HMIS@NCCEH System Updates

February 2023

NC COALITION to end HOMELESSNESS

Know your Zoom icons!

Select Computer or Phone for your audio connection
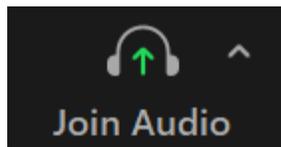
Turn on and off your camera (we love to see you!)
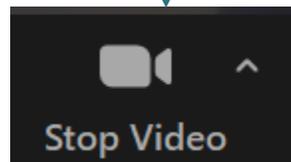
Find out who is here or edit your name

Join the conversation!

Join Audio

Stop Video

Participants 1

Chat

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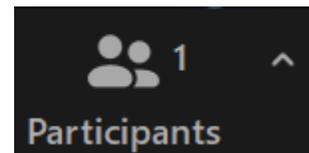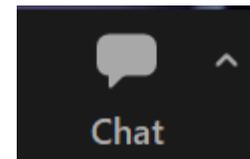
Agenda

February 2022

System Updates

- New User Training Process
- Data Quality Plan draft to CoCs
- ShelterPoint assessment changes
- PIT/HIC progress

Training and Resources

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

What's Next

Questions/Concerns?

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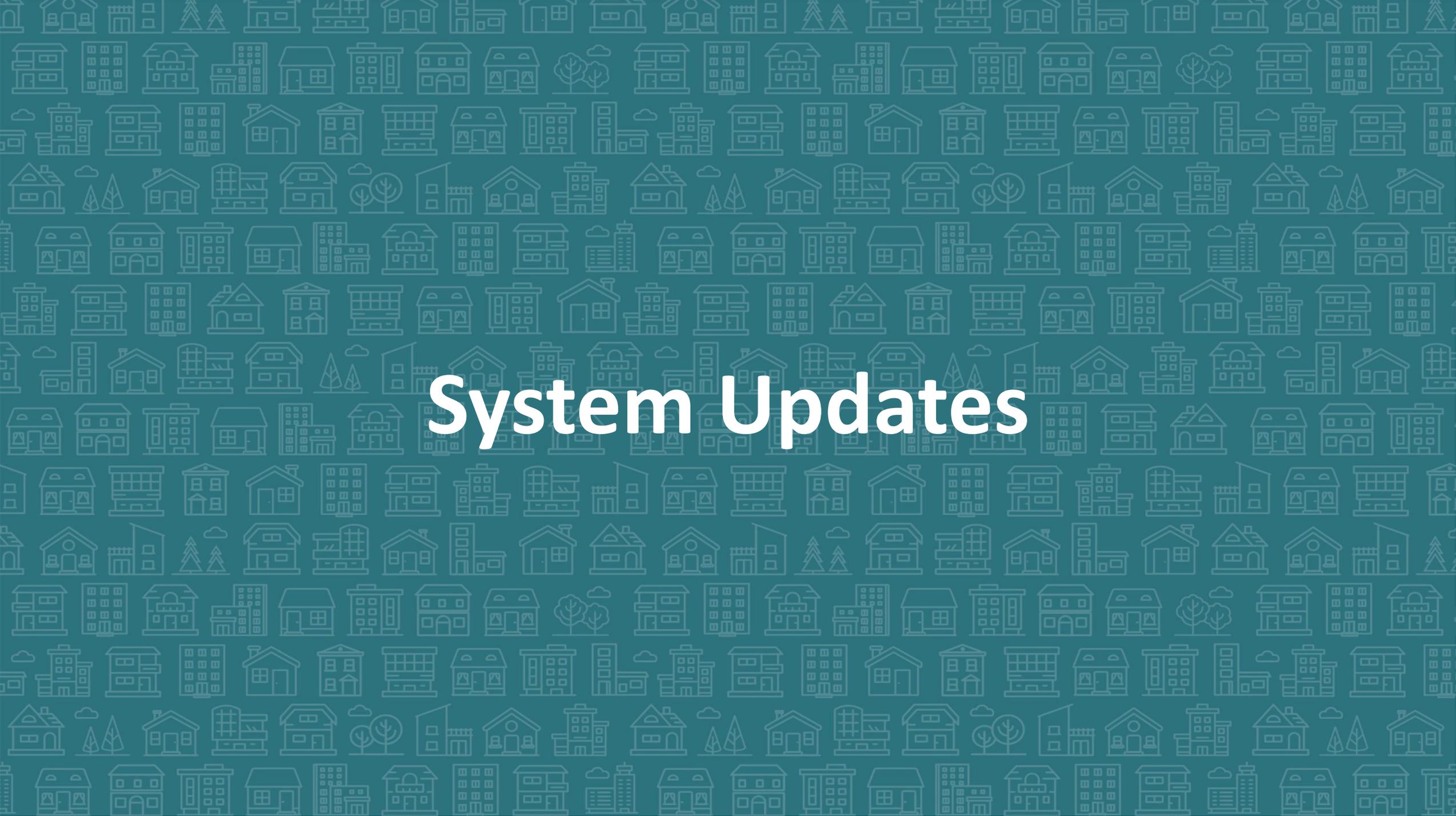
System Updates

New LMS Training Process

New Year, New Process!

- Launched 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

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New LMS Training Process

Available courses

- Start Here!
- NC Security & Privacy Training 2022-2023
- NC ClientPoint ES, TH, HP Workflow
- NC ClientPoint RRH & PSH Workflow
- NC Street Outreach Workflow
- NC ShelterPoint Workflow
- NC PATH Workflow
- NC VA Workflow

Any current users can also request access!
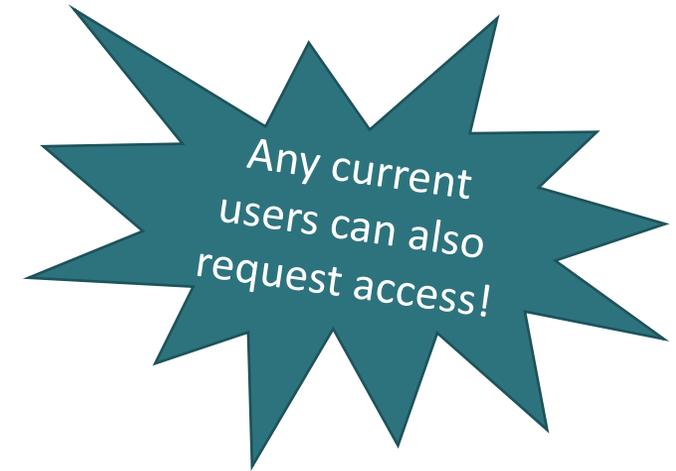
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Data Quality Plan

HMIS@NCCEH DQ Plan

- Quarterly Report (D003) submissions to stay on top of data
- Revise Data Quality Standards for implementation
- Data Quality is a journey, not a destination!

Table/Report Information

This tab displays only clients with errors in the Date of Birth (DOB) or Relationship to Head of Household (Relate HoH) elements. If a client has a DOB or Relate HoH error, the report can't properly count them in other areas. IMPORTANT: Fixing these errors will have an impact on the errors that appear in later tabs of the report. Re-run the report after fixing the errors on this tab.

Key

Data Element	Indicator	Reason
HoH	Null	This household has no client marked Head of Household in the Relationship to Head of Household data element.
DOB Type	Null	This client is missing information in the Date of Birth Type data element.
DOB Error	Error	There are inconsistencies between the value recorded for DOB and the value recorded for Date of Birth type for this client.
Relate HoH	Self	This client is marked "Self" in the Relationship to Head of Household data element but is under age 18.
Relate HoH Relate HoH Error	Missing	This client is missing information in the Relationship to Head of Household data element.
Relate HoH Error	HoH Error	This client's household is missing a Head of Household.

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Data Quality Plan

Process to adopt

- Draft being presented to CoCs this month
  - [HMIS@NCCEH Data Quality Plan Draft - Review of Changes](#)
  - [HMIS@NCCEH Data Quality Plan Draft - Clean Document](#)
  - [HMIS@NCCEH Data Quality Plan Draft - Presentation](#)

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ShelterPoint update

**Change will prevent EDA issues (for ES projects using ShelterPoint)**

- Currently, when you go to check someone, you see all the Project Start Assessment questions

- On March 1, you'll use the Entry/Exit tab to answer all Project Start questions. Remember, all clients need Project start questions completed!

  1. Check-in your household
  2. Then select the Head of Household to find the Entry/Exit tab!

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ShelterPoint update

Currently, ShelterPoint looks like this

ShelterPoint update

On March 1, use ShelterPoint's Entry/Exit tab

ShelterPoint update

Please contact the Data Center if your ShelterPoint users would like/need to review the LMS ShelterPoint Training before the change occurs.

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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)	✔	

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Submission steps

1/26

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

2/1

4. Submit accurate report
   - Durham
   - BoS
   - Orange

5. Respond to any follow-up questions from Helpdesk

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Thank you for submitting!

Finalizing PIT/HIC Reports

Bar chart comparing D007 - 0630a PIT report and D006 - 0628 HIC Supplement Report for Orange, NC BoS CoC, and Durham.

Legend:
- D007 - 0630a PIT report
- D006 - 0628 HIC Supplement Report
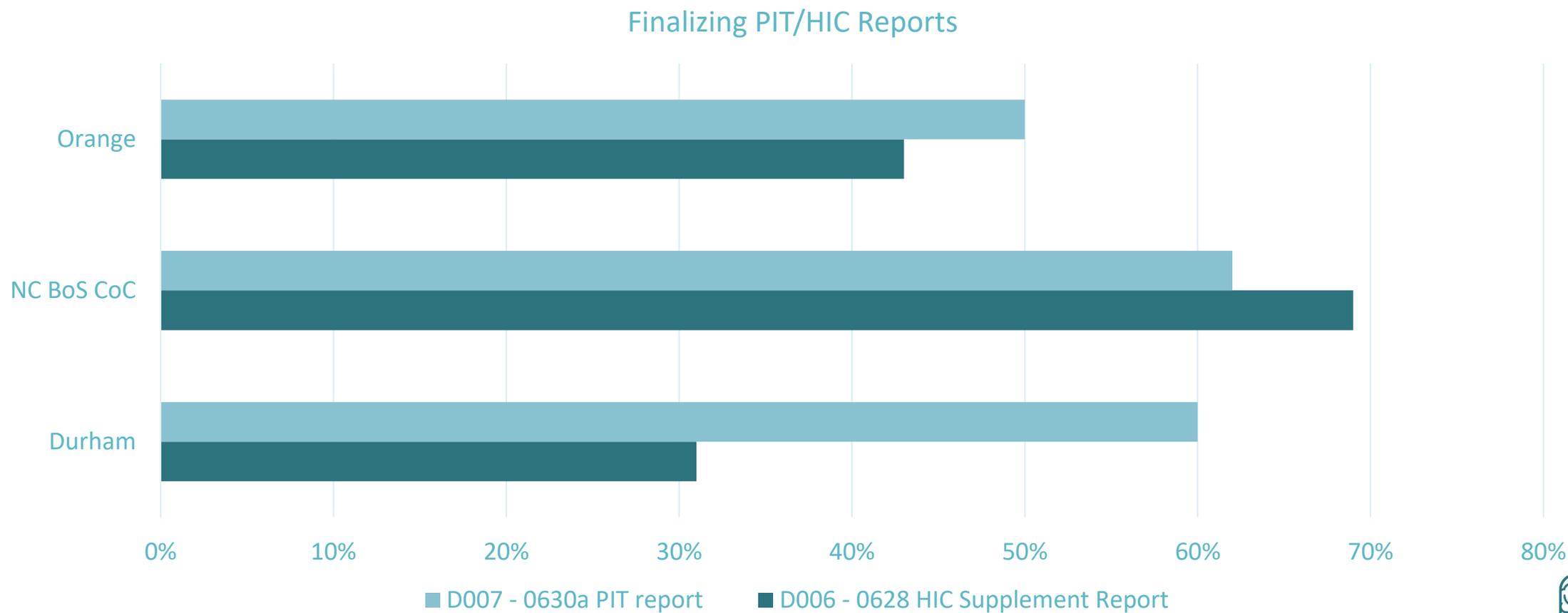
Making sense of the Housing Inventory Count

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!

Training and Resources

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

Live Trainings/Support

- 2/14 - HMIS System Updates meeting
- 2/15 – HMIS Training on Advanced Corrections

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

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ZenGuide Knowledge Base

Your first stop for answers

67 Articles and counting!

- We use your search results to develop new articles
- New Articles:
  - *Chronic Homeless Determination*
  - *B004 – Chronic Verification Report Guide*

Bookmark it!

https://ncceh.zendesk.com/hc

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Search | **Search**
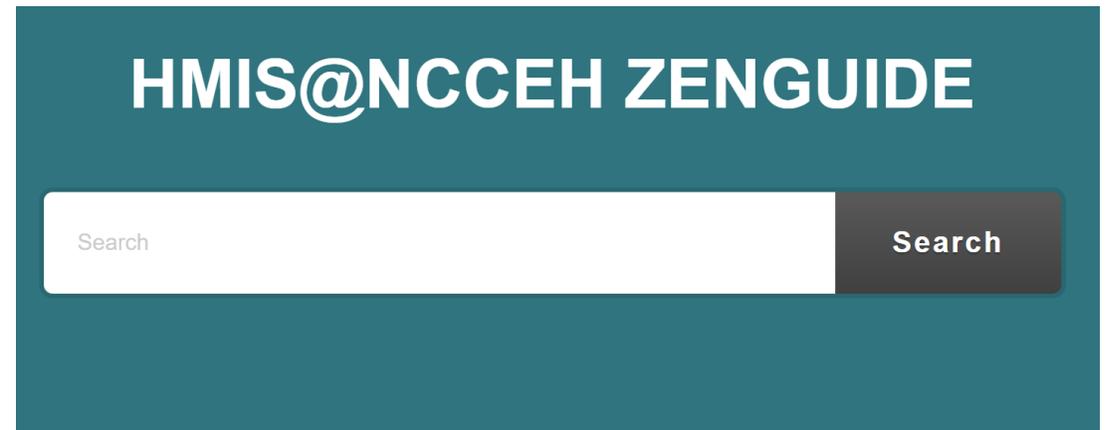
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What's Next?

What's Next Calendar

Due	Event Name
February 15th	Monthly HMIS Training: Advanced Corrections
March 14th	Agency Admin System Updates meeting
March 15th	Monthly HMIS Training: Data Quality Reports
April 11th	Agency Admin System Updates meeting
April 19th	Monthly HMIS training: CLS & DOE

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Contact NCCEH

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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!