

Orange County HMIS Users Meeting

Monday, November 19, 2017 1:45-2:55 pm

Southern Human Services Center, Room D, Chapel Hill

Present: Nicole Purdy, Stephani Kilpatrick, Debra Vestal, Rex Mercer, Suzanne Hitt, Andrea Carey, Corey Root, Ginny Rainwater

Longitudinal System Analysis Corrections

- **Review of LSA report**
 - 10/1/2017-09/30/2018 focus, but extends back to 10/1/2015 for System Performance Measures
 - ES, TH, RRH, and PSH included
 - First deadline Nov 30th
- Four main issues for Orange data
 - Social Security Numbers
 - How to identify missing or conflicting data in APR or CAPER report (Q6a)
 - How to fix missing (call Data Center) or conflicting (change DQ drop-down or call)
 - Homeless History
 - Questions based on Chronic Homeless definition; must ask all five but Orange particularly missing Number of Times and Number of Months
 - How to identify missing data in APR or CAPER (Q6d)
 - How to fix missing data in HMIS (find responses, EDA and Backdate)
 - Exit Destination
 - How to identify unknown, missing, or inaccurate destinations in APR/CAPER (Q23)
 - How to fix unknown, missing, or inaccurate destinations (consult files or staff, contact client, EDA and backdate)
 - Use the Exit Destination guide at nccch.org/hmis/trainings for detailed descriptions
 - Housing Move-In Dates
 - Can only be added through an Interim Review: Update
 - Remember, there are two types of Interims - Updates and Annual Assessments
 - How to identify a missing or outlier Housing Move-in Date (Q22c) or Annual Assessments (Q6c or Q21) in the APR or CAPER
 - Use the Annual Review Audit report in the ART data quality folder to track which Annuals are due next, and which are overdue
- **Bed & Unit Inventory**
 - Required in HMIS for all projects for the LSA
 - Four PIT dates: 10/31/2017, 01/31/2018, 04/30/2018, 07/31/2018
 - Each inventory has three categories of detail

- Household Type
 - Housing Type
 - Availability
- Contact the Data Center through the Bed & Unit Inventory Form at nceh.org/hmis for updates now and throughout the year

HMIS@NCCEH Update

- Two scripts from our software vendor Wellsky (previously known as Mediware) are still outstanding and without those fixes, no Launch Date can be set with confidence.
 - Issues with the current site, nchmis.org, around Global Visibility being attached to the wrong objects remains in progress. HUD TA is assisting the Governance Committee and MCAH to solve.
 - Issues with the demo site of our new implementation, HMIS@NCCEH, have not been fixed and the Data Center continues to work with Wellsky to speed up that process.

Q&A

- What is PSH start?
 - How doc ready should a client be?
 - Project Start date will be when the client is deemed eligible, they have accepted the agencies' offer of services, the client is accepted into the program, and services are realistically available (\$, staff, or other capacity)
 - Orange CoC needs Project start date to match Oct 2017 data standards by July 2019.
 - PSH Agencies should identify the "Acceptance" date for all clients enrolled on 10/1/2017 or later.
 - Once the dates are identified, contact the Data Center for instructions. New entries will need to be entered into HMIS to go backwards in time.
- What to do when a client refuses to sign Acknowledgement of Rights doc (used in electronic ROI)?
 - Have a conversation with the client about their concerns. If it's privacy and security, you can try to reassure them with the layers of security in HMIS – it's an encrypted website with individual logins for homeless agencies staff, data is only shared with any other agency with your consent, and once entered into the system, the client's SSN is locked down so only the last 4 show.
 - On the Acknowledgement of Rights form (and any ROI doc for sharing), there's a section where clients can refuse to share basic info for searches in HMIS. Name, last 4 of SSN, Veteran Status, Age, and Gender are shared to get de-duplicate records.
- Do Dashlets on the home page check for annual assessments?
 - Nicole at the Data Center will check for Ginny
 - Reminder that Dashlets are EDA sensitive and if staff work in multiple projects, the results of the Dashlet will reflect default EDA first. Data Center staff haven't found the accuracy of Dashlets good enough to recommend widely.
- What does Length of Participation mean in the APR and CAPER – is it adding together all entries within the date range or is it just one entry's length of time?
 - Data Center checked the APR programming specs and HMIS Glossary without luck

- Andrea from Data Center will test this using repeat clients from White flag projects to determine
- When do Orange white flag beds begin?
 - IFC Bed & Unit Inventory for White Flag – 11/9 for Homestart and Community House
 - No family beds; remove the CoC code
 - How can CoC support IFC in increasing emergency capacity?
 - How to find out how many OC folks experiencing homeless die each year
 - County Health dept?

What's Next

Next HMIS Users Meeting – Dec 17th

- A focus on Income Sources and Non-Cash Benefit categories

Orange PIT count January 30th

- First planning meeting Nov 30th at 12 pm at “Skills”
- Community members can volunteer