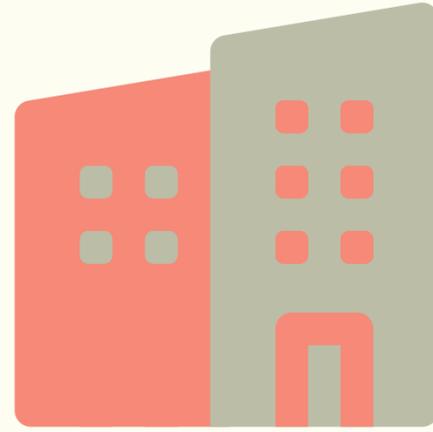

FEB 2024 SYSTEM ADMIN REPORT



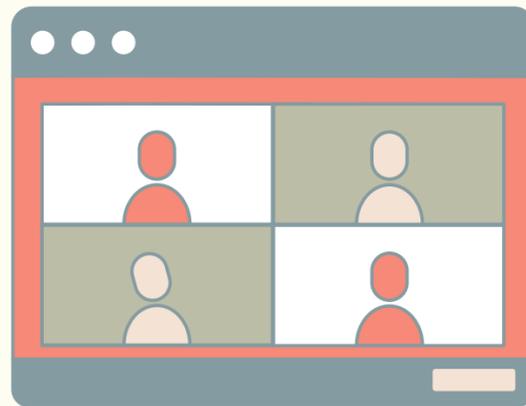
QUICK STATS:



143 Active Agencies



707 Active Programs



1,463 Active Users

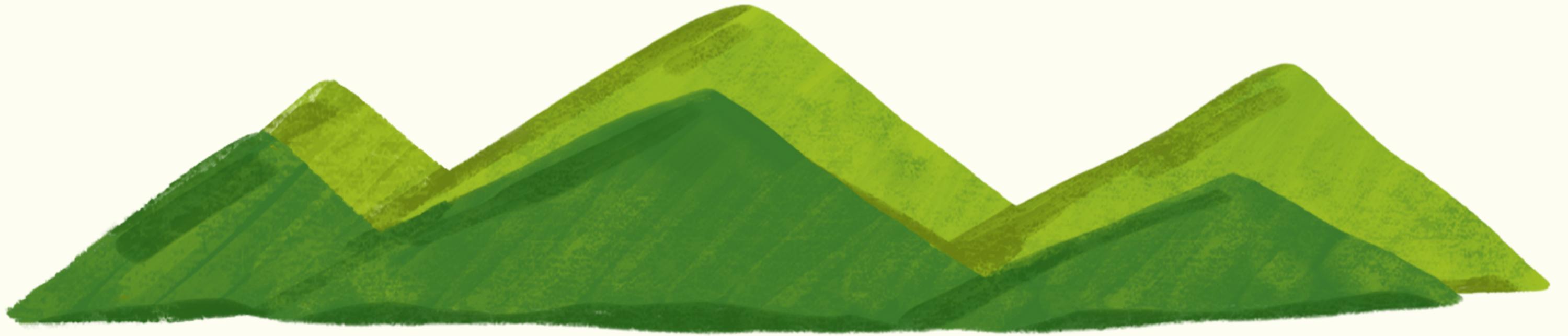
9,939 Logins between
1/20- 2/20/24



TRAINING UPDATES:



- KCRHA is now hosting the Racial and Anti Bias (DEI) training separate from the monthly Coordinated Entry Assessor Credential Training (ACT)
 - These trainings will be hosted by the KCRHA Capacity Team & will be open to more than just CE Assessors (*Eventually will be required for all HMIS end users*)
- The ACT trainings are now more focused on what Coordinated Entry is and Information & HMIS Workflow essential to Assessors
 - This is required for all assessors before getting assessor access in the HMIS



Let's look at the work plan!



NEW AGNECY ONBOARDING OVERVIEW

STEP ONE

Read over the MOU! As new agencies consider participation in the HMIS, we recommend reading and understanding the requirements by reviewing the MOU.

STEP TWO

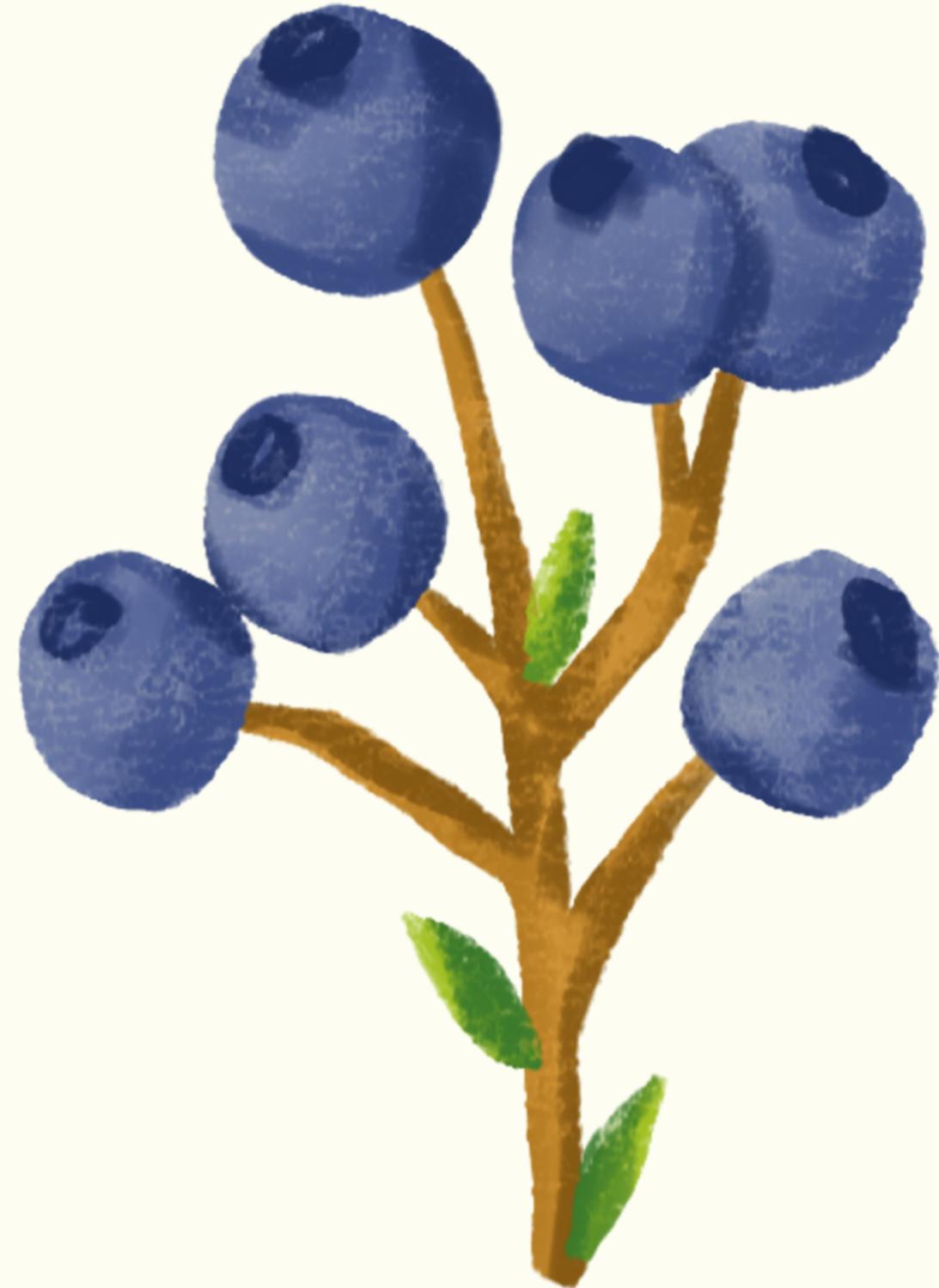
If the agency is still interested, they need to fill out the “**New Agency Request Form**”



After filling out the request form

King County Regional Homelessness Authority (KCRHA) reviews the application and considers it for approval.

- If approved, the Bitfocus team will reach out to you for more information!
- If denied, the KCRHA team will reach out to you with information as to why.



IF APPROVED:

The System Admin's (Stephenee & Sierra) then start the agency onboarding:

- We email agencies, and send them all the required steps, as well as share [*this webpage*](#)

Agencies must sign and return:

- Partner Agency Privacy and Data Sharing Agreement (MOU).
- Technical Administrator and Security Officer Agreement
 - *This form indicates who will act as the primary contacts within the agency as it pertains to HMIS.*



COMPLETE REQUIRED TRAININGS

Clarity General Training & Privacy Training:

Any agency staff members (Including the agency lead and security officer) who will need access to HMIS for data entry, supervision and/or reporting will need to participate in the online trainings:

- Clarity Human Services General Training
- King County Privacy Training
- *Coming later this year: Required DEI training from KCRHA Capacity Team*



COMPLETE REQUIRED TRAININGS

HMIS “Agency Lead” & “Security Officer” Required Training:

Staff Member(s) you identified for the “HMIS Agency Lead” & “Security Officer” will also need to complete the following corresponding training:

- HMIS Agency Lead Training
- HMIS Security Officer Training
- Set up a “New HMIS Agency Onboarding” meeting with the Community Admin team
 - Schedule Here



SETTING UP USER ACCOUNTS:

1. The agency's HMIS Agency Lead will then need to reach out to our Helpdesk (kcsupport@bitfocus.com) requesting new user accounts for staff. Be sure to include staff names & email addresses for the Helpdesk.
2. The Helpdesk will then confirm in the system that the staff member(s) completed/passed the required training.

