Bitfocus

Welcome to the King County HMIS November 2024 newsletter!

In this edition, you'll find the following:

- Community Poll
- Upcoming Events
- Clarity Human Services Feature Updates
- Report Spotlight: Monthly Staff Report
- How-To: Correct Program Overlapping Enrollments
- New Feature Updates

News

Welcome to your Community Poll

As temps are dipping, what's your preferred (or most common) way to heat your home/space? Submit your answer **here**! Please note that your individual response is anonymous.

Upcoming Events

Upcoming Events

Coordinated Entry Monthly Assessor Credential Training (ACT)

Users must attend an ACT training before they gain assessor access in the HMIS.

- December 4 | 11 a.m. - 1 p.m. | **Register Here**

Inventory Enhancement: Weekly Office Hours

Come in with questions and leave with answers! We use this space to talk through specific user questions/scenarios related to Inventory and provide demonstrations.

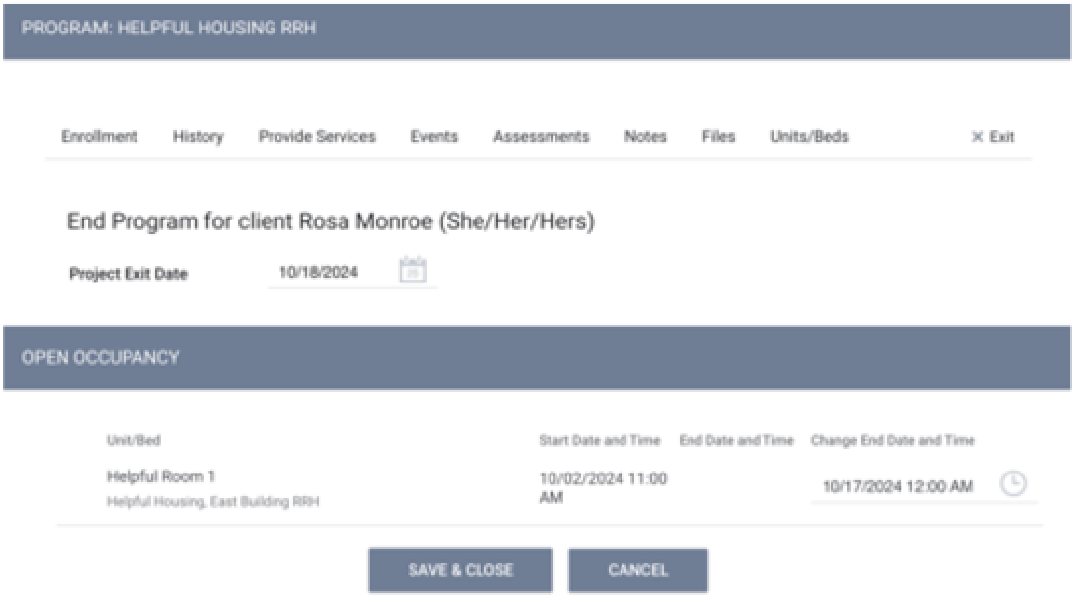
- November-December | Weekly on Wednesdays | 1-2 p.m. | **Register Here**

Interested in additional inventory resources? **Click here!**

Clarity Human Services Updates

Ability to Enter End Time for Occupancy when Exiting Client from Project

You can now add or change the End Date and Time for a *Unit* or *Bed* when **exiting a client from a program** where they are currently occupying the Unit or Bed. When exiting the client with a current or future occupancy in a *Unit* or *Bed*, a new section *OPEN OCCUPANCY* appears on the program exit screen as shown below:



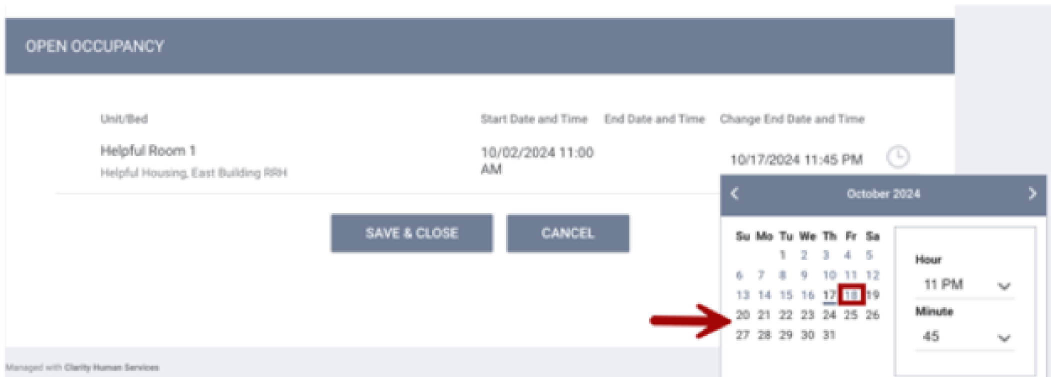
The client's current or future occupancy is displayed with the following columns:

- Unit/Bed - name of the Unit or Bed the client is currently occupying, with the *Site* and *Building* name underneath
- Start Date and Time - date and time that the client began occupying the *Unit* or *Bed*
- End Date and Time - currently selected date and time that the client is scheduled to exit the *Unit* or *Bed*; if there is no End Date and Time in the client's program enrollment record, then section is blank
- Change End Date and Time - Date-Time picker field; section defaults to the date selected for "Project Exit Date" and the current Time. For Night-by-Night Emergency Shelter program types, the "Change End Date and Time" field in the Open Occupancy section auto-populates with an End Date and Time that is equal to the Project Exit Date minus one day and a time of 12:00 AM.

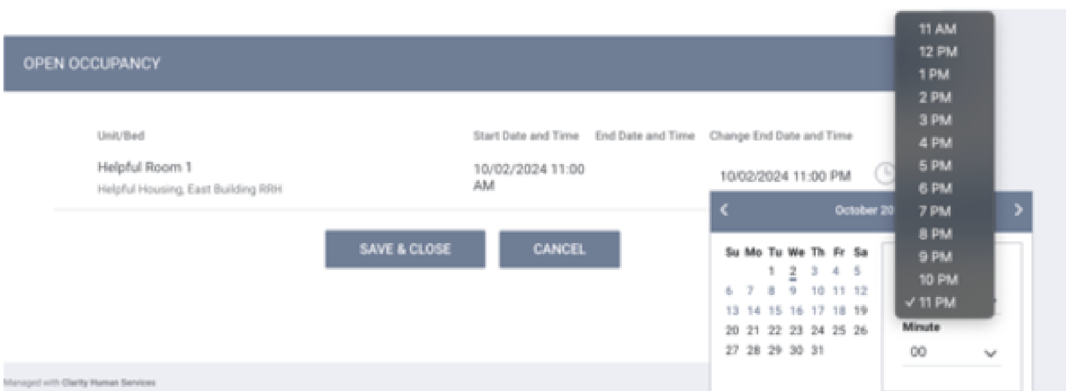
How-to

How to Use this Feature: Updating Change End Date and Time column

When you click the Date-Time picker in the Change End Date and Time column, you can select a Date that is equal to the "Project Exit Date" and up to 11:45 p.m. for the Time, or a Date that is before the "Project Exit Date" and a time up to 11:45 PM.



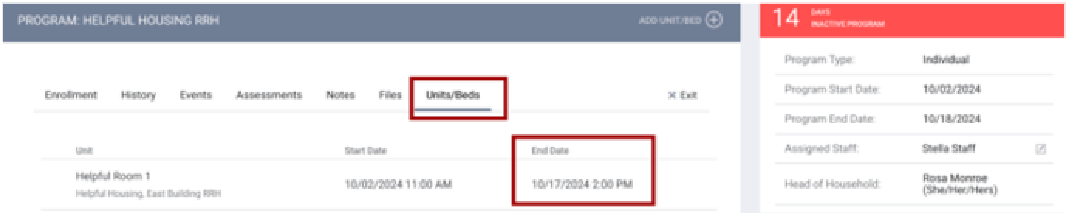
You will not be able to select a date that is after the "Project Exit Date." Dates after the "Project Exit Date" are grayed out on the Date-Time picker and cannot be selected.



You cannot select an End Date earlier than the Start Date and Time. Dates before the Start Date are grayed out and Times before the Start Time are not visible.

If an invalid End Date is manually entered the "Change End Date and Time" field is underlined in red and you cannot save changes.

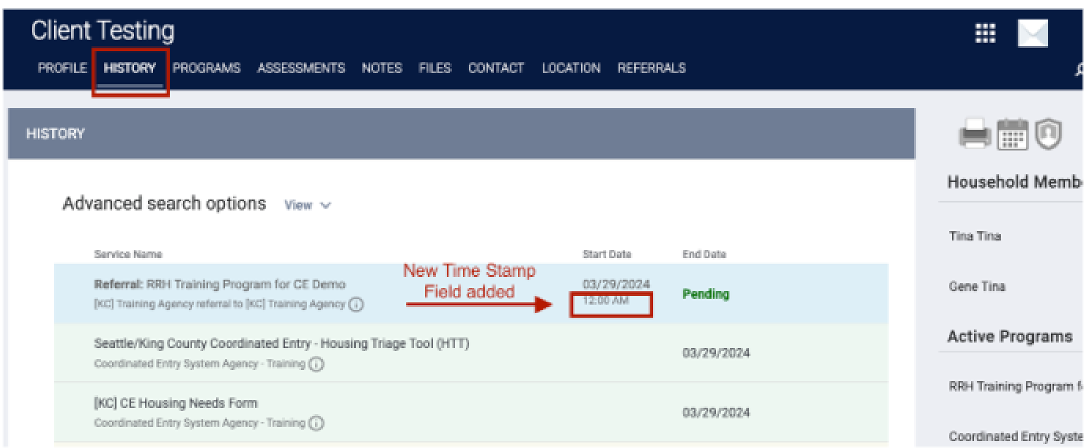
Once a valid Date and Time are selected for the Date-Picker field clicking "Done" and "Save & Close," completes the exit and those details can be seen on the Unit tab as shown below.



Updated: Implement Time Data for Referrals

Currently, when referrals are reassigned to Units and Beds, some of the referral dates that are stored do not include a time component. With this update, the following referral dates are stored in the referrals table as date/time field types with the correct time component as the fields are created.

The time component will match what is seen when the user *creates* or *updates* the referral and in the Referrals history page.



The Date field will be updated to a Date/time picker on the following pages:

- Client Referrals page → Referral Date field
- Client Assessments → Eligibility → Make Referral
- Client Assessments → Eligibility → Refer Directly to Community Queue
- Client Programs → Assessments → Eligibility → Make Referral
- Client Programs → Assessments → Eligibility → Refer Directly to Community Queue
- Referrals → Pending tab → Modify Referral → Referred Date field
- Referrals → Pending tab → Modify Referral → Status Date field
- Referrals → CQ tab → Modify Referral → Referred Date field
- Referrals → CQ tab → Modify Referral → Remove from CQ → Queue Removal Date date
- Referrals → Completed tab → Modify Referral → Referred Date field

- Referrals ➝ Denied tab ➝ Modify Referral ➝ Referred Date field
- Referrals ➝ Sent tab ➝ Modify Referral ➝ Referred Date field
- Referrals ➝ Sent tab ➝ Modify Referral ➝ Status Date field

Report Spotlight

[DQXX-103] Monthly Staff Report

The Monthly Staff Report provides three categories of information:

- General data quality
- Staff Activity (including the number of clients, [both existing and new] that each staff member worked with during the time frame of report)
- Data quality by data element (e.g. Date of Birth, Race and Ethnicity, Veteran Status, etc.) for all clients served

The report also includes staff from other agencies with "additional access" to the reporting agency data. Staff are pulled into this report based on client's open program enrollments and assigned staff.

Who Can Run the Report

Anyone can run the report but the returned information will be limited based on the access rights of the user.

Report Location

This report can be found in the following location in the **Report Library**:

- Data Quality Reports ➝**[DQXX-103] Monthly Staff Report**

Parameters

The following parameters are required to run the report:

Report Date Range	The range of activity dates to include in the report
Report Output Format	Web Page, PDF, or Excel

Report Details

General Data Quality

This report shows data quality for clients that are included in the report.

Monthly Staff Report | **Sample Agency**

This report is an automated monthly review of your staff participation in Clarity.

Please note, this is a courtesy email report. All data held within is viewable at any time by accessing the Reports Library within Clarity.

Your Agency Average Data Entry Timeliness (in days)	0
Your PNTA DQ Score	1.0%
Your Doesn't Know DQ Score	2.0%
Your Not Collected DQ Score	11.0%
Your Unique Client Count	4

Staff Activity is broken into four sections:

- Active Staff
- Active Staff – No Activity
- Inactive Staff with Actively Enrolled Clients
- Locked Users with Activity

Active Staff

Name	Unique Clients	New Clients	AVG Timeliness (in days)	DQ % Doesn't Know	DQ % PNTA	DQ % Not Collected
[illegible]	3	1	0	0%	3.5%	9.5%
[illegible]	2	0	0	3.5%	0%	19.0%

Inactive Staff with Actively Enrolled Clients

Name	Unique Clients	New Clients	AVG Timeliness (in days)	DQ % Doesn't Know	DQ % PNTA	DQ % Not Collected
[illegible]	1	0	0	0%	0%	6.0%
[illegible]	1	0	0	7.0%	0%	0%

- **Name**: Lists the names of the users who have accessed the system within the report dates
- **Unique Clients**: Unique number of clients currently receiving service within the report date range
- **New Clients**: Unique number of clients newly enrolled in a service or program within the report date range
- **Average Timeliness (in days)**: Average number of days from program/service start date to the time the service/program was recorded
- **DQ % Doesn't Know**: Average percentage of Program Specific Data Elements answered "Client doesn't know"

- **DQ % PNTA**: Average percentage of Program Specific Data Elements answered "Client prefers not to answer" (PNTA)
- **DQ % Not Collected**: Average percentage of Program Specific Data Elements answered "Data not collected" or is NULL

Data Element

The data in this chart returns the data quality error statistics for each of the data elements. The errors are pulled from the screens as indicated by the section headers.

The chart provides the amount and percentage of "Client doesn't know," "Client prefers not to answer" (PNTA), and "Data not collected"/NULL response options for all clients served during the report period.

Data Element	Total Doesn't Know	% Doesn't Know	Total PNTA	% PNTA	Total Not Collected	% Not Collected
Profile Statistics						
SSN (3.02.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
DOB (3.03.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Race and Ethnicity (3.04)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Gender (3.06)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Veteran Status (3.07)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Program Entry Statistics						
Enrollment CoC (3.16)					[illegible]	[illegible]
Household Member Type (3.15)					[illegible]	[illegible]
Prior Living Situation (3.917)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Times on Streets, ES, SH	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Disabling Condition (3.08)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Physical Disability (4.05.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Development Disability (4.06.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Chronic Health Condition (4.07.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
HIV / AIDS (4.08.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Mental Health Disorder (4.09.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Substance Use Disorder (4.10.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Domestic Violence (4.11.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Income and Sources (4.02.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Non-Cash Benefits (4.03.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Health Insurance (4.04.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Program Exit Statistics						
Exit Destination (3.12)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Income and Sources (4.02.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Non-Cash Benefits (4.03.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Health Insurance (4.04.2)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

How-to

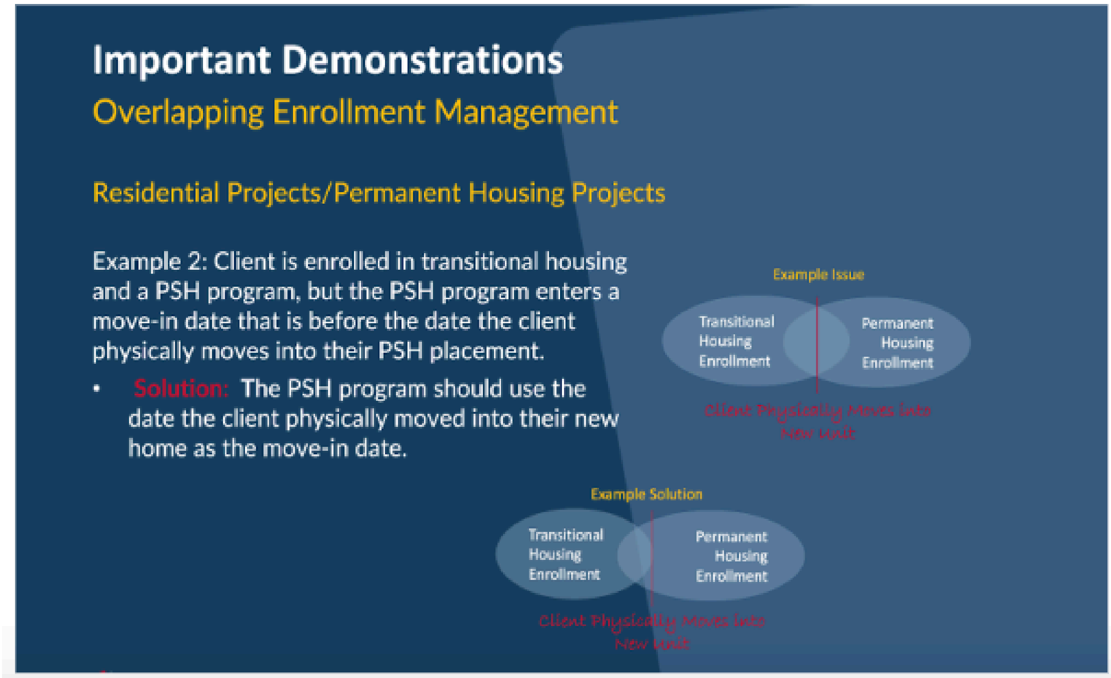
Correct Program Overlapping Enrollments

In recent years, HUD has begun to crack down on what they have deemed "Overlapping Enrollments." Overlapping enrollments occur when any of the following client data points intersect at any given time:

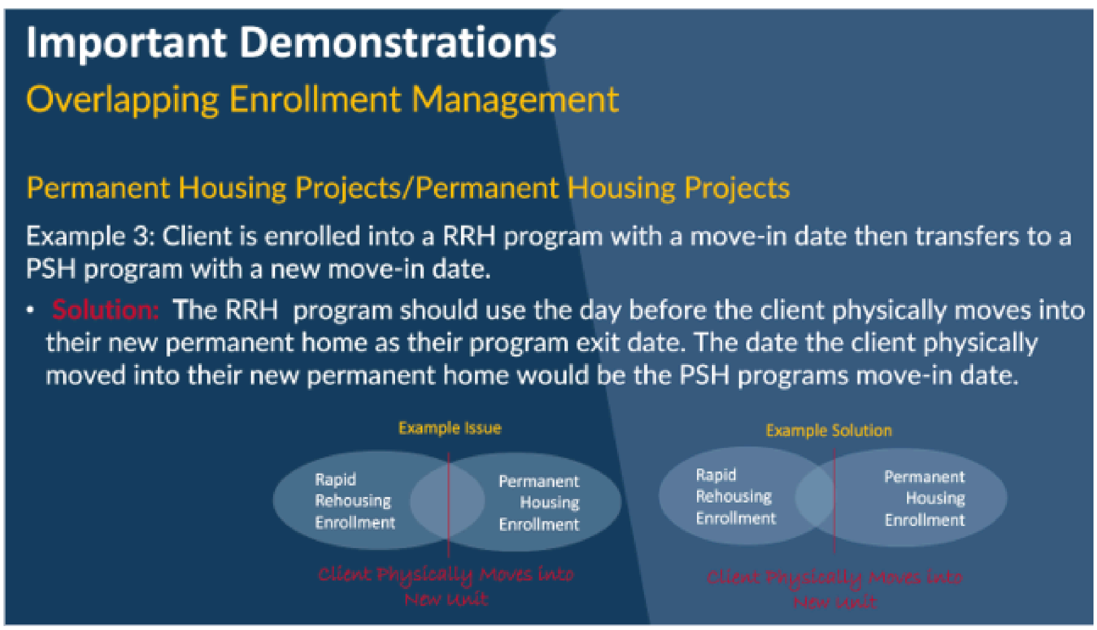
- **Program Start Dates:** Concern only applicable to Emergency Shelters, and Transitional Housing program types
- **Move-in Dates:** Concern only applicable to Permanent Housing program types (PH, PSH or RRH)
- **Program Exit Dates:** Concern applicable to Emergency Shelters, Transitional Housing and Permanent Housing project types

Example 1: When a Residential Project overlaps with another Residential Project

Example 2: When a Residential Project overlaps with a Permanent Housing Project



Example 3: When a Permanent Housing Projects overlaps with another Permanent Housing Project



For more information on Enrollments check out our Help Desk Article Creating and Editing Program Enrollments.

Questions? Your HMIS Administrator is happy to help.

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