

# HMIS Monthly Meeting

June 8<sup>th</sup>, 2022

WELCOME!

# AGENDA

- ▶ Welcome
- ▶ HMIS Blackout Training
- ▶ 1-way Sharing QSOBAA

# HMIS Blackout Training

HMIS Blackout June 26<sup>th</sup> to July 11<sup>th</sup>

# Pre-Blackout HMIS Tasks

- ▶ Enter all outstanding HMIS client information entered in the system by 9pm on June 25<sup>th</sup>
  - ▶ No extensions or exceptions will be made
- ▶ Data error corrections completed by 9pm on June 25<sup>th</sup>
- ▶ Agencies finalize internal practices to capture HMIS data during the blackout
- ▶ Understanding of the HMIS referral process in SmartSheets
- ▶ All data entered in HMIS before the blackout date/time will be migrated to Clarity
- ▶ Coordinated Entry pre-screen assessment will be sent to each project type to review for updates

# HMIS Blackout

- ▶ Blackout starts on Sunday, June 26<sup>th</sup>
- ▶ All HMIS ServicePoint license will be made “Read Only” at 9pm on June 25<sup>th</sup>
  - ▶ Client information can be access including case notes, referrals, and client’s information
  - ▶ Reports can be accessed and ran
  - ▶ Visibility will not change on your HMIS license
  - ▶ No new data or clients can be entered in ServicePoint

# HMIS Referral Demonstration



# Referrals Recap

- Referrals will be sent and received through SmartSheets
- Outstanding referrals in ServicePoint prior to blackout can be viewed with the read only license
- Agencies will need to identify which staff will have access to the referral forms
- Check SmartSheets for new referrals every day

# Blackout Resources

# Forms and SmartSheet Links

## Emergency Shelter

[Referral Form](#)

[Referral Sheet](#)

## Prevention

[Referral Form](#)

[Referral Sheet](#)

## Street Outreach

[Referral Form](#)

[Referral Sheet](#)

## Transitional Housing

[Referral Form](#)

[Referral Sheet](#)

## Landlord Engagement Unit (LEU)

[Referral Sheet](#)

## ROI and Intake Forms

[Link](#)

# Post Blackout Tasks

- HMIS Information will start to be added into Clarity on July 11<sup>th</sup>
- Please enter HMIS information which was captured during the blackout into Clarity by July 31<sup>st</sup>
- Referrals in SmartSheets will be able to accessed as long as the information is needed
- Staff at agencies have completed the Clarity HMIS training

# HMIS Training

# HMIS Training

- ▶ HMIS training for Clarity will be June 27<sup>th</sup> -30<sup>th</sup> from 2-4pm at Oak City Cares. You may attend the training virtual
- ▶ All current HMIS users will receive an automatic invite to the trainings.
  - ▶ Please send new HMIS user's name and email to [HMIS@partnershipwake.org](mailto:HMIS@partnershipwake.org)
- ▶ Trainings will be separated by project type entry. You may attend one or all of the trainings

## Sample Schedule:

Monday, June 27<sup>th</sup> - Emergency Shelter and Transitional Housing

Tuesday, June 28<sup>th</sup> - Street Outreach

Wednesday June 29<sup>th</sup> - Prevention

Friday June 30<sup>th</sup> - Rapid Rehousing and PSH

# 1-Way Sharing Agreement

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- ▶ The HMIS team will be sending out a new 1-way sharing agreement for our current ServicePoint system
- ▶ Agreement will be sent out through DocuSign
- ▶ 1 Way Sharing QSOBAA: 1 way sharing from Emergency Shelters, Street Outreach, and Access Sites to Prevention, Transitional Housing, Rapid Rehousing, and Permanent Supportive Housing programs
- ▶ New sharing agreements will be sent out for the Clarity HMIS software





# Thank You!

Next meeting is Wednesday July 13<sup>th</sup>

Clarity trainings are June 27<sup>th</sup> -30<sup>th</sup>

Eric Doll, Thadeous Carr. Tracie Dixon

- ▶ [edoll@partnershipwake.org](mailto:edoll@partnershipwake.org)
- ▶ [tcarr@partnershipwake.org](mailto:tcarr@partnershipwake.org)
- ▶ [tdixon@partnershipwake.org](mailto:tdixon@partnershipwake.org)
- ▶ [hmis@partnershipwake.org](mailto:hmis@partnershipwake.org)