



Agenda

March 2020

System Updates

- Homeless History question updates
- Verify and Save testing
- CoC-APR and ESG-CAPER report issues
- Point in Time and Housing Inventory Count submissions

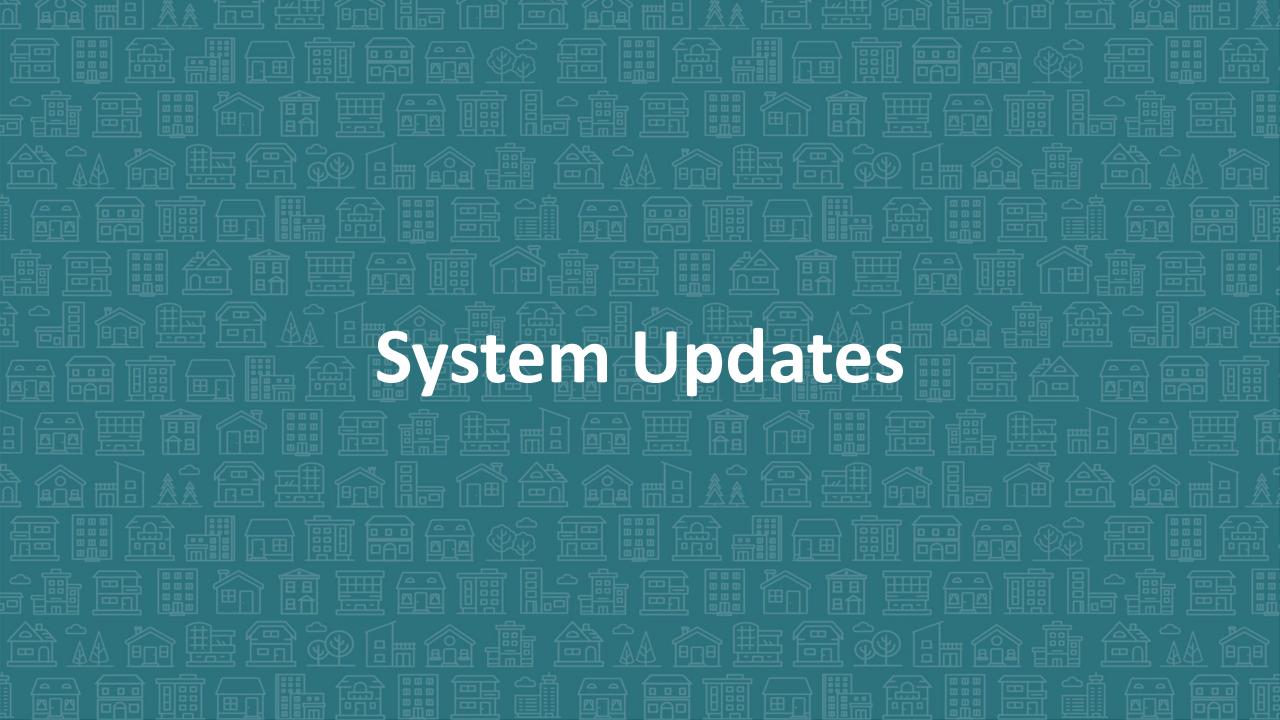
How Can We Help

- Understanding the Household tab versus Entry/Exit tab
- Avoid Update and Annual pitfalls

What's Next

Deadlines





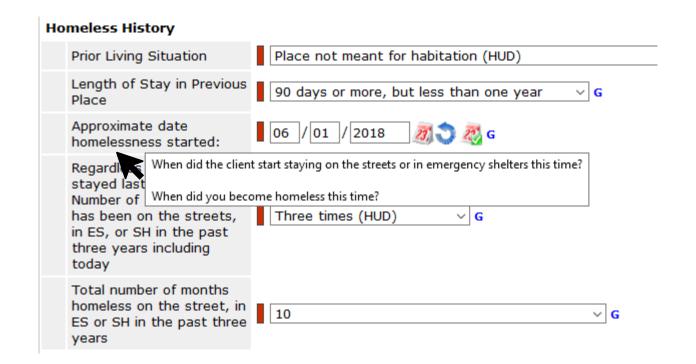
Homeless History question updates

Question Change

The question, "When did the client start staying on the streets or in emergency shelters this time?" was changed to "Approximate date homelessness started:" on intake.

Extra Tips

Hover over questions for different ways of asking the questions





Homeless History question updates

Extra Tips

Hover over questions for different ways of asking the questions

- (No Safe havens in NC)
- How much time have you spent staying with someone or paying for a room since becoming homeless?





Verify & Save – System Administrator Tool

WellSky gave us a tool to "re-stamp" older/shared data with the current provider and date. This tool is the "Verify & Save Data" button and it will improve some of our reporting visibility issues BUT overuse of it will slow down our entire system.

Only use this button after a conversation with the NCCEH Data Center!

VARNING: Verify & Save is a System Admin	istrator tool. Do Not Use without prior dis	cussion with	NCCEH Data Center	<u>.</u>	
	Verify and Save Data	Save	Save & Exit	Exit	



CoC-APR and ESG-CAPER issues

We can't predict the future

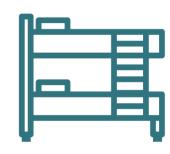
• Reports can tell if data like Housing Move-In Dates are entered for a future date

Answer the questions below	v for the Head of Household and other adults	
Client Location	NC-503 NC Balance of State CoC	~
Housing Move-in Date	01 / 16 / 2019 Ø 👸 💸 G	



Point-in-Time Count





Unsheltered	Sheltered Count							
	HMIS ES + TH	Non-HMIS ES + TH						
CoC Forms	HMIS Reports	CoC Forms						
Night of Count: Jan 29 Service Based Counts: Jan 29-Feb 5	Work with NCCEH Data Center to finalize data and submit reports	Night of Count: Jan 29 Service Based Counts: Jan 29-Feb 5						

Housing Inventory Count

A one-day count of the shelter and permanent housing resources our community has to serve folks experiencing homelessness

For our CoC: January 29, 2020



Housing Inventory Count:

Emergency Shelter, Transitional Housing, Permanent Housing



Submission steps (tentative dates)



1. Find your reports

- ✓ 0628 HIC Supplement for RRH and PSH
- ✓ 0629 Housing Inventory Count and 0630 Sheltered-Unsheltered PIT report for ES and TH



- 2. Review your reports
- 3. Make corrections
 - ✓ Ask Data Center for help!
 - ✓ Tell the Data Center when corrections are done



4. Submit accurate reports



Find Your Reports

PIT and HIC reports are run separately for each HMIS project

Homeless Projects have different reports than Permanent Housing Projects

Project Type	0628 HIC Supplement		0630 Sheltered- Unsheltered PIT 2019
ES & TH		\checkmark	✓
RRH & PSH	√		

Find Your Reports

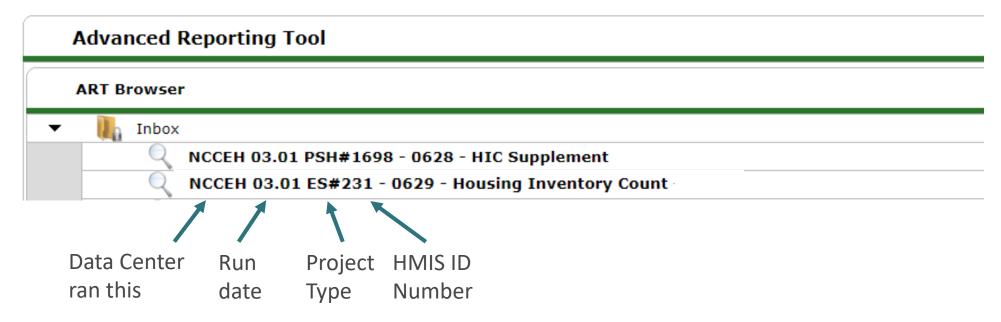
Good News - You don't have to run the reports this year. We will!

The reports for each of your projects will run in the AA's ART Inbox and you'll receive an announcement email

- If your agency wants the reports to be run elsewhere, please tell us know



Look for reports labeled with NCCEH, the run date, the project type, and the project number:





How do you know if your data is accurate?

Check for the correct entries and exits

- households



Check for missing details about client

- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Client Location





Abbreviations in PIT/HIC Reports

Race includes both Primary and Secondary Race responses from the Client Profile Tab

Column	Abbreviation	Meaning
Race	В	Black or African American
Race	W	White
Race	Α	Asian
Race	N	Native Hawaiian or Other Pacific Islander
Race	1	American Indian or Alaskan Native
Race	Multi	Different races selected for Primary and Secondary
Race	D	Client Doesn't Know/Client Refused
Race	M	Missing or non-HUD values



Abbreviations in PIT/HIC Reports

AM or ACM

Other subpopulations correspond to specific questions in the Entry Assessment

Column	Abbreviation	Meaning							
Disab YN	Υ	Yes for Disabling Condition							
Disab YN	N	No for Disabling Condition							
DV	Υ	Domestic Violence Survivor							
DV	N	Not a Domestic Violence Survivor							
DV Flee	Υ	Yes for Currently Fleeing from DV							
DV Flee	N	No for Currently Fleeing from DV							
СН	X	Was Chronically Homeless upon entry							
СН	[blank]	Was not Chronically Homeless upon entry							
Fam	AC	Adults with Children Household							
Fam	Α	Adults (multiple) without children							
Fam	Sa	Single Adult							
_									

At least one Household member is missing age

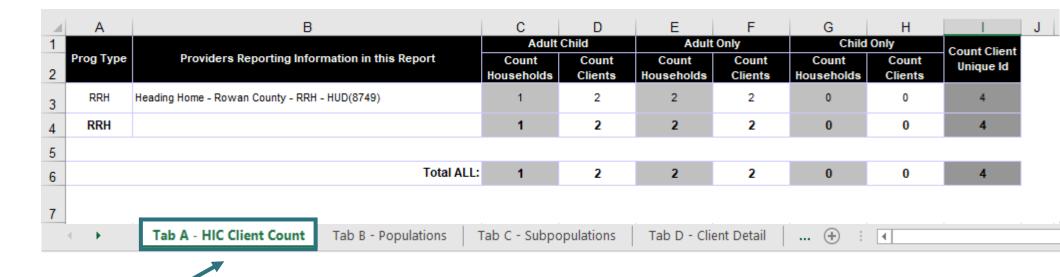
Gateway Question

Homeless History

Fam



0628 – HIC Supplement



Confirm client totals for each tab



0628 – HIC Supplement

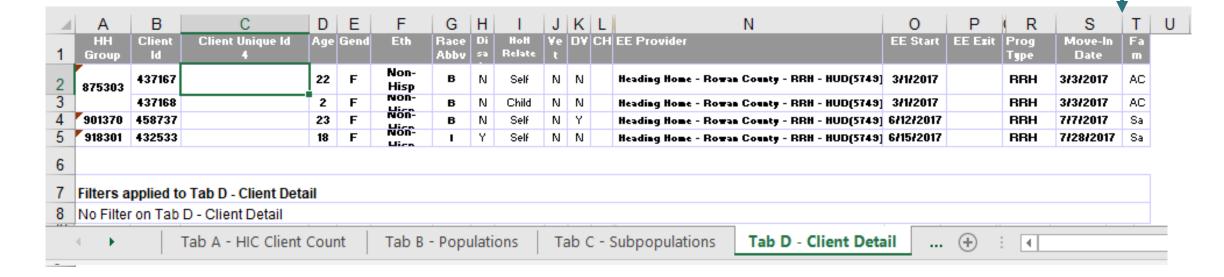
Expand Columns to see all of the data





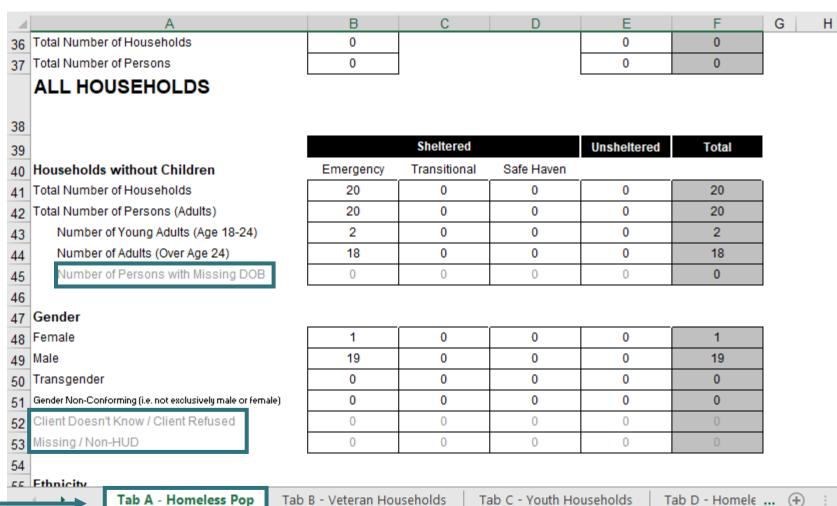
0628 – HIC Supplement

Expand Columns to see all of the data

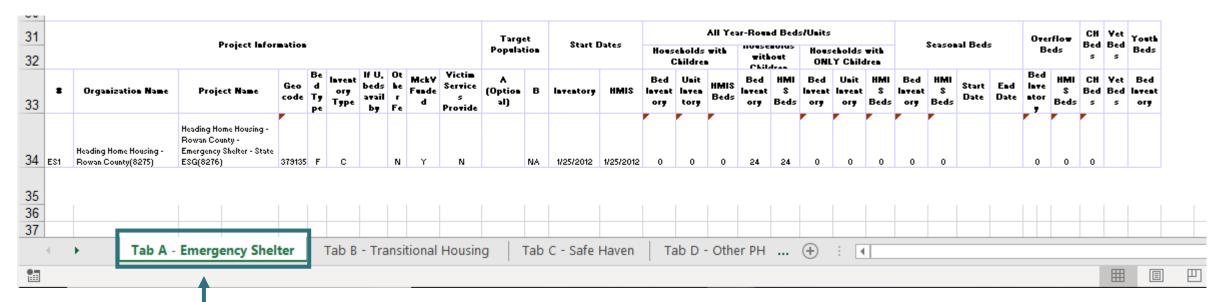




0630 - Sheltered **Unsheltered PIT** Report



0629 – Housing Inventory Count (not yet released)



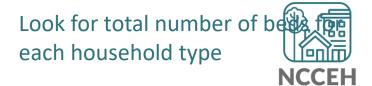




0629 – Housing Inventory Count

(Highlighted or red portions deserve a second look)

31											Targ	et		_			All Yes	ar-Rous	d Bed	s/Units		
32			Project Infor	mation							Popula		Start I	Dates		eholds Childre		mith Ckil	out		eholds Y Child	
33		Organization Name	Project Name	Geo code	Be d Ty pe	ory Type	If U, beds avail by	he	Funde		Uption	В	Inventory	HMIS	Bed Invent ory	Unit Inven tory	HMIS Beds	Intent	HMI S Beds		Unit Invent ory	_
34	ES1	Heading Home Housing - Rowan County(8275)	Heading Home Housing - Rowan County - Emergency Shelter - State ESG(8276)	379135	F	С		N	Y	N		NA	1/25/2012	1/25/2012	0	0	0	24	24	0	0	0



0629 – Housing Inventory Count



Coverage should always be 100% for **HMIS** participating



0629 – Housing Inventory Count

User Prompt Field	Value(s) Selected
Include Operational Projects ONLY?	-blank- (Optional Prompt)
Select Provider(s):	Heading Home Housing - Rowan County - Emergency St
Select CoC Code(s):	None Selected
Enter Date for Current Inventory:	1/30/2019
Enter Date for Under Development Inventory:	1/31/2019

Providers Reporting Information Physical Address **HUD CoC Code** Federal Partner Program Project Type in this Report Street Address State Zip Code CoC Code Start Citt End Program Start End NC-503 NC 09/04/07 HUD:ESG 10/01/15 09/30/16 Balance of State CoC NC-503 NC 09/04/07 HUD:ESG 10/01/16 09/30/17 Heading Home Housing - Rowan County -1234 Hope Rd Balance of Is the Emergency Shelter (HUD) NC 28502 Salisbury Emergency Shelter - ESG (1448) State CoC Address 12/31/18 NC-503 NC 09/04/07 HUD:ESG 01/01/18 Balance of right? State CoC Tab F - Rapid Re-Housing (+) . ◀

Federal Funding should

have 2019 info

If the inventory isn't correct, what do you do?

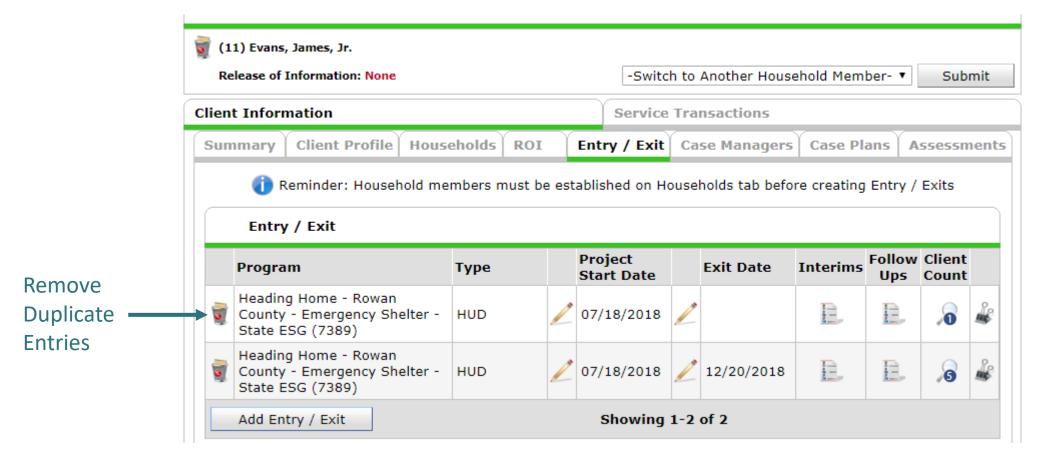
Contact the Data Center! We'll make the changes in HMIS:

- When did the change occur?
- What is the new total number of beds and units
- Are they dedicated to one type of household? How are they divided between HUD's household types?
- Are they dedicated to Veterans, Youth, or Chronically Homeless clients?



Make Corrections: Entries & Exits

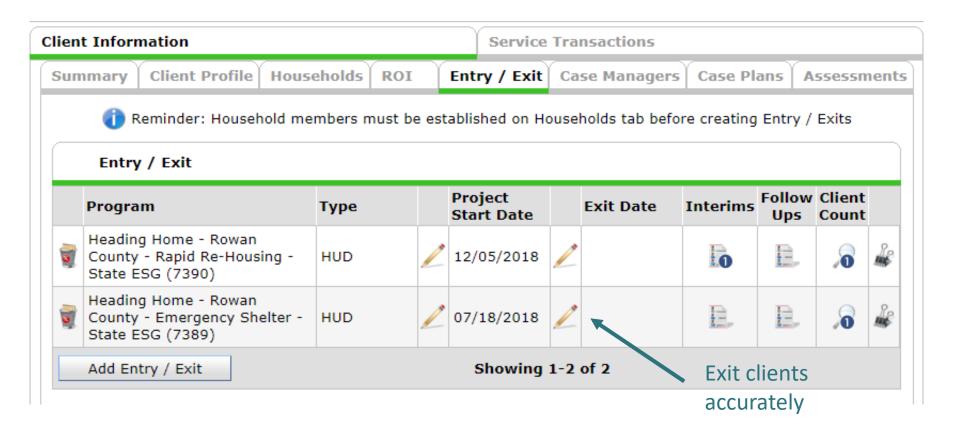
Clients who were not staying at/being served by your project





Make Corrections: Entries & Exits

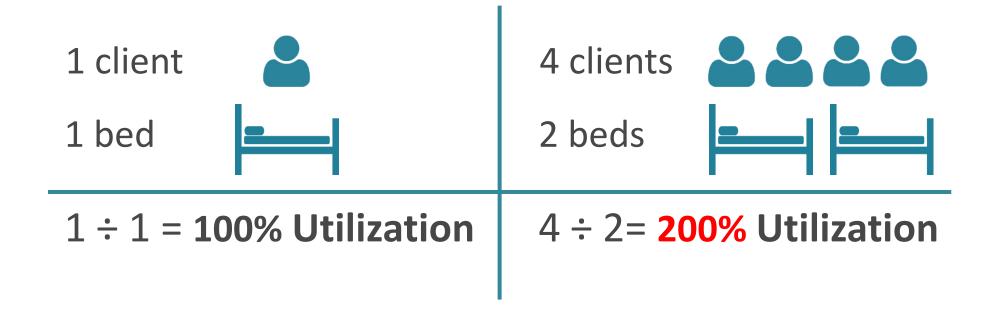
Exit clients who were not staying at/being served by your project





Utilization

Make Corrections: Utilization Rates

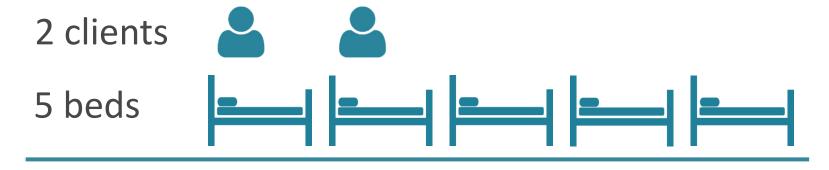




The percentage of Beds occupied on a given night must fall between 65% -105%



Does this make sense?



$$2 \div 5 = 40\%$$
 Utilization



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



Make Corrections

Make Corrections: Missing data

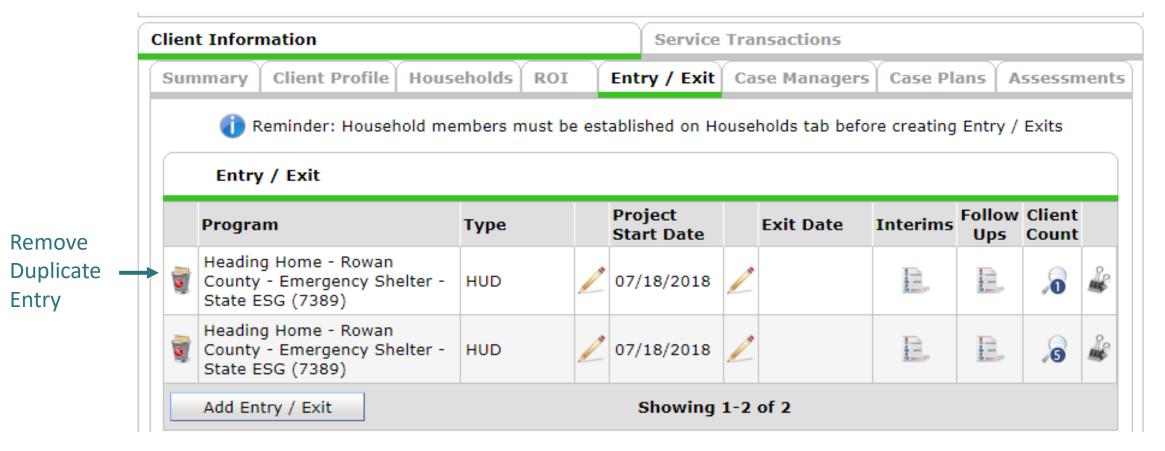
Always, always check your **Enter Data As** and **Backdate** modes Demographics don't change, so backdate will be the client's start date





Make Corrections: Child Alone

Children under 18 rarely enter projects alone. Check for extra Entries:





Make Corrections: Child Alone

If the correct entry is not in the child's Entry/Exit Tab, use the Households Guide to correct

ClientPoint Entries and Exits with households

Now that you have created your household, every time you enroll or exit (or provide a service) for your client you will see the "Household Members" section. It will list your household members, each with a check box by their name:

Household Members



To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

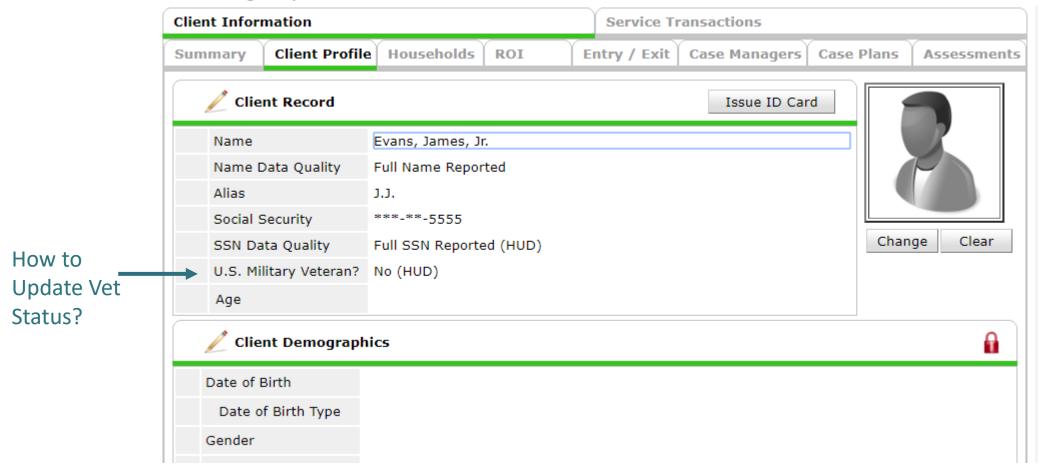


(104) Billy, Betty (105) Billy, Brandy



Make Corrections: Missing data

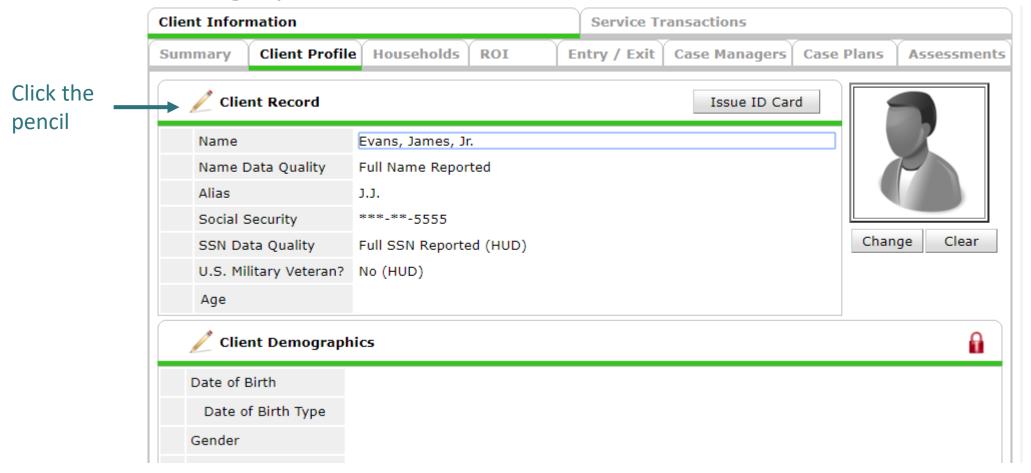
Client Demographics





Make Corrections: Missing data

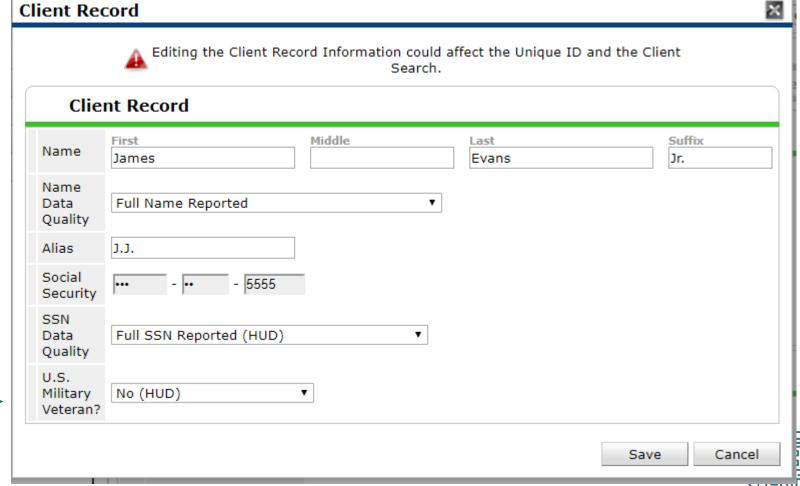
Client Demographics





Make Corrections: Missing data

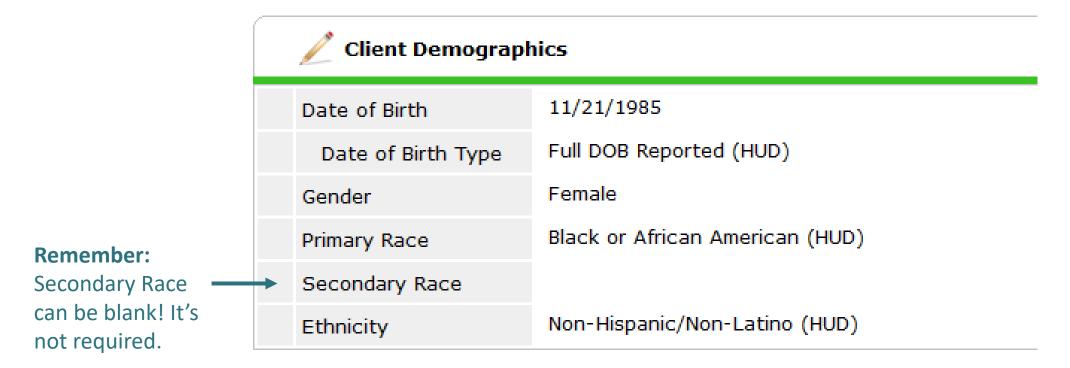
Client Demographics



Change the dropdown as needed

Make Corrections: Missing data

Client Demographics





Make Corrections

Once corrections are done, contact the Data Center so we can re-run the reports for you!



Submit Your Reports

Once your reports are accurate, formally submit them to the Data Center as final confirmation

Submit one form per HMIS project

Contact Person should be an HMIS User the Data Center can follow-up with

Attach both reports as File Attachments





Household Tab vs Entry Exit Tab

Household Tab

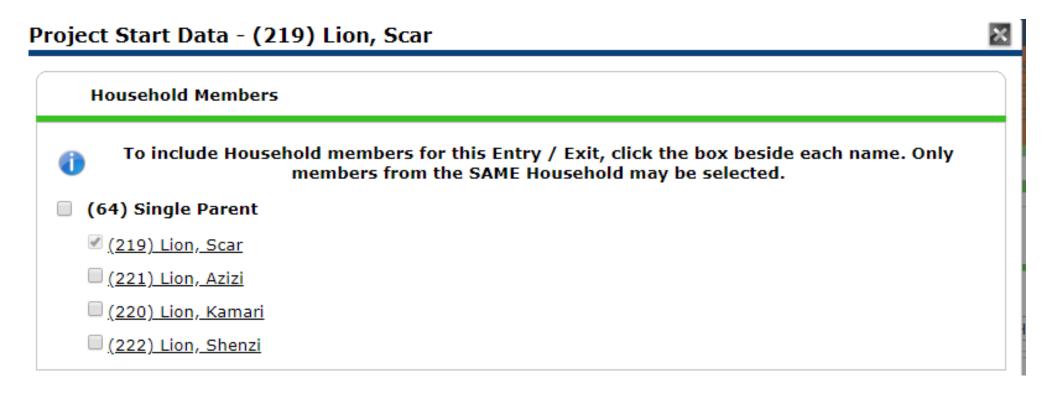
• Think of the tab as a roster, as who could be in the Entry/ Exit

- (ca) circle Pount						
▼ (64) Single Parent Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(219) Lion, Scar	39	Yes	Self	08/17/2019	0 Q	1 🔍
(221) Lion, Azizi	15	No	daughter	08/17/2019	0 Q	1
(220) Lion, Kamari	3	No	son	08/17/2019	0 0	1 🔍
(222) Lion, Shenzi	10	No	daughter	08/17/2019	0 Q	1 🔍



Entry/Exit Tabs

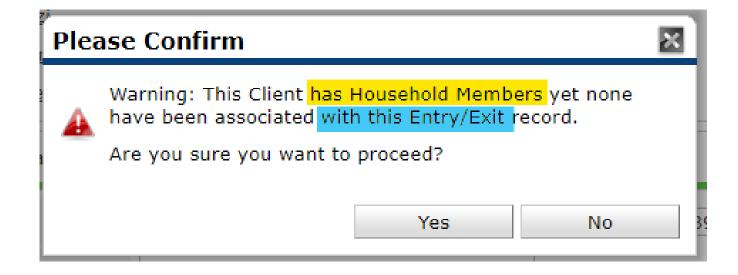
• If Scar was the only one coming to the project, only select his name





Entry/ Exit Tabs: Single client from Household

A 'Please Confirm' warning appears, notice the wording





Entry/ Exit Tabs: Single client from Household cont.

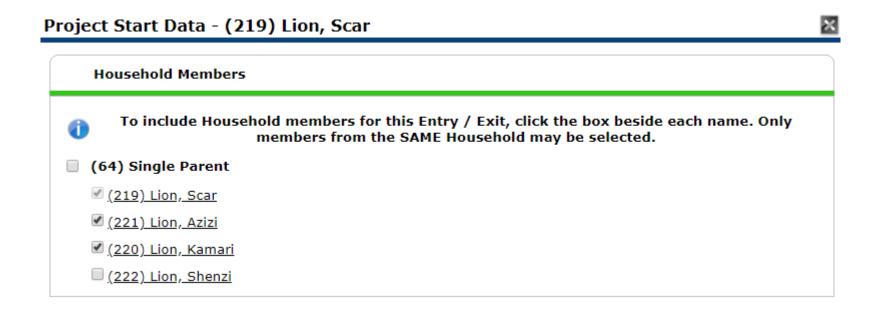
 Notice the Client Count on the Entry/Exit Screen, which means Scar is the only client in the project

	Entry / Exit								
	Program	Туре	Project Start Date		Exit Date	Interims	Follow Ups	Client Count	
9	Heading Home - Rowan County - Emergency Shelter (7389)	HUD	02/17/2020			E	E	8	
	Add Entry / Exit		Showing 1-1 of	1					



Entry/ Exit Tabs: Multiple clients from Household

Lets add two more household members





Entry/ Exit Tabs: Multiple clients from Household cont.

Notice the client count is now three

	Entry / Exit									
	Program	Туре		Project Start Date		Exit Date	Interims	Follow Ups	Client Count	
	Heading Home - Rowan County - Emergency Shelter (7389)	HUD	/	02/17/2020	/		E.		8	R.



Entry/ Exit Tabs: Multiple clients from Household cont.

- If we were to go and edit the Entry, we see the ability to 'Include Additional Household Members'
- This means they were not removed from the Household because they weren't on the Entry/Exit

Household Members

- 1 To update Household members for this Entry Data, click the box beside each name.
- (64) Single Parent
 - (219) Lion, Scar (Entry Date: 02/17/2020 11:22 AM)
 - (221) Lion, Azizi (Entry Date: 02/17/2020 11:22 AM)
 - (220) Lion, Kamari (Entry Date: 02/17/2020 11:22 AM)



Household Tab revisted

Household Tab is exactly the same after Entry/ Exits were made

Summary Client Profile Households ROI Entry / Exit	Case	e Managers	Case Plans	Measurements	Activities	Assessmen
▼ (64) Single Parent						
Name	Age	Head of Household	Relationship t Head of Household	Joinea	Previous Associations	Household Count
(219) Lion, Scar	39	Yes	Self	08/17/2019	0 🔍	1
(221) Lion, Azizi	15	No	daughter	08/17/2019	0 🔍	1
(220) Lion, Kamari	3	No	son	08/17/2019	0 🔍	1
(222) Lion, Shenzi	10	No	daughter	08/17/2019	0 🔍	1 🔍
Manage Household		,	,	'		

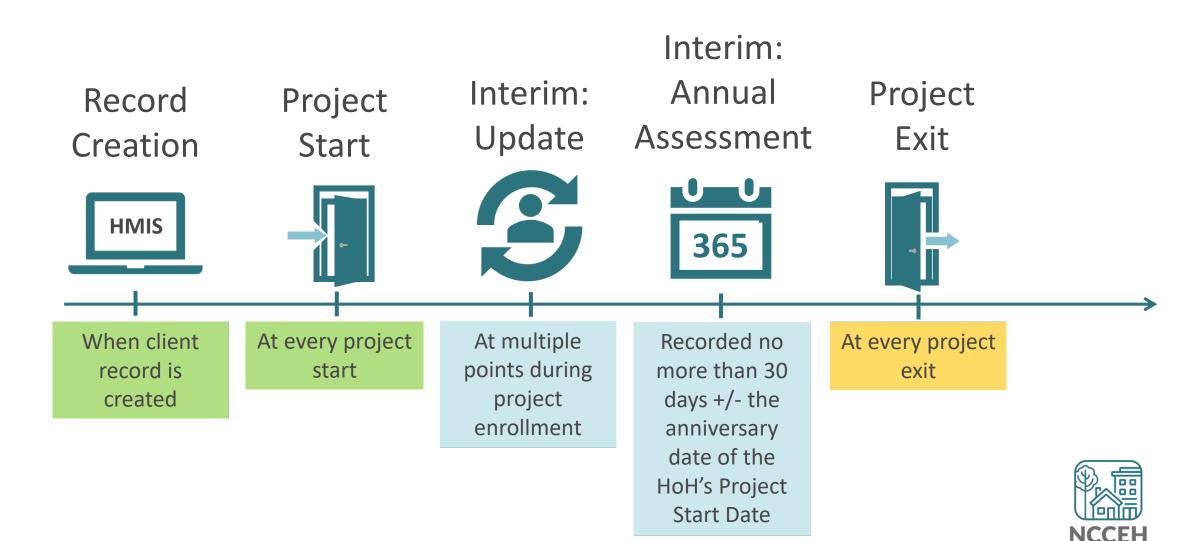


Household tab is different than Entry/Exit tab

- Household tab sets up the roster for recording Intakes and Exits
- Don't delete! Only remove members from the Household tab for death or divorce
- Reports pull information from Entry/Exit tab



Avoid Pitfalls in Interim Updates and Annuals



Avoid Pitfalls in Interim Updates and Annuals

Interim Updates

Project Start Date cannot equal an Interim Update Date

Interim Annual Assessments

Annuals are required for all clients in all project types every year





What's Next Calendar

Due	Report/Event Name
Jan 29 th	Point-in-Time Count night!
Feb 28 th	System Performance Measures Submission
March - April	Point in Time / Housing Inventory Count Reports
Mar 2 nd	Orange HMIS Users Meeting
Apr 6 th	Orange HMIS Users Meeting
July/August	Longitudinal System Analysis Report





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Contact NCCEH Data Center Help Desk

hmis@ncceh.org 919.410.6997





@NCHomelessness



nc_end_homelessness



