

Quick Guide: How to Collect Tribal Affiliation

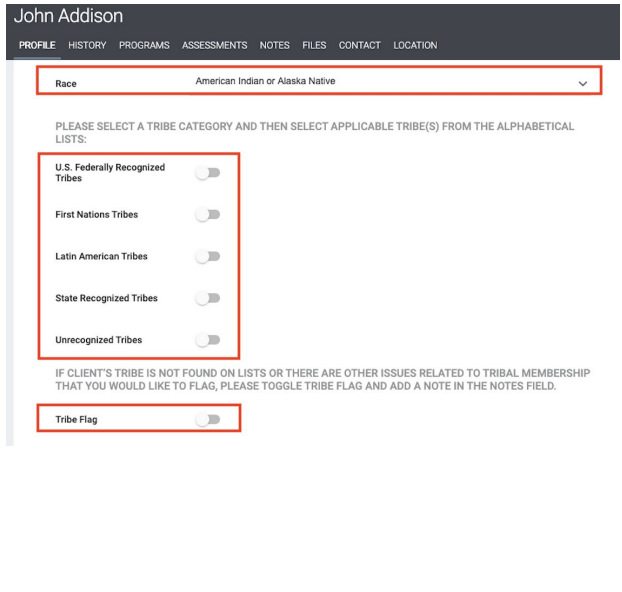
Below are basic steps on how to collect this information in King County HMIS. Tribal Affiliation is expected to be collected at profile creation for each member of the household who identify as American Indian/Alaskan Native as primary or as multi-racial, effective October 1, 2020.

Tribal Affiliation is collected on the client's Profile Screen

1. **From your Agency's Homepage** - Click on Search to find the client or Add the client to HMIS.
2. **Create Profile, or click on client's name to update profile.**
3. **Tribal Categories will appear on the screen if American Indian or Alaska Native is selected for Race.**
4. **Collect Tribal Affiliation Information** - Select one or more of the five tribe categories then add tribe affiliation(s).
5. **Collect information for each member of the household individually.**

Additional Details:

- The Tribal Categories will only display if American Indian or Alaska Native is selected as the client's race.
- There are 5 Tribal Categories (↓).
- If toggled on, users can select tribal affiliation for each category (→).
- Multi-Select: U.S. Federally Recognized Tribes will multi-Select. If more than one in a category - use Tribe Flag textbox.
- There is a Tribe Flag textbox field for notes and/or more information (i.g. Users can add any information that is not listed in the five categories).



Data Quality Check


Contact either your HMIS Agency Lead or HMIS System Administrator, at kc-admin@bitfocus.com to request a report to review your program data entry.

Tribal Affiliation Field FAQs

I have Native Americans/ Alaskan Natives in my program currently. Should I go back and collect this information from them?

It is expected this information will be collected for new individuals/households moving forward, but I would also encourage programs that are actively serving households/individuals who are identified as American Indian or Alaskan native to collect this information. It will help to increase the knowledge of the tribes we have represented in the HMIS system.

Is there a report to run to identify who is Native American/Alaskan Native in my program?

Yes! From the launch pad icon , click reports. Navigate to the “Program Based Reports” and select “[OUTS-106] Client Demographics” select your report parameters and run to a webpage. This will allow you to click into your click on the clients who selected AI/AN and multiple races. This information can also be viewed using the “[GNRL -220] Program Details Report [2019]” if you prefer this format. **Note:** be sure to also review profiles that selected multiple-races on the profile page, as AI/AN may have been selected as well.

Is there a report that I can run to see the Tribal Affiliations?

We are working on developing a report in Clarity anyone can run to show the tribal affiliations, currently this not available in the report library. Please contact your System Administrators at kc-admin@bitfocus.com and we can generate a report for you and your agency HMIS lead to run.

How often will the Tribal Flags be reviewed?

We will be reviewing the Tribal Flags in January 2021, and annually thereafter. We will be auditing the tribal list and adding any affiliations to appropriate pick lists as needed.

Why are non-federally unrecognized tribes included?

Because they are pending to be recognized. They are fighting for their rights and it’s important that we count those tribes. By them not having the recognition, they miss out on resources and opportunities of being a sovereign nation. The data can support them in this fight.