

April 2024 HMIS Agency Admin *Eblast*



Good Morning,

We are providing this HMIS Agency Admin Eblast in lieu of this month's Agency Admin meeting which has been canceled. In terms of getting credit for attendance, we will use the distribution of today's Eblast as your proof of participation. In other words, you will all be marked down as 'attending' the April 2024 meeting by way of this Eblast.

Regulatory Reporting Requirements



PIT/HIC Update

Thank you to ALL Providers for your participation in the 2024 HIC & PIT meetings and data collection process. 2024 Point in Time and Housing Inventory information will be shared in the months to come.

Quarterly Auditing Exercises

Q2 Quarterly Audit Exercise

The Quarterly Audit for Q2 2024 is upon us and has been sent to all providers for data clean up and compilation by April 15, 2024. The Quarterly Audit sheet should be completed and returned to the Helpdesk by May 1st, 2024, at 11:59 pm. We no longer need a final PDF copy of your program's APRs but only the completed and signed audit sheet. If anyone has any questions in relation to the Quarterly Audit or reports associated with the Quarterly Audit, they should reach out via the helpdesk at <https://hmis.handetroit.org/>.

Quarterly Audit Changes

In an effort to make the Quarterly Audit a bit more efficient, we have made some slight changes to the audit sheet. We are no longer requesting providers to run the Discharge Summary_All Client Sub Populations Report but instead have added section 23c of the CoC APR to the audit sheets for providers to review. Additionally, we are no longer providing client HMIS IDs and entry/exit information from the Clients with Missing or Expired ROI and Clients Location Audit Reports. Instead, we will provide the total number of errors found, and providers are still required to run these reports and correct all errors found and complete the Quarterly Audit accordingly.

Audit Exercise Completed Time Period Covered

All agencies should be in the habit of reviewing their data quality as there are 2 full years of the Quarterly Audit exercise under our belts. However, we understand there may still be some stubborn data quality errors agencies may need assistance with. Should you have questions or need assistance with data cleanup, it is highly recommended that you first refer to the various [data completeness and quality job aids and resources](#) available through our website or by searching our [helpdesk knowledge base](#) for answers; most notably the Income & Non-Cash Benefits training.

If you still need assistance, requests must be submitted via the HMIS helpdesk **only**. In your request, please indicate it is related to your Quarterly Audit. Understand, we cannot guarantee that requests for assistance received 3 business days prior to the audit due date will be completed as there tend to be an influx of last-minute data requests during this time. We advise all agencies to use the 2-week period fully for data clean-up.

IMPORTANT HMIS LICENSING REMINDERS!

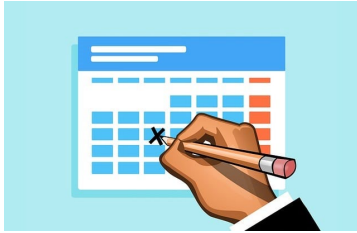
It has come to our attention that some agencies have reached outside of HAND for matters concerning HMIS licensing. This includes providing EDA access to programs within the Detroit CoC and having users added or deleted from our system.

It is very important to keep in mind that we have very defined processes relating to HMIS access in the Detroit CoC. During our [March 2024 Agency Admin meeting](#), we provided details on the individual steps and associated links involved as they relate to:

- New User Licensing requests
- Upgrading or making changes to existing licenses
- Annual recertification license renewals
- Removing HMIS user accounts.

These processes also apply to agencies who have licenses or programs managed outside our CoC but need access to programs within our CoC. In those cases, we still ask for a help desk ticket containing the licensing need and details associated with that user along with the the name and contact details for the entity involved with those types of licenses.

LOOKING AHEAD



WellSky Community Services Training Summit

This year's CS Training Summit event will be held both virtually and in-person at WellSky HQ on June 4th-6th, 2024. This year's event is focused on our experienced clients and will also contain learning materials for people of all skill levels.

More information and registration can be found [via this link](#).

2024 Agency Admin Meeting Schedule

Meetings generally take place every 6 weeks on Tuesday, from 10:00 AM - 11:00 AM. The remaining schedule for 2024 is:

- May 28, 2024
- July 9, 2024
- August 20, 2024
- October 1, 2024
- November 12, 2024

These sessions are held using the Zoom platform. If you have not already done so, please register [here](#).
