

# Durham CoC HMIS Users Meeting

February 2020



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

# Agenda

February 2020

## System Updates

- Homeless History question updates
- Verify and Save testing
- CoC-APR and ESG-CAPER report issues
- Point in Time and Housing Inventory Count submissions

## How Can We Help

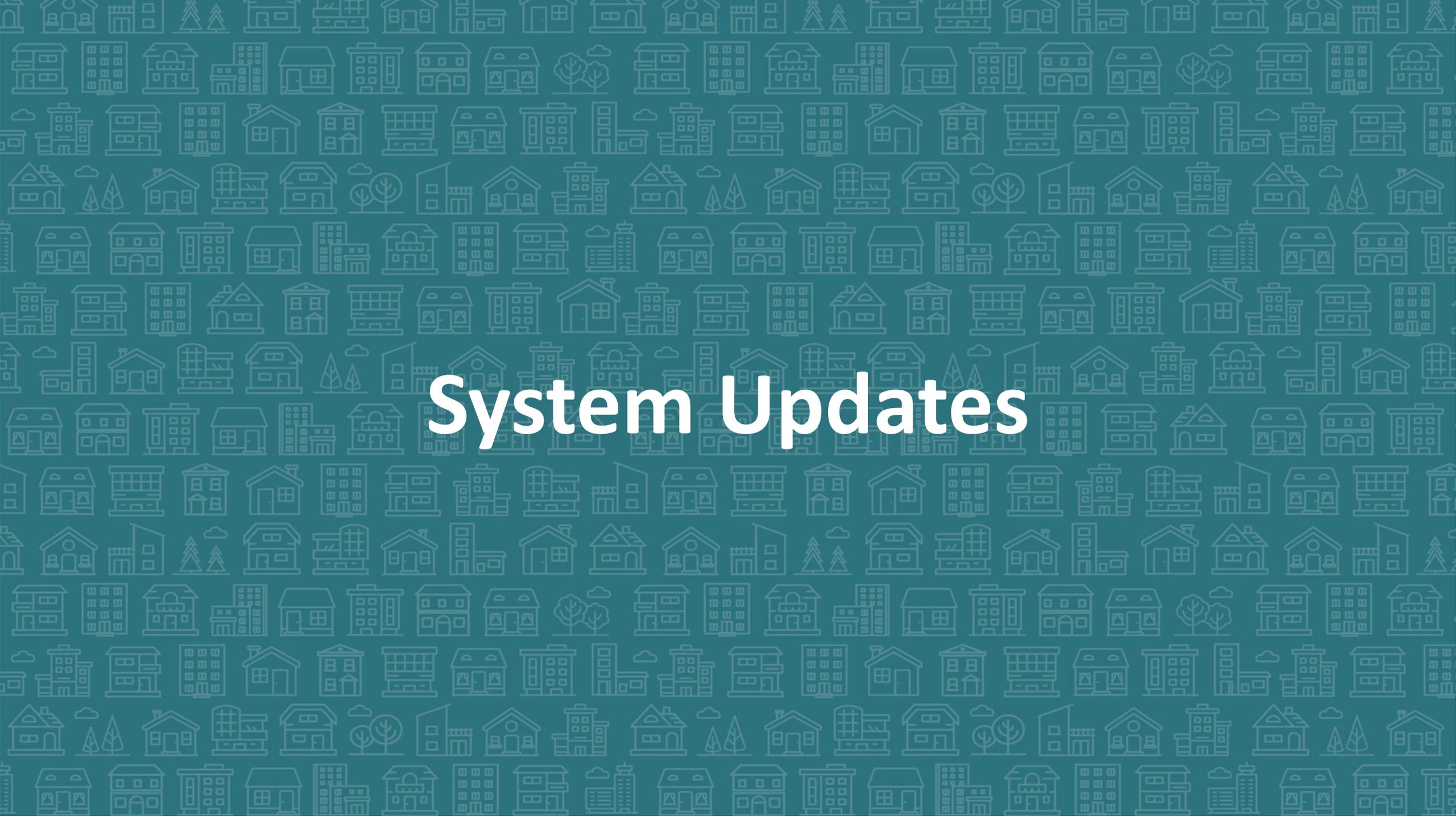
- Understanding the Household tab versus Entry/Exit tab
- Avoid Update and Annual pitfalls

## What's Next

- Deadlines



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# System Updates

# Homeless History question updates

## Question Change

The question, "**When did the client start staying on the streets or in emergency shelters this time?**" was changed to "**Approximate date homelessness started:**" on intake.

## Extra Tips

Hover over questions for different ways of asking the questions

Homeless History	
Prior Living Situation	Place not meant for habitation (HUD)
Length of Stay in Previous Place	90 days or more, but less than one year <span>G</span>
Approximate date homelessness started:	06 / 01 / 2018    <span>G</span>
Regarding <b>When did the client start staying on the streets or in emergency shelters this time?</b> stayed last Number of <b>When did you become homeless this time?</b>	
has been on the streets, in ES, or SH in the past three years including today	Three times (HUD) <span>G</span>
Total number of months homeless on the street, in ES or SH in the past three years	10 <span>G</span>

# Homeless History question updates

## Extra Tips

Hover over questions for different ways of asking the questions

- (No Safe havens in NC)
- How much time have you spent staying with someone or paying for a room since becoming homeless?

Homeless History	
Prior Living Situation	Place not meant for habitation (HUD)
Length of Stay in Previous Place	90 days or more, but less than one year <span>G</span>
Approximate date homelessness started:	06 / 01 / 2018    <span>G</span>
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today	Three times (HUD) <span>G</span>
Total number of months homeless on the street, in ES or SH in the past three years	10 <span>G</span>
<b>Income &amp; S</b>	
Income	How much time have you spent staying with someone or paying for a room since becoming homeless?

*Note: A mouse cursor is hovering over the question "Total number of months homeless on the street, in ES or SH in the past three years", which has triggered a tooltip. The tooltip text is: "Total number of months homeless on the street, in emergency shelter in the past three years? (No Safe Havens in North Carolina)".*

# Verify & Save – System Administrator Tool

WellSky gave us a tool to “re-stamp” older/shared data with the current provider and date. This tool is the “Verify & Save Data” button and it will improve some of our reporting visibility issues BUT overuse of it will slow down our entire system.

Only use this button after a conversation with the NCCEH Data Center!



# CoC-APR and ESG-CAPER issues

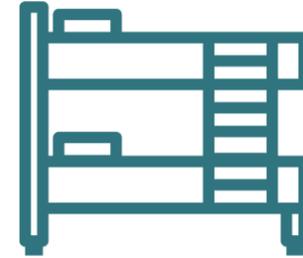
We can't predict the future

- Reports can tell if data like Housing Move-In Dates are entered for a future date

**Answer the questions below for the Head of Household and other adults**

Client Location	NC-503 NC Balance of State CoC
Housing Move-in Date	01 / 16 / 2019    G

# Point-in-Time Count



Unsheltered	Sheltered Count	
CoC Forms	HMIS ES + TH	Non-HMIS ES + TH
Night of Count: Jan 29 Service Based Counts: Jan 29-Feb 5	HMIS Reports  Work with NCCEH Data Center to finalize data and submit reports	CoC Forms  Night of Count: Jan 29 Service Based Counts: Jan 29-Feb 5



# 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 29, 2020



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
  - ✓ 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

**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	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!

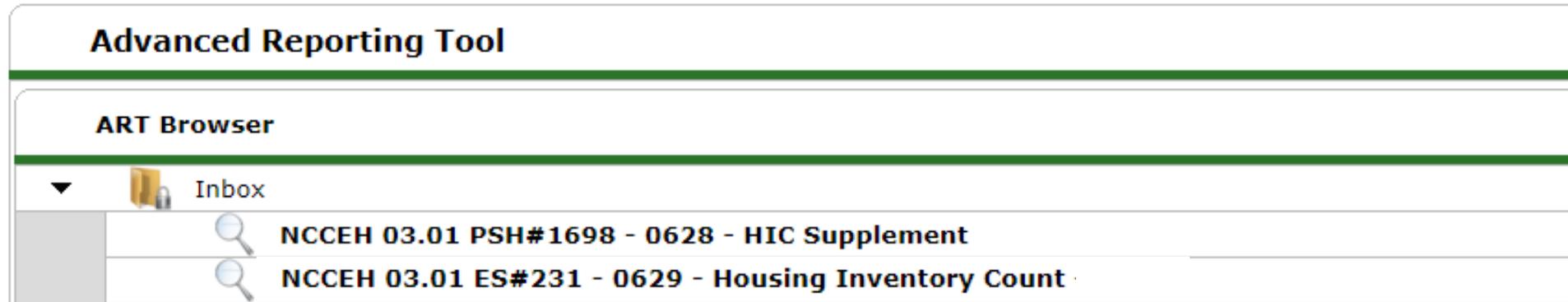
The reports for each of your projects will run in the AA's ART Inbox and you'll receive an announcement email

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



# Review Your Reports

Look for reports labeled with 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:

Report Title
NCCEH 03.01 PSH#1698 - 0628 - HIC Supplement
NCCEH 03.01 ES#231 - 0629 - Housing Inventory Count

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  
- households



Check for missing details about client  
- Demographics  
- Disabling Conditions  
- Chronic Homelessness questions  
- Client Location



Check for children alone



# Abbreviations in PIT/HIC Reports

Race includes both Primary and Secondary Race responses from the Client Profile Tab

Column	Abbreviation	Meaning
Race	B	Black or African American
Race	W	White
Race	A	Asian
Race	N	Native Hawaiian or Other Pacific Islander
Race	I	American Indian or Alaskan Native
Race	Multi	Different races selected for Primary and Secondary
Race	D	Client Doesn't Know/Client Refused
Race	M	Missing or non-HUD values



# Abbreviations in PIT/HIC Reports

Other sub-populations correspond to specific questions in the Entry Assessment

Homeless History

Column	Abbreviation	Meaning
Disab YN	Y	Yes for Disabling Condition
Disab YN	N	No for Disabling Condition
DV	Y	Domestic Violence Survivor
DV	N	Not a Domestic Violence Survivor
DV Flee	Y	Yes for Currently Fleeing from DV
DV Flee	N	No for Currently Fleeing from DV
CH	X	Was Chronically Homeless upon entry
CH	[blank]	Was not Chronically Homeless upon entry
Fam	AC	Adults with Children Household
Fam	A	Adults (multiple) without children
Fam	Sa	Single Adult
Fam	AM or ACM	At least one Household member is missing age

Gateway Question

# 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		<b>Total ALL:</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	
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 4	Age	Gender	Eth	Race Abbv	Disa	HoH Relate	Year	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]	#####		RRH	7/7/2017	Sa	
5	918301	432533		18	F	NON-Hisp	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																		

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	Gen	Eth	Race Abbv	Di	H/H Relate	Ye t	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																		

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  
(not yet released)

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	ID	Organization Name	Project Name	Geo code	Bed Type	Inventory Type	If U, beds available	Other Fe	MckV Funded	Victim Services Provide	A (Optional)	B	Inventory	HMIS	Bed Inventory	Unit Inventory	HMIS Beds	Bed Inventory	HMI S Beds	Bed Inventory	Unit Inventory	HMI S Beds	Bed Inventory	HMI S Beds	Start Date	End Date	Bed Inventory	HMI S Beds	CH Beds	Yeth Beds
	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Tab A - Emergency Shelter

Tab B - Transitional Housing

Tab C - Safe Haven

Tab D - Other PH ...

Each project type has it's own tab



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# Review Your Reports

## 0629 – Housing Inventory Count

(Highlighted or red portions deserve a second look)

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 Provided	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				4. Total Year Round ES HMIS Beds for Households without Children												24
8				5. HMIS Bed Coverage: ES Beds for Households without Children												100%
9																



Coverage should always be 100% for HMIS participating projects



# Review Your Reports

## 0629 – Housing Inventory Count

User Prompt Field	Value(s) Selected
Include Operational Projects ONLY?	-blank- (Optional Prompt)
Select Provider(s):	Heading Home Housing - Rowan County - Emergency Sh
Select CoC Code(s):	None Selected
Enter Date for Current Inventory:	1/30/2019
Enter Date for Under Development Inventory:	1/31/2019

Federal Funding should have 2019 info

Is the Address right?

Providers Reporting Information in this Report	Project Type	Physical Address				HUD CoC Code			Federal Partner Program		
		Street Address	City	State	Zip Code	CoC Code	Start	End	Program	Start	End
Heading Home Housing - Rowan County - Emergency Shelter - ESG (1448)	Emergency Shelter (HUD)	1234 Hope Rd	Salisbury	NC	28502	NC-503 NC Balance of State CoC	09/04/07		HUD:ESG	10/01/15	09/30/16
						NC-503 NC Balance of State CoC	09/04/07		HUD:ESG	10/01/16	09/30/17
						NC-503 NC Balance of State CoC	09/04/07		HUD:ESG	01/01/18	12/31/18



# 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?



# Make Corrections: Entries & Exits

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

**Entry / Exit**

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			5	

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						

[Add Entry / Exit](#) | Showing 1-2 of 2

Exit clients accurately

# Utilization

# 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



5 beds



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$2 \div 5 = 40\%$  Utilization



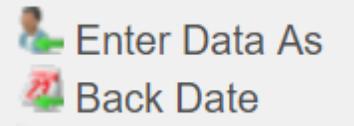
The percentage of Beds occupied on a given night must fall between 65% -105%



Make Corrections

# 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:

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

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

**Entry / Exit**

**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					

**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	

  
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.
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

Change the dropdown as needed →

### Client Record

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

#### Client Record

Name	First	Middle	Last	Suffix
	James		Evans	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: Missing data

## Client Demographics

 <b>Client Demographics</b>	
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

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

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





# How Can We Help

# Household Tab vs Entry Exit Tab

# Household Tab

- Think of the tab as a roster, as who could be in the Entry/ Exit

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

▼ (64) Single Parent

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
<a href="#">(219) Lion, Scar</a>	39	Yes	Self	08/17/2019	0 	1 
<a href="#">(221) Lion, Azizi</a>	15	No	daughter	08/17/2019	0 	1 
<a href="#">(220) Lion, Kamari</a>	3	No	son	08/17/2019	0 	1 
<a href="#">(222) Lion, Shenzi</a>	10	No	daughter	08/17/2019	0 	1 

Manage Household



# Entry/Exit Tabs

- If Scar was the only one coming to the project, only select his name

## Project Start Data - (219) Lion, Scar

### Household Members



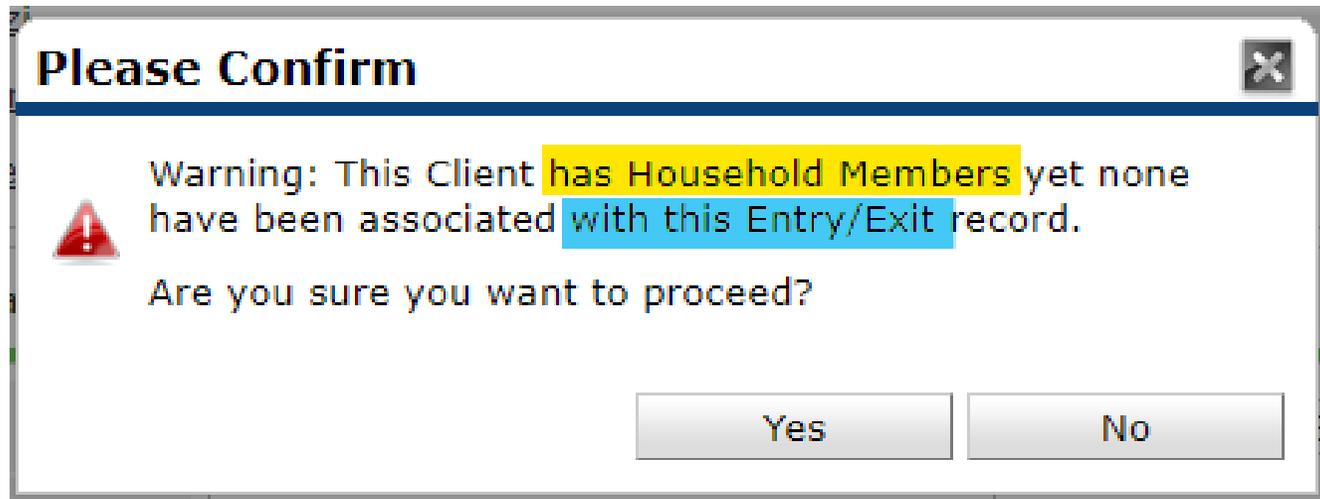
To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

- (64) Single Parent
  - (219) Lion, Scar
  - (221) Lion, Azizi
  - (220) Lion, Kamari
  - (222) Lion, Shenzi



# Entry/ Exit Tabs: Single client from Household

- A 'Please Confirm' warning appears, notice the wording



# Entry/ Exit Tabs: Single client from Household cont.

- Notice the Client Count on the Entry/Exit Screen, which means Scar is the only client in the project

Entry / Exit									
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count			
 Heading Home - Rowan County - Emergency Shelter (7389)	HUD	 02/17/2020							

[Add Entry / Exit](#) Showing 1-1 of 1

# Entry/ Exit Tabs: Multiple clients from Household

- Lets add two more household members

Project Start Data - (219) Lion, Scar



## 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.

(64) Single Parent

(219) Lion, Scar

(221) Lion, Azizi

(220) Lion, Kamari

(222) Lion, Shenzi



# Entry/ Exit Tabs: Multiple clients from Household cont.

- Notice the client count is now three

Entry / Exit										
	Program	Type		Project Start Date		Exit Date	Interims	Follow Ups	Client Count	
	Heading Home - Rowan County - Emergency Shelter (7389)	HUD		02/17/2020						

# Entry/ Exit Tabs: Multiple clients from Household cont.

- If we were to go and edit the Entry, we see the ability to ‘Include Additional Household Members’
- This means they were not removed from the Household because they weren’t on the Entry/Exit

### Household Members

 To update Household members for this Entry Data, click the box beside each name.

**(64) Single Parent**

- [\(219\) Lion, Scar \(Entry Date: 02/17/2020 11:22 AM\)](#)
- [\(221\) Lion, Azizi \(Entry Date: 02/17/2020 11:22 AM\)](#)
- [\(220\) Lion, Kamari \(Entry Date: 02/17/2020 11:22 AM\)](#)

Include Additional Household Members

# Household Tab revisited

- Household Tab is exactly the same after Entry/ Exits were made

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

▼ (64) Single Parent

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(219) Lion, Scar	39	Yes	Self	08/17/2019	0 	1 
(221) Lion, Azizi	15	No	daughter	08/17/2019	0 	1 
(220) Lion, Kamari	3	No	son	08/17/2019	0 	1 
(222) Lion, Shenzi	10	No	daughter	08/17/2019	0 	1 

Manage Household

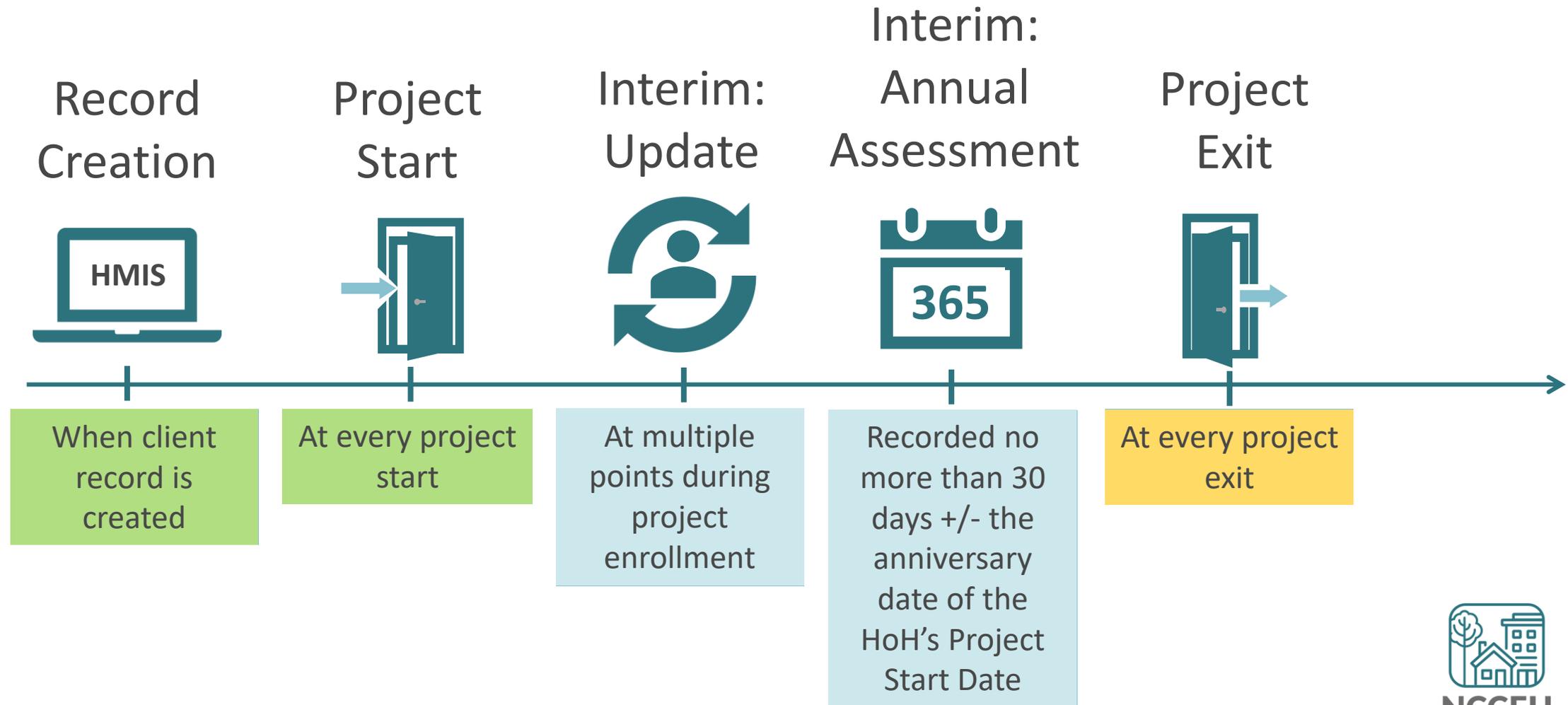


# Household tab is different than Entry/Exit tab

- Household tab sets up the roster for recording Intakes and Exits
- Don't delete! Only remove members from the Household tab for death or divorce
- Reports pull information from Entry/Exit tab



# Avoid Pitfalls in Interim Updates and Annuals



# Avoid Pitfalls in Interim Updates and Annuals

## Interim Updates

- Project Start Date cannot equal an Interim Update Date

## Interim Annual Assessments

- Annuals are required for all clients in all project types every year





# What's Next

# What's Next Calendar

Due	Report/Event Name
Jan 29 <sup>th</sup>	Point-in-Time Count night!
Feb 27 <sup>th</sup>	Durham HMIS Users Meeting
Feb 28 <sup>th</sup>	System Performance Measures Submission
March - April	Point in Time / Housing Inventory Count Reports
March 26 <sup>th</sup>	Durham HMIS Users Meeting
July/August	Longitudinal System Analysis Report



## 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



NCCEH