



Agency Admin Responsibilities

Data Quality

Monitoring

Reporting

Users

Adding &
Training

Exiting

Projects

New

Updating
& Deleting

Monitor	Monitor your agency's data quality
Ensure	Ensure data is entered in a timely fashion
Accuracy	Ensure that your agency's FY23-24 data is updated and accurate
Detect	Watch for duplicate/overlapping Entry/Exits
Date	Ensure Housing Move-in Dates are added for all clients housed through Rapid Rehousing and Permanent Housing projects
Current	Ensure bed lists are accurate and up-to-date

Day-to-day Monitoring Tasks for Agency Admins

A woman with dark curly hair, wearing a blue sleeveless dress, is shown in profile from the waist up. She is holding a tablet computer and looking out a window with horizontal blinds. The scene is lit with a cool blue light, creating a professional and focused atmosphere.

Data Quality Agency Accountability

Agency Administrators are required to submit certification to Pinellas HMIS stating that the Data Quality Reports were reviewed, and any identified errors were corrected by their agency end users by the 7th of each month.

The Pinellas HMIS staff will then run and review the reports to ensure data quality, for all projects.

The background is a dark blue field filled with numerous glowing, curved lines and scattered dots of varying sizes and brightness, creating a sense of motion and digital connectivity.

Adding and Removing End Users from HMIS

Prior to HMIS Data Entry training, the new user needing access must provide the following items:

Level II Background Screening ORI # and Clearance Date

Most current DCF HIPAA Basics training Certificate

Most current DCF Security Awareness training Certificate

End User Agreement form

Once the new user has completed the required documentation and prerequisites, Agency Administrators then complete the New User Permission request Wufoo form online. Ensure to include the Workflow Training need.

Please be sure to attach the signed End User Agreement, DCF HIPAA Basics, and Security Awareness certificate the Wufoo request form. There will also be a section for the Level II Background ORI # and clearance date.

All of this information and forms can be found on our help desk under Frequently Asked Questions: [Request a New User](#)

New or Returning Staff Members Who Need HMIS Access

New Staff Members Who Need HMIS Access Cont.


After submitting the request form, Agency Administrators should visit the Community Calendar on the HLA Website to find the **appropriate training** that works best for the new user and project type.

The Zoom Registration Link can be found by opening the training date in the Community Calendar. New Users will receive a confirmation email once they have been approved for training.

HOMELESS LEADERSHIP ALLIANCE PINELLAS HMIS

Homeless Leadership Alliance
of Pinellas

GET INVOLVED NEWS AND EVENTS GET HELP



COMMUNITY CALENDAR

< APRIL 2024 >

SU	MO	TU	WE	TH	FR	SA
	1	2 10a HMIS Entry/Exit Workflow Training	3 10:30a HMIS Shelters Workflow Training	4	5 11a CoC Executive Committee Meeting 2p HMIS Virtual Office Hours	6 9a VA Stand Down for Homeless Veterans

Training Outline

1. Once registered for HMIS Workflow Training, an email confirmation is sent with the Zoom link for live training, the new user must read the outline in preparation and add trainings to their calendar.
2. Once Live Training is completed a follow-up email will be sent granting new user access to the online training site (Talent LMS), the appropriate courses will be assigned.
3. After the online Talent LMS training courses are complete, send a reply to the email from step 2, and HMIS staff will start building the new user HMIS profile.
4. HMIS access will be granted and log in credentials will be emailed to the new user.
5. Helpful links to additional training opportunities will be included in the email granting initial access to HMIS. Please be sure the user is comfortable with the HMIS Workflow and reach out if additional training is required.
6. A one-on-one follow-up training Zoom invite will be sent to complete the training process 3 weeks from the initial HMIS access date. This final training is an opportunity for the HMIS trainer to shadow entries, check data quality, review workflow and answer any questions. This step must be completed to retain HMIS access, please ensure it is added to their calendar when received.



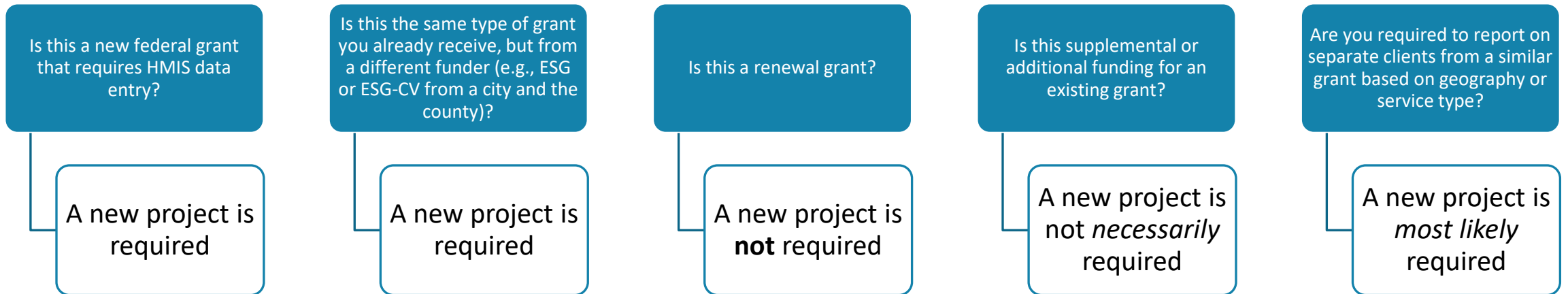
Staff Members Who Need to be Removed from HMIS

It's always hard losing a staff member, but HMIS wants to ensure your agency data remains protected.

If a user's access needs to be removed, then the Agency Administrator must notify the HMIS Help Desk immediately so we can deactivate their account.



When Do You Need a New HMIS Project?



Information and forms can be found on our help desk under [Pinellas HMIS > Programs, Data, and Reporting > Pinellas HMIS Programs](#)
Here is the link: [Pinellas HMIS Programs](#)

We used to get this funding and now we have it again. Can we use the old project?



Most likely no, but it depends on the project type and funding stream.



A locally funded drop-in center or services only project could reuse the same project in HMIS.



A new shelter/housing project or rapid rehousing project can not use the same project in HMIS.

Setting up a New Project

HMIS Staff needs the following information for *any* project that is being setup:

- Project Type
- Funder and grant type
- Reporting Requirements/Outcomes
- Services that are funded
- Any other grant-specific information like target populations
- Any special considerations, custom data elements, etc.

A [Pinellas HMIS Project Request Form](#) will need to be completed for each new project that is being added to HMIS.