

# Agency Technical Administrator Meeting

March 11, 2020

# ATA Meeting

- Introductions and Welcome
- Staffing Changes
- Training Updates
- Quarterly Data Quality Process
- One List Issues
- Breakout
  - Current Help Desk Format and Structure

# Introduction and Welcome

# Housekeeping Note

# Calendar Invites

Please delete any ATA Meeting Invites from Kimberly Schmitt, Julece Glaum, or Brian Rivera.

These recurring invites are no longer relevant and may not contain the correct information. Please refer to the following link for any future ATA meetings and Data Quality Steering Workgroup meeting.

- [ATA meetings for the year](#)
- [DQW meetings for the year](#)

If you have questions or concerns, email [HMIS@AllChicago.org](mailto:HMIS@AllChicago.org)

# Staffing Changes

# Staffing Changes

All training and CES related questions should go to [Helpdesk@allchicago.org](mailto:Helpdesk@allchicago.org) and we will triage from there.

Training and CES troubleshooting/visibility will be dealt with directly from our team.

Requests for new or replacement skilled assessors will not be approved by the HMIS staff. You may send us the request and we will forward it to the CES Implementation Team who will make the determination to add that new assessor.

# Training Updates

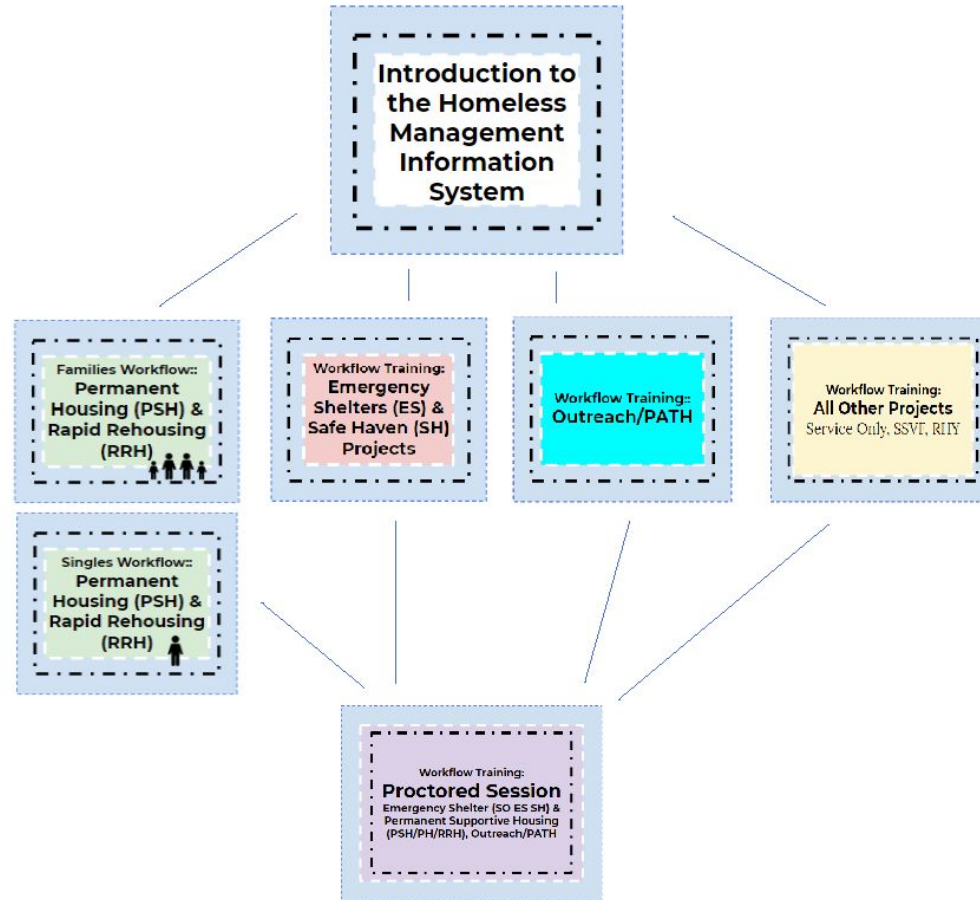


# Updates

- Outreach/PATH training is live as of March 2nd.
- SSVF has a tentative go live of April 13th
- RHY has a tentative go live of May 25

Recertification will start to be developed as of June for a tentative go live of August 24th.

# Outreach/PATH Workflow



# Quarterly Data Quality Process

# Updates

# Updates

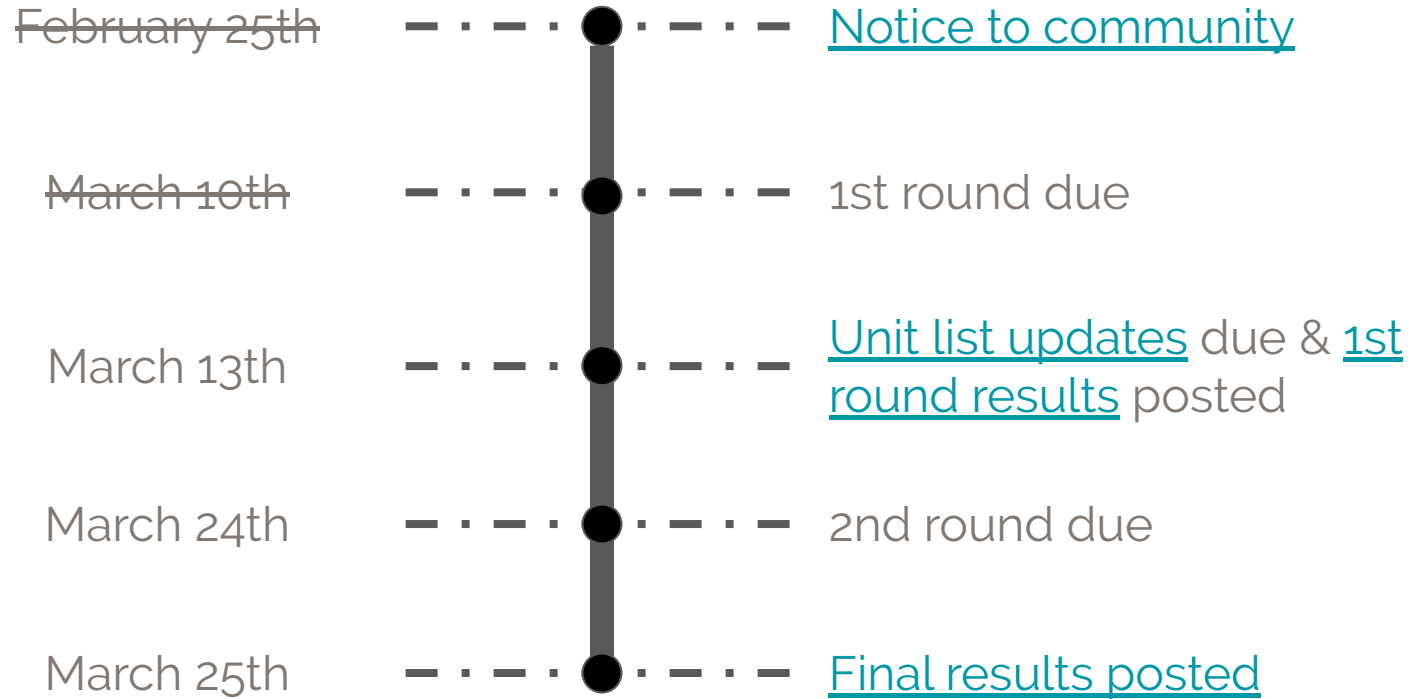
There were initial issues with calculating Chronic Homelessness, as such, we are removing that value from this round and will plan on inputting that calculated field back in on a future iteration.

Additionally, Disability at entry was not tracking exits correctly, so that was removed in this round as well.

Finally, many had issues with their unit lists at the beginning of the process - this was due to the cancelled Matching Unit List workflow from late last year, these unit lists were removed and your data should be accurate if you ran it after Wednesday, March 8th.

# Timeline

# Data Quality Timeline



# Resources and User Support



# User Resources

We have two thorough articles on the Data Quality process:

- [Data Quality Process Overview](#)
- [Running and Interpreting the Data Quality Report](#)

Both of these articles will have a link to the recorded version of this webinar.

Other helpful links:

- [Agency Project Types](#)
- [DQ Receipts](#)
- [ATA Training Series](#)

# User Resources

Considering this process is more manual than the SQL process of last year, we understand there may need to be further training/assistance for users that are new to the process, or that have forgotten how the pre-SQL report process operated.

As such, we are [offering office hours every Friday morning](#) in addition to assistance through the Helpdesk ([Helpdesk@allchicago.org](mailto:Helpdesk@allchicago.org)).

# User Resources: Booking Office Hours

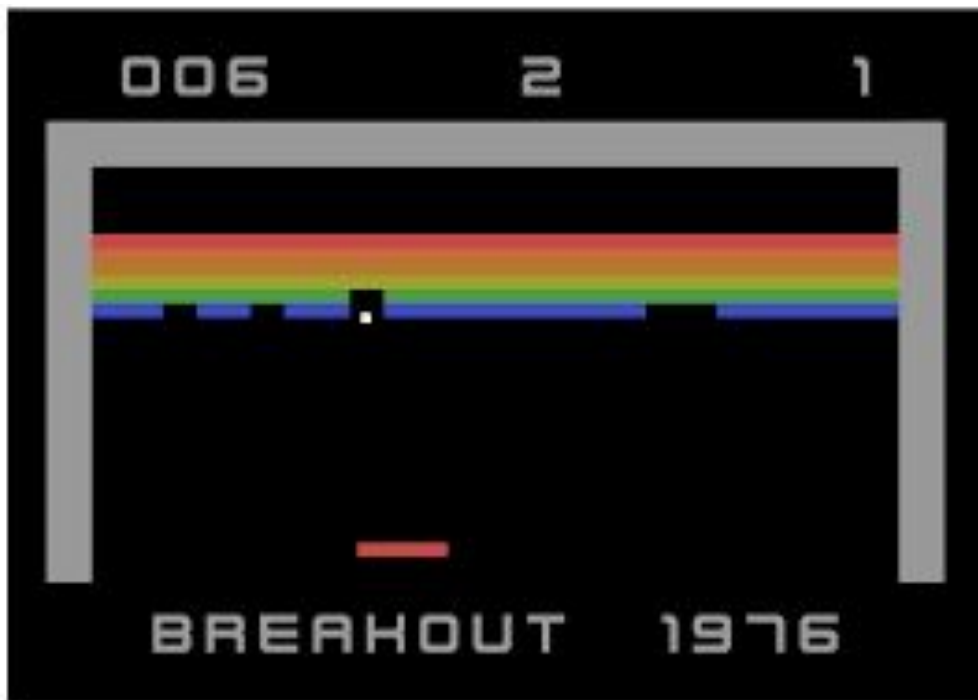
- All sessions are limited to 30 minutes
  - We can schedule time during the week if more is needed
- These sessions will be done online - please ensure your computer has the capacity to record audio
- An Agency Technical Administrator, or someone with ART access, must be on the call as well
- Please open a ticket with the HelpDesk highlighting any specific clients that need troubleshooting
- Please have your report scheduled so that the HMIS team member can pull your information quickly, or email the report you plan on referencing beforehand
  - Doing so will save you time during the session

# User Resources: Exemption Forms and Unit Updates

- [Child Only Entry](#)
  - Only certain project types are allowed to have child only entries. In the instance where you work with a client that is genuinely an unaccompanied minor, under the age of 18, this form will provide an exemption for compliance.
- [Unit List Update](#)
  - Due by March 13th
- [Utilization Non-Compliance](#)
  - If there was a reason that certain beds/units were not available (ex. Construction, flooding, etc.), then feel free to submit this form for an exemption.

# One List

# BREAKOUT



Help Desk - What do you find useful or not?

- Split up groups of 3
- What kind of Articles do you find most/least helpful?
- As ATAs, do you send your users to the Help Desk? Is it part of your onboarding?
- Are there formats your users prefer? ( long form Videos, snippets)

# HMIS Events

- DQ Webinar - [March 18th @ 11 am](#)
- Data Quality Workgroup - [April 21st](#)
  - Email Sal ([smunoz@allchicago.org](mailto:smunoz@allchicago.org)) with any questions
- Next ATA Meeting - [May 13th](#)