El Paso HMIS
Steering Committee Meeting
"The More You Know"

January 2023
epchomeless.org

What Will Be Covered?

- Clarity Feature Update for January/February

- Beta/Retired updates to reports in HMIS

- Updates to Generating Reports

- EPCH Website-HMIS How-to Guides Update

- Conclusion/Questions

Clarity Update-No Update

- No new update for January 2023.
- Next feature update should be in February 2023.

No Update This Month! Look for next update in Feb 2023.

Beta/Retired Reports in HMIS

- Reports in HMIS are now being updated & tested.
- Reports will change status once complete.
- Older reports will have a tag, but can still be used if needed.

  - BETA-Report is in testing phase and not ready to be used. Use previous year report. (2022)

[HUDX-230-AD] Shelter Count PIT [FY 2022]   ★ | ⊙ RUN | 📅 SCHEDULE | MORE INFO⌄

[HUDX-230-AD] Shelter Count PIT [FY 2023]   BETA ★ | ⊙ RUN | 📅 SCHEDULE | MORE INFO⌄

  - Retired-Report should not be used for 2023 reporting. However, can be used if needed for 2022 reporting

[HUDX-227] Annual Performance Report [FY 2022]   Retired ★ | ⊙ RUN | 📅 SCHEDULE | MORE INFO⌄

[HUDX-227] Annual Performance Report [FY 2023]   ★ | ⊙ RUN | 📅 SCHEDULE | MORE INFO⌄

Update for Report Generating

Bitfocus is still working on updating their servers to help in updating client files in HMIS to generate reports faster.

When generating reports, please keep in mind:

- If a clients profile is updated with any information, please allow up to 30 minutes for servers to update before running reports for correct and updated information to show. (This has been updated from 1 hour to now 30 minutes)

- Reports should not take more than 5 minutes to generate (Depending on information you are asking for. The more information to generate, the longer it may take.

- If information is not correct on reports, please let Gary or Denver know so we can look into the issue. A help desk ticket to Bitfocus may be needed.

EPCH Website-HMIS Update

- We have added more How-To Documents in the HMIS section of the EPCH website

HMIS how-to guides

Current

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

How Do I Conduct a Program Status or Annual Assessment

How Do I Create Client Notes

How Do I Create a Public Alert

Client Contact Tab

New!

Making Client Data Private

The Caseload Tab

Assigned Staff

Managing Attendance Services

Updating the Status of a Referral

Conclusion

➢ No feature update from Bitfocus this month. We should have an update for February 2023

➢ Please be patient with the system. Any new information you enter (Notes, Services, Updates to Profile) can take time to update on the servers.

➢ How-To documents are there to help in case Gary or I are not in the office. We will update the website with more soon.

Any Questions?

EPCH HMIS "Eyes on the Fries!"
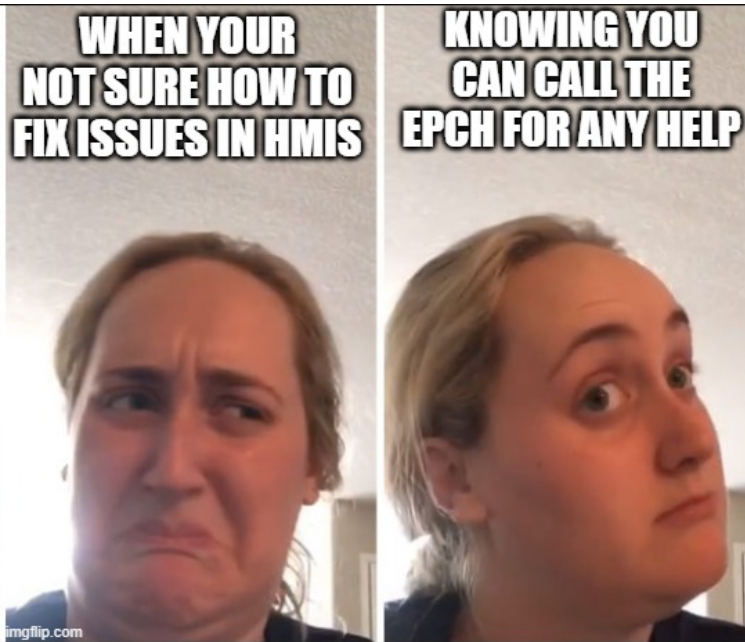
HMIS Zoom Lunch Meeting!

- **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 1/27/23!**
- **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

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-Denver Herald- HMIS Support Technician

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

(915) 843-2170

WE ARE HERE TO HELP!