



## MD BoS HMIS 101

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## Overview

As stated in previous HMIS Newsletters ([Click Here](#) to view past newsletters), the MD BoS HMIS has undergone extensive review and many areas were identified to be corrected and improved. Updates made are in an effort to:

- 1) Bring MD BoS HMIS into compliance with HMIS Data Standards
- 2) Increase HMIS data quality
- 3) Collect data for agency & CoC report(s)

All of us working the homeless field understand it is the **person** experiencing homelessness, not the data, that is the primary focus of the CoC's homeless response system; *however, data is a vitally important tool* to be used by projects, agencies, and the CoC as a whole to show the picture of homelessness, and responses to it, in a community, agency, and project.

While HMIS data entry is not necessarily complicated, *it is precise*. To ensure that **all data entered** into MD BoS HMIS data creates an accurate picture of how individuals move through the homeless system and visualize system performance, both at the project & system level, it is **imperative** that the **correct data entry workflows** are being used.

## MD BoS HMIS Website

We encourage you to visit the MD BoS HMIS website regularly ([Click Here to View](#)) as it is updated with new resources and articles on a regular basis, including:

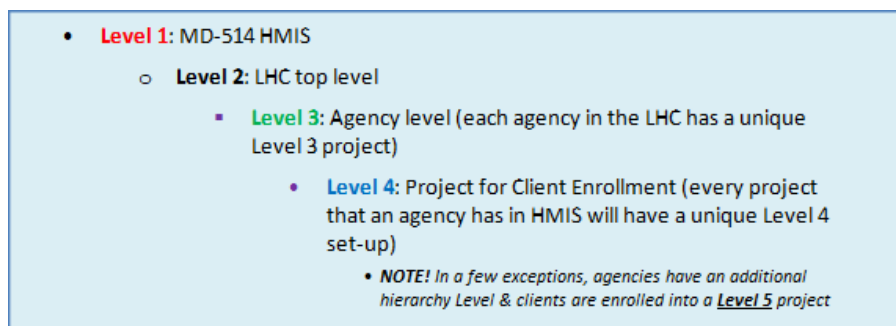
- Announcements & FAQ's
- HMIS Guides for [Data Entry Workflows](#) & [HMIS Reports](#)
- Recordings of past HMIS Trainings
- HMIS Governance Documents (HMIS Policies & Procedures Manual, HMIS Data Quality Plan, etc.)
- Current & Past HMIS Newsletters

## MD BoS HMIS Project Categories - Hierarchy - Naming Convention

Projects in the MD BoS HMIS fall into 1 of 2 categories:

1. **HMIS Participating Project:** Are projects that are either required by a funder to, or the Partner Agency has opted to, enter client level data into the CoC's HMIS
2. **Non-HMIS Participating Project:** Are projects that do not enter client level data into the CoC's HMIS but are required to provide aggregate client level data to the CoC for reporting purposes

The MD BoS HMIS project hierarchy follows the below format:



MD BoS HMIS utilizes the following standard **Naming Convention** for projects in HMIS:

- **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)*

This will allow for quick identification of:

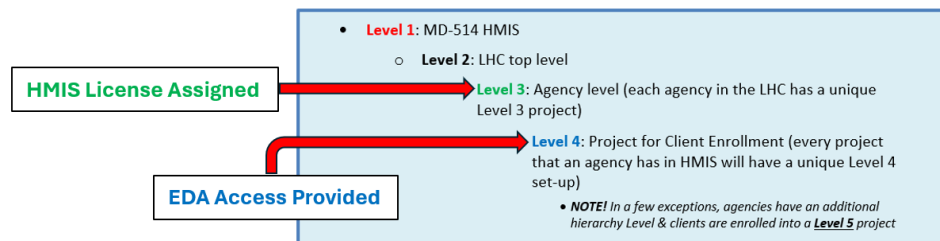
- LHC project is located in
- Agency the project belongs to
- Project Level
- Project Type (Emergency Shelter, Rapid Re-Housing, Permanent Supportive Housing, Street Outreach, etc.)
- Fund Source (CoC, ESG, HSP, etc.)

✚ **Non-HMIS Participating** projects will also have '**HIC ONLY**' in the project name

[Click Here](#) to read the article '***How to Request a New MD BoS HMIS Project***' on the MD BoS HMIS website.

# HMIS End User License Assignments

The MD BoS HMIS project hierarchy & EU license assignment follows the below format:



**Where** license are assigned is part of ensuring that the correct HMIS data entry workflows are being used.

- Correct workflows ensure the overall quality of data being entered into MD BoS HMIS
- Which is vital if the CoC is to have accurate reports to reflect system performance, both at the project & system level

HMIS End User (EU) licenses are assigned to Partner Agency **Level 3** project in HMIS; and **Enter Data As (EDA)** is then provided to the EU for each of the agencies **Level 4** HMIS projects that the EU will be entering client data into.

- ✦ As stated in the HMIS Policies and Procedures Manual, **“Executive Leadership at each Partner Agency must select at least one person to act as the designated Partner Agency HMIS Point-of-Contact (PoC).”** Multiple contacts may be appropriate for large agencies that operate multiple project types.

If your agency does not have a designated PoC, or needs to change it, please contact the HMIS Team via the Help Desk.

## New HMIS End User (EU) Access & Training

[CLICK HERE](#) to read the ‘**New HMIS End Users: How to Request Training & Gain Access to the MD BoS HMIS**’ article on the MD BoS HMIS website for addt’l details & to access the [New HMIS End User Training Request Form](#)

The MD BoS CoC currently provides 1 of 2 types of HMIS End User (EU) licenses to MD BoS CoC member agencies **at no cost** to the agency:

- **DATA ENTRY License:**
  - Must access to *actively use* the system at least **once every 30-days** in order to maintain the license
- **READ ONLY License:**
  - Must access to *actively use* the system at least **once every 90-days** in order to maintain the license

To ensure that HMIS licenses are assigned **only** to individuals whose job duties **require** HMIS access, please follow the below steps:

1. The designated **HMIS Partner Agency Point-of-Contact (PoC)** will first submit a [New HMIS End User Training Request Form](#)
2. Once the MD BoS HMIS Team receives the request form, they will contact the trainee and provide instructions for completing New HMIS End User Training
3. **New HMIS End User Training** is a **multi-step process** completed via [TalentLMS](#) & the [HMIS Training Site](#) (which mirrors the HMIS live site). **Trainees are responsible** for reaching out to MD BoS HMIS Team if assistance is needed – to carefully read / follow the step-by-step instructions – and to complete all of the training steps by the assigned due date

## Inactive HMIS End Users

To ensure that each license purchased by the CoC is being maximized to the fullest, the MD BoS HMIS policy requires all HMIS End Users to **actively use** the system in order to maintain the license.

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- **READ ONLY License:**
  - Must access to *actively use* the system at least *once every 90-days* in order to maintain the license

End Users that have not logged in & actively used their account within the above timeframes will be notified by the HMIS Team that:

- Their MD BoS HMIS license has been **deactivated**; and
- They have until the end of that month to **request reactivation**
  - Once reactivated, the EU must then immediately log in & actively use their HMIS account
  - EUs that have not used their HMIS account within **10-business days** of reactivation will have their HMIS license removed from the system

End Users removed from HMIS for any reason, are **required** to complete **New HMIS End User Training** prior to re-gaining access to the MD BoS HMIS.

## HMIS Assessments

End Users must use '**Enter Data As**' to select the correct **Level 4** project they will be entering client data into

HMIS data is location sensitive, and client data is **ONLY** to be entered into the HMIS **Level 4** project that a client is enrolled in. To ensure that correct data entry workflows are being used, if the EU does not select an **Enter Data As** (EDA) project prior to entering client data – they will not be able to enter any client data & will see the below instructions on the assessment screen:

MD-514: Select LEVEL 4 Project From 'Enter Data As'

**This is an Agency Level 3 Project**

>> Client Data Can Only be Entered into Level 4 Projects

**\*\* Please Select a Level 4 Project from 'Enter Data As' \*\***

Contact the Help Desk if You Need Assistance

In an effort to increase HMIS data quality, the HMIS assessments have instructions for EUs, such as:

- **Prompts** when closing an assessment that has missing data
- **Section Headers & Guidance**, including:
  - **Who** data collection is required for in the household
  - **What** data collection is required by only specific Project Types