

# NC HMIS

## Orange HMIS User's Meeting

January 2018



North Carolina Coalition to End Homelessness

securing resources

encouraging public dialogue

advocating for public policy change

# January's Agenda

1. Welcome + Introductions
2. HMIS Updates on Entry Assessment
3. 2018 PIT/HIC
4. Recommended HMIS Reports
5. NCCEH reminders



# HMIS Updates on Entry Assessment

# Entry Assessment Format

Text color will no longer indicate whether questions are required or not


Old

## HOMELESS HISTORY INTERVIEW

*Chronic homeless status is determined, by a client's history of staying on the street, in an emergency shelter, or a Safe Haven (SH).*

*However, intake staff should not instruct the client on their responses. Responses should simply be the actual client responses.*

**Questions must be asked exactly as they are presented**

Prior Living Situation (Immediately Prior to Entry)	<input type="text" value="Emergency shelter, inc"/>
Length of Stay in Previous Place	<input type="text" value="One month or more, b"/>
Approximate date homelessness started:	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> 
Regardless of where they stayed last night - Number of times the client has been on the	<input type="text" value="-Select-"/>


New

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# What's required at Entry depends on several factors

Project Type

Funding Source

Client Age or Household status

System/CoC requirements

# Universal Data Elements

- Name
- Social Security Number
- Date of Birth
- Gender
- Race
- Ethnicity
- Veteran Status
- Disabling Condition
- Project Entry Date
- Project Exit Date
- Destination
- Relationship to Head of Household
- Client Location
- Housing Move-In Date
- Living Situation

**Required for all projects participating in HMIS, regardless of funding source**

# Universal Data Elements (UDE)

- Required to be collected by all projects participating in HMIS, regardless of funding source
- Establish the baseline data collection requirements for all contributing CoC projects
- Critical to federal reporting
  - AHAR, PIT, APR, CAPER, HOPWA, SSVF upload, etc.

# Universal for who?

Element	Required For:
Name	All Clients
Social Security Number	All Clients
Date of Birth	All Clients
Gender	All Clients
Race	All Clients
Ethnicity	All Clients
Veteran Status	All Adults



# Universal for who?

Element	Required For:
Disabling Condition	All Clients
Project Start Date	All Clients
Project Exit Date	All Clients
Destination	All Clients
Relationship to Head of Household	All Clients
Client Location	Heads of Household
Housing Move-In Date	Heads of Household
Living Situation	HoH* & Adults

\*HoH = Head of Household

# Program Specific Data Elements

- Additional data elements (questions) are required for projects depending on their project type or funding source
  - [NC HMIS Required Data Elements](#)
- Non-Federal or non-Governmental Funders may require additional data collection

# Entry Assessment Location Questions


Beginning January 2018, NC County of Service is required for all client enrolled (not just multi-county agencies)

**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**

*County of Service refers to the county in which the client is receiving services (only answer if instructed to by your System Administrator)*

NC County of Service  [G](#)

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"/>						

# HMIS Location Questions

Here are all the ways HMIS can track location:



- 1 Project Location
- 2 Client Location
- 3 Zip Code
- 4 County and City of Residence
- 5 NC County of Service

# Project Location

<b>Required for</b>	All Clients
<b>Data Entry</b>	Select Project with EDA mode and record Entry
<b>Maps Where</b>	Funding is assigned
<b>Collection Stage</b>	At Entry
<b>Reports in</b>	All reports with the Project or E/E Provider prompt

Level 5 projects\* have names which look like:

**Agency Name – County – Project Name – Funding Source**

<b>Provider</b>	
 	Heading Home Housing - Rowan County - Rapid Re-Housing - HUD

\*Agencies with Multi-CoC projects in HMIS will not have this naming convention

# Client Location

<b>Required for</b>	All Heads of Households
<b>Data Entry</b>	Select CoC code from the dropdown
<b>Maps Where</b>	Which CoC the Client is currently staying in
<b>Collection Stage</b>	At Entry, Interims, Exit
<b>Reports in</b>	#Demographics reports in ART*

\*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.

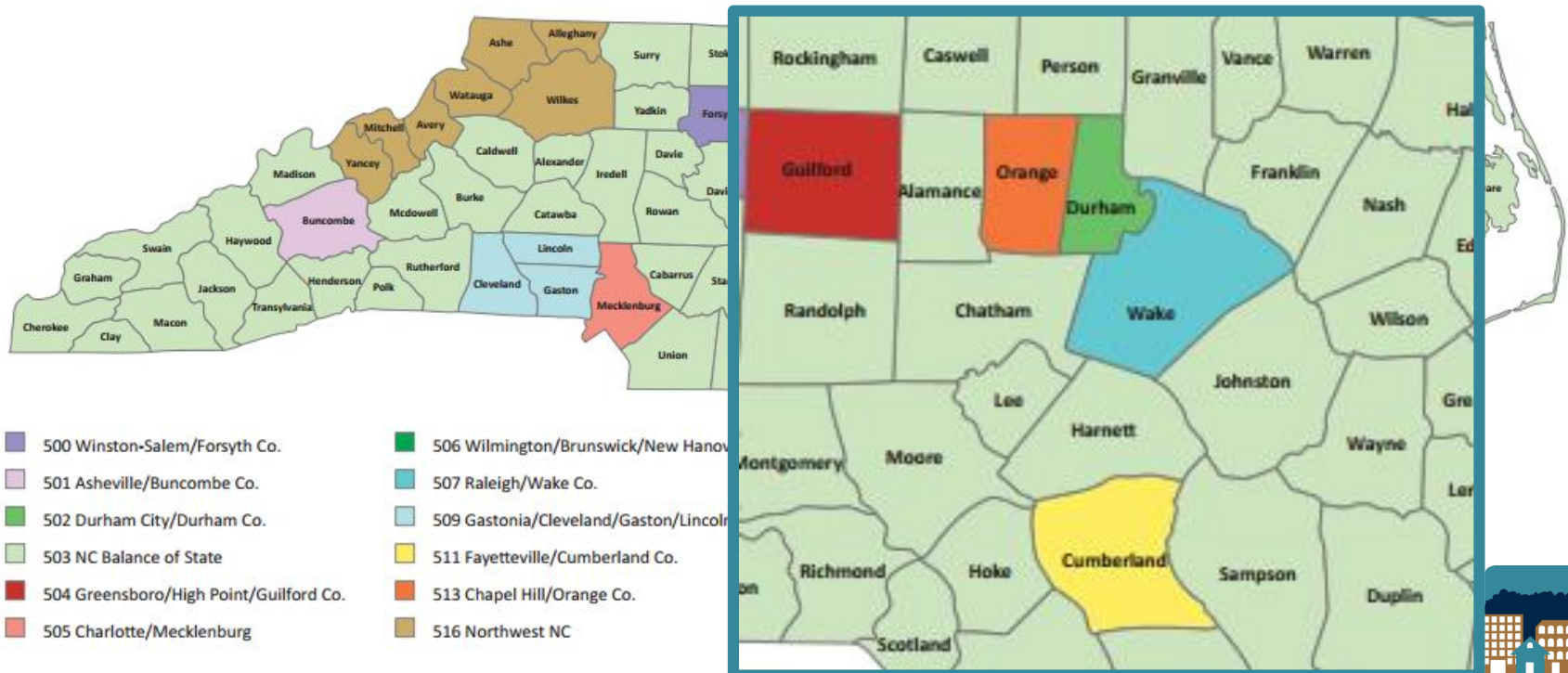
# Client Location

In HMIS:

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

**Client Location**

North Carolina Continuum of Care (CoC) Primary Areas



# Zip Code (of Last Permanent Address, if known)

<b>Required for</b>	None
<b>Data Entry</b>	Enter five digit Zip Code
<b>Maps Where</b>	Client became homeless
<b>Collection Stage</b>	At Entry
<b>Reports in</b>	#Demographics reports in ART*

Zip Code (of Last Permanent Address, if known)	<input type="text"/>	G
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**County and City of Residence refer to where the client is living the night before this assessment**

County of Residence	-Select-	▼	G	
City of Residence	<input type="text"/>	Lookup	Clear	G

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

<b>Client Location</b>	-Select-	▼
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\*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.



# County and City of Residence

<b>Required for</b>	None
<b>Data Entry</b>	Select the County dropdown and City from the Look-up tool
<b>Maps Where</b>	Client became homeless
<b>Collection Stage</b>	At Entry
<b>Reports in</b>	#Demographics reports in ART*

Zip Code (of Last Permanent Address, if known)  [G](#)

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

County of Residence	-Select- ▼	<a href="#">G</a>
City of Residence	<input type="text"/>	<input type="button" value="Lookup"/> <input type="button" value="Clear"/> <a href="#">G</a>

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

**Client Location**  ▼

\*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.

# NC County of Service

<b>Required for</b>	All Clients (in Multi-County Agencies)
<b>Data Entry</b>	Select the County from the dropdown
<b>Maps Where</b>	Client is being served at information date
<b>Collection Stage</b>	At Entry, Interims
<b>Reports in</b>	NCCEH modified reports; #Demographics reports in ART*

\*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.

# NC County of Service


**Only complete the NC County of Service question.** Please do not complete the VI-SPDAT assessments listed on the entry screen .

**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**

*County of Service refers to the county in which the client is receiving services (only answer if instructed to by your System Administrator)*

NC County of Service    -Select-    G

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"/>						

\*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.

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

# 2018 PIT Changes

Gender Identity has a new option, "Gender Non-Conforming"

Survivor of Domestic Violence question refers only to clients who are homeless because they are fleeing domestic violence

Young parents are now divided into two age categories, under 18 and 18-24 years old

# 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



# What Projects Types are included?

Type	Important Notes
Emergency Shelter (ES)	Beds in detox facilities not specifically dedicated to homeless persons should not be included
Transitional Housing (TH)	
Safe Haven (SH)	Does not exist in NC – should never be selected
Permanent Supportive Housing (PSH)	Must provide long-term housing to clients or families (1 member) with chronic homeless status
Rapid Re-housing (RRH)	Provide short or long term assistance Lease must be between landlord & client Client must be able to select the unit leased Unit cannot have restrictions for how long client leases
Other PH (OPH)	Long term housing not considered PSH or RRH Must be dedicated to homeless persons

# 2018 HIC Changes

VA GPD component types have changed with the 2017 Data Standards

Component in GPD	Project Type on HIC
Bridge Housing	Transitional Housing
Low Demand	Safe Haven
Service Intensive Transitional Housing	Transitional Housing
Hospital to Housing	Transitional Housing
Clinical Treatment	Transitional Housing
Transition in Place	Permanent Housing - OPH

VA Contract Residential Services are recorded as Emergency Shelter on HIC and include VA:CRS in the Additional Federal Funding Sources

# Required PIT/HIC Reports

Project Type	NCCEH 2018 Housing Inventory Count Verification	0628 – HIC Supplement	0629 – Housing Inventory Count	0630 - Sheltered-Unsheltered PIT Report
Emergency Shelter (ES)	✓		✓	✓
Transitional Housing (TH)	✓		✓	✓
Rapid Re-Housing (RRH)	✓	✓		
Permanent Supportive Housing (PSH)	✓	✓		

# 2018 PIT/HIC Submission Process

1. Run PIT/HIC reports in ART and Complete PIT/HIC form
2. Review both for accuracy
3. Work with the Data Center to make corrections
4. Upload reports online using Data Center form
5. Data Center reviews form
  - ✓ We will contact you if corrections are needed

\*Process is for each Project in HMIS



# When reviewing, what do I look for?

## Accuracy

Are the project details correct?

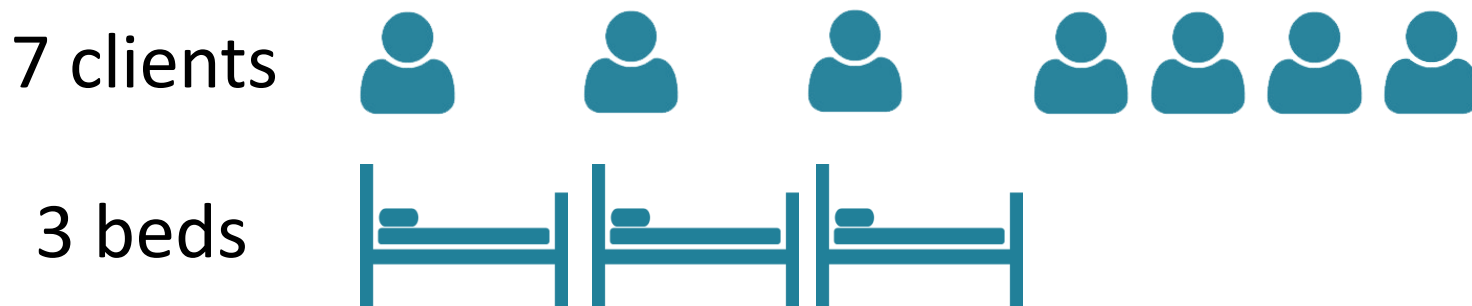
Is the number of beds reported correct?

Are the details about the beds reported correct?

Does utilization make sense?

# Utilization Rates

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



Utilization rate:  $7 \div 3 = 233\%$

# NCCEH 2018 Housing Inventory Count Verification

New Report adapted from Ohio's HMIS system

Allows verification by Agency Admin for each  
HMIS project's inventory for all elements  
required by HUD

Let's take a look!

# Uploading your HIC/PIT reports

## Orange 2018 PIT & HIC

Please complete this form to submit final 2018 PIT & HIC data. If corrections are needed, contact the Help Desk for assistance. At the bottom of the form, you will need to attach HMIS reports required for your project type:

ES+TH Projects should run the 3 reports below:

- 0629 Housing Inventory Count
- 0630 Point In Time for Sheltered and Unsheltered
- NCCEH 2018 Housing Inventory Count Verification

RRH+PSH Projects should run the 2 reports below:

- 0628 Point In Time for Sheltered and Unsheltered
- NCCEH 2018 Housing Inventory Count Verification

You will need to complete this form for each project/program at your agency.

All data should be submitted by Wednesday, February 21st.

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

Agency Name \*

Project Name \*

Project Type \*



What's on deck?

# Upcoming HUD Reports

Due	Report Name
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)
May	System Performance Measures (SPM)
September	CoC Competition (NOFA)
December	Annual Housing Assessment Report (AHAR)
Ongoing	Annual Performance Report (APR)

# Recommended HMIS Reports

# Quick Guide to Recommended Reports

## Guide to Recommended HMIS Reports

NCCEH Data Center

January 2018



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# Data security depends on all of us



Do not leave your computer logged in & unattended



Do not share passwords



Alert us when staff with access to HMIS leave your agency

[ncceh.org/hmis](https://ncceh.org/hmis)

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

**919.410.6997** or [hmis@ncceh.org](mailto:hmis@ncceh.org)

helpdesk for local support



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919.755.4393

[www.ncceh.org](http://www.ncceh.org)