

April 2023 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 2023 meeting by way of this Eblast.

News & Announcements



Quarterly Audit

The Quarterly Audit for **Q1 2023** has been sent to all providers. The Quarterly Audit Report (QAR) and final PDF copies of your project's APR should be completed and returned to the Helpdesk by **May 1st, 2023, at 11:59pm**. If anyone has any questions in relation to the QAR or reports associated with the QAR, they should reach out via the helpdesk @ handetroit.org/helpdesk.

CoC Renewals

Comments are sought on the draft FY2023 Renewal Project Evaluation and Scoring Criteria, which may be accessed [here](#). The recommended scoring and evaluation criteria for the upcoming FY2023 CoC competition will evaluate renewal project performance over the course of 2022.

Comments are due by **11:59 pm on Thursday, April 20, 2023** and may be submitted [here](#).

This presentation provides an overview of the recommended changes to the evaluation criteria.

The Detroit CoC Board will vote on the final FY2023 Renewal Project Evaluation and Scoring Criteria at its May 1, 2023 board meeting. The public is welcome to attend this meeting and will find the registration link [here](#).

For more information, contact Amanda Sternberg at 313-380-1714 or amanda@handetroit.org.

Vaccine Data Project Summary

In January 2021, the City of Detroit began providing COVID-19 vaccine to the homeless community through Detroit Health Department (DHD) weekly clinics. COVID-19 Vaccine Coordination Project began April 2021 and continued through March 2023. Vaccines were administered by qualified professionals from DHD, HONU, Central City Integrated Health, and Wayne Health Mobile Unit.

From January 2021 thru March 2023, 1584 shots were administered and recorded, 81.8 percent (1295) were primary doses; the first two shots of the Pfizer and Moderna vaccines and the single shot of Janssen (Johnson & Johnson) vaccine. Of the 6674 shelter and day center consumers during the project period, 10.8 percent, 724 individuals received at least their first shot. COVID-19 vaccine manufacturers developed booster to address vaccine mutations. 185 primary boosters were administered, while 104 bivalent boosters were administered.

Presented vaccine data is for homeless adults whose information was entered in HMIS. Presented data does not represent all COVID-19 vaccines within the homeless community. Vaccinated children are not included.

The Vaccine Coordinators appreciate all the assistance of the shelter and day center administrators.

CAM Transition Updates



See CAM Transition Update on HAND's website @

<https://www.handetroit.org/cam-transition>

We have continued to operate the CAM Transition Team Meeting's weekly as well as the various sub-committees identified last year. Please see the link above for all the up-to-date information.


RFQ Update: RFQ is currently closed. The CAM RFQ Sub-committee will work to review the current applications received.

HelpDesk Reminder

A screenshot of the HAND HMIS Support website's help desk interface. The page has a blue header with navigation links: Knowledge Base, Community, My Area, Sign In, and Sign Up. Below the header is a search bar and a 'Submit a ticket' button. The main content area is titled 'Submit a ticket' and contains several fields: 'Contact Name', 'Email', 'Phone', 'Subject', and 'Description'. The 'Description' field is a rich text editor with a toolbar. There are also dropdown menus for 'Layout', 'HMIS Tick', 'HMIS Partic', and 'TICKET DE'. A 'Priority' dropdown is set to 'Normal'. On the right side, there is a 'Popular Articles' section with three items: 'Entering Data As (EDA)', 'Running Reports in Bu...', and 'Running, Reviewing, a...'. The breadcrumb trail at the bottom reads: 'My Area / Submit a Ticket / HMIS / General HMIS Help Desk Requests'.

When completing a help desk ticket, we urge you to make sure you have completed all fields.

- The **Layout and Ticket** type fields are used to categorize tickets so they can be routed to the appropriate HMIS Staff in a timely manner.
- The **Subject field, Grant Renewal and Quarterly Reporting Checkboxes** provide an 'at a glance' view of what the ticket is in reference to.
- The **Contact information** fields provide insight on who can be contacted regarding the ticket.
- The **Ticket Details** section is very important in providing additional information on the ticket. The **description field** is used to provide additional information needed to process the ticket. **DO NOT ADD ANY CLIENT PERSONALLY IDENTIFIABLE INFORMATION IN THE DESCRIPTION FIELD!!!** If you are sharing that type of

File Access Code  

information, it needs to be done through a password protected file which is attached to the ticket. Use the **encrypted File Access Code** field to provide that password.

Access the HMIS Support Portal

Looking Ahead

Veteran Housing Flex Fund

Great News for Veterans! HAND has once again received the Rocket Mortgage by Quicken Loans Veteran Housing Flex Fund Grant. This grant enables Veteran Service Providers to provide one-time financial assistance to support and enable veterans as they move into permanent housing. Stay tuned for an announcement when it is open for Veteran Service providers to apply for these funds

HAND P&P Webinar (Date TBD)

HAND has completed their work on updating the HMIS Policies and Procedures. The information contained in this document includes, but is not limited to; the minimum standards of participation on the Michigan Statewide Homeless Management Information System (MSHMIS) as defined in the 2022 MSHMIS Operating Policies and Procedures and as identified in the HUD HMIS Lead Standards. These Policies & Procedures will be voted on by the CoC Board during their May 2023 meeting. Once approved, a HAND P&P Webinar will be scheduled to review the document with all HMIS users.

Upcoming Timeline for 2024 HUD Data Standards

- **April 2023** - HUD will release draft data standards to Vendors.
- **Summer 2023** - Final standards will be released to CoCs (TA Provided).
- **October 2023** - Data standards go live in the system.

Mark Your Calendar!

Sign Up for the 2023 Agency Admin Meetings!

Just a reminder, every participating agency is required to send their Agency Administrator and/or a representative to HAND's Agency Admin Meetings.

Our next 2023 HMIS Agency Administrator Meeting will be held on Tuesday, May 30, 2023 from 10 a.m. to 11 a.m. EST.

These sessions are held using the Zoom Platform.

Register in advance for this meeting. After registering, you will receive a confirmation email containing information about joining the meeting.

2023 Remaining Schedule of Agency Admin Meetings

- May 30, 2023
- July 11, 2023
- August 22, 2023
- October 3, 2023
- November 14, 2023

Register for the 2023 Agency Admin Meetings