Wake County HMIS Agency Administrator Monthly Meeting

June 2025

Bitfocus

ICE BREAKER!

What is your favorite fair food/treat?

Bitfoo

Agenda

HIC/PIT Submission Complete!

Privacy Toggle

Current Living Situation

Helpful Reports

Bitfocus

Federal Reporting:

HIC/PIT Submission Completed!

Bitfocus

Federal Reporting season has ended…for now.

HIC/PIT Submitted!

Till next time…

- Continue to review data quality.

- Run Reports Regularly

- Reach out for support if you have questions!

Privacy Toggle

Bitfocus

Privacy Toggle

- ⇢ Location records
- ⇢ Contact records
- ⇢ Notes
- ⇢ Files
- ⇢ Assessments
- ⇢ Service items
- ⇢ Program enrollments
- ⇢ Program restrictions
- ⇢ Referrals
- ⇢ Coordinated Entry Events

Bitfocus

Privacy Toggle

When recording or editing client location, contact, notes, files, service items, program restrictions, or referrals, you may mark them as private by turning on the **Private** setting.
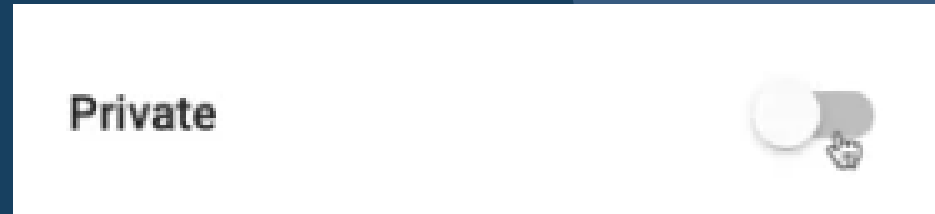
- ⇢ *This setting will only affect the privacy of the item for which **Private** is turned on.*

- ⇢ *You can only turn on privacy for services when editing (not creating) the service.*

- ⇢ *For referrals, only the referred-to agency can set a referral to private.*

- ⇢ *Only staff members assigned to or switched into the agency where the data was recorded can edit the privacy of data.*

- ⇢ *When a client record or component of the record is made private, only staff members who have the creating agency as their home agency (or as the agency they are switched into) will be able to see the information.*

Bitfocus

Current Living Situation

Bitfocus

Current Living Situation

- Required as part of the HUD Data Standards
- Used to document the following regularly:

  - The current living situation of people experiencing homelessness
  - Homeless chronicity
  - Risk of imminent homelessness

- Used to understand how many times a person is engaged while experiencing homelessness

Bitfocus

Current Living Situation

Required Project Type:

- Emergency Shelter – Night-by-Night
  (No NbN ES for Wake)
- Street Outreach
- Services Only
- Coordinated Entry

Bitfocus

Current Living Situation

Street Outreach Programs

- The first Current Living Situation Assessment should be recorded at the time of enrollment.

- After enrollment for Street Outreach programs, the Current Living Situation Assessment should be recorded at every direct contact with clients
  - Complete a new assessment each time; do not edit the old assessment.

Bitfocus

Current Living Situation

Street Outreach Programs

HUD Says:

Contacts that require the Current Living Situation include activities such as:

A conversation between a street outreach staff and client about the client's well-being or need.
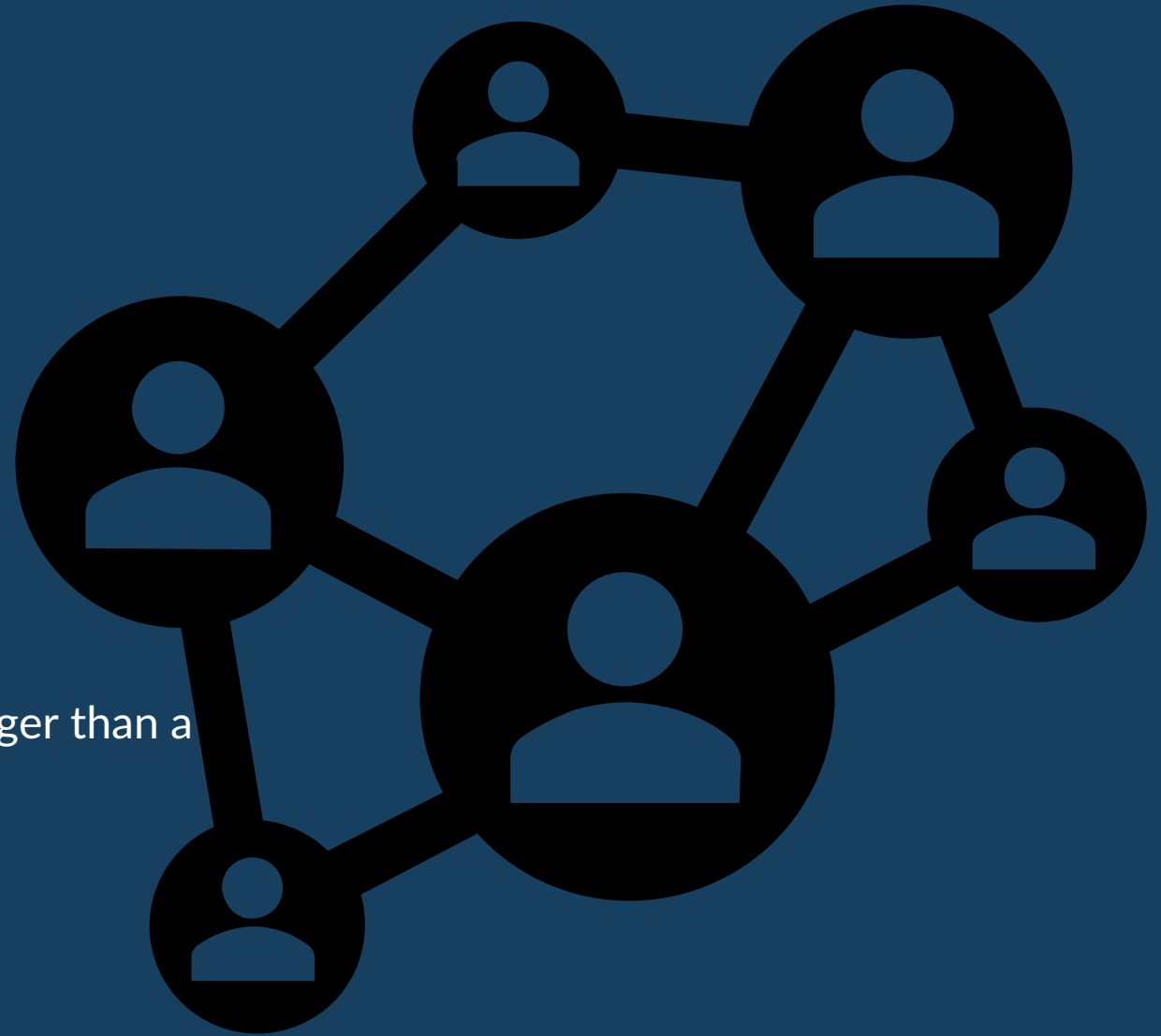
An office visit to discuss their housing plan.

Or a referral to another community service where a conversation with theclient occurred as the referral was being made.

Bitfocus

Current Living Situation

Coordinated Entry Programs

- At Program Enrollment

- Coordinated Entry Activity

- The client's living situation changes

- Current Living Situation hasn't been recorded for longer than a community-defined length of time (TBD)

Bitfocus

Current Living Situation
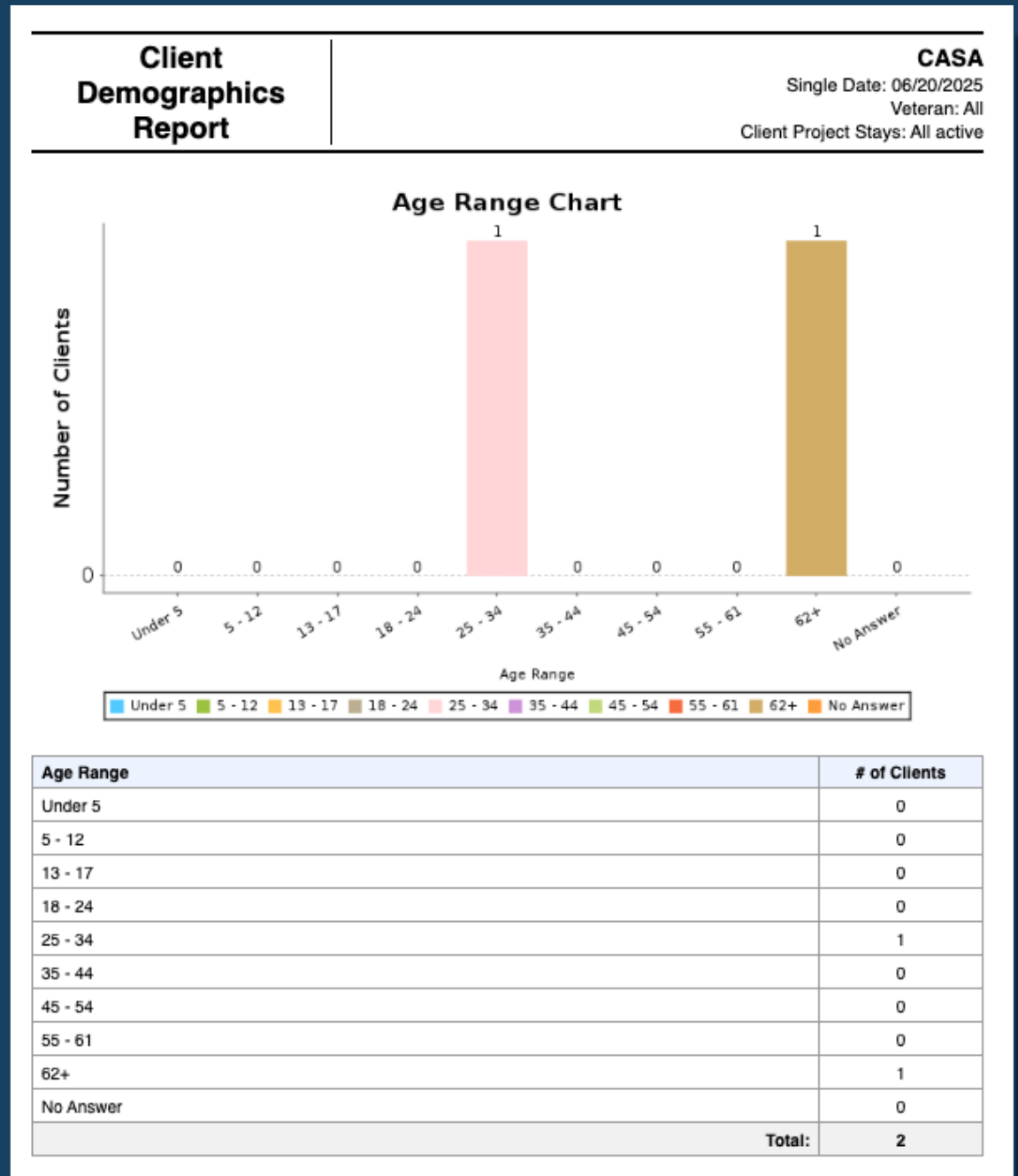
Helpful Reports

[OUTS-106] Client Demographics [Program Based]

- Report Library > Program-Based Reports

- This is a program-based report that provides client demographic details for selected programs.

- All users can run the report.

Bitfocus

Helpful Reports

Client Reports

CLIENT REPORTS

[CLNT-101] Case Notes

[CLNT-102] Client History

[CLNT-103] Photo ID Card - Sample

[CLNT-104] Profile Screen

[CLNT-105] Client Appointments

[CLNT-106] Client Service Notes

[CLNT-125] Client Summary

[CLNT-127] Homeless Status Timeline

[CLNT-128] Client Enrollment Details

[HUDX-233] Client-Level System Use & Length of Time Homeless Report

[HUDX-233] Client-Level System Use & Length of Time Homeless Report - Sharing Group Restr...

UNIQUE IDENTIFIER
9FA74831C ⓘ

Bitfocus

Helpful Reports

## [STFF-103] User Active Caseload

- Report Library > Agency Management

- This report provides a detail of the current caseload for a user and the activities.

- All users can run the report.

User Active Caseload Report			Coordinated Entry (Partnership) User: Regina Abadajos Program Status: active				
Coordinated Entry/Access Site Page							
Client	Unique ID	Birth Date	Household Member	Date Start	LoS	Assess-ments	Services
Referral, Qualified	A9579C755	01/01/1980	1	06/11/2025	10	1	0
Test, Client	911454135	05/15/1979	1	12/06/2024	197	1	0

Total: 2

Grand Total: 2

Bitfocus

QUESTIONS?
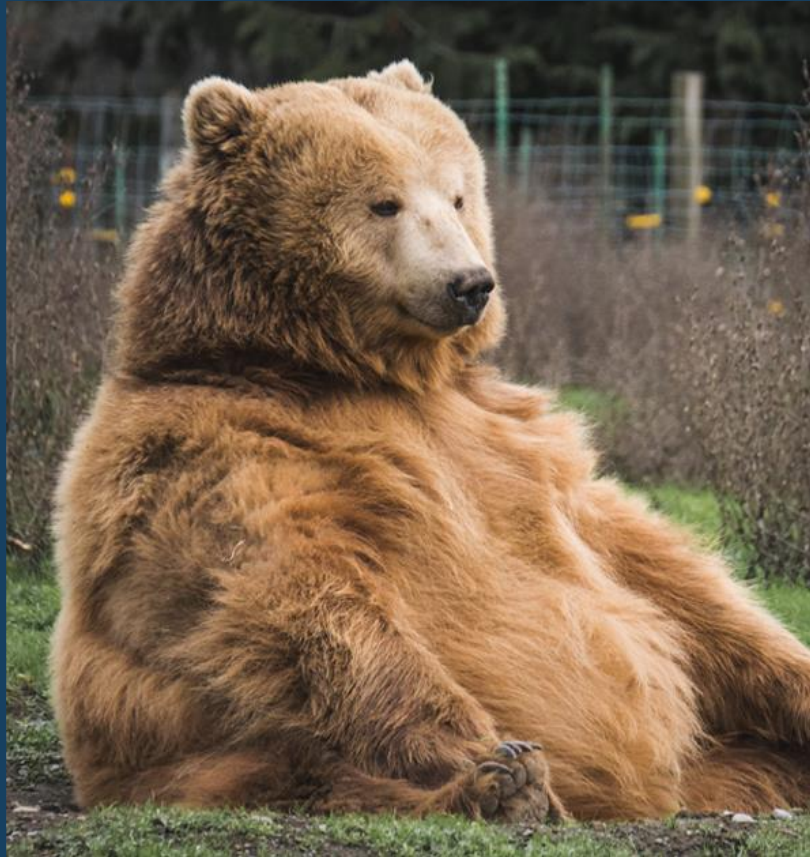
"What do you call a bear without any teeth? A gummy bear"

Bitfocus

For Support:

Bitfocus Help Desk Support:

Email: support@bitfocus.com

Phone: 800.594.9854 x1

Bitfocus Community Administrators

Email: wake-admin@bitfocus.com

Bitfocus