

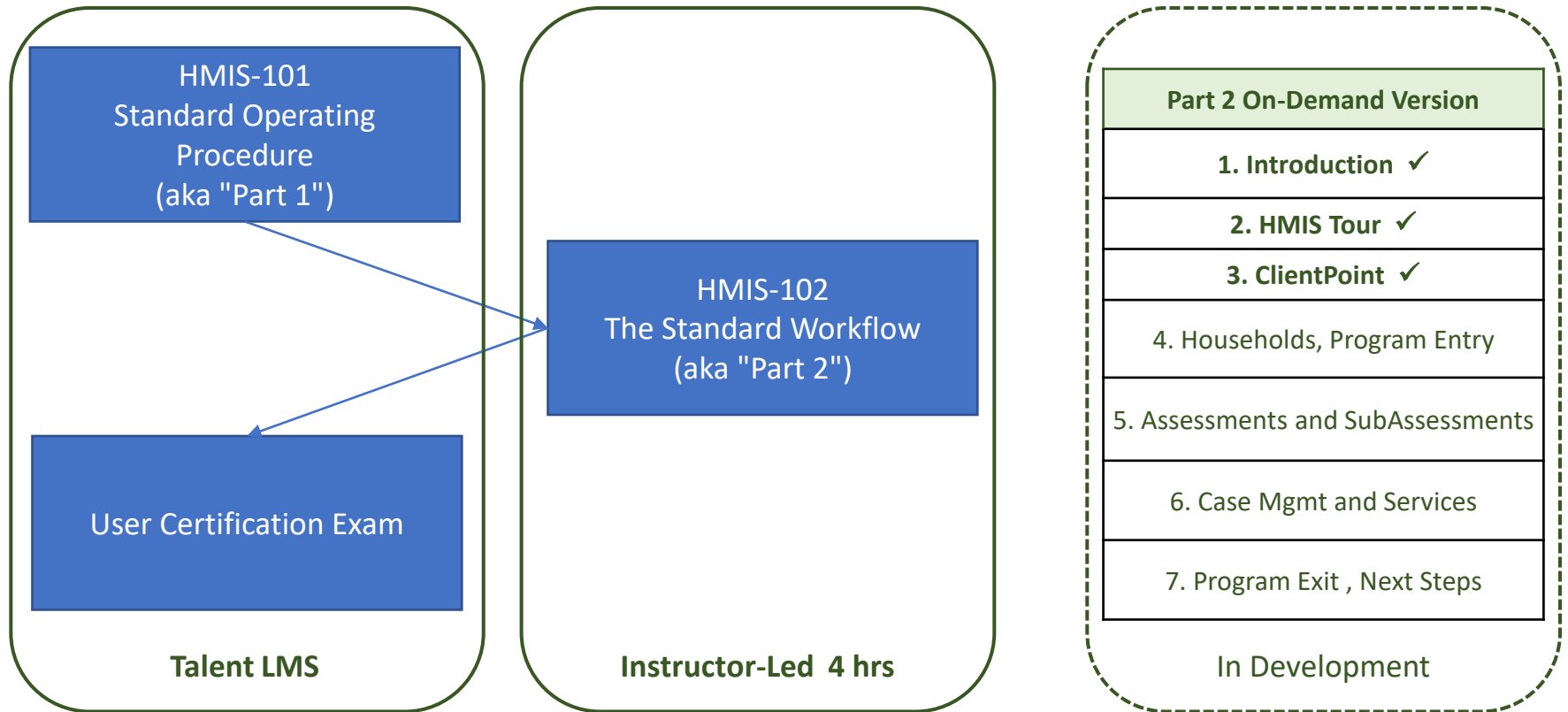
## HMIS Agency Data Administrator Training

Friday, 5/27/2022

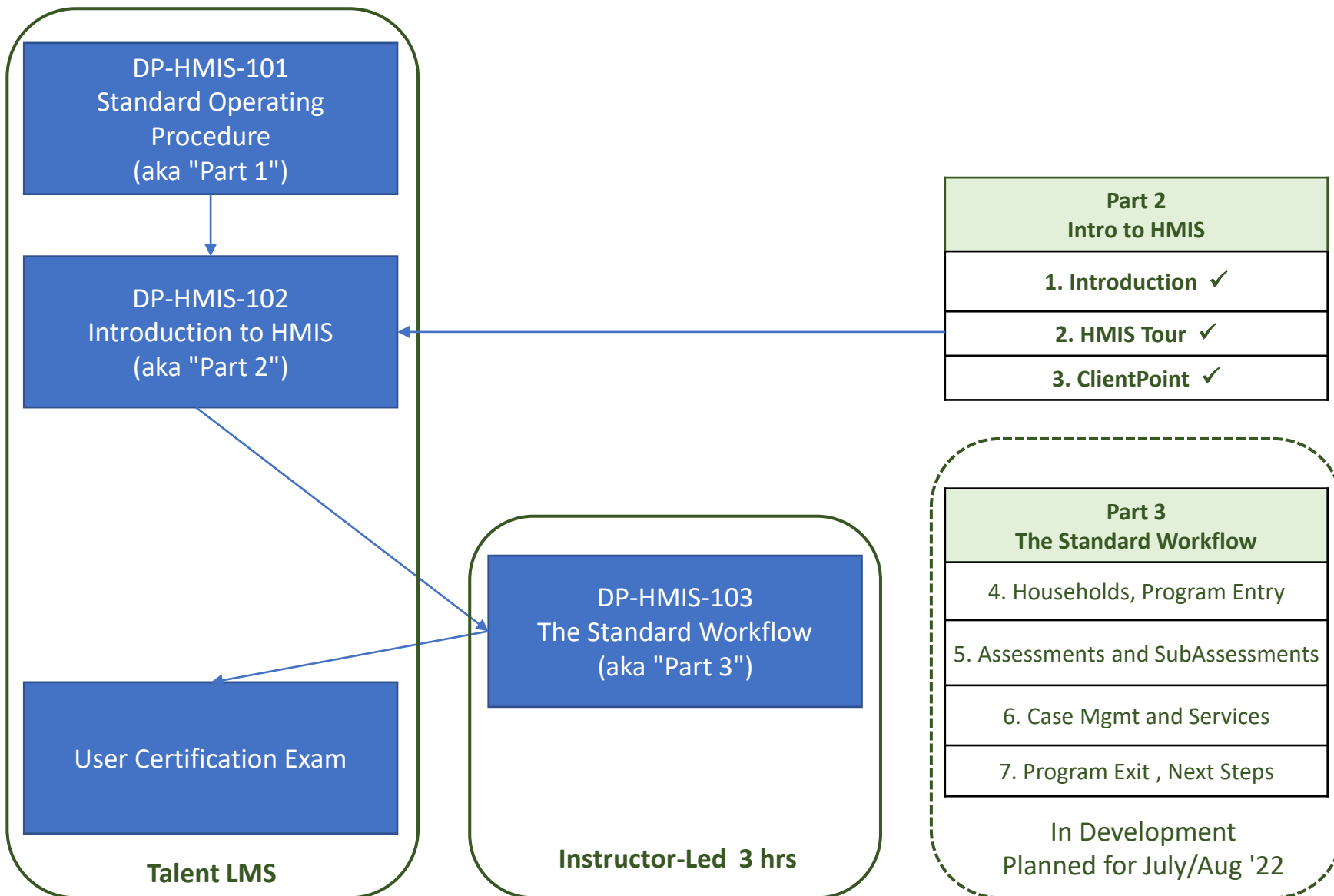
1:00 pm – 2:00 pm

<b>Introductions &amp; Agenda Review</b>	Notes are also available online for review, <a href="http://www.dupageco.org/HMIS">http://www.dupageco.org/HMIS</a>
<b>Updates - 10 min</b>	<ul style="list-style-type: none"><li>• 211 Project soft launch planned for August</li><li>• Updated SOP documents have been posted to the Web</li><li>• Training<ul style="list-style-type: none"><li>○ <i>Introduction to HMIS</i> course will be added to Talent LMS<ul style="list-style-type: none"><li>▪ Between Parts 1 and 2 of new-user training.</li><li>▪ It's roughly the first hour of the instructor-led class.</li></ul></li></ul></li></ul>
<b>Common Questions/Concerns - 5 min</b>	<ul style="list-style-type: none"><li>• Open forum: any comments, questions, or concerns?</li></ul>
<b>Reports/Data Needs - 40 min</b>	<ul style="list-style-type: none"><li>• BusinessObjects 4.3 is finally here!<ul style="list-style-type: none"><li>○ Please use this early and often, and let us know of any issues</li><li>○ ART available until week of June 6th</li></ul></li><li>• The PIT Count show must go on; watch for an email reminder</li><li>• Coordinated Entry<ul style="list-style-type: none"><li>○ Data quality</li><li>○ Updated workflow document on HMIS site</li><li>○ Reminder of policy availability at <a href="http://dupagehomeless.org">dupagehomeless.org</a></li><li>○ Many thanks to Tonya, Amy, and Chris for helping with referral requests!</li></ul></li></ul>
<b>Mark Your Calendars</b>	<ul style="list-style-type: none"><li>• County and SubCook closed for Memorial Day Monday 5/30</li><li>• Next ADA meeting: Friday, July 27th</li><li>• Quarterly PIT 4/30, reporting delayed due to upgrade, please submit ASAP</li><li>• Next Quarterly PIT count will be 7/31/2022</li></ul>

# HMIS New User Part 2 Training: Current State

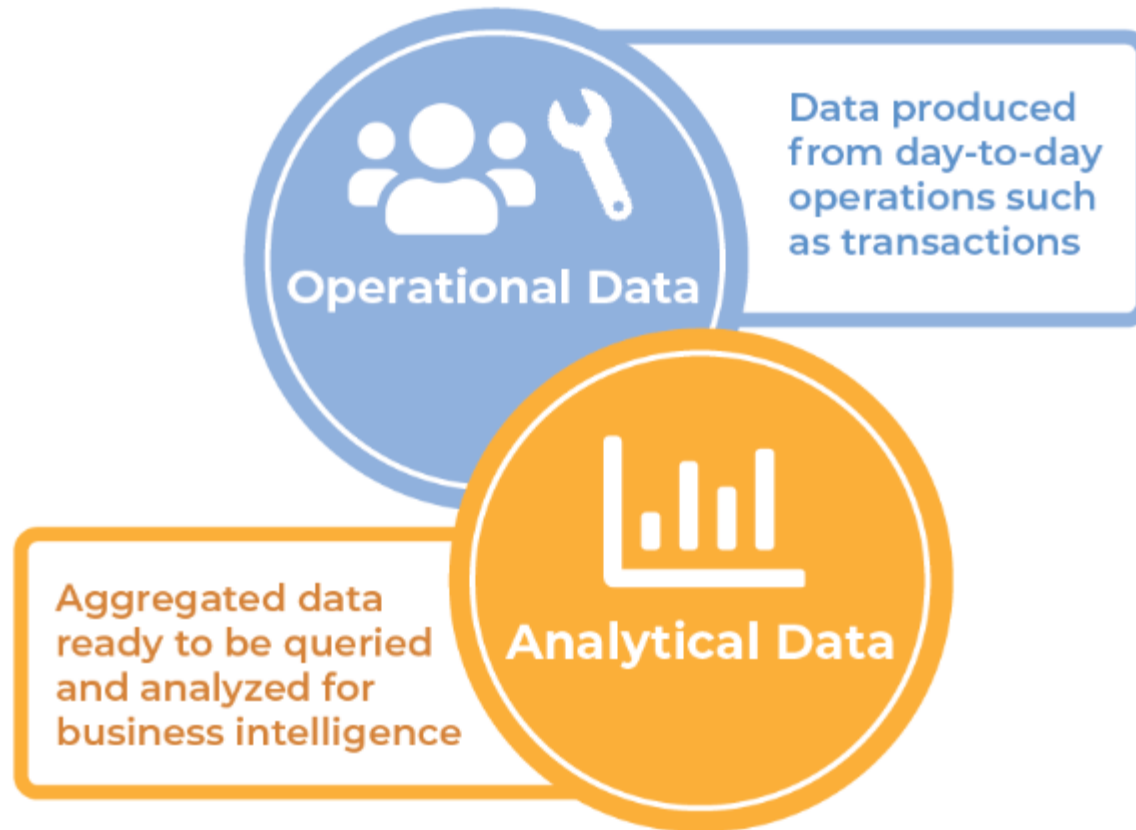


# HMIS New User Part 2 Training: Transitional - June 2022

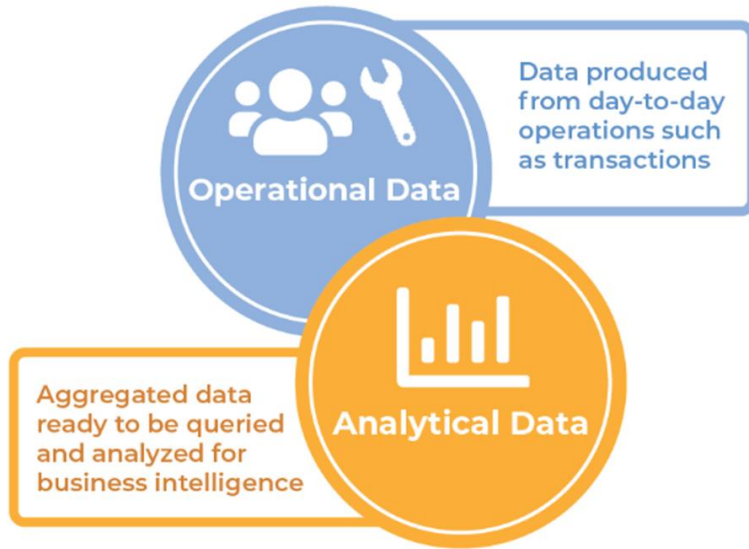


Operational Data Systems are built for quicker updates.

Analytical Data Systems are built for more efficient analysis.



*This is based on a typical operational/analytical reporting process and may not exactly match our WellSky setup*



WellSky  
Community Services

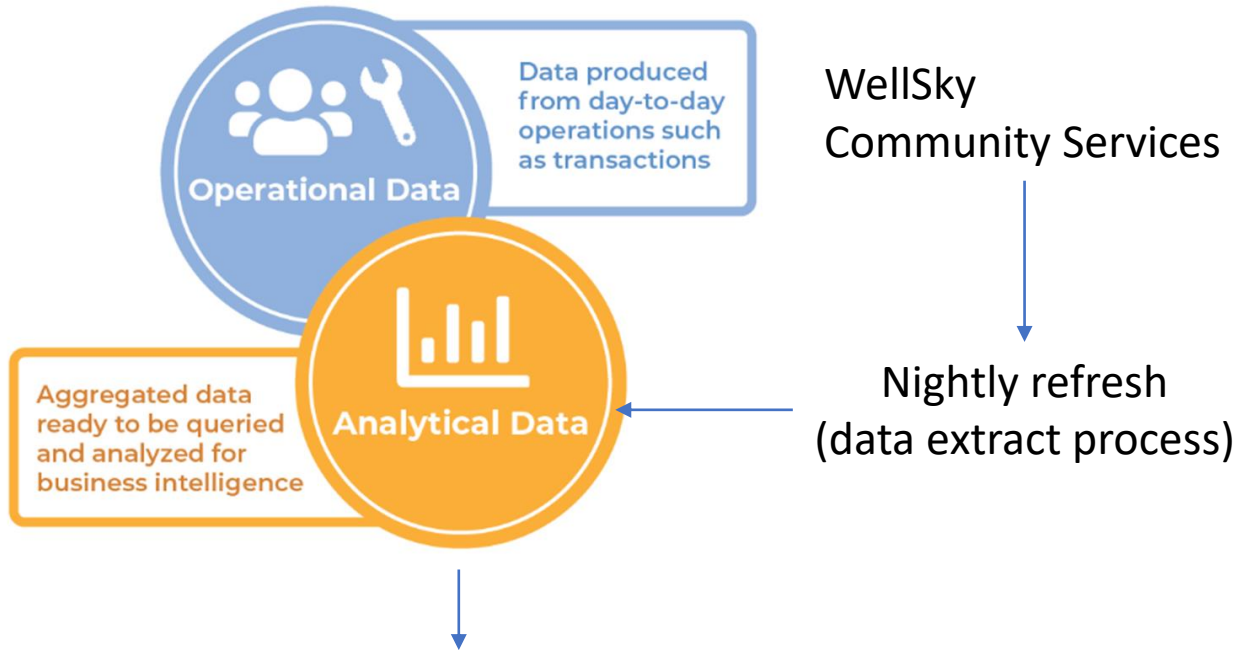


Nightly refresh  
(data extract process)

## Operational Reporting

- Near-real-time data
- Report Writer
- "Canned" reports

*This is based on a typical operational/analytical reporting process and may not exactly match our WellSky setup*



## Operational Reporting

- Near-real-time data
- Report Writer
- "Canned" reports

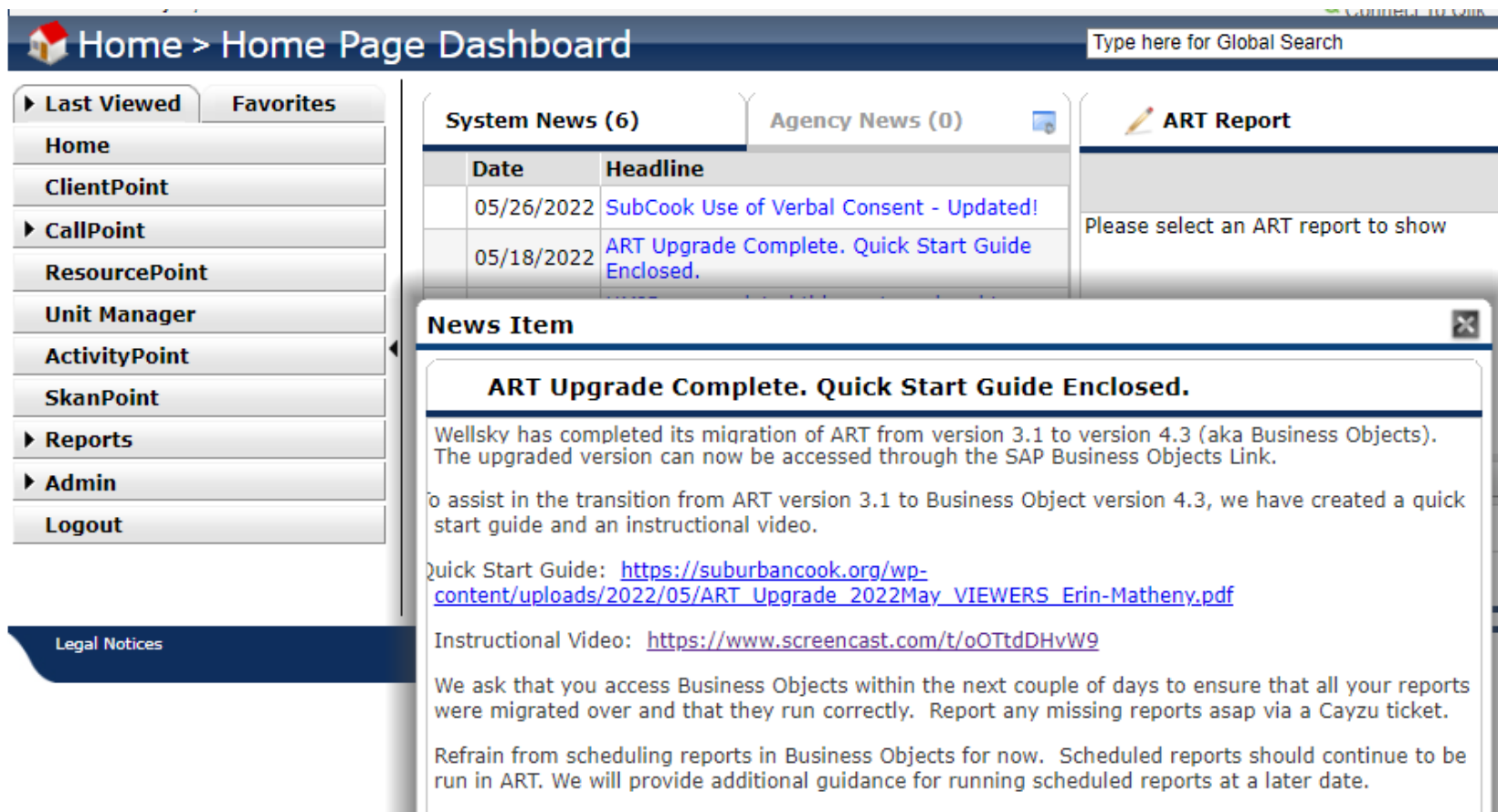
## Analytical Reporting

- Data current as of last refresh
- Added to separate database / data warehouse
- **Uses third-party reporting tools such as SAP Business Objects**

Business Objects (BusObj / BO / SAPBO / BO 4.3) is a suite of reporting and analytics tools for business intelligence (BI) platforms.

Separate servers and/or services will pass requests from Community Services to the third-party reporting tool, pull data from the analytical database, and return results.

## BusinessObjects 4.3 - Training resources available to date:



The screenshot shows a web dashboard with a navigation menu on the left and a main content area. The navigation menu includes 'Last Viewed' and 'Favorites' tabs, with 'Home' selected. Other menu items include ClientPoint, CallPoint, ResourcePoint, Unit Manager, ActivityPoint, SkanPoint, Reports, Admin, and Logout. A 'Legal Notices' section is visible at the bottom of the menu. The main content area features a search bar and three news sections: 'System News (6)', 'Agency News (0)', and 'ART Report'. The 'System News' section contains a table with two entries:

Date	Headline
05/26/2022	<a href="#">SubCook Use of Verbal Consent - Updated!</a>
05/18/2022	<a href="#">ART Upgrade Complete. Quick Start Guide Enclosed.</a>

The 'ART Report' section contains the text: 'Please select an ART report to show'. A 'News Item' pop-up window is open, displaying the following content:

**ART Upgrade Complete. Quick Start Guide Enclosed.**

Wellsky has completed its migration of ART from version 3.1 to version 4.3 (aka Business Objects). The upgraded version can now be accessed through the SAP Business Objects Link.

To assist in the transition from ART version 3.1 to Business Object version 4.3, we have created a quick start guide and an instructional video.

Quick Start Guide: [https://suburbancook.org/wp-content/uploads/2022/05/ART\\_Upgrade\\_2022May\\_VIEWERS\\_Erin-Matheny.pdf](https://suburbancook.org/wp-content/uploads/2022/05/ART_Upgrade_2022May_VIEWERS_Erin-Matheny.pdf)

Instructional Video: <https://www.screencast.com/t/oOTtdDHvW9>

We ask that you access Business Objects within the next couple of days to ensure that all your reports were migrated over and that they run correctly. Report any missing reports asap via a Cayzu ticket.

Refrain from scheduling reports in Business Objects for now. Scheduled reports should continue to be run in ART. We will provide additional guidance for running scheduled reports at a later date.

ART is scheduled to be retired June 6th, unless WellSky changes the schedule.

We do not yet know whether the Home Page Dashboard will change in appearance or function.