

HMIS Monthly Meeting

January 2021

AGENDA

- ▶ Introductions
- ▶ Purpose
- ▶ Federal Reporting
- ▶ Data Quality
- ▶ HMIS Sharing
- ▶ Calendar
- ▶ Q&A

WELCOME!

Meeting Purpose

- ▶ To have a forum for sharing HMIS updates, reporting needs, data quality issues, and open communication around HMIS usage.

FEDERAL REPORTING

Timeline

Report	Purpose	Project Types	Dates Covered	Deadline	Status
Longitudinal System Analysis	Provide system-wide, annual data to HUD & Congress; focuses on households move through the system; has more client-level data & demographics	ES, TH, RRH, PSH	10.1.2018 - 9.30.2019 AND 10.1.2019 - 9.30.2020	January 15, 2021	Submitted
Point-In-Time Count	Provide a count of sheltered & unsheltered homeless population	ES, TH, SO, RRH, PSH	January 27, 2021	TBD	Not Submitted
System Performance Measures	Provide system-wide data to HUD; focuses on all persons served not just HH; looks at yearly trends with counts, averages, and medians in 7 performance areas	ES, TH, RRH, PSH, SO	10.1.2019 - 9.30.2020	March 1, 2021	Not Submitted
ESG-CV	Provide data on CARES ACT related activities	ES, SO, HP, RRH	9.1.2020 - 12.31.2020	Quarterly	Not Submitted

DATA QUALITY

Data Quality Trends
















- ▶ Missing or incomplete Social Security Number
- ▶ Relationship to Head of Houshold
- ▶ Child/ Unknown Age Head of Household
- ▶ Client Location
- ▶ Client destinations

Social Security Number (SSN)

- ▶ When creating a client profile, it is important to make sure you obtain the Social Security Number
- ▶ Social Security Number is a REQUIRED Universal Data Element (UDE)
- ▶ If SSN are not added at creation of the client's profile, you must schedule a meeting with the HMIS team to add the SSN

Relationship to Head Of Household (HoH)

- ▶ Located in the client's Entry assessment, under General & Demographic information
- ▶ Select the Client's relationship to the Head of Household from the drop down.

GENERAL & DEMOGRAPHIC INFORMATION	
Relationship to Head of Household	-Select-  
Date of Birth	01 / 02 / 1993   
Date of Birth Type	Full DOB Reported (HUD)  
Gender	Female  
Primary Race	American Indian or Alaska Native (HUD)  
Secondary Race	White (HUD)  
Ethnicity	Non-Hispanic/Non-Latino (HUD)  

Child/ Unknown Age of Head of Household

- ▶ A client is missing a Date of Birth (DOB) or there are 2 or more clients labeled as Head of Household in the Entry
- ▶ For a child, check the Household, the child is not connected to the household.
 - ▶ Go to the Parent's Entry/ Exit
 - ▶ Click the Pencil
 - ▶ At the top, click the box Include Additional Household Members"

Household Members Associated with this Entry / Exit

Name	Head of Household	Project Start Date	Exit Date	Interims	Follow Ups	Reason for Leaving	Destination	Notes
(442221) Norton, Kimberly I		12/19/2020						

Include Additional Household Members Showing 1-1 of 1

Entry Assessment

Household Members

(442221) Norton, Kimberly I
Age: 0
Veteran: No (HUD)

NC HMIS RRH and Prevention Intake Entry Date: 12/19/2020 09:59:25 AM

****ANSWER FOR HEAD OF HOUSEHOLD ONLY****

COORDINATED ENTRY

Coordinated Entry Assessment

Date of Assessment *	End Date	Assessment Location	Assessment Type	Assessment Level	Prioritization Status
Add					

Coordinated Entry Event

Start Date *	Date of Event *	Event *	Referral Result	Date of Result
Add				

****ANSWER FOR ALL CLIENTS, INCLUDING CHILDREN****

GENERAL & DEMOGRAPHIC INFORMATION

Relationship to Head of Household: Self (head of household)

Date of Birth: 09 / 08 / 2020

Date of Birth Type: Full DOB Reported (HUD)

Gender: Female

Primary Race: White (HUD)

Secondary Race: -Select-

Ethnicity: Non-Hispanic/Non-Latino (HUD)

Client Location

- ▶ Located in the client's Entry assessment under Homeless History Interview
- ▶ Select NC-507 Raleigh/ Wake CoC

HOMELESS HISTORY INTERVIEW

****ALL Homeless History Interview question MUST be updated upon intake****

Refer to Homeless History Interview Instructions: <https://www.hmislearningcenter.org/index.php/hmisi-documents/by-category/data-quality-guides/homeless-history-interview-guide/download>

Chronic homeless status is determined by a client's history of homelessness, disability status, and the length of time spent on the street, in an emergency shelter, or a Safe Haven (SH).

However, intake staff should not instruct the client on the length of time or episodes necessary to qualify as chronically homeless. Responses should simply be the actual client responses.

Prior Living Situation: Document the living situation that the client was in IMMEDIATELY prior to entering the project

If the client is entering an Emergency Shelter or RRH project they are considered literally homeless and should reflect a literally homeless living situation (ex: Street/Place Not Meant for Habitation or Emergency Shelter).

Approximate Date Homelessness Started: Enter the date that the client began the current homeless episode (staying in an unsheltered situation or Emergency Shelter).

The date that the client began experiencing housing instability does not count.

Please refer to the "Determining Approximate Date Homeless" supplemental document: <https://www.hmislearningcenter.org/index.php/hmisi-documents/by-category/data-quality-guides/determining-approximate-date-of-homelessness/download>

Questions must be asked exactly as they are presented below.

Prior Living Situation	Place not meant for habitation (HUD)
Length of Stay in Previous Place	90 days or more, but less than one year
Approximate date homelessness started:	02 / 17 / 2017
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today	One time (HUD)
Total number of months homeless on the street, in ES or SH in the past three years	More than 12 months (HUD)
Housing Status	Category 1 - Homeless (HUD)
Zip Code (of Last Permanent Address, if known)	27610

County and City of Residence refer to where the client is living the night before this assessment

County of Residence	Wake
City of Residence	Raleigh

****ANSWER Client Location for Head of Household only!****

Client Location	z - Raleigh/Wake County Referrals Only
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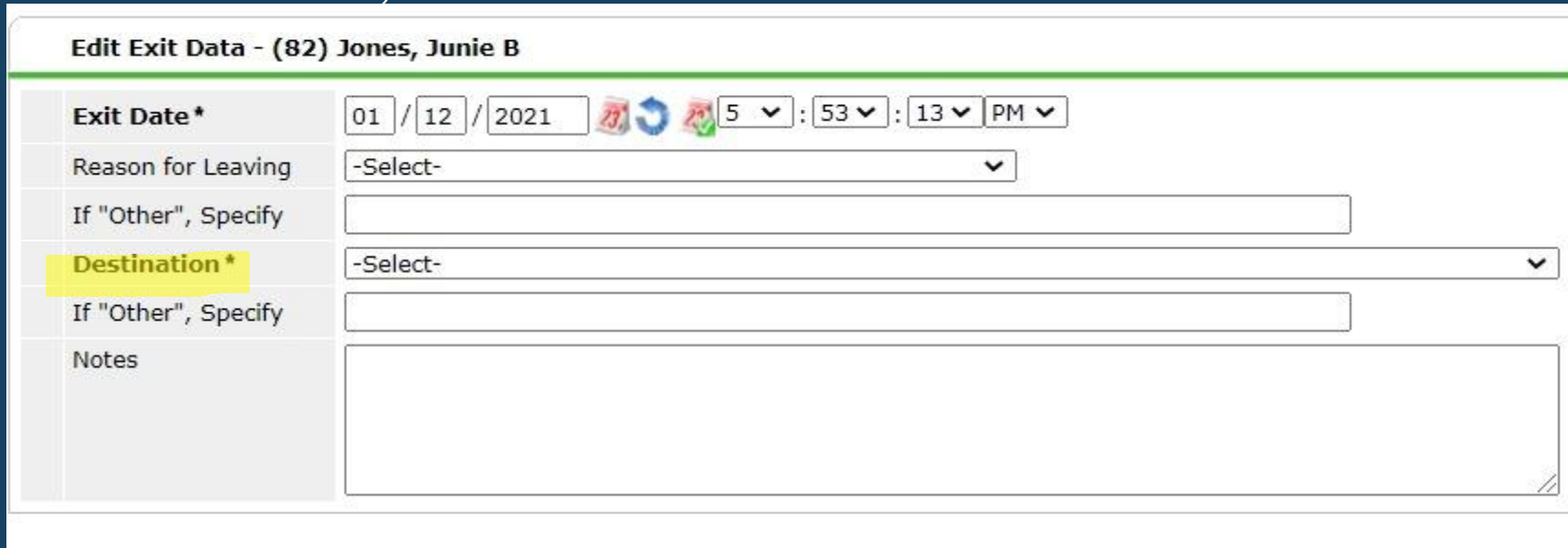
INCOME AND NON-CASH BENEFIT INFORMATION

Income from Any Source	Yes (HUD)
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Please remember to back date when correcting client location

Client Destination

- ▶ Click the pencil, located after the project start date.
- ▶ If correcting an exit, remember to backdate
- ▶ Select the client's reason for leaving and destination
 - ▶ For the destination, do not select "other"



The screenshot shows a web form titled "Edit Exit Data - (82) Jones, Junie B". The form contains the following fields:

- Exit Date***: A date picker set to 01 / 12 / 2021, followed by a time picker set to 5 : 53 : 13 PM. There are small icons for calendar, refresh, and save.
- Reason for Leaving**: A dropdown menu currently showing "-Select-".
- If "Other", Specify**: A text input field.
- Destination***: A dropdown menu currently showing "-Select-". This field is highlighted in yellow.
- If "Other", Specify**: A text input field.
- Notes**: A large text area for entering notes.

- ▶ Add any necessary notes and click "save and continue"

REMEMBER TO BACK DATE

Always back date to the client's entry or exit date when making corrections

HMIS SHARING

Purpose of HMIS

- ▶ One secure database to hold all data related to homelessness projects. Including project type, funding source, inventory (if applicable), services provide, and population accessing services w/demographics
- ▶ One location to report to federal, state, local government and entities about our homelessness system including how households/people move through the system

Current set-up

CoC Level (3)



Agency Level (4)



Project Level (5)



What does our set-up do for us?

- ▶ It keeps data contained to the project so that only the staff working with the project can see the data
- ▶ It keeps data contained within agencies so that other agencies can't see the data/documents that clients are providing

Drawbacks

- ▶ The data is contained to the project so that staff from different projects within the same agency can't see the data
- ▶ Staff from other agencies can't see information that may help them serve households/people better
- ▶ People have to tell their story repeatedly because providers don't have access to the information/documents that the household may have already provided to an agency
- ▶ Unable to see if a household/person is working with a different provider

Recommendation

- ▶ Open up the sharing!
- ▶ This will allow us to serve households/people as a *community*.
- ▶ Providers will be able to see what services the household/person has or is receiving
- ▶ Providers will be able to access documents that will support that person's permanent housing goal

What to share?

- ▶ Share enough so that services and documents are evident
- ▶ Don't share details that can be overwritten by other providers
- ▶ Suggested data to be shared:

Needs	Services
Referrals	Client Profile
Client Demographics	File Attachments
Client Notes	Entry/Exit (Static)

Calendar

What?	When?
Rapid Rehousing Training Session II	January 12 th
Rapid Rehousing Training Session III	January 26 th
ESG-CV Submission	January 31 st
HMIS Monthly Meeting	February 10 th
System Performance Measures Submission	March 1 st
HMIS Monthly meeting	March 10 th



Thank You!

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