

Orange CoC HMIS Users Meeting

March 2021



NC COALITION to
HOMELESSNESS end

Agenda

March 2021

System Updates

- Staff Updates
- CoC-APR and ESG-CAPER Updates
- Point in Time and Housing Inventory Count Timeline

How Can We Help

- PIT/HIC Corrections

What's Next

- HMIS Calendar

Demo/Troubleshooting



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System Updates

Data Center + ICA Partnership

Introductions

- Two ICA staff will be embedded at the Data Center to support Helpdesk and System Administration
 - Katie Wiseman (katie.wiseman@ncceh.org)
 - Tonya Harris (tonya.harris@ncceh.org)
- HMIS User Meetings in March will include time for introductions

Changes

- HMIS Users will start to see Helpdesk replies
- Support for HMIS PIT/HIC process





APR & CAPER Updates

CoC-APR and ESG-CAPER Report Updates

New Format to Run

- To view a report, you must find the Completed run in Report History
- You can name reports to distinguish
 - This can help us troubleshoot with helpdesk!
- *All prompts and detailed tables remain the same*

Go to the Data Center's [Training and Knowledge](#) page for guides


- Direct link: nccch.org/hmis/training






Updated Guides

- [How to Run and Read the CoC-APR](#)
- [How to Run the CoC-APR and submit to Sage](#)
- [How to Run and Read the ESG-CAPER](#)
- [How to Run the ESG-CAPER and submit to Sage](#)



How to Read the CoC-APR – use report history

1. Once you run the report, you can view it by clicking the magnifying glass icon  for the report.
2. To hide the history sections, click the **black** arrow.

▼ Report Run History						
Report ID	Date Ran	Report Type	Name	User	Report Status	
 204894	02/17/2021 07:23:34 PM	COCAPR_2019		Andrea Carey	Running	
 204893	02/17/2021 07:22:37 PM	COCAPR_2019		Andrea Carey	Completed	
 204881	02/17/2021 03:00:00 PM	COCAPR_2019		Andrea Carey	Completed	
 204879	02/17/2021 02:57:02 PM	COCAPR_2019		Andrea Carey	Completed	
 204668	02/11/2021 12:28:22 PM	COCAPR_2019	Testing	Andrea Carey	Completed	

Refresh Showing 1-5 of 23 First Previous Next Last

▶ Report Run History

Report Options Use Previous Parameters

Name	<input type="text"/>
Description	<input type="text"/>

Name allows you to mark different reports and keep track of all the versions

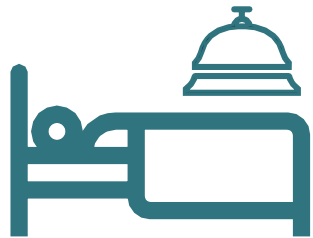
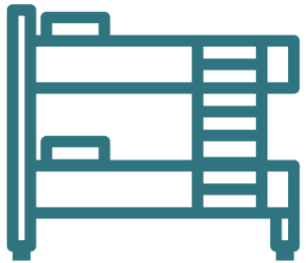


Point in Time and Housing Inventory Count

Point-in-Time Count

A one-day count of folks experiencing homelessness in our community.

For our CoC: January 27, 2021



Point In Time Count:
Emergency Shelter, Transitional Housing



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Housing Inventory Count

A one-day count of the shelter and permanent housing resources our community has to serve folks experiencing homelessness

For our CoC: January 27, 2021



Housing Inventory Count:

Emergency Shelter, Transitional Housing, Permanent Housing



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Submission steps (tentative dates)



1. Find your reports
 - ✓ 0628 HIC Supplement for RRH and PSH
 - ✓ REQ101 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

All Data will be finalized within 4 weeks!

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	REQ101 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. We will!

The reports for each of your projects will run in the AA's ART Inbox and you'll receive an announcement email

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



Review Your Reports

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

ART Browser	
▼ Inbox	
2021 NCCEH RRH #20249 - 0628 - HIC Supplement - v11	2021-03-01 09:16
2021 NCCEH TH #5783 - 0630 - Sheltered-Unsheltered PIT 2020 - v24	2021-03-01 06:50
2021 NCCEH RRH #5252 - 0628 - HIC Supplement - v11	2021-03-01 06:49
2021 NCCEH ES #1665 - 0630 - Sheltered-Unsheltered PIT 2020 - v24	2021-03-01 06:46

Run year Data Center ran this Project Type HMIS ID Number

Date report was scheduled

Review Your Reports

How do you know if your data is accurate?



Check for the correct entries and exits

- Complete households



Check for missing details about client

- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Client Location



Check for children only households (child alone)



Review Your Reports

If the inventory isn't correct, what do you do?

Contact the Data Center! We'll make the changes in HMIS:

- When did the change occur?
- What is the new total number of beds and units
- Are they dedicated to one type of household? How are they divided between HUD's household types?
- Are they dedicated to Veterans, Youth, or Chronically Homeless clients?



Submit Your Reports

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

- 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

*Links to be sent out once reports are ready





How Can We Help

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	


Change Clear

Client Demographics 🔒

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	Evans, James, Jr.
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Change Clear


 **Client Demographics** 🔒

Date of Birth	
Date of Birth Type	
Gender	

Make Corrections: Missing data

Client Demographics

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

Change the dropdown as needed



Make Corrections: Missing data

Client Demographics

 Client Demographics	
Date of Birth	11/21/1985
Date of Birth Type	Full DOB Reported (HUD)
Gender	Female
Primary Race	Black or African American (HUD)
Secondary Race	
Ethnicity	Non-Hispanic/Non-Latino (HUD)

Remember:


Secondary Race can be blank! It's not required.



Make Corrections: Missing data

How to check a question's History

You may need to use the pencil icon to get into details



Client Demographics

Date of Birth	11/21/1985
Date of Birth Type	Full DOB Reported (HUD)
Gender	Female
Primary Race	Black or African American (HUD)
Secondary Race	
Ethnicity	Non-Hispanic/Non-Latino (HUD)











Make Corrections: Missing data

How to check a question's History

Find the
color bar!

Client Demographics















Date of Birth	<input type="text" value="05"/> / <input type="text" value="04"/> / <input type="text" value="1978"/>    G
Date of Birth Type	<input type="text" value="Full DOB Reported (HUD)"/>  G
Gender	<input type="text" value="Male"/>  G
Primary Race	<input type="text" value="White (HUD)"/>  G
Secondary Race	<input type="text" value="Black or African American (HUD)"/>  G
Ethnicity	<input type="text" value="Non-Hispanic/Non-Latino (HUD)"/>  G

Make Corrections: Missing data

How to check a question's History

Find the color bar!

Client Demographics

Date of Birth	 05 / 04 / 1978    G
Date of Birth Type	 Full DOB Reported (HUD)  G
Gender	 Male  G
Primary Race	 White (HUD)  G
Secondary Race	 Black or African American (HUD)  G
Ethnicity	 Non-Hispanic/Non-Latino (HUD)  G

Make Corrections

How to check a question's History

The screenshot shows a software interface for 'Client Demographics'. The main window has a title bar with a lock icon. Below the title bar, there is a table of demographic fields. The 'Date of Birth' field is currently set to '05 / 04 / 1978'. A popup window titled 'History - Date of Birth' is open, displaying a table of historical entries for the date of birth. The popup window has a close button in the top right corner. At the bottom of the main window, there are 'Save & Exit' and 'Exit' buttons.

Client Demographics	
Date of Birth	05 / 04 / 1978
Date of Birth Type	
Gender	
Primary Race	
Secondary Race	
Ethnicity	

History - Date of Birth				
	Date Effective	User Adding	Provider Adding	Value
	05/11/2018 2:00:00 AM	Andrea Carey	XXXClosed2018 Tabernacle of Faith - Pasquotank County - Tabernacle Shelter - ES	05/04/1978
	03/01/2018 2:00:00 AM	Jasmin Volkel (503)	Heading Home - Rowan County - Rapid Re-Housing - ESG	01/01/1980

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Save & Exit Exit



What's Next

What's Next Calendar

Due	Report/Event Name
Jan 27 th	Point-in-Time Count night!
Mar 1 st	PIT/HIC reviews begin!
Mar 12 th	Halfway point for corrections
March 26 th	PIT/HIC Corrections due
Apr 5 th	Orange HMIS Users Meeting
May 3 rd	Orange HMIS Users Meeting

Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



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