

HMIS Agency Data Administrator Training

Friday, 7/22/22

1:00 pm – 2:30 pm

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

Presenters:

Julie Burdick and Joanna Lloyd

Attendees:

See Attached Sign-in Sheet

Introductions & Agenda Review	Notes are available online for review, https://www.dupagecounty.gov/HMIS/Training/AgencyDataAdmin/ View Recording, https://transcripts.gotomeeting.com/#/s/85598bd6e5651d6bde8a4bef2b91fd0747f445ae0853c47aea1dfa9ccec07493
Updates	<ul style="list-style-type: none">• New HMIS Staff Person, 8/2! • 211 Update – launch later in 2022. • 2022 Site Visits<ul style="list-style-type: none">○ Email with details coming soon.○ In person at physical project location. Group confirmed no known COVID restrictions.<ul style="list-style-type: none">▪ Lots of conflicts in August for agencies. Back to School Fair and other monitoring visits (ESG and CSBG)▪ Group requesting to expand appointments into September. • Summary of HMIS Standard Operating Procedure Changes (view SOP, view forms)<ul style="list-style-type: none">○ Clarifying language, grammar and formatting throughout○ Updated ADA Acknowledgements needed (complete by site visits)○ Agencies to implement an Agency data security policy and standards... goes into effect by○ End User access now requires passing the end user exam.○ Updated baseline data sharing (no change to privacy notice), to include NIL partners in sharing Demographics, Case Manager and Entry/Exit data. (See Data Sharing Summary in English and Spanish). Goes into effect in HMIS 10/1. This change impacts data going forward not historical data.○ Updated the technical requirements for HMIS access (Security) • FY2024 HMIS Data Standards and Federal Partner discussions including some organizations around the country and persons of color/lived experience.<ul style="list-style-type: none">○ Feedback is encouraged to be submitted through an AAQ on the HUD Exchange.○ Discussions around SSN data collection. No changes at this time. This is still a required data element. (Persons without a SSN, “Client doesn’t know”) • End User Training<ul style="list-style-type: none">○ Walk through on the updated End User training modules in TalentLMS

	<ul style="list-style-type: none"> ○ HMIS System Admins track User Training and Certifications in HMIS (as well as Talent LMS). Admins would like access to a report in Business Objects to help keep track.
Common Questions/Concerns	<ul style="list-style-type: none"> ● Participant Q&A/unmet needs ● Common Issues <ul style="list-style-type: none"> ○ Annual Reviews ○ PH workflow for loss of housing while in project ○ Incomplete data (Coordinated Entry, household members) ● Resources to bookmark: HMIS Data Standards Manual + your program specific manual listed under your project on the HUD Exchange (CoC, ESG, HUD-VASH, RHY, VA), HMIS Help Desk. Will add these to our website as well, https://www.dupagecounty.gov/HMIS/Resources.
Reports/Data Needs	<ul style="list-style-type: none"> ● Business Objects Review and summary of recent changes <ul style="list-style-type: none"> ○ Select folder name to see reports in that folder ○ Search function is currently not working ○ Demonstrated prompts in the PIT report ● Next PIT Count: 7/31/2022 ● 0631 HUD CoC APR Detail Report – request to update and maintain. Helps to identify household groups to simplify review and corrections needed. ● Reports Used <ul style="list-style-type: none"> ○ Basic Needs Report ○ Call Log Report ○ IDHS ○ Detail Report (review for updates need) ○ CAPER ○ Data Quality Framework
Next Meeting	<ul style="list-style-type: none"> ● No ADA Training in September ● Next ADA Training: Friday, 11/18
Other Dates/Events	<ul style="list-style-type: none"> ● Next Quarterly PIT Count: 7/31/2022 ● Data and Performance Committee Wed., 8/17 ● All User Training - Date to be determined (Sept/Oct) ● NHSDC in Seattle, 10/24-26, in-person only, https://nhsdc.org/ ● HMIS Data Analytics on-demand Course, Oct-22, course details.

Attendees

Attendee	Join & leave times	Location
JO Joanna L	12:47 PM - 2:42 PM	Silverton
+1 +16304143085	1:28 PM - 2:02 PM	-
SA Sara Vainowski svainowski@dupagepads.org	1:00 PM - 2:07 PM	Elmhurst
CO Colleen Conwood	12:59 PM - 2:29 PM	New York
KE Kelly Mannion (She/Her) 360 Youth Services	12:56 PM - 2:29 PM	West Chicago
JU Julie Burdick (She/Her), HMIS Manager Julie.Burdick@dupageco.org	12:41 PM - 2:43 PM	West Chicago
AM Amy LaFauce	1:00 PM - 2:29 PM	New York
MA Matthew McNiel mmcniel@outreachcommin.org	1:19 PM - 2:29 PM	Elmhurst
LI Lisa Snipes DuPage CoC	12:58 PM - 1:57 PM	Cicero

Attendee	Join & leave times	Location
OZ Ozzy (MSHV)	1:13 PM - 2:29 PM	Salina
BE Bernie Wawczak VAC	1:09 PM - 2:29 PM	Cicero
SU Susan Ryerson Espino susan.espino@bridgecommunities.org	1:01 PM - 2:29 PM	Naperville (Naperville Park District)
OZ Ozzy (MSHV)	1:02 PM - 1:09 PM	Salina
ST Steve	1:06 PM - 2:29 PM	West Chicago
MA Matthew McNiel mmcniel@outreachcommin.org	1:05 PM - 1:18 PM	Elmhurst
OZ Ozzy (MSHV)	1:10 PM - 1:12 PM	Salina
TO Tonya Latson	1:06 PM - 2:29 PM	Wheaton
JO Joan Fox joan.fox@dupageco.org	2:02 PM - 2:29 PM	Woodbury