



King County HMIS News January 2025

Welcome to the King County HMIS January 2025 newsletter!

In this edition, you'll find the following:

- Community Poll
- Upcoming Events
- How to Safeguard Client's HMIS Data
- The LSA Is Submitted - Thank you!
- Special Announcements: Data Analysis Cohort
- PIT/HIC Updates & Next Steps
- Report Spotlight: Review Your Data for the PIT/HIC
- Everyone's Role in Accurate HMIS Data: Is it your Job to Fix Client Data?
- Clarity Toolbox: How to Remove a Program Exit



Announcements

Happy New Year and Welcome Back

As we step into 2025, we're excited to embark on another incredible year together. We hope your holidays were filled with joy, relaxation, and special

moments with loved ones. Here's to a fantastic year ahead! Thank you for being such an essential part of our journey. Let's make 2025 our best year yet!



News

Welcome to your Community Poll

What do you think is the least kept New Year's Resolution?



Complete the poll!

Check out the newsletter next month to see what your colleagues said! 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.

- February 12 | 9:30 a.m. - 11:30 a.m. | [Register Here](#)

2025 HMIS Training Series: Session 1 Chronic Homelessness and Household Management

- February 19 | 10 a.m. - 11 a.m. | [Register Here](#)



How-to

How to Safeguard Client’s HMIS Data

Keeping data safe is a team effort. This guide provides helpful tips for service providers on how to securely collect and protect client’s records ensuring privacy and compliance. Let’s work together to keep data safe.



Check it out!



Announcements

The LSA is Submitted - Thank You!

We’re thrilled to share that the **Longitudinal System Analysis (LSA)** has been finalized and submitted to HUD! A huge thank you for your collaboration. Your

time and prompt responses made all the difference. We especially enjoyed working closely with many of you during this process!

LSA Recap

The **LSA** is an annual report generated from a Continuum of Care's (CoC) **Homeless Management Information System (HMIS)**. It provides critical information for HUD and the CoC about how people experiencing homelessness use their system of care.

The LSA is essentially a large export of the information in HMIS and includes:

- **Demographics:** Age, race, gender, veteran status, etc.
- **Homelessness trends:** Length of time homeless and system usage patterns.
- **Special populations:** Insights on veterans and people/households experiencing chronic homelessness
- **Housing outcomes:** Results for those exiting the homeless services system.

It also tracks system usage patterns leading up to an exit, the types of destinations clients move to, and details about re-engagement or returns to homelessness, including the time between exit and re-entry into continuum projects.

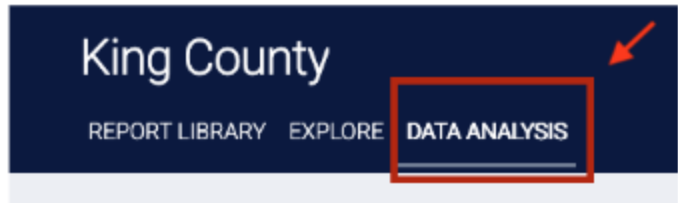
Thank you again for your support in making this important submission a success!



Announcements

Special Announcements: Data Analysis Cohort

Are you staring at the **Data Analysis** tab in Clarity and thinking, *What does this even do?* Or maybe you're pulling reports but wish you could do it faster, better, smarter?



Good news: Bitfocus Beginner Cohorts are here! In just **5 weeks**, you'll go from *what's this button do?* to confidently creating data visualizations like a pro.

Why This Matters?

With the Clarity Human Services Data Analysis Tool, you can understand what's working within your organization and community in order to make decisions faster with confidence. The Data allows you to:

- Create and define metrics that matter.
- Build and share dashboards with ease.
- Develop a common data language your team can understand and use.
- Quickly grasp how queries are generated and how data is modeled.

More Details

- [Program Flyer and Pricing](#)
- [Course Syllabus](#)

Are you curious yet? Check out this [Intro Guide to Data Analysis](#) to see what's possible!

 A graphic titled 'Bitfocus Data Analysis Cohort 2025 Schedule'. It includes a brief introduction: 'We are rolling out our schedule for the 2025 calendar year. We have scheduled two beginner back-to-back series that starts in March and June. See below for the dates and times that best suit your needs!'. Below this is a table with two columns: 'Beginner Series 1' and 'Beginner Series 2'.

Beginner Series 1	Beginner Series 2
Thursdays: March 6 - April 3	Thursdays: June 5 - July 3*
10:30 AM - 12:00 PM ET	3:30 PM - 5:00 PM ET



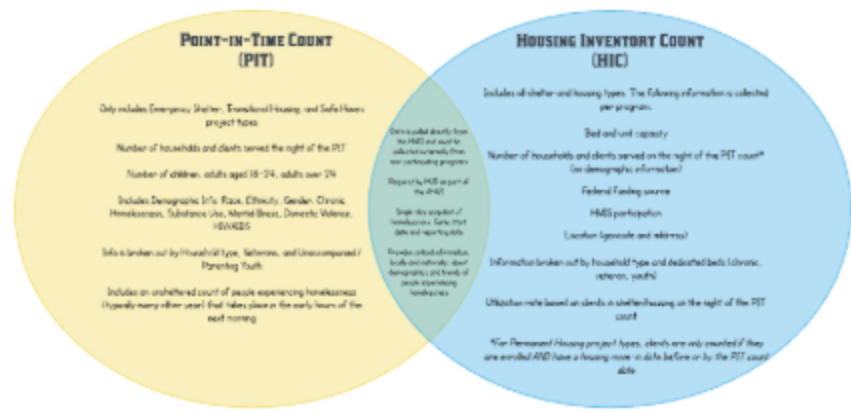
Updates

PIT/HIC Updates & Next Steps

The Annual **Point-In-Time (PIT)** Count is a one-night snapshot of people experiencing homelessness. This year KCRHA conducted **only a sheltered count on January 30, 2025** along with the required **Housing Inventory Count (HIC)**, which tracks emergency shelter beds and certain types of housing units.

[Check out this visual aide](#) to better understand the similarities and differences between the PIT and HIC report.

[See the visual aide](#)



PIT Count Information

The data for this count comes exclusively from HMIS. It's essential that all emergency shelter, safe haven, and transitional housing projects in HMIS reflect accurate enrollments, exits, and night-by-night services for January 30, 2025. This ensures a complete count of households experiencing homelessness in King County.

Do permanent housing projects count? Yes, but in the HIC only!

HUD requires reporting the total number of people served in shelter and permanent housing programs on January 30, 2025. This includes all Emergency Shelter (ES), Transitional Housing (TH), Safe Haven (SH), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Other Permanent Housing (OPH) projects. Non-HMIS participating programs and DV programs are also included.

To ensure data quality, agencies must verify and update all client records (profiles, enrollments, and exits) for accuracy.

What to do by February 3, 2025:

Verify that all clients served on January 30, 2025, are accurately reflected in HMIS.

- Ensure demographic, enrollment, and exit data are complete.
- Confirm accurate bed night services (for night-by-night shelters).
- Check and update household move-in dates for permanent housing projects if missing.
- Enter move-in dates for a date before January 30, 2025.

For all projects please let us know if the number of available beds, units, or vouchers has changed in the past year.

Please complete [this form](#) by February 3, 2025, to provide updates on your Bed and Unit Inventory.



Report Spotlight

Review Your Data for the PIT/HIC

To double-check your data we encourage you to run the following reports as soon as your January 30, 2025 enrollments (including housing move-in dates), exits, and services are entered.

To Review Data Quality:

Run the [\[HUDX-225\]](#) HMIS Data Quality Report to check the quality of your program data. You can find this report in the “HUD Reports” section of the Report Library.

REPORT LIBRARY	
Favorite Reports	1 report(s) ▾
Data Quality Reports	6 report(s) ▾
Service Based Reports	12 report(s) ▾
Program Based Reports	23 report(s) ▾
Assessment Based Reports	4 report(s) ▾
Profile Screen Reports	1 report(s) ▾
Housing	5 report(s) ▾
HUD Reports	8 report(s) ▾
Community and Referrals	9 report(s) ▾
Agency Specific	1 report(s) ▾
Agency Management	4 report(s) ▾

To Review Client-Level Data:

Run the [\[GNRL-220\] Program Details Report](#) to review all client-level data for your program (s). This report is located in the “Program Based Reports” section of the report library

REPORT LIBRARY	
Favorite Reports	1 report(s) ▾
Data Quality Reports	6 report(s) ▾
Service Based Reports	12 report(s) ▾
Program Based Reports	23 report(s) ▾
Assessment Based Reports	4 report(s) ▾
Profile Screen Reports	1 report(s) ▾
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Agency Management	4 report(s) ▾

This report generates a spreadsheet with all client profile, enrollment, and exit data for your programs, along with housing service start and end dates.

- **For Night-by-Night Shelters**
 - Focus your PIT count efforts on clients with a housing service recorded for the specific night.
- **For All Shelter/Housing Project Types:**

- Check for and update any missing data
- Ensure the relationship to the head of household is correctly indicated
- Verify that birthdates are accurate

To Review All Enrollment, Exit and Housing Move-In Dates:

Run the **[GNRL-106] Program Roster** to check all enrollment, exit, and housing move-in dates for your program(s). This report is located in the “Program Based Reports” section of the Report Library.

Program Roster Report Agency Name
Active within 01/01/2022 thru 03/08/2025

Housing Move-In: Undefined = Unknown HMI or adjusted Move-In to Null, = Non PTH Program, A = Assessments, S = Services, EN = Case Notes
You can find more information about adjusted Move-In Date at the [Help Center Article](#).

Head of Household (HOM) Unique Identifiers are listed in bold text. Household members are grouped together with the HOM.

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LDS	Housing Move-In	A	S	EN	Assigned Staff	Unit Assignment	Bed Assignment	Occupancy Start Date	Occupancy End Date
Program: [Program Name]																
	1234567	29	36	01/01/2017	-	2/28			0	1	0					
	1234568	24	30	06/29/2017	-	2/28			1	0	0					
	1234569	9	14	10/1/2018	-	1/20			0	0	0					
															Number of Enrollments:	3
															Number of Unique Clients:	3
															Number of Households:	3
Program: [Program Name]																
	1234570	27	27	01/3/2022	-	2/9			0	0	0		Flwr 1 Room 1	NA	06/12/2022	
	1234571	27	28	10/24/2022	-	1/6			0	0	0		NA	NA	NA	NA
															Number of Enrollments:	2
															Number of Unique Clients:	2
															Number of Households:	2
Program: [Program Name]																
	1234572	62	64	12/9/2021	-	4/9			0	0	0		2nd Floor Family Room 1	NA	12/09/2021	
	1234573	35	35	12/9/2021	-	4/9			0	0	0			NA		
	1234574	30	34	12/9/2021	-	4/9			0	0	0			NA		
	1234575	22	23	01/5/2022	-	1/5			0	0	0		2nd Floor Family Room 2	NA	08/12/2022	
	1234576	22	23	01/5/2022	-	1/5			0	0	0			NA		
	1234577	22	23	01/5/2022	-	1/5			0	0	0			NA		
															Number of Enrollments:	6
															Number of Unique Clients:	6
															Number of Households:	2
															Total Number of Enrollments:	11
															Total Number of Unique Clients:	11
															Total Number of Households:	7

To Review Bed Occupancy:

Run the **[HSNG-108] Housing Census Report** for **January 30, 2025**, to verify occupancy. You can find this report in the “Housing” section of the Report Library.

REPORT LIBRARY	
Favorite Reports	1 report(s) ▾
Data Quality Reports	6 report(s) ▾
Service Based Reports	13 report(s) ▾
Program Based Reports	23 report(s) ▾
Assessment Based Reports	4 report(s) ▾
Profile Screen Reports	1 report(s) ▾
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Agency Specific	1 report(s) ▾
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- The Housing Census Report shows how many beds your project is set up to provide in HMIS and how many people were served on a specific night.
- If the numbers don't match up, you may have an explanation, like the program just opened or had some units offline for repairs.
- However, if the issue is due to missing entries or exits, make sure to enter them right away and backdate them to ensure they're included for the PIT/HIC count.
- You can check who is missing by using the drill down in the report.



Announcements

Everyone's Role in Accurate HMIS Data

Myth-Buster: Is it your Job to To Fix Client Data?

Our recent HMIS User Survey revealed that some users feel hesitant about updating client data they didn't originally enter even when they know it's wrong. Some even think it's not their responsibility to fix data entered by another program or agency.

Let's clear this up:

Keeping client data accurate and up-to-date is a shared responsibility for all HMIS users. We're all keepers of client data, and it's everyone's responsibility to

ensure it accurately reflects each client's identity and situation.

Here's What You Should Do:

- Always double-check the **Client Profile** and **Program Enrollment** for accuracy.
- If you're confident your information is correct (and verified with the client), feel empowered to update it.

Key Data to Check:

- **Gender, Race, and Ethnicity:** Data Standard Updates on 10/1/23 expanded these categories to be more inclusive. Verify that these reflect how the client identifies.
- **Pronouns:** This is a newer field, please be sure they accurately reflect your client's personal pronouns.
- **Address & Contact Info:** These fields change frequently and review them carefully on the client profile (or in the Contact and Location tabs).
- **Disability Information, Income, Benefits, and Health Insurance:** Ensure updates are made within active program enrollments.
- **Deceased Clients:** If a client has passed away, mark the "Deceased" field ON in the client profile and exit them from any active programs.

What If You See Incorrect Data?

If you spot inaccurate information in another program or agency, use the [HMIS Secure Messaging feature](#) to notify the appropriate user.

- **For Example:** if a client is enrolled in a Permanent Housing program but you know for a fact they are no longer housed and are now living on the streets or in a shelter, send a secure message to the Care Team member for that program. Together, we can ensure HMIS data remains a reliable and accurate resource for everyone.

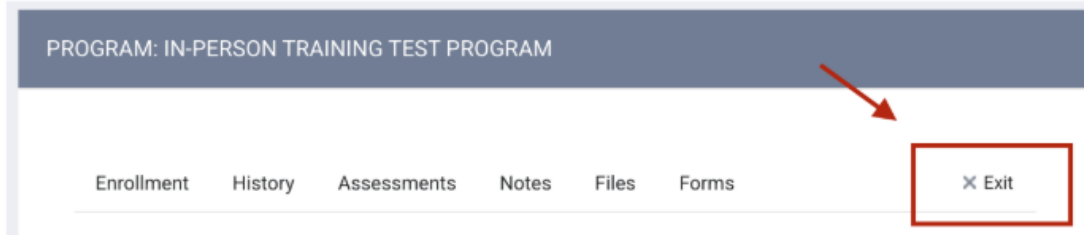


How-to

Clarity Toolbox: How Do I remove a Program Exit

Sometimes a client or household is *unintentionally* exited from a program enrollment. Maybe you thought you were exiting out of your web browser and

accidentally hit “exit” (see image below) not realizing you were exiting a client from the program. We know this actually happens quite often! Don’t worry it’s an easy fix.



Continue reading

Questions? Your HMIS Administrator is happy to help.
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Email: kcsupport@bitfocus.com



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