

Earning your King County Advanced HMIS Reporting Certificate

Benefits:

- Reinforce learning of data analysis techniques
- Become a leader at your agency on data related issues
- Challenge yourself

Requirements:

1. View or attend the King County Program Managers Training*
2. Attend both Part I and Part II of the Advanced Report Training or view recording*
3. Complete ONE of the following:
 - a. Homework Assignment (See below)
 - b. Presentation (available at the September 22nd 2020 Report Training II OR presentation at HMIS Agency Leads meeting if a Lead or a T3)

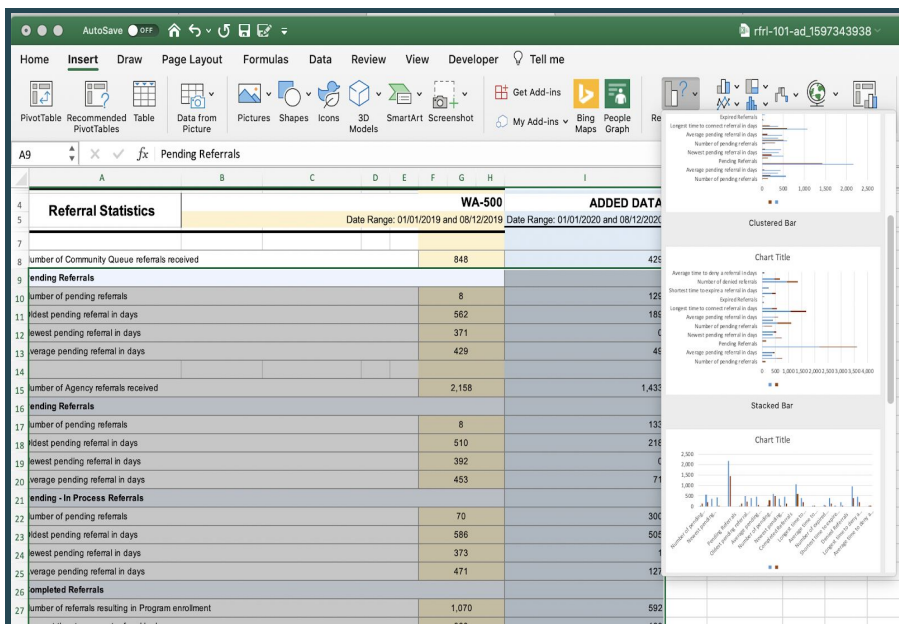
Homework:

- Using this chart, organize a data quality review plan for a program at your agency.

Guidelines Create a timeline of when data should be entered into HMIS for a project at your agency. Also, Identify the staff or position responsible in each area.		<i>Review Process</i>	<i>Review date</i>	<i>Communication</i>	<i>Update Period</i>	<i>Review Updates</i>	<i>Communicate Results</i>
		How will you review each data quality item	Set a recurring date (e.g. 2nd Tuesday of the month)	Set a recurring date to send out the results of the review (e.g. 3rd Thursday of the month)	Set a recurring due date for data corrections (e.g. 4th Thursday of the month)	Follow up after corrections were made	Provide a recurring update to the contributing users about the program's data quality
<i>Timeliness</i>	ES = 2 days for enrollment, 30 days after last service for destination						
<i>Completeness</i>	Are all the data sets and data items recorded						
<i>Accuracy</i>	Data reflects the reality of the clients in the program						
<i>Consistency</i>	Understanding of when, how and why data should be collected in HMIS						
<i>Availability</i>	Data shouldn't be hard to access, but be readily available to everyone that requires it						

- Using this Data Set, answer the following questions using the [GNRL-220] Program Details Report
 - How many senior veterans do you have that are active in the program with income less than 30%? Show using a pivot table
 - What are your successful exits by percent of racial categories in the last quarter? Show using a pivot chart
- Using a report in clarity, compare using at least two time periods: Example see below.

Referral Statistics		WA-500	ADDED DATA
		Date Range: 01/01/2019 and 08/12/2019	Date Range: 01/01/2020 and 08/12/2020
Community Queue referrals received			
Number of Community Queue referrals received	848		429
Pending Referrals			
Number of pending referrals	8		129
Oldest pending referral in days	562		189
Newest pending referral in days	371		0
Average pending referral in days	429		49
Agency referrals received			
Number of Agency referrals received	2,158		1,433
Pending Referrals			
Number of pending referrals	8		133
Oldest pending referral in days	510		218
Newest pending referral in days	392		0
Average pending referral in days	453		71
Pending - In Process Referrals			
Number of pending referrals	70		300
Oldest pending referral in days	586		505
Newest pending referral in days	373		1
Average pending referral in days	471		127
Completed Referrals			
Number of referrals resulting in Program enrollment	1,070		592
Longest time to connect referral in days	383		183
Shortest time to connect referral in days	0		0
Average time to connect referral in days	36		20
Expired Referrals			
Number of expired referrals	60		12
Longest time to expire a referral in days	383		128
Shortest time to expire a referral in days	3		0
Average time to expire a referral in days	208		41
Denied Referrals			
Number of denied referrals	950		396
Longest time to deny a referral in days	470		209
Shortest time to deny a referral in days	0		0
Average time to deny a referral in days	48		30



Visualize your findings using Excel or Google charts.

Once completed, email janeller@bitfocus.com by September 30th, 2020

Presentation:

Using the data analysis cycle covered in Report Training Part I, Identify a question about your data that you would like to query, using HMIS and excel, determine the data set you'd like to use, and visualize your findings. Contact Janelle Rothfolk (janelle@bitfocus.com) one week prior to review presentation (Training is on September 22nd). Prepare 2-5 minute Zoom presentations for the group on the findings. Be sure to cover:

1. Question or Problem
2. Report(s) used
3. Findings (visualization)
4. Plan for further insights or exploration

* HMIS trainings are recorded and made available on our [website](#)