HMIS Users Meeting

Agenda

November/December 2021

System Updates

- Moving On Assistance
- ART planned downtime
- Federal Reporting Season
  - Client Level Corrections
  - Check-Ins

How Can We Help?

- Overlapping Enrollments
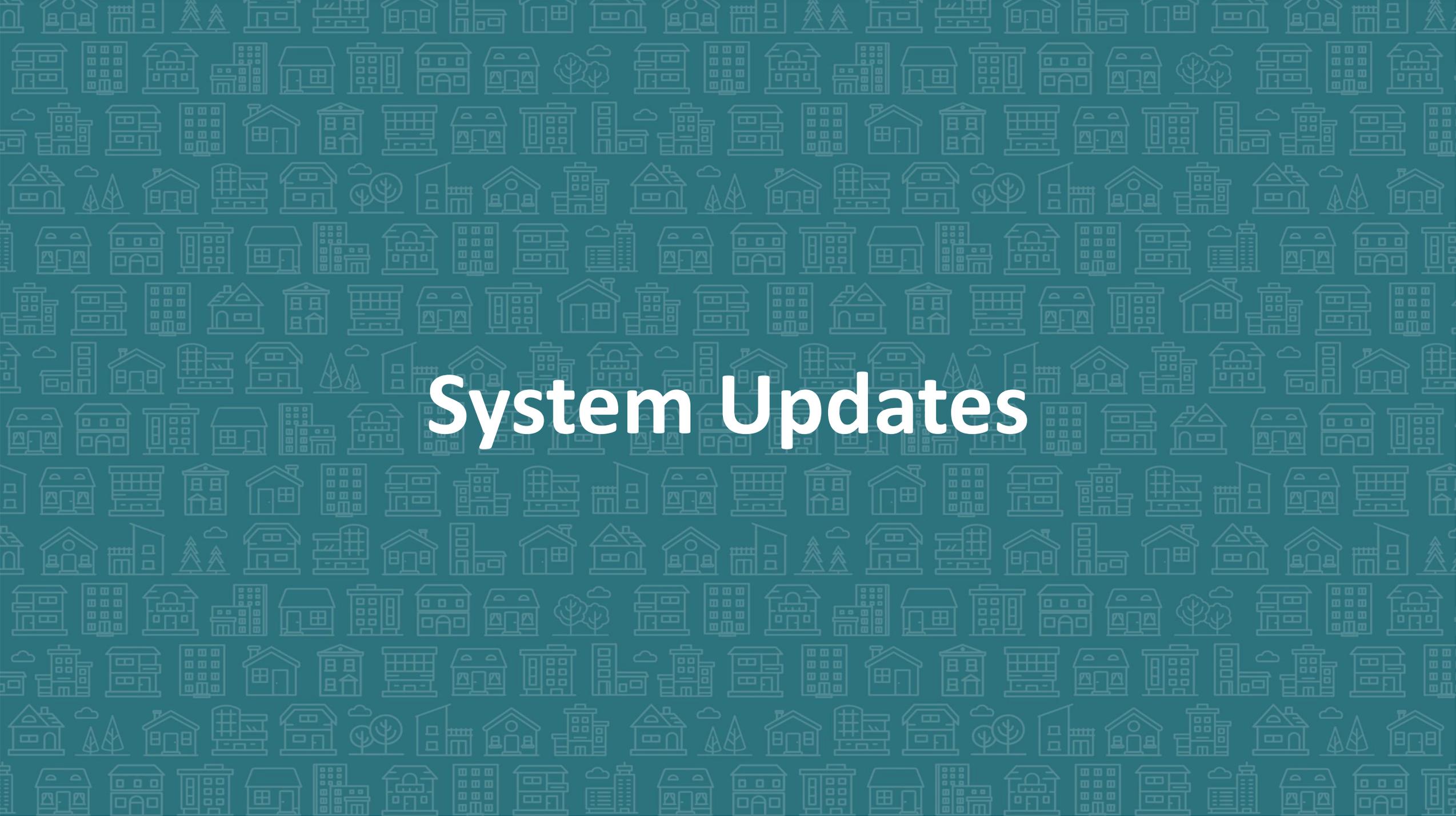- Annual Assessments
- Chronic Homelessness

What's Next

- Winter Beds
- HMIS Calendar

Demo/Troubleshooting

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System Updates

PSH Projects Only: Moving On data moved!

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

PSH Projects Only: Moving On data moved!

WellSky

C2 – Moving On Assistance Provided – CoC Funded

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

Use the Service that best fits (in this order 1-4)

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

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Client - (4) Solo, Han

(4) Solo, Han

Release of Information: None

-Switch to Another Household Member- ▼ | Submit

| Client Information | **Service Transactions** |

Add Service

▼ **Household Members**

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

☐ **(125413) Single Parent**

    ☑ (4) Solo, Han   (Primary Client)

    ☐ (501224) Solo, Ben

Service Provider*	Partners BHM - Multiple BoS Counties - PSH - HUD (5061) ▼
Creating User	Andrea Carey
Start Date*	12 / 02 / 2021 📅🔄📅 9 ▼ : 30 ▼ : 55 ▼ AM ▼
End Date	12 / 02 / 2021 📅🔄📅 9 ▼ : 34 ▼ : 50 ▼ AM ▼
Service Type*	Rental Deposit Assistance (BH-3800.7250) ▼ Look Up
Provider Specific Service	-Select- ▼

Save & Continue | Cancel

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Service Provider*	✏️ Partners BHM - Multiple BoS Counties - PSH - HUD (5061)
Creating User	Andrea Carey
Start Date*	12 / 02 / 2021 📅🔄📅 9 ▾ : 30 ▾ : 55 ▾ AM ▾
End Date	12 / 02 / 2021 📅🔄📅 9 ▾ : 34 ▾ : 50 ▾ AM ▾
Service Type*	✏️ Rental Deposit Assistance (BH-3800.7250)
Provider Specific Service	-Select- ▾
Service Notes	

Moving On Assistance	-Select- ▾

-Select-

Subsidized housing application assistance

Financial assistance for Moving On (e.g., security deposit, moving expenses)

Non-financial assistance for Moving On (e.g., housing navigation, transition support)

Housing referral/placement

Other (please specify)

Service Costs

Number of Units	
Unit Type	
Cost per Unit	
Total Cost of Units	

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Service Provider*	🖉 Partners BHM - Multiple BoS Counties - PSH - HUD (5061)	
Creating User	Andrea Carey	
Start Date*	12 / 02 / 2021 📅 🔄 📅 9 ▾ : 30 ▾ : 55 ▾ AM ▾	
End Date	12 / 02 / 2021 📅 🔄 📅 9 ▾ : 34 ▾ : 50 ▾ AM ▾	
Service Type*	🖉 Rental Deposit Assistance (BH-3800.7250)	
Provider Specific Service	-Select- ▾	
Service Notes		

Make sure these correspond

Moving On Assistance	Financial assistance for Moving On (e.g., security deposit, moving expenses) ▾	

Service Costs

Number of Units	
Unit Type	-Select- ▾
Cost per Unit	$
Total Cost of Units	

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PSH Projects Only: Moving On data moved!

C2 – Moving On Assistance Provided – CoC Funded

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Housing referral/placement	Supportive Housing Placement/Referral	BH-8500 and related
Other (please specify)	Varies	Varies

Service Costs

Number of Units	[ ]
Unit Type	-Select- ▼
Cost per Unit	$ [ ]
Total Cost of Units	

▶ **Apply Funds for Service**

Conditional Commitments

Responsible Party ▲	Condition

[Add Conditional Commitment] [Print Commitment Letter]   **No matches.**

Support Documentation

Date Added ▼	Name	Description

[Add Support Documentation]   **No matches.**

Follow Up Information

Projected Follow Up Date	[ ] / [ ] / [ ]
Follow Up User	Partners BHM - Multiple BoS Counties - PSH - HUD (5061) ▼
	-Select- ▼
Follow Up Made	-Select- ▼
Completed Follow Up Date	[ ] / [ ] / [ ]

Skip!

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Save & Exit

Need Information

Need Status*	Closed ⌄	
Outcome of Need	Fully Met ⌄	
If Need is Not Met, Reason	-Select- ⌄	

Save	Save & Exit	Exit

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HUD Reporting Season

LSA – Longitudinal System Analysis
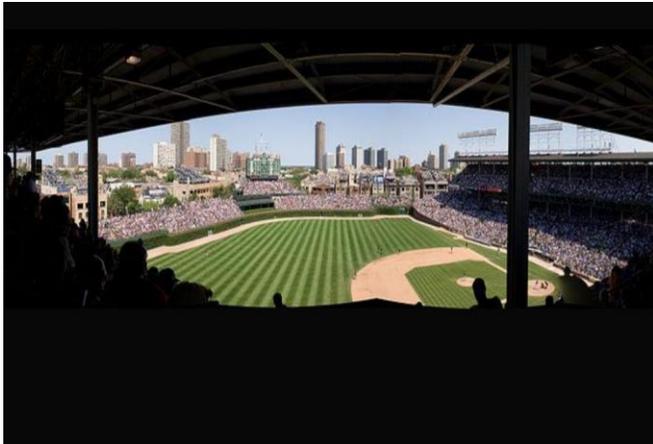
AHAR – Annual Homelessness Assessment Report

SPM – System Performance Measures

HIC – Housing Inventory Count

PIT – Point in Time Count

We can use data to get the bigger picture!

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HUD Report Corrections FAQs

Reports refreshed 10/18, 11/1, 11/12

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)

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Progress

Status	Durham's Count
Outstanding	56
Complete	1741
No Response/Ditched	266

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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

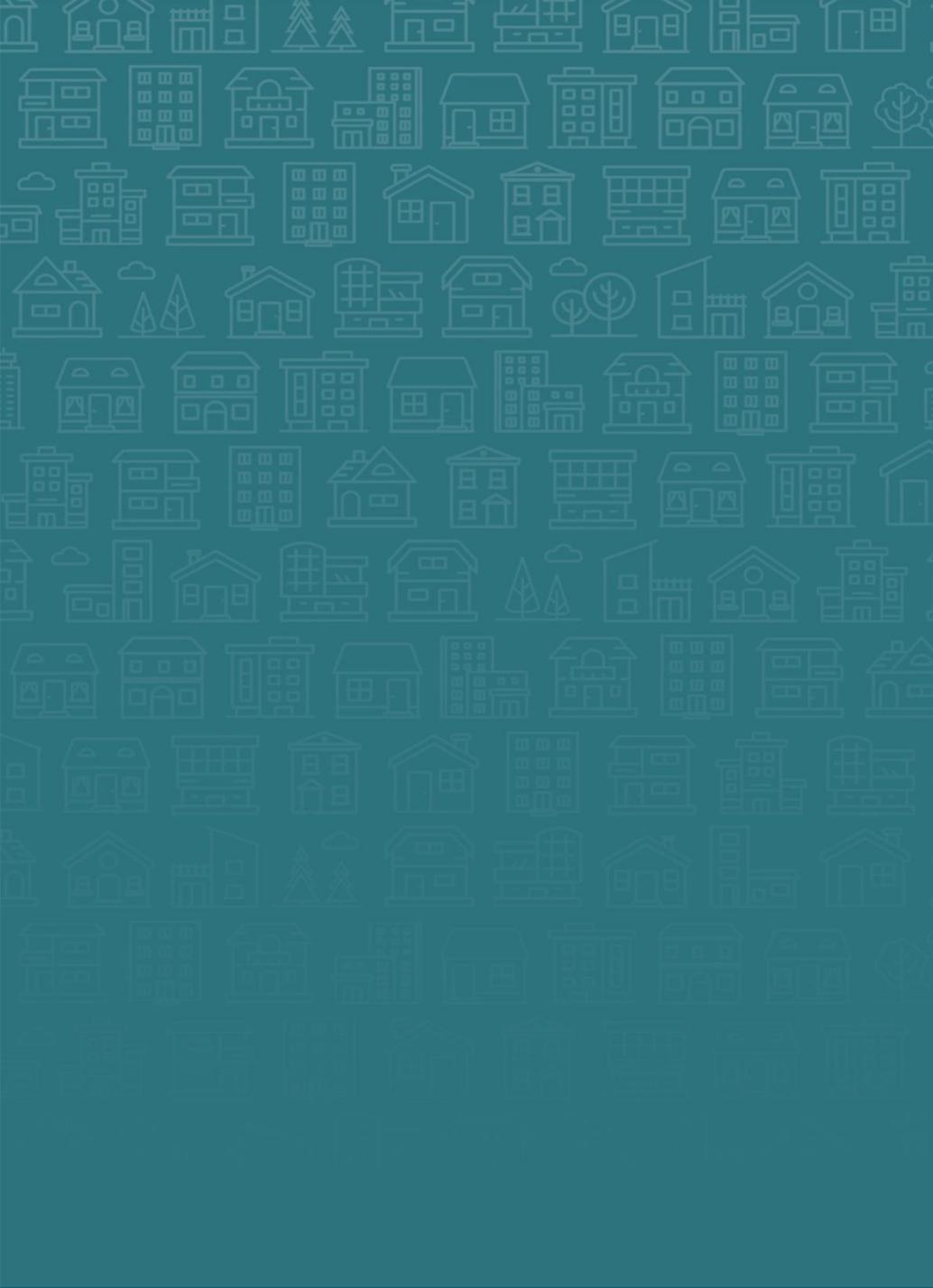**Required for HMIS participating agencies with (SO, ES, TH, RRH, or PSH)**

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

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How Can We Help?

Overlaps, Annuals, and Chronicity

oh my!

Reminders for Overlaps

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.
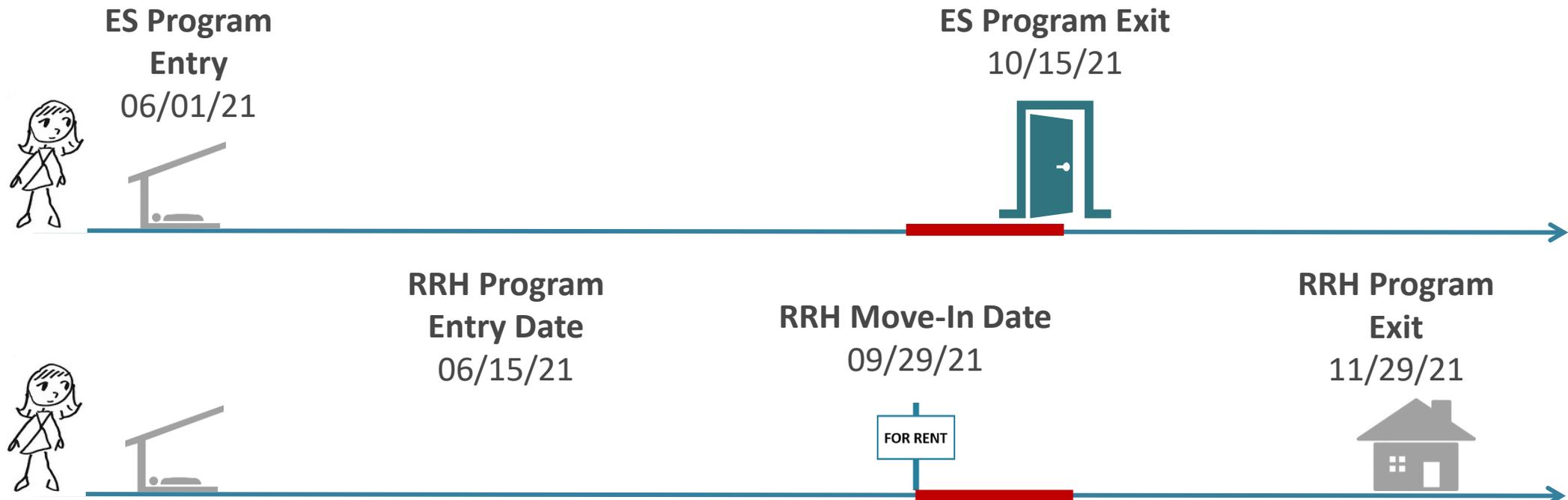 - *Not a lease date*

HMIS Overlaps

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

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Overlaps with Housing Move-In Date

Overlaps may be an error

- Key focus is where clients are sleeping

**ES Program
Entry**
06/01/21

ES Program Exit
10/15/21

**RRH Program
Entry Date**
06/15/21

RRH Move-In Date
09/29/21

FOR RENT

**RRH Program
Exit**
11/29/21

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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

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21 - Health Insurance

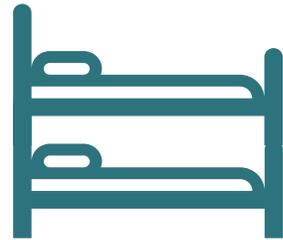|	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	55	36	0
MEDICARE	7	5	0
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	0	0	0
Employer-Provided Health Insurance	0	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health 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

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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.

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Defining Chronic Homelessness

Qualifying Disability **+** Currently in ES/Streets **+** Homeless 12 consecutive months OR 4+ occasions totaling 12 months over 3 years **=** **Chronic Homelessness**

365

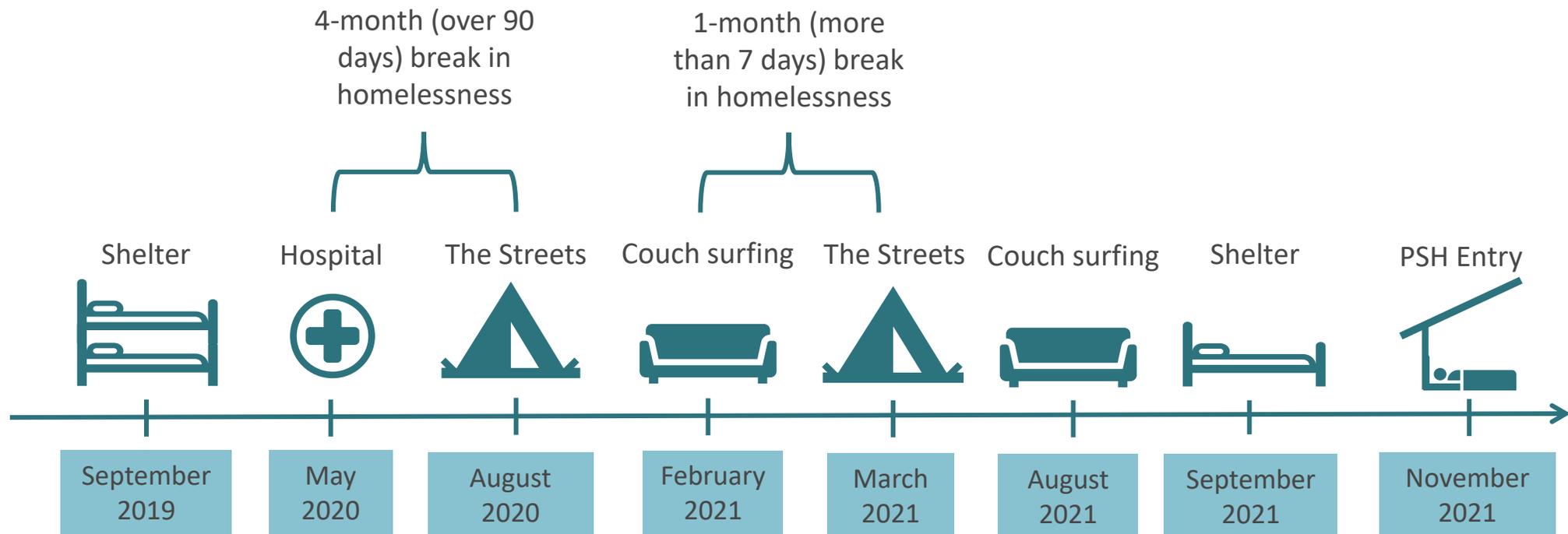NCCEH

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

1. Institutional stays of 90 days or more

4-month (over 90 days) break in homelessness

Shelter   Hospital   The Streets

September 2019   May 2020   August 2020

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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

4-month (over 90 days) break in homelessness

1-month (more than 7 days) break in homelessness

Shelter	Hospital	The Streets	Couch surfing	The Streets	Couch surfing	Shelter	PSH Entry
September 2019	May 2020	August 2020	February 2021	March 2021	August 2021	September 2021	November 2021

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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.

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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

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What's Next?

Winter Beds

Are there new or changing emergency beds in your community?

How will data be collected and entered?
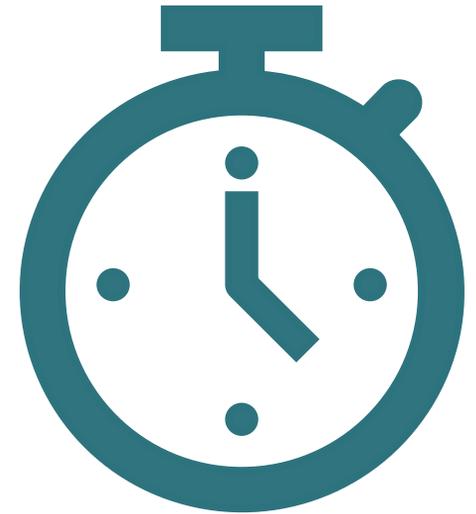
Does HMIS need to separate beds for outcomes?

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

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What's Next Calendar

Due	Report/Event Name
Nov 12th	Deadline: Agency Corrections for HUD Reporting
November - December	Agency HMIS Check-Ins (required)
December – January 7th	Annual Privacy and New Data Standards quizzes
Jan 26th	Point in Time Night
Jan 27th	Durham CoC HMIS Users Meeting

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Contact NCCEH

hello@ncceh.org

919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

NCEndHomelessness

@NCHomelessness

nc_end_homelessness

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Questions?

Let's Troubleshoot!