HMIS@NCCEH System Updates

October 2022

NC COALITION to end HOMELESSNESS

Agenda

October 2022

System Updates

- Annual Privacy Training
- Reason for Leaving updated
- Purge Script for Privacy successful
- NC Natural Disaster/Storm updated
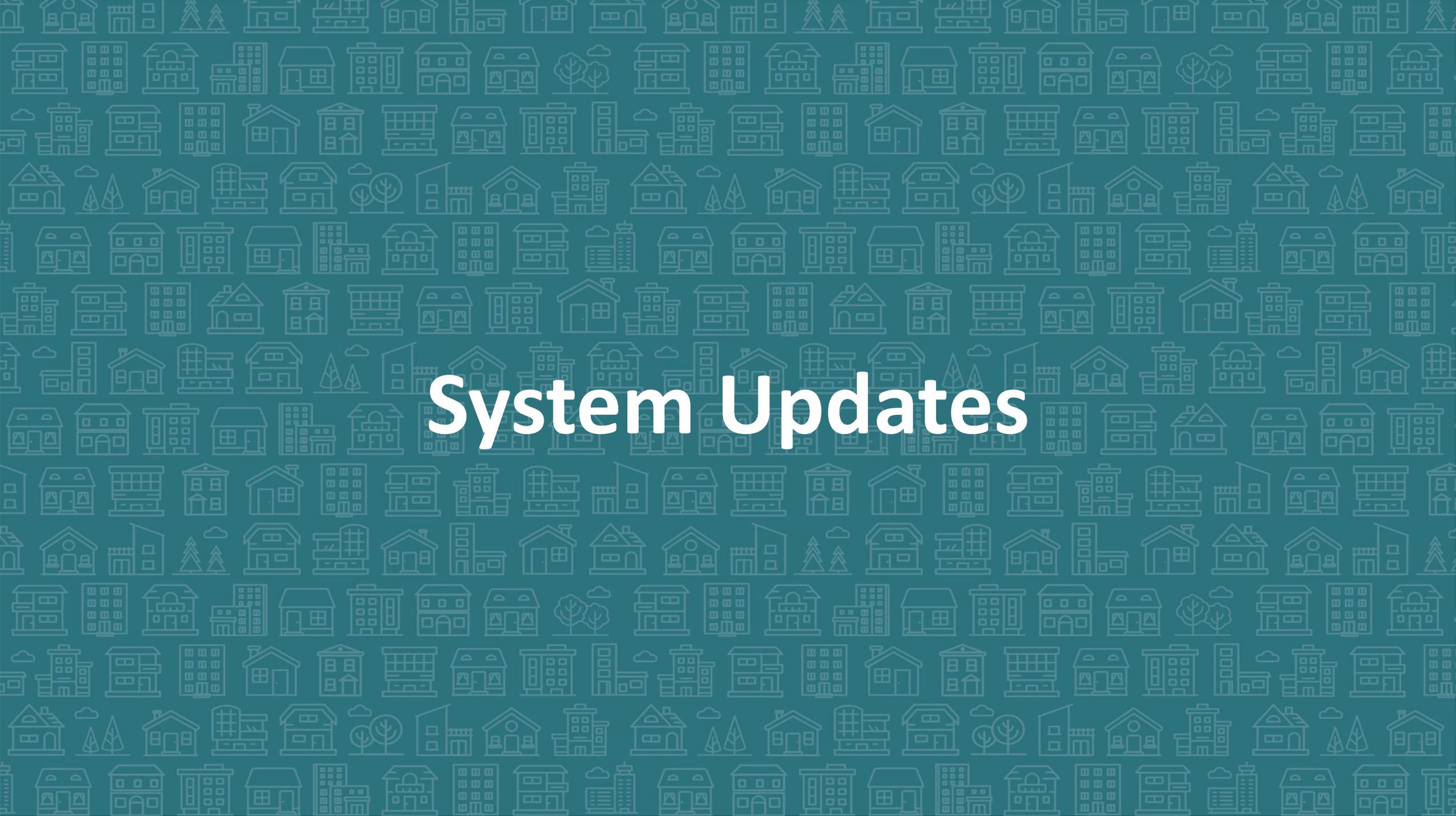- FY22 Data Clean-up

Training and resources

- Live Trainings
- ZenGuide Knowledge Base

What's Next

## Questions/Concerns?

NCCEH

System Updates

Annual Privacy Training

Deadline is over

- Required by HUD and our HMIS@NCCEH Operating Policies and Procedures

- Review Training video, Pass Quiz (100% correct), Sign User Agreement

- Users who did not complete the training have been Inactivated and will be deleted if not completed

Next steps

- If you complete the Annual Privacy Training this month, notify Helpdesk (hmis@ncceh.org) for reactivation

- Once deleted, a user must complete the entire new user training again
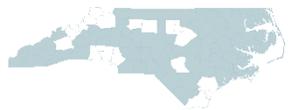
Advisory Board System Configuration Subcommittee

New Reason for Leaving responses are available

- Descriptions in [ZenGuide: Reason for Leaving options](#)

Reminders

- Advisory Board governs HMIS@NCCEH
- System Configurations Subcommittee made up of HMIS users, staffed by Nicole

Purge Script for Privacy

- HUD requires that client data and files are removed after 7 years of no activity

- The *Purge Script* automatically removed all client files that have not had entries/exits or service transactions since before 10/1/2014
  - Unless a household member had activity

- This was conducted on September 27th successfully and will take place annually

NC Natural Disaster/Storm

Reminder

- All HMIS@NCCEH assessments have this question available
- Keep recording responses
  - To help the CoC understand the impact
  - To help clients get support from FEMA and NCORR

FY2022 Data Clean-Up

Corrections for Longitudinal System Analysis (LSA) & System Performance Measures (SPMs)

- Each agency must review and correct or confirm data
- Submit reports for each project
- Be responsive to Data Center staff

Projects Included:

1. Is your project one of the required types?
   - Street outreach (SO)
   - Emergency Shelter (ES)
   - Transitional Housing (TH)
   - Rapid Rehousing (RRH)
   - Permanent Supportive Housing (PSH)
   - Other Permanent Housing (OPH, PH-S, PH-H)

2. Is your ES, TH, RRH, PSH, or other PH included on the Housing Inventory Chart – or will be this year?

3. Was your Orange County CoC project operational at all after October 2020? Was your Balance of State or Durham CoC project operational at all after October 2021?

If yes to all three of the above items, YOUR PROJECT IS INCLUDED!

No matter the funding source (federal, local, private)

FY2022 Data Clean-Up

| Oct 3 - 7 | Oct 10 - 14 | Oct 17 - 19 | | Oct 24 - 28 | Oct 31 – Nov 4 | Nov 7 - 11 | Nov 14 - 18 | *Nov 21 – final submission* |

Client Data Cleaned by individual agencies for individual projects

Project Details & System Errors Reviewed by NCCEH. Projects support NCCEH with any outstanding corrections.
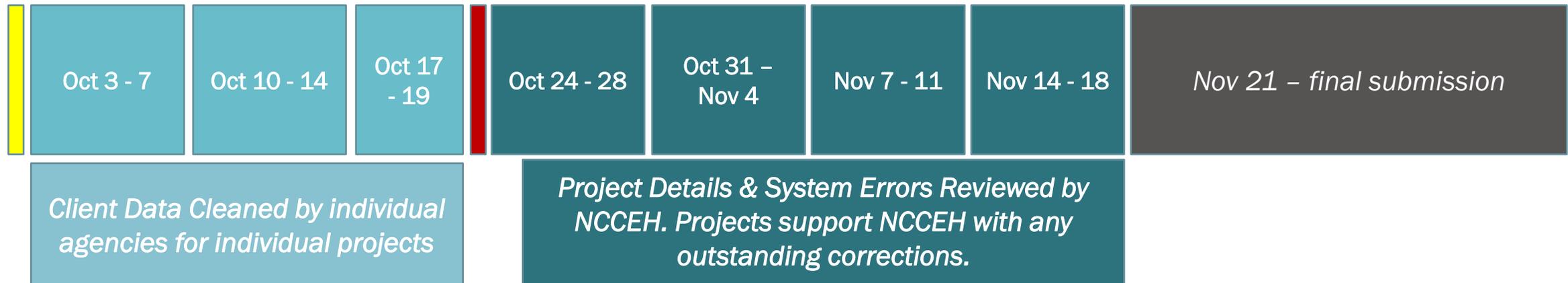
NCCEH: host trainings and assist users requesting help

Agency Admins (AA): run BusinessObjects reports
HMIS users: fix report errors sent by AA

NCCEH: identify system-wide errors, reach out individual agencies for support on client corrections &/or clarifications for NCCEH to resolve issues.

Agency Admins (AA) & HMIS users: provide confirmations, clarifications, or additional data clean up as requested by NCCEH.

| Oct 3 - 7 | Oct 10 - 14 | Oct 17 - 19 | | Oct 24 - 28 | Oct 31 – Nov 4 | Nov 7 - 11 | Nov 14 - 18 | Nov 21 – final submission |

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September 30th Info Session

October 20: project reports due!
Training Opportunity: 10/20

NOVEMBER 21 – HUD submission
AA, HMIS users, CoCs, and NCCEH: work collaboratively to resolve HUD identified issues.

NCCEH

Roles

Agency Admin

- Run BusinessObjects Reports
- Share BusinessObjects Reports with users
- Submit error-free reports by deadline

HMIS Users

- Correct client errors on each of the BusinessObjects Reports
- Reach out to Helpdesk if there are errors for which support is needed.
- Provide explanations to Agency Admin for any errors that cannot be resolved with Helpdesk support

Optional but encouraged: participate in training opportunities

Reporting Details: Reports to Run

BusinessObjects Reports

1. D001 Street Outreach DOE

- Required for Only for Street Outreach projects
- Must be corrected & error free before running additional reports

2. D002 LSA Annual Review Audit

- Required for all projects (SO, ES, TH, RRH, PSH, and other PH)

3. D003 LSA Client Data Clean Up

- Required for all projects (SO, ES, TH, RRH, PSH, and other PH)

Training and Resources

Training Opportunities

Upcoming Trainings

- *Thursday, October 13th, 9am-10am*: Learn how to submit required reports & QA time

- *Wednesday, October 19th, 10am-11am*: Learn how to submit required reports & QA time

- *Thursday, October 20th, 1pm-2pm*: Reporting Season: what to expect next

Use this GotoMeeting Link for all End of Year Data Clean Up Trainings.

Materials Posted

- Data Center's News Archive: ncceh.org/hmis/news

NCCEH

ZenGuide Knowledge Base
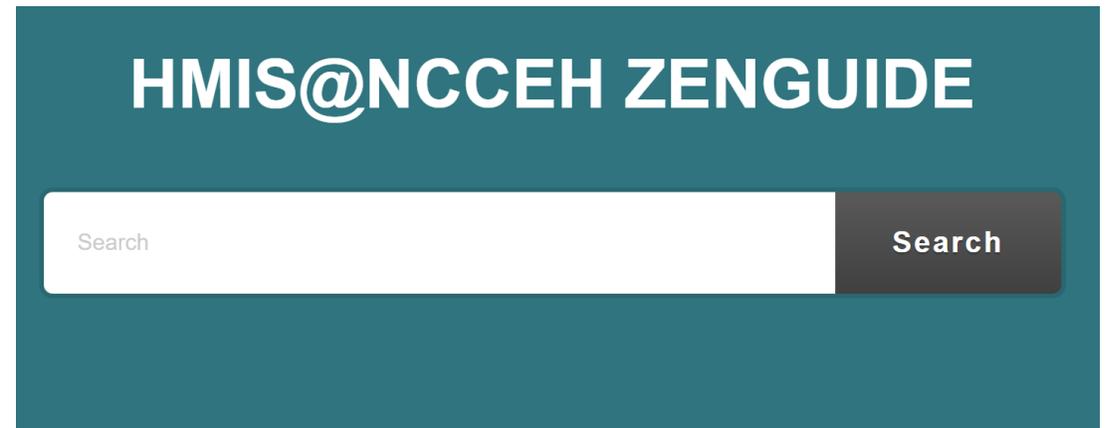
Your first stop for answers

66 Articles and counting!

We use your search results to develop new articles

Replacing the "Other Resources" section of NCCEH Data Center website

Bookmark it!

https://ncceh.zendesk.com/hc

HMIS@NCCEH ZENGUIDE

| Search | **Search** |

NCCEH

ZenGuide Knowledge Base

ZenGuide Articles for FY22 Data Clean-up

1. Federal Reporting Data Preparation Guide
2. D001 Street Outreach DOE Report
3. D002 Annual Review Audit Report
4. D003 Client Data Clean-Up Report
5. For SSN corrections/updates, please be sure to follow the process outlined in the Updating & Editing Social Security Numbers in HMIS guide.
- Use the Data Correction Guide as step-by-step instructions for fixing errors.

NCCEH

What's Next?

What's Next Calendar

Date	Event Name
October 1st	New Federal Fiscal Year
October 11th	Agency Admin System Updates meeting
October 13th	Learn how to submit required reports (9-10 am)
October 19th	Learn how to submit required reports (10-11 am)
October 20th	Reporting Season: what to expect next (1-2 pm)

NCCEH

Contact NCCEH
hello@ncceh.org
919.755.4393

Contact NCCEH Data Center Help Desk
hmis@ncceh.org
919.410.6997

NCEndHomelessness

@NCHomelessness

nc_end_homelessness

NCCEH

Questions?

Let's Troubleshoot!