NC HMIS
HMIS User's Meeting
February 2018

North Carolina Coalition to End Homelessness

securing resources   encouraging public dialogue   advocating for public policy change

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February Agenda

1. Welcome + Introductions

2. Point in Time Count and Housing Inventory Count
   - Background
   - Bed and Unit Inventory
   - Reports & Prompts

3. Feedback on real client experiences
   - Household Composition
   - Location

4. What's next?

2018 PIT/HIC

What is the Point in Time Count (PIT)?

Count of people experiencing homelessness on a single night

Must be completed during last 10 days of January

"Snapshot" of homelessness in the CoC

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Who is counted in the PIT?

Sheltered homeless population: ES, TH, PH

Unsheltered homeless population

Subpopulations: chronically homeless, mentally ill, Veterans, unaccompanied youth, HIV/AIDS

What is the Housing Inventory Chart (HIC)?

An inventory of projects within our CoC that provide beds and units dedicated to serving persons who are homeless*

- Primary intent is to serve homeless persons
- Homeless status verified
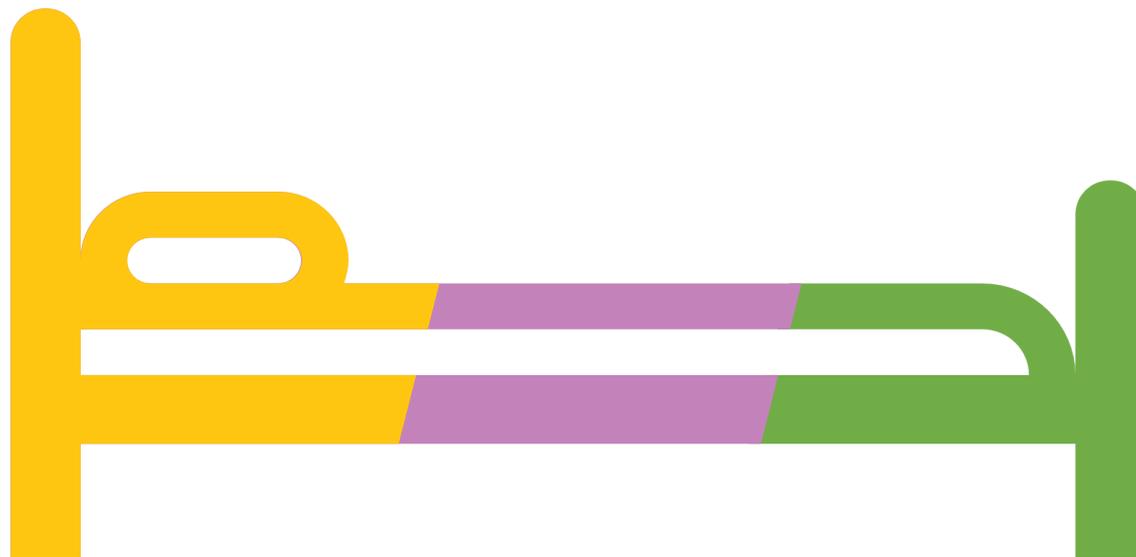- Actual project clients are predominantly homeless

Completed on a single night in January

*For RRH & PSH = homeless at entry

Three Elements to B/U in HMIS

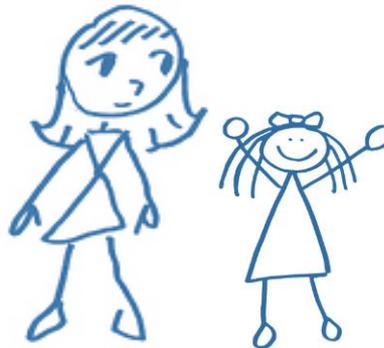Household Type   Housing Type   Availability

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Three Household types for beds

1 Households without children

2 Households with at least one adult and one child

3 Households with only children

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Three Housing types for beds

1. Site-Based – clustered/multiple sites

2. Site-Based – single site

3. Tenant based – clustered/multiple sites

Three Availability types for B/U

Beds are incorporated into utilization according to their availability to clients

1 **365** Year-round

2 Overflow

3 Seasonal

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Required PIT/HIC Reports

Project Type	NCCEH 2018 Housing Inventory Count Verification	0628 – HIC Supplement	0630 - Sheltered-Unsheltered PIT Report
Emergency Shelter (ES)	✓		✓
Transitional Housing (TH)	✓		✓
Rapid Re-Housing (RRH)	✓	✓	
Permanent Supportive Housing (PSH)	✓	✓	

How to run PIT/HIC reports: 0628 HIC Supplement

Select Providers:	Search for ONE project and select it with ⊕
Select Provider CoC Code(s):	Skip
EDA Provider:	Search for the SAME project and select it with ⊕
Enter Effective Date:	02/01/2018 (same as PIT plus 1)
Enter PIT Date PLUS 1 Day:	02/01/2018

*Agencies must run separate reports for each HMIS project

How to run PIT/HIC reports: 0630 Sheltered-Unsheltered PIT

Select Provider CoC Code(s):	Skip
Select Provider(s):	Search for ONE project and select it with 🟢
EDA Provider:	Search for the SAME project and select it with 🟢
Enter Effective Date:	02/01/2018 (same as PIT plus 1)
Enter PIT Date:	01/31/2018
Enter PIT Date PLUS 1 Day:	02/01/2018

*Agencies must run separate reports for each HMIS project

How to run PIT/HIC reports: NCCEH Housing Inventory Count Verification

Enter CoC Code:	Remove NC-503 with 🚫 and select NC-513 ➕
Provider(s):	Search for ONE project and select it with ➕
County:	Skip
Enter No if you want to see Non-HMIS-Participating Providers Only	Skip

*Agencies must run separate reports for each HMIS project

Check for missing data

Error information	UDEs were not entered into HMIS at client entry, interim and/or exit*
How do I find this error?	Review "Client Detail" tabs for missing data elements - 0628 HIC Supplement- Tab D - 0630 PIT report- Tab E
How do I fix this error?	If client is available, ask the client Review client file for information If information is in available, enter into HMIS **Missing Data > Inaccurate Data**

*Exit data is not included in PIT/HIC reports

Review reports for unexited clients

Error information	Failure to create a program exit for clients no longer receiving services
How do I find this error?	Review "Client Detail" tabs to ensure that all clients listed were in project on PIT night - 0216 Unexited Clients Exceeding Max LOS - 0628 HIC Supplement- Tab D - 0630 PIT report- Tab E
How do I fix this error?	If client is available, ask client Review client file, consult with other staff to get information about date of client exit Exit client from project using date

Look for child only households

Error information	Child enrolled in project alone without the Head of Household*
How do I find this error?	Review "Populations" tabs, scroll to "Households with Only Children" section. This section should be blank* -0628 HIC Supplement- Tab B -0630 PIT report- Tab A
How do I fix this error?	Child's entry alone has to be deleted and re-created from the HoH's entry Contact the Data Center for assistance

* This applies to projects that do not serve child only households

Utilization Rates

1 client	4 clients
1 bed	2 beds
1 ÷ 1= **100% Utilization**	4 ÷ 2= **200% Utilization**

The percentage of Beds occupied on a given night must fall between 65% -105%

Does this make sense?

2 clients

4 beds

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2 ÷ 4 = **50%** Utilization

The percentage of Beds occupied on a given night must fall between 65% -105%

Submit 2018 HIC/PIT data by Feb 28th

Durham 2018 PIT & HIC

Please complete this form to submit final 2018 PIT & HIC data. At the bottom of this form, you will need to attach HMIS reports required for your project type (listed below).

Emergency Shelter and Transitional Housing:
1. 2018 NCCEH HIC Verification Report
2. 0630 Sheltered-Unsheltered PIT

Permanent Supportive Housing and Rapid Re-Housing:
1. 2018 NCCEH HIC Verification Report
2. 0628 HIC Supplement

You must complete this form for each project/program at your agency. All data should be submitted using this form by 2/21/2018.

The NCCEH Data Center is here to help you!

Please contact our Help Desk at 919-410-6997 or hmis@ncceh.org if you have any questions or need additional assistance.

Agency Name *

Project Name *

Project Type *

Contact Person *

Email *

Phone *

What happens after submission?

Data Center staff will review each submission

Every submission will get a follow-up:
- If submission is good, you must confirm the data
- If we find issues/corrections are needed
  Note: Updated reports must be resubmitted via form

Confirmed data marked as complete for CoC

Feedback

Household composition in HMIS

HMIS can help track some aspects of household composition – but has limits

Do households typically stay the same throughout the project enrollment?

What would be useful to know about household composition for your agencies?

Location questions in HMIS

Where are clients staying when you meeting them? (County/City)

Where do clients want to find housing? (County/City)

Where do clients actually find housing? (County/City)

Location Questions

HMIS Location Questions

Here are all the ways HMIS can track location:

1 Project Location

2 Client Location

3 NC County of Service

4 County and City of Residence

5 Zip Code

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

Level 5 projects* have names which look like:
Agency Name – County – Project Name – Funding Source

		Provider
✏️	🗑️	Heading Home Housing - Rowan County - Rapid Re-Housing - HUD

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

Client Location

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

*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.
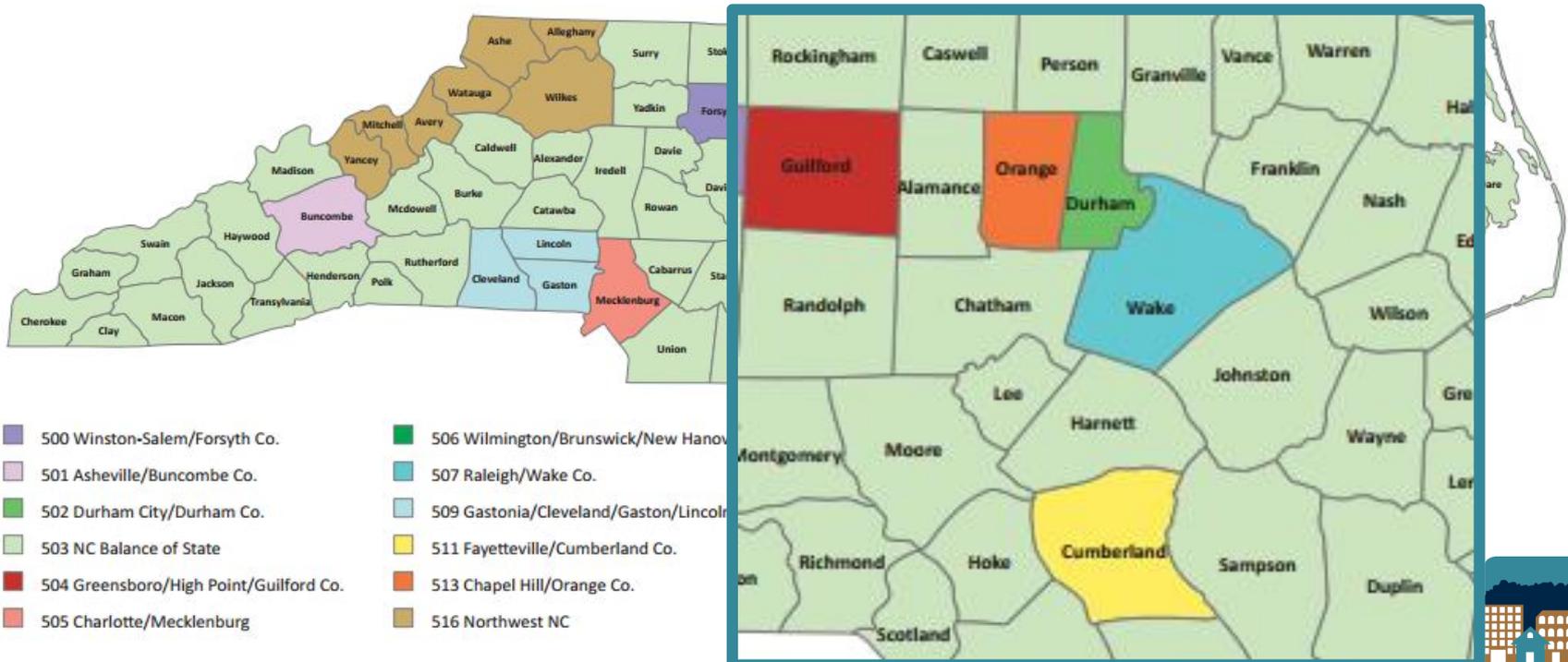
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Client Location

In HMIS:

ANSWER Client Location for Head of Household only!

| **Client Location** | -Select- ▾ |

North Carolina Continuum of Care (CoC) Primary Areas

- 500 Winston-Salem/Forsyth Co.
- 501 Asheville/Buncombe Co.
- 502 Durham City/Durham Co.
- 503 NC Balance of State
- 504 Greensboro/High Point/Guilford Co.
- 505 Charlotte/Mecklenburg
- 506 Wilmington/Brunswick/New Hanover
- 507 Raleigh/Wake Co.
- 509 Gastonia/Cleveland/Gaston/Lincoln
- 511 Fayetteville/Cumberland Co.
- 513 Chapel Hill/Orange Co.
- 516 Northwest NC

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; #Demographics reports in ART*

*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.

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NC County of Service

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
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.

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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	#Demographics reports in ART*

*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.

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County and City of Residence

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	#Demographics reports in ART*

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 | [ ] Lookup Clear G |

ANSWER Client Location for Head of Household only!

| **Client Location** | -Select- ▼ |

*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.

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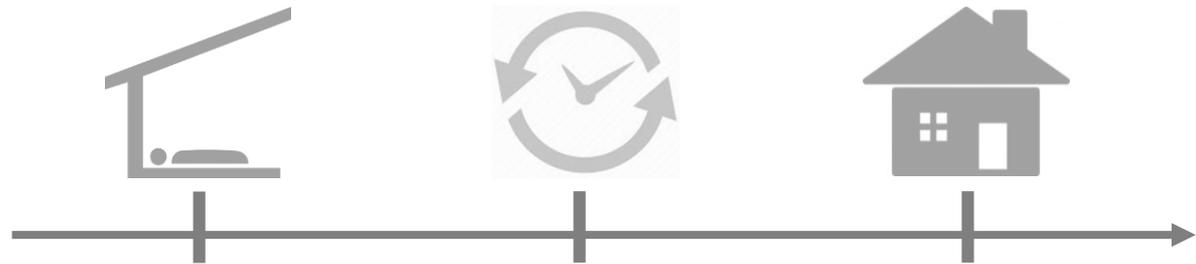
Data Collection Point	At Project Start	At Interim Update for Move-In	At Project Exit
Client Location	NC-503 BoS	NC-513 Orange	No location questions to answer
NC County of Service	Orange County	Orange County	

* 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.

What's on deck?

Upcoming Deadlines and Events

Due	Report Name
Feb 15	State Emergency Solutions Grant Consolidated Annual Performance and Evaluation Report (ESG CAPER)
Feb 28	**ES and TH Deadline for PIT/HIC Submissions**
Mar 22	Next Durham HMIS Users Meeting
March - April	System Performance Measures
April 30 - May 1	Save the Date: NC Homelessness Conference
June	HMIS Transition
August	City ESG CAPER and City HOPWA CAPER

Keep NC Safe Tips

Only access NC HMIS with a secure internet connection

Alert the Data Center when staff with access to HMIS leave your agency

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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

North Carolina Coalition to End Homelessness

securing resources   encouraging public dialogue   advocating for public policy change

919.755.4393   www.ncceh.org

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