



HAND AGENCY ADMINISTRATOR MEETING

March 9, 2021

Welcome to the Detroit CoC Agency Administrator's Meeting

- This meeting takes place every six weeks, from **10:00 am to 11:00 am**.
- All users will be muted throughout the meeting, if you have a question, you can raise your hand on the control panel or type your question into the chat box at any time during the meeting. If you are calling in via telephone, don't forget to enter your **Audio Pin**.

Welcome New Users to the Meeting: If you are a first-time attendee of the meeting, when we get to this portion, please raise your hand and introduce yourself to us!

Attendees

Last Name	First Name	Last Name	First Name
Montgomery	Donald	Herzig	Julie
Alexander	Alexis	Harrison	Kiana
Cherubini	Shanna	Bianchi	Lauren
DeMars	Viki	Stephens-Harper	Lori
Dye-Farginson	Andrea	Hassevoort	Luke
Shand	Angela	tommelein	matthew
Neville	Carolyn	kelso	michael
Pearson	Charles	Parker	Patricia
Harthen	Chris	Bahm	Rayna
Adams	Cynthia	Barnes	Rodney
Hunter	Cynthia	Shouman	Saad
Lowery	Deja	Johnson	Sharyn
Lawlis	Elizabeth	Scheppman	Sheila
Troyer	Emily	Hirsch	Staci
Ekanem	Genola	Vaughn	Stacie
McPherson	Gregory	Tyus	Tara
Wojahn	Jamie	Johnson	Tina
Agboka	Japheth	Yancey	Toyia
Griggs	Jean	Sheeley	William
		Fisher	Tess
		Gregg	matthew
		Rivers	Jennifer
		Todd	Lisa

Changes to the HAND HMIS Team (Shanna)

HAND would like to formally introduce and welcome the two newest members of the HMIS Team - -

Lauren Bianchi, HMIS System Administrator & Data Analyst

Lauren can be reached via email at lauren@handetroit.org or via phone at 313-969-1870

Viki DeMars, HMIS System Administrator for ESG-CV programs

Viki can be reached via email at viki@handetroit.org or via phone at 313-418-0739

It is with deep regret, that the HAND HMIS Team would also like to announce the departure of Denise Goshton, HMIS Manager. Denise has accepted a position with another organization and is scheduled to start next month. Denise's last day with HAND is March 31, 2021. Please join us in wishing Denise all the best in her future endeavors.

HMIS Bootcamp Follow-up (Viki)

The HAND HMIS team held a 2-day Virtual HMIS Bootcamp on February 25 and February 26. We received remarkable interest in this event with more than 170 people signing up to attend one or more sessions. All Sessions were recorded and will be made available along with the session resources via our [Bootcamp webpage](#). Although we are still performing the post-production processing of the recorded videos, we do have links available on that page for the Session Resources.

Sessions included:

Day 1

- Opening Remarks & Introduction to HMIS
- ESG: Emergency Shelter/Warming Center HMIS Data Entry Workflow
- ESG: Street Outreach HMIS Data Entry Workflow
- ESG: Homeless Prevention HMIS Data Entry Workflow
- ESG: Rapid Re-Housing HMIS Data Entry Workflow
- HMIS Roundtable

Day 2

- HMIS Help Topics
- Mandatory ESG/ESG-CV Reporting Requirements
- HUD Data Standards 101
- Advanced Reporting with ART
- Other HMIS Topics
- HMIS Roundtable

Visit: (<https://www.handetroit.org/hmis-bootcamp-2021>).

Although we received a remarkable turn out for this event, we have only received 12 training evaluations to date. If you (or those in your Agency) attended this event, please complete the [training evaluation form](#). Let us know what you thought about the session(s) you attended and the event itself. Also let us know what other training topics you would like to see included in future events. This form is also available via the [bootcamp webpage](#).

HIC/PIT Updates (Kiana/William)

- Thank you to all that have submitted their PIT APR's to William. If you have not submitted your PIT APR's this is required therefore please reach out no later than today with your ETA.
- Thank you for completing the 2021 HIC Survey. The link is still open for those that did not submit information however the deadline is still in effect/enforced for HUD funded agencies.
- The HIC/PIT one-one meetings are underway. Reminders were sent out last week for those that did not sign their agency up.
- What to Expect @ HIC/PIT one-one:
 - If you are ES, TH or Safe Haven a review of the individual client records for those served on 1/27/21
 - Mandatory and recommended clean-up needed for those records to be submitted to HUD
 - Discussion and confirmation of the maximum capacity your program had on 1/27/21 (If it was full how many clients could you serve)

- If you are PSH or RRH – a review of the Housing Move in Dates as of 1/27/21
- Mandatory and recommended clean-up needed for those records to be submitted to HUD
- For all programs we will discuss any changes with name of program, location changes, funding sources and contact person – just to make sure it is updated for 2021

ESG-CARES Funding/Reporting (Kiana)

ESG-CV Reporting & Reminders:

- ESG-CV second third report is due to HAND 4/15/2021.
- This report will cover clients served between 1/1/2021 through 3/31/2021
- See Attachment for details

ESG-CV Reporting Schedule:

ESG-CV FUNDED PROJECTS			
APPLIES TO: ES (including Warming Centers), Temporary ES, RRH (including CE), Prevention & Street Outreach			
Time Frame	Report	Due Date to HAND	Due Date to HUD
10/1/2020-12/31/2020	CAPER PDF	1/15/2021	1/31/2021
1/1/2021-3/31/2021	CAPER PDF	4/15/2021	4/30/2021
4/1/2021-6/30/2021	CAPER PDF	7/15/2021	7/30/2021
7/1/2021-9/30/2021	CAPER PDF	10/15/2021	10/31/2021
10/1/2021-12/31/2021	CAPER PDF	1/15/2022	1/31/2022

Running Regular Data Quality Reports (William)

Reports such as the CoC APR or ESG CAPER should be run for data quality measures monthly so that errors can be identified, and data corrected. Running reports needs to be part of the workflow of case managers or data entry specialist so that data for your site is accurate. HAND recommends putting into place report run times at least 2 times a month so that you can correct data each month accordingly. The Report Run history is new and can be used to go back review and compare old APR reports with new APR reports to see if errors are being corrected and so on. When you run a report you want to put the name of the report and a description so that if you want to go back and compare reports you know which report is which.

▶ Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
No matches.							

Refresh

Report Options Use Previous Parameters

Name

Description

Provider Type Provider Reporting_Group

Provider*

This provider AND its subordinates This provider ONLY

Program Date Range* / / to / /

Entry/Exit Types* Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

SSI/SSDI COLA Information (Lauren)

Every year Social Security Administration releases Cost of Living Adjustments (COLA) increases to SSI & SSDI. Annually, increases are put in place in January and all recipients of these sources of income will receive increases. This year, for example, SSI has gone from \$783/mo per individual to \$794/mo. These increases are to be tracked in HMIS in the client's Interim Review as an update. This is important for a few reasons: maintaining accurate data, ensuring proper rent portion calculations and for income related performance outcomes. Inputting these increases for your clients is an easy way to show an income increase within HMIS and for performance measures. Information related to these annual increases are available at <https://www.ssa.gov/cola/>. Job aids on income updates are also available on www.handetroit.org

ART Report Updates (Shanna)

HAND is working on revamping the Detroit Provider Specific Folder in ART to make it easier to locate key ART reports and to help ensure end users are only running reports that are up-to-date and have been vetted for accuracy.

We ask that if you are currently using any ART reports located OUTSIDE the Detroit Provider Specific folder, that you notify Shanna Cherubini (shanna@handetroit.org) of the exact name and location of the report(s), so that the report can be vetted and a copy made available in the Detroit Provider Specific folder.

Shanna presented on the new Detroit Provider Specific folder structure and Detroit ART Report Matrix document that is available to end users and discussed recent updates made to the new Service Transaction Report.

HMIS User Agreement Signatures (Viki)

To obtain a User License, all users are required to submit a fully executed [User Agreement and Code of Ethics Document](#). The initials and signature placed on this agreement by the user indicates their understanding and acceptance of the terms within this contract. The agreement also requires signatures from the Agency Administrator making the request on behalf of the user and from the Agency's Executive Director or other Designated Authority. These signatures affirm the user signature is valid and that the user had seen, read, understood, and agreed to the terms of the document.

As this is a binding contract, which gives access and authority to use the MSHMIS, **all signatures must be valid signatures**. Valid signatures are obtained by manually signing the document, or by using a valid e-signature (i.e. docusign) or digital signature (ie photo of actual signature). Typewritten signatures or missing signatures will result in the document being rejected and the license not being granted until the document is correctly signed.

Housekeeping (Viki)

- **MERGE REQUESTS REMINDERS:**
 - Please use the Merge Request Excel Spreadsheet found on the <https://handetroit.org/hmis> web page.
 - Please confirm that the last 4 digits of the SS# across the profiles match.
 - If there is any difference in the spelling of the name, SSN or DOB, please enter the correct/documented information on the spreadsheet and we will update the Service Point record

And most important... Remember to password protect the spreadsheet before you upload it to your Help Desk Request!

Items of Continued Importance

Sharing Client Information Electronically (Denise)

Sharing Client Information Electronically- In order to protect clients and their Personal Identifiable Information (PII) which includes the First and Last Name, SSN, DoB we must be careful to not share this information via email or other electronic methods, otherwise this could violate the privacy and/or safety of the client.

When sharing client information electronically you should limit to sharing only the HMIS Client ID. If you **must** share any of the client PII electronically you must send the information over in an encrypted or in a password protected document. And the password must be sent to the recipient in a separate email.

If the HMIS Lead does find that an HMIS user is not following the protocol above the person would be instructed to retake privacy trainings on the HMIS Learning Center and the user HMIS license would be **suspended** until we receive the certificate of completion for the privacy trainings.

If you are unsure of how to lock a document, please see the instructions on how to lock a Word doc and Excel Doc. (*attachments*)

Our next meeting is scheduled for Tuesday, April 20th @ 10:00 am