

HMIS Users Meeting

November 2021



NC COALITION to
HOMELESSNESS end

Agenda

November 2021

System Updates

- Federal Reporting Season
 - Progress
 - Roles
 - Expectations

How Can We Help?

- Overlapping Enrollments
- Annual Assessments
- Chronic Homelessness

What's Next

- Agency Check-Ins
- Winter Beds
- HMIS Calendar

Demo/Troubleshooting



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System Updates

PSH Projects Only: Moving On data moved!



C2 – Moving On Assistance Provided – CoC Funded

Record for head of household only. Record at Occurrence Point each time the service is provided.

Type of CoC Funded Service Provided	Service Description	Service Code
Subsidized housing application assistance	Benefits Assistance	FT-1000
Financial Assistance for Moving On (e.g., security deposit, moving expenses)	Rental Deposit Assistance	BH-3800-7250
	Moving Assistance	BH-5000 and related
Non-financial assistance for Moving On (e.g., housing navigation, transition support)	Housing Search and Information	BH-3900 and related
	Case/Care Management	PH-1000
Housing referral/placement	Supportive Housing Placement/Referral	BH-8500 and related
Other (please specify)	Varies	Varies



PSH Projects Only: Moving On data moved!

- Go to ncceh.org/hmis/training for a review of how to record Service Transactions



HUD Reporting Season

LSA – Longitudinal System Analysis

AHAR – Annual Homelessness
Assessment Report

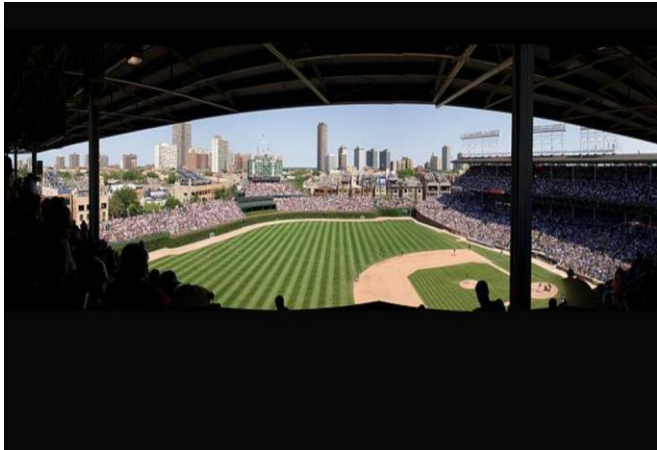
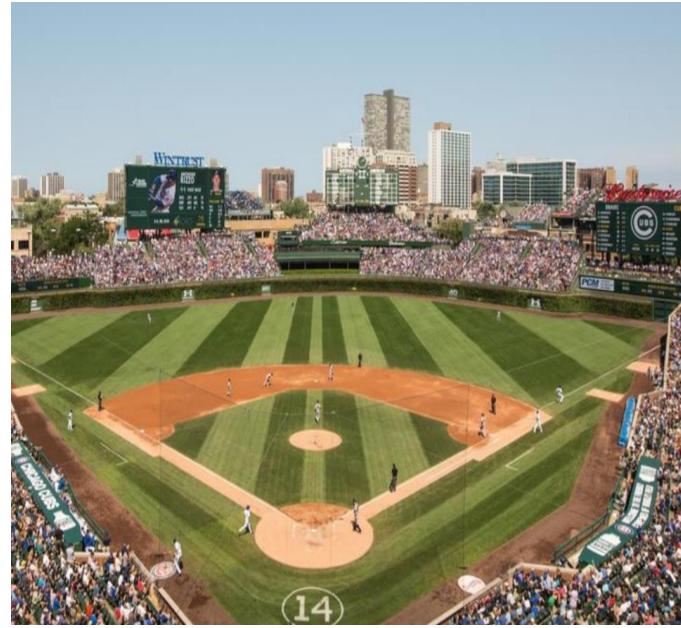
SPM – System Performance Measures

HIC – Housing Inventory Count

PIT – Point in Time Count



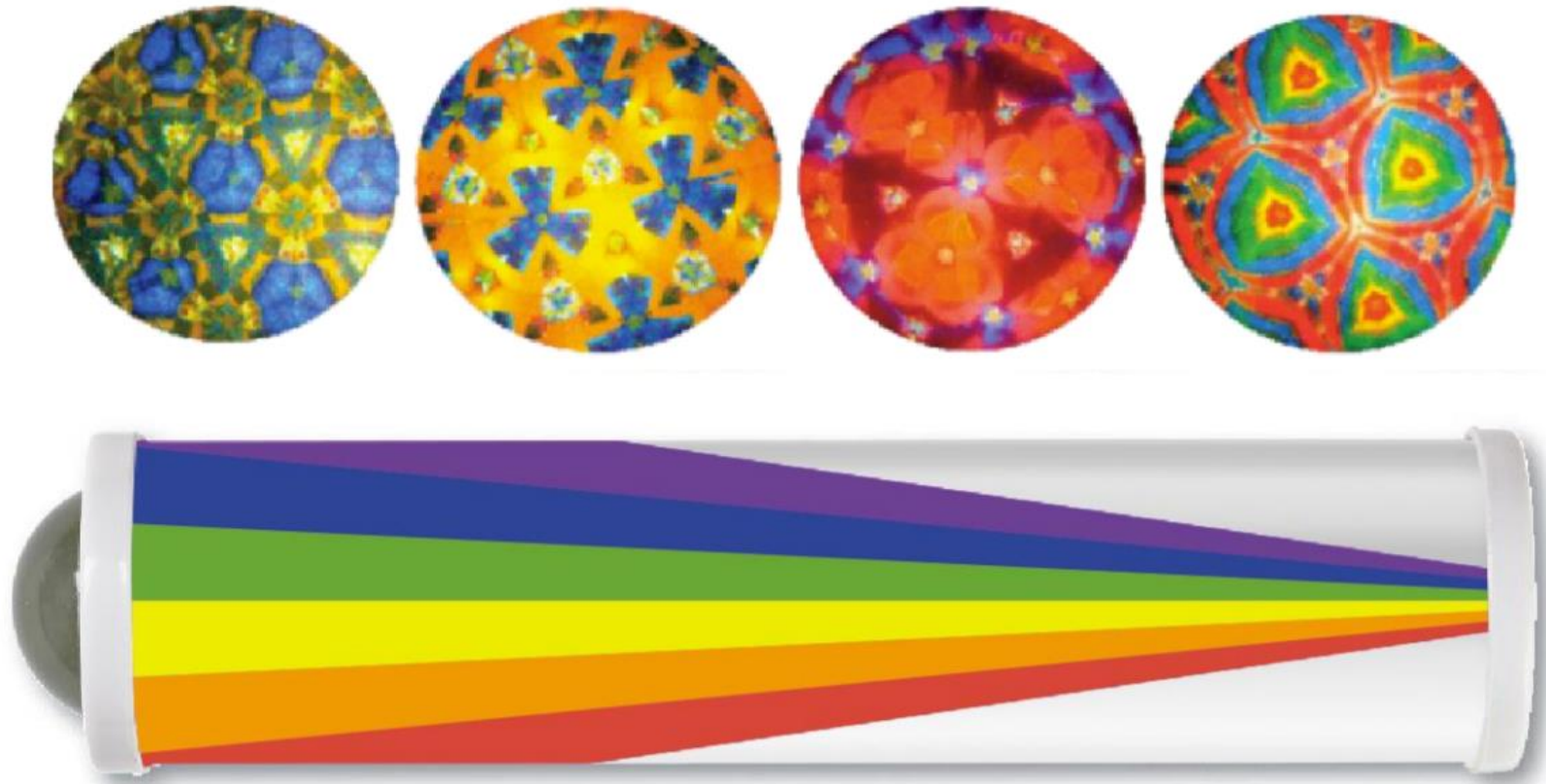
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We can use data to get the bigger picture!



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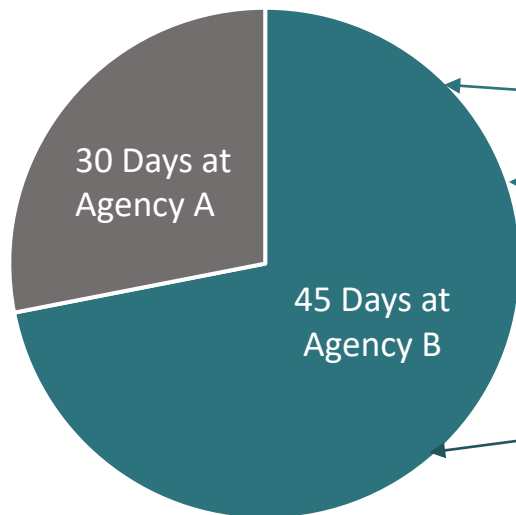
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Reporting at the System Level

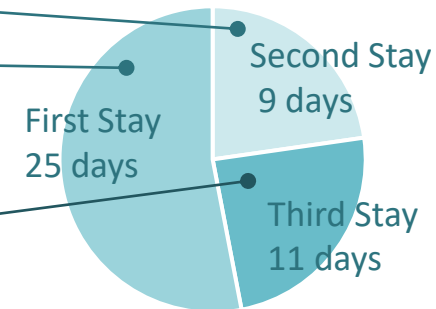
Data can be reported as a whole, by project type, or project

Example: Length of time homeless (HMIS Report 0700)

Length of Time Homeless
Client's total across all agencies & projects
(the whole CoC): 75 Days



Length of Time Homeless
Client's total at Agency B: 45 Days



HUD Report Corrections FAQs

Deadline

- Errors sent beginning October 4th
- Corrections/reviews due November 12th

What are expectations for agencies?

- Review the list of client issues and correct if you have accurate info
- Corrections shared by HMIS Users
- Communication from Agency Admins for ongoing progress each week

What are the possible responses to a list of corrections?

- It's corrected! (yay!)
- I cannot correct it. (confirmed)
- It looks correct when I look at this. (potential report issue)

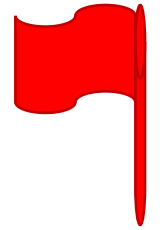


Communication is KEY!

- HUD will contact CoCs with data reviews and questions
 - We don't want to bug you if you've already reviewed something. Just let us know!
- Internal agency communication will help Agency Admins better coordinate with the Data Center.



Red Flags



Client correction sheets sent to agencies

- Red Flags may or may not be able to be corrected – agency staff will know best.
- You can mark the result of your review in the Additional Notes column.

	A	B	C	G	H	I	J
	DQ Flag Type	Client ID	Provider	Project Start Impacted	Impacted Date (Exit or Annual Date)	# of Days	Additional Notes
1	Relationship to Head of Household	93595	Provider Name (1234)	3/30/2021	7/12/2021		
2	Disability Error	93595	Provider Name (1234)	3/30/2021	7/12/2021		
3	DV Victim/Survivor Missing	93595	Provider Name (1234)				
4	Veteran Error	96432	Provider Name (1234)	8/30/2021			
5	SSN Missing	103234	Provider Name (1234)	3/10/2021	3/25/2021		
6	Veteran Error	103234	Provider Name (1234)	3/10/2021	3/25/2021		
7	Veteran Error	107123	Provider Name (1234)	11/5/2020	11/24/2020		
8	SSN Error	263067	Provider Name (1234)	8/11/2021	9/20/2021		
9	Relationship to Head of Household	322654	Provider Name (1234)	3/30/2021	7/12/2021		
10	Disability Error	322654	Provider Name (1234)	3/30/2021	7/12/2021		
11	Relationship to Head of Household	1003013	Provider Name (1234)	8/26/2021			
12							



How Can We Help?



Overlaps, Annuals, and Chronicity



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Reminders

Project Start and End Dates

- Projects like Shelter and Transitional Housing only start when a client sleeps there at night and end when a client no longer sleeps there.

Housing Move-In Date

- Projects like Rapid Re-Housing and Permanent Supportive Housing record move-in dates when a client first stays in their new place.
 - *Not a lease date*

HMIS Overlaps

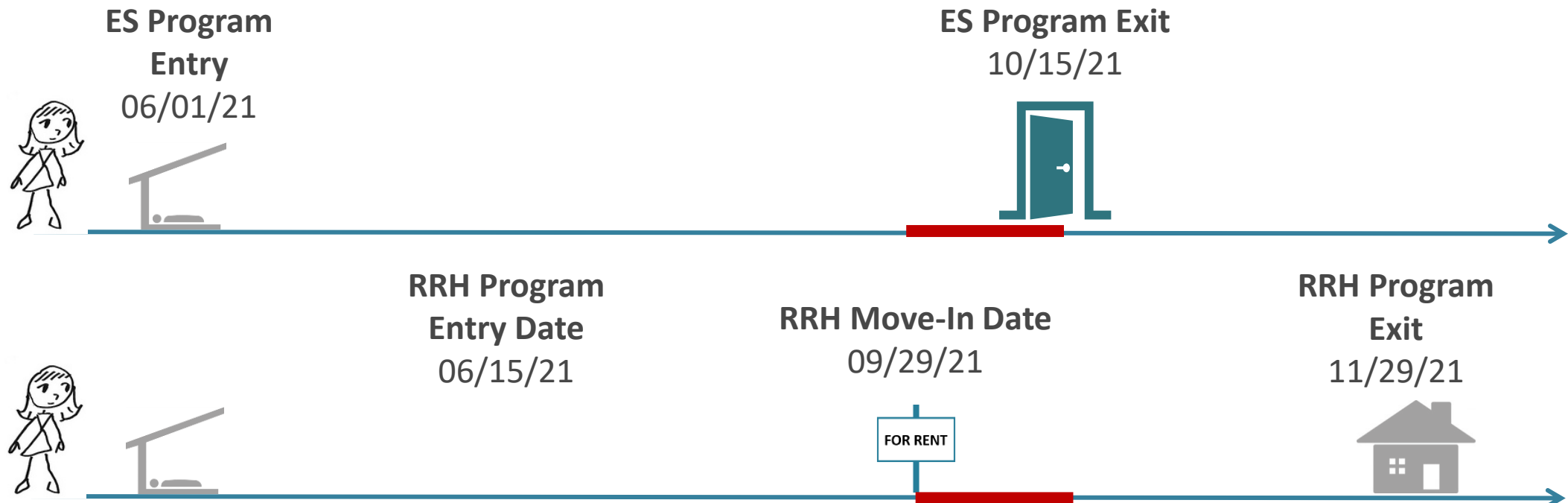
- A person cannot physically sleep in two different locations.
- Confirmations for any date with an overlap are sent for possible correction.



Overlaps with Housing Move-In Date

Overlaps may be an error

- Key focus is where clients are sleeping



Annual Assessments

Training and guide available

What is an Annual Assessment?

- [Training Video](#)
- [Step by Step Guide](#)

Where to find due Annuals?

- For all users: [CoC-APR](#) or [ESG-CAPER](#) Reports
- For Agency Admins: [ART Report](#)



21 - Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	55	36	0
MEDICARE	7	5	0
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	0	0	0
Employer-Provided Health Insurance	0	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	1	1	0
State Health Insurance for Adults	0	1	0
Indian Health Services Program	0	0	0
Other	2	1	0
No Health Insurance	18	5	0
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	14	0
Number of stayers not yet required to have an annual assessment		17	
1 Source of Health Insurance	49	33	0
More than 1 Source of Health Insurance	7	5	0



Reminders

Annual Assessments

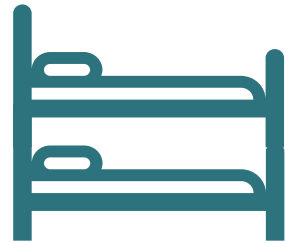
- Are not the same as annual recertifications for PH projects.
- Required by HUD for ALL project types for ALL persons if they have been in the HMIS project for over a year.
- Anniversary date is determined by the Head of Household's project start date.



Defining Chronic Homelessness



Qualifying
Disability



Currently in
ES/Streets



Homeless 12
consecutive months
OR
4+ occasions
totaling 12 months
over 3 years



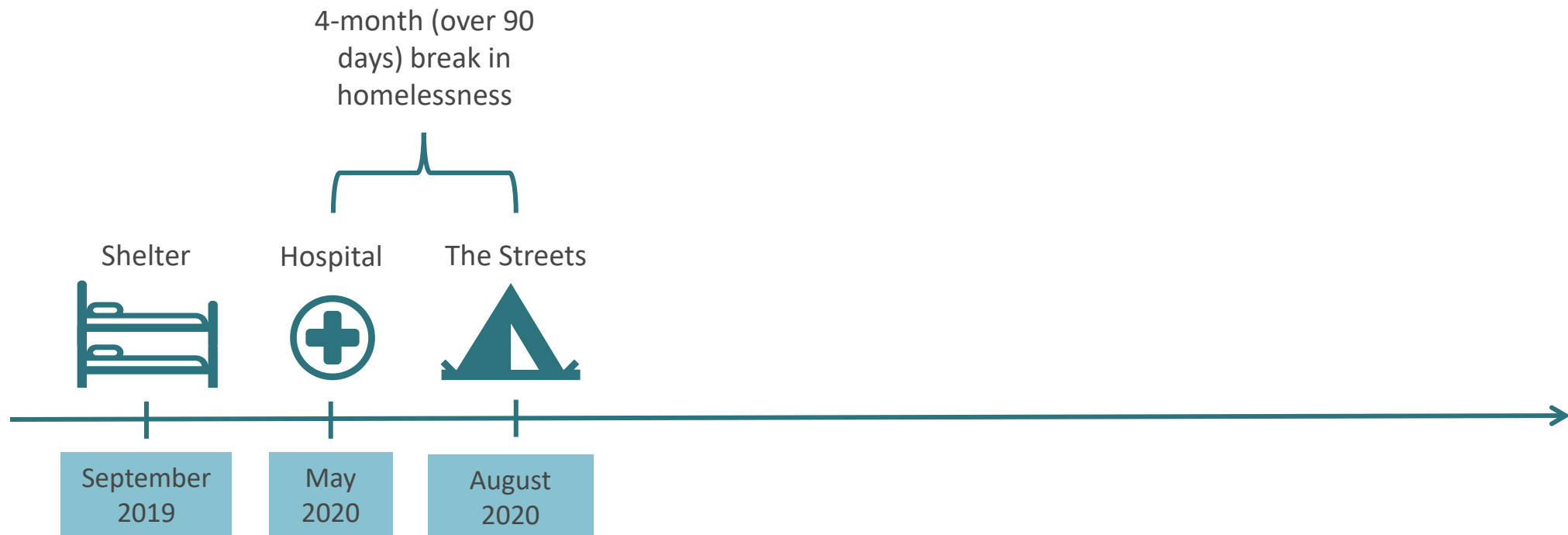
Chronic
Homelessness



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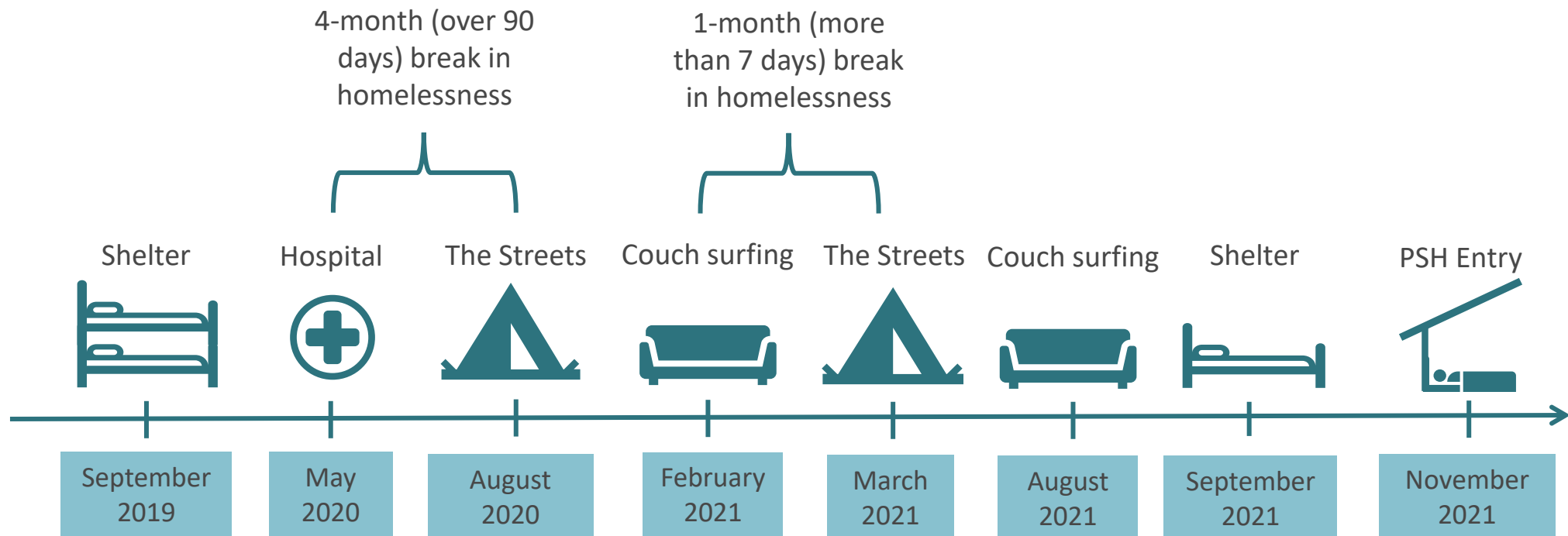
What does a break in a client's homeless history look like?

1. Institutional stays of 90 days or more



What does a break in a client's homeless history look like?

1. Institutional stays of 90 days or more
2. Stays in "housed" environments 7 nights or more



What about Transitional Housing and Rapid Re-Housing?

Transitional Housing

Clients entering TH projects will lose their chronic homeless status.

Exception: VA funded TH (like Grant Per Diem projects) will maintain chronic homeless status if:

- The client was chronically homeless before they entered the project
- AND the time in VA TH doesn't determine their chronically homeless status

Rapid Re-Housing

Clients entering RRH projects will maintain their chronic homeless status.



Resources

HUD Correction Guide

- Specific steps for each flag type
- Sent with every list of corrections email

How to Run and Read APR or CAPER Guide

- Helps you see if a correction worked!

HMIS Happy Hour

- Weekly beginning Oct 13th
- Wednesdays 3-4 pm
- <https://global.gotomeeting.com/join/296243053>

Data Quality Reports Training

- 23:30 – Name
- 25:55 – Relationship to Head of Household
- 30:50 – Annual Assessment
- 47:40 – Date of Birth
- 49:00 – Visibility issues (backdate)
- 1:00:00 – Income issue (and other sub-assessments)
- 1:08:00 – Housing Move-In Date





What's Next?

Agency HMIS Check-Ins

Agency Checklist

Agency leadership is responsible for completing and returning to the Data Center

Agency Name: _____

HMIS Data Quality

- Yes No Agency runs the APR or CAPER on a regular basis to verify the data and correct errors as appropriate.
- Yes No Agency runs other reports on a regular basis to verify their data and correct errors as appropriate.
- Yes No Agency is aware of the CoC's HMIS benchmarks, as part of the developing Data Quality Plan.
- Yes No Agency has developed and follows a self-monitoring plan* to ensure quality of data in HMIS.

**A comprehensive HMIS Data Self-Monitoring Plan should include the following components: Identifies specific reports to be used for each project; defines the reporting date range to use and the frequency at which reports are reviewed; names those responsible for running reports, data cleanup needed and verifying cleanup was done; and establishes a timeframe to complete this process.*

HMIS User and Project Set-Up

- Yes No Agency has reviewed the list of users and confirms all users are still active.
- Yes No Agency has reviewed the list of users and confirms all users have accurate Enter Data As rights.
- Yes No Agency has reviewed the list of projects and confirms all projects are ACTIVE.
- Yes No Agency has reviewed the list of projects and confirms all projects have CURRENT funding details.
- Yes No Agency has reviewed the list of projects and confirms all residential projects have accurate addresses.
- Yes No Agency has reviewed the list of projects and confirms all residential projects have accurate bed lists.

Corrections or Additional Notes:

Agencies will need to confirm:

- Review individual correction questions (if needed)
- Review HMIS Users and Roles
- Review Funding Sources and Projects
- Review Bed and Unit Inventory

Required for HMIS participating agencies with (SO, ES, TH, RRH, or PSH)

- Watch out for an email to schedule
- Will take place between November and January



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Winter Beds

Are there new or changing emergency beds in your community?

How will data be collected and entered?

Does HMIS need to separate beds for outcomes?

What funding is being used?



Winter Beds

Consider how long beds will be in operation

- Continuously for months
- Ad hoc basis as temperatures drop
- Until pandemic is over
- Forever and always



Learning Management System (LMS)

New Training System coming soon!

- LMS developed by ICA being adopted.
- Will allow better tracking for new user and annual requirements
- Will expand capacity for recorded trainings (update & create new ones)
- Will gradually transition current trainings on YouTube to LMS

First up: November 2021

- Annual Privacy Training
- New Data Standards quiz



What's Next Calendar

Due	Report/Event Name
November - December	Agency HMIS Check-Ins (required)
November - December	Annual Privacy and New Data Standards quizzes
Nov 12 th	Deadline: Agency Corrections for HUD Reporting
Dec 16 th	NC BoS CoC HMIS Users Meeting
Jan 26 th	Point in Time Night

Contact NCCEH

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919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



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Questions?

Let's Troubleshoot!