February 2019 – Agency Admin Training (AAT) Notes

The first part of this document contains meeting notes from the Training. The second part contains relevant Q&As from the webinar session.

Notes

1.) INTRODUCTION
   a. Attendees are responsible to share what they've learned with their agencies. Those agencies that could not attend have until 03/08/19 to take the quiz and have it counted as attendance

2.) NEWS: 2019 HMIS Surveys
   a. These go to all users, in both CoC's
   b. PURPOSE: Comprehensive and new, to help the HMIS team prioritize our goals for upcoming year. We want your feedback on this!
   c. TIMING: BOS already has their survey sent out. Maricopa's is coming in early March.
   d. CONTENTS: The survey explains what it's for. We want feedback on your role, satisfaction with HMIS services, feedback where you rank what we should spend our time on, and lots of sections for open answer/feedback.

3.) UPDATE: New Addendum on ROI (Maricopa only)
   a. The additional addendum describes what data is collected in more detail, and lists all the HMIS agencies that share the data in detail
   b. Can be retrieved at https://hmisaz.org/privacy

4.) TRAINING: A new report: **UDE Demographics Report – System Wide**
   a. Full video training can be found at: https://youtu.be/Rwfxw53SUqY
   b. Who can use it:
      i. For both BOS and MAR, and any project type could find this useful
   c. Purpose:
      i. Used to review your agency's Universal Data Elements (UDEs) for any project.
      ii. Not a HUD required report, made by our team.
      iii. Functions better than the **0323 Project Demographics**. Essentially REPLACES the use of the **0323** because of what it offers:
         1. Has more basic prompts
         2. Has a more useful look at client information because it pulls from the entire UDE list.
         3. Separates data by adult/children because many fields are only relevant for adults
      iv. IF A FUNDER ASKS SPECIFICALLY FOR **0323 Project Demographics**, DO WHAT THE FUNDER SAYS
   d. Summary:
      i. Each tab represents a Universal Data Element. This report displays how many of each answer was provided by your clients. There is also a Details tab which lists each client and their UDE answers – this can be used as a basic data quality review for your clients as well.

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Q&A

Webinar Question	Answer
Are we supposed to upload the ROI forms for all the clients we load into HMIS? If so, do we need all the pages or just the signature pages?	HMIS doesn't require you to upload an ROI, but it is very helpful if you do. If you do, it's only relevant to include the first two pages (the signature pages).
Aren't a number of those UDEs only supposed to be asked for HoH and Adults only?	Correct - there should be a header above each section, and also when you hover over the question, it will say who should be asked. The section for location of prior residence/ homelessness reason is required for HoH and Adults, but not for children.
Why doesn't the new UDE Demographics Report show all the possible answers for Gender, (etc)?	The report results only show what was answered in the report. So if no one's gender was "Trans-male" than you won't see a row for it in the report.
What does it mean if a client appears twice in the Details tab of the new UDE Demographics Report?	It means they have a record in more than one of the projects you included in the report. If you run the report on several projects at once, you might find that the total number of clients listed in the Detail tab greater than the actual client count. Because on the Detail tab, it counts once for each project they entered.
On the Details tab of the new UDE Demographics Report, why are some spaces marked "missing" (in red font) but other spaces are empty?	If it says MISSING, than it is a problem. If there is a blank space, than that item is NOT required for that client. For instance, you may see an 18 year old, when missing an answer to "Homelessness Primary Reason", that's a problem because ALL adults have to have this question answered. (If the 18+ client wasn't experiencing homelessness at their project Entry, they should still have the answer "Client NOT Homeless" selected.) HOWEVER, for a less-than-18 year old, who also has not answered this question, it would NOT be marked as "missing" in red text because this question is NOT required to be answered for minors when they are not HoH. For these clients, the space would simply be blank.