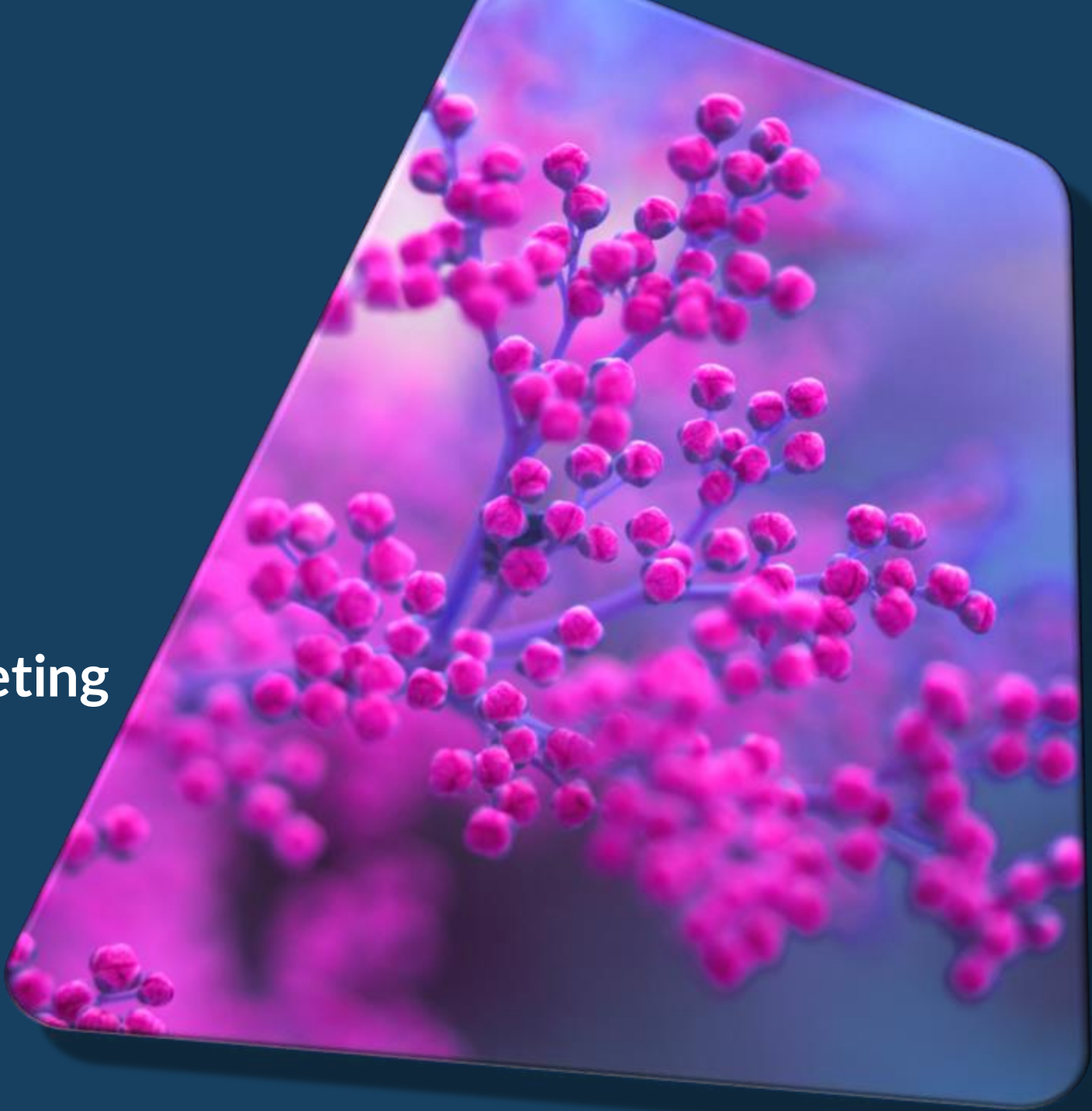


Alameda County HMIS

March 2025

Monthly HMIS User Meeting



Agenda!

Announcements

City of Fremont

ROI

Annual Assessment

Program Assessment Form

User Account Policies

Lets Have Fun!

Announcements



City of Fremont



RELEASE OF INFORMATION



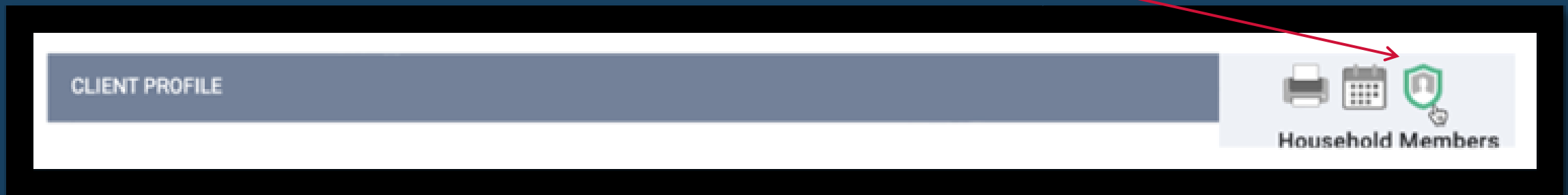
Release of Information

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Example: The client's original ROI they did not want their photo taken, but now does

To access ROI information within an existing client record, click the **Client Privacy** shield icon, which navigates you to the **PRIVACY** page.

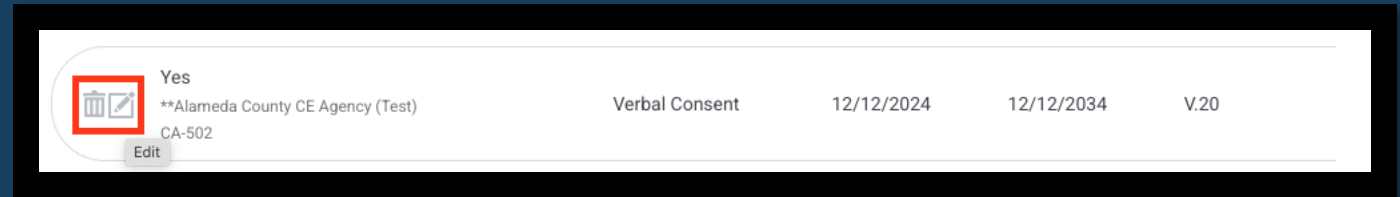
**REMINDER: ROI
REMAINS VALID FOR
10 YEARS**



Release of Information

SELECT THE EDIT TOOL

- This will then open a new screen



RELEASE OF INFORMATION

Permission	Yes
Start Date	12/12/2024
End Date	12/12/2034
Documentation	Verbal Consent
Agency Name	**Alameda County CE Agency (Test)
Staff Name	Regina Abadajos
Date Entered	12/12/24 01:51 PM

SAVE CHANGES CANCEL

Audit Log

Update the end date of the ROI to 1 - day before the one that will replace the current ROI

- For example, the NEW ROI is dated 3/17/2025 - 3/17/2031
- The end date for this "old" ROI will be 3/16/2025
- Once you enter the date be sure to **SAVE CHANGES**

Now that the end date has been adjusted you can upload the new ROI by adding the ADD RELEASE OF INFORMATION

ANNUAL ASSESSMENT



HMIS ANNUAL ASSESSMENT

Assessments need to be completed within a 30-day window before or after the anniversary date

HMIS Annual Assessment

In HMIS, a client needs an annual assessment when it's been one year since the "Head of Household's Project Start Date," which means an assessment needs to be completed within a 30-day window before or after that anniversary date; essentially, when the client has been enrolled in a project for a full year.

Key Points of the HMIS Annual Assessment Process:

1. When to Complete the Annual Assessment:

- The annual assessment is based on the **Head of Household's** Project Start Date (the date the client enrolled in the project).
- It must be completed within a **30-day window** before or after the anniversary of that start date.

2. Head of Household Focus:

- The date is always calculated based on the **Head of Household**, even if other family members joined the project at a later time.

3. Even with No Changes:

- Even if there are no significant changes in the client's situation, the annual assessment is still required.

4. Identifying Clients Needing Annual Assessments:

- Clients needing an annual assessment are listed in the **"Status Due"** feature on your caseload.
- You can access this feature by going to the **Caseload tab** in the HMIS system.

Steps to Complete an Annual Assessment:

1. **Access the Status Due list** of clients from the Caseload tab in HMIS.



PROVIDER ASSESSMENT

USE THIS FORM TO
REQUEST NEW PROJECTS
OR CHANGES TO YOUR
PROJECT CONFIGURATION
IN HMIS

Alameda County HMIS Provider Assessment

2025

Instructions: Use this form to request new projects or changes to your project configuration in HMIS. All fields are required for new projects.

Program Information	
Lead Agency:	
Program Name:	<input type="checkbox"/> New <input type="checkbox"/> Already exists (Id:)
Collaborative Partners: <i>List all collaborative partners, including roles and services provided</i>	
HUD Project Type: <i>(Select only one from the list)</i> <i>For details see HMIS Standards Manual - Element 2.02 See Appendix 2</i>	Select Project type from the Drop down: Homeless Prevention (HP)
Does the Project receive referrals from Coordinated Entry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If project type is Services Only, are you affiliated with a residential project.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Summary: <i>Provide a description of who this program serves, supports provided, etc.</i>	Specify Project name(s) and ID(s):
Victim Service Provider:	<i>is your primary mission to provide services to victims of domestic violence, dating violence, sexual assault, or stalking</i> <input type="checkbox"/> Yes <input type="checkbox"/> No



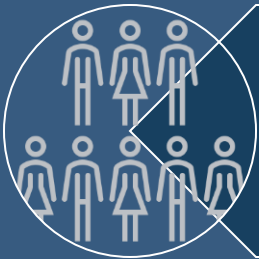
USER ACCOUNTS POLICIES



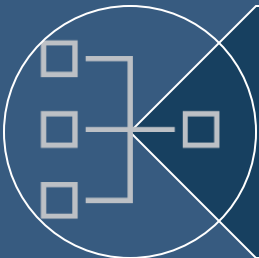
User Account Policies



REINSTATING INACTIVE USER
ACCOUNT



CHANGING AGENCIES
AND/OR WORKING AT
MULTIPLE AGENCIES



COORDINATED ENTRY
ADDITIONAL ACCESS

**REMINDER: ALL HMIS
ACCOUNTS REQUEST MUST
COME FROM THE **AGENCY
LIAISON****

REINISTATING INACTIVE USER



Account unused for 60 days BUT less than 90 days from the last login date

NO RETRAINING IS REQUIRED

Account **INACTIVE** for 90+ days or more from the last login date

GENERAL REFRESHER TRAINING REQUIRED

PRIVACY AND SECURITY TRAINING REQUIRED

Account Reactivation Timing Adjustment:

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COORDINATED ENTRY ADDITIONAL ACCESS

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LET'S HAVE SOME FUN!



Get your phones ready!



Or Players can go to kahoot.it or use the Kahoot app.



Enter the **Game PIN** displayed or scan the QR Code.



Type in a **nickname** and wait for the game to begin.

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Join us!

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Every 2nd Tuesday of the month at 10:00 am

Register | [HERE](#)

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Every 4th Thursday of the month

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For support:

Alameda County HMIS Support Ticket:

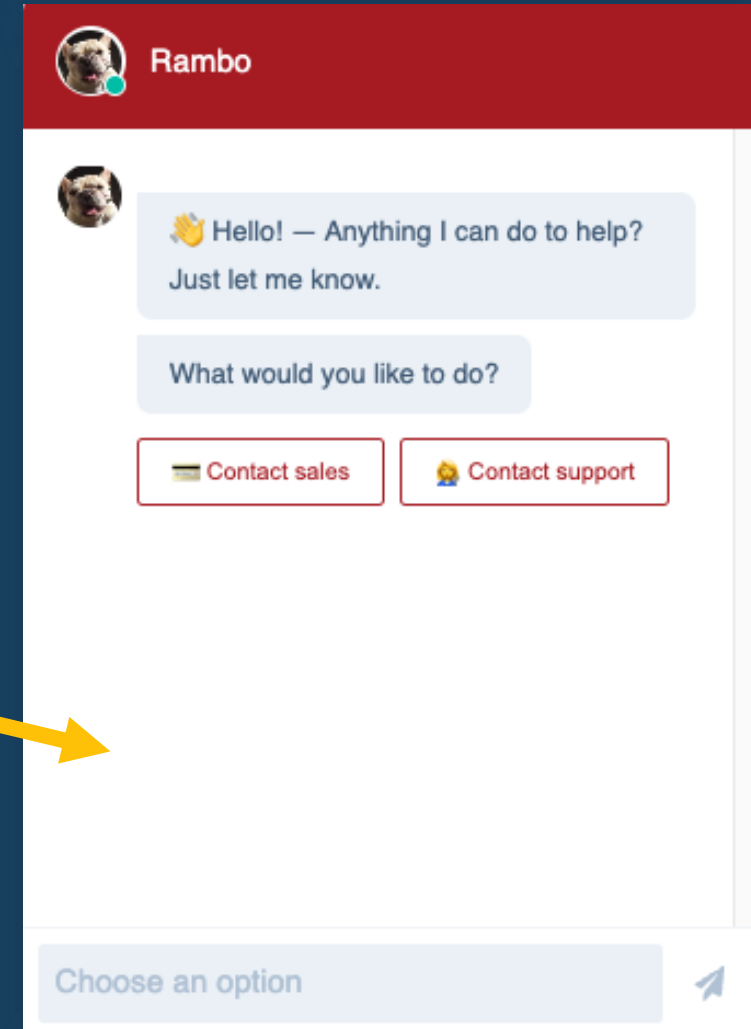
Email: hmissupport@achmis.org

Bitfocus Help Desk:

For support that includes:

- New User Requests (Including CE)
- Password Reset
- Login Issues
- Chat

Email: Alameda@bitfocus.com



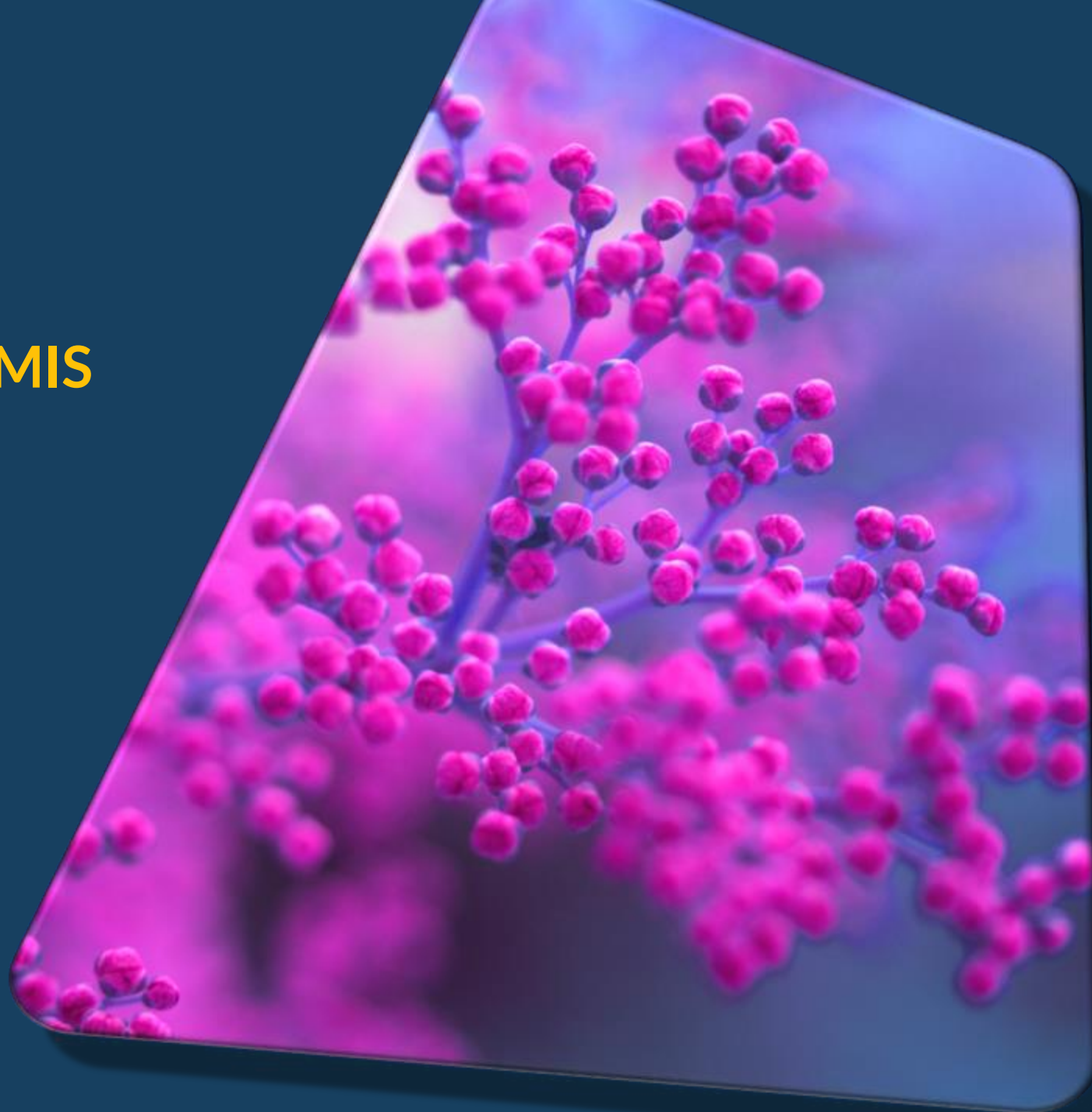
THANK YOU



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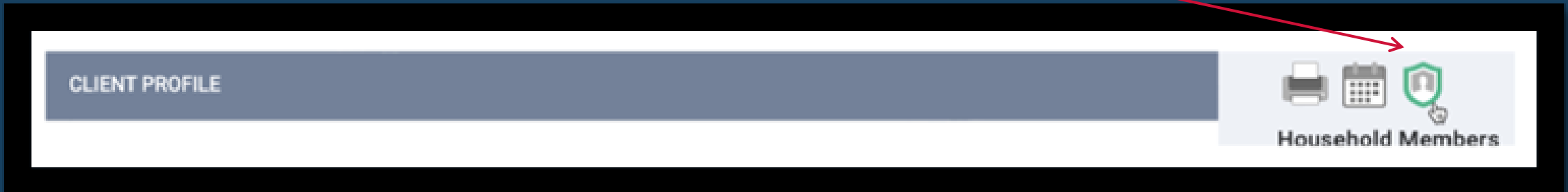
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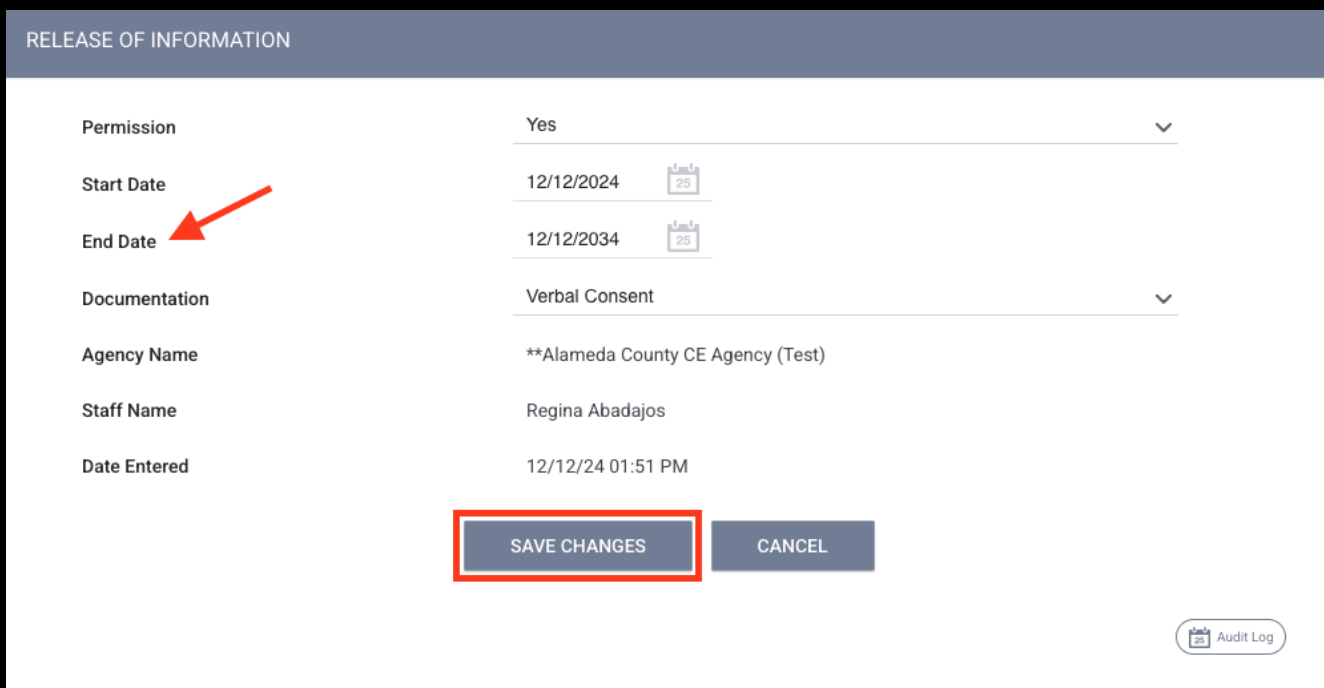
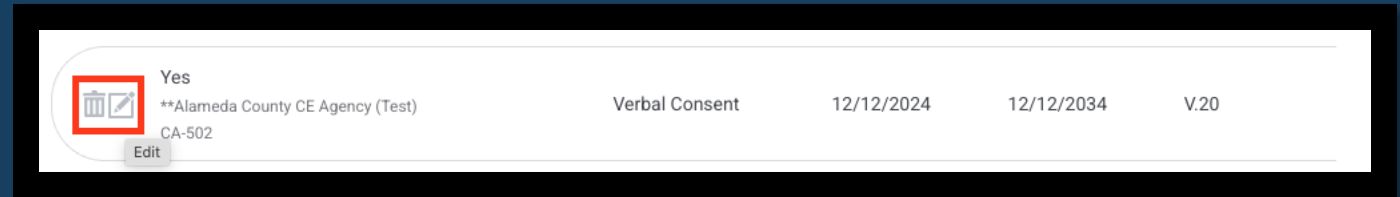
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A screenshot of a web form titled "RELEASE OF INFORMATION". The form contains the following fields:

- Permission: Yes
- Start Date: 12/12/2024
- End Date: 12/12/2034 (highlighted with a red arrow)
- Documentation: Verbal Consent
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- Staff Name: Regina Abadajos
- Date Entered: 12/12/24 01:51 PM

At the bottom of the form, there are two buttons: "SAVE CHANGES" (highlighted with a red border) and "CANCEL". An "Audit Log" button is located in the bottom right corner.

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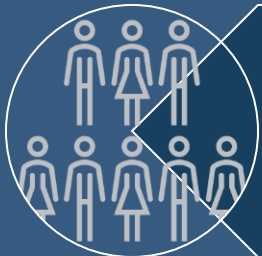
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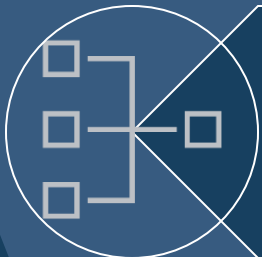
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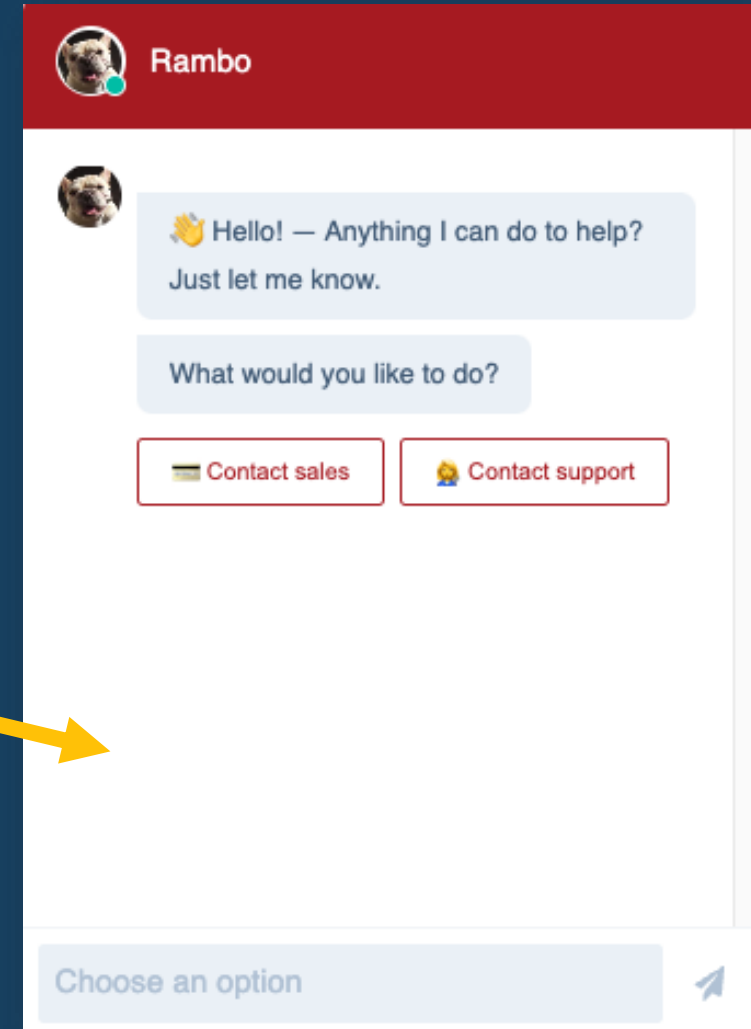
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