

# Orange HMIS Users Meeting

February 2019



**NC COALITION** to  
end  
**HOMELESSNESS**

# February's Agenda

Point in Time & Housing Inventory Count

- Submission Process

- Data Review

- Data Corrections

HMIS@NCCEH Launch

Longitudinal System Analysis Update

What's Next



# Point in Time & Housing Inventory Count

# Point in Time & Housing Inventory Count

A one-day count of folks in the community experiencing homelessness and our resources to serve them

**For Orange:** January 30, 2019

**For BoS:** January 30, 2019

**For Durham:** January 23, 2019



# Point in Time & Housing Inventory Count

A one-day count of folks in the community experiencing homeless and our resources to serve them

**For Orange:** January 30, 2019



Sheltered Count:  
Emergency Shelter, Transitional housing, Permanent Housing



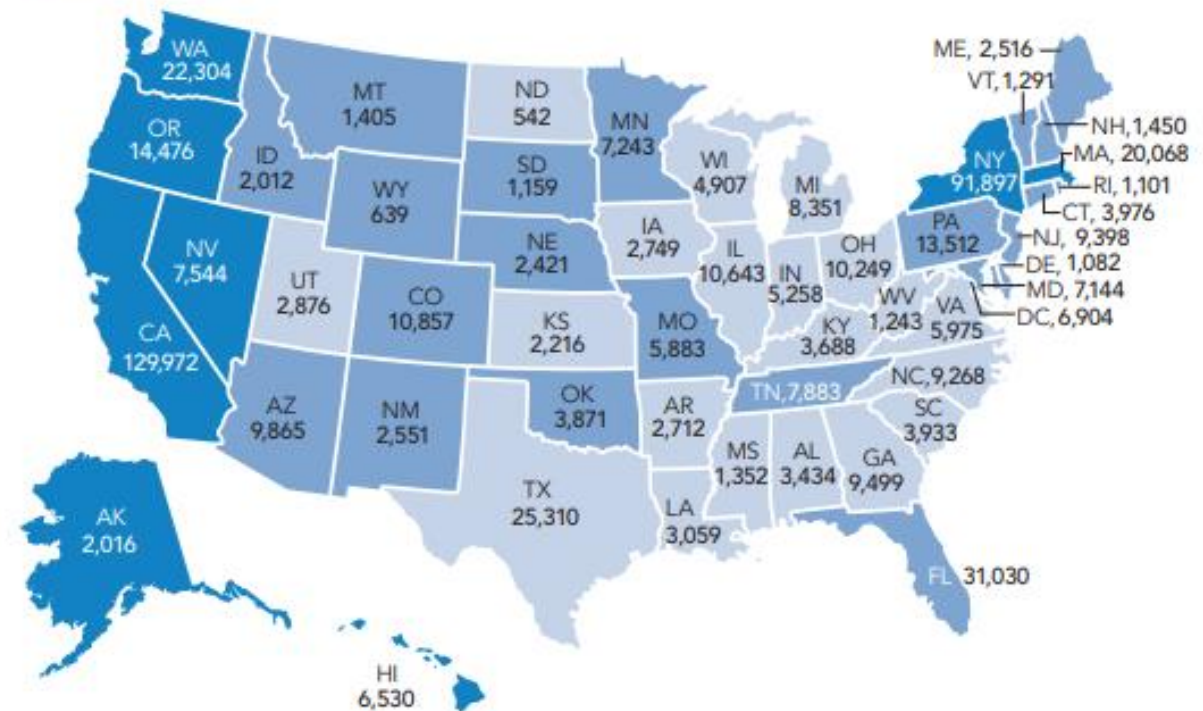
Unsheltered Count:  
PIT night and service-based

# Point in Time & Housing Inventory Count

PIT and HIC data is used (for better or worse) by HUD and local stakeholders

In the Annual Homeless Assessment Report (AHAR) to Congress

EXHIBIT 1.6: Estimates of Homeless People By State, 2018

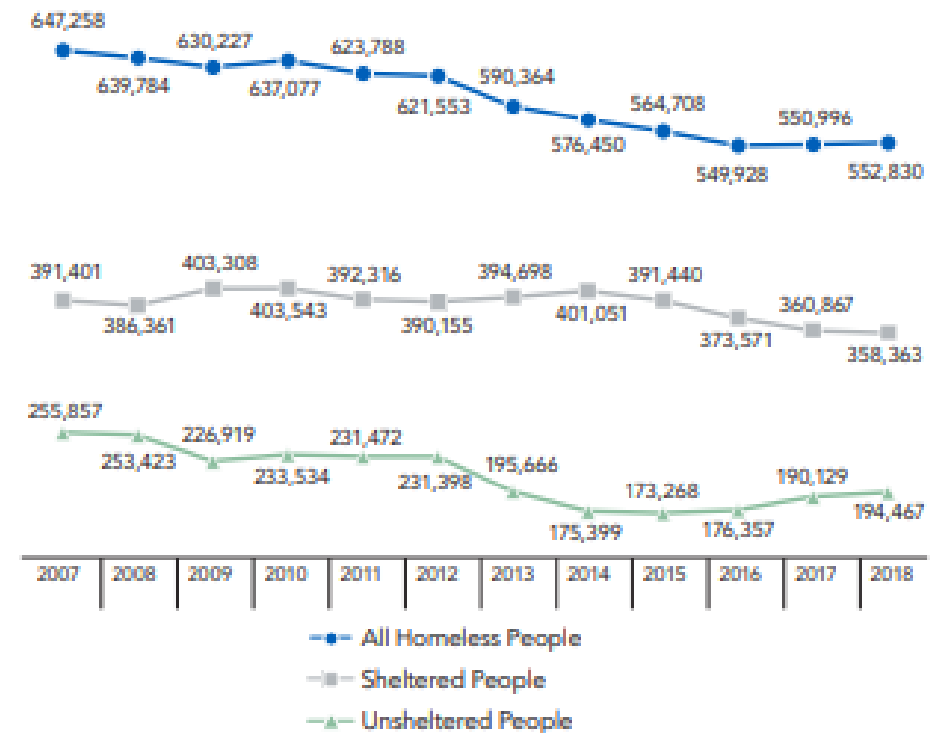


# Point in Time & Housing Inventory Count

PIT and HIC data is used (for better or worse) by HUD and local stakeholders

In the Annual Homeless Assessment Report (AHAR) to Congress

**EXHIBIT 1.1: PIT Estimates of People Experiencing Homelessness**  
By Sheltered Status, 2007–2018



# Submission steps



1. Find your reports
  - ✓ 0628 HIC Supplement for RRH and PSH
  - ✓ 0629 Housing Inventory Count and 0630 Sheltered-Unsheltered PIT report for ES and TH



2. Review your reports
3. Make corrections
  - ✓ Ask Data Center for help!
  - ✓ Tell the Data Center when corrections are done
4. Submit accurate reports





# Find Your Reports

**PIT and HIC reports are run separately for each HMIS project**

Homeless Projects have different reports than Permanent Housing Projects

Project Type	0628 HIC Supplement	0629 Housing Inventory Count	0630 Sheltered-Unsheltered PIT 2019
ES & TH		✓	✓
RRH & PSH	✓		



# Find Your Reports

Good News - You don't have to run the reports this year. We will!

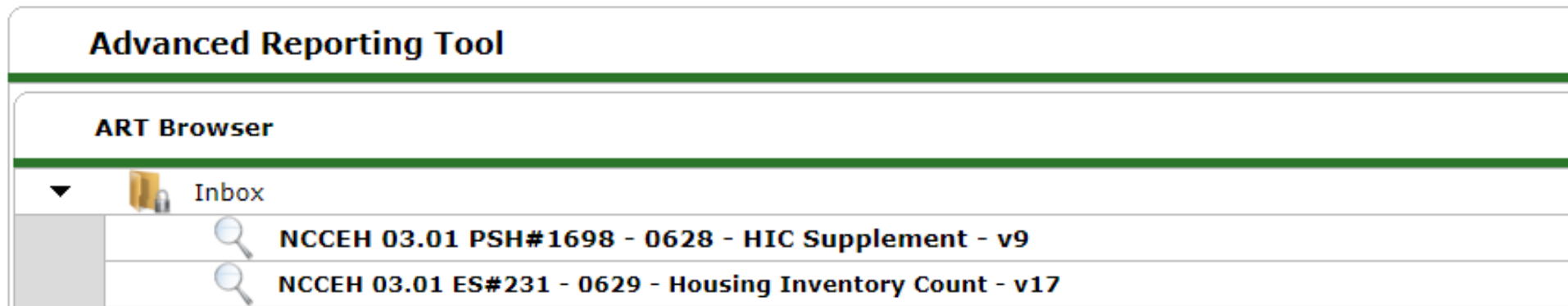
The reports for each of your projects will run in the AA's ART Inbox on March 1<sup>st</sup>

- If your agency wants the reports to be run elsewhere, please tell us know



# Review Your Reports

Look for reports labeled with NCCEH, the run date, the project type, and the project number:



The screenshot shows the 'Advanced Reporting Tool' interface. Under the 'ART Browser' section, there is an 'Inbox' folder. Two reports are listed:

- NCCEH 03.01 PSH#1698 - 0628 - HIC Supplement - v9
- NCCEH 03.01 ES#231 - 0629 - Housing Inventory Count - v17

Data Center  
ran this

Run  
date

Project  
Type

HMIS ID  
Number



# Review Your Reports

How do you know if your data is accurate?



Check for the correct entries and exits



Check for missing details about client



Check for children alone



# Review Your Reports

## 0628 – HIC Supplement

	A	B	C	D	E	F	G	H	I	J
1	Prog Type	Providers Reporting Information in this Report	Adult Child		Adult Only		Child Only		Count Client Unique Id	
2			Count Households	Count Clients	Count Households	Count Clients	Count Households	Count Clients		
3	RRH	Heading Home - Rowan County - RRH - HUD(8749)	1	2	2	2	0	0	4	
4	RRH		1	2	2	2	0	0	4	
5										
6		Total ALL:	1	2	2	2	0	0	4	
7										

Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | Tab D - Client Detail

Confirm client totals for each tab



# Review Your Reports

## 0628 – HIC Supplement

Expand Columns to see all of the data



	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	R	S	T	U
1	HH Group	Client Id	Client Unique Id	Age	Gender	Eth	Race Abbv	Disa	HoH Relate	Yer	DY	CH	EE Provider	EE Start	EE Exit	Prog Type	Move-In Date	Fa m	
2	875303	437167		22	F	Non-Hisp	B	N	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749)	3/1/2017		RRH	3/3/2017	AC	
3		437168		2	F	NON-Li	B	N	Child	N	N		Heading Home - Rowan County - RRH - HUD(5749)	3/1/2017		RRH	3/3/2017	AC	
4	901370	458737		23	F	NON-Li	B	N	Self	N	Y		Heading Home - Rowan County - RRH - HUD(5749)	#####		RRH	7/7/2017	Sa	
5	918301	432533		18	F	NON-Li	I	Y	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749)	#####		RRH	#####	Sa	
6																			
7	Filters applied to Tab D - Client Detail																		
8	No Filter on Tab D - Client Detail																		
9																			

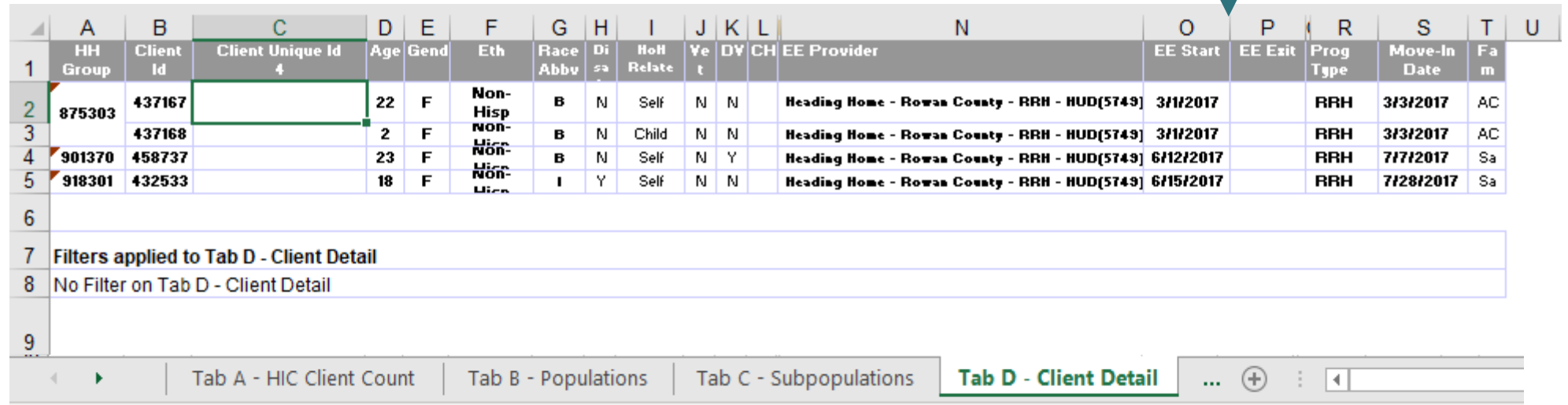
Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | **Tab D - Client Detail** | ... + |



# Review Your Reports

## 0628 – HIC Supplement

Expand Columns to see all of the data



	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	R	S	T	U
1	HH Group	Client Id	Client Unique Id 4	Age	Gender	Eth	Race Abbv	Dis	HoH Relate	Ver	DY	CH	EE Provider	EE Start	EE Exit	Prog Type	Move-In Date	Fa m	
2	875303	437167		22	F	Non-Hisp	B	N	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749)	3/1/2017		RRH	3/3/2017	AC	
3		437168		2	F	NON-Hisp	B	N	Child	N	N		Heading Home - Rowan County - RRH - HUD(5749)	3/1/2017		RRH	3/3/2017	AC	
4	901370	458737		23	F	NON-Hisp	B	N	Self	N	Y		Heading Home - Rowan County - RRH - HUD(5749)	6/12/2017		RRH	7/7/2017	Sa	
5	918301	432533		18	F	NON-Hisp	I	Y	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749)	6/15/2017		RRH	7/28/2017	Sa	
6																			
7	Filters applied to Tab D - Client Detail																		
8	No Filter on Tab D - Client Detail																		
9																			

Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | **Tab D - Client Detail** | ... +



# Review Your Reports

## 0630 – Sheltered Unsheltered PIT Report

	A	B	C	D	E	F	G	H
36	Total Number of Households	0			0	0		
37	Total Number of Persons	0			0	0		
	<b>ALL HOUSEHOLDS</b>							
38								
39								
40	<b>Households without Children</b>							
41	Total Number of Households	20	0	0	0	20		
42	Total Number of Persons (Adults)	20	0	0	0	20		
43	Number of Young Adults (Age 18-24)	2	0	0	0	2		
44	Number of Adults (Over Age 24)	18	0	0	0	18		
45	Number of Persons with Missing DOB	0	0	0	0	0		
46								
47	<b>Gender</b>							
48	Female	1	0	0	0	1		
49	Male	19	0	0	0	19		
50	Transgender	0	0	0	0	0		
51	Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0		
52	Client Doesn't Know / Client Refused	0	0	0	0	0		
53	Missing / Non-HUD	0	0	0	0	0		
54								
55	<b>Ethnicity</b>							

Confirm client totals for each tab



Tab A - Homeless Pop

Tab B - Veteran Households

Tab C - Youth Households

Tab D - Homele ...





# Review Your Reports

## 0629 – Housing Inventory Count

31	Project Information										Target Population		Start Dates		All Year-Round Beds/Units						Seasonal Beds		Overflow Beds		CH Beds	Yeth Beds	Youth Beds									
															Households with Children			Households without Children										Households with ONLY Children								
	32	33	34	35	36	37	#	Organization Name	Project Name	Geo code	Bed Type	Inventory Type	If U, beds avail by	Ot her Fe	Mcky Funde d	Victim Service s Provide	A (Option al)	B	Inventory	HMIS	Bed Inventory	Unit Inventory	HMIS Beds	Bed Inventory	HMI \$ Beds	Bed Inventory	Unit Inventory	HMI \$ Beds	Bed Inventory	HMI \$ Beds	Start Date	End Date	Bed Inventory	HMI \$ Beds	CH Beds	Yeth Beds
	ES1	Heading Home Housing - Rowan County(8275)	Heading Home Housing - Emergency Shelter - State ESG(8276)	379135	F	C	N	Y	N	NA	1/25/2012	1/25/2012	0	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Each project type has it's own tab



# Review Your Reports

## 0629 – Housing Inventory Count

31	Project Information										Target Population		Start Dates		All Year-Round Beds/Units								
	32	33	Organization Name	Project Name	Geo code	Bed Type	Inventory Type	If U. beds available	Other	MckY Funded	Victim Services Provide	A (Optional)	B	Inventory	HMIS	Households with Children			Households without Children		Households with ONLY Children		
																Bed Inventory	Unit Inventory	HMIS Beds	Bed Inventory	HMI \$ Beds	Bed Inventory	Unit Inventory	HMI \$ Beds
34	ES1	Heading Home Housing - Rowan County(8275)	Heading Home Housing - Rowan County - Emergency Shelter - State ESG(8276)	379135	F	C		N	Y	N		NA	1/25/2012	1/25/2012	0	0	0	24	24	0	0	0	



Look for total number of beds for each household type



# Review Your Reports

## 0629 – Housing Inventory Count

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				<b>Total Year-Round Beds - Household without Children</b>												
2				1. Current Year-Round Emergency Shelter (ES) Beds for Households without Children												24
3				1A. Number of DV Year-Round ES Beds for Households without Children												0
4				1B. Subtotal, non-DV Year-Round ES Beds for Households without Children												24
5				2. New Year-Round ES Beds for Households without Children												0
6				3. Under Development Year-Round ES Beds for Households without Children												0
7																
8				4. Total Year Round ES HMIS Beds for Households without Children												24
9				5. HMIS Bed Coverage: ES Beds for Households without Children												100%



Utilization will be calculated at the top of the tab for your project type



# Review Your Reports

How can you get started before the reports are finalized?

[CoC-APR](#) and [ESG CAPER!](#)



# Review Your Reports

## Question 5 a, #15

5a - Report Validations Table	
Report Validations Table	
1. Total Number of Persons Served	<a href="#">219</a>
2. Number of Adults (age 18 or over)	<a href="#">172</a>
3. Number of Children (under age 18)	<a href="#">47</a>
4. Number of Persons with Unknown Age	<a href="#">0</a>
5. Number of Leavers	<a href="#">2</a>
6. Number of Adult Leavers	<a href="#">2</a>
7. Number of Adult and Head of Household Leavers	<a href="#">2</a>
8. Number of Stayers	<a href="#">217</a>
9. Number of Adult Stayers	<a href="#">170</a>
10. Number of Veterans	<a href="#">13</a>
11. Number of Chronically Homeless Persons	<a href="#">29</a>
12. Number of Youth Under Age 25	<a href="#">2</a>
13. Number of Parenting Youth Under Age 25 with Children	<a href="#">1</a>
14. Number of Adult Heads of Household	<a href="#">154</a>
15. Number of Child and Unknown-Age Heads of Household	<a href="#">0</a>
16. Heads of Households and Adult Stayers in the Project 365 Days or More	<a href="#">104</a>

Click on the blue hyperlinked numbers for the specific clients



# Review Your Reports

## Question 5 a, #15

13. Number of Parenting Youth Under Age 25 with Children	<a href="#">1</a>
14. Number of Adult Heads of Household	<a href="#">154</a>
15. Number of Child and Unknown-Age Heads of Household	<a href="#">0</a>
16. Heads of Households and Adult Stayers in the Project 365 Days or More	<a href="#">104</a>

Click on the blue hyperlinked numbers for the specific clients



# Review Your Reports

## Question 6 a, b, d

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)	<a href="#">1</a>	<a href="#">3</a>	<a href="#">3</a>	3%
Date of Birth (3.3)	0	0	0	0%
Race (3.4)	<a href="#">1</a>	0		0%
Ethnicity (3.5)	<a href="#">1</a>	<a href="#">1</a>		1%
Gender (3.6)	0	0		0%
<b>Overall Score</b>				<b>4%</b>
6b - Data Quality: Universal Data Elements				
Data Element			Error Count	% of Error Rate
Veteran Status (3.7)			<a href="#">3</a>	2%
Project Start Date (3.10)			0	0%
Relationship to Head of Household (3.15)			<a href="#">7</a>	3%
Client Location (3.16)			0	0%
Disabling Condition (3.8)			<a href="#">11</a>	5%

Click on the blue hyperlinked numbers for the specific clients



# Review Your Reports

## Question 6 a, b, d

**6a - Data Quality: Personally Identifiable Information**

Data Element
Name (3.1)
SSN (3.2)
Date of Birth (3.3)
Race (3.4)
Ethnicity (3.5)
Gender (3.6)
<b>Overall Score</b>

**6b - Data Quality: Universal Data Elements**

Data Element
Veteran Status (3.7)
Project Start Date (3.10)
Relationship to Head of Household (3.15)
Client Location (3.16)
Disabling Condition (3.8)

**Clients in answer cell**

6b - Data Quality: Universal Data Elements

Error Count

ID	Client
501020	
498954	
101776	

Showing 1-3 of 3

[Download Results](#) [Exit](#)

Information Missing	Data Issues	% of Error Rate
0	0	0%
3	3	3%
0	0	0%
0		0%
1		1%
0		0%
		4%
	Error Count	% of Error Rate
	3	2%
	0	0%
	7	3%
	0	0%
	11	5%

Click on the blue hyperlinked numbers for the specific clients





# Review Your Reports

## Question 6 a, b, d

6d - Data Quality: Chronic Homelessness							
Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	<a href="#">35</a>			<a href="#">2</a>	<a href="#">0</a>	<a href="#">0</a>	6%
TH	<a href="#">43</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">6</a>	<a href="#">0</a>	<a href="#">0</a>	14%
PH(all)	<a href="#">20</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">1</a>	10%
<b>Total</b>	<b>98</b>						<b>10%</b>

Click on the blue hyperlinked numbers for the specific clients



# Review Your Reports

## Question 14 a, b

14a - Domestic Violence History					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	36	22	14	0	0
No	136	110	26	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
<b>Total</b>	<b>172</b>	<b>132</b>	<b>40</b>	<b>0</b>	<b>0</b>
14b - Persons Fleeing Domestic Violence					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	13	5	8	0	0
No	22	16	6	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	1	1	0	0	0
<b>Total</b>	<b>36</b>	<b>22</b>	<b>14</b>	<b>0</b>	<b>0</b>



# Make Corrections: Entries & Exits

Exit clients who were not staying at/being served by your project

(11) Evans, James, Jr.  
Release of Information: None

-Switch to Another Household Member- Submit

Client Information Service Transactions

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

	Program	Type		Project Start Date	Exit Date	Interims	Follow Ups	Client Count	
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018					
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018	12/20/2018				

Add Entry / Exit

Showing 1-2 of 2

Remove Duplicate Entries



# Make Corrections: Entries & Exits















Exit clients who were not staying at/being served by your project

**Client Information** | **Service Transactions**

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

**i** 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	
	Heading Home - Rowan County - Rapid Re-Housing - State ESG (7390)	HUD		12/05/2018					
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018					

Showing 1-2 of 2

Exit clients accurately



# Make Corrections: Utilization Rates

1 client



1 bed



$1 \div 1 = 100\%$  Utilization

4 clients



2 beds



$4 \div 2 = 200\%$  Utilization



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



# Does this make sense?

2 clients 

4 beds 

---

$2 \div 4 = 50\%$  Utilization



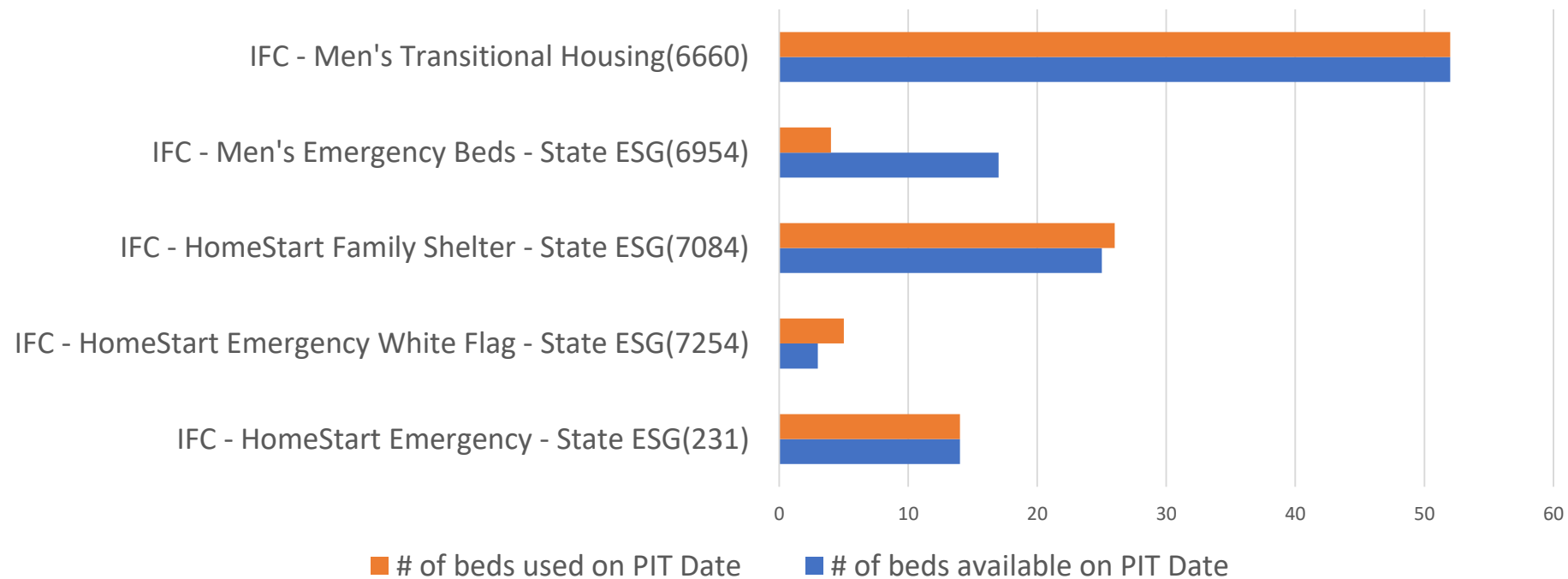
The percentage of Beds occupied on a given night must fall between 65% -105%



# Make Corrections: Utilization Rates

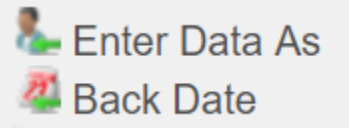
Who slept in emergency shelter and transitional housing on PIT night?

ES and TH Bed Utilization for 1/30/2019



# Make Corrections: Missing data

Always, always check your Enter Data As and Backdate modes  
Demographics don't change, so backdate will be the client's start date





# Make Corrections: Child Alone

Children under 18 rarely enter projects alone. Check for extra Entries:

(11) Evans, James, Jr.  
Release of Information: **None**      -Switch to Another Household Member- ▾      Submit

**Client Information**      Service Transactions

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

**i** 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	
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018					
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018					

Add Entry / Exit      Showing 1-2 of 2

Remove Duplicate Entry



# Make Corrections: Child Alone

If the correct entry is not in the child's Entry/Exit Tab, use the [Households Guide](#) to correct

## ClientPoint Entries and Exits with households

---

Now that you have created your household, every time you enroll or exit (or provide a service) for your client you will see the "Household Members" section. It will list your household members, each with a check box by their name:

### Household Members

---



To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

#### (9) Single Parent

- (103) Billy, Bobby
- (104) Billy, Betty
- (105) Billy, Brandy



# Make Corrections: Missing data

## Client Demographics

**Client Information** | Service Transactions

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

**Client Record** Issue ID Card

Name	Evans, James, Jr.
Name Data Quality	Full Name Reported
Alias	J.J.
Social Security	***-**-5555
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Age	

**Client Demographics** Change Clear

Date of Birth	
Date of Birth Type	
Gender	

How to Update Vet Status?



# Make Corrections: Missing data


## Client Demographics

Click the pencil


**Client Information** | Service Transactions

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


---

 **Client Record** Issue ID Card

Name	<input type="text" value="Evans, James, Jr."/>
Name Data Quality	Full Name Reported
Alias	J.J.
Social Security	***-**-5555
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Age	

  
Change Clear

---

 **Client Demographics** 🔒

Date of Birth	
Date of Birth Type	
Gender	




# Make Corrections: Missing data

## Client Demographics

Click the pencil 

### Client Record

 Editing the Client Record Information could affect the Unique ID and the Client Search.

#### Client Record

Name	First James	Middle	Last Evans	Suffix Jr.
Name Data Quality	Full Name Reported			
Alias	J.J.			
Social Security	... - .. - 5555			
SSN Data Quality	Full SSN Reported (HUD)			
U.S. Military Veteran?	No (HUD)			

Save Cancel



# Make Corrections

Once corrections are done, contact the Data Center so we can re-run the reports for you!



# Submit Your Reports

Once your reports are accurate, formally submit them to the Data Center as final confirmation

[Orange PIT & HIC Submission Link](#)



# Submit Your Reports



## Orange 2019 PIT & HIC

Please complete this form to submit final 2019 PIT & HIC data. At the bottom of this form, you will need to attach the HMIS reports required for your project type.

Emergency Shelter and Transitional Housing:

1. 0630 Sheltered-Unsheltered PIT
2. 0629 Housing Inventory Count

Permanent Supportive Housing and Rapid Re-Housing

1. 0628 HIC Supplement
2. 0629 Housing Inventory Count

You must complete this form for each project/program at your agency. All data should be submitted using this form by 3/22/2018.

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.



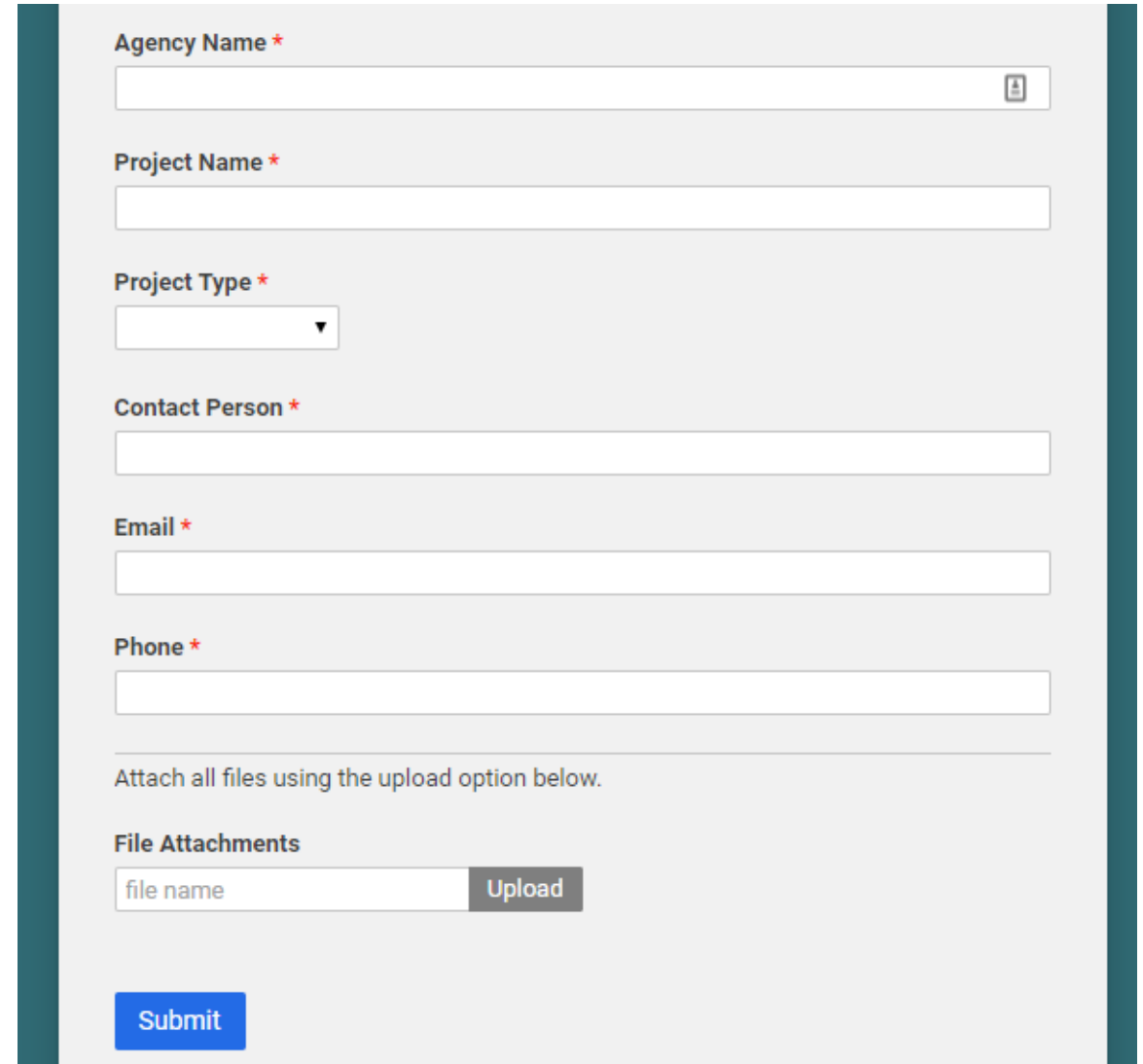


# Submit Your Reports

Submit one form per HMIS project

Contact Person should be an HMIS User the Data Center can follow-up with

Attach both reports as File Attachments



The screenshot shows a web form with the following fields and elements:

- Agency Name \***: A text input field with a small icon on the right.
- Project Name \***: A text input field.
- Project Type \***: A dropdown menu.
- Contact Person \***: A text input field.
- Email \***: A text input field.
- Phone \***: A text input field.
- File Attachments**: A section with the instruction "Attach all files using the upload option below." It contains a text input field labeled "file name" and an "Upload" button.
- Submit**: A blue button at the bottom of the form.



A small, light blue map of North Carolina is positioned to the left of the text. The map shows the state's outline with a darker blue square highlighting a specific region in the western part of the state.

# 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 31<sup>st</sup>) due to the federal government shutdown.

New deadline has not been announced

Waiting for report updates and feedback before sharing data



 What's Next?

# What's Next Calendar

Due	Report Name
January 30 <sup>th</sup>	Orange Point in Time (PIT) Count
March 1 <sup>st</sup>	PIT and HIC Reports in ART Inbox
March 18 <sup>th</sup>	March Orange HMIS Users Meeting
<b>March 22<sup>nd</sup></b>	<b>PIT and HIC Reports Submission Deadline</b>
April	HUD PIT Count and Housing Inventory Count (HIC) deadline
May	HUD System Performance Measures (SPM) deadline



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

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

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

helpdesk for local support



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end  
**HOMELESSNESS**