

## HMIS Agency Data Administrator Training

Friday, March 24, 2023

1:00 pm – 2:30 pm

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

### Presenters:

Julie Burdick, David Lake

### Attendees:

See Attached Sign-in Sheet

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| <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>• Reminder that HMIS content has moved to a new website. <a href="https://dupagehomeless.org/hmis">https://dupagehomeless.org/hmis</a>.</li><li>• HMIS Staff at the National Human Services Data Consortium Conference week of 4/2. Help desk will be monitored.</li><li>• WellSky and Data conversion project<ul style="list-style-type: none"><li>○ Email notice sent out on 3/23 to all HMIS Users and partners regarding the upcoming system downtime to revert our site back to the ShelterPoint version. Downtime can take up to 90 minutes. Different login screen and will need to use forgot password on initial login. See the following video for instruction, <a href="#">Password Resets</a>.<ul style="list-style-type: none"><li>▪ Training Site Mon., 3/27 @ 9 am</li><li>▪ Live Site Fri., 3/31 @ 6 am</li></ul></li></ul></li><li>• FY23 ESG Program Manual updates, <a href="https://files.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf">https://files.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf</a><ul style="list-style-type: none"><li>○ Added guidance for the following, but we recommend to review all project specific guidance. Both require certain local decisions to be made and will need to be brought back to the Data and Performance Committee.<ul style="list-style-type: none"><li>▪ Street Outreach – Project Exits and dual enrollments.</li><li>▪ Homeless Prevention – managing cases when a prevention client becomes literally homeless.</li></ul></li></ul></li><li>• General update on Data Standard Changes<ul style="list-style-type: none"><li>○ Persons of color and/or lived experience and direct service providers were brought to the table with Federal Partners to review and propose changes to the HMIS Data Standards.</li><li>○ Actively reviewing with HMIS vendors.</li><li>○ Expecting the final dictionary and manual later this Spring/early summer.</li><li>○ FY24 Standards go into effect 10/1/2023.</li><li>○ What we know –<ul style="list-style-type: none"><li>▪ The last 4 of the SSN will now be accepted along with the full SSN.</li><li>▪ There will be changes to the Gender options.</li><li>▪ Race and Ethnicity will be combined.</li><li>▪ Coordinated Entry data elements to be combined.</li><li>▪ Retiring Wellbeing questions for PSH but adding sexual orientation to be required by PSH (currently required for RHY).</li></ul></li></ul></li></ul> |

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|---------------------------|--|
|                           | <ul style="list-style-type: none"> <li>▪ VA adding Space Force to Veteran’s Information and new SSVF financial assistance options.</li> <li>▪ There may be some additional options to the living situation/exit destination picklists, including wording changes.</li> <li>▪ Anticipate language changes and updated guidance throughout. <ul style="list-style-type: none"> <li>○ These changes will impact most if not all reports.</li> <li>○ Training on these changes will be provided in the annual all user training sometime in September.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Update on End User training. <ul style="list-style-type: none"> <li>○ 3 New Users completed the full new on-demand training modules, in addition to a few volunteer testers.</li> <li>○ 2 in progress with a few new users being on-boarded as we speak.</li> <li>○ Positive feedback so far, but as expected, some will need more support. We will continue to monitor and offer additional support as needed.</li> <li>○ Users may need some agency guidance as to which projects to enroll people into, mimicking real life scenarios.</li> <li>○ Will need to update the Standard Operating Procedure (SOP) module, pending SOP approval.</li> <li>○ Looking ahead to begin planning for the project specific modules.</li> <li>○ Noting that users are automatically inactivated when there is no activity for 6 months. Contact the HMIS Help Desk.</li> </ul> </li> <li>• Committee reviewing proposed changes to the SOP which will be presented to Leadership in April.</li> </ul> |
| <b>FAQ</b>                | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| <b>Reports/Data Needs</b> | <ul style="list-style-type: none"> <li>• 2023 PIT/HIC <ul style="list-style-type: none"> <li>○ Review of outstanding data needs</li> <li>○ PIT Report Update</li> <li>○ 0628-HIC Supplement Report being retired; possibly use APR</li> <li>○ Meeting with CoC Coordinator to review 3/29 with the goal to mark our data is final and complete by 3/31.</li> </ul> </li> <li>• Next Quarterly PIT 4/30. The due date will be provided with instructions.</li> </ul>  |
| <b>Next Meeting</b>       | <ul style="list-style-type: none"> <li>• Fri., 5/26/23 @ 1 pm – virtual – We are tentatively scheduled to be in training and will cancel/reschedule if needed.</li> <li>• Fri., 7/28/23</li> <li>• September – All user Training – Date(s) TBD</li> <li>• Fri., 11/17/23</li> </ul>  |

March 24, 2023 | 12:47 PM – 1:54 PM | 1 hr 6 min

## Agency Data Administrator Training

Meeting ID: 323-811-013

[View diagnostics](#)



### Attendees

| Name  | Join and leave times | Location            |
|---|----------------------|---------------------|
| Julie Burdick (she/her)<br><a href="mailto:Julie.Burdick@dupageco.org">Julie.Burdick@dupageco.org</a>                         | 12:47 PM – 1:54 PM   | West Chicago        |
| Chris Madsen<br><a href="mailto:cmadsen@cc-doj.org">cmadsen@cc-doj.org</a>  | 12:56 PM – 1:54 PM   | Homewood            |
| Sara V.   | 1:00 PM – 1:54 PM    | Elmhurst            |
| Regina Williams<br><a href="mailto:regina.williams@serenityhouse.com">regina.williams@serenityhouse.com</a>                   | 1:01 PM – 1:54 PM    | Addison             |
| Dina Hilliard<br><a href="mailto:dhilliard@outreachcommin.com">dhilliard@outreachcommin.com</a>                               | 1:02 PM – 1:54 PM    | Carol Stream        |
| Amy LaFauce - Catholic Charities  | 1:03 PM – 1:04 PM    | San Jose            |
| Amy LaFauce - Catholic Charities  | 1:08 PM – 1:54 PM    | San Jose            |
| Joan Fox<br><a href="mailto:Joan.fox@Dupageco.org">Joan.fox@Dupageco.org</a>  | 1:08 PM – 1:29 PM    | West Chicago        |
| Lisa Snipes<br><a href="mailto:Lisa.Snipes@dupageco.org">Lisa.Snipes@dupageco.org</a>   | 1:11 PM – 1:54 PM    | Cicero              |
| Tonya Latson<br><a href="mailto:tlatson@peoplesrc.org">tlatson@peoplesrc.org</a>  | 1:12 PM – 1:54 PM    | Wheaton             |
| Felicia Gordon  | 1:18 PM – 1:54 PM    | Bellevue (Factoria) |
| Kelly Mannion<br><a href="mailto:kmannion@360youthservices.org">kmannion@360youthservices.org</a>                             | 12:52 PM – 1:54 PM   | West Chicago        |
| Steve   | 12:55 PM – 1:54 PM   | West Chicago        |
| Colleen Conwood   | 12:57 PM – 1:54 PM   | Silverton           |
| Ozzy (MSHV)   | 12:59 PM – 1:54 PM   | West Chicago        |
| David Lake (he/him)   | 1:00 PM – 1:54 PM    | West Chicago        |
| Carrie Fiore  | 1:00 PM – 1:54 PM    | Cicero              |
| Susan Ryerson Espino (Bridge...<br><a href="mailto:susan.espino@bridgecommunities.org">susan.espino@bridgecommunities.org</a> | 1:01 PM – 1:54 PM    | Flushing            |