

Reports' training is available!

Check out www.safeharbors.org soon for a calendar of available training classes. In the meantime notify Safe Harbors staff that you'd like to attend. All McKinney funded agencies must be trained in running the APR by the end of the year and we are working to get as many agencies as possible trained by June 30. We will be sending each program a spreadsheet of the reports your agencies need to run, based on what we know of your fund sources.

This spreadsheet will also list the "parameters" needed to run the report. Many of you will be able to "play" with your reports before training (you may not see what you expect, so call if you have questions). A series of reports will be added to your list under management reports in the two weeks that will coincide with your spreadsheet.

Data Collection and Data Quality:

A complete data set including central intake, HOH statistics, Program entry, Services provided and Program exit data, for all clients served during your contract period as directed in the Safe Harbors Standard Operating Procedures and the Agency Partner Agreement.

Agencies need to submit data on all program clients served either as identified or de-identified depending on consent. The universal data elements are:

- Name
- Date of birth
- Ethnicity, race
- Gender
- Social security number
- Veteran status
- Disabling condition
- Residence prior to program entry
- Zip code of last permanent address
- Entry date
- Exit date (if applicable)

Each program must have entered all central intake, HOH statistics, and Services provided data within one week of program entry and Program exit data within two weeks of program exit.

FAQs

Please Note:
If you can't remember your password, call the Help Desk so that it can be restored.

When is data in Central Intake at Organization level?

Answer:

Only when client refuses consent.

What's the least amount of data required?

Answer:

All purple fields are required; please refer to your City, County or United Way contracts for a review of what you should be reporting to your funders. Safe Harbors will be working with you to ensure all the proper outcomes are available for those funded contracts.

Partners Meeting

Don't forget our Partners Meeting will be held on April 13, 1 to 4 p.m. at Northgate Community Center (10510 5th Ave. NE 98125).

Some of the discussion items are: Sponsoring Partner developed work plan, training schedule changes, new help desk process outline, the 2010 Safe Harbors contract requirements, and HUD updates.

We are looking forward seeing you there!



Safe Harbors

Safe Harbors is King County's Web-based Homeless Management Information System (HMIS). This comprehensive, confidential data system helps provide funders, social service providers and elected officials with information to prevent and end homelessness. Safe Harbors is managed by the City of Seattle's Human Services Department, and is a joint project of the City of Seattle, King County's Department of Community and Human Services, and United Way of King County.

Support Services

WebX – We can gain remote access to your computer to help you solve problems.

In-House Training – Your Implementation Specialist can schedule site visits anytime to do one-on-one or group trainings specific to your programs.

Contact us to set up a WebX or an In-House Training M-F.

Craig Osborne, Help Desk:
craig.osborne@seattle.gov
206-386-0030

Mei Lin Tangalin, Implementation Specialist:
meilin.tangalin@seattle.gov
206-233-7083

Monica Humphrey Implementation Specialist:
monica.humphrey@seattle.gov
206-386-4257

Also, please refer to the Safe Harbors Web site regularly for updates and information:
<http://www.safeharbors.org/>

Safe Harbors is a community project, and its success depends on each and every one of us.

Thank you again.