

NC HMIS

2017 HUD Data Standards

Updates for RRH, PSH, and other PH Projects

The Data Center at NCCEH



North Carolina Coalition to End Homelessness

securing resources • encouraging public dialogue • advocating for public policy change

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Quick Overview of Updates

- Data Collection Stages
- When to conduct Annual Assessment
- Drop down menus
- Minor changes to wording

Data Collection Stages

The HMIS Data Collection Stages- UPDATED

Record
Creation



When client record
is created

Project
Start



At every project
start

Update



At multiple points
during project
enrollment

Annual
Review



Recorded no more
than 30 days before
or after the
anniversary date of
the HoH's Project
Start Date

Project Exit




At every project exit

Post Exit



Project Start Replaces Project Entry

Client Information				Service Transactions					
Summary	Client Profile	Households	ROI	Entry	Exit	Case Managers	Case Plans	Measurements	Assessments
<p> Reminder: Household members must be established on Households tab before creating Entry / Exits</p>									
<p>Entry / Exit</p>									

NEW NAME  **Project Start**

Note: HMIS has not yet been updated to reflect this change.

Permanent Housing Project Start Date= Date accepted into project



4/14/17

Project Start

Project staff determine Henrietta is eligible for project and admit her to provide services

4/30/17

Service Provided

Assisted Henrietta with housing search

5/8/17

Move-in Date

Henrietta Moved into PH unit; project assisted with May rent

5/15/17

Service Provided

Met with Henrietta to follow up and assess stability

All other projects Start Date= Date services 1st begin



4/14/17

Project Start

Assisted Henrietta
with utility payment

5/8/17

Service Provided

Henrietta
accessed food
pantry

5/15/17

Service Provided

Provided Henrietta
with budgeting
assistance

6/1/17

Project Exit

Henrietta exited
from project

Post Exit is a NEW Data Collection Stage

Relevant for project types that provide aftercare/follow-up services

The services don't extend the length of the client's enrollment

Services provided "post exit" will fall after the client's Project Exit Date

Post Exit = After Exit



4/14/17

Project Start

Project staff met with Henrietta to assess her needs

4/30/17

Service Provided

Assisted Henrietta with housing search

5/8/17

Project Exit

Henrietta exits to Permanent Housing with a subsidy

5/15/17

Post Exit

Met with Henrietta to follow up and assess stability

Post Exit Data Entered in HMIS as Follow-Up

Client Information | **Service Transactions**

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Measurements | Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit						
Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
Heading Home Housing - Rowan County - Rapid Re-Housing (7075)	HUD	10/17/2016				2





Showing 1-1 of 1



Note: HMIS has not yet been updated to reflect this change.

Housing Move-in Date

Move-In Date is ONLY for PH projects

-  Used to indicate the date that a household admitted into a Permanent Housing project moves into housing
-  ONLY collected for Heads of Household
-  Must occur at Update- AFTER the Project Start, and BEFORE Project Exit
-  SUPER IMPORTANT- helps us know who is homeless and who is not

Move-in Date Details for RRH Projects



For RRH projects only, a Housing Move-in Date must be entered regardless of whether or not the RRH project is providing the rental assistance for the unit.



For example, if an RRH project provides supportive services, but is not providing the rental assistance for the unit, a Housing Move-in Date must still be entered to differentiate RRH clients in housing from those still experiencing homelessness.

Move-in Date Details for All Other PH Projects



For any other PH project (including PSH), clients who are receiving pre-housing placement services but are ultimately housed by another project or subsidy source should be exited from the PH project to the appropriate permanent Destination.

Do Not Enter a Move-in Date unless you house the client.



If the client exits the permanent housing project for a different housing opportunity without physically moving into a housing unit associated with the project, do not enter a housing move-in date, simply exit the client and record the exit destination.

Move-in Date= First night client is in the PH Unit



4/14/17

Project Start

Project staff determine Henrietta is eligible for project and admit her to provide services

4/30/17

Service Provided

Assisted Henrietta with housing search

5/8/17

Move-in Date

Henrietta Moved into PH unit; project assisted with May rent

5/15/17

Service Provided

Met with Henrietta to follow up and assess stability

You Must Add an Interim Review Type

Entry / Exit Type	HUD
Interim Review Type *	-Select- -Select-
Review Date *	Update Annual Assessment Follow-up Aftercare (Post Exit)

9 : 32 : 55 AM

Save & Continue Cancel

Enter Move-in Date at Update

HOUSING MOVE-IN DATE (Head of Household Only)

This question differentiates between clients who are awaiting placement and those who have moved into any type of permanent housing, regardless of funding source or whether the project is providing rental assistance.

The Housing Move-In Date MUST be entered via an INTERIM ASSESSMENT with a timestamp that occurs after the Project Start and before the Project Exit. If client is not in housing leave this question blank.

Housing Move-in Date

/ /    

Note: HMIS also has Residential Move-In Date (RETIRED) listed. Do not enter new data there. It is listed for reporting purposes only.

What's happened with clients served before 10/1/17?

Housing Move-in Date was automatically populated with the value from the client's Project Start Date



Example:

Henrietta's Project Start Date = 5/1/2017

Housing Move-in Date = 5/1/2017

Annual Assessment

Changes in when to conduct Annual Assessments

Required for clients that are in a project for 365 days or more.

Usually completed by projects with longer stays: TH, **RRH**, **PSH**, etc.

HUD has changed when Annuals are conducted for clients

To illustrate the change, we'll look at Henrietta's Household



Henrietta
HoH



Sarah
Adult



Anna
Child

Annual Assessment – the OLD way

Conducted no more than 30 days before or 30 days after the anniversary of the **Client's Project Start Date**.



Name	R-H	Project Start	Anniversary
Henrietta	HoH	04/17/16	04/17/17
Sarah	Adult	07/01/16	07/01/17
Anna	Child	09/20/16	09/20/17

In this example, because household members joined at different times, there are 3 different anniversaries
The old way could result in different anniversary dates for a single household!

Annual Assessment is now based on HoH Start Date

Conducted no more than 30 days before or 30 days after the anniversary of the **Head of Household's Project Start Date**.



Name	R-H	Project Start	Anniversary
Henrietta	HoH	04/17/16	04/17/17
Sarah	Adult	07/01/16	04/17/17
Anna	Child	09/20/16	04/17/17

Annual assessments are based **solely** on the head of household's anniversary date.

The annual assessment must include updating both the head of household's record and any other family member's at the same time

Updates to Drop-Down Menus

Gender- Wording Changes to Drop-Down List

- Trans Female (MTF or Male to Female)
- Trans Male (FTM or Female to Male)
- Gender Non-Conforming (i.e. not exclusively male or female)

Note: This item must be self-reported by every client. Staff observations should never be used to collect information on gender.

Living Situation- Changes to Drop-Down

Location	When to Use
“Rental by client, with RRH or equivalent subsidy”	<ul style="list-style-type: none">• Any subsidized rental housing other than CoC PSH, or VASH.• Includes any RRH (CoC, ESG, SSVF, GPD TIP, or locally-funded)
“Permanent Housing (other than RRH) for formerly homeless persons”	<ul style="list-style-type: none">• CoC Permanent Supportive Housing• HOPWA facility/TBRA permanent housing (when moving from non-HOPWA projects)

Destination- Changes to Drop-Down

Destination	When to Use
“Rental by client, with RRH or equivalent subsidy”	<p>Use this response category only if the client is moving directly into a unit.</p> <ul style="list-style-type: none">• CoC Rapid Re-Housing• ESG Rapid Re-Housing• SSVF Rapid Re-Housing• VA GPD Transition In Place• Locally-funded Rapid Re-Housing
“Permanent Housing (other than RRH) for formerly homeless persons”	<ul style="list-style-type: none">• CoC Permanent Supportive Housing• HOPWA facility/TBRA permanent housing (when moving from non-HOPWA projects)

Data security depends on all of us



Do not leave your computer logged in & unattended



Do not share passwords



Alert us when staff with access to HMIS leave your agency

Questions?

ncceh.org/hmis

access local support for Balance of State, Wake, Durham, & Orange CoCs

919.410.6997 or hmis@ncceh.org

helpdesk for local support



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