Durham CoC
HMIS Users Meeting

January 2019

NC COALITION to end HOMELESSNESS

January's Agenda

Income and Non-Cash Benefits

What do we have to confirm for HUD?

HMIS@NCCEH Launch update

Longitudinal System Analysis (LSA), Point in Time (PIT), and Housing Inventory Count (HIC) Update

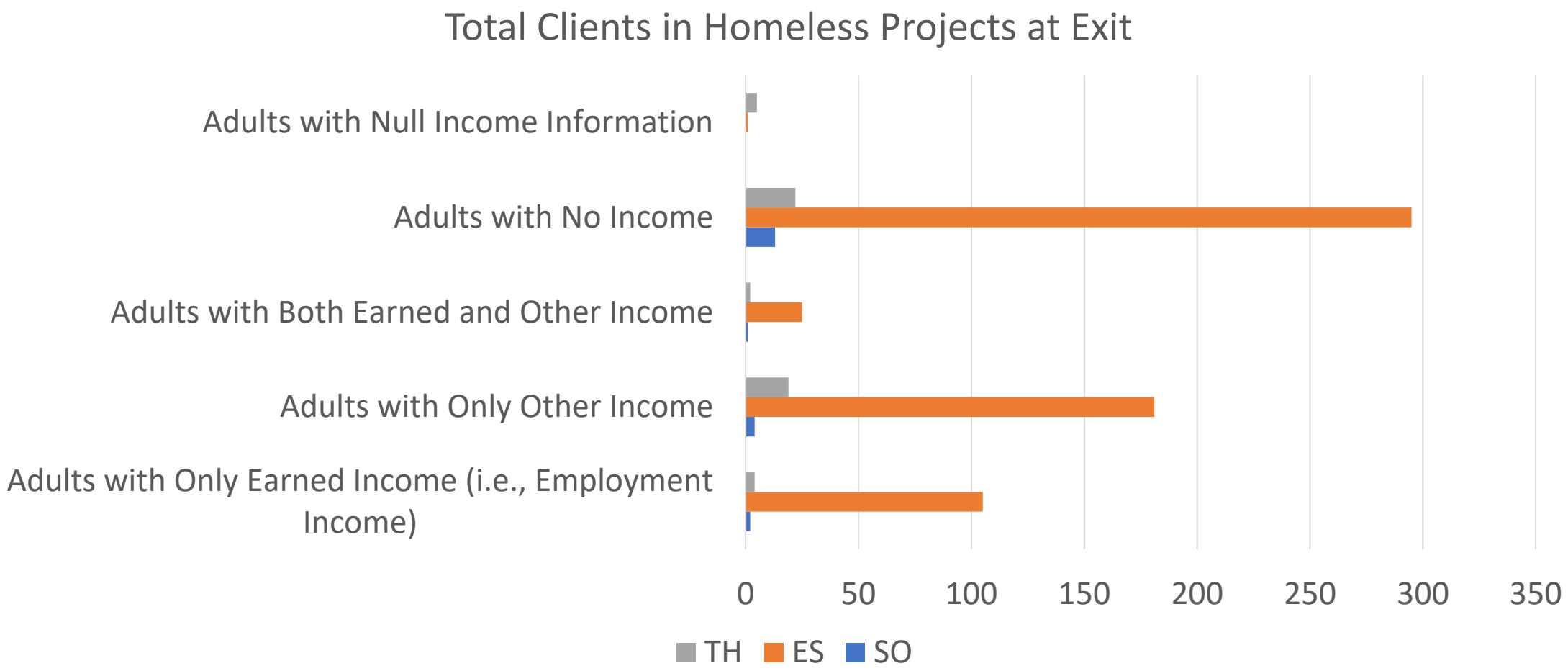
Keeping an eye on your HMIS

What are best practices for staying on top of your data?

What's Next Calendar

Income and Non-Cash Benefits

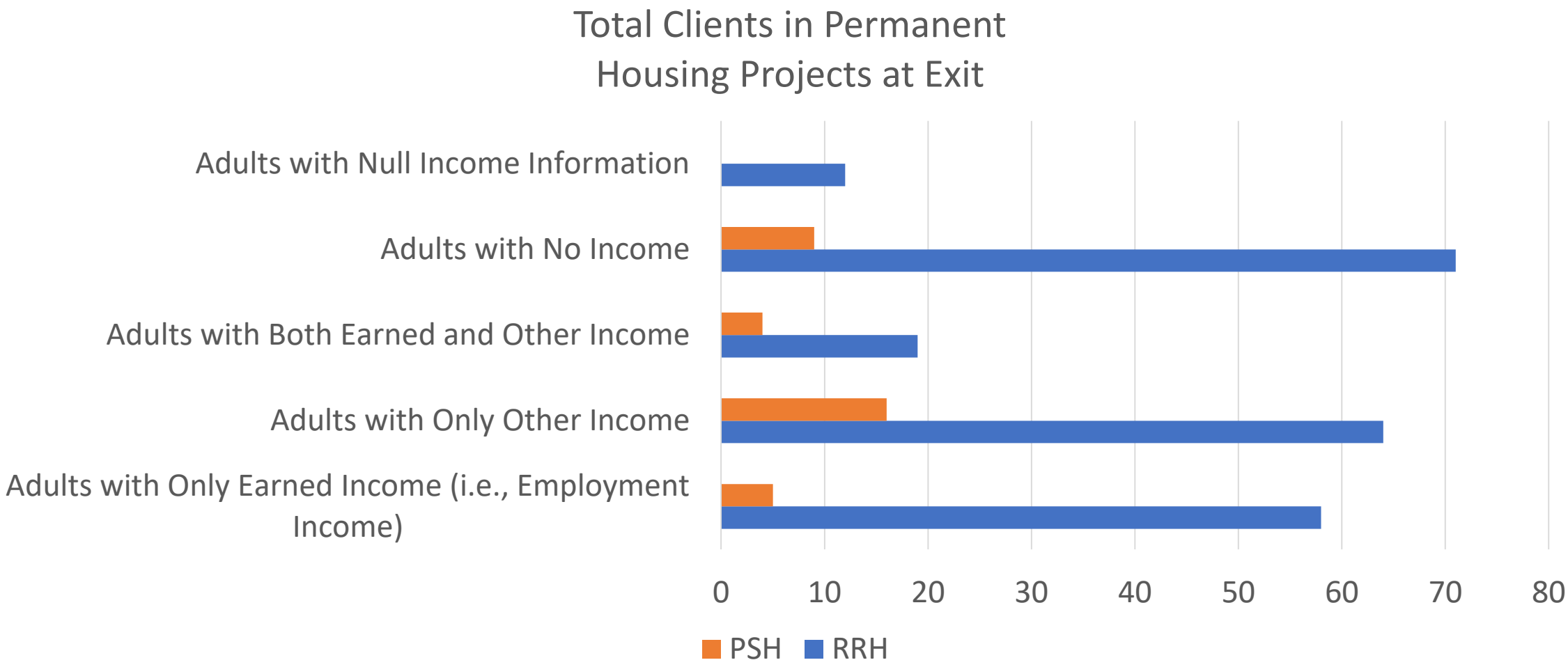
2018 Income in Homeless Projects



2018 Income in Homeless Projects

Income	SO	ES	TH
Adults with Only Earned Income (i.e., Employment Income)	2	105	4
Adults with Only Other Income	4	181	19
Adults with Both Earned and Other Income	1	25	2
Adults with No Income	13	295	22
Adults with Null Income Information	0	1	5

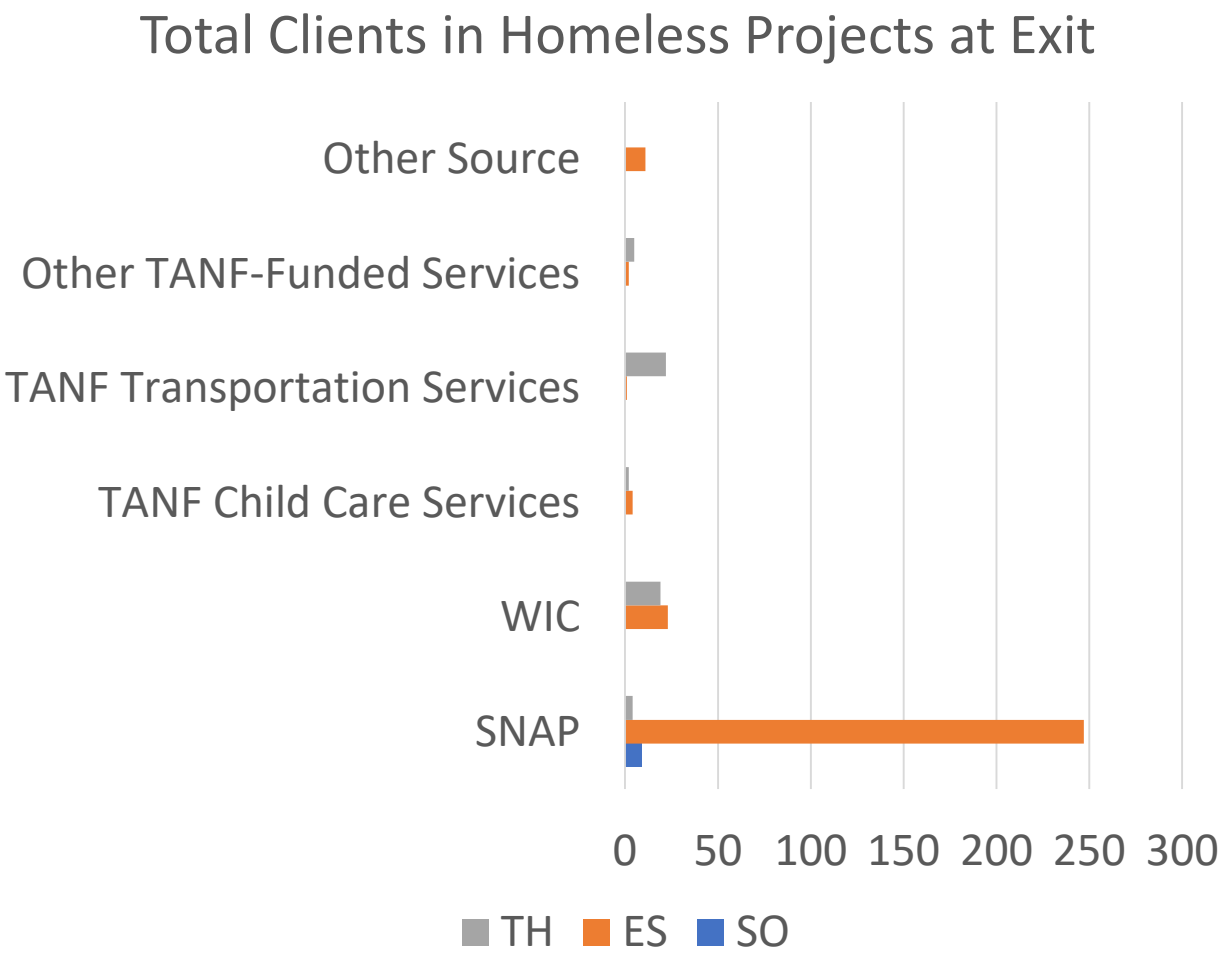
2018 Income in Permanent Housing Projects

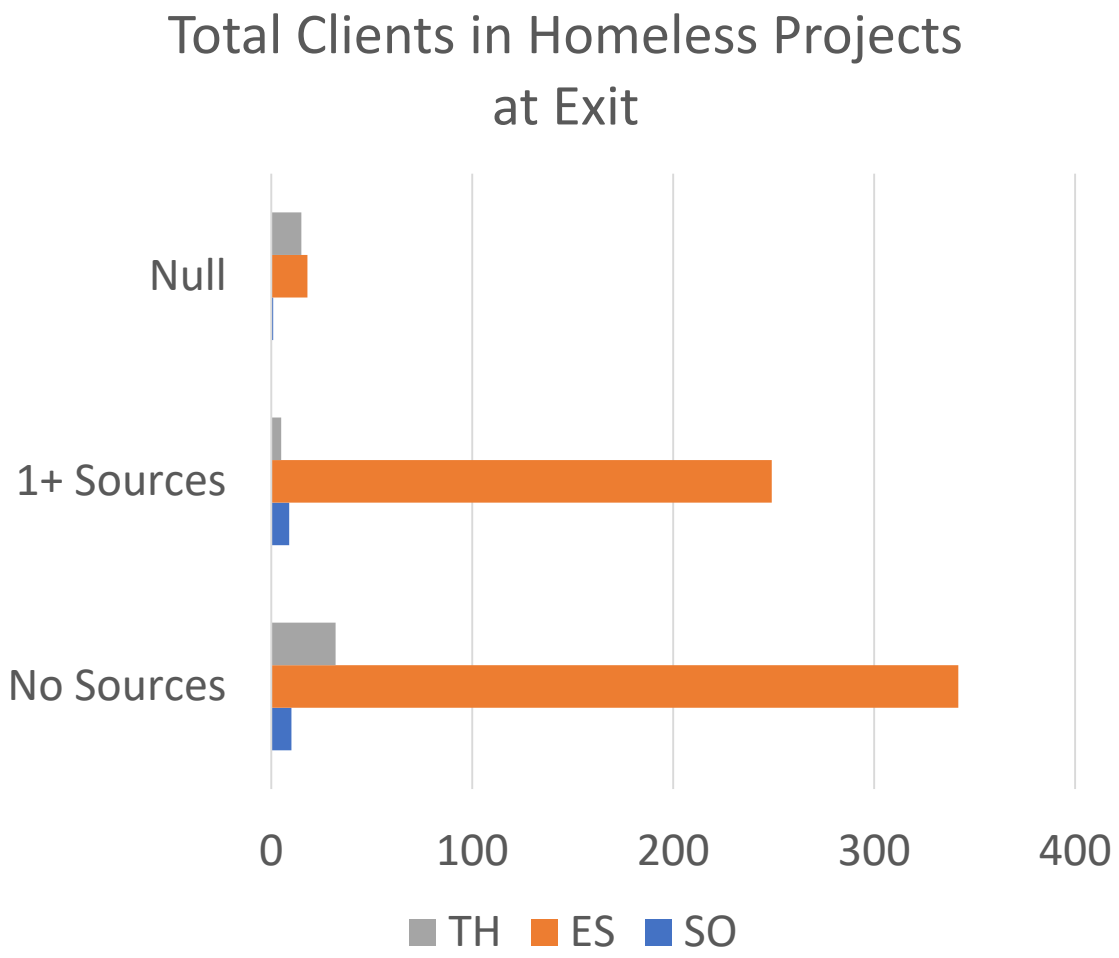


2018 Income in Permanent Housing Projects

Income	RRH	PSH
Adults with Only Earned Income (i.e., Employment Income)	58	5
Adults with Only Other Income	64	16
Adults with Both Earned and Other Income	19	4
Adults with No Income	71	9
Adults with Null Income Information	12	0

2018 Non-Cash Benefits in Homeless Projects



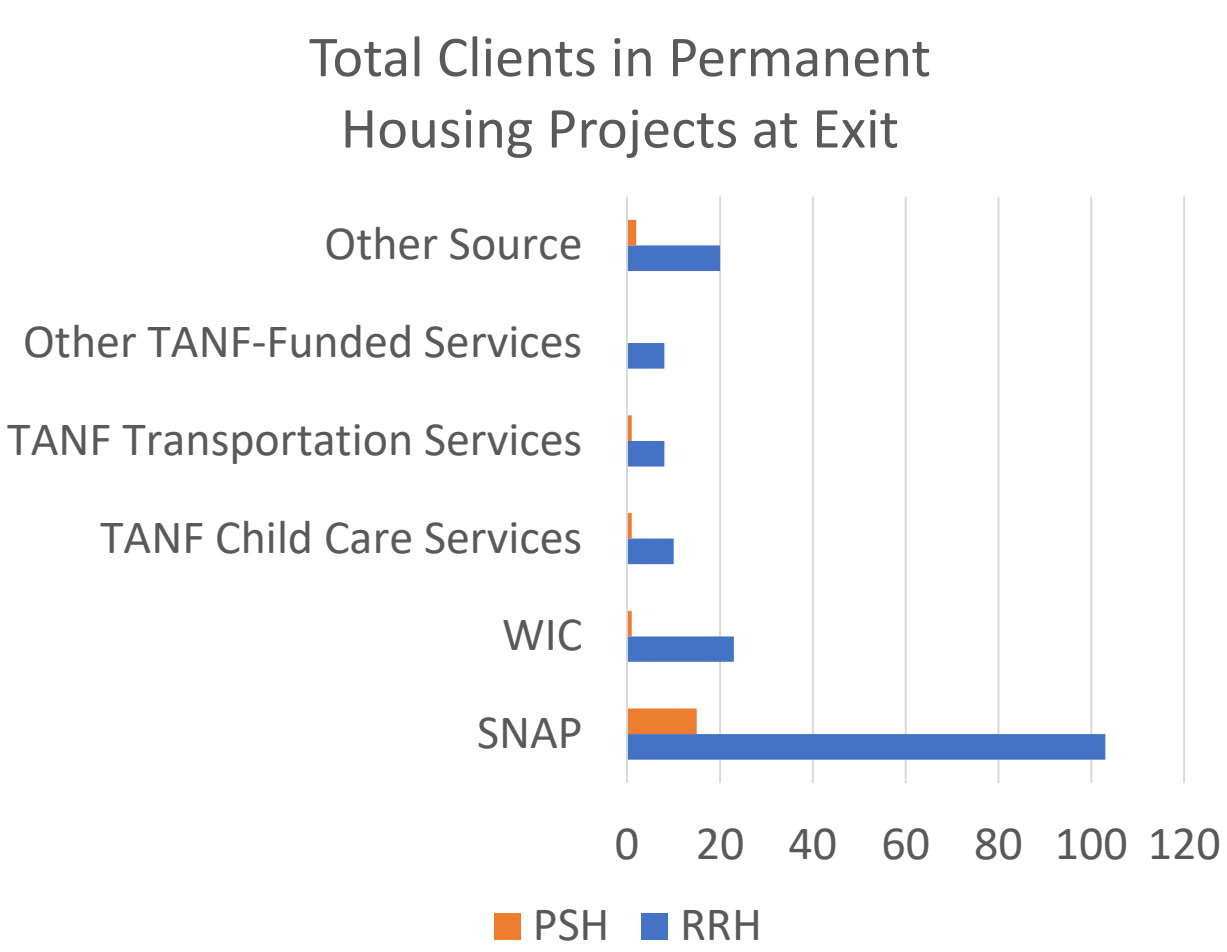


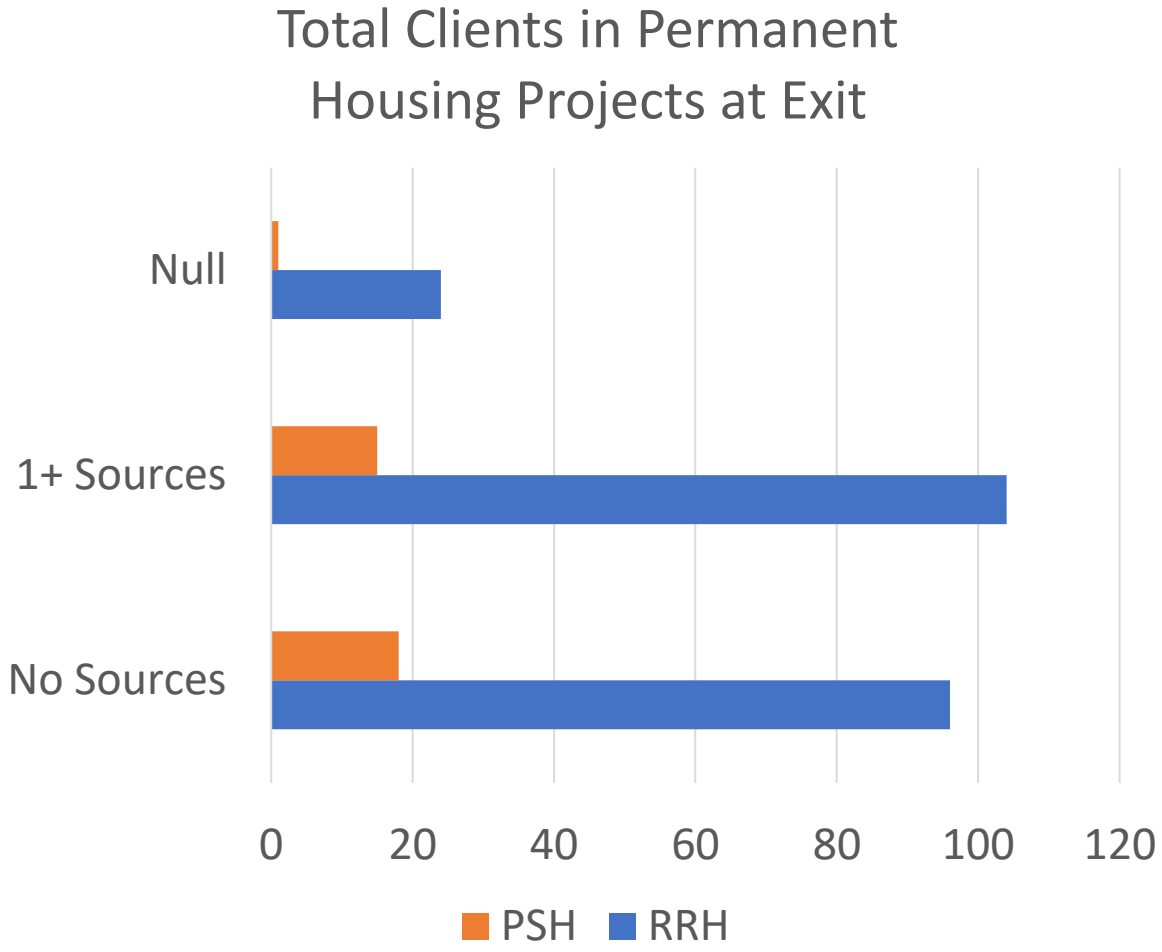
2018 Non-Cash Benefits in Homeless Projects

Non-Cash Benefits at Exit	SO	ES	TH
SNAP	9	247	5
WIC	0	23	2
TANF Child Care Services	0	4	2
TANF Transportation Services	0	1	2
Other TANF-Funded Services	0	2	2
Other Source	0	11	2

Non-Cash Benefits at Exit	SO	ES	TH
No Sources	10	342	32
1+ Sources	9	249	5
Null	1	18	15

2018 Non-Cash Benefits in Permanent Housing Projects





2018 Non-Cash Benefits in Permanent Housing Projects

Non-Cash Benefits	RRH	PSH
SNAP	409	75
WIC	19	6
TANF Child Care Services	6	4
TANF Transportation Services	2	1
Other TANF-Funded Services	3	2
Other Source	9	2

Non-Cash Benefits	RRH	PSH
No Sources	392	51
1+ Sources	412	75
Null	28	2

Income and Non-Cash Benefits

HUD's guidance:

Collect information accurate on the day of the interview (Project Start, Update, or Exit)

- Do not record past or future data here

Ask clients to respond to each potential source of income or benefits

- No documentation needed (for HMIS)

Income and Non-Cash Benefits

HUD's guidance:

Stick to the sources listed

- Lump sum amounts received by a family, such as inheritances, insurance settlements, or proceeds from sale of property, or back pay from Social Security are considered assets, not Income
- Non-Cash Benefits is intended to identify regular, recurrent benefits, not services and/or gifts such as phone cards and vouchers provided by a project

Income Sources

Source of Income	
Earned income (i.e., employment income)	Traditional jobs (est. including tips) , contract work, irregular work such as day labor
Unemployment Insurance	Formal benefits from the NC Division of Employment Security
Supplemental Security Income (SSI)	Social Security Administration assistance for clients with disabilities OR over 65 based on financial need
Social Security Disability Income (SSDI)	Social Security Administration assistance for clients with disabilities who are “insured” - have worked long enough and paid into Social Security taxes
VA Service-Connected Disability Compensation	Tax-free payment to Veterans who have a disability because of military service (or made worse by service)
VA Non-Service-Connected Disability Pension	Veterans and survivors who are eligible for VA Pension and require help due to a disability
Private disability insurance	Market rate income insurance
Worker’s Compensation	Employer insurance provided wage replacement

Income Sources

Source of Income	
Temporary Assistance for Needy Families (TANF)	Called Work First Family Assistance in North Carolina
General Assistance (GA)	Called Work First Cash Assistance in North Carolina
Retirement Income from Social Security	Traditional monthly assistance to protect against outliving savings
Pension or retirement income from a former job	Benefits from previous employers
Child support	Court-ordered payments to a parent
Alimony or other spousal support	Court-ordered payments to a former spouse
Other source	Please specify if you think a client has a source of income not referenced above

Non-Cash Benefits

Source of Non-Cash Benefits	
Supplemental Nutrition Assistance Program (SNAP)	Previously called food stamps and is the largest program in the domestic hunger safety net
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	Food and Nutrition Services from USDA for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five
TANF Child Care services	Child Care subsidies/referrals from NC's Work First (TANF) program
TANF transportation services	Transportation subsidies/referrals from NC's Work First (TANF) program
Other TANF-funded services	Anything else from TANF that is not cash assistance
Other source	Please specify if you think a client has a source of non-cash benefits not referenced above

What else?

Are there situations that have come up that are not covered here?

Updating Sub-Assessments

How to Change Sub-Assessments

After the initial snapshot of a client at Project Start, Health Insurance, Income and Non-Cash Benefits can be changed in these locations

- Interim Updates
- Interim Annual Assessments
- Exit Assessments
- Post-Exit Follow-ups

How to change Sub-Assessments

Previous Response	Change or Edit at Update	Action (always check EDA and Backdate)
Gateway = No	Gateway = Yes	Change dropdown to Yes
Gateway = Yes	Gateway = No	Change dropdown to No
Type/Source = No	Type/Source = Yes	Do not edit previous Type/Source. Add new Type/Source as of the Update
Type/Source = Yes	Type/Source = Yes	Edit previous Type/Source and set end-date for day before the Update. Then Add new Type/Source as of the Update
Type/Source = Yes	Type/Source = No	Edit previous Type/Source and set end-date for day before the Update. Then use HUD Verification to set Type/Source to No

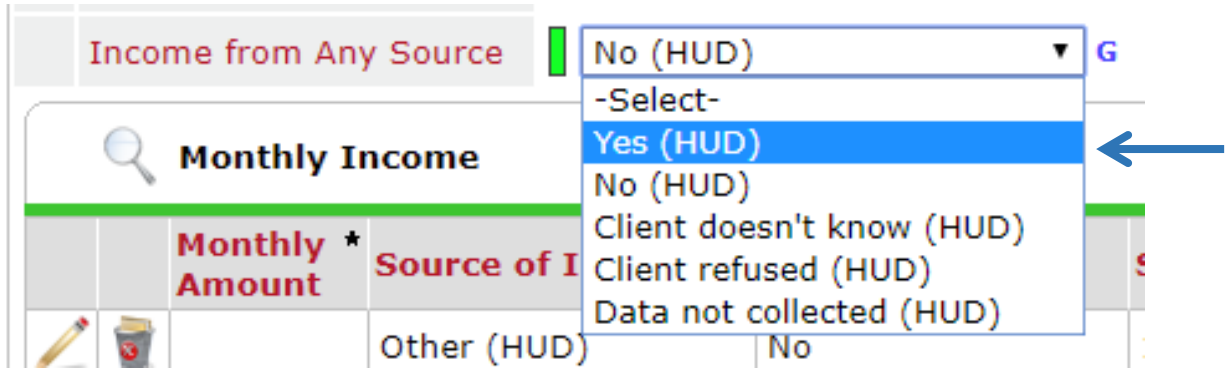
How to change Sub-Assessments

Example A

Wilson Smith has no income at project start Oct 31st, but has $734 SSI income at your meeting on Nov 10th.

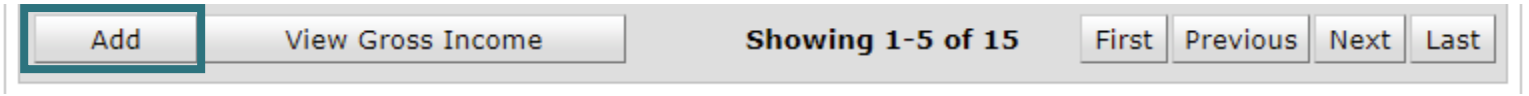
Steps to Update

1. Use Enter Data As for the right project and Backdate to 11/10/17
2. Go to Wilson's Entry/Exit tab and Add an Interim Update
3. Update the Gateway question to Yes

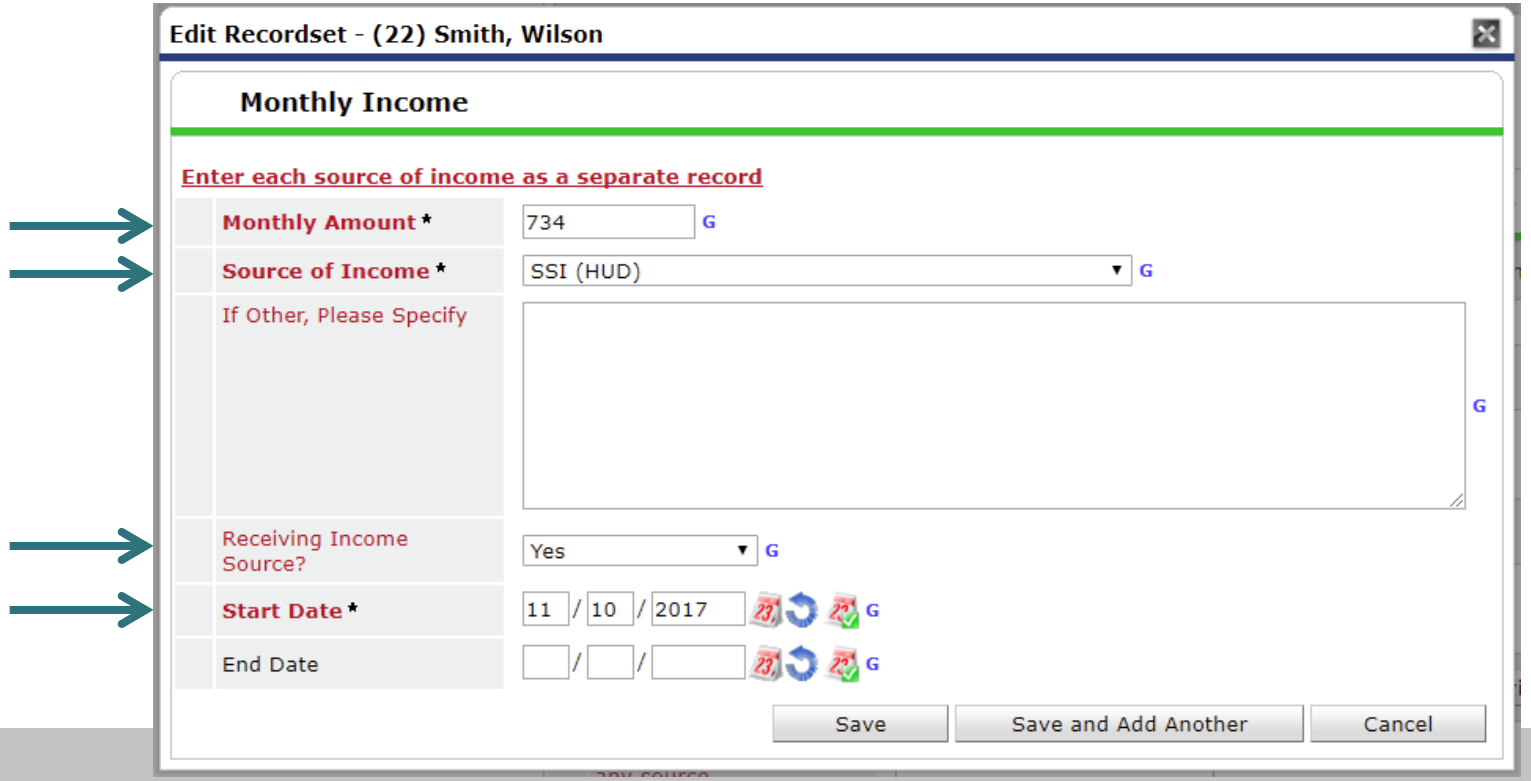


How to change Sub-Assessments

4. Click Add for a new SSI response

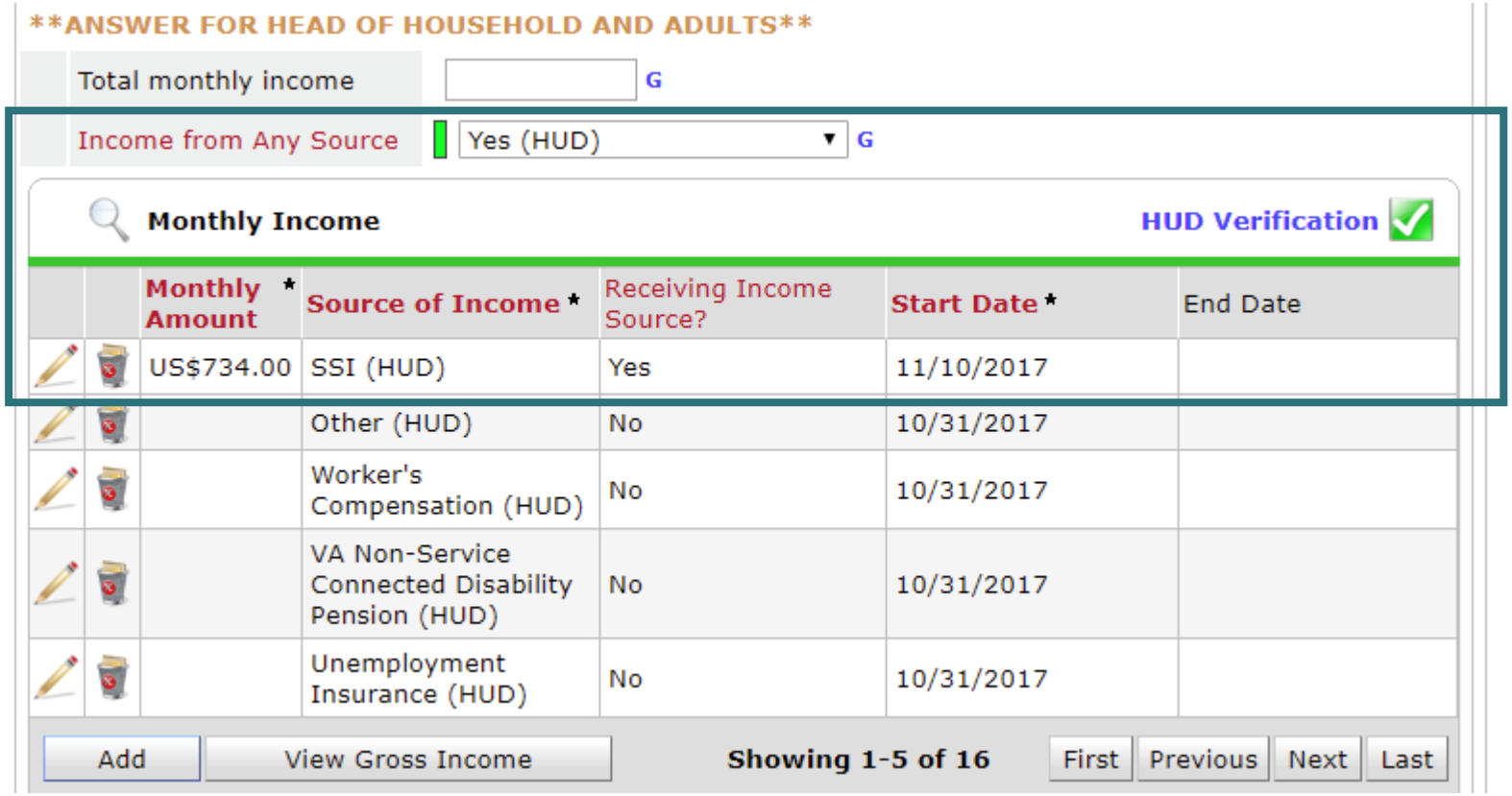


5. Complete Income Source information



How to change Sub-Assessments

6. Now check that the Gateway, Sources and HUD Verification all align and are correct



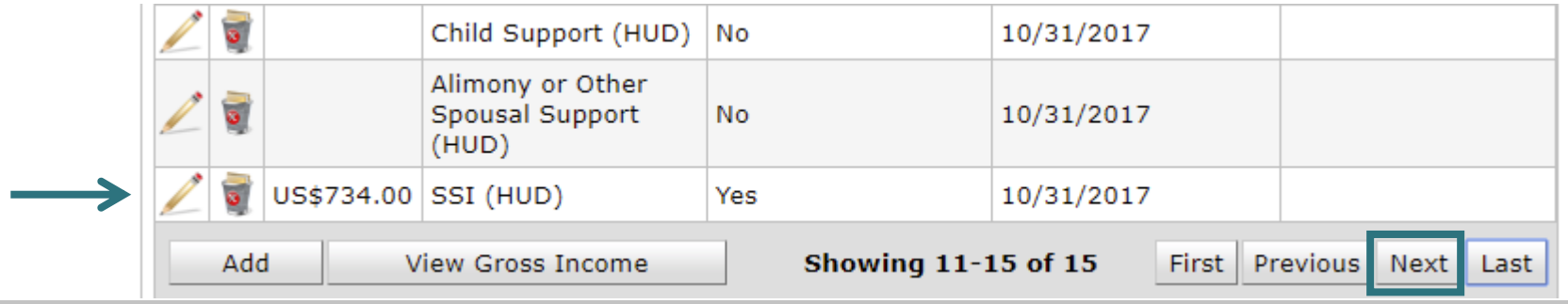
How to change Sub-Assessments

Example B

John Smith is receiving $734 SSI income at project start Oct 31st, but his SSI income has increased to $786 at your meeting on Nov 10th.

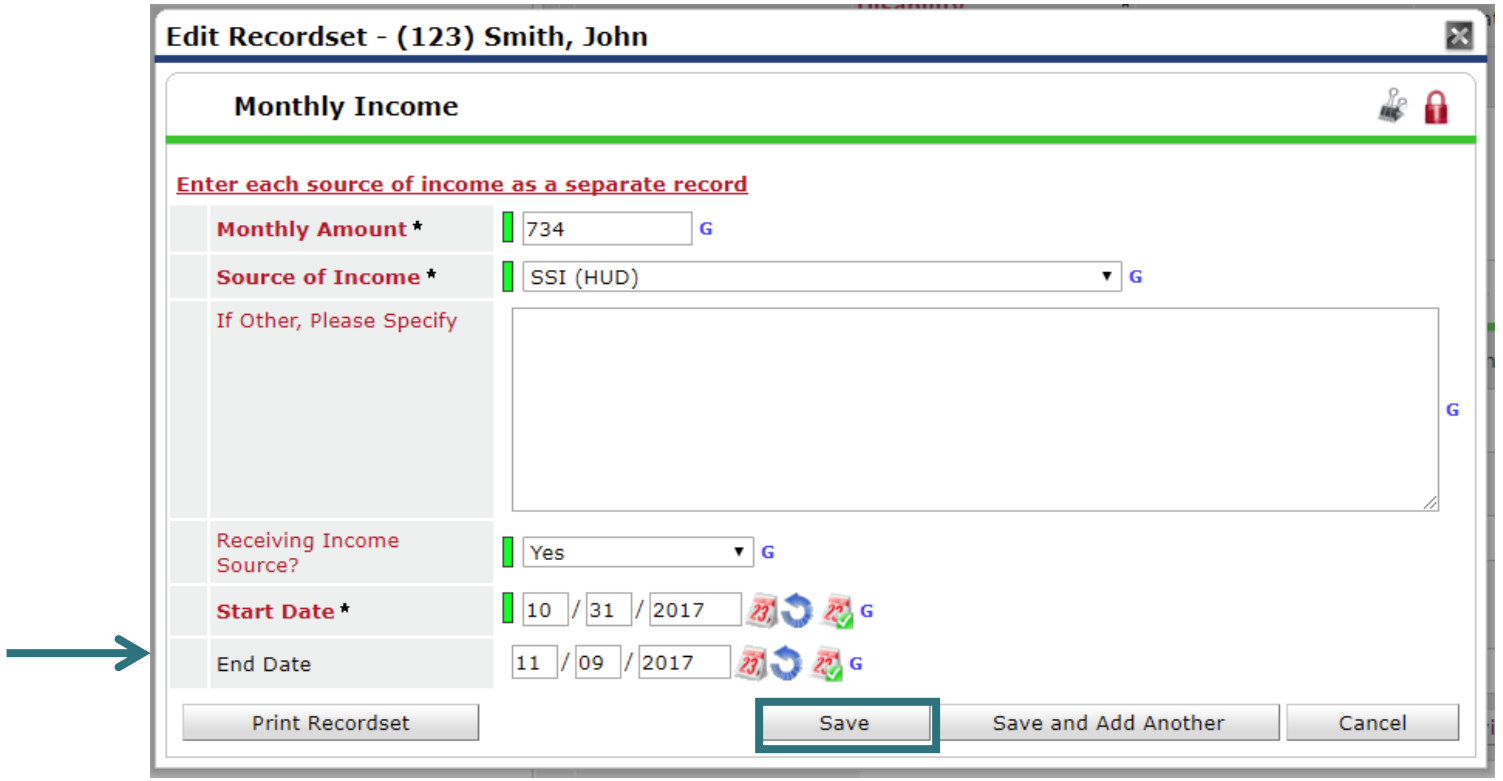
Steps to Update

1. Use Enter Data As for the right project and Backdate to 11/10/17
2. Go to John's Entry/Exit tab and Add an Interim Update
3. Find the SSI Income Source and click the pencil icon to edit

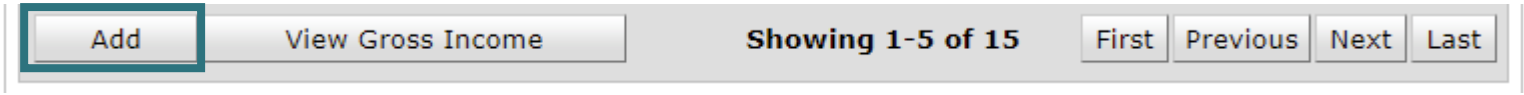


How to change Sub-Assessments

4. Set the end-date to the day before the Backdate mode, Nov 9th

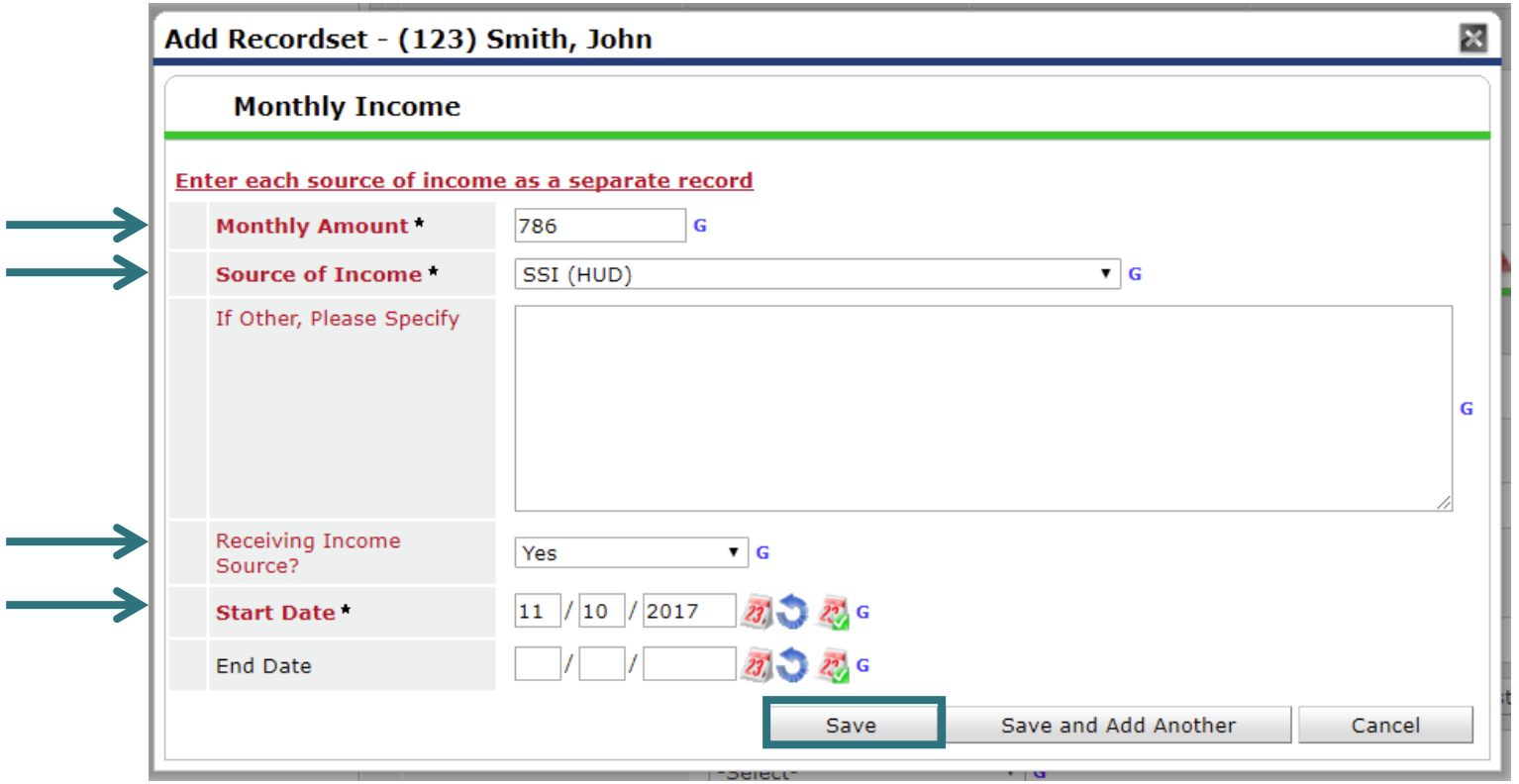


5. Click Add for a new SSI response



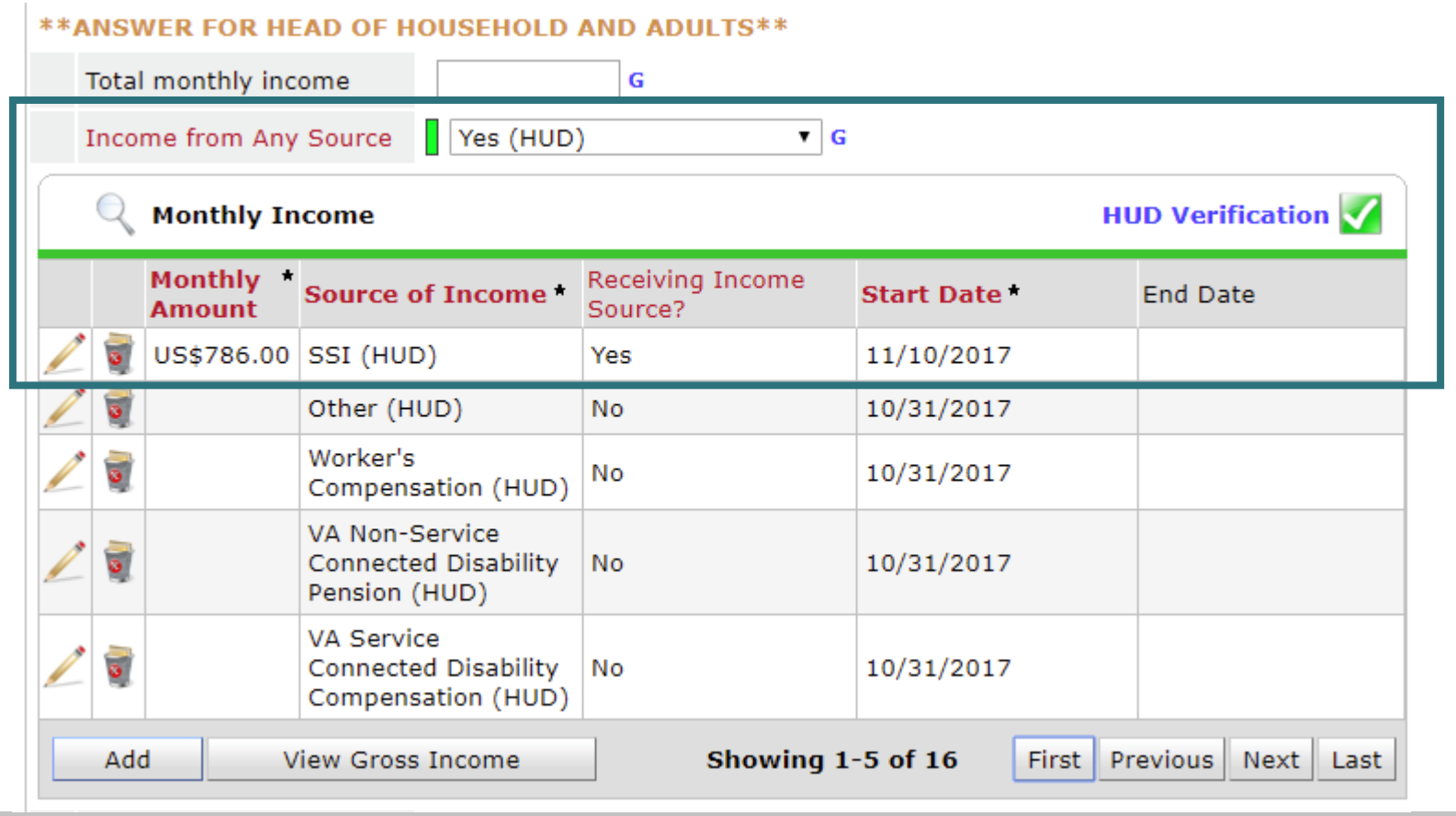
How to change Sub-Assessments

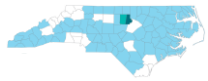
6. Complete Income Source information



How to change Sub-Assessments

7. Now check that the Gateway, Sources, and HUD Verification all align and are correct





HMIS@NCCEH Launch

HMIS@NCCEH Launch Update

Launch Date?

No, not yet.

How to prepare?

Keep collecting and entering data! Keep an eye out for new agreements to be sent via DocuSign emails

What is NCCEH doing?

Reviewing the demo site (the test run of the NC HMIS copy) for Quality Assurance. Many previous issues corrected, some new issues found.

Report Updates

Longitudinal System Analysis (LSA) Updates

Final deadline for review and corrections has been delayed (previously January 31st) due to the federal government shutdown.

- New deadline is not yet announced

Waiting for report updates and feedback before sharing data

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

Procedure

HMIS Agencies will check, correct, and submit data for PIT Night (January 23rd) via HMIS reports

- Reports expect to be released mid-February
- Submission deadlines to be announced once we have reports

What to do in the meantime?

All Users: Run your CoC-APR, ESG-CAPER, or SSVF-Export for 1/23/2019 and make sure that all clients are entered accurately, completely

- Review total clients, household types, demographics, and disabling conditions

Keeping an eye on data

Who is reviewing HMIS data?

Who

HMIS Users

Supervisors

Leadership (Executive Directors or Boards)

What HMIS data is being reviewed?

What

Fiscal year and calendar year data

Inflow (Demographics, prior living situation)

Outflow (PH exits, length of time homeless)

Data Quality context

What’s Next?

What's Next Calendar

Due	Report Name
January 23rd	Durham Point in Time (PIT) Count
January 31st	**State ESG QPR deadline (Jan-Dec)** Longitudinal System Analysis (LSA) Final deadline
February 28th	February Durham HMIS Users Meeting
March 28th	March Durham HMIS Users Meeting
April	PIT Count and Housing Inventory Count (HIC) deadline
May	System Performance Measures (SPM) deadline

ncceh.org/hmis
access local support for Balance of State, Durham, & Orange CoCs

919.410.6997 or **hmis@ncceh.org**
helpdesk for local support

NC COALITION to end HOMELESSNESS