

HMIS Agency Data Administrator Training

Friday, 1/26/2024

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 available online for review, dupagehomeless.org/hmis/ada .
Updates	<ul style="list-style-type: none">• Discussion around Agency Data Admin (ADA) role, intent of this meeting, requests to add people to these meetings, communication plan, and seeking input from the group.<ul style="list-style-type: none">○ Feedback around meeting invites expanding beyond ADA includes: it helps to have other staff present (at the ADA training) due to different perspectives on information provided, helps to communicate information across all programs within the agency.○ Understood that the ADA will remain the single point of contact and will be expected to participate in these meetings and ensure updates are communicated through agency.• Data and Performance Committee reviewing the Standard Operating Procedures (SOP) at the 2/21 committee meeting. This committee is also seeking a Committee Chair. We are proposing removal of the Certification Exam, focusing on providing more training resources and the user being able to demonstrate the standard data entry workflow.<ul style="list-style-type: none">○ No concerns reported by the group, and feedback in support of this change.• Proposed scoring changes for the HMIS portions of the CoC NOFO application process. If changes are approved by Rank and Review, they would not take effect until next year.• National Human Services Data Consortium (NHSDC), 4/10-4/12, Kansas City, MO.• Check in on the FY24 assessments and new/updated data elements.<ul style="list-style-type: none">○ Concerns expressed regarding the sexual orientation field. Discussion around client centered assessment, client's right to decline to answer, and data will likely be used similar to race/ethnicity and gender, to help ensure fair practices. <i>This field is reporting in the APR Q24C for Adults in PSH.</i>
FAQ/Issues	<ul style="list-style-type: none">• Agency changes to be reviewed and collected on a regular basis (David)• Primary HMIS assistance through Cayzu (David), email and phone always available if no response within 2 business days.
Reports/Data Needs	<ul style="list-style-type: none">• Available Data (LSA and Data Dashboard) and upcoming reporting deadlines<ul style="list-style-type: none">○ SSVF 2/1-2/7

	<ul style="list-style-type: none"> ○ ESG CV 1/30 - State is behind on several reporting quarters and are pending a 3rd party review of their accounting before requesting data. County is completed. ○ Longitudinal System Analysis (LSA) 1/24 - We completed our report and received confirmation that the data review was completed by HUD TA. Data is available for viewing through HUDHDX2.info, through a free account. Accounts require approval via the CoC Lead. ○ System Performance Measures (SPM) - opens 2/12 and is due by 3/13. ○ Point-in-Time (PIT) and Housing Inventory count (HIC) - due date to HUD not announced yet. Local count is scheduled for 1/31. ○ Data Dashboard displaying Annual Performance Report (APR) data for all Street Outreach (SO, Emergency Shelter (ES), Transitional Housing (TH), Rapid Re-Housing (RRH), Permanent Supportive Housing (PSH) and other types of Permanent Housing (OPH) for the 2023 calendar year. ○ SPM, PIT, and HIC reports are now going to be completed in HUDHDX2.info. Moving towards direct HMIS data exports and importing files into the reporting tools, like the APR and CAPER. Data corrections must be made in HMIS. ● PIT report (David) <ul style="list-style-type: none"> ○ Occurring night of 1/31, email for quarterly counts for sheltered PIT report counts to come soon ○ Due date for projects to submit their PIT reports to HMIS will be mid-February. ● Canned/ Business Objects report updates/additions (David) <ul style="list-style-type: none"> ○ Raw Data report ○ Household and Client Count ○ Length of Time Between PSH and Move-in Dates ○ Limited English Proficiency ○ New and Existing Clients Report (formerly the HSGF report) ○ Project specific Raw Data Reports ● Data quality reporting for Coordinated Entry (Becky) <ul style="list-style-type: none"> ○ Discussed that data quality corrections will be sent out monthly to the ADAs to help ensure clients/household are referred correctly ○ Possible data quality issues may be: <ul style="list-style-type: none"> ○ Missing ROI ○ Inactivity ○ Incongruence between programs ○ No CE Assessment ● Reporting Groups – Contact the Help Desk to request/update a reporting group that can be used in various reports.
Next Meeting	Fri., March 22, 2024 – request for future topics/demos



DUPAGECOUNTY

HMIS Agency Data Administrator Meeting

Agency Data Collection - Ongoing

- Organization or project changes to name or address
- Coordinated Entry participation changes
- Bed availability changes
- Target population changes
- Household Type changes
- Project openings/closings
- New/Ending/Merging funding grants
- HMIS User changes (contact info, titles, exits most important)
- Project contact information (phone, website URL, emails, etc.)



HMIS Help Desk – Contact Order

Primary ----> Help Desk: nihmis.cayzu.com

Email: HMIS@dupagecounty.gov

Phone: 630-407-6397

Annual Sheltered/Unsheltered Point In Time Count

Night of Wednesday, January 31st

PIT Reports

Bed + Unit Inventories

Funding/Grant Updates



Business Objects Report Updates

Folder	Report	Notes
02 DuPage	DuPage CoC Raw Data Report v2019.8.21	DuPage CoC Raw Data Report v2023.12.13
02 DuPage	Household and Client Count	Household and Client Count v2023.12.06
02 DuPage	Length of Time Between PH Entry, Move-In, and Exit Dates v2018.1.11 SC	Still works as expected
02 DuPage	Limited English Proficiency v2019.10.24	Limited English Proficiency v2023.12.19
02 DuPage-Data Quality - Other Data Quality	Emergency Shelter Stay Start and End Date Same Day	Still works as expected
02 DuPage-Data Quality - Other Data Quality	Erroneous Service Dates	Still works as expected
02 DuPage-Data Quality - Other Data Quality	ES DQ Services to Exit Trifecta v2021.2.12	Still works as expected
02 DuPage-Data Quality - Other Data Quality	ES-Quintuplet (formerly Nights of Shelter Quad-Sooter) 20181105	Still works as expected



Business Objects Report Updates

Folder	Report	Notes
02 DuPage-Data Quality - Other Data Quality	Service and Entry Exit Errors v2022.02.04	Still works as expected
02 DuPage-Project Type Specific Reports-CDBG/ESG	Human Services Grant Fund Report v2022.02.03	Report was updated, renamed "New/Existing Clients v2023.12.06", moved to the 02 DuPage folder
02 DuPage-Project Type Specific Reports-ES/SO	Bed Nights and Shelter Stays by Location 2021.2.12	Bed Nights and Shelter Stays by Location 2023.12.20
02 DuPage-Project Type Specific Reports-ES/SO	Emergency Shelter Dashboard v2021.2.12	Still works as expected
02 DuPage-Project Type Specific Reports-ES/SO	Length of Stay and Occupancy Rate for NBN Shelter	Still works as expected
02 DuPage-Provider Specific Reports-360 Youth Services	DuPage CoC Raw Data Report-RHY Updated	Updated for 2024 data changes
02 DuPage-Provider Specific Reports-DuPagePads, Inc.	DuPage CoC Raw Data Report: DuPagePADS 2020.6.17	DuPage CoC Raw Data Report: DuPagePADS 2020.10.11
02 DuPage-Provider Specific Reports-Serenity House	Client Length of Stay in Program Serenity House	Client Length of Stay in Program Serenity House v2023.12.21

