



Data Users Workgroup Summary

March 27th, 2020, Online Web-Conference

Attendees: Dale Whitley (CFTH), Gwen Beebe (CFTH), Jackie Peterson (Share), Jamie Spinelli (SeaMar/CSNW), Rebecca Royce (Clark County), Heather Sheppard, Alyssa Holschbach, RJ Stangland (Impact NW), Heather Young (Share), Lindzy Staples (Second Step), Jaclyn Sizer, Jeanette Underwood (CFTH), (Share), Heather Smith (CSNW), Shelly Harryman (Janus), Morgan Valentine (CFTH), Ashley Gaffney (Share Harm Reduction)

- Data Quality update and discussion
 - Data Completeness Report, Dec, Jan and Feb. Most of our programs are staying steady in the green. Dale can send out reports that explain causes of any low scores.
 - Data Dashboard Report
Gwen shared the updates on the dashboard:
Perm exits from RRH have increased to 77%. 99% of PSH have retained their housing. Housing PSH folks in just under 2 months.
- COVID-19 and HMIS
 - Resource List in System News
All of the information of what is open and closed during the COVID.
 - New Data Elements in HMIS
Our vendor is releasing new survey questions to add to assessments. Dale gave a preview. One of the questions is regarding “Do you have symptoms of COVID?”

- New Process to Add Clients to Waitlist

We set this up so anyone can get their client on the waitlist, for example, if you have trouble getting through to the hotline. Look in HMIS under System News for “Help your client access shelter.” The link will take you to the instructions. There doesn’t need to be any active program entry to do this.

1. Client has to have a current (even verbal) ROI. If you don’t select ROI then hotline won’t be able to see the information.
2. Far right – see assessments / Crisis Needs Assessment (send email to Gwen if you don’t see it).
3. A short list of questions. Narrows it down to determine vulnerability and shelter eligibility.

4. Add a need for emergency shelter.

- Logos for your agency in HMIS

Dale walked through agency logos can be added to providers in HMIS and they will then appear on your HMIS pages and also client ID cards if you created one for them. You can email your agency or program logos to Dale or Gwen and they can add it to your agency programs in HMIS.

- Outreach projects and Services Only project types

It is essential to differentiate between Street Outreach Program from Services Only program

For clients entered in a Street Outreach program, once they've found housing, they should have an exit from that program. If staff wants to continue services while they are in housing, we need to create a new entry for a Services Only type project. It is important to have exit from outreach as that helps our system performance measure for your projects.

- FYI - Census Count For People Experiencing Homelessness Rescheduled
 - Now April 29-May1. This is when the census enumerators will be counting people experiencing homelessness.
- Reminder: HMIS User Documents Posted at:
 - <https://www.councilforthehomeless.org/hmis-documents/>

In HMIS in System News: Link at the bottom to the backside of Council's website. All of the cheatsheets are located there. Gwen is available to take requests for other cheat sheets.

- Misc. Tips & Tricks: Anything you've learned that could be helpful to others?

Any items for next meeting?

11:00 am **ADJOURN**

Future Meeting Schedule (Final Friday of Every Odd Month):
May 29, 2020 10-11am VHA Conference Room Hough
July 31, 2020 10-11am VHA Conference Room Hough