if you cannot view this email, please **click here** to view an online version.

**unsubscribe / update profile** | **forward to friend** | **subscribe**
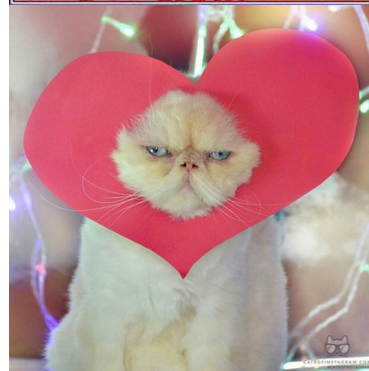
# CARES Regional HMIS

February 2018

## CRHMIS News

So, Punxsutawney Phil saw his shadow this morning. Six more weeks of winter! Yay!!!!! (insert sarcasm here) Here's hoping it ends as a mild, snow-free winter.

### UPDATES AND REMINDERS

1. Our office will be closed on Monday February 19th in honor of President's Day.
2. Our First Monthly User Group will be held on Wednesday February 14th at 10:00 am. All of the information is located in that pretty side bar on the right.
3. Our New Monthly Data Completeness and Quality Reports have been posted on our website. The Data Quality Report is looking at the following:
    1. Timeliness of data entry (admissions and discharges) completed the month prior to publishing the report. This report will be looking at the month of January - This is just a hard number, and is not something that you can go back and "correct"
    2. Number of Children admitted into a project that serves only Adults. This is most likely due to a data entry error and you can work with your CSR to correct it.
    3. The number of persons whose date of birth is the same as their admission date.

**HMIS Monthly User Group**

Let's use this special "date" to talk about dates. (See what I did there)
    There are a lot of date fields located within HMIS. Let's talk about them.

**When:** Wednesday February 14th at 10:00 am

**Where:** Here at the CARES office 200 Henry Johnson Blvd as well as online via webinar

**HMIS Monthly User Group**
Wed, Feb 14, 2018 10:00 AM

This could be a mother gave birth to a child while in program, or again a data entry error and can be corrected.

4. Number of Heads of Household who have indicated a disabling condition which conflicts with responses to the Special Needs Data Elements. Note: This is for PH projects only.

5. The Head of Household is an infant. This is most likely caused by households not being "attached" correctly.

4. It's the beginning of the month. Have you logged into AWARDS recently (within the last 30 days)? If you answered no, do so now.

5. If you are an uploading agency, don't forget to upload your data by the 15th, and reach out to Rachel Bradt if you need assistance.

6. As you may have heard, Lisa is no longer a member of the HMIS team. In order to continue to provide our users with excellent customer service please reach out to me (Kelli Clark) if there is anything that you were working on with Lisa that needs to be completed.

7. All New User Training materials can be found on the training page of our website. Reminder, each agency can only have up to 15 active logins. If your agency would like to have the ability to have more than 15, please reach out to Allyson Thiessen, Director of HMIS Program and Services for further information.

8. You can now follow us on **Facebook**

9. As always please reach out to us if you have any questions

Allyson Thiessen - Director of HMIS ext 103
Kelli Clark - System Administrator ext 113
Sue Palmer - Customer Service Rep 845-616-4894
Rachel Bradt -  Quality Assurance Associate ext 121
Terry O'Brien - HMIS Data Specialist ext 115
Emily Rebehn - HMIS Data Analyst ext 117

- 12:00 PM EST

**Please join my meeting from your computer, tablet or smartphone.**
https://global.gotomeeting.com/join/612280205

**You can also dial in using your phone.**
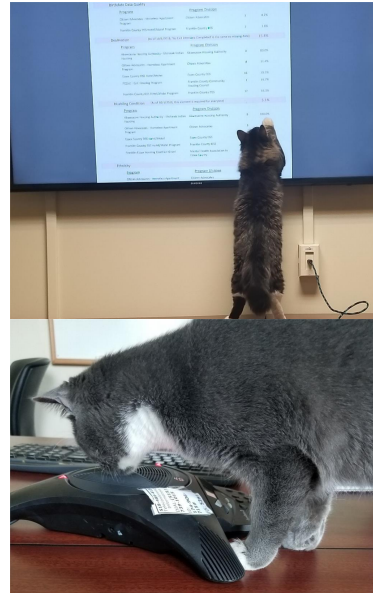United States: +1 (408) 650-3123

**Access Code: 612-280-205**
**This log in information will also be posted on the events calendar on our website.**

**RSVP:** Please email me NO LATER than Monday February 12th if you plan on attending in person here at the office.
kclark@caresny.org

## Foster Kitten Update

Meet Archer (Grey) and Pancha!

Are you looking for a fur-ever friend that loves data and conference calls as much as you do? Well look no further because these 2 striking gentlemen are seriously invested in their work. Pancha loves looking for missing data and is willing to sit and comb over report after report with the person who will love him for life. Not a fan of answering the phone? No worries! Archer adores being the first voice callers hear when the phone is picked up. Have another conference call coming up that you are not looking forward to? Problem solved, this guy will listen closely so you don't have to. Hurry though because these fella's are scheduled to be available for adoption on 2/9!