

HMIS Agency Data Administrator Training

Friday, 5/26/2023

1:00 pm – 2:30 pm

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

Presenters:

Julie Burdick, David Lake, Becky Sutton

Attendees:

See Attached Sign-in Sheet

Introductions & Agenda Review	Notes are also available online for review, dupagehomeless.org/hmis/ada .
Updates	<ul style="list-style-type: none">• 7-year data purge tentatively scheduled for Friday, 6/16 starting at 9 am and could take up to 4 hours. Purging client records with no update since 10/1/2014 (and no active EE, service, call, etc. since 10/1/14). Pending final confirmation on schedule.• Data Standard Changes take effect 10/1/2023. Discussion around changes and how to prepare. HMIS Data Standards. Things to do now –<ul style="list-style-type: none">○ Review summary of changes and communicate changes to agency users.○ If using paper assessment/intake forms, begin reviewing for updates needed. These will need to be implemented for the 10/1 effective date. We will update the ‘Universal Intake’ forms.○ Consider which custom Business Objects reports your agency uses and notify us of these reports to help us better prioritize any needed report updates.• Standard Operating Procedure Updates approved and will take effect 10/1/2023. Summary of changes reviewed. HMIS SOP.• Workflow Document updates. Standard Data Entry Workflow and Visibility Adjustment addendum posted. HMIS Forms and Workflows.• 2023 Site Visits to begin July – August. Instructions will be sent out next month on how to schedule your agency’s visit.
Common Questions/Concerns	<ul style="list-style-type: none">• New User Training – User Agreements and client record creation<ul style="list-style-type: none">○ Looking for assistance from ADAs to help make sure that new users are fully completing the End User Agreements in the online training; including signatures/dates from users (and also their supervisor, if possible)○ Wording for test client record creation has been updated in training, in hopes that this will alleviate any misunderstanding about what is to be completed at that point in training. So far, results looks good.• End User Survey – Coming out of the Data and Performance Committee meeting of last week, a User Survey will be sent to all DuPage HMIS users to ask what barriers or stumbling blocks exist to prevent timely or accurate client data entry. Survey to be sent in early June.
Reports/Data Needs	<ul style="list-style-type: none">• PIT/HIC quarterly reporting - Thanks to all had sent in their quarterly counts. Everyone will be contacted soon for any clarifications needed, and also to verify Housing Inventory counts and any updates to grant information.

	<ul style="list-style-type: none">• Length of Stay and Occupancy Rate Report – Report updated to include reporting for permanent housing projects. Please review and contact us if you see any issues with the report. Location: Business Objects - 02 DuPage folder.• Annual Assessment Dashboard Report– Location: Business Objects – Dashboard Reports in Use or 02 DuPage – Data Quality – Monthly Data Quality.
Next Meeting	<ul style="list-style-type: none">• Fri., 7/28/23, 1 pm – 2:30 pm, online• September All User Training – Date(s) TBD• Fri., 11/17/23

Agency Data Administrator Training

Meeting ID: 323-811-013

[View diagnostics](#)

Attendees

Name	Join and leave times	Location
Julie Burdick (she/her) Julie.Burdick@dupageco.org	12:53 PM – 2:10 PM	Cicero
Steve	12:57 PM – 2:10 PM	Dallas
Becky Sutton (she/her)	12:58 PM – 1:27 PM	West Chicago
Ozzy Salcedo	12:58 PM – 2:10 PM	West Chicago
Nereida Enriquez nenriquez@outreachcommin.org	12:58 PM – 2:10 PM	Elmhurst
Sara Vainowski svainowski@dupagepads.org	12:59 PM – 2:10 PM	Elmhurst
Regina Williams regina.williams@serenityhouse.com	1:00 PM – 2:10 PM	Flushing
Carrie Fiore carrie.fiore@dupageco.org	1:01 PM – 2:10 PM	Dallas
Joan Fox Joan.fox@Dupageco.org	1:01 PM – 2:10 PM	West Chicago
Kelly Mannion kmannion@360youthservices.org	1:03 PM – 2:10 PM	West Chicago
Tonya Latson tlatson@peoplesrc.org	1:06 PM – 2:10 PM	Wheaton
Lisa Snipes Lisa.Snipes@dupageco.org	1:06 PM – 2:10 PM	Cicero
Becky Sutton (she/her)	1:32 PM – 1:54 PM	West Chicago
Susan Ryerson Espino susan.espino@bridgecommunities.org	1:44 PM – 2:10 PM	Flushing
Chris Madsen cmadsen@cc-doj.org	12:54 PM – 2:10 PM	Homewood
David Lake (he/him)	12:57 PM – 2:10 PM	West Chicago
Becky Sutton (she/her)	2:00 PM – 2:10 PM	West Chicago
+18474047313	1:02 PM – 1:45 PM	-

DuPage County HMIS Standard Operating Procedures (SOP)
Summary of Updates for CoC Leadership Review and Approval
2023 Annual Review

Updated weblinks, formatting, and grammar throughout.

Section 1: Roles and Responsibilities

2023 Version	Proposed Modifications
Page 2 – links to Memorandums of Understanding	Update links to correct documents

Section 2: Privacy Plan

2023 Version	Proposed Modifications

Section 3: Data Quality Plan

2023 Version	Proposed Modifications
Social Security Number	Full or last 4 of the Social Security Number (SSN) and SSN Data Quality
Destination at Exit for ES Night-by-Night (nbn) and SO	Change threshold to 20%
Relationship to Head of Household	Threshold to 5%
Training Section	Removal of “Agencies will need to demonstrate that 100% of their users have completed this exam and will be given 6 months from the approval date of this policy to implement.”

Section 4: Security Plan

2023 Version	Proposed Modifications
Workstation Minimum Requirements	Removal of Windows Version 8 from the list of Operating Systems, due to Windows end of support of that operating system.
Contact Information	Updated contact information in the plan and sample letter.