

El Paso HMIS
Steering Committee Meeting
“The More You Know”



April 2022
epchomeless.org

What Will Be Covered?

- February Feature Update-New Info!
- Updates to the EPCH Website
 - How to get to the HMIS Guides
- Timeliness & How it is Calculated
- Conclusion/Questions



Bitfocus HMIS Update-February

UPDATED!

NEW
UPDATE!
Feb. 28th
2022

Updated — “Currently Enrolled” Label

Overview: We have updated the **Include group members** list that allows you to select members of a client’s household to include in an [enrollment](#) for that client. The system will now display a **Currently Enrolled** label for other household members who are actively enrolled in the same Program (i.e., there is no enrollment end date, or the end date is after today).

The screenshot displays the 'City Shelter' interface. At the top, it shows 'Active Clients' with a circular gauge indicating 1 client. Below this, a legend shows 0% for Families and 100% for Individuals. The 'Funding Source' is listed as HUD ESG - Emergency Shelter (operating and/or essential services) with 'Full Availability'. 'Service Categories' include Housing and Food (both checked) and Mental Health (checked). At the bottom, the 'Include group members' section features a red-bordered box around a toggle switch for 'Tom Test (Currently Enrolled)', which is currently turned on.

Bitfocus HMIS Update-April

UPDATED!

NEW
UPDATE!
April 18th
2022

Updated — “Currently Enrolled” Label

Overview: We have updated the **Include group members** list that allows you to select members of a client’s household to include in an [enrollment](#) for that client. The system will now display a **Currently Enrolled** label for other household members who are actively enrolled in the same Program (i.e., there is no enrollment end date, or the end date is after today).

The screenshot displays the 'City Shelter' interface. At the top, it shows 'Active Clients' with a circular gauge indicating 1 client. Below this, a legend shows 0% for Families and 100% for Individuals. The 'Funding Source' is listed as HUD ESG - Emergency Shelter (operating and/or essential services) with 'Full Availability'. 'Service Categories' include Housing and Food, both checked, and Mental Health, also checked. At the bottom, the 'Include group members' section features a red-bordered box around a toggle switch for 'Tom Test (Currently Enrolled)', which is currently turned on.

HMIS Update Details

We have updated the Include group members list that allows you to select members of a client's household to include in an enrollment for that client. The system will now show "Currently Enrolled" for household members who are active in the same program.



Funding Source

HUD:ESG – Emergency Shelter
(operating and/or essential
services)

Availability

Full Availability

Service Categories:

✓ Housing

✓ Food

✓ Mental Health

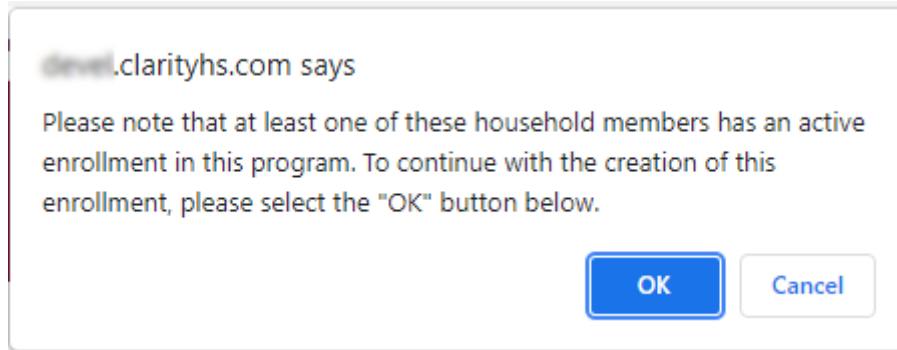
Include group members:



Tom Test (**Currently Enrolled**)

HMIS Update Details (cont.)

- If you turn on the toggle to select a “Currently Enrolled” family member and click ENROLL, the system displays the following pop-up: “Please note that at least one of these household members has an active enrollment in this Program. To continue with the creation of this enrollment, please select the “OK” button below. “



HMIS Update Details (cont.)

Please keep in mind:

- If you click OK, the Enroll page opens, and you can create an enrollment for all of the household members you selected (including household members that already have an enrollment in this Program).
- If you click Cancel, you can deselect household members as appropriate and click ENROLL again.

EPCH Website Update

The EPCH website may be down for updates!

- We are making improvements & will have new emails through email@epchomeless.org
- Website now has up to date HMIS How-To Guides to help you anytime!
- We have also added HMIS How-To Videos from the Bitfocus YouTube channel!
- More how-to guides and videos will be added soon.

EPCH Website:

<http://www.epchomeless.org>

How to get to the HMIS guides

- Go to <http://www.epchomeless.org>
- Hover over Resources tab and click on El Paso HMIS



**The El Paso Coalition
For The Homeless**

Home

About Us

Shelters and Programs

Resources

Veteran Resources

COC

ESG

Contact Page



Point In Time

Coordinated
Assessment


El Paso HMIS

Community Statistics

Program Data &
Performance


The El Pa


How to get to the HMIS Guides Pt.2


- Scroll all the way down till you see the HMIS How-To Guides and HMIS How-To Videos.
- Click on the  button to expand and see the library.

HMIS USER Satisfaction Surveys

- 2012 HMIS Survey
- 2014 HMIS Survey
- 2016-2017 HMIS Survey
- 2021 HMIS Survey

 HMIS how-to guides

 HMIS how-to videos

 HMIS Documents

How to get to the HMIS Guides Pt.3

- When you expand the library (Depending on the one you choose), you can click on the different guides.
- The guides will either open a PDF document or send you to the Bitfocus YouTube Channel for that specific guide.

HMIS how-to guides

How do I search for a client

How do I create a new client record

How do I create a household and manage members

Entering and managing program enrollments

How to add a new household member to an enrollment

How to exit a client from a program

How Do I Remove a Program Exit

HMIS how-to videos

Search for a client

Enroll a client in a program

Entering a case note

Create a public alert

How to run a report (APR)

Accepting Referrals

Denying Referrals

Reassigning Referrals

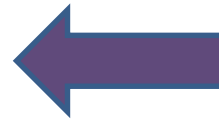
Timeliness

- Timeliness is determined by the date entered in the enrollment screen or exit screen & the actual date you are entering the information.
- Here is an example:

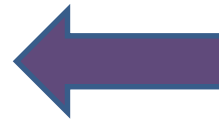
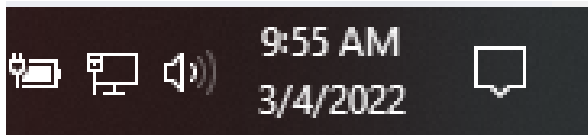
Enroll 'Emergency Shelter' program for client John Wayne

Project Start Date

03/01/2022



Enrollment date entered in HMIS



Date I entered information into HMIS

Timeliness-Benchmarks

- The community benchmark for Timeliness is for a client to be entered or exited within 4 days.
- The 4-day period does include weekends.
- Timeliness is one of the biggest factors of reporting and is looked over by HUD, TDHCA, ESG and the CoC.
- Even VA and RHY programs must keep up with timeliness. Consideration letters could be held back if timeliness is not being met.

Timeliness-Make the Mark!

Here are a few tips to help better your Timeliness:

- If you have to submit paperwork before the client can be in the program, what until that has been processed and the client is qualified before entering them in HMIS.
- Once you get the approval, that should be the date you enter them in. Don't let client files sit for a day or two.
- Jumping the gun to enter a client can cause issues if a client is not qualified. Wrong data in reports and deleting information are just a few of the issues this can cause.
- Always keep an eye on your caseload and make sure you have exited clients that have left the program. View your caseload daily for accuracy!

Conclusion

- Update will be live on April 18th! Keep an eye out for it!
- Website will have new How-To content when it becomes available from Bitfocus.
- Timeliness is a priority! Work to hit the 4-day or less mark!

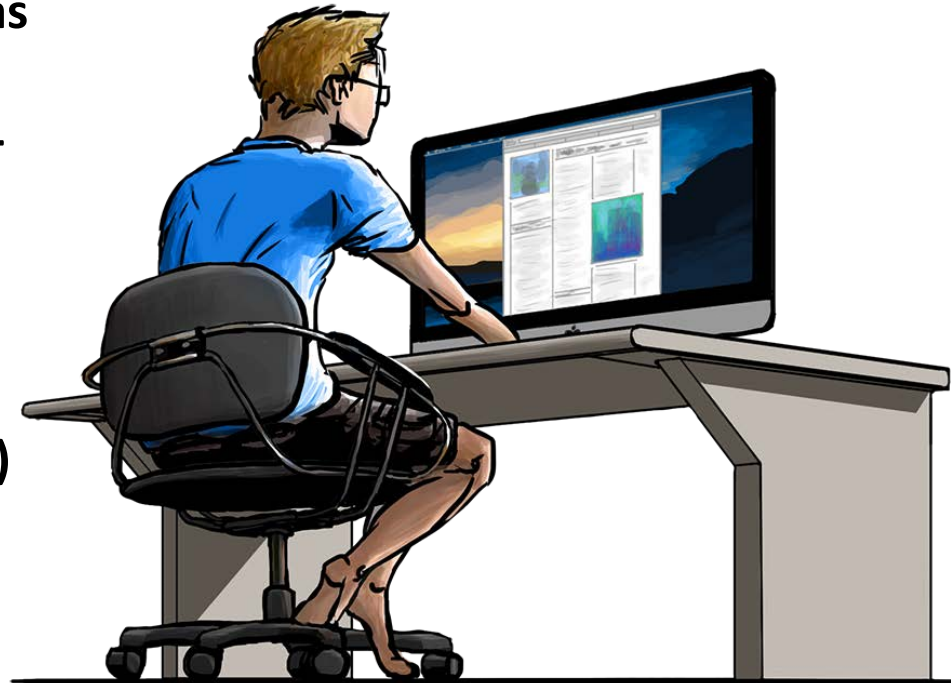
Any Questions?

EPCH HMIS “Eyes on the Fries!”

Bi-Weekly Zoom Lunch Meeting!

- **Open to anyone who needs help or has questions with HMIS!**
- **Zoom meeting will be from 11:30am-1:30pm**
- **Next meeting is on Friday 4/22/22!**
- **Bring your questions, concerns and lunch!**
- **Hosted by Denver Herald (HMIS Tech)**

Hope To See You There!



Thank you!



EPCH Contact Information:

-Gary Gray-HMIS Senior Administrator

ggray.epch@elp.twcbc.com

-Denver Herald- HMIS Support Technician

dherald.epch@elp.twcbc.com

-EPCH Phone Number (Office Hours: M-F 8am-5pm)

(915) 843-2170

WE ARE HERE TO HELP!