

# HMIS Agency Data Administrator Training

Friday, 7/26/2024

1:00 pm – 2:30 pm

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

## Presenters:

David Lake, Becky Sutton

## Attendees:

Bridge Communities: Joanna Lloyd; Catholic Charities: Amy LaFauce, Rory O'Brochta; DuPage CoC: Lisa Snipes; Outreach: Nereida Enriquez; DuPagePads: Sara Vainowski; Veterans Assistance Commission of DuPage: Steve Fixler; DuPage County Community Services: Angelica Arias, Carrie Fiore, Joan Fox; 360 Youth Services: Christina Saenz; YWCA: Donna Pocius; Midwest Shelter for Homeless Veterans: Ozzy Salcedo

<b>Introductions &amp; Agenda Review</b>	Notes are also available online for review, <a href="https://dupagehomeless.org/hmis/ada">dupagehomeless.org/hmis/ada</a> .
<b>Updates</b>	<ul style="list-style-type: none"><li>• Data Purge<ul style="list-style-type: none"><li>○ Annual 7-year purge resulted in some information being removed incorrectly. Discovered over the weekend. Originally informed that it wouldn't take down time to restore but ended up needing to. All data should now be back in HMIS. If you notice anything missing, please let us know.</li></ul></li><li>• NHSDC<ul style="list-style-type: none"><li>○ Virtual Summer Conference on July 17<ul style="list-style-type: none"><li>▪ HUD Plenary on API (Application Programming Interface)</li><li>▪ How programs communicate with each other</li><li>▪ San Diego using API to coordinate information between health, homelessness and other services</li><li>▪ South Carolina Online CE entry</li></ul></li><li>○ Also mentioned that tickets are now available for the Fall 2024 NHSDC happening Oct 21-23, 2024 <a href="#">2024 Fall Conference   NHSDC - From data to difference</a></li></ul></li><li>• Site Visits<ul style="list-style-type: none"><li>○ Site visits have started. Must be completed by August 30.</li><li>○ In preparation, review the site visit form and organizations APR.</li><li>○ <a href="https://dupagehomeless.org/wp-content/uploads/2024/06/2024-Site-Visit-Assessment.pdf">https://dupagehomeless.org/wp-content/uploads/2024/06/2024-Site-Visit-Assessment.pdf</a></li></ul></li></ul>
<b>Common Questions/Concerns</b>	<ul style="list-style-type: none"><li>• Management of Personal Identifiable Information (PII) also known as Personal Protected Information (PPI)<ul style="list-style-type: none"><li>○ We have noticed users adding PII into emails to HMIS and tickets in Cayzu. This can potentially lead to a security breach. Please discuss with users that any personal identifiable information should not be entered into emails. Client numbers are a sufficient means of reference. <a href="https://dupagehomeless.org/wp-content/uploads/2024/05/User-Code-of-Ethics-2024.pdf">https://dupagehomeless.org/wp-content/uploads/2024/05/User-Code-of-Ethics-2024.pdf</a></li></ul></li></ul>
<b>Reports/Data Needs</b>	<ul style="list-style-type: none"><li>• Quarterly PIT and HIC<ul style="list-style-type: none"><li>○ Next quarterly date is for July 31<sup>st</sup> reporting. Reminder to please have any changes in housing inventory and grant information ready as well. Email will be sent after this call with details.</li></ul></li><li>• New Built for Zero reporting.<ul style="list-style-type: none"><li>○ We report on the whole homelessness system, not just Coordinated Entry (CE).</li></ul></li></ul>

	<ul style="list-style-type: none"><li>○ Data quality checks on households with no Head of Household (HoH) listed or HoH with no age listed</li><li>● Bulit For Zero (BFZ) Reporting - <a href="https://tableau.community.solutions/views/BuiltforZeroPMTJuly2023/PROGRESS_TOZERO">https://tableau.community.solutions/views/BuiltforZeroPMTJuly2023/PROGRESS_TOZERO</a></li></ul>
<b>Next Meeting</b>	Fri., September 27 <sup>th</sup> @ 1 pm