

HMIS@NCCEH

HMIS Users Meeting

March, 2020



NC COALITION^{to}
HOMELESSNESS_{end}

Agenda

March 2020



We'll be recording
each section
separately

System Updates

Save & Verify Data

COVID-19 Response

How can we help?

Navigating ServicePoint Efficiently

Point in Time/Housing Inventory Counts

Equal Access and Case Plans Pushed

What's Next



NCCEH

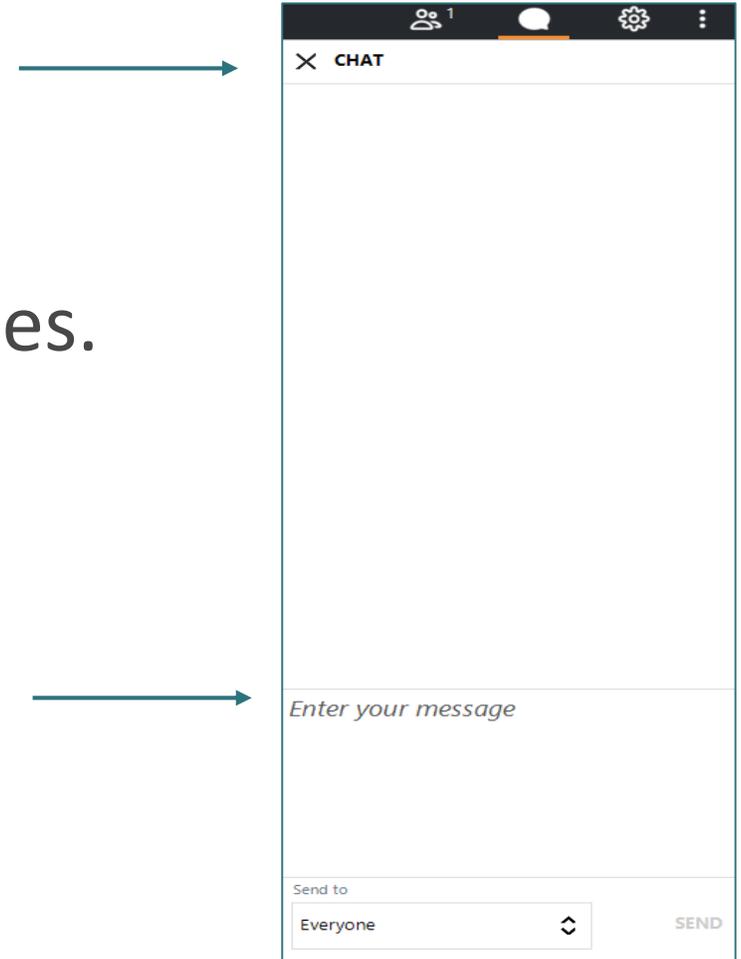
Welcome

Reminders

Your line is muted.

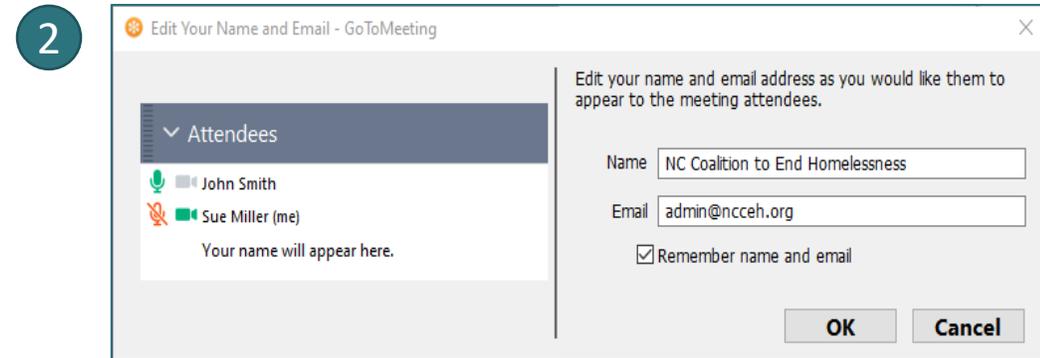
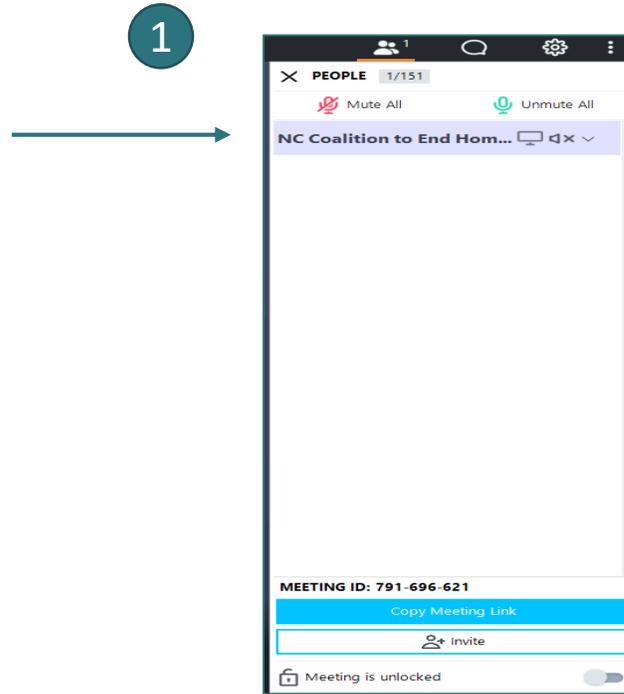
We will unmute the line during Q&A pauses.

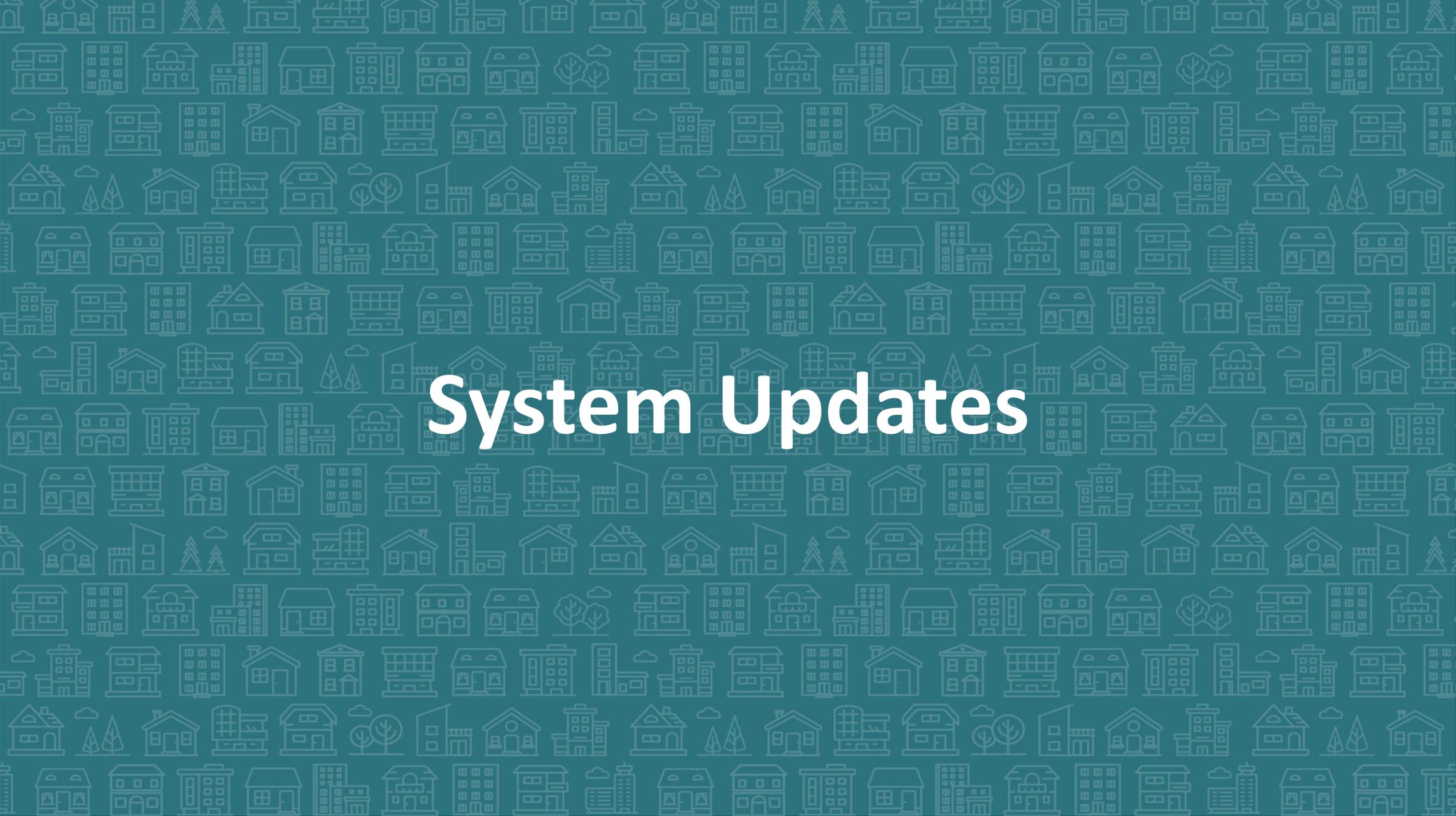
The chat box is available to use anytime.



Attendance

- We will conduct Roll Call for Regional Leads and at-large members to confirm quorum for voting.
- Other participants should enter their full names, so we know they are here and include in the minutes.





System Updates

Verify & Save – System Administrator Tool

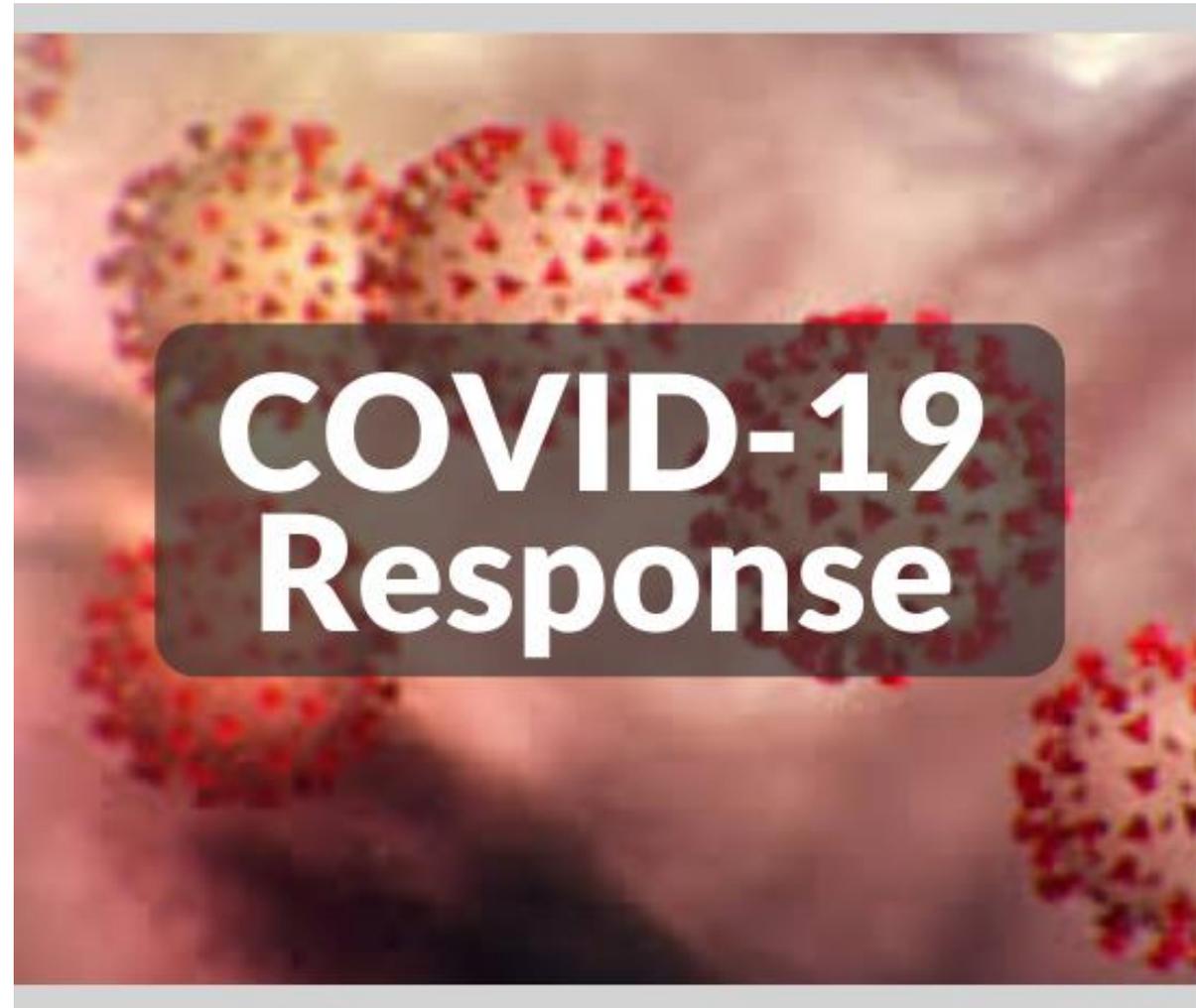
WellSky gave us a tool to “re-stamp” older/shared data with the current provider and date. This tool is the “Verify & Save Data” button and it will improve some of our reporting visibility issues BUT overuse of it will slow down our entire system.

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



COVID-19 Response in HMIS

- Why Collect Data
- Why these Questions
- Who to Collect and Entry Data for
 - (Screening outside of HMIS)
- Where to Find Questions
- How to Enter Data
- Other Data Considerations



Why Collect COVID-19 Data

Data collection is critical to our community's immediate response and future public health evaluations.

- Track COVID-19
- Protect Clients and Staff
- Advocate for Resources



Why these Questions

Designed by Louisiana Balance of State, vetted by Public Health practitioners and NCCEH Natural Disaster experts, other communities implementing

“Symptomatic” might be the only data available to homelessness services providers.

Provider level data collection goal: Gathering data to support

- Real-time monitoring of COVID-19 by site
- Contact Tracing
- Calculations of site incidence, prevalence, rate of transmission and recovery rate



Who to Collect and Enter Data For

All clients with symptoms of COVID-19

- [CDC COVID-19 Symptoms Guide](#)

HUD Guidance: [Begin screening clients for symptoms of COVID-19](#)

- Check with local Public Health authorities
- If none available, look at [Atlanta, GA](#), [Ohio Balance of State](#), or [Twin Cities Catholic Charities](#)



Where to Find Questions

ClientPoint > Client Profile 11    

▶ Last Viewed Favorites

Home

ClientPoint

ResourcePoint

▶ FundManager

ShelterPoint

▶ Reports

▶ Admin

Logout

Client - (11) Doo, Velma

 (11) Doo, Velma
Release of Information: **None**

Client Information

- Summary
- Client Profile
- Households
- ROI

Service Transactions

- Entry / Exit
- Case Managers
- Case Plans
- Assessments

 **Client Record**

Name	Doo, Velma
Name Data Quality	Full Name Reported
Alias	
Social Security	134-71-7120
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Age	20

 **Client Demographics**



Where to Find Questions



Don't see the Client Profile: all projects Assessment?
Check EDA Mode!

Client Profile: all projects 

Third Race	<input type="text" value="-Select-"/>	G
Fourth Race	<input type="text" value="-Select-"/>	G
Fifth Race	<input type="text" value="-Select-"/>	G

COVID-19 Status

Select "Yes" if client shows symptoms consistent with COVID-19. Leave blank and continue to Contact Information if not symptomatic.

Symptoms consistent with COVID-19 (fever, cough, shortness of breath)?	<input type="text" value="-Select-"/>	G
If symptoms consistent with COVID-19, date symptoms started:	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>   	G
If symptoms consistent with COVID-19, quarantine date:	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>   	G
If hospitalized, date:	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>   	G
If known, test result or confirmed disease status:	<input type="text" value="-Select-"/>	G
Recovery date:	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>   	G

 **Client Contact Information (Client Profile)**

How to Enter Data

COVID-19 Status

Select "Yes" if client shows symptoms consistent with COVID-19. Leave blank and continue to Contact Information if not symptomatic.

Symptoms consistent with COVID-19 (fever, cough, shortness of breath)?	<input type="text" value="-Select-"/>  
If symptoms consistent with COVID-19, date symptoms started:	<input type="text"/> / <input type="text"/> / <input type="text"/>    
If symptoms consistent with COVID-19, quarantine date:	<input type="text"/> / <input type="text"/> / <input type="text"/>    
If hospitalized, date:	<input type="text"/> / <input type="text"/> / <input type="text"/>    
If known, test result or confirmed disease status:	<input type="text" value="-Select-"/>  
Recovery date:	<input type="text"/> / <input type="text"/> / <input type="text"/>    

*You may also test these questions in the training site: sp5.servicept.com/hmisncceh_training

Other Data Considerations

Contact Information

- Contact Tracing is nearly impossible if a client cannot be found
- Accurate and multiple pieces of Contact Information is essential
 - Personal phone number
 - Friends/Family phone numbers
 - Frequent locations
 - Online contact information like emails or social media

Standard Information

- Accurate Entries, Bedlists, Exits, Move-In Dates, NC County of Service are also more important than ever for baseline data and exposure tracking



Tools available online

- Round-up for all of North Carolina on ncceh.org/covid-19
- HMIS@NCCEH specific resources on ncceh.org/hmis/training





How can we help?



Navigating ServicePoint

Add to Favorites

The screenshot shows the ServicePoint Training Site dashboard for Helen Housing, Agency Admin. The top navigation bar includes the ServicePoint logo, the user name 'Helen Housing Agency Admin', and a 'Mode' dropdown menu with options: Shadow, Enter Data As, and Back Date. Below the navigation bar is a search bar with the text 'Type here for Global Search' and three icons: an exclamation mark, a star, and a question mark. The star icon is highlighted with a green arrow. The main content area is divided into three sections: 'System News (1)', 'Agency News (0)', and 'Follow Up List (0)'. The 'System News' section contains a table with one row: a yellow star icon, the date '12/01/2018', and the headline 'Look here for HMIS System Updates'. The 'Follow Up List' section is currently empty.

★ Add any page to Favorites when star is yellow (limit 30 items)

*Maybe identify clients with COVID-19 symptoms so you can make sure they get the resources they need

Left-side Menu: Favorites



ServicePoint Training Site
Heading Home Housing - Rowan County
December 27, 2018

Home > Home Page Dashboard

List of element identified as "Favorites"

Last Viewed | **Favorites**

- [Client Profile \(7\)](#)
- [Client Profile \(6\)](#)
- [Client Profile \(2\)](#)

[Edit Favorites](#) [Less](#)

Home

ClientPoint

ResourcePoint

ShelterPoint

▶ **Reports**

▶ **Admin**

Logout

System News (1) | **Agency News (0)** | **Follow**

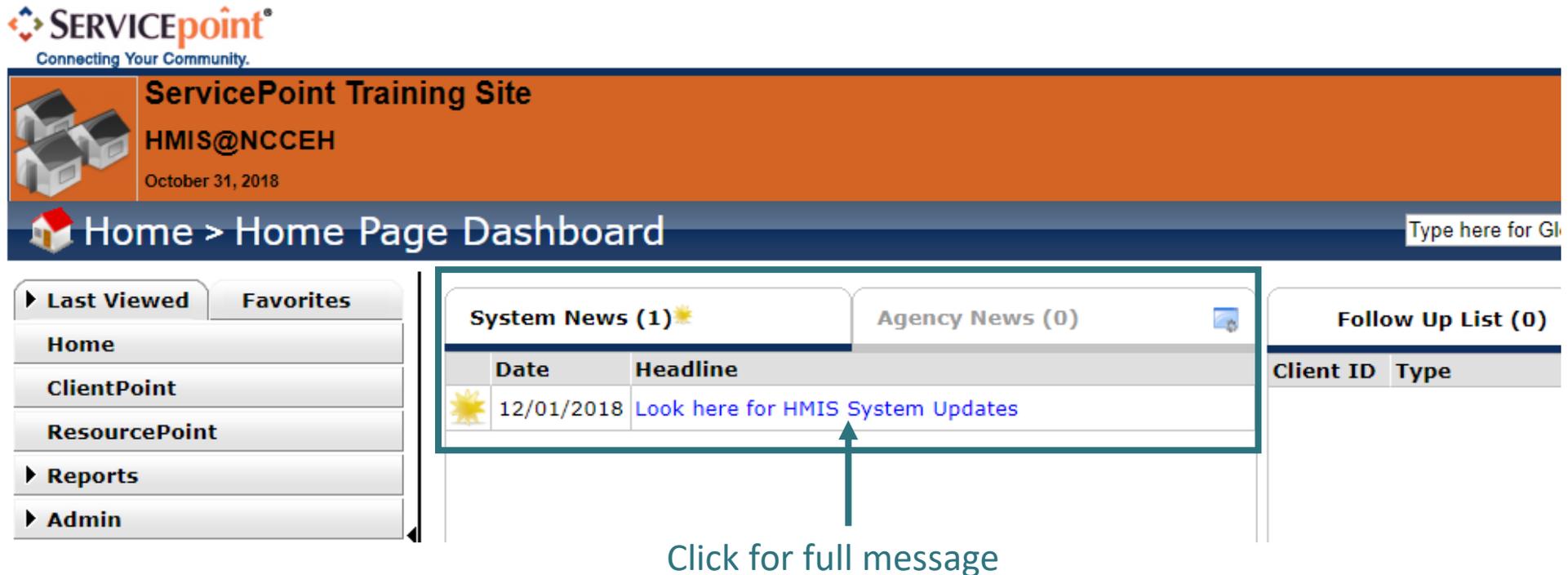
Date	Headline	Client ID	T
12/01/2018	Look here for HMIS System Updates		

[View All](#)



Homepage System News

The NCCEH Data Center will post general HMIS updates System News
Agency Admins can use Agency News to update HMIS Users within the agency



The screenshot shows the ServicePoint Training Site homepage. At the top left is the ServicePoint logo with the tagline "Connecting Your Community." Below it is a navigation bar with "Home > Home Page Dashboard" and a search box. A sidebar on the left contains menu items: Last Viewed, Favorites, Home, ClientPoint, ResourcePoint, Reports, and Admin. The main content area features a "System News (1)" section with a table containing one entry: a sun icon, the date "12/01/2018", and the headline "Look here for HMIS System Updates". A blue arrow points to the headline with the text "Click for full message". To the right of the System News section are "Agency News (0)" and "Follow Up List (0)" sections.

ServicePoint
Connecting Your Community.

ServicePoint Training Site
HMIS@NCCEH
October 31, 2018

Home > Home Page Dashboard

► Last Viewed Favorites

Home

ClientPoint

ResourcePoint

► Reports

► Admin

System News (1) ☀		Agency News (0)	Follow Up List (0)	
Date	Headline	Client ID	Type	
☀ 12/01/2018	Look here for HMIS System Updates			

Click for full message

Homepage System News

Full message

SERVICEpoint
Connecting Your Community.

ServicePoint Training S
HMIS@NCCEH
October 31, 2018

Home > Home Page D

Last Viewed Favorites

- Home
- ClientPoint
- ResourcePoint
- ▶ Reports
- ▶ Admin
- Logout

Legal Notices

News Item

Look here for HMIS System Updates

This is where the NCCEH Data Center can share updates with anyone logged into HMIS.

Exit

Shadow
Back Date

Search

Date

Alerts

New posts in System or Agency News will appear in the exclamation (!) icon. No email communication is sent.



SERVICEpoint
Connecting Your Community.

ServicePoint Training Site
HMIS@NCCEH
October 31, 2018

Andrea Carey
System Admin II

Mode: Shadow
Back Date

Home > Home Page Dashboard

Type here for Global Search

System News (1)

Date	Headline
12/01/2018	Look here for HMIS System Updates

Agency News (0)

Follow Up List (0)

User Alerts (1 new, 1 total)

New System News
10/31/2018 (5:21 PM)

[View All](#)

ServicePoint Homepage



Helen Housing Agency Admin



ServicePoint Training Site
Heading Home Housing - Rowan County
December 27, 2018

Mode: Shadow
 Enter Data As
 Back Date

Home > Home Page Dashboard

Type here for Global Search



- ▶ Last Viewed
- Favorites
- Home
- ClientPoint
- ResourcePoint
- ShelterPoint
- ▶ Reports
- ▶ Admin
- Logout

System News (1)

Date	Headline
12/01/2018	Look here for HMIS System Updates

View All

Agency News (0)

View All

Follow Up List (0)

Client ID	Type	Date	Time Remaining
-----------	------	------	----------------

View All

▶ Customize Home Page Dashboard

Legal Notices

Left-side menu



Left-side Menu: Last Viewed Clients



 **ServicePoint Training Site**
Heading Home Housing - Rowan County
October 31, 2018

 [Home](#) > Home Page Dashboard

- ▼ **Last Viewed** **Favorites**
-  [\(5\) Augustulus, Romulus](#) [Less](#)
- Home
- ClientPoint
- ResourcePoint
- ShelterPoint
- ▶ Reports
- ▶ Admin
- Logout

Click to see last 10 clients viewed

System News (1) 		Agency News (0) 	
Date	Headline		
 12/01/2018	Look here for HMIS System Updates		

[View All](#)



Find current clients to outreach

Check the CoC-APR and ESG-CAPER for today

- Total Clients Served
- Clients 65+
- Clients with Disabling Conditions
- Chronically Homeless Clients



Use the right EDA mode

Used accurate EDA mode



Andrea Carey
System Admin II

North Carolina Coalition to End Homelessness

Heading Home - Rowan County

March 19, 2020

← Default EDA isn't the project I want

- Mode:
- Shadow housing
 - Enter Data As **Heading Home - Rowan ...**
 - Back Date
 - Connect To ART

Home > Home Page Dashboard

Type here for Global Search



Last Viewed Favorites

- Home
- ClientPoint
- ResourcePoint
- FundManager
- Reports
- Admin
- Logout

System News (16)

Agency News (0)

Follow Up List (0)

Date	Headline
03/18/2020	New data for COVID-19 Response
03/09/2020	Warning: Do Not Use Verify & Save
03/04/2020	ART Reports will be unavailable Friday 3/6 at 4 pm through the weekend
02/17/2020	ART failed this morning (Updated 2.17)
11/06/2019	CoC-APR now ready for Sage
10/03/2019	New 2020 Data Standards, CoC-APR, and ESG-CAPER (Update)

View All

Client ID	Type	Date	Time Remaining
-----------	------	------	----------------

View All

Left-side Menu: Reports

- ▶ Last Viewed
- Favorites
- Home
- ClientPoint
- ResourcePoint
- ShelterPoint
- ▶ Reports
- ▶ Admin
- Logout

Report Dashboard

Provider Reports

 Call Record Report	 Client Served Report	 CoC-APR	 Daily Unit Report	 Entry/Exit Report
				

Find fast reports here



Run the Report

oint[®]
Community.

h Carolina Coalition to End Homelessness

ing Home - Rowan County

9, 2020

Or use the ESG-CAPER!

Andrea Carey
System Admin II

Mode: Shadow housing
Enter Data As Heading Home - Rowan ...
Back Date
Connect To ART

s > CoC-APR 2019

Type here for Global Search

Report Options

Provider Type Provider Reporting Group

Provider* Heading Home - Rowan County - Emergency Shelter (7389)
 This provider AND its subordinates This provider ONLY

Program Date Range* 03 / 19 / 2020 to 03 / 19 / 2020

Entry/Exit Types* Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

Build Report Download Clear

Matches EDA mode!

Run for 1 day for current list

What's your funding?

Find current clients

CoC-APR Report Results

4a - Project Identifiers in HMIS

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project? (SSO)	Project IDs of Affiliation	CoC Codes	Geocodes	Victim Service Provider																	
Rowan Helping Ministries - Rowan County	1045	Rowan Helping Ministries - Rowan County - Eagle's Nest - TH - Private	1363	Transitional housing (HUD)				NC-503	379159	False																	

Showing 1-1 of 1

5a - Report Validations Table

Report Validations Table

1. Total Number of Persons Served	9
2. Number of Adults (age 18 or over)	7
3. Number of Children (under age 18)	2
4. Number of Persons with Unknown Age	0
5. Number of Leavers	0
6. Number of Adult Leavers	0



CEH

Find older clients

11 - Age					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	1		1	0	0
5 - 12	1		1	0	0
13 - 17	0		0	0	0
18 - 24	0	0	0		0
25 - 34	1	0	1		0
35 - 44	0	0	0		0
45 - 54	1	1	0		0
55 - 61	3	3	0		0
62 +	2	2	0		0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	9	6	3	0	0



Find clients with disabling conditions

13a1 - Physical and Mental Health Conditions at Start						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	1	0	1	0	0	0
Alcohol Abuse	0	0	0	0	0	0
Drug Abuse	0	0	0	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0	0
Chronic Health Condition	2	2	0	0	0	0
HIV/AIDS	0	0	0	0	0	0
Development Disability	0	0	0	0	0	0
Physical Disability	3	3	0	0	0	0



Find Chronically Homeless clients

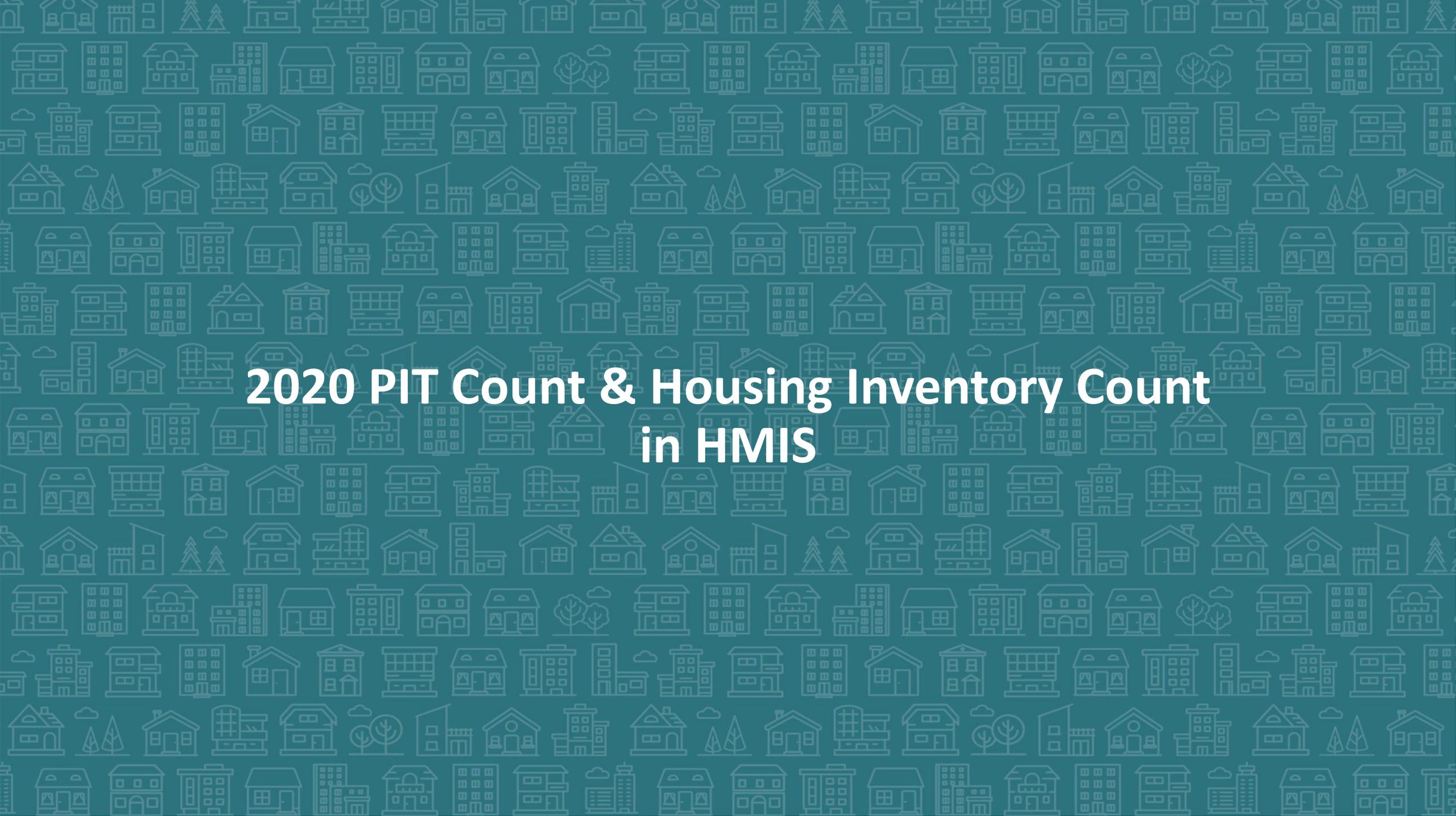
26a - Chronic Homeless Status - Number of Households w/at least one or more CH person					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	2	2	0	0	0
Not Chronically Homeless	5	4	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	7	6	1	0	0

26b - Number of Chronically Homeless Persons by Household					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	2	2	0	0	0
Not Chronically Homeless	7	4	3	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	9	6	3	0	0



What do these mean?

-  **Edit** – use the pencil for making changes
-  **Add** – use the plus sign to select an item
-  **Remove** – use the minus sign to deselect items
-  **Delete** – use the trash bin to delete items forever (there is no undo!)
- ▶ **Open/Close** – use the arrow to expand or close a section
-  **Print** – use the printer to either print or save as a pdf
-  **Calendar** – use to select a date from the month long calendar view
-  **Clear** – use to clear dates
-  **Today's Date** – use to automatically enter today's date or the backdate



2020 PIT Count & Housing Inventory Count in HMIS

PIT & HIC Timeline

January 29th: The 2020 Point-In-Time Count (PIT) occurred. The annual Housing Inventory Count (HIC) will reflect housing capacity & usage for this date.

March 13th: As of this date only the 0630 PIT report for emergency shelters and transitional housing projects has been released by WellSky.

Mid/Late March: WellSky will release the 0629 HIC report for emergency shelters and transitional housing projects along with the 0628 HIC Supplement report for Permanent Housing projects.

TBD Deadline: Deadline for having final 0630 PIT reports submitted to the Data Center was March 20th. With the preparation for COVID-19, we will be accepting reports as you can work on them.

COVID-19 Response: Please let the Data Center know what you need



Balance of State

There are 99 total projects

- 46 Emergency Shelter or Transitional Housing projects (may reflect shelter projects broken into family and singles projects)
- 53 Rapid Rehousing or Permanent Supportive Housing projects



So far 20 projects have been through the review & submission process with finalized 0630 PIT reports!



Durham

There are 24 total projects

- 8 Emergency Shelter or Transitional Housing projects (may reflect shelter projects broken into family and singles projects)
- 16 Rapid Rehousing or Permanent Supportive Housing projects



So far 3 projects have been through the review & submission process with finalized 0630 PIT reports!

Orange

There are 8 total projects

- 5 Emergency Shelter or Transitional Housing projects (may reflect shelter projects broken into family and singles projects)
- 3 Rapid Rehousing or Permanent Supportive Housing projects

So far 0 projects have been through the review & submission process with finalized 0630 PIT reports. Orange PIT/HIC is on hold for at least three weeks.



Not sure where to start?

- How to Read and Correct each of the PIT/HIC 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	0629 Housing Inventory Count	0630 Sheltered-Unsheltered PIT 2019
ES & TH		✓	✓
RRH & PSH	✓		

Find Your Reports

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

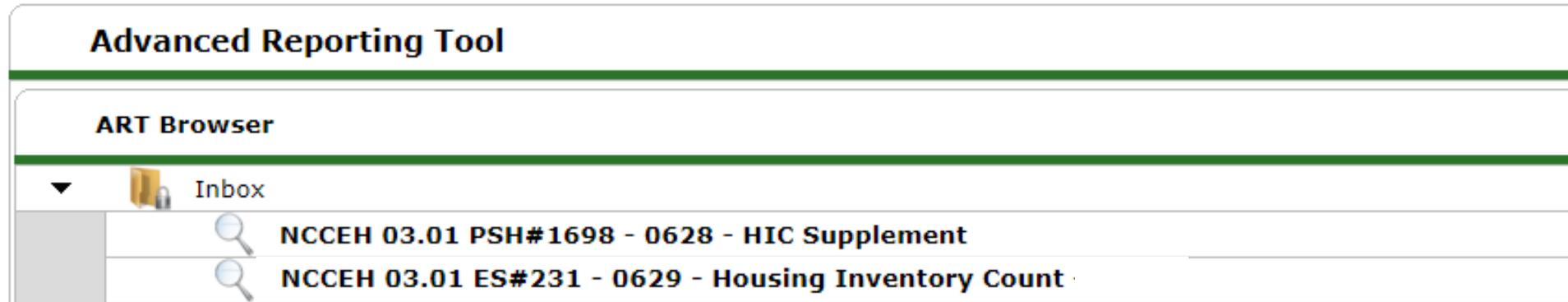
The reports for each of your projects will run in the AA's ART Inbox and you'll receive an announcement email

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



Review Your Reports

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



The screenshot shows the 'Advanced Reporting Tool' interface. Under the 'ART Browser' section, there is an 'Inbox' folder. Two reports are listed:

Report Title
NCCEH 03.01 PSH#1698 - 0628 - HIC Supplement
NCCEH 03.01 ES#231 - 0629 - Housing Inventory Count

Data Center
ran this

Run
date

Project
Type

HMIS ID
Number

Review Your Reports

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



Check for children alone



Abbreviations in PIT/HIC Reports

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

Column	Abbreviation	Meaning
Race	B	Black or African American
Race	W	White
Race	A	Asian
Race	N	Native Hawaiian or Other Pacific Islander
Race	I	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

Other sub-populations correspond to specific questions in the Entry Assessment

Homeless History

Column	Abbreviation	Meaning
Disab YN	Y	Yes for Disabling Condition
Disab YN	N	No for Disabling Condition
DV	Y	Domestic Violence Survivor
DV	N	Not a Domestic Violence Survivor
DV Flee	Y	Yes for Currently Fleeing from DV
DV Flee	N	No for Currently Fleeing from DV
CH	X	Was Chronically Homeless upon entry
CH	[blank]	Was not Chronically Homeless upon entry
Fam	AC	Adults with Children Household
Fam	A	Adults (multiple) without children
Fam	Sa	Single Adult
Fam	AM or ACM	At least one Household member is missing age

Gateway Question

Review Your Reports

0628 – HIC Supplement

	A	B	C	D	E	F	G	H	I	J
1	Prog Type	Providers Reporting Information in this Report	Adult Child		Adult Only		Child Only		Count Client Unique Id	
2			Count Households	Count Clients	Count Households	Count Clients	Count Households	Count Clients		
3	RRH	Heading Home - Rowan County - RRH - HUD(8749)	1	2	2	2	0	0	4	
4	RRH		1	2	2	2	0	0	4	
5										
6		Total ALL:	1	2	2	2	0	0	4	
7										

Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | Tab D - Client Detail

Confirm client totals for each tab

Review Your Reports

0628 – HIC Supplement

Expand Columns to see all of the data



	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	R	S	T	U
1	HH Group	Client Id	Client Unique Id 4	Age	Gender	Eth	Race Abbv	Disa	HoH Relate	Year	DY	CH	EE Provider	EE Start	EE Exit	Prog Type	Move-In Date	Fa m	
2	875303	437167		22	F	Non-Hisp	B	N	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749]	3/1/2017		RRH	3/3/2017	AC	
3		437168		2	F	NON-Hisp	B	N	Child	N	N		Heading Home - Rowan County - RRH - HUD(5749]	3/1/2017		RRH	3/3/2017	AC	
4	901370	458737		23	F	NON-Hisp	B	N	Self	N	Y		Heading Home - Rowan County - RRH - HUD(5749]	#####		RRH	7/7/2017	Sa	
5	918301	432533		18	F	NON-Hisp	I	Y	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749]	#####		RRH	#####	Sa	
6																			
7	Filters applied to Tab D - Client Detail																		
8	No Filter on Tab D - Client Detail																		

Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | **Tab D - Client Detail** | ... (+) | <



Review Your Reports

0628 – HIC Supplement

Expand Columns to see all of the data

	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	R	S	T	U
1	HH Group	Client Id	Client Unique Id 4	Age	Gen	Eth	Race Abbv	Di	H/H Relate	Ye t	DY	CH	EE Provider	EE Start	EE Exit	Prog Type	Move-In Date	Fa m	
2	875303	437167		22	F	Non-Hisp	B	N	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749]	3/1/2017		RRH	3/3/2017	AC	
3		437168		2	F	NON-Hisp	B	N	Child	N	N		Heading Home - Rowan County - RRH - HUD(5749]	3/1/2017		RRH	3/3/2017	AC	
4	901370	458737		23	F	NON-Hisp	B	N	Self	N	Y		Heading Home - Rowan County - RRH - HUD(5749]	6/12/2017		RRH	7/7/2017	Sa	
5	918301	432533		18	F	NON-Hisp	I	Y	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749]	6/15/2017		RRH	7/28/2017	Sa	
6																			
7	Filters applied to Tab D - Client Detail																		
8	No Filter on Tab D - Client Detail																		

Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | **Tab D - Client Detail** | ... (+) | <



Review Your Reports

0630 – Sheltered Unsheltered PIT Report

	A	B	C	D	E	F	G	H
36	Total Number of Households	0			0	0		
37	Total Number of Persons	0			0	0		
	ALL HOUSEHOLDS							
38								
39								
40	Households without Children							
41	Total Number of Households	20	0	0	0	20		
42	Total Number of Persons (Adults)	20	0	0	0	20		
43	Number of Young Adults (Age 18-24)	2	0	0	0	2		
44	Number of Adults (Over Age 24)	18	0	0	0	18		
45	Number of Persons with Missing DOB	0	0	0	0	0		
46								
47	Gender							
48	Female	1	0	0	0	1		
49	Male	19	0	0	0	19		
50	Transgender	0	0	0	0	0		
51	Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0		
52	Client Doesn't Know / Client Refused	0	0	0	0	0		
53	Missing / Non-HUD	0	0	0	0	0		
54								
55	Ethnicity							

Confirm client totals for each tab



Tab A - Homeless Pop

Tab B - Veteran Households

Tab C - Youth Households

Tab D - Homele ...



Review Your Reports

0629 – Housing Inventory Count
(not yet released)

31	Project Information										Target Population		Start Dates		All Year-Round Beds/Units									Overflow Beds		CH Beds	Yeth Beds	Youth Beds								
															Households with Children			Households without Children			Households with ONLY Children								Seasonal Beds							
	32	33	34	35	36	37	ID	Organization Name	Project Name	Geo code	Bed Type	Inventory Type	If U, beds available	Other Fe	MckV Funded	Victim Services Provide	A (Optional)	B	Inventory	HMIS	Bed Inventory	Unit Inventory	HMIS Beds	Bed Inventory	HMI S Beds	Bed Inventory	Unit Inventory	HMI S Beds	Bed Inventory	HMI S Beds	Start Date	End Date	Bed Inventory	HMI S Beds	CH Beds	Yeth Beds
	ES1	Heading Home Housing - Rowan County(8275)	Heading Home Housing - Rowan County - Emergency Shelter - State ESG(8276)	379135	F	C	N	Y	N		NA	1/25/2012	1/25/2012	0	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Each project type has it's own tab



Review Your Reports

0629 – Housing Inventory Count

(Highlighted or red portions deserve a second look)

31	Project Information										Target Population		Start Dates		All Year-Round Beds/Units								
	32	33	Organization Name	Project Name	Geo code	Bed Type	Inventory Type	If U. beds available	Other	MckY Funded	Victim Services Provided	A (Optional)	B	Inventory	HMIS	Households with Children			Households without Children		Households with ONLY Children		
																Bed Inventory	Unit Inventory	HMIS Beds	Bed Inventory	HMI \$ Beds	Bed Inventory	Unit Inventory	HMI \$ Beds
34	ES1	Heading Home Housing - Rowan County(8275)	Heading Home Housing - Rowan County - Emergency Shelter - State ESG(8276)	379135	F	C		N	Y	N		NA	1/25/2012	1/25/2012	0	0	0	24	24	0	0	0	



Look for total number of beds for each household type



Review Your Reports

0629 – Housing Inventory Count

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				Total Year-Round Beds - Household without Children												
2				1. Current Year-Round Emergency Shelter (ES) Beds for Households without Children												24
3				1A. Number of DV Year-Round ES Beds for Households without Children												0
4				1B. Subtotal, non-DV Year-Round ES Beds for Households without Children												24
5				2. New Year-Round ES Beds for Households without Children												0
6				3. Under Development Year-Round ES Beds for Households without Children												0
7				4. Total Year Round ES HMIS Beds for Households without Children												24
8				5. HMIS Bed Coverage: ES Beds for Households without Children												100%
9																



Coverage should always be 100% for HMIS participating projects



Review Your Reports

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 Sh
Select CoC Code(s):	None Selected
Enter Date for Current Inventory:	1/30/2019
Enter Date for Under Development Inventory:	1/31/2019

Federal Funding should have 2019 info

Is the Address right?

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



Review Your Reports

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

(11) Evans, James, Jr.
Release of Information: None

-Switch to Another Household Member- ▾ Submit

Client Information Service Transactions

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

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

Entry / Exit						
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
 Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD	 07/18/2018				
 Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD	 07/18/2018	 12/20/2018			

Add Entry / Exit

Showing 1-2 of 2

Remove Duplicate Entries



Make Corrections: Entries & Exits

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

Client Information | **Service Transactions**

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

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

Entry / Exit

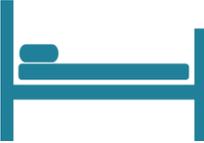
	Program	Type		Project Start Date	Exit Date	Interims	Follow Ups	Client Count	
	Heading Home - Rowan County - Rapid Re-Housing - State ESG (7390)	HUD		12/05/2018					
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018					

Showing 1-2 of 2

Exit clients accurately

Utilization

Make Corrections: Utilization Rates

1 client		4 clients	
1 bed		2 beds	
<hr/>		<hr/>	
$1 \div 1 = 100\%$ Utilization		$4 \div 2 = 200\%$ Utilization	



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



Does this make sense?

2 clients



5 beds



$2 \div 5 = 40\%$ Utilization



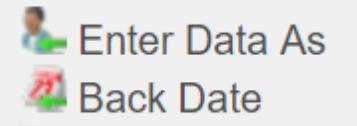
The percentage of Beds occupied on a given night must fall between 65% -105%



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:

Client Information | **Service Transactions**

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

Entry / Exit

Program | **Type** | **Project Start Date** | **Exit Date** | **Interims** | **Follow Ups** | **Client Count**

	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD	 07/18/2018				 1	
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD	 07/18/2018				 5	

Add Entry / Exit | Showing 1-2 of 2

Remove Duplicate Entry →

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.

(9) Single Parent

- (103) Billy, Bobby
- (104) Billy, Betty
- (105) Billy, Brandy



Make Corrections: Missing data

Client Demographics

Client Information | **Service Transactions**

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

Client Record Issue ID Card

Name	Evans, James, Jr.
Name Data Quality	Full Name Reported
Alias	J.J.
Social Security	***-**-5555
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Age	


Change Clear

Client Demographics 🔒

Date of Birth	
Date of Birth Type	
Gender	

How to Update Vet Status?



Make Corrections: Missing data

Client Demographics

Click the pencil

Client Information | **Service Transactions**

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

 **Client Record** Issue ID Card

Name	Evans, James, Jr.
Name Data Quality	Full Name Reported
Alias	J.J.
Social Security	***-**-5555
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Age	


Change Clear

 **Client Demographics** 🔒

Date of Birth	
Date of Birth Type	
Gender	

Make Corrections: Missing data

Client Demographics

Client Record

 Editing the Client Record Information could affect the Unique ID and the Client Search.

Client Record

Name	First James	Middle	Last Evans	Suffix Jr.
Name Data Quality	Full Name Reported			
Alias	J.J.			
Social Security	... - .. - 5555			
SSN Data Quality	Full SSN Reported (HUD)			
U.S. Military Veteran?	No (HUD)			

Save Cancel

Change the dropdown as needed



Make Corrections: Missing data

Client Demographics

 Client Demographics	
Date of Birth	11/21/1985
Date of Birth Type	Full DOB Reported (HUD)
Gender	Female
Primary Race	Black or African American (HUD)
Secondary Race	
Ethnicity	Non-Hispanic/Non-Latino (HUD)

Remember:

Secondary Race can be blank! It's not required.



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



Submit Your Reports

Durham CoC

NC Balance of State CoC

Orange CoC

About HMIS

Contact the NCCEH Data Center Help Desk



Call us:
919-410-6997



Email Us:
hmis@ncceh.org



[Sign Up for
Email Updates](#)

What is HMIS? 

Who is the NCCEH Data Center? 

NCCEH Data Center Values 

NCCEH Data Center Services 

 **NCCEH Data Center Forms** 

<https://www.ncceh.org/hmis/about/>



NCCEH

Into the Training Site for Navigation Tips





What's Next?

What's Next Calendar

Due	Report/Event Name
Jan 29 th	Point-in-Time Count night
Mar 18 th	COVID-19 Response question in HMIS
Mar/Apr	Point in Time / Housing Inventory Count Reports
Aug/Sept	Longitudinal System Analysis Report
Sept/Oct	New CE Elements required in HMIS



Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH