

HMIS@NCCEH System Updates

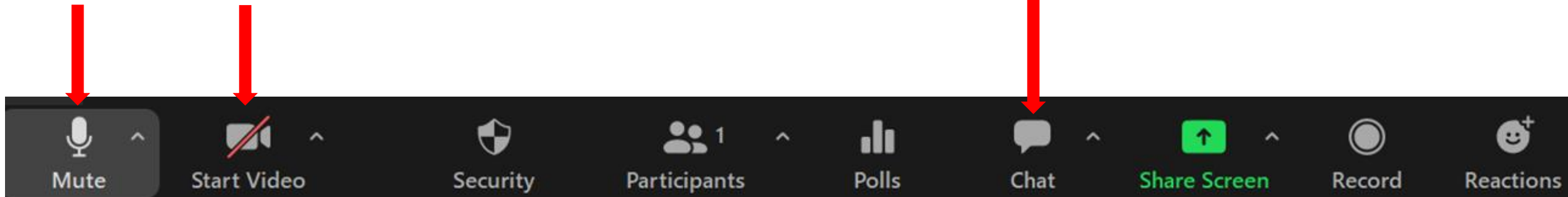
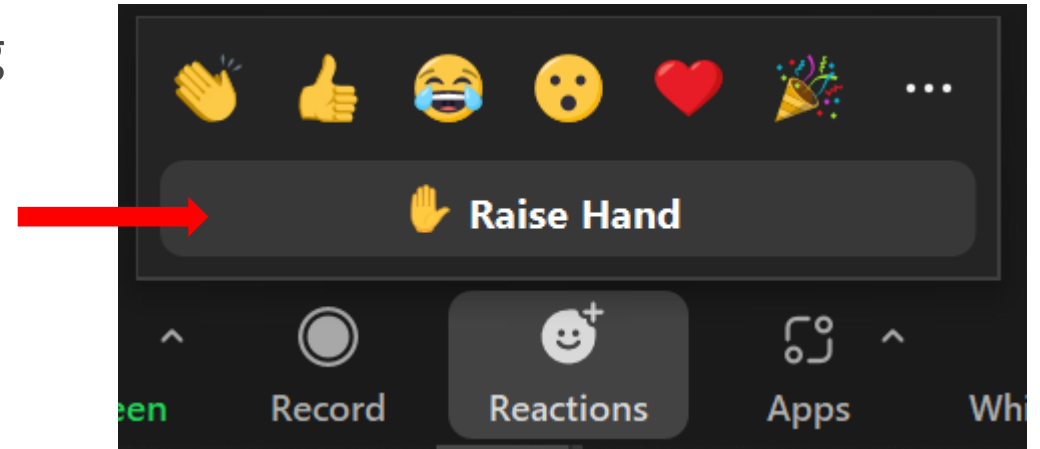
April 2023



NC COALITION to
HOMELESSNESS end

Welcome

- Please remain on mute, unless you are speaking
- If you feel comfortable, please turn on your camera
- The chat box is always available
- “Raise Hand” if you’d like to speak



Agenda

April 2023

System Updates

- Staff Updates
- PIT/HIC data finalizations!
- Data Quality Plan approval!

Training and Resources

- Changes to CLS
- ZenGuide Knowledge Base Highlight
- Data Center Forms

What's Next

Questions/Concerns?



NCCEH

What do clouds wear during spring rain showers?

Thunderwear!





System Updates

Staff Updates

- Nicole Purdy has an announcement



The Data Center is Hiring!

We are currently hiring for two Data Center Project Assistant positions

- We are looking for a person who is knowledgeable in the following skills:
 - Thrives in a fast-paced environment
 - Able to handle a heavy workload
 - User Training Management
 - Intermediate Helpdesk Knowledge
 - An Understanding of Technical Systems including HMIS
- If this sounds like you or someone you know, view the [Join Our Team](#) webpage and click apply!
- We are looking forward to better support your agencies & the communities you serve!



**THANK YOU
SO MUCH**

**PIT/HIC IS A HARD REPORTING SEASON
AND DATA CENTER STAFF WANT YOU TO KNOW ...**

YOU ARE VERY MUCH APPRECIATED!

Data Quality Plan has been approved!

Process to adopt

- Official Data Quality Plan posted to [Admin page](#)
 - [HMIS@NCCEH Data Quality Plan](#)

Implementation

- Training in May ahead of June 30th Submission
 - Low stakes Beta testing to start!
 - [System Updates Meeting May 9th](#)
 - [Additional Training May 17th](#)

Data Quality ▼

Data Quality Plan
This document defines Data Quality, outlines the roles and responsibilities of CoCs, the HMIS Lead Agency, and HMIS@NCCEH Participating Agencies to Data Quality, and the monitoring mechanism to support. This plan is reviewed annually.

Data Quality Plan Benchmarks by Project Type
Use this page as a reference for the DQ Standards included in the current Data Quality Plan.

Data Quality Plan

Reporting Frequency

Trimester Submissions for year-to-date data (Federal Fiscal year)

Current Plan:

Month Quarter ends	Submission Deadline
October 22 – May 23	June 30, 2023*
October 22 – September 23	October 30, 2023
October 23 – January 24	March 1, 2024
October 23 – May 24	June 30, 2024

*Would be a BETA test to primarily make sure everyone understood the process.

Data Quality Plan

Reporting

- Data Center will revise [D003 Client Data Clean-Up](#) report
 - You can clean and correct data now!
 - Agencies should review data internally at least once a month, best practice is weekly reviews
 - Data Quality is a journey, not a destination!

Table/Report Information

This tab displays only clients with errors in the Date of Birth (DOB) or Relationship to Head of Household (Relate HoH) elements. If a client has a DOB or Relate HoH error, the report can't properly count them in other areas. IMPORTANT: Fixing these errors will have an impact on the errors that appear in later tabs of the report. Re-run the report after fixing the errors on this tab.

Key

Data Element	Indicator	Reason
HoH	Null	This household has no client marked Head of Household in the Relationship to Head of Household data element.
DOB Type	Null	This client is missing information in the Date of Birth Type data element.
DOB Error	Error	There are inconsistencies between the value recorded for DOB and the value recorded for Date of Birth type for this client.
Relate HoH	Self	This client is marked "Self" in the Relationship to Head of Household data element but is under age 18.
Relate HoH Relate HoH Error	Missing	This client is missing information in the Relationship to Head of Household data element.
Relate HoH Error	HoH Error	This client's household is missing a Head of Household.





Training and Resources

Updates to Current Living Situation

- In the last meeting, it was confirmed that the Current Living Situation section was not clear and was causing users to incorrectly input client information
- Start Date was the only forced field while End Date and Information Date were not.
- To combat this issue, we have made a few updates to the Current Living Situation.





Updates to Current Living Situation

- The Current Living Situation section now requires all three dates (Start, End & Information) to be answered
- The face of the assessment is currently visible for users to easily see responses &/or see when information is missing
- For a more in depth explanation RSVP for our upcoming training on [CLS & DOE](#) April 19
- Refer to the [Recording Current Living Situations](#) ZenGuide for more information

Current Living Situation

Current Living Situation

	Start Date *	End Date *	Information Date *	Current Living Situation *	Living situation verified * by
 	02/01/2023	02/01/2023	02/01/2023	Emergency shelter, incl. hotel/motel paid for w/ ES voucher, or RHY-funded Host Home shelter (HUD)	Salvation Army of Hickory Catawba County Shelter of Hope ES Private (1448)

Add

Showing 1-1 of 1

ZenGuide Knowledge Base

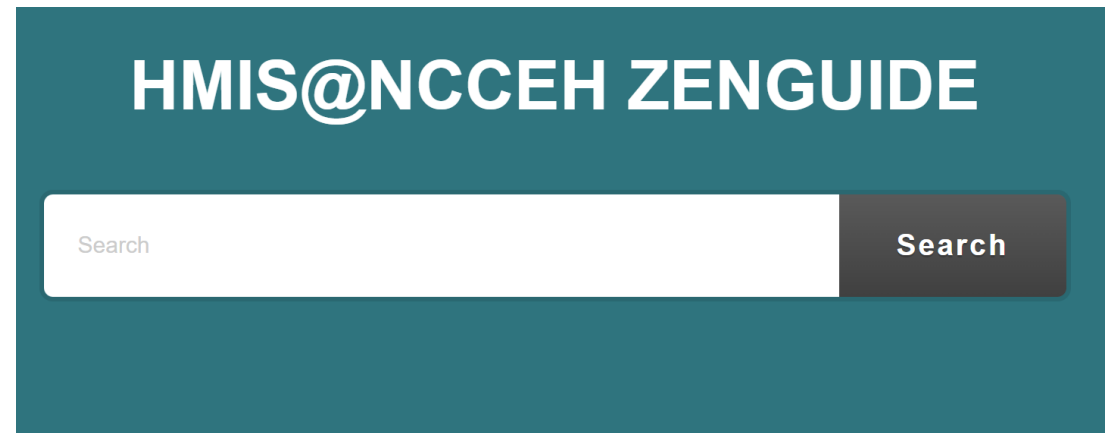
Your first stop for answers

72 Articles and counting!

- We use your search results to develop new articles
- Highlight:
 - [HMIS Report Guides for Dashboard Canned and BusinessObjects](#)

Bookmark it!

<https://ncceh.zendesk.com/hc>

A screenshot of a search bar interface. The background is a dark teal color. At the top, the text "HMIS@NCCEH ZENGUIDE" is written in white, bold, uppercase letters. Below this, there is a white search input field with the placeholder text "Search" in a light gray font. To the right of the input field is a dark gray button with the word "Search" in white text.

NCCEH

NCCEH Data Center Forms

Access

HMIS@NCCEH New Agency Form

If your agency wants to join HMIS for the Durham, NC Balance of State, or Orange CoCs, please complete this form with basic information. Use this form if your agency is new to HMIS! Want more information about the process to join HMIS? Check out our [Guide for New Agencies](#).

HMIS@NCCEH New Project Form

If your agency is already HMIS Participating and needs a new HMIS Project built, use this form to let the Data Center know.

HMIS@NCCEH New License Request Form

If your agency wants to add staff to your HMIS projects, use this form to give us the basic information we need to guide them through training. Agency Administrators and Executive/Program Directors should submit on your agency's behalf.

- *This is a new form for 2023. Please make sure to review all of the questions and provide as much information as possible.*

HMIS@NCCEH License Inactivation/Removal Request Form

If your agency no longer needs a license for a user, please use this form to alert Data Center Staff. Only Agency Administrators and Executive/Program Directors should submit this form.

Data Center Forms are
found online:

ncceh.org/hmis



What's Next?

What's Next Calendar

Due	Event Name
April 11th	<u>Agency Admin System Updates meeting</u>
April 19th	<u>Monthly HMIS training: CLS & DOE</u>
May 9th	<u>Monthly System Updates Meeting</u>
May 17th	<u>Data Quality Plan Training</u>
June 21st	<u>Data Quality Plan Office Hours</u>
June 30 th	DQ Submission Deadline for 10/1/2022 – 05/31/2023 data



Questions?

Let's Troubleshoot!

Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH