

ATA Meeting

3/25/2026



Agenda

- Data Quality Follow-up
- HMIS Training Update
- Global Visibility Follow-up
- Locking Records
- HIC/PIT Update
- Upcoming Dates
- Questions

Data Quality Follow-up

- Data Quality for Q4 2025 from 3/2 – 3/13 is complete. Thank you to everyone who participated.
- 287 Projects were successfully processed, and the results have been posted on the Help Desk: <https://hmis.allchicago.org/hc/en-us/articles/15987054781076>

- Reminder that Providers can run the EVA report outside of the Data Quality Process

<https://hmis.allchicago.org/hc/en-us/articles/23278345944212>

- Reporting Group Article:

<https://hmis.allchicago.org/hc/en-us/articles/360000429206>

Personal ID	<input type="text"/>
Exact Match	<input type="checkbox"/>
Search ACTIVE Clients	<input checked="" type="radio"/>
Search INACTIVE / DELETED Clients	<input type="radio"/>
Search ALL Clients	<input type="radio"/>

Client Number

Enter or scan a Client ID number to go directly to that Client's profile.

Client ID #

Recap of recent HMIS Training changes

1. Training and user profile **requests** are made through forms
2. Learner(s) and ATA receive **confirmation** in 2-3 business days including:
 - a. Course enrollment
 - b. Training account
 - c. Training credit(s) count
3. Learner(s) complete the following LMS courses:
 - a. Introduction to HMIS
 - b. Data Management
 - c. Project-Specific course(s)
 - d. HMIS General Access Training - Final Steps Instructions
4. Learner(s) sign up for and complete the **Sample Client Assignment**

[Steps to Receiving HMIS Access – 2026](#)
[Talent LMS HMIS Training Progress](#)



Sample Client Waitlist

The assignment is now conducted using a **waitlist** based on the time they requested.

Starting tomorrow, Thursday, March 26th:

1. Registration to the waitlist will be made through a Google Form in the **HMIS General Access Training - Final Steps Instructions** course
2. The number of users in the assignment will go up to **12 users** at a time
3. **Current users in the waitlist will not be affected.**



Signing up for the waitlist

The form is located only in the **HMIS General Access Training - Final Steps Instructions**. But completing the form does not guarantee placement on the waitlist.

Eligibility requirements of recently completed courses:

- Project-specific course within 3 months
- Introduction to HMIS or Data Management course within 6 months

Next Steps:

- If eligible, no further action. Keep an eye on the [HMIS Sample Client Assignment](#). User will receive a notification from Talent LMS on approval.
- If not eligible, user will receive notification and next steps will be sent to the user and their ATA.



Sample Client Assignment Reminders

Assignment limits:

- **12** users at a time
- **10 day** expiration
- **3 attempts** per turn
- After expiration, users will have to be re-added to the waitlist

Resources for Cohort:

- Feedback to user links to Help Desk articles
- Office Hour on Wednesdays at 11a
- Link to book a 1:1 in the Feedback



Global Visibility Roll Out Update

- Global Visibility in HMIS went live on February 3rd
- 5 Global Visibility webinar sessions were held with an average of 120 attendees. Recordings can be found via [Announcement Article](#)
- 7 Agencies took advantage of Office Hours, which were offered from the 3rd to the 6th
- Less than 30 Tickets to the helpdesk since roll out
- We have had 2 incidents of users adding an end date to project enrollments not under their agency.

We do want to remind everyone to ensure you are adjusting data within project enrollments under your agency.



Locking Records

- With the recent updates to the Client Consent, we are introducing a new process to request a Locked Record.
- All lock requests must now be submitted via our Profile Lock Request Form <https://hmis.allchicago.org/hc/en-us/articles/209332386>
- This is to ensure no requests are missed and there is better tracking/record keeping
- Requests through the Helpdesk tickets will no longer be accepted

Profile Lock Request Form

The purpose of this form is to request a client profile to be locked.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

- 1**
Requester's Name *

Enter your answer

- 2**
Requester's Email *

Enter your answer

- 3**
Requesting Agency *

Enter your answer

- 4**
HMIS ID(s) *

- You may submit a profile lock requests for **multiple clients** that need to be locked for the **same reason**.
- If multiple client IDs, please separate each ID with a **comma**: Ex. 12345, 56789, 10203.

PIT / HIC Updates

- Housing Inventory Count and Point in Time reports are due to HUD on April 30th
- Point In Time was held on 1/22
83 ES/TH/SH projects participated
- Housing Inventory Count surveys were due on 2/20
280 HIC surveys submitted
- We are still in the process of reviewing submissions and updating HMIS, which we anticipate being complete the week of 4/6
 - We are reaching out to providers with follow-ups to submissions or to complete a survey
 - Currently, only 15 projects have not been submitted



Upcoming Dates – ATA Meeting

- May 27th - <https://attendee.gotowebinar.com/register/3948728238615750237>
- July 29th - <https://attendee.gotowebinar.com/register/2072707414443890782>
- September 23rd - <https://attendee.gotowebinar.com/register/2384321104383536732>
- November 25th - <https://attendee.gotowebinar.com/register/2807145997426205272>

Dates subject to change, registration links will remain.



Upcoming Dates – Data Quality

- **June 8, 2026 – June 19, 2026** Q1 2026 (1/1/2026-3/31/2026)
<https://attendee.gotowebinar.com/register/4476883047177778005>
- **September 14, 2026 – September 25, 2026** Q2 2026 (4/1/2026-6/30/2026)
<https://attendee.gotowebinar.com/register/6717901050458496858>
- **November 9, 2026 – November 20, 2026** Q3 2026 (7/1/2026-9/30/2026)
<https://attendee.gotowebinar.com/register/2584304678020805717>

Dates subject to change, registration links will remain.



Questions

