

HMIS@NCCEH System Updates

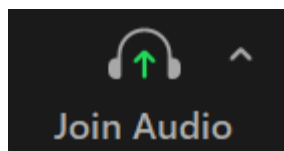
January 2023



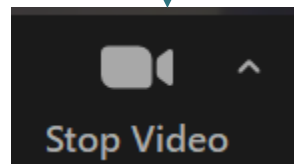
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Know your Zoom icons!

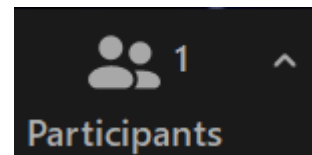
Select Computer or
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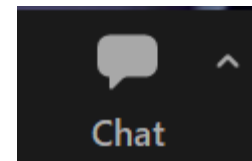
Turn on and off
your camera
(we love to see you!)



Find out who is
here or edit
your name



Join the
conversation!



Agenda

January 2022

System Updates

- New User Training Process
- Data Quality Plan draft to CoCs
- PIT/HIC (HMIS ES, TH, RRH, PSH, OPH Projects only)

Training and Resources

- More support for PIT/HIC!
- ZenGuide Knowledge Base Highlight: PIT/HIC Reports

What's Next

Questions/Concerns?



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System Updates

New Training Process

New Year, New Process!

- Launched January 3rd
 - Currently training users must submit fake clients by December 21st or start over in the new process
 - No new license requests until January 3rd
- Self-paced video trainings and quizzes
 - Workflow demonstrations per project type
 - Test (fake) clients will need to be submitted for each workflow
 - Current users can also use
- Agency Admins: Forms updated on ncceh.org/hmis
 - Know what projects someone will need before submitting your license request



Data Quality Plan

HMIS@NCCEH DQ Plan

- Quarterly Report submissions to stay on top of data
- Revise Data Quality Standards for implementation
- Data Quality is a journey, not a destination!

Process to adopt

- Draft being presented to CoCs this month



Point in Time (PIT) and Housing Inventory Counts (HIC)

One Night Counts each year on the last Wednesday of January:

- January 25th this year!

Data Collected:



People



Beds + Units

Type:



Unsheltered



Sheltered (ES + TH)



Permanent Housing
(RRH + PSH + OPH)



Point in Time (PIT) and Housing Inventory Counts (HIC)

Unsheltered PIT Counts are determined by each CoC. This training will not cover these procedures.

Please go to your CoC directly to learn about how to get involved with making sure unsheltered folks count!



Timelines & Deadlines: HMIS participating ES, TH, RRH, PSH, OPH Count



Pre-PIT Night
January



PIT Night
January 25



Post-PIT Night
January 25 - February 1





Final Review of Reports
February



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Pull Your Reports

Which report depends on the project's type:

Project Type	D006 – 0628 HIC Supplement	D007 – 0630a Sheltered PIT
Emergency Shelter (ES) Transitional Housing (TH)		
Rapid Re-Housing (RRH) Permanent Supportive Housing (PSH) Other Permanent Housing (OPH)		





Pull Your Reports

Schedule the D006 and D007 in BusinessObjects

Folders

- > Personal Folders
- My Subscribed Alerts
- Public Folders
- > Available Reports and Templates
- > Available WellSky Resources
- > chin_live_folder
- hmisncceh_live_folder
- > ART Gallery Reports and Resources
- HMIS@NCCEH Gallery

 D006 - 0628 - HIC Supplement - v12	Copied from ART Galle...	Dec 21, 2022 4:04 PM	⋮
 D007 - 0630a - Sheltered PIT 2022 - v28	Copied from ART Galle...	Jan 9, 2023 6:17 PM	⋮

Schedule Here



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Pull Your Reports

Make sure you use the right prompts (just 3!)

D006 – 0628 HIC Supplement

→ Select Provider CoC Code(s): (1)
Pick CoC Code First

→ Select Provider(s):
(All values)

Enter PIT Date PLUS 1 Day: (1)
1/26/2023 12:00:00 AM

→ EDA Provider (1)
-Default Provider-

Enter effective date (1)
1/26/2023 12:00:00 AM

Enter PIT Date MINUS 1 Day: (1)
1/24/2023 12:00:00 AM

D007 – 0630a Sheltered PIT

→ Select Provider CoC Code(s): (1)
Pick CoC Code First

→ Select Provider(s):
(All values)

Enter PIT Date PLUS 1 Day: (1)
1/26/2023 12:00:00 AM

→ EDA Provider (1)
-Default Provider-

Enter effective date (1)
1/26/2023 12:00:00 AM

Enter PIT Date MINUS 1 Day: (1)
1/24/2023 12:00:00 AM

Enter PIT Date: (1)
1/25/2023 12:00:00 AM



Review Your Reports

How do you know if your data is accurate?



Check for the correct entries and exits

- Complete households



Check for missing details about client

- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Client Location
- Domestic Violence Survivor



Check for children only households (child 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

- Only counts clients in permanent housing with Housing Move-In Dates

	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

Click to
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

- Be sure to confirm all moved-in clients are showing

Click to
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	DV	CH	EE Provider	EE Start	EE Exit	Prog Tgpe	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

D007 – 0630a – Sheltered PIT Report

- Make sure to review missing data

	A	B	C	D	E	F	G	H
36	Total Number of Households	0			0	0		
37	Total Number of Persons	0			0	0		
38	ALL HOUSEHOLDS							
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							

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	20	0	0	0	20
Total Number of Persons (Adults)	20	0	0	0	20
Number of Young Adults (Age 18-24)	2	0	0	0	2
Number of Adults (Over Age 24)	18	0	0	0	18
Number of Persons with Missing DOB	0	0	0	0	0
Female	1	0	0	0	1
Male	19	0	0	0	19
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0	0
Missing / Non-HUD	0	0	0	0	0

Tab A - Homeless Pop	Tab B - Veteran Households	Tab C - Youth Households	Tab D - Homele ...
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Confirm client totals for each tab



Tab A - Homeless Pop

Tab B - Veteran Households

Tab C - Youth Households

Tab D - Homele ...



Review Your Reports

D007 – 0630a – Sheltered PIT Report

- Make sure to review missing data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	HH Group 61	Unique Id	Client Id 59	Age	Gender	Ethnicity	Primary Race	2nd Race	Disa b YN	Disa b Sub	HoH Relat e	Ve t	DV	DV Flee	CH	Provider	
2	1147956EE	rhrb04241954r163h626	215377	68	Male	Non-Hispanic	Black	null	Y	Y	Self	N	N		X	Heading Home - Rowan County - Singles ES - State ESG(4321)	
3	EE1146095	jgtb11171964j235g320	128427	58	Male	Non-Hispanic	White	null	Y	Y	Self	N	N		X	Heading Home - Rowan County - Singles ES - State ESG(4321)	
4	EE1149713	abab04301960a536b420	1027456	62	Male	Non-Hispanic	Black	null	Y	Y	Self	N	N		X	Heading Home - Rowan County - Singles ES - State ESG(4321)	
5	EE1155013	msaa05081969m240s35	1029544	53	Female	Non-Hispanic	Black	White	N	N	Self	N	Y	N		Heading Home - Rowan County - Singles ES - State ESG(4321)	
6	EE1173405	lwlb11221948l652w452	19369	74	Male	Non-Hispanic	Black	DNC	N	N	Self	Y	N	DNC		Heading Home - Rowan County - Singles ES - State ESG(4321)	
7	EE1160097	gbib05091957g450b652	1004279	65	Male	Hispanic	Black	Black	Y	Y	Self	Y	N		X	Heading Home - Rowan County - Singles ES - State ESG(4321)	
8	EE1160099	rmnb07141959r163m254	1006740	63	Male	Non-Hispanic	Asian	null	Y	Y	Self	N	N		X	Heading Home - Rowan County - Singles ES - State ESG(4321)	
9	EE1163094	cdua01211960c530d652	362706	63	Female	Non-Hispanic	Black	null	Y	N	Self	N	N			Heading Home - Rowan County - Singles ES - State ESG(4321)	
0	EE1167732	tewb11161966t652e363	1019193	56	Male	Non-Hispanic	Black	null	Y	N	Self	N	N		X	Heading Home - Rowan County - Singles ES - State ESG(4321)	
1	EE1168390	thnb11171971t530h500	333756	51	Male	Non-Hispanic	NH/PI	Black	N	Y	Self	N	N	N	X	Heading Home - Rowan County - Singles ES - State ESG(4321)	

Submit Your Report!

Submit one form per HMIS Project (ES, TH, RRH, PSH, OPH only)



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Making sense of the Housing Inventory Count

There are follow-up questions that you'll receive via Helpdesk emails:

- Confirming your federal funding source (including Grant ID)
- Confirming Address/location
 - Most common Zip Code for tenant-based or scattered site projects
- Confirming Bed and Unit Inventory
 - Dedicated beds to Chronically Homeless, Veterans, or Youth
 - Explaining utilization

If we can confirm this info before PIT night, we will!



Make Corrections: Utilization Rates

1 client



1 bed



$1 \div 1 = 100\%$ Utilization

4 clients



2 beds



$4 \div 2 = 200\%$ 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%



Submission steps



1. Pull your reports
 - ✓ D006 - 0628 HIC Supplement for RRH, PSH, OPH
 - ✓ D007 – 0630a Sheltered PIT report for ES, TH
2. Review your reports
3. Make corrections
 - ✓ Ask Data Center for help!
 - ✓ Tell the Data Center when corrections are done
4. Submit accurate report
 - [Durham](#)
 - [BoS](#)
 - [Orange](#)
5. Respond to any follow-up questions from Helpdesk





Training and Resources

PIT/HIC Resources for HMIS ES, TH, RRH, PSH, OPH Projects

Live Trainings/Support

- 1/10 - HMIS System Updates: Plan Launch and Training
- [1/18 - HMIS Training: BusinessObjects Basics](#)
- 1/25, 2/1, 2/8, 2/15 - HMIS PIT/HIC Office Hours
- 2/14 - HMIS System Updates meeting

Go to ncceh.org/events for login information

Guides or Recorded Trainings

- [Process Overview](#)
- [D006 – 0628 HIC Supplement Report Guide](#)
- [How to Run the D006 - 0628 HIC Supplement Report Training](#)
- [How to Read the D006 - 0628 HIC Supplement Report Training](#)
- [D007 – 0630a Sheltered PIT Report Guide](#)
- [How to Run the D007 - 0630a Sheltered PIT Report Training](#)
- [How to Read the D007 - 0630a Sheltered PIT Report Training](#)



ZenGuide Knowledge Base

Your first stop for answers

64 Articles and counting!

- We use your search results to develop new articles

Bookmark it!

<https://ncceh.zendesk.com/hc>

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What's Next?

What's Next Calendar

Due	Event Name
January 10th	<u>Agency Admin System Updates meeting</u>
January 18th	Monthly HMIS Training on BusinessObjects Basics
January 25th	Point in Time / Housing Inventory Count Night!
February 1st	PIT/HIC Reports deadline
February 14th	<u>Agency Admin System Updates meeting</u>



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



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Questions?

Let's Troubleshoot!