



## MD BoS HMIS Updates & Improvements

As stated in previous HMIS Newsletter, the MD BoS HMIS is under review and many areas are being identified to be corrected and improved to bring the MD BoS HMIS into compliance with HUD Data Standards and HMIS requirements.

Over the next several weeks, the MD BoS HMIS Team will be communicating (via HMIS Newsletters, website, and on the HMIS Home page under 'System News', etc.) to MD BoS HMIS End Users (EUs) & CoC Stakeholders changes they may notice as a result of corrections/improvement made to bring MD BoS HMIS into compliance.

**Correcting all the various items in MD BoS HMIS is a major undertaking & we appreciate your partnership and patience!**

As changes take place, should you find any unexpected complications/errors – please notify the MD BoS HMIS Team via the Help Desk so that we can resolve them as soon as possible!

Please take a moment to review work that *has been &/or is currently* being done, as well as a brief overview of work that will begin in the upcoming months.

➤ **Restructure of MD BoS HMIS Projects**

A significant area of improvement identified was the hierarchy of projects. The structure of the hierarchy greatly impacts how HMIS functions. As noted in the 11/4/24 HMIS Newsletter, the first step of review was completed with leadership in each LHC & on 11/6/24 the project hierarchy was updated.

The new MD BoS HMIS project hierarchy follows the below format:

- **Level 1:** MD-514 HMIS
  - **Level 2:** LHC top level
    - **Level 3:** Agency level (each agency in the LHC has a unique Level 3 project)
      - **Level 4:** Project for Client Enrollment (every project that an agency has in HMIS will have a unique Level 4 set-up)
        - *if your agencies hierarchy has exceptions to this format – it has been (or will be soon) communicated to the PoC(s) at your agency*

➤ **End Users (EUs) must use 'Enter Data As'**

HMIS data entry is not hard, but it is **imperative** that the **correct data entry workflows** are being used.

The **first step in a correct workflow** is for the EU to use 'Enter Data As' (EDA) and select the HMIS **Level 4** project the will be entering client data into.

- Which is why the MD BoS HMIS Team must know **each specific LEVEL 4 project** that an EU needs access to
  - If you need EDA access to additional projects within your agency, please contact the Help Desk & provide the project name and HMIS ID #
- Historically many EU licenses in HMIS were **incorrectly assigned** to a **Level 4** project
  - The correct procedure is to assign EU licenses at the **Level 3** project for the agency

- And provide EDA to each specific **Level 4** project that EU needs access to for enrolling clients
- While system corrections are being made, it may be necessary for EU's whose licenses have been incorrectly assigned to a **Level 4** project - to be reassigned to the correct **Level 3** (agency) project
  - If/When this is necessary, EUs will be notified

### ➤ HMIS Assessments

HMIS client data is only to be entered into the HMIS **Level 4** project that a client is enrolled in. Therefore, as the MD BoS HMIS Team continues to review the CoC's HMIS:

- Assessments that *were visible* on **Level 3** projects are ***being removed***
  - This so that EUs cannot accidentally enroll a client OR enter client data into the agencies **Level 3** project
- End Users must use 'Enter Data As' to select the correct **Level 3** project they will be entering client data into

### ➤ HMIS Project Names

Another improvement being made to the MD BoS HMIS is implementing a Naming Convention for projects in HMIS. This will allow for quick identification of:

- Project Level (1, 2, 3, or 4)
- Project Type (Emergency Shelter, Rapid Re-Housing, Permanent Supportive Housing, Street Outreach, etc.)
- Fund Source (CoC, ESG, HSP, etc.)

The HMIS projects ID number will not change, but you may notice that the name is updated to reflect the new standardized naming convention: **LHC initials\_Agency initials: Project Name (Project Type – Fund Source)** –

- For example, a Rapid Re-Housing project called 'Coming Home' in the Garrett Co. LHC receiving ESG funds would be - **GC\_DSS: Coming Home (RRH – ESG)**

### ➤ New HMIS End User Access & Training

*New HMIS End User Training is now available in TalentLMS!!* This will allow trainees to complete the required training at a time that works best with their schedule.

- **Agency Leadership** (director, supervisor, etc.) will first submit a New HMIS End User Request using this [this link](#)
- Once received, the MD BoS HMIS Team will provide the New HMIS End User with access to the course in TalentLMS & instructions for completing New HMIS End User Training
- **The New HMIS End User is responsible for:**
  - Following the instructions provided by the MD BoS HMIS Team, to complete the TalentLMS - HMIS New End User Training course
  - After completing the course in TalentLMS:
    - Demonstrate their knowledge/understanding of HMIS data entry by creating test client profiles in the HMIS Training site
    - Submit test client information to the MD BoS HMIS Team for review

[Click Here](#) for additional information located on the MD BoS HMIS website.

### ➤ Inactive HMIS End Users

The MD BoS CoC currently provides HMIS End User licenses to member agencies *at no cost to the agency*. To ensure HMIS licenses are assigned only to individuals whose job duties require HMIS access, all EU's must access their account at least 1x every 30-days to maintain an active HMIS account.

- Inactive EU's:

- Will be notified by the MD BoS HMIS Team the first part of each month that their HMIS account has been deactivated due to non-use
- EU **must respond** to the deactivation notice by the end of that month, requesting to be re-activated
- EU's that do not contact the Help Desk before the end of that month, will have their account removed from the MD BoS HMIS
  - To regain access to the MD BoS HMIS, the [How to Request Access for a New HMIS End User](#) process will need to be completed

### ➤ MD BoS HMIS Website ([Click Here to View](#))

Has been updated with many new resources and articles, including:

- How to Request Access for a New HMIS End User
- HMIS Workflow Guides
- HMIS Newsletter Archive
- Past Monthly HMIS Refresher Training

Please be sure to check the website often as new resources and articles are added on a regular basis!

### ➤ Upcoming

In the new year (2025) the MD BoS HMIS Team will work with CoC to review & update all current HMIS policies, procedures, and agreements. One of the first tasks will be to reconvene the MD BoS HMIS Committee – so stay tuned for more information!

Current policies, procedures, and agreements can be found on the [MD BoS HMIS Website](#)