



Data Matters

OC Partnership's HMIS Newsletter

August 2011



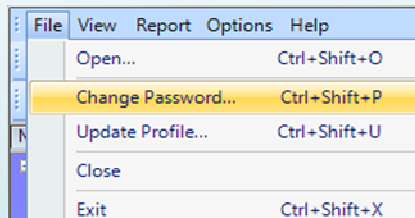
Tips & Tricks by Peter

Password Requirements

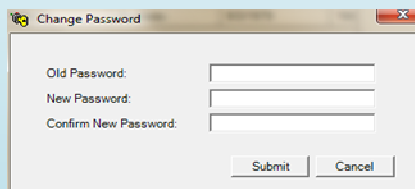
To ensure proper data security, the system requires that each user have a password of at least eight (8) characters and must include at least one number or one letter. Our HMIS system also forces a password change at 90 day intervals.

But, did you know that you don't have to wait for this your password to expire to change it? If you want to change your password more frequently, or match it to the password you currently use to log into your agency's network you can.

To do this, click on the file menu after logging into the system and then select "Change Password."



This will bring up the Change Password dialog box. Here you will be presented with three fields.



Enter your current password into the old password field. Then choose a new password and enter it into both fields to confirm it.

During this process you will want to use the Tab key to navigate between fields instead of the enter key which will attempt to submit the form.

I hope that you find this tip helpful and check back here for more Tips & Tricks around HMIS.

If you have any questions, or would like to suggest a Tip, please contact Peter Lavarreda at peter.lavarreda@ocpartnership.net

Notes from the HMIS Project Manager

The only thing that's constant in life is change.

This is true at OC Partnership, where the most recent change, for me, is bittersweet.

As most of you already know, the position of Chief Operating Officer has been filled by Karen Williams. I first spoke to Karen back in May, as she was trying to locate resources to help people in need. After that first interaction, we spoke several times, and I was always impressed at her wealth of knowledge, and how passionate she is about wanting to help people.

Now that Karen is the newest member of our OC Partnership team, I look forward to working with her.

At the same time, I am sad to see Lorraine Krisak go. Lorraine has served as a great interim executive director during OC Partnership's time of need. I've enjoyed working for her and I've learned so much from her. Lorraine put together a great team, provided guidance, friendship, and helped hold everything together when OC Partnership lost much of its staff. I would like to relay my gratitude to Lorraine, for everything she has done for OC Partnership. And I hope everyone will join me in welcoming Karen as our new Chief Operating Officer.



Amber Killinger
HMIS Project
Manager

RFP Progress

OC Partnership released the RFP to the public on July 7, 2011. A conference call was held on July 12, 2011 where all interested vendors were invited to participate and ask questions about the RFP.

The deadline for vendors to return completed proposals is August 5th. Review of the returned RFPs will begin Monday, August 8th.

Did you know....?

Did you know that compared to the 2009 Homeless PIT Count, there is a higher percentage of women, Hispanics, and children identified as homeless in HMIS.

Ask Erin

Many users have noticed that when enrolling a client on the Quick Intake page, the program entry questions will not appear after clicking on the Create button. This is not agency specific, and the vendor is working on fixing this issue. Until that happens, here are some tips to work around the problem.

Some users are questioning whether or not their client has been enrolled in the program because the questions are not appearing. If the client has been enrolled in the program, the name of the program should appear towards the bottom of the page.

Jump to Services Button

To answer the program entry questions, click on the jump to services button, and then go to the Program Entry page. The questions can be answered on this page.

Agency Data Spotlight

Did your agency have good data in June 2011?

This month, we looked at the following 3 criteria from page 2 of the Bed Utilization Report:

100% Disability Status
100% Prior Living Situation
>70% City if LKPA

The following agencies met HUD's data standards in these areas in June:

- Abrazar
- AIDS Services Foundation
- American Family Housing
- Anaheim Interfaith Shelter
- City of Huntington Beach
- Colette's Children's Home
- Eli Home
- Families Forward
- Family Assistance Ministries
- Friendly Center
- Friendship Shelter
- Fullerton Interfaith Shelter
- Giving Children Hope
- Grandma's House of Hope
- Heritage House Cottages, SCADP
- HOMES, Inc.
- Illumination Foundation
- John Henry Foundation
- Laguna Beach Winter Shelter
- Mental Health Association of Orange County
- Mercy House
- Olive Crest
- Orange Coast Interfaith Shelter
- Precious Life Shelter
- Public Law Center
- Serving People In Need (SPIN)
- Thomas House Shelter
- Veterans First
- Villa Center
- We Care Los Alamitos
- Wise Place
- YWCA Central Orange County

Thank you to all of these agencies! We appreciate your efforts to keep CMIS data up to date.

NOTE: To see a list of HUD data standards, view the HMIS Data Standards document on HUD's website. http://www.hmis.info/ClassicAsp/documents/Final%20HMIS%20Data%20Standards-Revised%20_3.pdf

Website Updates

- "New Program Set-Up Form" under CMIS Documents Library – **Updated!**
- "CMIS User Manual" under CMIS Documents Library – **Updated!**
- "CMIS Client Intake Form" under CMIS Documents Library – **Updated!**
- **NEW!** "QPR Quick Reference Guide" – Added to HPRP page
- **NEW!** "Monthly Reports Bundle training" - Added to Online Training page
- **NEW!** "Resetting Snapshots training" - Added to Online Training page

HMIS Usage

Since inception, 59 agencies have participated in HMIS. As of 6/30/2011, they have entered 54,020 clients into the system. This is an increase of 7.43% over the previous month of May, and a 16.70% since 12/31/2010.

Monthly Report Bundle Reminder

It's that time again. Remember to run the monthly report bundle each month, and return the signed Data Compliance form to OC Partnership by the 15th of each month.

Testimonials

We can always count on OC Partnership to help us out with the tough technical issues, from the CMIS database to big federal grant applications.

Josh Tuyenman
Data and IT Manager
Illumination Foundation

Newsletter Feedback?

What would you like to see in this newsletter? If you have any suggestions or feedback, send to:

newsletter-feedback@ocpartnership.net