

DC HMIS Newsletter

JUNE 2021



FROM THE DESK OF THE SYSTEM ADMINISTRATOR

Hello All,

Welcome to the inaugural issue of the DC HMIS Newsletter!

For those of you who may not know me, my name is Kelly Paton (she/hers) and I am finishing up my second year here at TCP and first year as the official System Administrator here in DC. I have 6 years of experience as a System Admin for HMISes and am excited to bring that expertise as well as a commitment to innovation and transparency to my work in DC.

So why a newsletter? And why now?

I have been trying to figure out the best and easiest way to provide HMIS users in DC the news around HMIS for little while now and I kept coming back to a newsletter. A one stop shop for various news items that drops right into your inbox so you can know what's happening. And why now? I asked myself - why wait? This set up isn't set in stone - if we are a group decide that the format or something else isn't working we can always change it. For now, there will be some core pieces of the newsletter, like Report Corner, that will be here each month, as well as some areas that might be different each month, like this section here.

In the coming months, we will be covering topics such as Data Standards Changes, Homeless Youth Count 2021, Report Builds and Updates, Data Quality, and many more. We may in time be able to do some User or Agency Spotlights and you might see some familiar faces from the community doing guest spots for up and coming projects in DC - and how they will interact with HMIS of course.

The goal is not to give you yet another email to ignore or file away, but to give you news you actually need and some hints and tips for making the most out of HMIS. My expectation for you all is that you will let me know what is working and what isn't, so we can come together and have something useful.

Thank you all for being great partners!

Kelly Paton

TCP System Administrator

Reporting Corner

NEW REPORTS

015a/b: This report is a way to see if data entered by users were created while correctly EDA'd

TCP is in the process of retroactively fixing data from 10/1-6/1. Moving forward, if a user creates data without correctly EDA'ing they will need to delete and re-create the data while properly EDA'd. The only exception to this rule are Case Notes - please continue to send these to the Helpdesk for fixing.

Please continue to let Helpdesk know if there are things you would like to see in this report or others. These requests will be added to our list of requests for future work.

HMIS HELPFUL HINTS

AGENCY ADMINS

USER SET UPS

The #1 reason for delays in getting users into HMIS are incorrect user setups!

Remember: ALL users need to be created at the Agency level and ALL user accounts need to be set at Case Manager 3 level upon creation. Only TCP may increase a user's access level.

ALL USERS

PASSWORD RESETS

Ever forget your password? Use the Forgot Password button!

Things to remember when you use the button:

The email goes to your Agency Email.

Check your Spam and Junk Folders!

Make sure your IT Department has added the email address to your safe sender's list.

ALL USERS

OFFICE HOURS

Are you an HMIS user with an HMIS question?

Sign up for office hours!

Held monthly during the week of training, this gets you some 1 on 1 time with a System Admin to answer your NON CAHP questions.

You do not need to stay for the full time, you can drop in as you need!

SYSTEM UPDATES

NEW PROVIDERS

Need a **new provider/program page for your Agency?** Complete the [New Provider Survey!](#) This gets us all the information we need to create it for you. Please allow up to 2 weeks for it to be completed - so submitting sooner rather than later is always appreciated!

Are you an **Agency looking to begin working in HMIS?** Complete the [New Agency Form!](#) This gets us the information we need to determine if your Agency is a good fit for DC HMIS. Once approved to be in DC HMIS, Agencies must sign the Agency Agreement and complete the requirements for being an active agency in HMIS.

Both these forms can be found on our [website!](#) Check it out!