

# HMIS@NCCEH System Updates

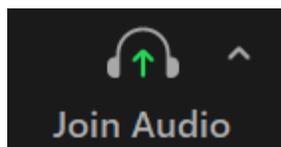
February 2024



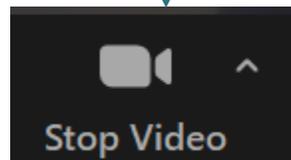
**NC COALITION** to  
**HOMELESSNESS** end

# Know your Zoom icons!

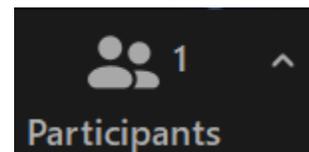
Select Computer or  
Phone for your  
audio connection



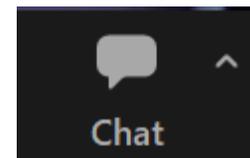
Turn on and off  
your camera  
(we love to see you!)



Find out who is  
here or edit  
your name



Join the  
conversation!



# Agenda

February 2024

## System Updates

- Wellsky Report Updates & Delays
- ESG CAPER & Sage Submission Deadline

## Training and Resources

- Hashed HMIS CSV Report & PATH
- CAPER & APR Errors
- PIT/HIC Report Submissions
- March 1st A020 Submissions
- Teresa Extended Temporary Leave
- New Data Center Job Positions
- Spanish Translated Privacy Documents
- Test Client Resubmissions
- ZenGuide Knowledge Base Highlight

## What's Next

- A020 Report Submissions

## Questions/Concerns?



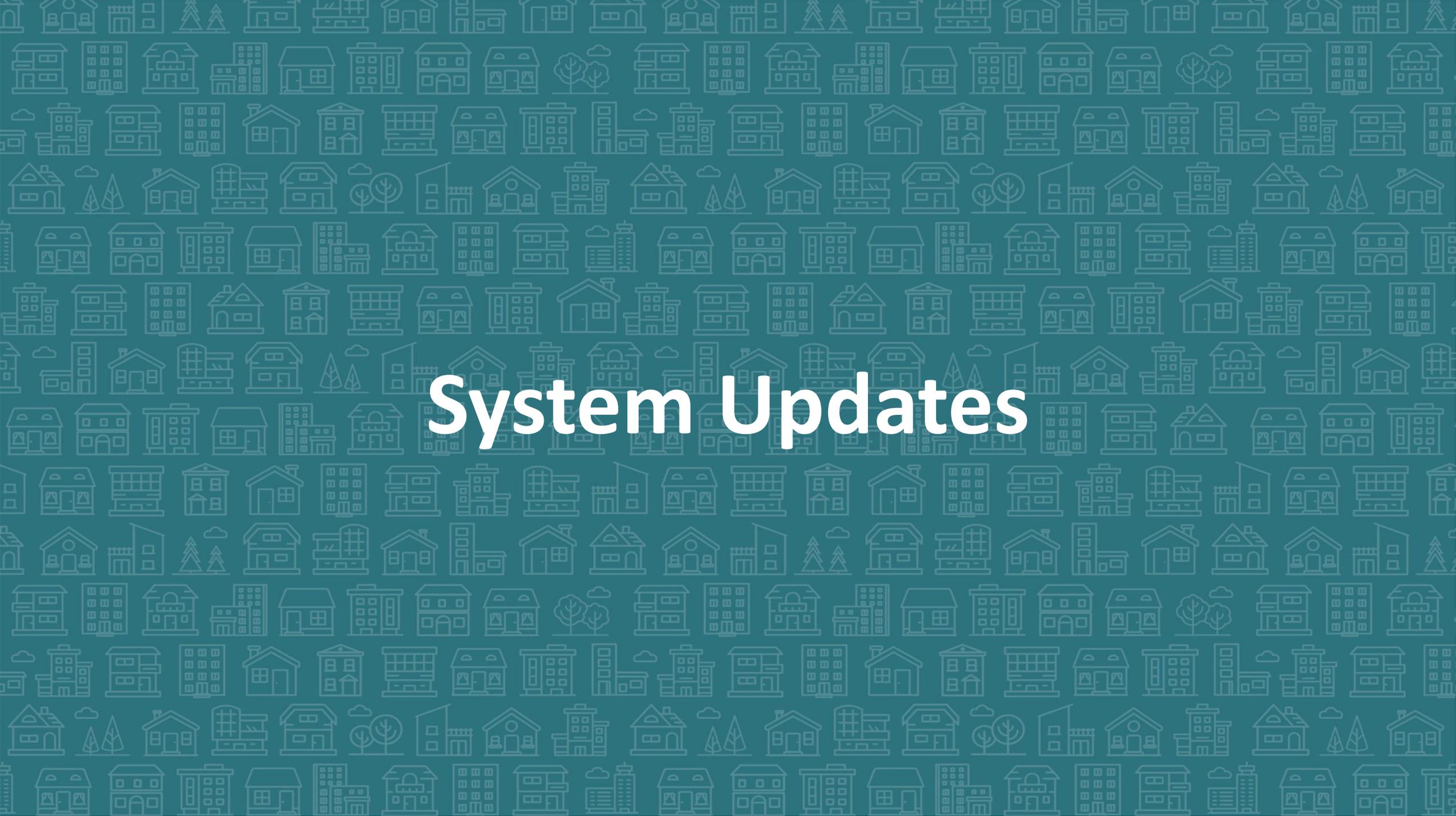
NCCEH

# What month is the best for coffee?



Feb-BREW-ary





# System Updates

# WellSky Report Updates Still on Schedule

- CE APR are scheduled to be updated on February 15<sup>th</sup>
- PATH Reports are set to be updated on March 7th
- PATH programs should instead use the Hashed CSV Export and a new “[PATH Report Generator](#)”
- VA Repository Export is now available for SSVF and GPD grantees' monthly reports
- SSVF Data Quality Report was officially removed.



# Annual State ESG CAPER Report Sage Submission Deadline

- Agencies awarded with 2023 Annual State ESG funds will have received an email from Sage
- The email will provide a link with information on required projects to be submitted
- Uploads to Sage are due by February 9th





# Training and Resources

# Hashed HMIS CSV Report & PATH

- Because of the PATH report delay, a temporary replacement for the delayed report has been provided by HUD
- Users will pull the Hashed HMIS CSV Report & use [PATH Report Generator](#)\* to properly upload the report to PDX
- PATH Generator instructions can be found on the [PATH Report Generator Visual Walkthrough](#)

\*throwing an error on Q26 but should be updated soon



# Inconsistencies in the CAPER & APR Report

- There has been an error identified in the CAPER & APR Reports
- Q23c vs Q23d shows differing total values due to the FY2024 Data Standards Update
- To manually fix:
  - Click on the hyperlinked numbers to find the odd-one out
  - Navigate to the clients Entry/Exit and uncheck any other household members without this exit problem

Foster Youth to Independence Initiative (FYI)	0
Permanent Supportive Housing	0
Other permanent housing dedicated for formerly homeless persons	0
<b>Total</b>	<b>17</b>

# Inconsistencies in the CAPER & APR Report Cont.

- Change Destination to "Rental by client, with ongoing housing subsidy"
- Enter the correct subsidy in the Rental by Subsidy Type dropdown
- Wellsky is currently working on a fix for these but has not provided a timeline for release

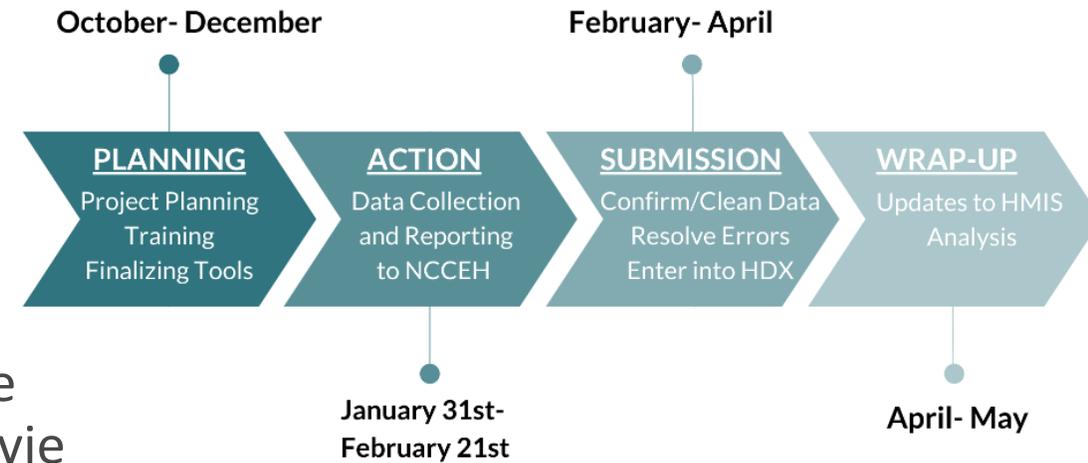
Reason for Leaving	Successfully housed (by program) <input type="text"/>
If "Other", Specify	<input type="text"/>
<b>Destination *</b>	Rental by client, with ongoing housing subsidy (HUD) <input type="text"/>
If "Other", Specify	<input type="text"/>
<b>Rental Subsidy Type</b>	-Select- <input type="text"/>

# PIT/HIC Submission Deadline was February 6<sup>th</sup>

- Thank you to the 31 Agencies who have already submitted!

- Project Access of Durham
- IFC
- CASA
- VOA
- FMF
- TROSA
- ABCCM
- Mission Ministries Alliance
- Thrive
- Family Care of Catawba
- Central Piedmont
- Allied Churches
- Community Link
- United Community Ministries
- Union County
- Vaya
- Only Hope WNC

- House of Refuge
- Open Door
- Meeting Place One
- Dulatown
- Family Promise of Lee
- Family Promise of Davie
- ECHO Ministry
- HERE in Jackson
- Safe Harbor
- Hope Station
- Greene Lamp
- Greater Mt. Airy
- The REACH Center
- Pitt County Community Development
- Rowan Helping Ministries



# Pull Your BOB Reports

Which report depends on the project's type:

Project Type	D006 – 0628 HIC Supplement	D007 – 0630a Sheltered PIT
Rapid Re-Housing (RRH) Permanent Supportive Housing (PSH) Other Permanent Housing (OPH)		
Emergency Shelter (ES) Transitional Housing (TH)		



# Review Your Reports

How do you know if your data is accurate?



Check for the correct entries and exits

- Complete and accurate households



Check for missing details about each client

- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Domestic Violence Survivor
- Enrollment CoC
- Housing Move-In Date



Check for Children Only households (child alone)



# Making sense of the Housing Inventory Count

**There are follow-up questions that you'll receive via Helpdesk emails:**

- Confirming your federal funding source (including Grant ID)
- Confirming Address/location
  - Most common Zip Code for tenant-based or scattered site projects
- Confirming Bed and Unit Inventory
  - Dedicated beds to Chronically Homeless, Veterans, or Youth
  - Explaining utilization

You can submit the [Bed & Unit Inventory Update Form](#)



# Submit your Report!



1. Pull your reports
  - ✓ D006 - 0628 HIC Supplement for RRH, PSH, OPH
  - ✓ D007 – 0630a Sheltered PIT report for ES, TH (and SSVF EHA)
2. Review your reports
3. Make corrections
  - ✓ Ask Data Center for help!
  - ✓ Tell the Data Center when corrections are done
4. Submit accurate report
  - [NC-502 Durham CoC](#)
  - [NC-503 Balance of State CoC](#)
  - [NC-513 Orange CoC](#)
5. Respond to any follow-up questions from Helpdesk



# NC BoS Point in Time Count

Questions about Unsheltered and Non-HMIS data collection?

- **Unsheltered:** Go to your Regional Unsheltered Access Coordinator or CE Lead for local information (listed for each region/county on [ncceh.org/bos/pithic](https://ncceh.org/bos/pithic))
- **Non-HMIS:** Contact the BoS Team for your PIT/HIC liaison at [bos@ncceh.org](mailto:bos@ncceh.org)



# A020 Submission Due March 1st

For the October 2023 – January 2024 reporting period.

Past training on the A020 report can be found on the Data Center [News Archive](#) page:

[Training on the A020 Data Quality Monitoring Report Video](#)

[Running the A020 Data Quality Monitoring Report](#)

[A020 - Data Quality Monitoring Report](#)

[Data Quality Plan: Monitoring and Reporting Process](#)

Use the [Data Quality March 2024 Submission link](#) to submit your reports once complete.



# Teresa on Extended Temporary leave

Our Project Specialist Teresa, will be on an extended Temporary Leave from February 13<sup>th</sup> until April 3<sup>rd</sup>

- To cut down on questions:
  - Look through our Zenguide articles
  - View our News Archive Page for past training resources
  - Be specific on tickets
- Please be patient as we continue to respond to and follow up on help desk tickets



# The Data Center is Hiring!

- We are currently hiring for two new positions
  - Data Center Project Specialist- Data Center Support
  - Data Center Project Specialist - Training and Learning Management System Specialist
- visit our [Join Our Team](#) webpage for the Job Description and Application Submission Link.



# Spanish Translated Privacy Documents

- Spanish-translated privacy documents are now available on our [Administrative Documents](#) page under the Privacy Guidance + Documents Section
- Users can now access the Privacy Sign, Privacy Notice & the Release of Information all in Spanish!



# New User Test Client Resubmission

- Sometimes, Trainees will need to correct their test clients in the HMIS Practice Site
- The Data Center will not know that test clients are ready for a re-check unless we receive a submission!
- Tip: Agency Admins can take a quick look at test clients before they're submitted and speed up the process!

## Submit Test ID's

This is where you will submit your client ID numbers that were created in the training implementation for your test cases. **These cases must be checked by a NCCEH staff. It can take up to 3 business days to hear back once your cases are submitted.** You will then be given the opportunity to making any corrections necessary.

[CLICK HERE TO SUBMIT TEST CASE CLIENT ID VIA FORMSTACK.](#)



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# ZenGuide Knowledge Base

## Your first stop for answers

94 Articles and counting!

- We use your search results to develop new articles
- Highlight:
  - [HMIS Point-In-Time & Housing Inventory Count Process](#)
  - [D007 - 0630a Point in Time \(PIT\) Report Correction Guide](#)
  - [D006 - 0628 Housing Inventory Count \(HIC\) Report Correction Guide](#)
  - [A020 - Data Quality Monitoring Report](#)

## Bookmark it!

<https://ncceh.zendesk.com/hc/en-us>

A screenshot of a search interface. At the top, the text "HMIS@NCCEH ZENGUIDE" is displayed in white on a dark teal background. Below this is a search bar with a white input field containing the placeholder text "Search" and a dark teal button with the text "Search" in white.



**What's Next?**

# What's Next Calendar

Due	Event Name
Feb 9 <sup>th</sup>	HMIS ESG CAPER Report Sage Submission Deadline
Feb 14 <sup>th</sup>	PIT/HIC Office Hours
Feb 21 <sup>st</sup>	Monthly Training Advanced Data Clean-up
March 1st	A020 Data Quality Report Submission Deadline
March 6 <sup>th</sup>	HMIS Systems Updates Meeting

Go to [ncceh.org/events](https://ncceh.org/events) for all event details!



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# Questions?

Let's Troubleshoot!

## 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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