



## 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 & articles on a regular basis, including:

- HMIS Governance Documents
  - Policies & Procedures Manual
  - Data Quality Plan
  - Privacy Policy
  - HMIS Agreements (Partner Agency, Point-of-Contact, End User)
- Announcements & FAQ's
- HMIS Guides for Data Entry Workflows & HMIS Reports
- Recordings of past HMIS Trainings
- 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:

- **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)
        - **NOTE!** In a few exceptions, agencies have an additional hierarchy Level & clients are enrolled into a **Level 5** project

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

- **LHC initials\_Agency Name/initials: Project Name (Project Type – Fund Source)**
  - For example, an ESG funded Rapid Re-Housing project called 'Coming Home', at the Dept. of Social Services in the Garrett Co. LHC would be: **GC\_DSS: Coming Home (RRH – ESG)**

This allows for quick identification of the:

- 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.)

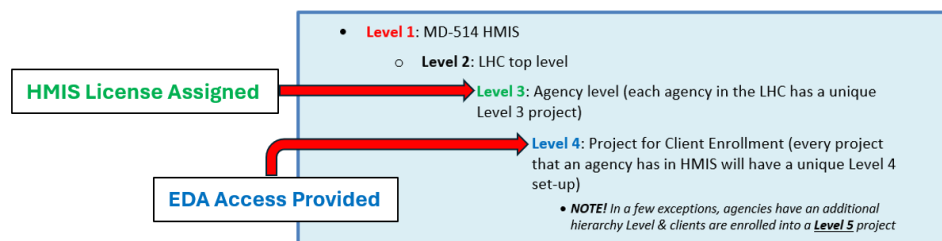
✚ **Non-HMIS Participating** projects will also have 'HIC ONLY' in the project name

[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

**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)** for each of the agencies **Level 4** HMIS projects that the EU will be entering client data into is also assigned

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

## 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 addtl details & to access the **New HMIS End User Training Request Form**

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

- **Read Only License:**
  - Are for EUs that will ONLY be running reports &/or viewing data in HMIS
- **Data Entry License:**
  - Are for EUs that will be entering client data into HMIS + the ability to run reports

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

The MD BoS CoC currently provides 2 types of HMIS End User (EU) licenses to 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 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. 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
- Deadline for them 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 may 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](#) before they will be issued another HMIS End User license.

## Partner Agency HMIS Point-of-Contacts (PoC)

Per the *MD BoS HMIS Policy & Procedures Manual* (pg.11) each Partner Agency must select *at least one person*, to act as the ***designated Partner Agency HMIS Point-of-Contact*** (PoC).

The HMIS PoC serves as the primary contact between the Partner Agency and the HMIS Lead Team to ensure that the Partner Agency, and the agencies HMIS End Users, adhere to all MD BoS HMIS policies and related procedures. Additional information can be found in the *MD BoS HMIS Point-of-Contact Agreement* by [clicking here](#).

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