

## HMIS Agency Data Administrator Training

Friday, Jan. 27, 2023

1:00 pm – 2:30 pm

GoTo: <https://meet.goto.com/323811013>

### Presenters:

Julie Burdick, Jackie Lytle

### Attendees:

See Attached Sign-in Sheet

<b>Introductions &amp; Agenda Review</b>	Notes/recordings are available online for review, <a href="https://dupagehomeless.org/hmis/ada">https://dupagehomeless.org/hmis/ada</a>
<b>Updates</b>	<ul style="list-style-type: none"><li>• New website for DuPage HMIS resources, <a href="https://dupagehomeless.org/hmis">https://dupagehomeless.org/hmis</a></li><li>• New County website goes live 2/1 (same URL) <a href="https://dupagecounty.gov">https://dupagecounty.gov</a></li><li>• New System Admin starting Monday</li><li>• Training Updates -<ul style="list-style-type: none"><li>○ Wrapping up recording of the on-demand modules.</li><li>○ Scheduled a live training for February due to the delay</li><li>○ Discussion around training needs -<ul style="list-style-type: none"><li>▪ Household Management –<ul style="list-style-type: none"><li>• Who is being served vs who they are/plan to live with.</li><li>• Being able to select only those being served from the household grouping.</li><li>• Adding/removing members.</li></ul></li><li>▪ Income fields and Sub-assessment. Group agreed that making the current sub-assessment video part of the New User Training would be helpful.</li></ul></li></ul></li><li>• HMIS Data Standard Updates effective 10/1/2023. Expecting release of the changes this summer.</li><li>• Added field descriptions behind living situation data elements (3.917) when a user hovers or clicks on the field name.</li><li>• Unit Manager and ShelterPoint update – will be reverting to ShelterPoint; necessary for future software updates.</li><li>• System offline starting 8 am, Fri., 2/3, approximately 4 hours to complete the required archiving of client records that have not been touched for 7+ years.</li><li>• NHSDC Spring Conference, Chandler, AZ 4/3-4/5. Seeking <a href="#">session proposals</a></li><li>• 2022 Help Desk<ul style="list-style-type: none"><li>○ 500 Tickets Received</li><li>○ Avg initial response time, 38 hours</li><li>○ 169 tickets regarding user access (new/inactivated users)</li></ul></li></ul>
<b>FAQ</b>	<ul style="list-style-type: none"><li>• User login<ul style="list-style-type: none"><li>○ Cookies error</li><li>○ Wrong username/Password</li></ul></li><li>• Users not completing training tasks (i.e. logging into the training site/participating in the data entry workflow)</li></ul>

<p><b>Reports/Data Needs</b></p>	<ul style="list-style-type: none"> <li>• 2023 PIT/HIC Instructions and timeline <ul style="list-style-type: none"> <li>○ Final PIT reports due to HMIS: 2/10/23</li> <li>○ Project data (grant, Bed and Unit inventory) confirmation: 2/28/2023</li> <li>○ CoC and HMIS data review: early March</li> <li>○ Submission to HUD: due date pending</li> </ul> </li> <li>• 2022 System Performance Measures due to HUD 2/28/2023</li> <li>• LSA submitted</li> <li>• Report Updates <ul style="list-style-type: none"> <li>○ CoC APR &amp; ESG CAPER <ul style="list-style-type: none"> <li>▪ Added new columns to Question 4a – County of Active Clients and Households</li> <li>▪ Added new column to Question 5 – Counts of clients for DQ and Counts of Clients</li> <li>▪ Updated inclusion logic for Question 9a - "If there are no current living situation records at all and the date of engagement is effectively the only contact, report the client in cell E2."</li> <li>▪ APR Only - <ul style="list-style-type: none"> <li>• Added new questions to Youth section - 27J, 27K and 27L – regarding length of time</li> </ul> </li> </ul> </li> <li>○ Data Quality Framework <ul style="list-style-type: none"> <li>▪ Added new column to Question 1</li> <li>▪ Added new columns to Question 4a</li> </ul> </li> <li>○ Report Run History – cleared due to APR and CAPER updates <ul style="list-style-type: none"> <li>▪ Report Run History Cleared</li> </ul> </li> <li>○ New Canned Reports (retired from Business Objects) <ul style="list-style-type: none"> <li>▪ System Performance Measures</li> <li>▪ Housing Inventory</li> </ul> </li> </ul> </li> <li>• Review Business Objects Report Viewer Features <ul style="list-style-type: none"> <li>○ Scheduling Reports</li> <li>○ Addition of User Creating, Date Created, and days between client entry and user creating date to the HSGF report. Noted that Community Services is using this report for CDBG reporting needs.</li> </ul> </li> </ul>
<p><b>Next Meeting</b></p>	<p>Fri., 3/24/23 @ 1 pm - virtual</p>

January 27, 2023 | 12:56 PM – 2:15 PM | 1 hr 19 min

# Agency Data Administrator Training

Meeting ID: 323-811-013

[View diagnostics](#)

## Attendees

Name	Join and leave times
Julie Burdick (she/her) Julie.Burdick@dupageco.org	12:56 PM – 2:15 PM
Chris Madsen cmadsen@cc-doj.org	12:56 PM – 2:15 PM
Jacqueline Lytle Jacqueline.Lytle@dupageco.org	12:57 PM – 2:15 PM
Steve	12:58 PM – 2:15 PM
Nereida Enriquez nenriquez@outreachcommin.org	12:58 PM – 2:15 PM
Regina Williams regina.williams@serenityhouse.com	12:58 PM – 2:15 PM
Joan Fox Joan.fox@Dupageco.org	12:59 PM – 2:15 PM
Amy LaFauce - Catholic Charities	1:00 PM – 2:15 PM
Carrie Fiore	1:01 PM – 2:15 PM
Sara V.	1:03 PM – 2:15 PM
Tonya Latson tlatson@peoplesrc.org	1:17 PM – 2:15 PM
Lisa Snipes DuPage CoC	12:57 PM – 2:15 PM
Ozzy (MSHV)	12:58 PM – 2:15 PM
[Waiting for name]	12:58 PM – 12:58 PM
Susan susan.espino@bridgecommunities.org	1:01 PM – 2:15 PM
Colleen Conwood	1:01 PM – 2:15 PM
Kelly Mannion	1:08 PM – 2:15 PM
+16306772517	12:54 PM – 1:08 PM