NC HMIS
Wake HMIS User's Meeting
February 2018

North Carolina Coalition to End Homelessness

securing resources   encouraging public dialogue   advocating for public policy change

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Agenda

1. Welcome + Introductions
2. Point in Time Count and Housing Inventory Count
   1. Background
   2. Reports & Prompts
   3. Review Examples
3. Feedback on how to determine where clients are served
4. What's next?

2018 PIT/HIC

What is the Point in Time Count (PIT)?

Count of people experiencing homelessness on a single night

Must be completed during last 10 days of January

"Snapshot" of homelessness in the CoC

Who is counted in the PIT?
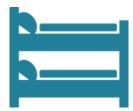
Sheltered homeless population: ES, TH, PH

Unsheltered homeless population

Subpopulations: chronically homeless, mentally ill, Veterans, unaccompanied youth, HIV/AIDS

What is the Housing Inventory Chart (HIC)?

An inventory of projects within our CoC that provide beds and units dedicated to serving persons who are homeless*

- Primary intent is to serve homeless persons
- Homeless status verified
- Actual project clients are predominantly homeless

Completed on a single night in January

*For RRH & PSH = homeless at entry

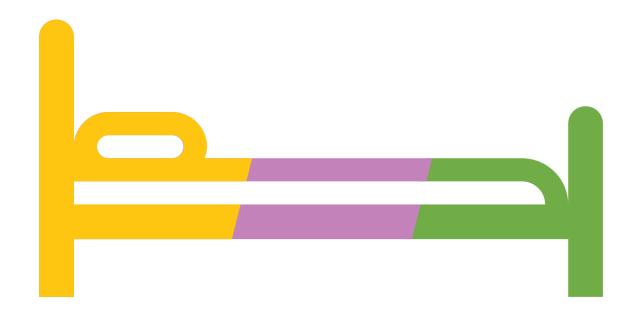NCCEH
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Bed & Unit Inventory

How to change B/U Inventory?

Contact the HelpDesk through our new
[Bed & Unit Inventory Update Form](#)!

Three Elements to B/U in HMIS

Household Type   Housing Type   Availability

Three Household types for beds

1 Households without children

2 Households with at least one adult and one child

3 Households with only children

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Three Housing types for beds

1. Site-Based – clustered/multiple sites

2. Site-Based – single site

3. Tenant based – clustered/multiple sites

Three Availability types for B/U

Beds are incorporated into utilization according to their availability to clients

1 **365** Year-round

2 Overflow

3 Seasonal

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Required PIT/HIC Reports

Project Type	NCCEH 2018 Housing Inventory Count Verification	0628 – HIC Supplement	0630 - Sheltered-Unsheltered PIT Report
Emergency Shelter (ES)	✓		✓
Transitional Housing (TH)	✓		✓
Rapid Re-Housing (RRH)	✓	✓	
Permanent Supportive Housing (PSH)	✓	✓	

How to run PIT/HIC reports: 0628 HIC Supplement

Select Providers:	Search for ONE project and select it with ⊕
Select Provider CoC Code(s):	Skip
EDA Provider:	Search for the SAME project and select it with ⊕
Enter Effective Date:	02/01/2018 (same as PIT plus 1)
Enter PIT Date PLUS 1 Day:	02/01/2018

*Agencies must run separate reports for each HMIS project

How to read PIT/HIC reports: 0628 HIC Supplement

*Agencies must run separate reports for each HMIS project

How to run PIT/HIC reports: 0630 Sheltered-Unsheltered PIT

Select Provider CoC Code(s):	Skip
Select Provider(s):	Search for ONE project and select it with
EDA Provider:	Search for the SAME project and select it with
Enter Effective Date:	02/01/2018 (same as PIT plus 1)
Enter PIT Date:	01/31/2018
Enter PIT Date PLUS 1 Day:	02/01/2018

*Agencies must run separate reports for each HMIS project

How to read the PIT/HIC reports: 0630 Sheltered-Unsheltered PIT

*Agencies must run separate reports for each HMIS project

How to run PIT/HIC reports: NCCEH Housing Inventory Count Verification

Enter CoC Code:	Remove NC-503 with 🔴 and select NC-507 🟢
Provider(s):	Search for ONE project and select it with 🟢
County:	Skip
Enter No if you want to see Non-HMIS-Participating Providers Only	Skip

*Agencies must run separate reports for each HMIS project

How to read PIT/HIC reports: NCCEH Housing Inventory Count Verification

*Agencies must run separate reports for each HMIS project

Check for missing data

Error information	UDEs were not entered into HMIS at client entry, interim and/or exit*
How do I find this error?	Review "Client Detail" tabs for missing data elements - 0628 HIC Supplement- Tab D - 0630 PIT report- Tab E
How do I fix this error?	If client is available, ask the client Review client file for information If information is in available, enter into HMIS **Missing Data > Inaccurate Data**

*Exit data is not included in PIT/HIC reports

Review reports for unexited clients

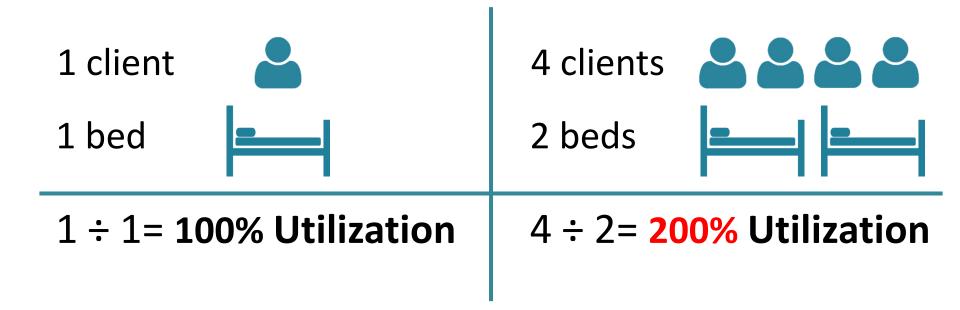| Error information	Failure to create a program exit for clients no longer receiving services
How do I find this error?	Review "Client Detail" tabs to ensure that all clients listed were in project on PIT night - 0216 Unexited Clients Exceeding Max LOS - 0628 HIC Supplement- Tab D - 0630 PIT report- Tab E
How do I fix this error?	If client is available, ask client Review client file, consult with other staff to get information about date of client exit Exit client from project using date

Look for child only households

Error information	Child enrolled in project alone without the Head of Household*
How do I find this error?	Review "Populations" tabs, scroll to "Households with Only Children" section. This section should be blank* -0628 HIC Supplement- Tab B -0630 PIT report- Tab A
How do I fix this error?	Child's entry alone has to be deleted and re-created from the HoH's entry Contact the Data Center for assistance

* This applies to projects that do not serve child only households

Utilization Rates

1 client	1 bed	4 clients	2 beds

1 ÷ 1 = **100% Utilization**   4 ÷ 2 = **200% Utilization**

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

Does this make sense?

2 clients

4 beds

2 ÷ 4 = **50%** Utilization

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

Submit 2018 HIC/PIT data by Feb 21st

Wake 2018 PIT & HIC Submission Form

Please complete this form to submit final 2018 PIT & HIC data. At the bottom of this form, you will need to attach HMIS reports required for your project type.

You must complete this form for each project/program at your agency. All data should be submitted using this form by 2/21/2018.

The NCCEH Data Center is here to help you!
Please contact our Help Desk at 919-410-6997 or hmis@ncceh.org if you have any questions or need additional assistance.

Agency Name *

Project Name *

Project Type *

Contact Information
Please enter the name of the person we should contact for data corrections or questions about the data submitted.

Contact Person *

What happens after submission?

Data Center staff will review each submission

Every submission will get a follow-up:
- If submission is good, you must confirm the data
- If we find issues/corrections are needed
  Note: Updated reports must be resubmitted via form

Confirmed data marked as complete for CoC

Feedback

Location questions in HMIS

Where are clients staying when you meeting them? (County/City)

Where do clients want to find housing? (County/City)

Where do clients actually find housing? (County/City)

What's on deck?

Upcoming Deadlines and Events

Due	Report Name
Feb 8	Entry/Exit training in Raleigh
Feb 15	**State Emergency Solutions Grant Consolidated Annual Performance and Evaluation Report (ESG CAPER)**
Feb 21	**Point in Time Count (PIT) and Housing Inventory Count (HIC)**
Mar 2	Next Wake HMIS Users Meeting

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Keep NC Safe Tips

Only access NC HMIS with a secure internet connection

Alert the Data Center when staff with access to HMIS leave your agency

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ncceh.org/hmis

access local support for Balance of State, Wake, Durham, & Orange CoCs

919.410.6997 or **hmis@ncceh.org**

helpdesk for local support

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919.755.4393   www.ncceh.org