HMIS Users Meeting

January 2022

NC COALITION to end HOMELESSNESS

Agenda

January 2022

System Updates

- System Performance Measures
- Moving On Assistance
- ART planned downtime
- Federal Reporting Season
    - Agency Check-ins
    - PIT/HIC

How Can We Help?

- COLA and how to change Income
- CH status in HMIS

What's Next

- Annual Required Trainings
- LMS Launch – feedback/tips
- HMIS Calendar

Demo/Troubleshooting

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System Updates

Moving On Assistance is recorded in Service Transactions

New Workflow was reviewed in last month's Users Meeting

Slides will show you how to use Service Transactions for Moving On Assistance.

Additional resources are available on ncceh.org/hmis/training
- Core Training Video: Data Entry for Service Transactions
- Practice in Training Site (fake clients): sp5.servicept.com/hmisncceh_training

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ART Upgrade

SAP BusinessObjects 4.3 offers enhanced reporting and dashboarding, with a familiar interface that allows you to keep the ART reports you use now

WellSky is pleased to report that after an extensive proof-of-concept review, we will upgrade WellSky Community Services' Advanced Reporting Tool (ART) to SAP BusinessObjects 4.3.

Bring powerful new analytics to your agency

BusinessObjects 4.3 offers a host of new data visualization features. You can create new report types in the same simple query format you already know.

Simplify user adoption with a familiar solution

Your users are already familiar with SAP BusinessObjects, so onboarding will require limited training. While there are some changes in the move from versions 3.1 to 4.3, most changes, starting with the streamlined Launchpad, create a much more friendly user experience.

Keep your current reports, folders, and data visibility and security rules

WellSky will migrate existing public reports into BusinessObjects 4.3 so you will not have to

recreate them. All folder structures remain intact, keeping your reports organized as you have intended. BusinessObjects 4.3 will also continue to enforce Community Services' data visibility and security rules.

All familiar methods for reporting are still available, from easy-to-use tabs with tables, to simple count charts, to more advanced graphs and visualizations.

Use almost any modern browser

BusinessObjects doesn't require browser plug-ins. It supports all modern browsers, like Chrome, Safari, FireFox, and Edge.

No additional cost to you!

WellSky is pleased to be able to offer this upgraded version of BusinessObjects without increasing end user license fees.

Do more with your data

BusinessObjects 4.3 supports downloading reports in CSV, HTML, PDF, and XLSX. You can also schedule reports for automatic file exports.

Timeline Information

When will the current version of ART no longer be available?

The release plan for BusinessObjects 4.3 is currently scheduled for full deployment to all sites on or around February 1, 2022. At the time of the upgrade, the current version of BusinessObjects 3.1 will no longer be accessible.

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HUD Reporting Season

LSA – Longitudinal System Analysis

AHAR – Annual Homelessness Assessment Report

SPM – System Performance Measures

HIC – Housing Inventory Count

PIT – Point in Time Count

System Performance Measures Timeline

Data is for FY2021 (10/1/20 – 9/30/2021)

- Reporting period includes data as far back as 10/1/2018
- May resubmit FY2020 if data has significantly changed

HUD's deadline for submission is February 28, 2022

- Good News! You've already worked on corrections for SPMs
- Data Center and CoC staff will do final reviews ahead of this deadline
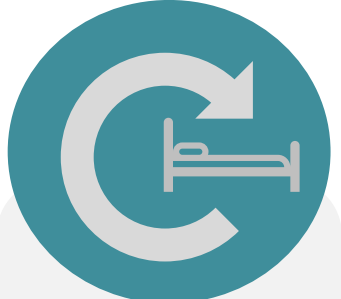- If contacted about additional corrections, please respond promptly

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System Performance Measures

1	**2**	**3**	**4**	**5**	**7**
Length of Time Homeless	Return to Homelessness	Number of Homeless	Increase in Income	First Time Homeless	Exits and Retention of PH

Also included in LSA report submission

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Agency HMIS Check-Ins

Agency Checklist

Agency leadership is responsible for completing and returning to the Data Center

Agency Name: _____

HMIS Data Quality

☐Yes ☐No	Agency runs the APR or CAPER on a regular basis to verify the data and correct errors as appropriate.
☐Yes ☐No	Agency runs other reports on a regular basis to verify their data and correct errors as appropriate.
☐Yes ☐No	Agency is aware of the CoC's HMIS benchmarks, as part of the developing Data Quality Plan.
☐Yes ☐No	Agency has developed and follows a self-monitoring plan* to ensure quality of data in HMIS.

A comprehensive HMIS Data Self-Monitoring Plan should include the following components: Identifies specific reports to be used for each project; defines the reporting date range to use and the frequency at which reports are reviewed; names those responsible for running reports, data cleanup needed and verifying cleanup was done; and establishes a timeframe to complete this process.

HMIS User and Project Set-Up

☐Yes ☐No	Agency has reviewed the list of users and confirms all users are still active.
☐Yes ☐No	Agency has reviewed the list of users and confirms all users have accurate Enter Data As rights.
☐Yes ☐No	Agency has reviewed the list of projects and confirms all projects are ACTIVE.
☐Yes ☐No	Agency has reviewed the list of projects and confirms all projects have CURRENT funding details.
☐Yes ☐No	Agency has reviewed the list of projects and confirms all residential projects have accurate addresses.
☐Yes ☐No	Agency has reviewed the list of projects and confirms all residential projects have accurate bed lists.

Corrections or Additional Notes:

Agencies will need to confirm:

- Review individual correction questions (if needed)
- Review HMIS Users and Roles
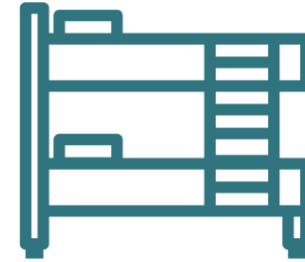- Review Funding Sources and Projects
- Review Bed and Unit Inventory

Required for HMIS participating agencies with (SO, ES, TH, RRH, or PSH)

- Watch out for an email to schedule
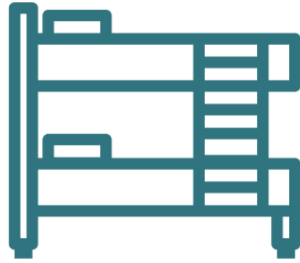- Will take place between November and January

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Data Collection for Point-in-Time Count

Unsheltered	Sheltered Count	
	HMIS ES + TH	Non-HMIS ES + TH
Not in HMIS	**HMIS Reports**	**Not in HMIS**
Night of Count: Jan 26 Service Based Counts: Jan 26-Feb 2	Work with NCCEH Data Center to finalize data and submit reports	Night of Count: Jan 26 Service Based Counts: Jan 26-Feb 2

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Data Collection for Housing Inventory Count

Temporary Sheltered		Permanent Housing	
HMIS ES + TH	Non-HMIS ES + TH	HMIS RRH + PSH + OPH	Non-HMIS RRH + PSH + OPH
HMIS Reports: Work with NCCEH Data Center to finalize data and submit reports	People Count: (Due early Feb)	**HMIS Reports:** Work with NCCEH Data Center to finalize data and submit reports	People Count: (Due early Feb)
	Bed + Unit survey with NCCEH staff (Due early Feb)		**Bed + Unit survey** with NCCEH staff (Due early Feb)

Combining Data & Reporting

NCCEH Staff will combine data and create reports.

Data Collected	Type	Contributes to Point in Time Count (PIT)	Contributes to Housing Inventory Count (HIC)
People	Unsheltered	✓	
	Sheltered (ES +TH)	✓	✓
	Permanent Housing (RRH + PSH +OPH)		✓
Beds + Units	Sheltered (ES +TH)		✓
	Permanent Housing (RRH + PSH +OPH)		✓

HMIS PIT/HIC Role

ES, TH, RRH, PSH Program staff

- Ensure information is entered and complete in HMIS for clients served 1/26/2022
    1. Run APR/CAPER now for January to complete info for currently clients
    2. Reserve time now for live/next day data entry now!

- Submit reports to NCCEH with client, program, funding, bed/unit, and capacity information by February 2nd
    1. Data Center staff will run your reports for AAs
    2. Then Agency will review, correct data, and submit reports
    3. **Agency Admins - Reserve time now for the week after PIT to review your reports!

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How Can We Help?

Income Changes

Training and Guides Available

- Training video
- Step by Step Guide

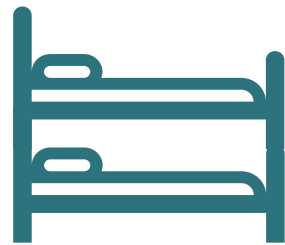**Social Security Administration Cost of Living Adjustments (COLA):**

- 5.9% increase effective January 2022
- More details

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Defining Chronic Homelessness

Qualifying Disability + Currently in ES/Streets + Homeless 12 consecutive months OR 4+ occasions totaling 12 months over 3 years = **Chronic Homelessness**
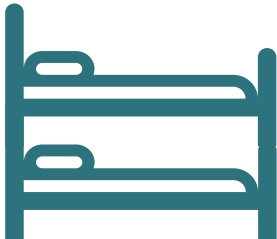
365

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Chronic Homelessness in HMIS

3 Disability questions

5-7 Homeless history questions

Qualifying Disability + **Currently in ES/Streets** + **Homeless 12 consecutive months OR 4+ occasions totaling 12 months over 3 years** = **Chronic Homelessness**

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Chronic Homelessness in HMIS

Let's take a look in the Training Site (sp5.servicept.com/hmisncceh_training)

Disability needs:

- Gateway Question = Yes
- Specific Disability = Yes (at least 1)
- Specific Disability long-term/indefinite duration = Yes
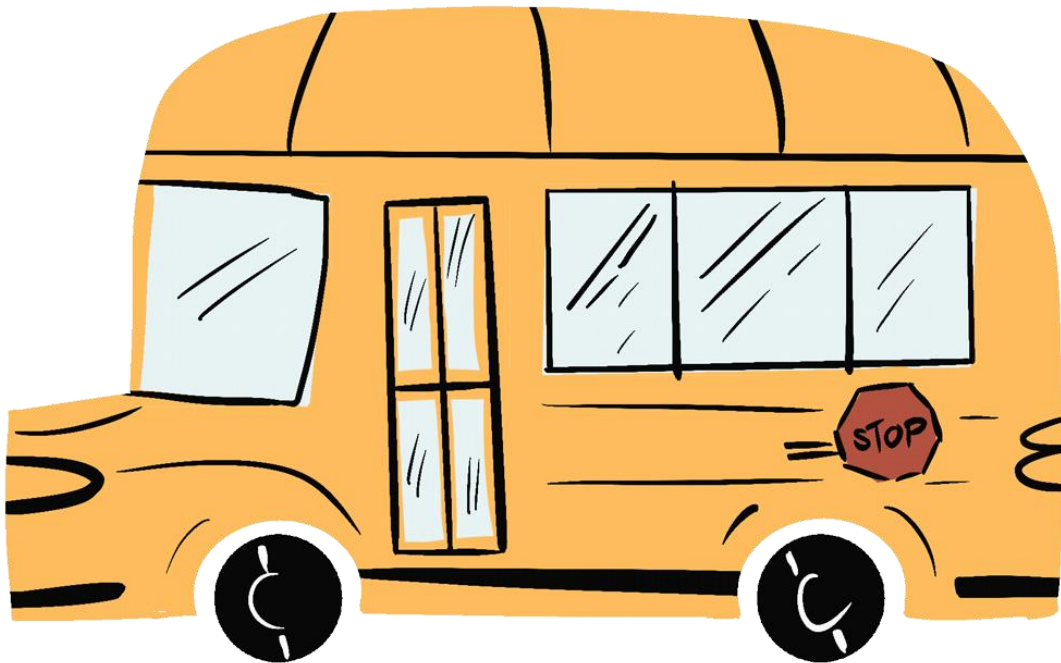
Homeless History needs:

- Approximate Date homelessness started
- # of times homeless
- # months homeless
- Project Type (for SO, ES projects)
- Prior Living Situation (for CE, TH, RRH, PSH projects)

What's Next?

Learning Management System (LMS)

New Training System is here!

- Bookmark: **https://www.icatraining.org/**

- Will allow better tracking for new user and annual requirements

- Will expand capacity for recorded trainings (update & create new ones)

- Will launch new user trainings later in 2022

First up:

- Start Here orientation

- Annual Privacy Training

- New 2022 Data Standards (introduced in Sept)
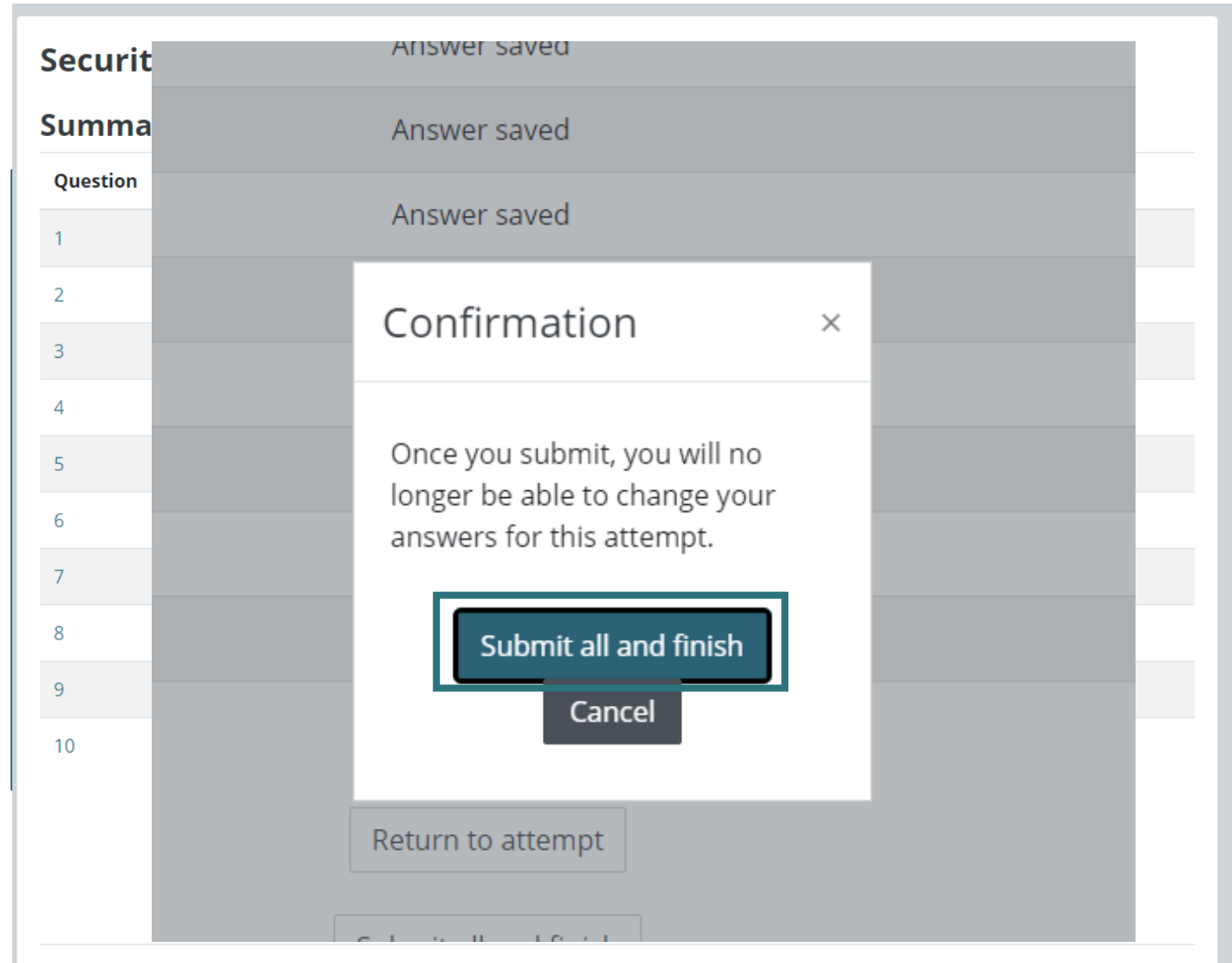
Deadline January 7th

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Learning Management System (LMS) Tips

Complete the Quizzes
It's as easy as 1, 2, 3!

- Click Finish Attempt
- Click Submit All and Finish
- Click Submit All and Finish x2

LMS Launch – feedback and suggestions

- What works well?

- What was hard/an obstacle?

- What would improve the process for future staff?

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What's Next Calendar

Due	Report/Event Name
November - December	Agency HMIS Check-Ins (required)
Dec 15th	Street Outreach Training (ESG funded)
December – January 7th	Annual Privacy and New Data Standards quizzes
Jan 26th	Point in Time Night
February	PIT/HIC reports will be due – stay tuned!
Feb 7th	HMIS Users Meeting

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Contact NCCEH

hello@ncceh.org
919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org
919.410.6997

NCEndHomelessness

@NCHomelessness

nc_end_homelessness

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Questions?

Let's Troubleshoot!