

Location Questions Guide

Mapping your client's experience in HMIS

The Data Center at NCCEH

December 2019



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Five questions to map your client's experience in HMIS

Understanding the geographic data across the state/country and within the client's experience can help the entire system demonstrate our impact.

Each of the five data elements listed below track the movement of clients across CoCs, Counties, and Zip Codes as they are served by the homeless services system in HMIS. Requirements for data collection and entry vary and will be described in this guide.

- 1 Project Location
- 2 Client Location
- 3 NC County of Service
- 4 Zip Code (of Last Permanent Address, if known)
- 5 County and City of Residence refer to where the client is living the night before this assessment

Remember, if your agency wants to know where clients came from before service, have been during enrollment, and/or are located currently, data collection and entry of these questions are essential.

1

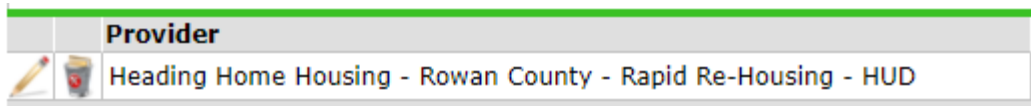
Project Location

Required for	All Clients
Data Entry	Select Project with EDA mode and record Entry
Maps Where	Funding is assigned
Collection Stage	At Entry
Reports in	All reports with the Project or E/E Provider prompt

Geographic location of clients can be connected to the funding source of their project. In HMIS, Level 5 projects* have names that follows this pattern:

Agency Name – County – Project Name – Funding Source

In HMIS, on the Entry/Exit tab:



*Agencies with Multi-CoC projects in HMIS will not have this naming convention

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Client Location

Required for	All Heads of Households
Data Entry	Select CoC code from the dropdown
Maps Where	Client services are funded
Collection Stage	At Entry, Interims, Exit
Reports in	A001 Demographics reports in ART*

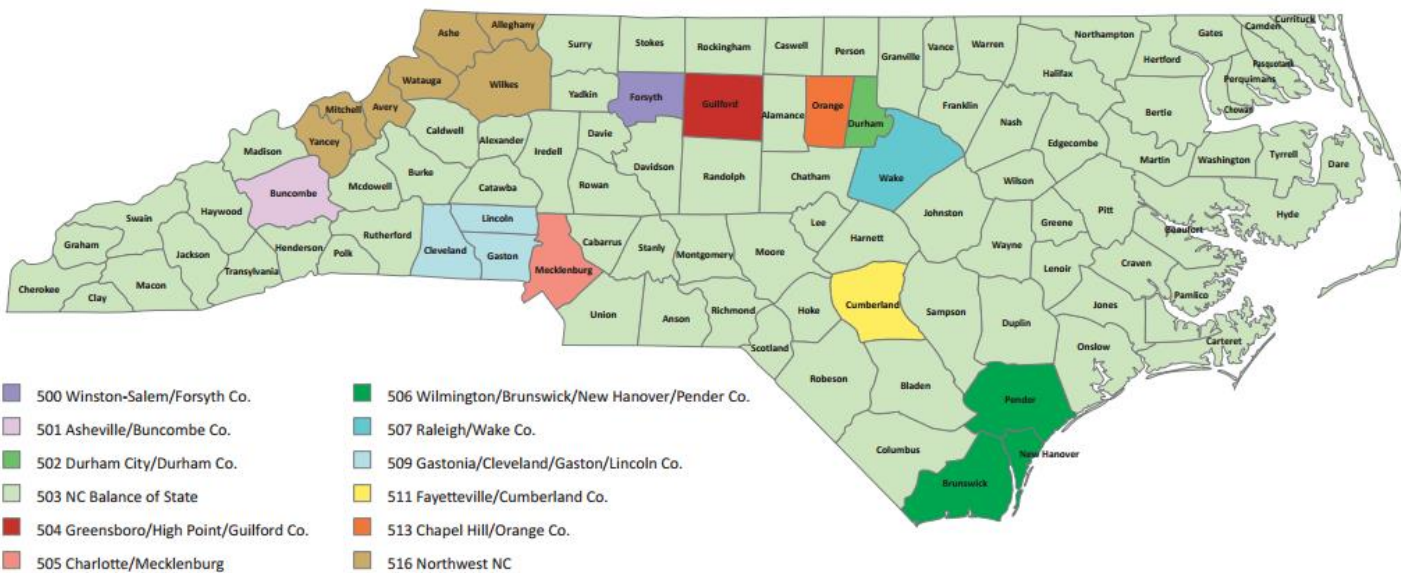
Client Location is a HUD Universal Data element that identifies which CoC the client should be connected to. Where's the \$?

In HMIS:

ANSWER Client Location for Head of Household only!

Client Location

North Carolina Continuum of Care (CoC) Primary Areas



*ART reports in folders are subject to change. Check with the Data Center before submitting these reports for grants.

3

NC County of Service

Required for	All Clients (in Multi-County Agencies)
Data Entry	Select the County from the dropdown
Maps Where	Client is being served at information date
Collection Stage	At Entry, Interims
Reports in	NCCEH modified reports; A001 Demographics reports in ART*

Beginning January 2018, NC County of Service is required for all client enrolled (not just multi-county agencies)

This question identifies the county where a client is being served by your project, at the date of data collection. A client can have one county selected on the Entry Assessment, and a different one on an Interim Update. Projects like Rapid Re-Housing or Permanent Supportive Housing can find permanent housing for clients outside the county where an office or shelter is located. If a client is being served in a county not listed in the project name, NC County of Service should be completed.

This question allows Point in Time (PIT) Count data to be reported at county and regional levels.

View in HMIS on next page:

*ART reports in folders are subject to change. Check with the Data Center before submitting these reports for grants.

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NC County of Service

In HMIS, the NC County of Service question is located at the end of the assessment below the header that says do not complete unless instructed by your CoC. **Only complete the NC County of Service question.** Please do not complete the VI-SPDAT assessments listed on the entry screen .

DO NOT COMPLETE THE FOLLOWING UNLESS INSTRUCTED TO BY YOUR COC/LOCAL SYSTEM ADMINISTRATOR. IF YOU ARE UNSURE, CONTACT YOUR AGENCY ADMINISTRATOR OR LOCAL SYSTEM ADMINISTRATOR

County of Service refers to the county in which the client is receiving services (only answer if instructed to by your System Administrator)

NC County of Service -Select- G

Use for Individuals:

VI-SPDAT v2.0 (Individual)

Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS	C. SOCIALIZATION & DAILY FUNCTIONS	D. WELLNESS	GRAND TOTAL
<input type="button" value="Add"/>						

*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.

3 NC County of Service (cont.)

Example:

Henrietta is staying at an Emergency Shelter in Alamance County (Balance of State), but has contacted Rapid Re-Housing project for housing in Orange County.



Data Collection Point	At Project Start	At Interim Update for Move-In	At Project Exit
Client Location	NC-503 BoS	NC-513 Orange	No location questions to answer
NC County of Service	Orange County	Orange County	No location questions to answer

* Zip Code (last permanent address), County/City of Residence (night before project start) are *optional* for HUD funding. Check with other funders to see what your project requires.

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Zip Code (of Last Permanent Address, if known)

Required for	None
Data Entry	Enter five digit Zip Code
Maps Where	Client became homeless
Collection Stage	At Entry
Reports in	A001 Demographics reports in ART*

This question refers specifically to their location before the client was homeless (according to HUD definitions). Although this is not required by HUD, some private funders require this element. If your agency collects Zip Code, it is possible to see how far clients travel through the homeless system.

In HMIS:

Zip Code (of Last Permanent Address, if known)	<input type="text"/>	G
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County and City of Residence refer to where the client is living the night before this assessment

County of Residence	-Select-	G
City of Residence	<input type="text"/>	Lookup Clear G
<i>**ANSWER Client Location for Head of Household only!**</i>		
Client Location	-Select-	

*ART reports in folders are subject to change. Check with the Data Center before submitting these reports for grants.

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County and City of Residence refer to where the client is living the night before this assessment

Required for	None
Data Entry	Select the County dropdown and City from the Look-up tool
Maps Where	Client was homeless/staying night before
Collection Stage	At Entry
Reports in	A001 Demographics reports in ART*

These questions refer to the location of the client the night before they enter your project. This location could be a homeless or housed location. Although this is not required by HUD, some private funders require this element. If your agency collects County and City of Residence, it is possible to see where clients were immediately before project entries.

In HMIS:

Zip Code (of Last Permanent Address, if known) G

County and City of Residence refer to where the client is living the night before this assessment

County of Residence	-Select- ▼	G
City of Residence	<input type="text"/>	Lookup Clear G

ANSWER Client Location for Head of Household only!

Client Location -Select- ▼ G

*ART reports in folders are subject to change. Check with the Data Center before submitting these reports for grants.

ncceh.org/hmis

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

919.410.6997 or **hmis@ncceh.org**

helpdesk for local support



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