



## **Notes from HMIS User Group Meeting – December 3, 2008, BEDS, Inc. in La Grange**

Next User Group Meeting – January 8, 2009, 1:00-3:00 pm at Catholic Charities,  
1717 Rand Road in Des Plaines

Site visits to begin in January—more info at the January meeting

Let us know if you add programs/child providers so we can add them to our provider group.

**Data Quality/Completeness Issues** – HMIS participants must complete all Universal Data Elements (UDE), which means all of Cook County Shared MDR, at least one program entry, disability and military questions on HUD-40118, and exit date. *Note that Cook County Shared MDR has been modified to make it easier to follow.* Also, we will soon have a Cook County HUD 40118, which you will need to attach to your entry/exits, which should be easier to follow. Programs that need to run an APR will also need at least one service transaction and will need to complete the Program Specific Data Elements, which means all of the Cook County HUD 40118 (see Bowman’s Tech Note for the APR for details).

Picklists – be sure to use only HUD acceptable responses, look for (HUD) next to the response

**Family/Household issues** – all clients must belong to at least one household. You must create a household even for singles, who are then the only member of that household, are the head of household, with “self” relationship to head of household.

**Shelter data** – Need UDE data on sheltered persons and nights of shelter using either entry/exits or Shelter Stays in ShelterPoint for:

- AHAR (covering Oct 08 thru Sept 09 – ES and TH in selected geocodes)
- HMIS Point in time count (ES, TH, PSH, and Safe Haven, on specific dates in January)
- Shelter usage reports to Chicago Community Trust (ES and TH monthly after Jan 09)

### **Privacy Training – HMIS Policy and Procedures Manual**

Client Notification Policies and Procedures (p.12-15)

HMIS Data Use and Disclosure Policy and Procedures (p. 22-24)

HMIS Privacy Documents (packet of Index and 6 documents)

Children’s Privacy – children need a parent’s or guardian’s signature as consent to share data. You may have the parent/guardian fill out a separate consent form for each child or you can modify the consent form to include children of client.

Closing/Opening data in ServicePoint: A reminder to check your default security settings for each program under Admin Providers. Make sure that all assessments that you don’t want to have automatically shared are set to be closed.

Data/Network security: We did not go into details, but a reminder that you can have security without privacy, but you can’t have privacy without security. We will be monitoring your security strategies when we do our site visits early next year.