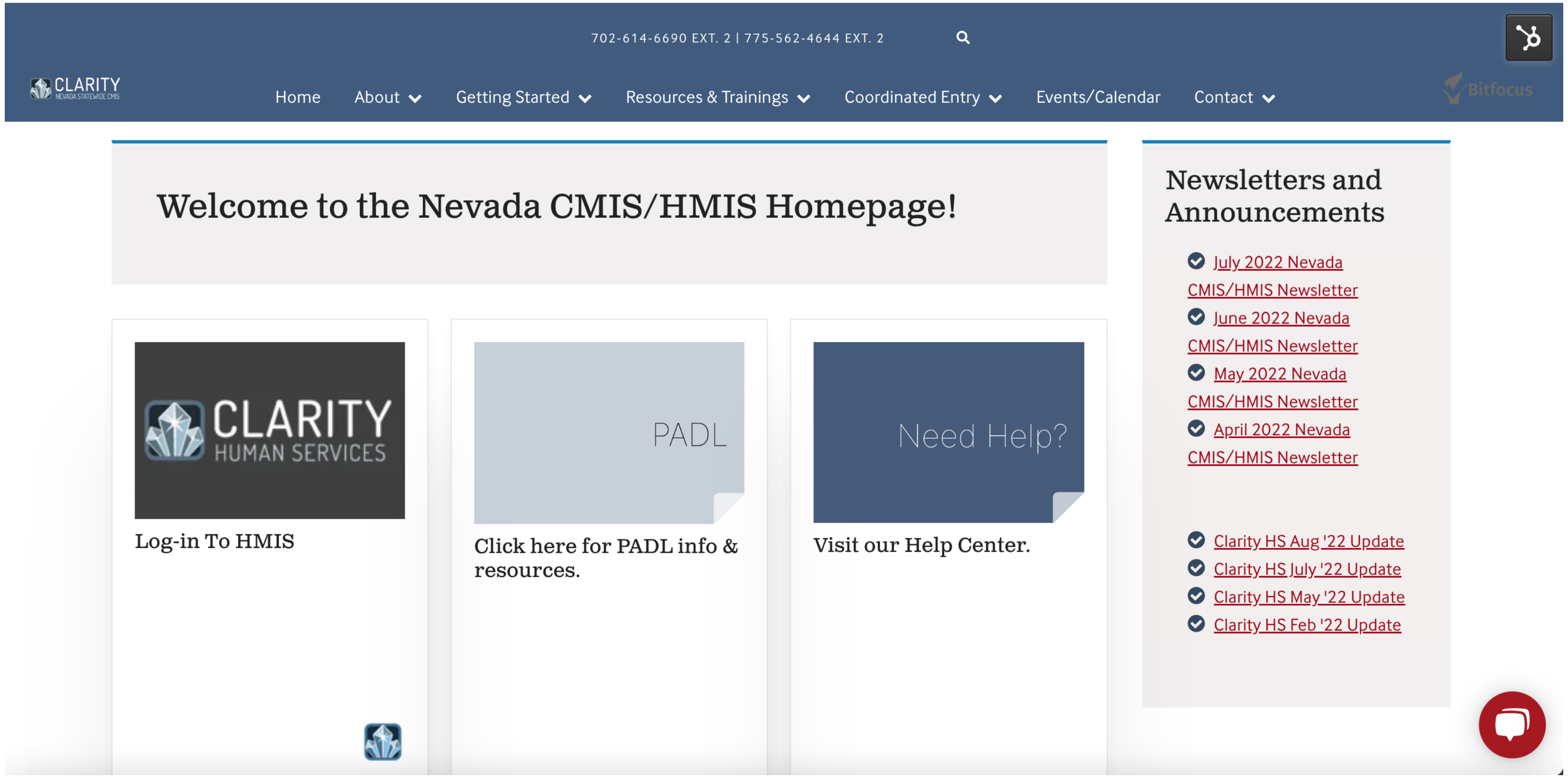
Home



702-614-6690 EXT. 2 | 775-562-4644 EXT. 2
CLARITY
Home
About
Getting Started
Resources & Trainings
Coordinated Entry
Events/Calendar
Contact
Bitfocus
Welcome to the Nevada CMIS/HMIS Homepage!
CLARITY HUMAN SERVICES
Log-in To HMIS
PADL
Click here for PADL info & resources.
Need Help?
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

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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

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Resources & Training

Clarity Training Materials

COVID Response Resources

Forms

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Coordinated Entry

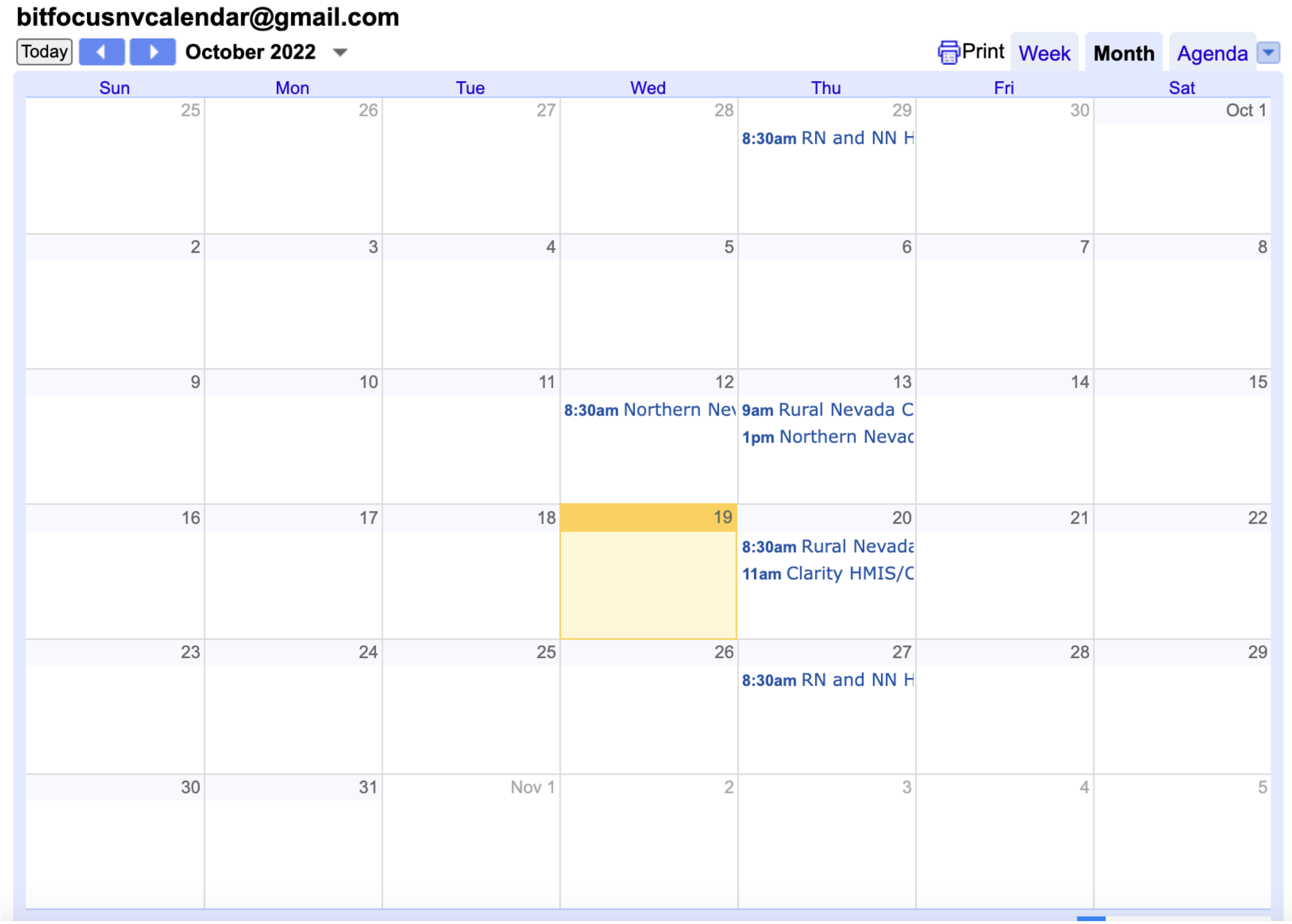
Southern Nevada

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



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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.

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Clarity Human Services Refresher

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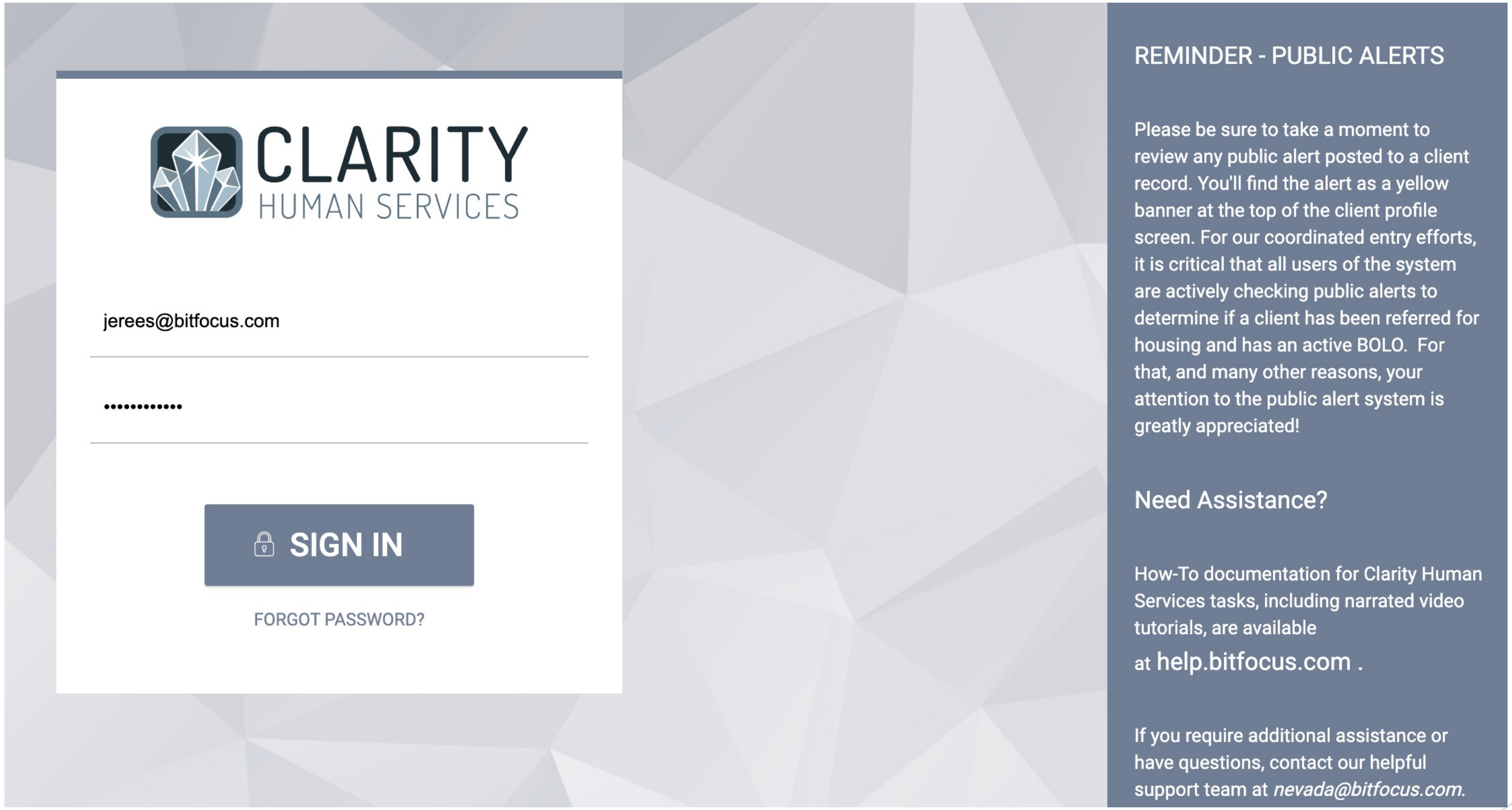
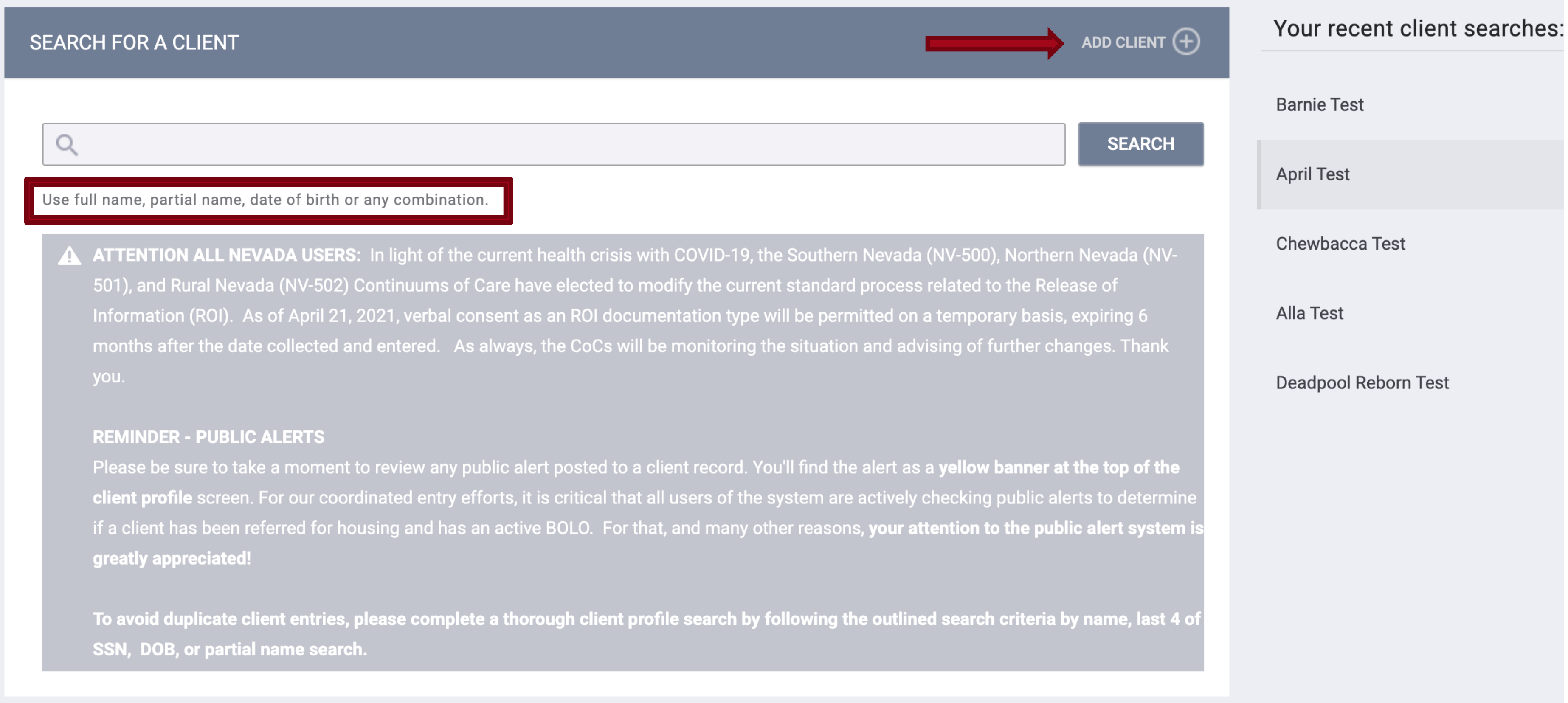
https://nevada.clarityhs.com/login



Search for an existing client record or create a new one



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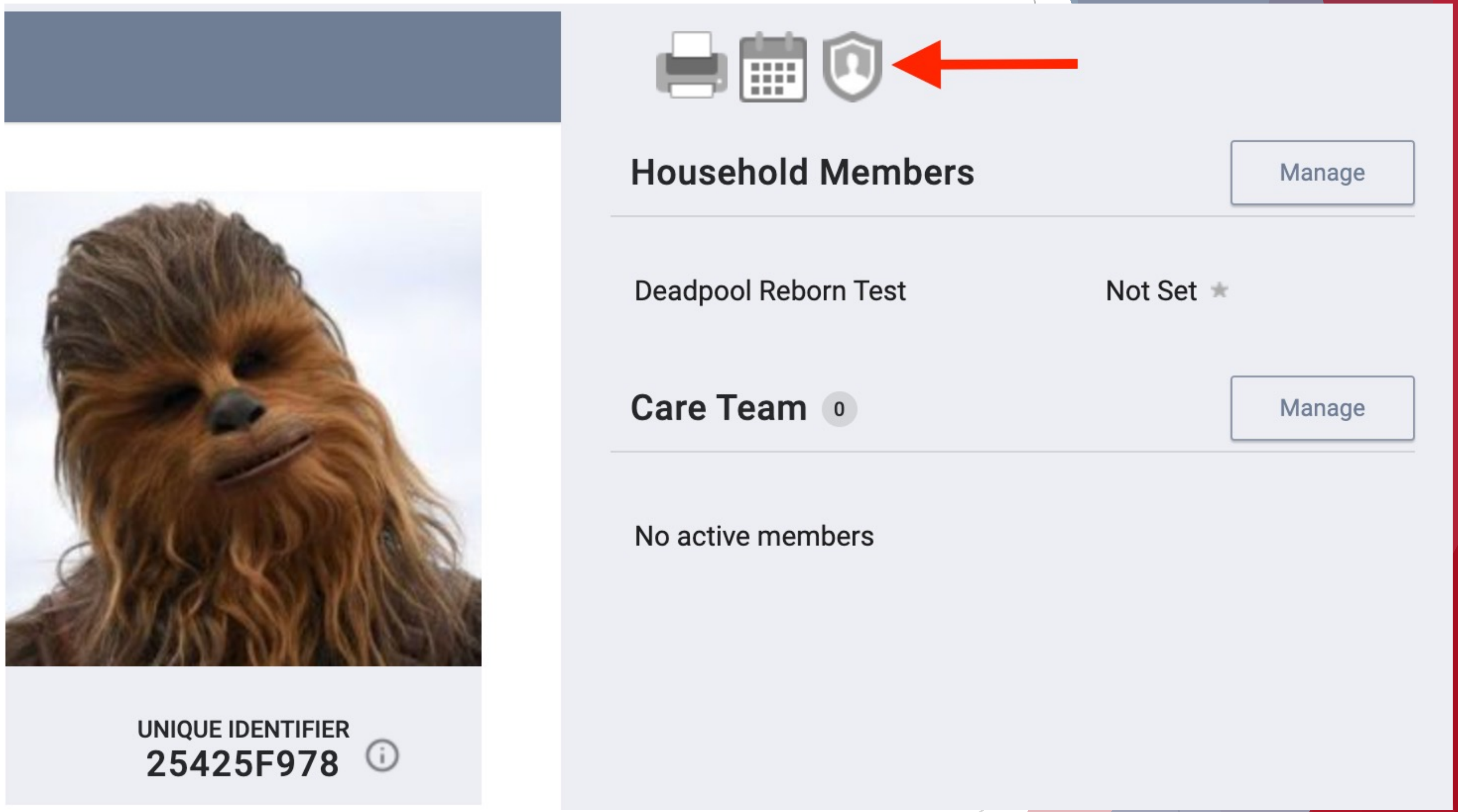
Release of Information/ROI documents:

- 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.



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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.

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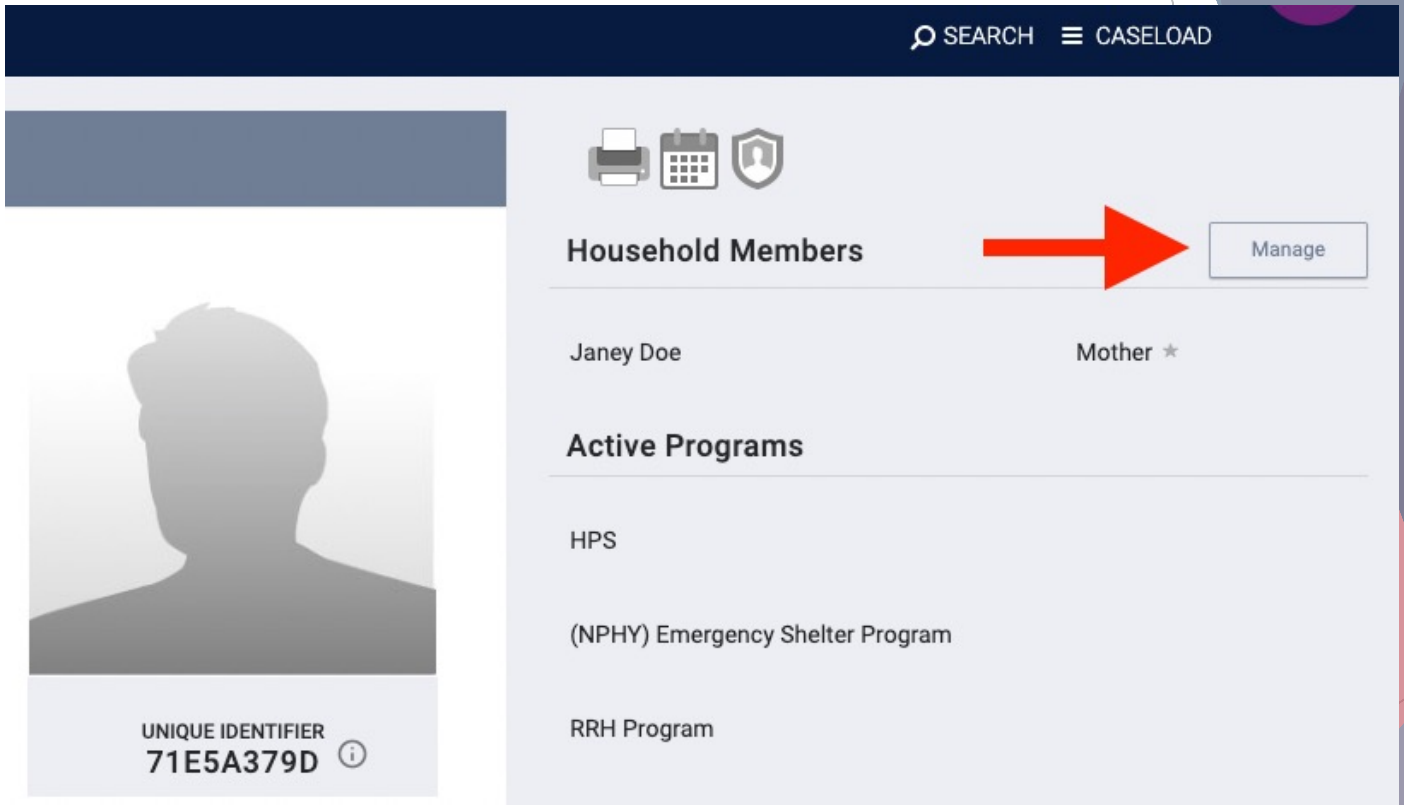
Households with more than one member

- 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

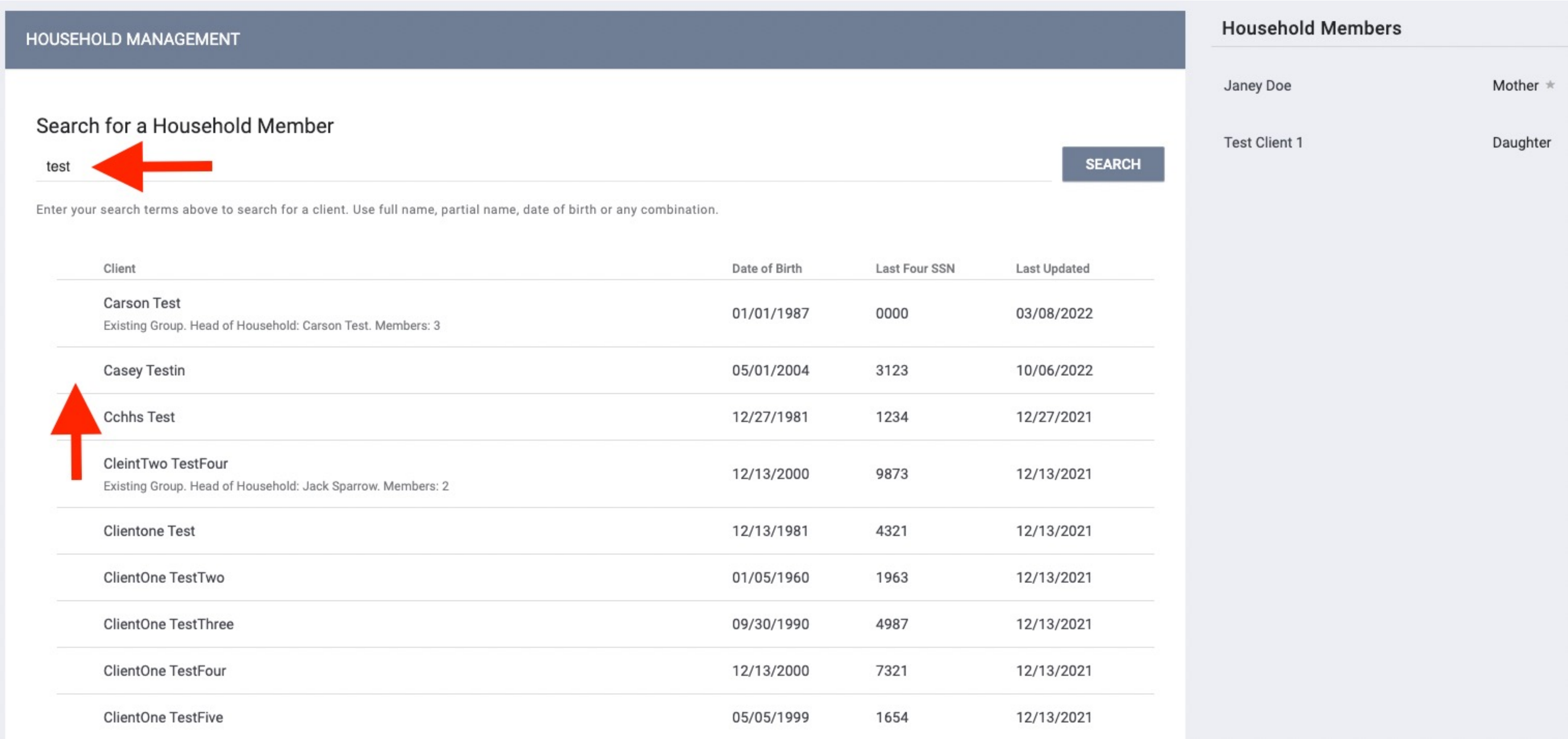
To join a client to an existing household, click on the Manage button



Households with more than one member

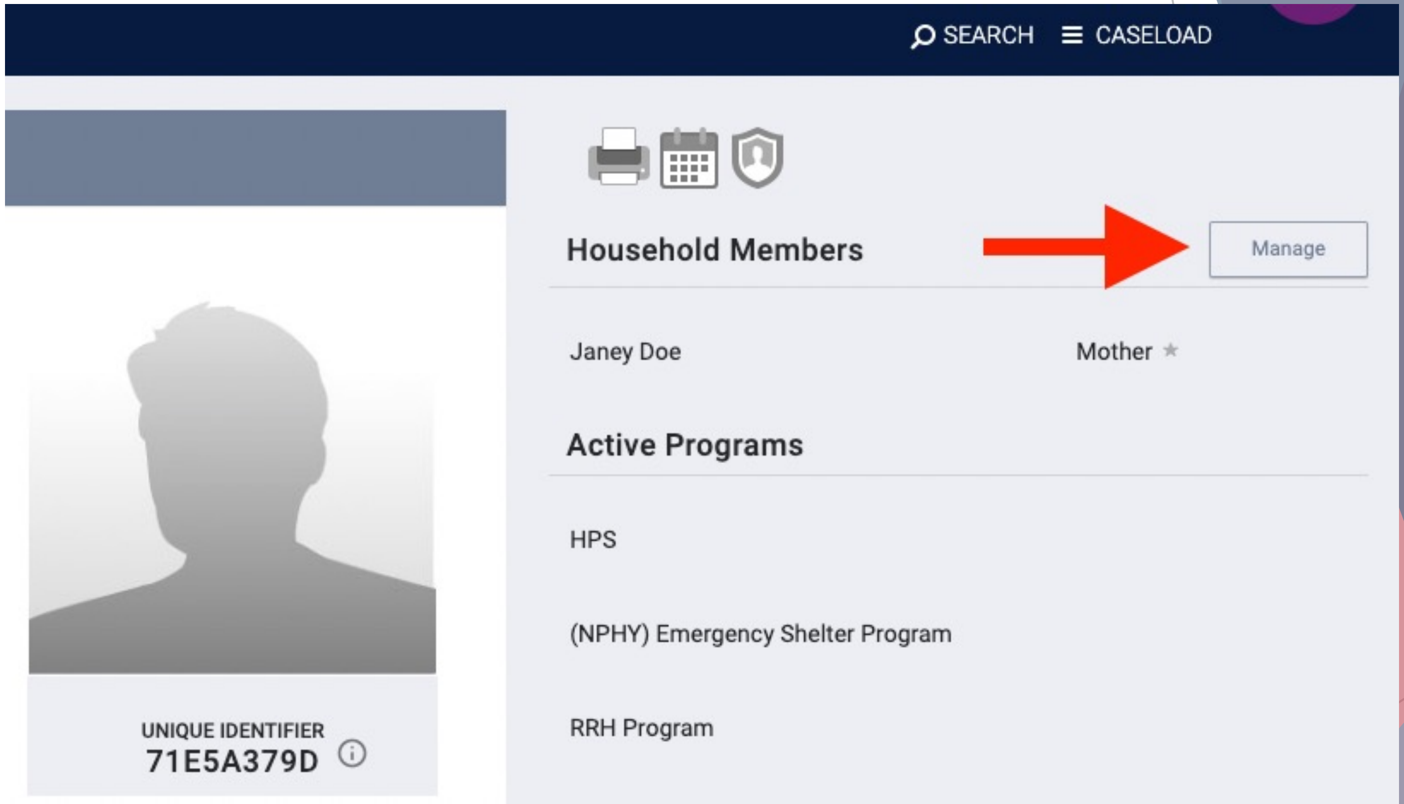
Use search bar to pull name of potential household members

Click on the join symbol next to the client's name



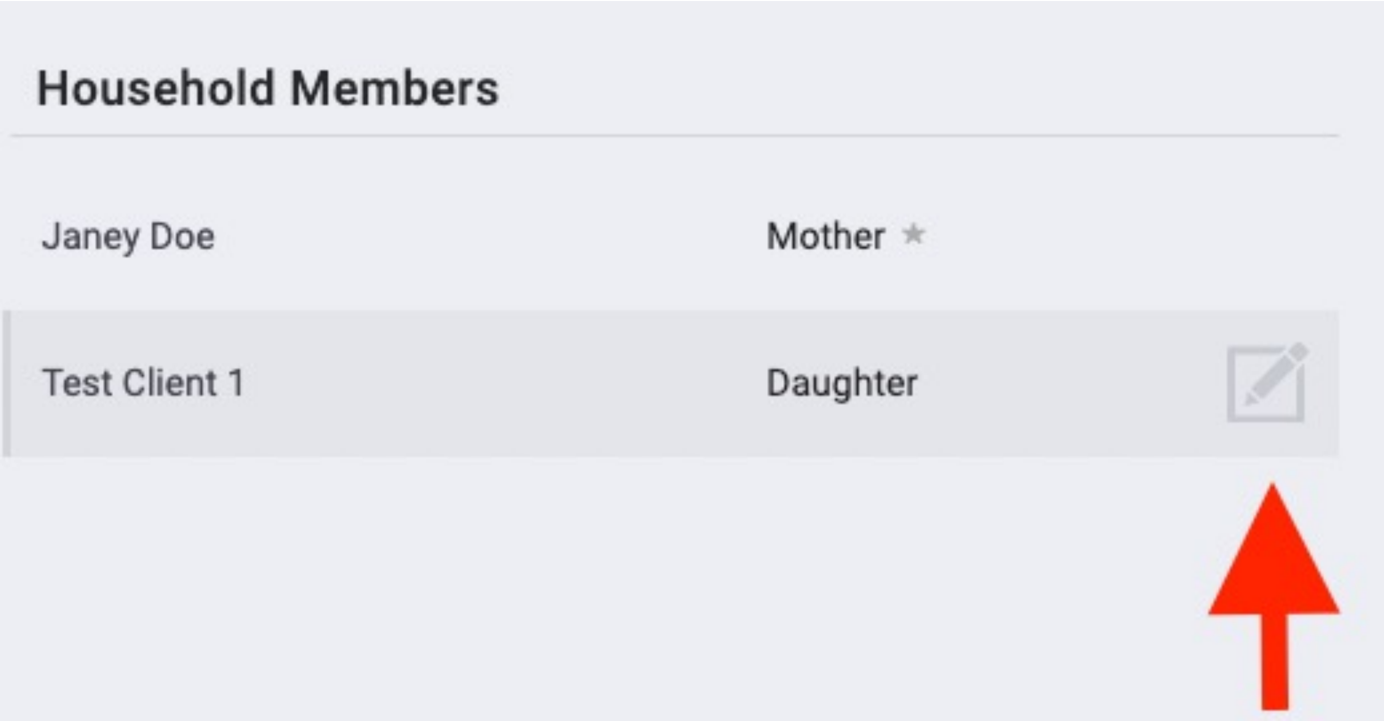
Households with more than one member

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



Households with more than one member

Select the edit icon



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.

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.

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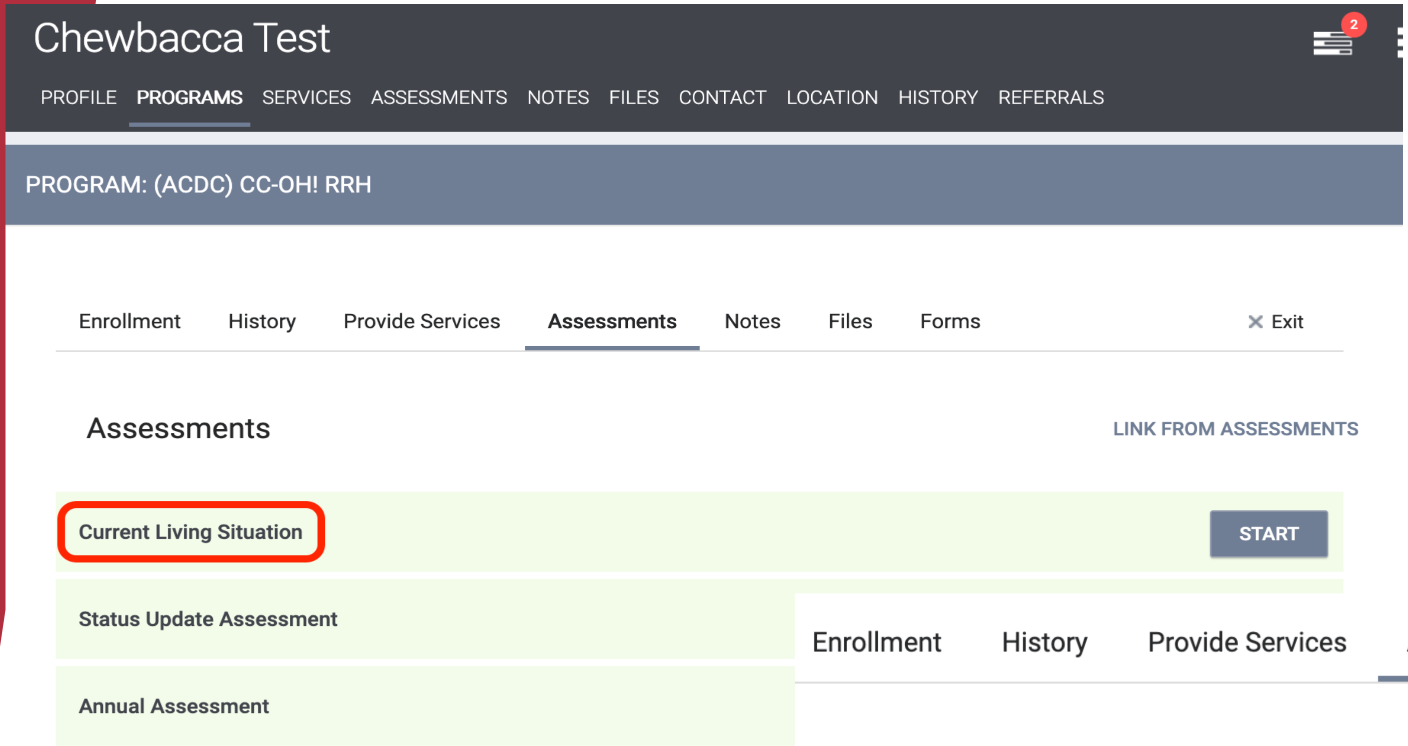
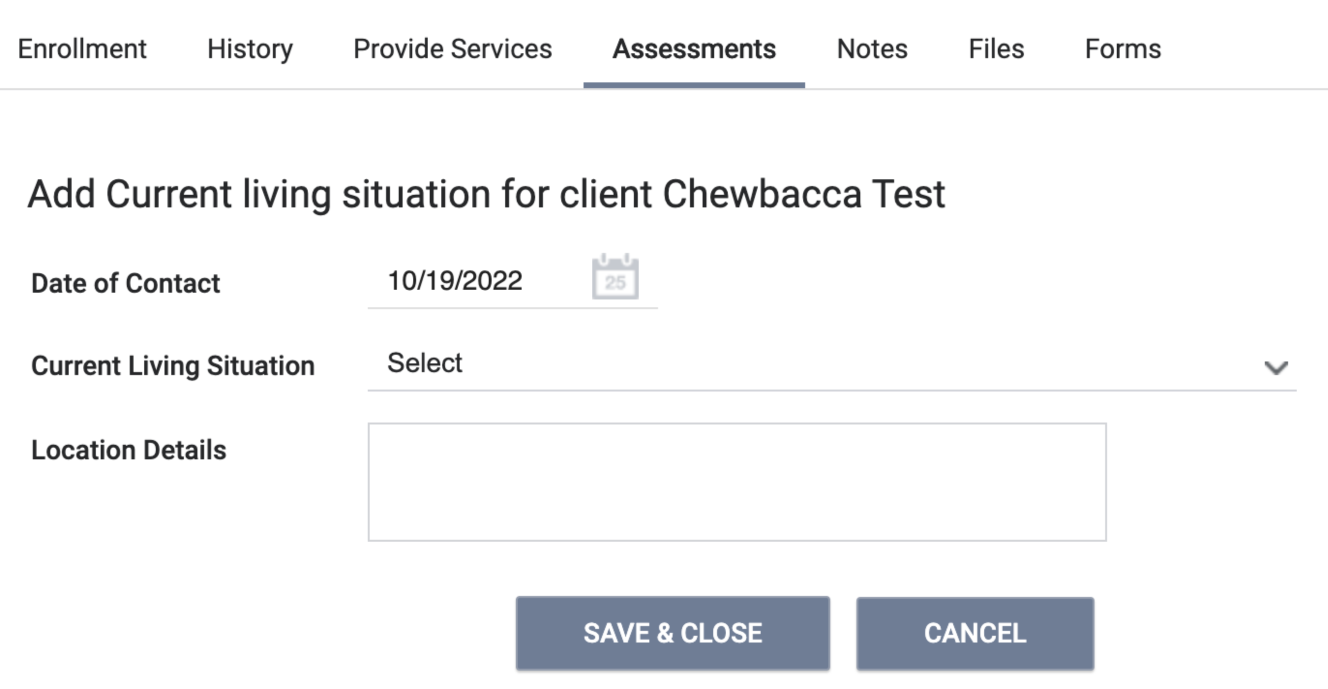

Chewbacca Test
PROFILE
PROGRAMS
SERVICES
ASSESSMENTS
NOTES
FILES
CONTACT
LOCATION
HISTORY
REFERRALS
PROGRAM: (ACDC) CC-OH! RRH
Enrollment
History
Provide Services
Assessments
Notes
Files
Forms
Exit
Assessments
LINK FROM ASSESSMENTS
Current Living Situation
START
Status Update Assessment
Annual Assessment


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

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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."

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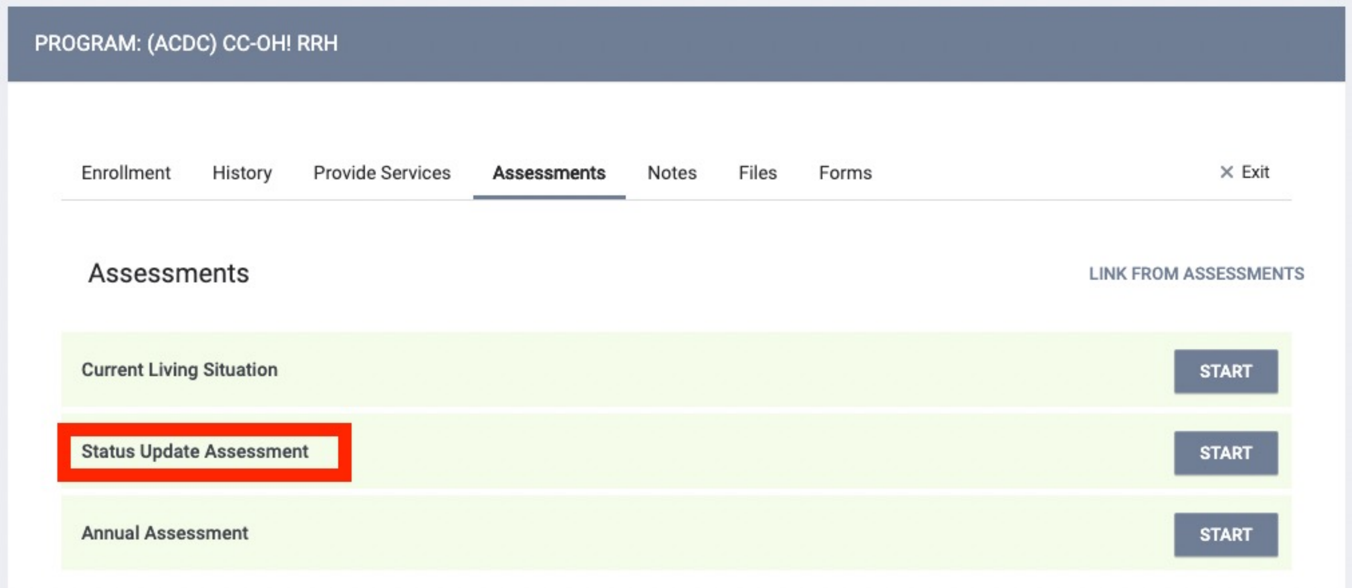
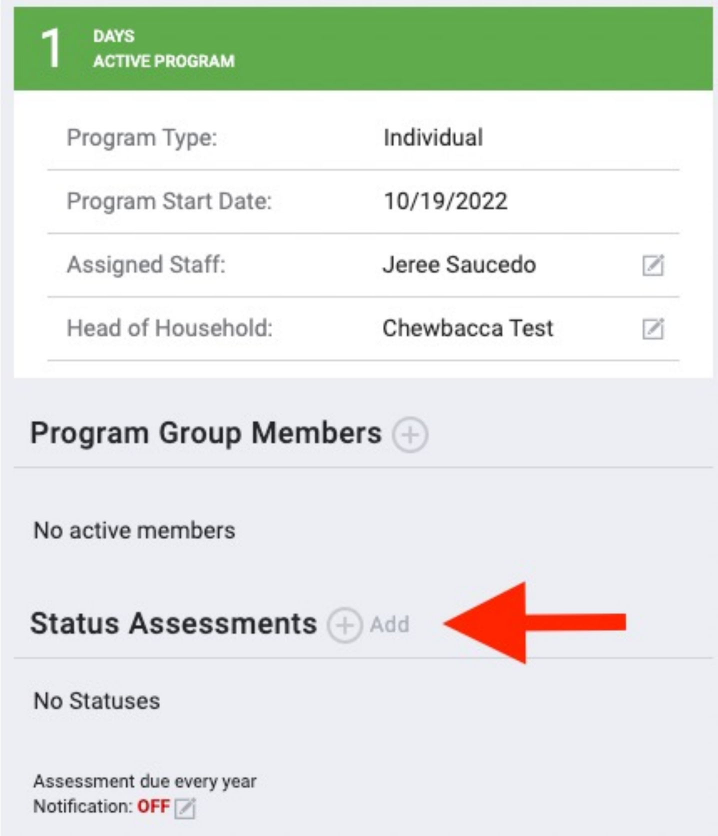
Status Update Assessment

Under the program assessments tab



From the right margin of the client's profile page



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.

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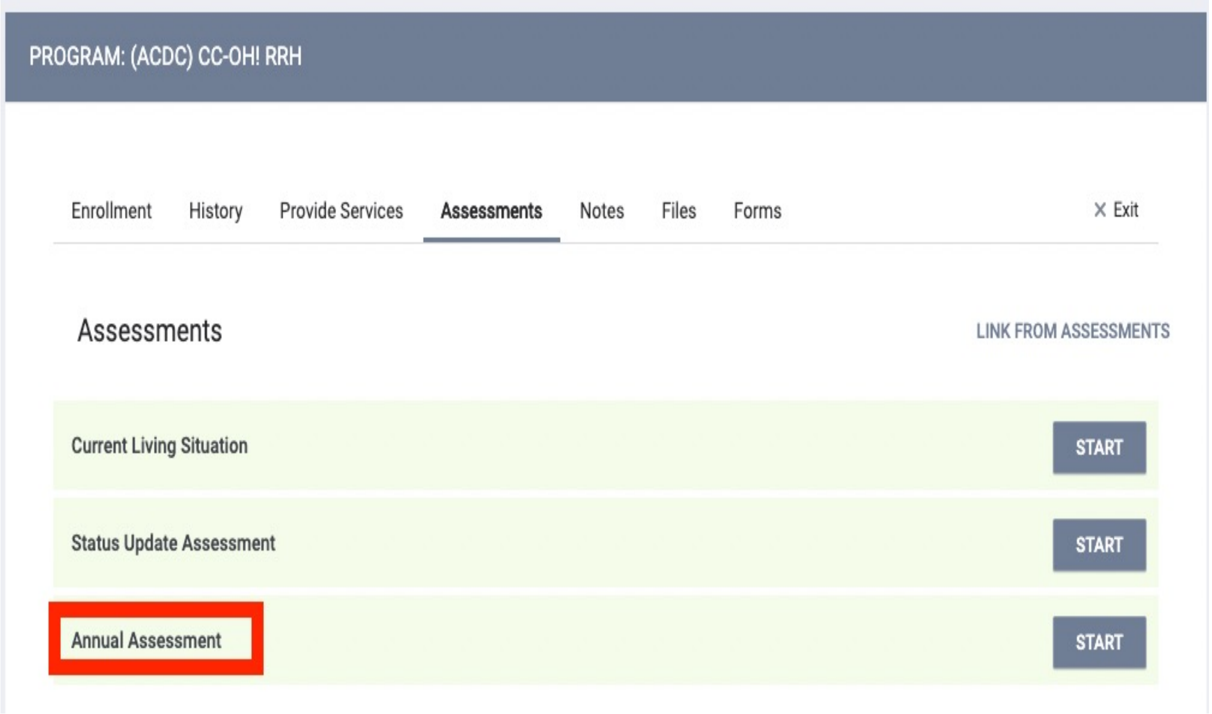
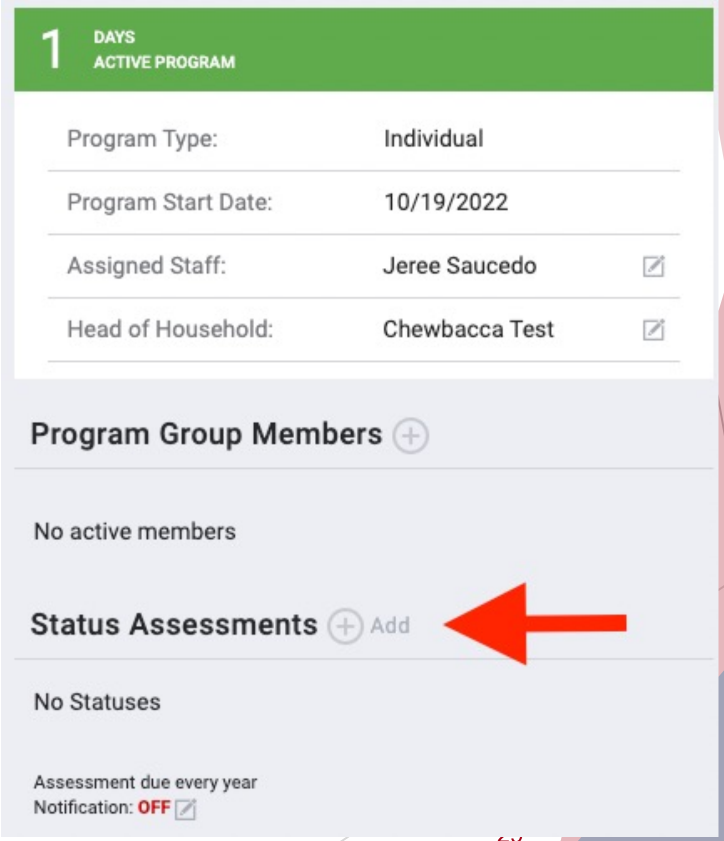
Annual Assessments

Under the program assessments tab



From the right margin of the client's profile page



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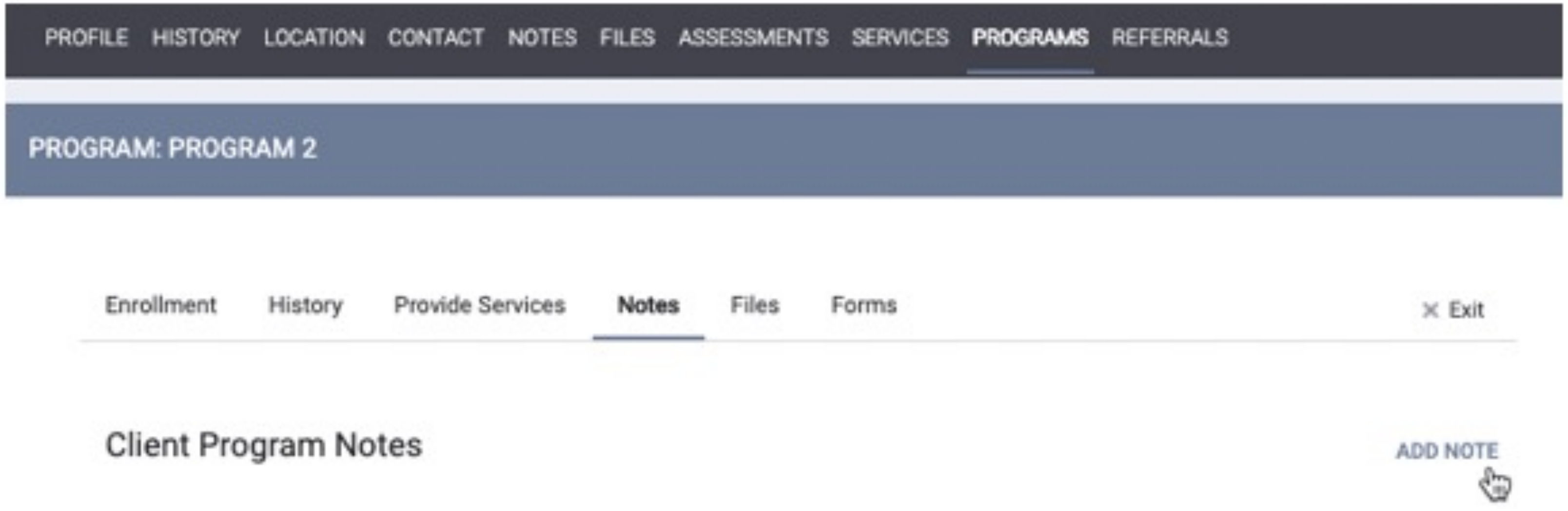
Client Notes

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



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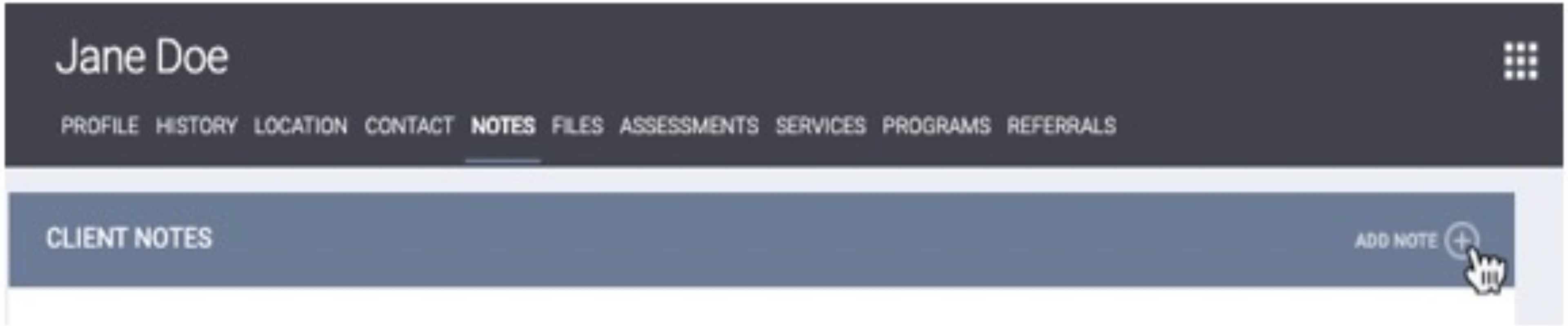
Client Notes

Or from the Notes tab in the global level



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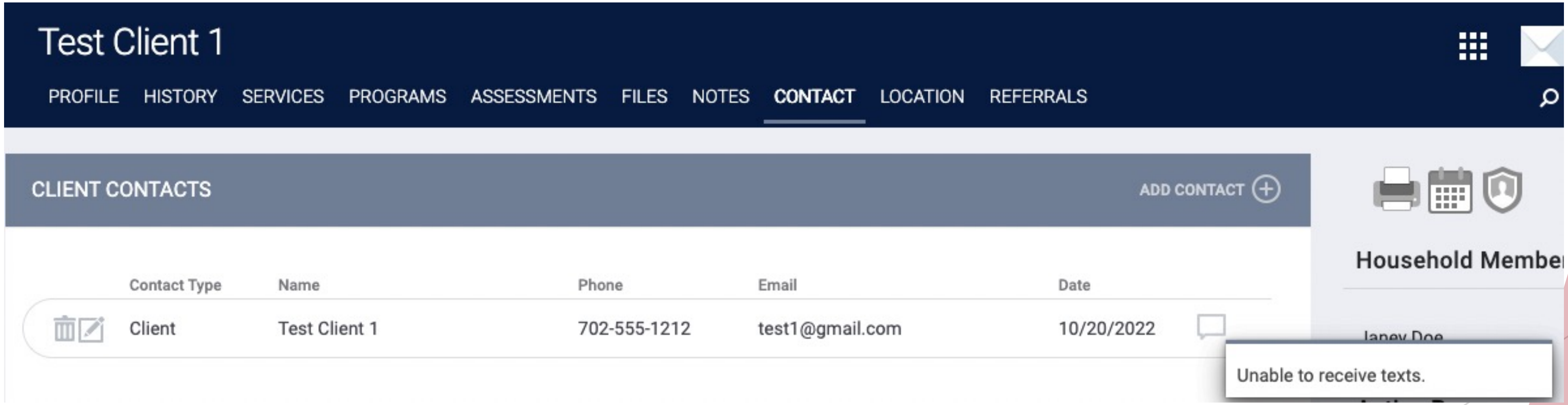
Client Contact Information

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.



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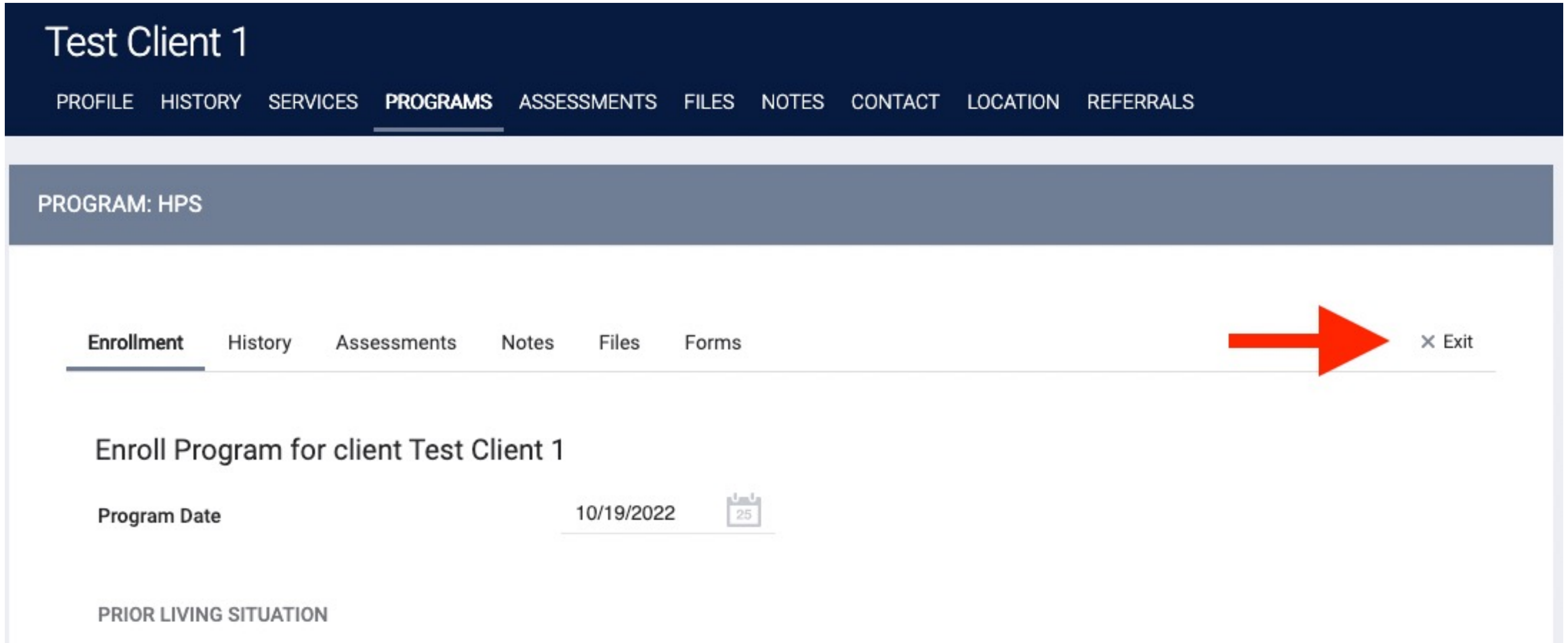
Program Exit



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

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

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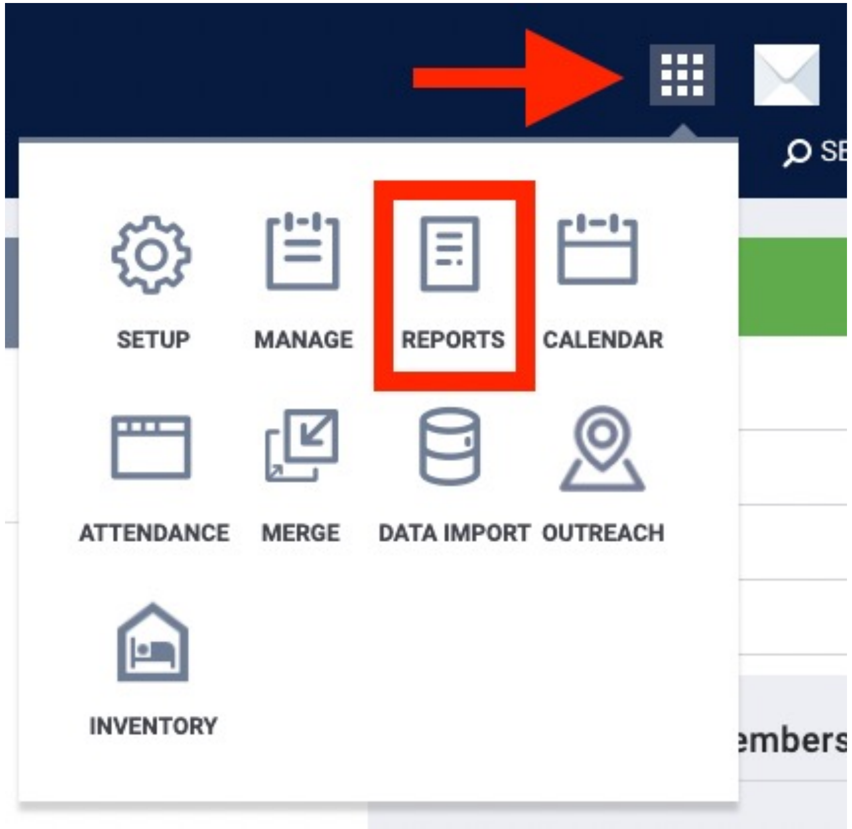
Report Library



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

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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

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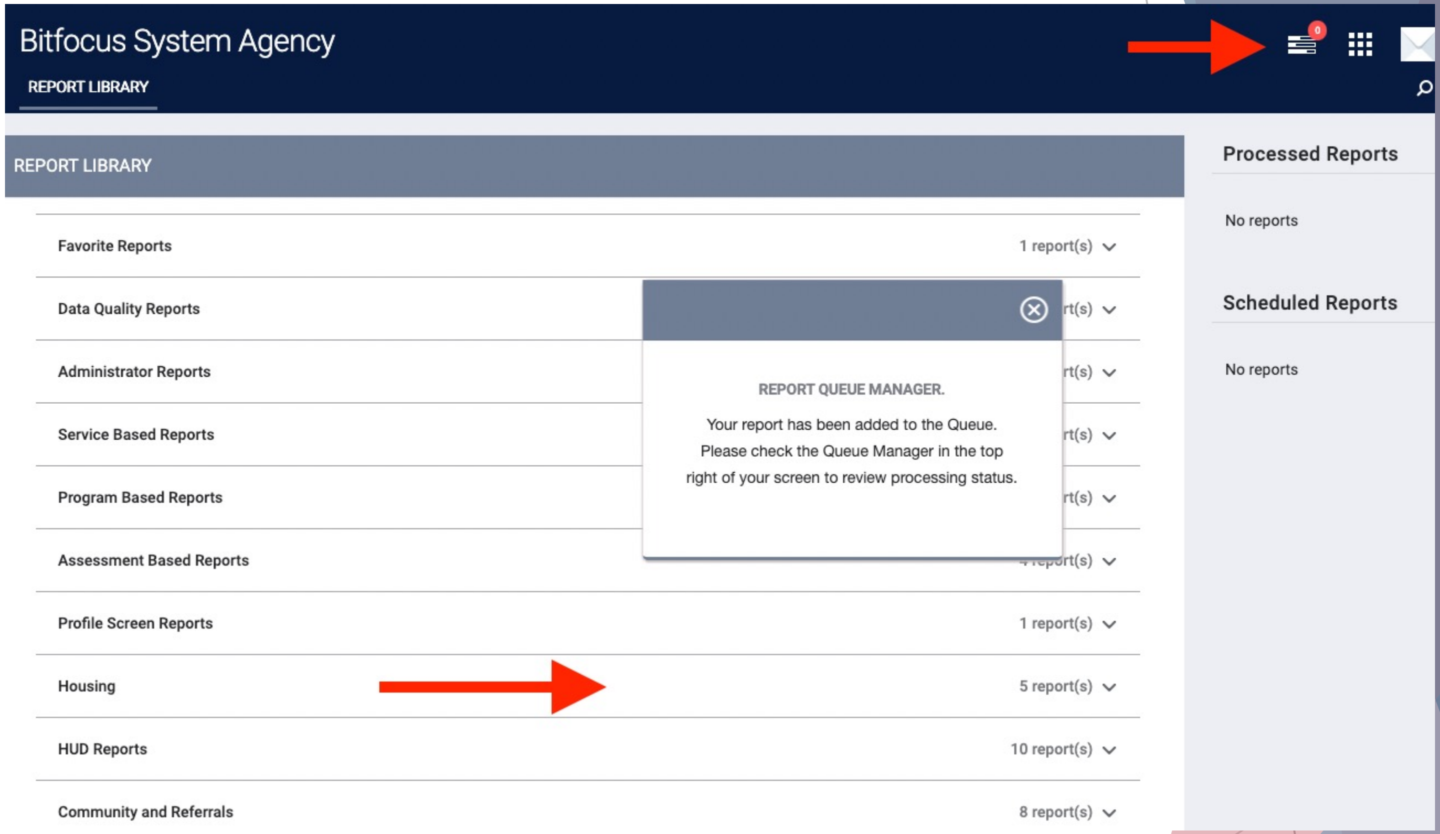
How to Run a Report

- 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.



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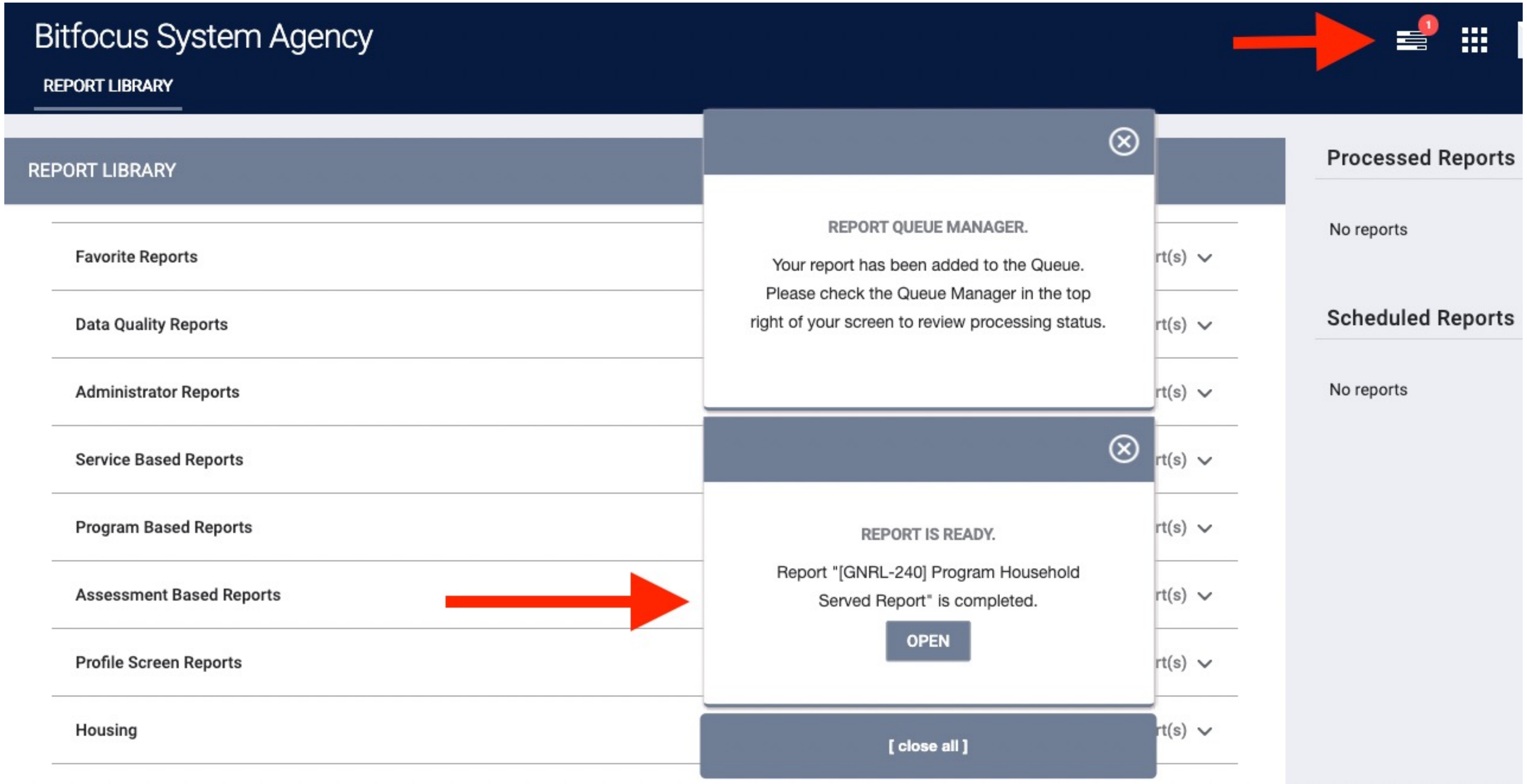

Bitfocus System Agency
REPORT LIBRARY
REPORT LIBRARY
Favorite Reports
Data Quality Reports
Administrator Reports
Service Based Reports
Program Based Reports
Assessment Based Reports
Profile Screen Reports
Housing
REPORT QUEUE MANAGER.
Your report has been added to the Queue. Please check the Queue Manager 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

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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

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Q&A

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