

Balance of State HMIS Users Meeting

May 2018

The Data Center at NCCEH



North Carolina Coalition to End Homelessness

securing resources

encouraging public dialogue

advocating for public policy change

Agenda


1. This meeting is recorded!
2. System Performance Measures
3. Introducing Coordinated Access in HMIS
 - VI-SPDATs in HMIS
 - Referrals in HMIS
4. Disabling Condition
5. NCCEH Updates & Reminders

Make sure you're counted!








This box is located in the top, center of your screen

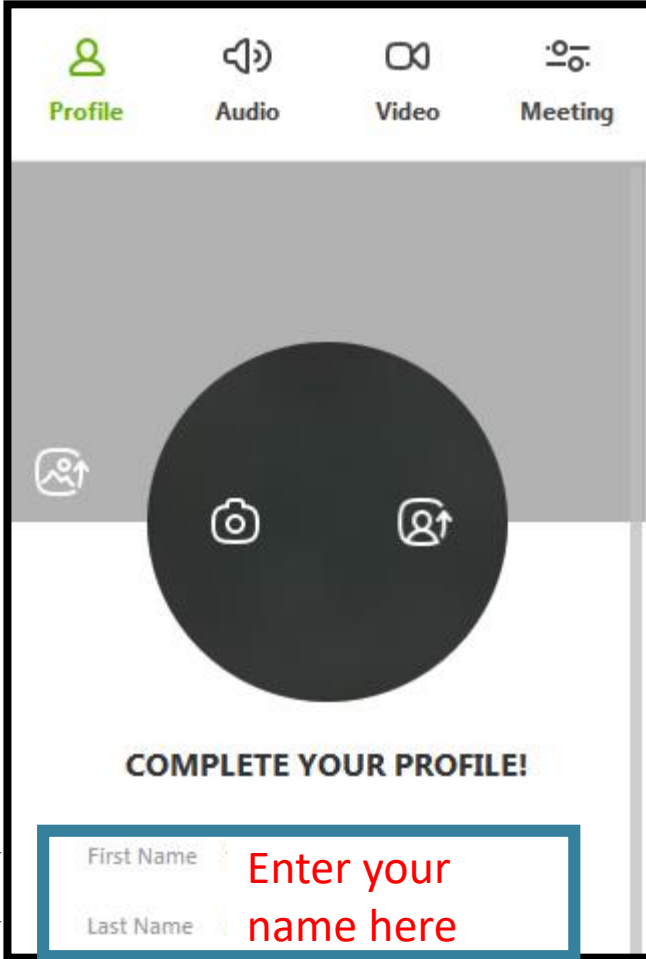
Enter your name so we know who's here

1 Click this icon 

2

-  Request presenter role
-  Request mouse control
-  Request to annotate
-  **Settings**
-  Exit this meeting

3



The screenshot shows a meeting interface with a top navigation bar containing icons for Profile, Audio, Video, and Meeting. Below this is a large grey area with a central black circle containing camera and profile icons. At the bottom, a white box prompts the user to 'COMPLETE YOUR PROFILE!' with input fields for 'First Name' and 'Last Name'. Red text in the input fields reads 'Enter your name here'.

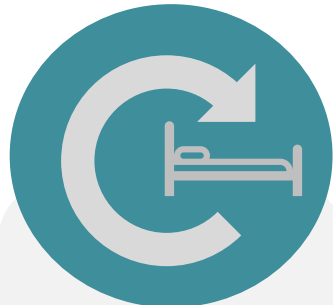
System Performance Measures

System Performance Measures



1

Length of Time
Homeless



2

Return to
Homelessness



3

Number of
Homeless



4

Increase in
Income



5

First Time
Homeless



7

Exits and
Retention of PH

What HMIS client data is included?



October 1, 2014 to September 30, 2017 (36 months)



Any person who entered SO, ES, SH, TH, RRH and/or PSH during the reporting period



Data are reported for individuals and person in families

How do agencies prepare SPMs?



Agency Admins should run and correct the 0640

Data Center staff will also review each system-level report



Data Center will contact agencies with corrections that will need a timely reply



Corrected data sent to CoC for submission

BoS Coordinated Access

NC BoS CoC's Coordinated Assessment System is moving into HMIS

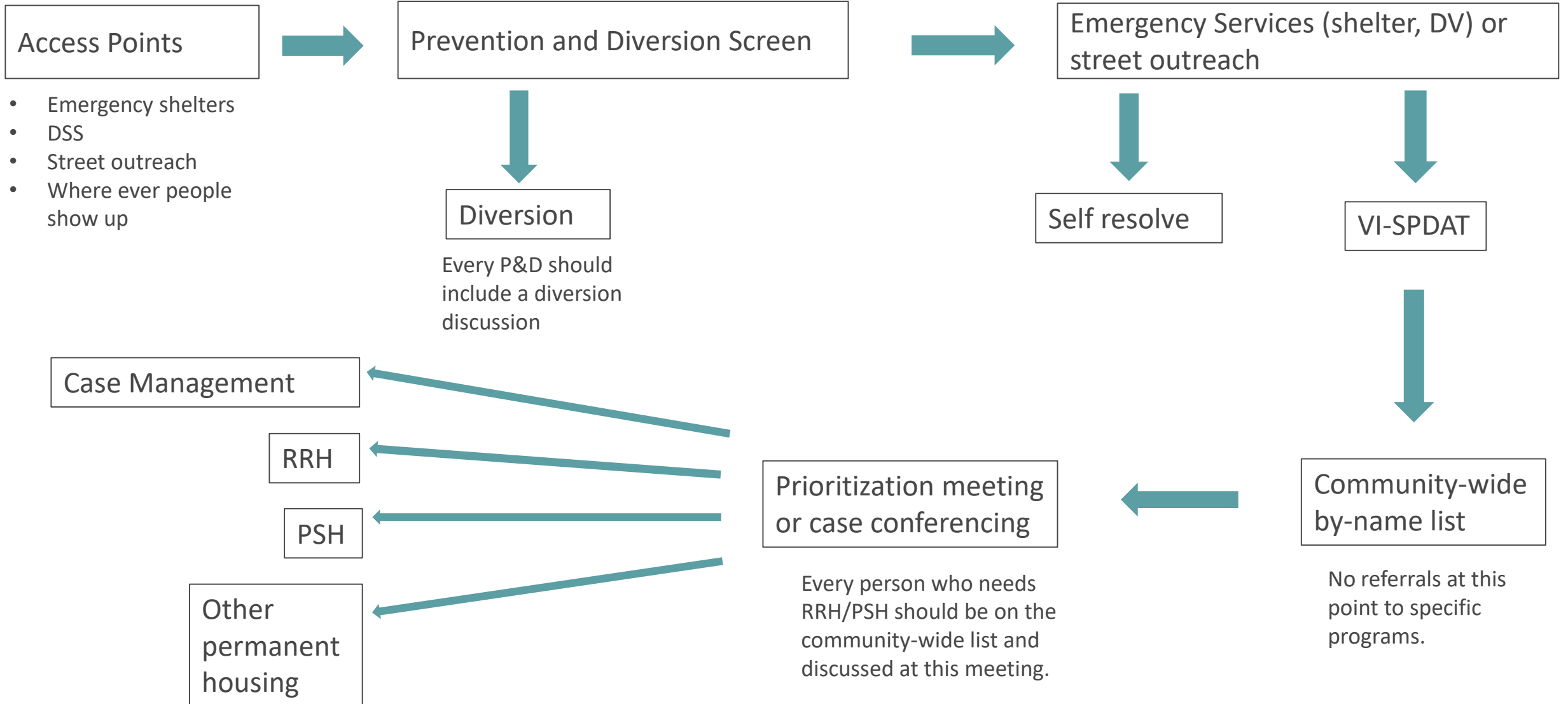
HMIS will track:

- Prevention and Diversion Screens (optional)
- VI-SPDATs
- Community-wide prioritization lists
- Referrals to permanent housing

Coordinated Assessment in HMIS will improve our system

- Better track data on who gets housing, how long it takes, etc.
- Share practices: what's working in one Regional Committee could be replicated to others.
- Close all side doors.

Quick Coordinated Assessment Refresher

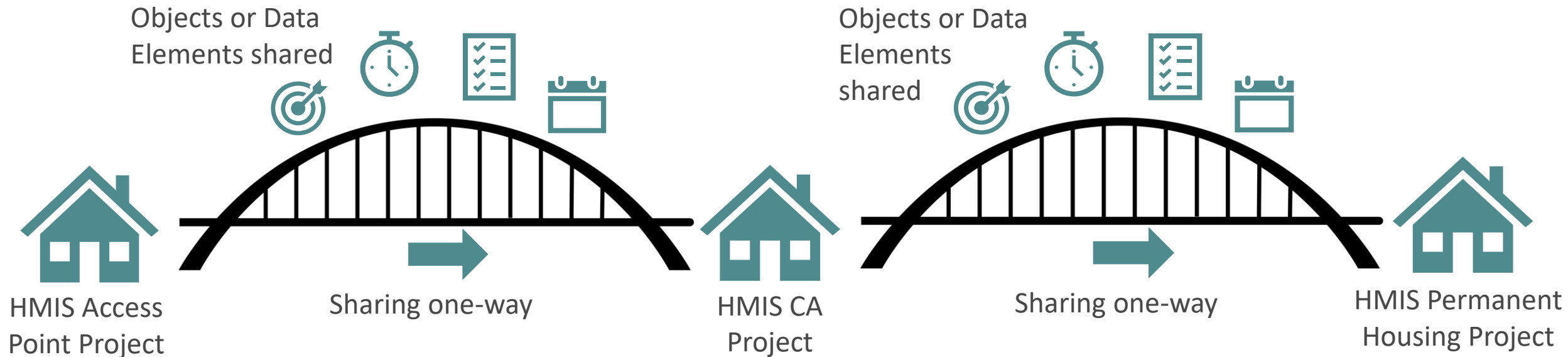




Sharing Data in HMIS

What does the Sharing do?

Sharing is specific to the projects, objects, and moves forward in time



Client Release of Information



Every client must have an electronic ROI entered into HMIS (e-ROI)

- If only internal sharing, the signed Client Acknowledgement of Rights form is e-ROI
- If external sharing, the client indicates **if**, and **how** their data should be **shared** in NC HMIS



ROI are entered to trigger security, visibility, and sharing

Electronic Release of Information (e-ROI) Tips


- For every client served
- Must match project name at entry (level 5)
- Good for one year


*Option to attach
paper documentation
to record in HMIS*



Adding a ROI to a client profile

From the client profile screen, select either the ROI tab or the text by “Release of Information”

Client - (117) DuBois, Blanche 

 (117) DuBois, Blanche
Release of Information: **None** -Switch to Another Household Member- ▾

Client Information **Service Transactions**

Summary Client Profile Households **ROI** Entry / Exit Case Managers Case Plans Assessments

Release of Information

Provider	Permission	Start Date	End Date
No matches.			

Click “Add Release of Information”

Adding a ROI to a client profile (cont.)

Select correct members

1

Should already be set to level 5

2

3

End date in 1 year in future

Release of Information - (117) DuBois, Blanche







Household Members

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

(36) Multiple Adults

- (117) DuBois, Blanche
- (119) Kowalski, Stanley
- (118) Kowalski, Stella


Release of Information Data

Provider *	Starting Point - Rowan County - Emergency Shelter - Private (7447) ▾
Release Granted *	Yes ▾
Start Date *	05 / 16 / 2018   
End Date *	05 / 16 / 2019   
Documentation	Signed Statement from Client ▾
Witness	AC

And you are done!


- Current ROI


Client - (117) DuBois, Blanche

 (117) DuBois, Blanche

→ **Release of Information: Ends 05/16/2019**

Optional: attach a copy of the client document




Client - (117) DuBois, Blanche 

 (117) DuBois, Blanche
Release of Information: **Ends 05/16/2019** -Switch to Another Household Member- ▾ Submit

Client Information Service Transactions


Summary Client Profile Households **ROI** Entry / Exit Case Managers Case Plans Assessments

Release of Information

Provider	Permission	Start Date	End Date	
  Starting Point - Rowan County - Emergency Shelter - Private	Yes	05/16/2018	05/16/2019	

Add Release of Information Showing 1-1 of 1

Exit

Release of Information File Attachments 

File Attachments

Date Added	Name	Description	Type	Provider
No matches.				

Add New File Attachment

Exit

Add the scanned copy of paper ROI



VI-SPDAT Workflow

What is the right VI-SPDAT for your client?

Assessment Tool	Client or Household type
VI-SPDAT	Adults without children
Family VI-SPDAT	Adults with children
TAY-VI-SPDAT	Youth 24 or younger

Where is the VI-SPDAT and Family VI-SPDAT in HMIS?

- Use Enter Data As and Backdate mode (for the day the assessment was done)
- Use the Head of Household client

Client - (9) Lacks, Henrietta Mass Visibility Update

(9) Lacks, Henrietta Release of Information: Ends 10/17/2017 -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile Households ROI **Entry / Exit** Case Managers Case Plans Measurements Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits


Entry / Exit						
Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
Heading Home Housing - Rowan County - Rapid Re-Housing (7075)	HUD	10/17/2016				

Add Entry / Exit Showing 1-1 of 1

Select the right Tool at the end of the Update Assessment


DO NOT COMPLETE THE FOLLOWING UNLESS INSTRUCTED TO BY YOUR COC/LOCAL SYSTEM ADMINISTRATOR. IF YOU ARE UNSURE, CONTACT YOUR AGENCY ADMINISTRATOR OR LOCAL SYSTEM ADMINISTRATOR

Use for Individuals:

 **VI-SPDAT v2.0 (Individual)**

Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS	C. SOCIALIZATION & DAILY FUNCTIONS	D. WELLNESS	GRAND TOTAL
<input type="button" value="Add"/>						

Use for families with children:

 **VI-FSPDAT 2.0 (Family)**

Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS	C. SOCIALIZATION & DAILY FUNCTIONS	D. WELLNESS	E. FAMILY UNIT	GRAND TOTAL
<input type="button" value="Add"/>							

Or






Check the client and the date

Make sure
this is the HoH

Add Recordset - (103) Lacks, Henrietta

VI-SPDAT v2.0 (Individual)

Start Date * 10 / 23 / 2017    G

A. HISTORY OF HOUSING AND HOMELESSNESS

1. Where do you sleep most frequently? (choose one) G

If Other, please specify

2. How long has it been since you lived in permanent stable housing? G

3. In the last three years, how many times have you been homeless? G

B. RISKS

4. In the past six months, how many times have you...




4. a) Received health care at an emergency department/room? G

Matches the
backdate for
Update


Fill out the responses for the client or household

Add Recordset - (103) Lacks, Henrietta


VI-SPDAT v2.0 (Individual)


Start Date * 10 / 23 / 2017    G

A. HISTORY OF HOUSING AND HOMELESSNESS

1. Where do you sleep most frequently? (choose one) Shelters  G


If Other, please specify G

2. How long has it been since you lived in permanent stable housing? Less than 1 year  G

3. In the last three years, how many times have you been homeless? 3  G

B. RISKS

4. In the past six months, how many times have you...

4. a) Received health care at an emergency department/room? 1  G

Once the responses are completed, select Calculate

All Qs completed



27. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?	No	G
PRE-SURVEY		
A. HISTORY OF HOUSING AND HOMELESSNESS		
B. RISKS		
C. SOCIALIZATION & DAILY FUNCTIONS		
D. WELLNESS		
GRAND TOTAL		

Calculate

Save Save and Add Another Cancel

View the score and save the assessment

27. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?	No	G
PRE-SURVEY	0	
A. HISTORY OF HOUSING AND HOMELESSNESS	0	
B. RISKS	2	
C. SOCIALIZATION & DAILY FUNCTIONS	1	
D. WELLNESS	2	
GRAND TOTAL	5	

Calculate

(4-7) Recommendation: an assessment for Rapid Re-Housing


Save Save and Add Another Cancel



Does not
bind the
community



VI-SPDAT is complete!


Use for Individuals:

 **VI-SPDAT v2.0 (Individual)**

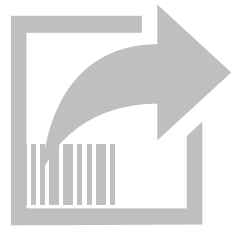
	Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS	C. SOCIALIZATION & DAILY FUNCTIONS	D. WELLNESS	GRAND TOTAL
 	10/23/2017	0	0	2	1	2	5

Showing 1-1 of 1

Use for families with children:

 **VI-FSPDAT 2.0 (Family)**

	Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS	C. SOCIALIZATION & DAILY FUNCTIONS	D. WELLNESS	E. FAMILY UNIT	GRAND TOTAL
--	--------------	------------	--	----------	------------------------------------	-------------	----------------	-------------




Referrals in HMIS


Rules of the Road

1. Record every referral in HMIS
 - Protects your agency and provides services faster for clients
2. Use up to date ROI document for client consent
3. Only complete for Heads of Households



How to Add a Referral








Client - (117) DuBois, Blanche 

 (117) DuBois, Blanche
Release of Information: **Ends 05/16/2019**

-Switch to Another Household Member- ▾

Client Information | **Service Transactions**

Service Transaction Dashboard

 Add Need	 Add Service	 Add Multiple Services	 Add Referrals	 View Previous Service Transactions
 View Shelter Stays	 View Entire Service History			

How to Add a Referral

2

▼ **Household Members**

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

(36) Multiple Adults

- (117) DuBois, Blanche ← Only check the Head of Household
- (119) Kowalski, Stanley
- (118) Kowalski, Stella

3

Needs Assignment

i Select up to 5 Needs

Service Code Quicklist

- Case/Care Management (PH-1000)
- Emergency Shelter (BH-1800)
- Eviction Prevention Legal Assistance (FT-4500.1800)
- Homeless Diversion Programs (BH-0500.3100)
- Homeless Permanent Supportive Housing (BH-8400.3000)
- Rapid Re-Housing Programs (BH-0500.7000)**
- Rental Deposit Assistance (BH-3800.7250)
- Rent Payment Assistance (BH-3800.7000)

↑
Add each Service

How to Add a Referral

- Add the provider(s) for all of the selected services

Referral Provider Quicklist

Provider **4**



▼ Search

- Heading Home - Rowan County - Emergency Shelter - State ESG (7389)
- Heading Home - Rowan County - Rapid Re-Housing - Private (7441)
- Heading Home - Rowan County - Rapid Re-Housing - State ESG (7390)**
- Heading Home - Rowan County - Transitional Housing - Private (7428)

i To perform another Provider Search by adding Target Populations to the Selected Service Terms or by modifying the Service Terms used for the Provider Search.

How to Add a Referral









Selected Providers

	Provider ▲	Type	Phone	Location	Last Updated
 	Heading Home - Rowan County - Rapid Re-Housing - State ESG	Level 5	Unknown	Unknown	05/16/2018

Showing 1-1 of 1

▼ **Refer to Providers**

Referral Data

Needs Referral Date *	05 / 16 / 2018    9 : 31 : 41 PM
Referral Ranking	-Select- ▼
VI-SPDAT Score	Please Select a VI-SPDAT Score <input type="button" value="Search"/> <input type="button" value="Clear"/>
VI-FSPDAT Score	Please Select a VI-FSPDAT Score <input type="button" value="Search"/> <input type="button" value="Clear"/>
Projected Follow Up Date	/ /   
Follow Up User	<input type="text" value="Starting Point - Rowan County - Emergency Shelter - Private (7447)"/> -Select- ▼
 	<input type="checkbox"/> Check to notify ServicePoint Providers by Email.

5

6

Optional tools for ranking referrals

Communication must occur outside HMIS too

How to Add a Referral

7

Referrals
[Send Summary](#)

Referred-To Provider	Rapid Re-Housing Programs	Referred Clients
Heading Home - Rowan County - Rapid Re-Housing - State ESG (7390)	<input type="checkbox"/>	(117) DuBois, Blanche

▼ Need Data

Date of Need * 05 / 16 / 2018 9 : 31 : 41 PM

Selected Needs

	Need	Amount if Financial	Need Status / Outcome / If Not Met, Reason	Notes
	Rapid Re-Housing Programs (BH-0500.7000)		<div style="border: 1px solid #ccc; padding: 2px;"> Identified -Select- -Select- </div>	

Remove All Needs

8

9

How to Add a Referral

Referrals
[Send Summary](#)

Referred-To Provider	Rapid Re-Housing Programs	Referred Clients
Heading Home - Rowan County - Rapid Re-Housing - State ESG (7390)	✓	(117) DuBois, Blanche

▼ **Need Data**

Date of Need * 05 / 16 / 2018 9 : 31 : 41 PM

Selected Needs

	Need	Amount if Financial	Need Status / Outcome / If Not Met, Reason	Notes
	Rapid Re-Housing Programs (BH-0500.7000)		<div style="margin-bottom: 2px;">Closed ▼</div> <div style="margin-bottom: 2px;">Fully Met ▼</div> <div style="margin-bottom: 2px;">-Select- ▼</div>	

[Remove All Needs](#)

7

8

9

How to Add a Referral

- Add a note with client contact information, the number children and their ages

Referrals [Send Summary](#)

Referred-To Provider	Rapid Re-Housing Programs	Referred Clients
Heading Home - Rowan County - Rapid Re-Housing State ESG (7390)		(117) DuBois, Blanche

▼ **Need Data**

Date of Need *

Selected Needs

Need Notes [X]

Notes

Client contact number: 919-555-2323


2 more adults


10 Save Close

Need	Amount if Financial	Need Status / Outcome / If Not Met, Reason	Notes
Rapid Re-Housing Programs (BH-0500.7000)		Closed Fully Met -Select-	

[Remove All Needs](#) NCCHEH Data Center

Completed Referrals







Client - (117) DuBois, Blanche 



 **(117) DuBois, Blanche**
Release of Information: **Ends 05/16/2019**

Client Information | **Service Transactions**

Needs | **Services** | **Referrals** | **Shelter Stays** | **Entire Service History**

Previous Referrals

Select Dates: Start Date: / /    End Date: / /   

	Need Date	Referred Date	Referred To	Referral Outcome	Need Type	Need Status	Need Outcome
 	05/16/2018	05/16/2018	Heading Home - Rowan County - Rapid Re-Housing - State ESG		Rapid Re-Housing Programs	Closed	Fully Met

Showing 1-1 of 1



Referral Report

You must be in Enter Data As mode!

Hover over the name to see the whole project

The screenshot shows a software interface with a dark blue header containing the text "Helen Housing Test" and "Agency Admin" with a gear icon. Below the header is an orange dropdown menu. The menu is titled "Mode:" and contains three options: "Shadow" with a person icon, "Enter Data As Heading Home - Rowan ..." with a person icon, and "Back Date" with a calendar icon. A blue arrow points from the text "Hover over the name to see the whole project" to the "Enter Data As" option. A second blue arrow points from the underlined text "Heading Home - Rowan ..." to a white tooltip box that displays "Heading Home - Rowan County - Rapid Re-Housing - State ESG". At the bottom of the interface is a dark blue bar with a white search input field containing the text "Type here for Global Search" and three icons: an orange warning icon with a "3" in a circle, a white star icon, and a blue question mark icon.

Receiving a Referral

The screenshot displays a web application interface. On the left is a sidebar menu with a 'Reports' section. The 'Referrals' item in this menu is highlighted with a red box. On the right is a main content area titled 'Provider Reports' which contains a grid of report tiles. Each tile features a colorful circular icon and a report title. The 'Referrals' tile in the bottom-left corner of the grid is highlighted with a red border, and a red circle with the number '1' is positioned to its left.

Reports

- Audit Report
- User Information
- User Login

- AHAR
- Call Record Report
- Client Served Report
- Daily Unit Report
- Entry/Exit Report
- ESG CAPER (2016)
- ESG CAPER (2014)
- Fund Availability Report
- Needs Report
- PATH
- Referrals**
- Service Transaction

- [ART](#)
- ReportWriter
- SSVF 2014 Export
- Rhymis Export

- Admin**







- Logout**

Provider Reports

- Annual Homeless Assessment Report (AHAR)
- Call Record Report
- Client Served Report
- Daily Unit Report
- ESG CAPER (2016)
- ESG CAPER (2014)
- Fund Availability Report
- Needs Report
- Referrals**
- Service Transaction

Receiving a Referral

2 **Report Options** Use Previous Parameters

Provider *	Heading Home - Rowan County - Rapid Re-Housing - State ESG (7390) ▾	
	<input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY	
Referral Type *	Incoming referrals to provider ▾	
Referral Status	<input type="radio"/> Outstanding <input type="radio"/> Closed <input checked="" type="radio"/> ALL	
Referral Outcome	-All- ▾	
Referral Date Range	05 / 14 / 2018   	05 / 16 / 2018   
Sort Order	Please Select a Sort Order Select Clear	

Export Report **3** Build Report Clear

Receiving a Referral

Report Results

	Referral Date ▼	Name	Group ID	Ranking	Need Type	Referred By	Referred To	Referral Outcome	Need Notes
→	<input checked="" type="checkbox"/> 05/16/2018 9:31:41 PM	(117) DuBois, Blanche			Rapid Re-Housing Programs	Starting Point - Rowan County - Emergency Shelter - Private	Heading Home - Rowan County - Rapid Re-Housing - State ESG		

4

Select ALL Clear Showing 1-1 of 1

Update Referral Outcome

5

Update Referral Outcome


i The selected (1) Referral will receive the outcome selected below.

Referral Outcome *

- Accepted
- Accepted on Wait List
- Declined
- Canceled


Save Referral Information Exit

Receiving a Referral









Report Results											
	Referral Date ▼	Name	Group ID	Ranking	VI-SPDAT	VI-FSPDAT	Need Type	Referred By	Referred To	Referral Outcome	Need Notes
<input type="checkbox"/>	05/17/2018 2:51:17 PM	(83) Smith, Christopher Jason				7	Rapid Re-Housing Programs	Starting Point - Rowan County - Emergency Shelter - Private	Heading Home - Rowan County - Rapid Re-Housing State ESG		
<input type="checkbox"/>	05/16/2018 9:31:41 PM	(117) DuBois, Blanche			7		Rapid Re-Housing Programs	Starting Point - Rowan County - Emergency Shelter - Private	Heading Home - Rowan County - Rapid Re-Housing State ESG	Accepted	





Select ALL Clear Showing 1-2 of 2

Update Referral Outcome



View Outstanding Referrals: Dashlet Counts Report

System News (13) 		Agency News (0) 	
Date	Headline		
 02/14/2018	Open Door cancelled for 2/15/18; will resume on 2/22/18		
 02/02/2018	Upgrade to ServicePoint 5.12.57, at 10 pm on 2/2		
 01/29/2018	Open Office Hours for Local System Admins via GoToMeeting		
 01/29/2018	Technical Support Contacts for Users and Agency Admins - Local System Administrator Contact Information (by CoC) Updated		
 01/19/2018	ART Report Update - Revised Provider Page Audit Report and Avg. LOS and Time Housing Reports available		
 01/07/2018	Recent Changes Made to ART Outcomes Folder (Click Here for Details)		
View All			

 Counts Report  	
Outstanding Incoming Referrals:	Outstanding Outgoing Referrals:
0	0
Outgoing Referrals:	Outgoing Closed Referrals:
 2	2
Refresh	

Collecting + Entering Disability Data

Improving NC HMIS Data Entry

We have to get disability data right in HMIS!

Learn about the people in our system

What does our homeless population look like?

What types of disabilities do they have?

Helps identify chronically homeless clients

Improve our system to better serve clients

Connect eligible clients to disability benefits

What types of programs and/or services do they need?

Are these programs/services available in our community?

Report out about our system

Federal, State, Local, Agency



What is a disabling condition?

1. A physical, mental, emotional impairment, including an impairment caused by alcohol or drug abuse, PTSD, brain injury or chronic health issue that:



Is expected to be of long and indefinite duration, and



Substantially limits the client's ability to live on their own

2. A developmental disability

3. AIDS or HIV

This is important!

Disabling Condition has 3 criteria

HUD: If a client meets at least 1 of the 3 criteria, then YES, the client has a disabling condition

What does HUD want to know about disability?

1. Does the client have a disabling condition?
2. What type of disabling condition does the client have?
 - a. Is the condition expected to be of long-continued and indefinite duration?
 - b. Does the condition substantially impair the client's ability to live independently?

Note- Only projects that receive funding with eligibility criteria that require documentation of the disabling condition should require documentation.

What is documentation+ what counts?

Documentation = Evidence of disability

Source	Evidence needed
Licensed professional	Written document to verify disability and certify that the disability is expected to be long-continuing or of indefinite duration and substantially impedes the individual's ability to live independently; Professional must be licensed by state of NC to diagnose and treat the disability
Social Security Administration	Written verification of disability or the receipt of a disability check (SSDI)
VA (or other federal agency)	Receipt of a disability check
HUD	Other approved documentation
Intake staff	Written observation of disability that, no later than 45 days of the application for assistance is confirmed and accompanied by evidence (as listed above)

Note- Only projects that receive funding with eligibility criteria that require documentation of the disabling condition should require documentation.

Before we go further, let's check in

Do you have any questions?

Review Questions

Why is HMIS disability data important?

Can you define disabling condition?

How many criteria does a client need to meet to be identified as having a disabling condition?

Disability Data in NC HMIS

Disability data is entered in 3 places



Project Entry

Interim

Project Exit

Update
Annual Assessment

Disability questions in HMIS- 2 parts

Part 1-


A general question

Does the client have a
disabling condition?

-Select-

Part 2-

The disability sub-assessment

Disabilities		HUD Verification 	
Disability Type *	Disability determination *	Start Date *	End Date
<input type="button" value="Add"/>			

Part 1 is called the Gateway Question

Does the client have a disabling condition?

-Select-

Responses:

Yes







No

Client doesn't know

Client refused

Data not collected

The sub-assessment collects detailed disability data

Disabilities	
Disability Type *	<input type="text" value="-Select-"/>  G
Disability determination *	<input type="text" value="-Select-"/>  G
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently	<input type="text" value="-Select-"/>  G
Start Date *	<input type="text" value="04"/> / <input type="text" value="14"/> / <input type="text" value="2018"/>    G

This is where things get a bit weird...

Remember our criteria for disabling condition?

In order to collect the most accurate data for Part 1

Does the client have a disabling condition?

-Select-

We need to ask the criteria questions in Part 2



Disabilities	
Disability Type *	<input type="text" value="-Select-"/> ▼ G
Disability determination *	<input type="text" value="-Select-"/> ▼ G
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently	<input type="text" value="-Select-"/> ▼ G

When to answer “Yes”

Only answer yes here if:



Does the client have a disabling condition?

The client’s disability type fits within HUD’s disabling condition definition



Disability Type *

Disability determination *

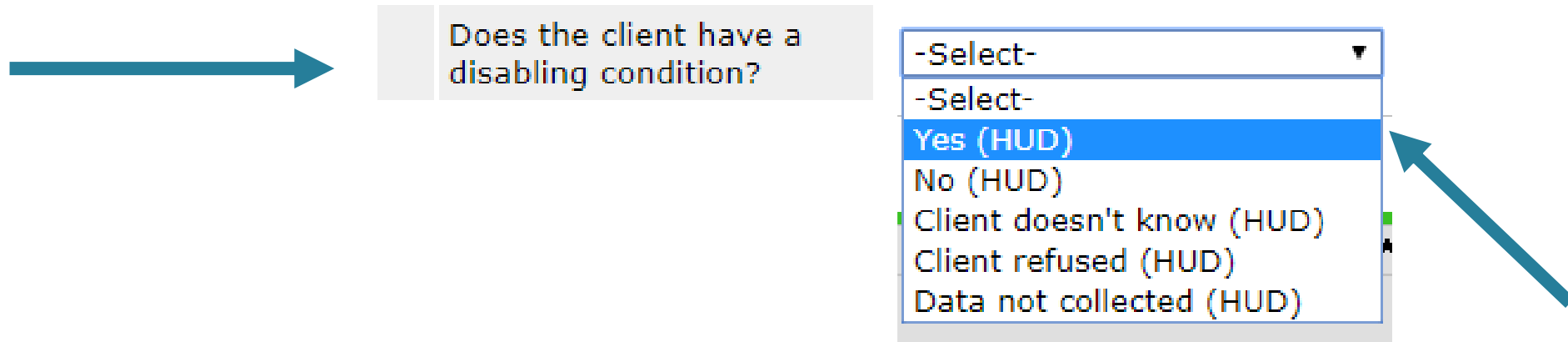
The client answers yes here (unless disability type is Developmental or HIV/AIDS)



If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently


HMIS Disability Data Entry

Indicate client has a disability in HMIS



Select type of disability in HMIS

1 →

Disabilities HUD Verification 

Disability Type *	Disability determination *	Start Date *	End Date
-------------------	----------------------------	--------------	----------

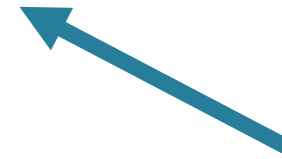
Add

Disability Type *

- Select-
- Select-
- Physical (HUD)
- Chronic Health Condition (HUD)
- HIV/AIDS (HUD)
- Developmental (HUD)
- Alcohol Abuse (HUD)
- Drug Abuse (HUD)
- Both Alcohol and Drug Abuse (HUD)
- Mental Health Problem (HUD)**

Enter Start Date = Date information collected

Start Date * 08 / 18 / 2017    G

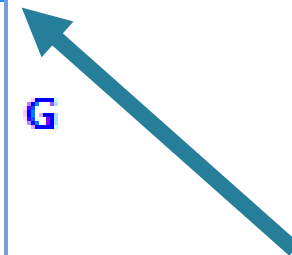


If we collected the info today, we should set the start date to today's date

Enter disability determination in HMIS

Disability determination ★
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently

-Select-	▼	G
-Select-		
Yes (HUD)		
No (HUD)		
Client doesn't know (HUD)		G
Client refused (HUD)		
Data not collected (HUD)		



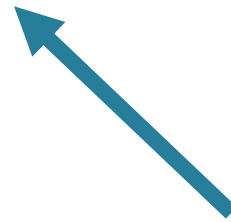
If the client has this disability type, set this to “Yes”

The answer here should match response to the gateway question

Save the disability data in HMIS

Save

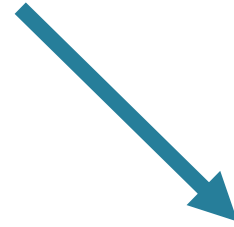
Save and Add Another




Click this button if client has more than one disability



HUD Verification

HUD verification matters





Does the client have a disabling condition? [G](#)

Disabilities **HUD Verification** 

		Disability Type *	Disability determination *	Start Date *	End Date
		Mental Health Problem (HUD)	Yes (HUD)	04/14/2018	04/14/2019


Showing 1-1 of 1

HUD Verification Alerters- green is good

Alerter	HUD Verification Status
HUD Verification 	Incomplete
HUD Verification 	Complete

Complete HUD Verification (determination=yes)

We were able to determine that our client had a disabling mental health problem

Disability Type	Disability determination					
	Yes (HUD)	No (HUD)	Client doesn't know (HUD)	Client refused (HUD)	Data not collected (HUD)	Incomplete
Physical (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chronic Health Condition (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HIV/AIDS (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developmental (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alcohol Abuse (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drug Abuse (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Both Alcohol and Drug Abuse (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Mental Health Problem (HUD)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Already filled in



Disability Data Quality

Two of the most common errors

Potential disability data entry errors- Missing

Selecting “Yes” to indicate a client has a disability but no disabilities are entered

Does the client have a disabling condition? Yes (HUD)

Disabilities HUD Verification


Disability Type *	Disability determination *	Start Date *	End Date
No matches.			



??????????????

Potential disability data entry errors- Conflict

Selecting “No” to indicate that a client does not have a disability but adding a disability type in the sub-assessment

Does the client have a disabling condition? G ←

Disabilities HUD Verification 

	Disability Type *	Disability determination *	Start Date *	End Date
 	Alcohol Abuse (HUD)	Yes (HUD)	07/06/2017	

Showing 1-1 of 1

Locate these errors using the 0640 report

The 0640 HUD Data Quality Framework is located in ART

Q3. Universal Data Elements		
Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0.00%
Project Entry Date (3.10)	1	0.23%
Relationship to Head of Household (3.15)	7	1.62%
Client Location (3.16)	2	0.65%
Disabling Condition (3.8)	8	1.86%
Destination (3.12)	88	36.67%

Missing and inconsistent data will be aggregated here. Another tab will detail who these clients are

Or locate these errors using the CoC-APR and ESG-CAPER reports

Dashboard reports can be found in the “Reports” menu on the left hand side

6a - Data Quality: Personally Identifiable Information				
Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0%
SSN (3.2)	13	5	7	11%
Date of Birth (3.3)	0	2	0	1%
Race (3.4)	0	4		2%
Ethnicity (3.5)	0	2		1%
Gender (3.6)	0	2		1%
Overall Score				12%

6b - Data Quality: Universal Data Elements		
Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	2	1%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	2	1%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	2	1%

Missing and inconsistent data will be aggregated here. Another tab will detail who these clients are

NCCEH Updates & Reminders

Who enters a Housing Move-In Date?

Do Not Enter for:

- Any Homeless Prevention, Emergency Shelter, Transitional Housing, Supportive Services clients

Enter Housing Move-In Date for:

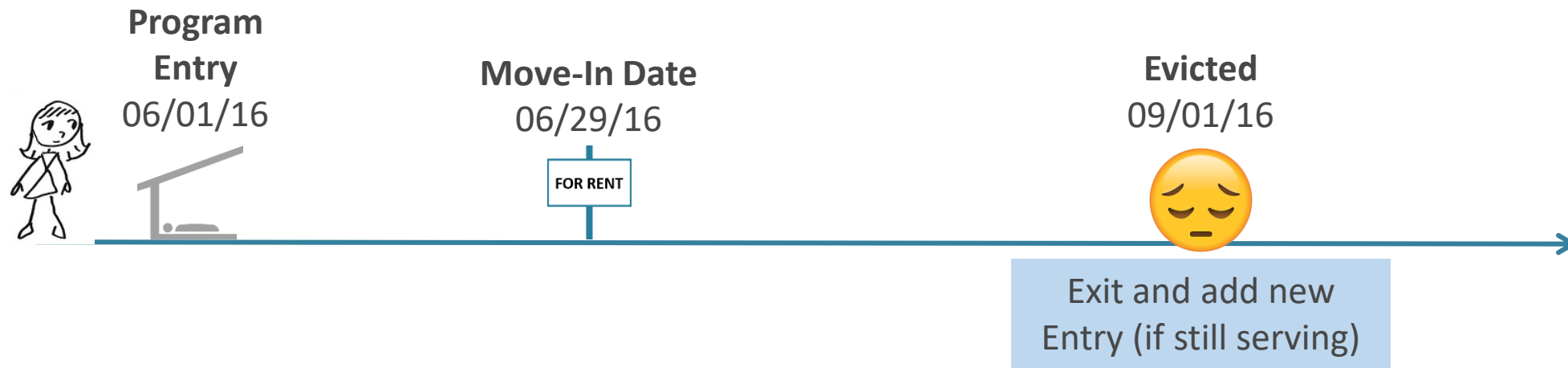
- All Rapid Re-Housing project clients
- PSH projects only if paying financial assistance



When a client leaves housing

Don't remove the move-in date - The original Housing Move-In Date was still a lot of work!

- HUD says: Exit the client and start a new Entry if the Housing search resumes.


















How will this impact your workflow?

Are there other complicated Move-In situations that you've seen?

New Guidance: When a client leaves housing

Separate Entries for separate Housing efforts

- Exit clients from the HMIS Project to illustrate they left their housing
- Exit Destination should be set to where they stay the night after leaving
- Add a new HMIS Project Entry to illustrate the housing search process
- If new housing found, enter an Interim Update for the next Housing Move-In Date

Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	Assessments
 Reminder: Household members must be established on Households tab before creating Entry / Exits							
Entry / Exit							
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count	
 Triangle Family Services - Wake County - Rapid Re-Housing - County (7074)	HUD	 05/09/2018					
 Triangle Family Services - Wake County - Rapid Re-Housing - County (7074)	HUD	 05/01/2018	 05/09/2018				

HMIS @NCCEH Update

A new Homeless Management Information System at the North Carolina Coalition to End Homelessness will be launched in early July 2018!

What Should I Expect?

- New User Agreements for each licensed HMIS User
- New and improved training, workflows and forms
- A new ServicePoint website URL

What Should I Do Now?

- Has your agency sent in the contact info for Agency Agreements Signers?
- Keep entering data into NCHMIS until notified to stop – we'll notify in June.
- Ask us questions! Contact Ben Bradley, NCCEH Project Specialist (Ben@ncceh.org) if you have any questions. If needed, he'll schedule time for you to speak with Denise Neunaber, NCCEH Executive Director.

Upcoming Deadlines and Events

Due	Report Name
May 31	System Performance Measures Deadline
May 31	Next In-Person HMIS Entry/Exit in Raleigh
June 21	BoS HMIS Users Meeting
July	HMIS@NCCEH

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

919.755.4393 or **bos@ncceh.org**

for BoS support



North Carolina Coalition to End Homelessness

securing resources

encouraging public dialogue

advocating for public policy change