

BoS HMIS Users Meeting

February 2019



NC COALITION to
end
HOMELESSNESS

February's Agenda

Point in Time & Housing Inventory Count

Submission Process

Data Review

Data Corrections

HMIS@NCCEH Launch

Longitudinal System Analysis Update

What's Next



Point in Time & Housing Inventory Count

Point in Time & Housing Inventory Count

A one-day count of folks in the community experiencing homelessness and our resources to serve them

For BoS: January 30, 2019



Point in Time

A one-day count of folks in the community experiencing homelessness

For BoS: January 30, 2019



Sheltered Count:
Emergency Shelter, Transitional Housing



Unsheltered Count:
PIT night and service-based

Housing Inventory Count

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

For BoS: January 30, 2019



Housing Inventory Count:

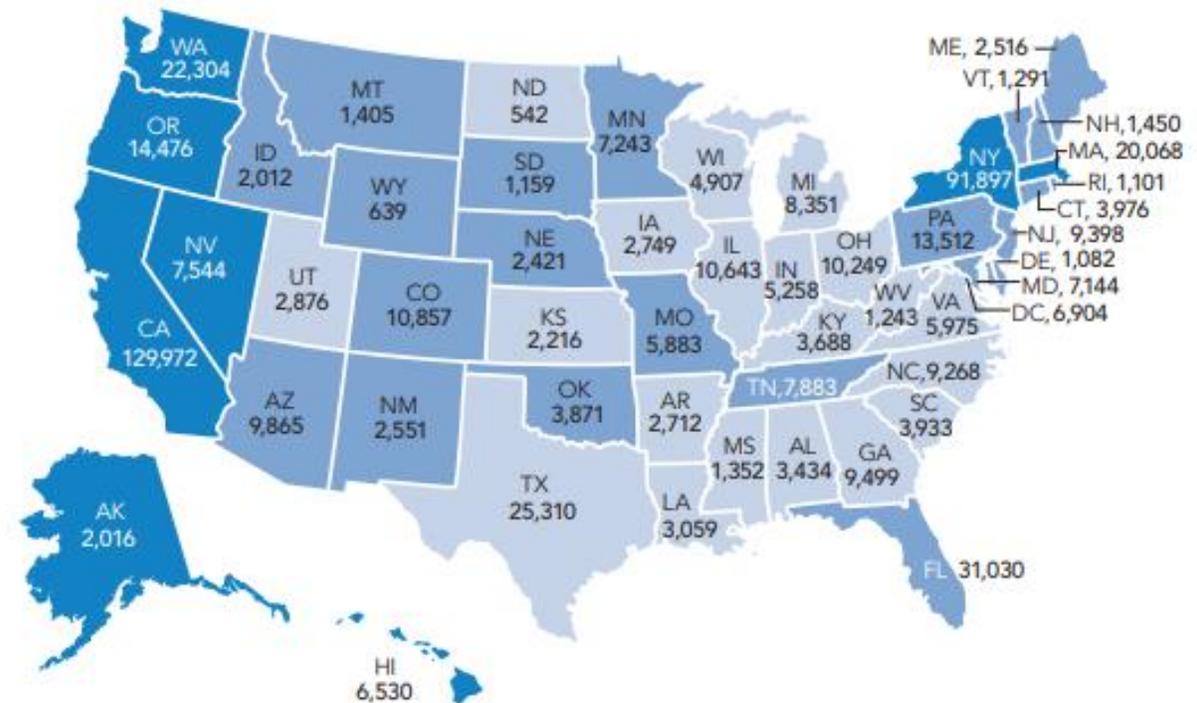
Emergency Shelter, Transitional Housing, Permanent Housing

Point in Time & Housing Inventory Count

PIT and HIC data is used (for better or worse) by HUD and local stakeholders

In the Annual Homeless Assessment Report (AHAR) to Congress

EXHIBIT 1.6: Estimates of Homeless People By State, 2018

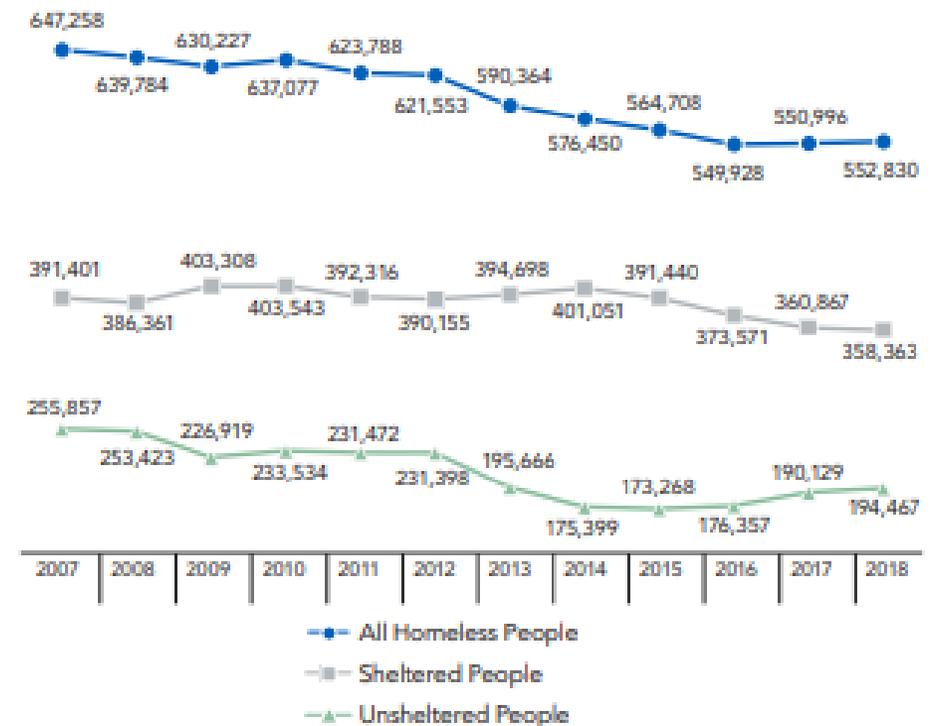


Point in Time & Housing Inventory Count

PIT and HIC data is used (for better or worse) by HUD and local stakeholders

In the Annual Homeless Assessment Report (AHAR) to Congress

EXHIBIT 1.1: PIT Estimates of People Experiencing Homelessness
By Sheltered Status, 2007–2018



Submission steps



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



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!

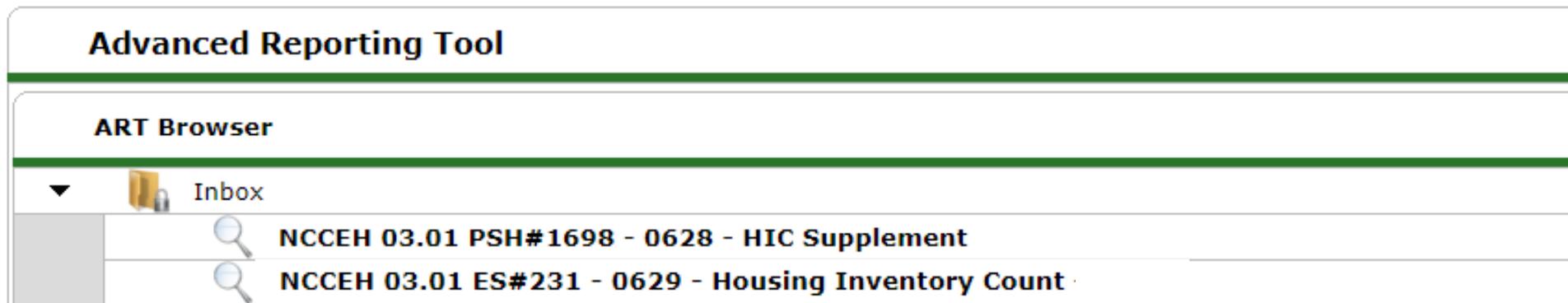
The reports for each of your projects will run in the AA's ART Inbox by Friday, March 1st

- 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:

- 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



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		Total ALL:	1	2	2	2	0	0	4	
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 Abbr	Disa	HoH 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)	#####		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																		



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		
	ALL HOUSEHOLDS							
38								
39								
40	Households without Children							
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	Gender							
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	Ethnicity							

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

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	#	Organization Name	Project Name	Geo code	Bed Type	Invent Type	If U, beds avail by	Ot her Fe	Mcky Funde d	Victim Service s Provide	A (Option al)	B	Inventory	HMIS	Bed Invent ory	Unit inven tory	HMIS Beds	Bed invent ory	HMI \$ Beds	Bed invent ory	Unit invent ory	HMI \$ Beds	Bed invent ory	HMI \$ Beds	Start Date	End Date	Bed invent ory	HMI \$ Beds	CH Beds	Yeth Beds
	ES1	Heading Home Housing - Rowan County(8275)	Heading Home Housing - 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	

Each project type has it's own tab



Review Your Reports

0629 – Housing Inventory Count

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



Coverage should always be 100% for HMIS participating projects



Review Your Reports

How can you get started before the reports are finalized?

[CoC-APR](#) and [ESG CAPER](#) reports!



Review Your Reports

Run the CoC-APR or ESG-CAPER for the night of PIT: 01/30/2019

Report Options

[Use Previous Parameters](#)

Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	Heading Home - Rowan County - Emergency Shelter - State ESG (7389) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> <input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Program Date Range *	01 / 30 / 2019 to 01 / 30 / 2019
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick Call <input type="checkbox"/> RHY <input type="checkbox"/> Standard <input type="checkbox"/> Transitional Living Program Entry/Exit <input checked="" type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)



Review Your Reports

Question 5 a, #15

5a - Report Validations Table	
Report Validations Table	
1. Total Number of Persons Served	219
2. Number of Adults (age 18 or over)	172
3. Number of Children (under age 18)	47
4. Number of Persons with Unknown Age	0
5. Number of Leavers	2
6. Number of Adult Leavers	2
7. Number of Adult and Head of Household Leavers	2
8. Number of Stayers	217
9. Number of Adult Stayers	170
10. Number of Veterans	13
11. Number of Chronically Homeless Persons	29
12. Number of Youth Under Age 25	2
13. Number of Parenting Youth Under Age 25 with Children	1
14. Number of Adult Heads of Household	154
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	104

Click on the blue hyperlinked numbers for the specific clients



Review Your Reports

Question 5 a, #15

13. Number of Parenting Youth Under Age 25 with Children	1
14. Number of Adult Heads of Household	154
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	104

Click on the blue hyperlinked numbers for the specific clients



Review Your Reports

Question 6 a, b, d

6a - Data Quality: Personally Identifiable Information				
Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0%
SSN (3.2)	1	3	3	3%
Date of Birth (3.3)	0	0	0	0%
Race (3.4)	1	0		0%
Ethnicity (3.5)	1	1		1%
Gender (3.6)	0	0		0%
Overall Score				4%
6b - Data Quality: Universal Data Elements				
Data Element			Error Count	% of Error Rate
Veteran Status (3.7)			3	2%
Project Start Date (3.10)			0	0%
Relationship to Head of Household (3.15)			7	3%
Client Location (3.16)			0	0%
Disabling Condition (3.8)			11	5%

Click on the blue hyperlinked numbers for the specific clients



Review Your Reports

Question 6 a, b, d

6a - Data Quality: Personally Identifiable Information

Data Element
Name (3.1)
SSN (3.2)
Date of Birth (3.3)
Race (3.4)
Ethnicity (3.5)
Gender (3.6)
Overall Score

6b - Data Quality: Universal Data Elements

Data Element
Veteran Status (3.7)
Project Start Date (3.10)
Relationship to Head of Household (3.15)
Client Location (3.16)
Disabling Condition (3.8)

Clients in answer cell

6b - Data Quality: Universal Data Elements

Error Count

ID	Client
501020	
498954	
101776	

Showing 1-3 of 3

[Download Results](#) [Exit](#)

Information Missing	Data Issues	% of Error Rate
0	0	0%
3	3	3%
0	0	0%
0		0%
1		1%
0		0%
		4%
	Error Count	% of Error Rate
	3	2%
	0	0%
	7	3%
	0	0%
	11	5%

Click on the blue hyperlinked numbers for the specific clients



Review Your Reports

Question 6 a, b, d

6d - Data Quality: Chronic Homelessness							
Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	35			2	0	0	6%
TH	43	0	0	6	0	0	14%
PH(all)	20	0	0	1	0	1	10%
Total	98						10%

Click on the blue hyperlinked numbers for the specific clients



Review Your Reports

Also check for Household Type

Question 14 a, b

14a - Domestic Violence History					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	36	22	14	0	0
No	136	110	26	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	172	132	40	0	0
14b - Persons Fleeing Domestic Violence					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	13	5	8	0	0
No	22	16	6	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	1	1	0	0	0
Total	36	22	14	0	0

Click on the blue hyperlinked numbers for the specific clients



Make Corrections: Entries & Exits

Exit 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

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				

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

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					

Showing 1-2 of 2

Exit clients accurately



Make Corrections: Utilization Rates

1 client



1 bed



$1 \div 1 = 100\%$ Utilization

4 clients



2 beds



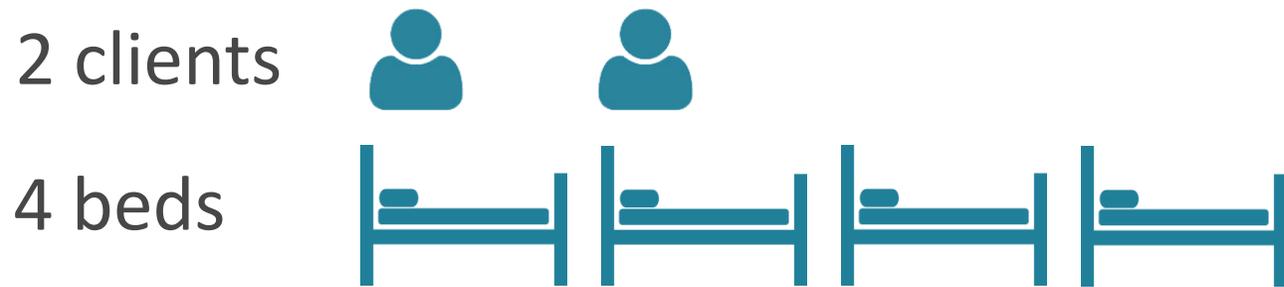
$4 \div 2 = 200\%$ Utilization



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



Does this make sense?



$$2 \div 4 = \mathbf{50\% \text{ Utilization}}$$



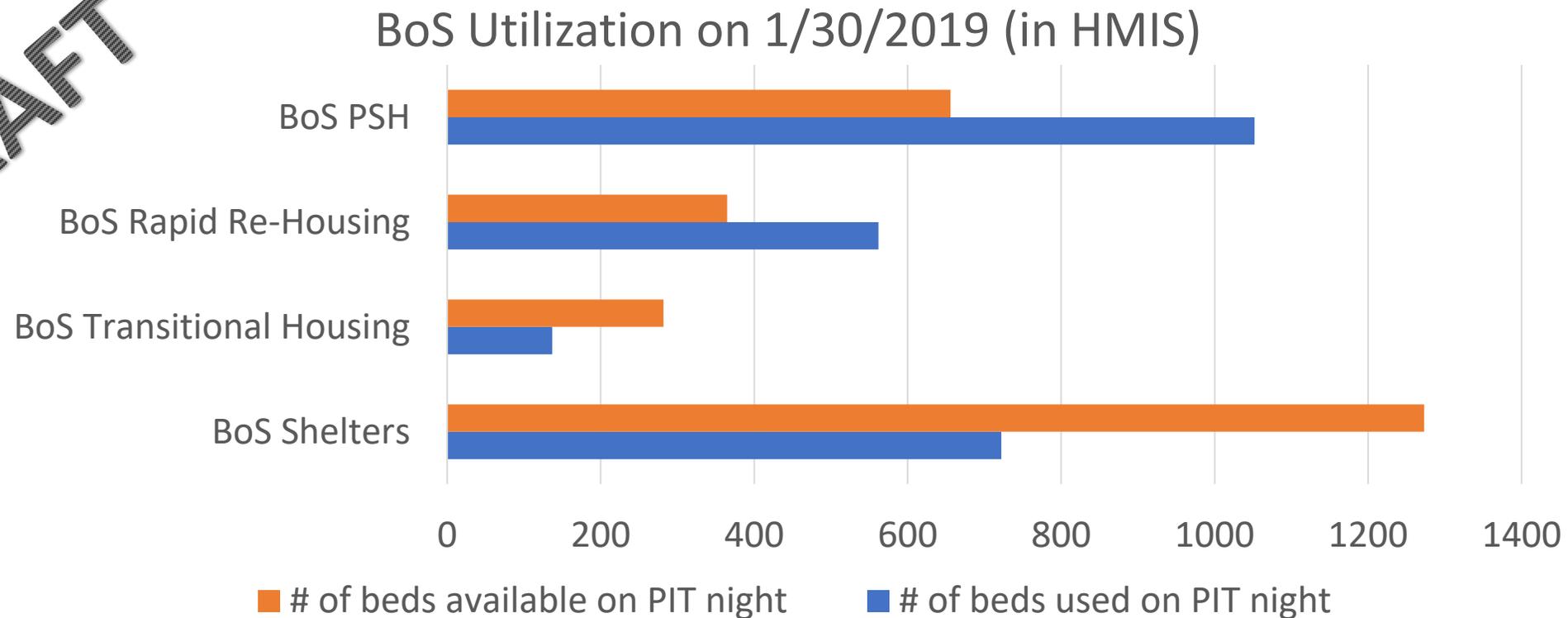
The percentage of Beds occupied on a given night must fall between 65% -105%



Make Corrections: Utilization Rates

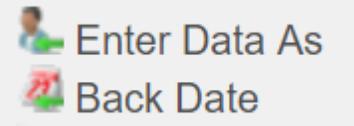
Who slept in emergency shelter and transitional housing on PIT night?

DRAFT



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:

(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

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 - 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	

Client Demographics Change Clear

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	<input type="text" value="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

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

[BoS PIT & HIC Submission Link](#)



Submit Your Reports



2019 BoS PIT & HIC Submission Form for HMIS Agencies

Please complete this form to submit final 2019 PIT & HIC data. At the bottom of this form, you will need to attach the HMIS reports required for your project type.

Emergency Shelter and Transitional Housing:

1. 0630 Sheltered-Unsheltered PIT
2. 0629 Housing Inventory Count

Permanent Supportive Housing and Rapid Re-Housing

1. 0628 HIC Supplement

You must complete this form for each project/program at your agency. All data should be submitted using this form by 3/22/2018.

The NCCEH Data Center is here to help you!

Please contact our Help Desk at 919-410-6997 or hmis@ncceh.org if you have any questions or need additional assistance.

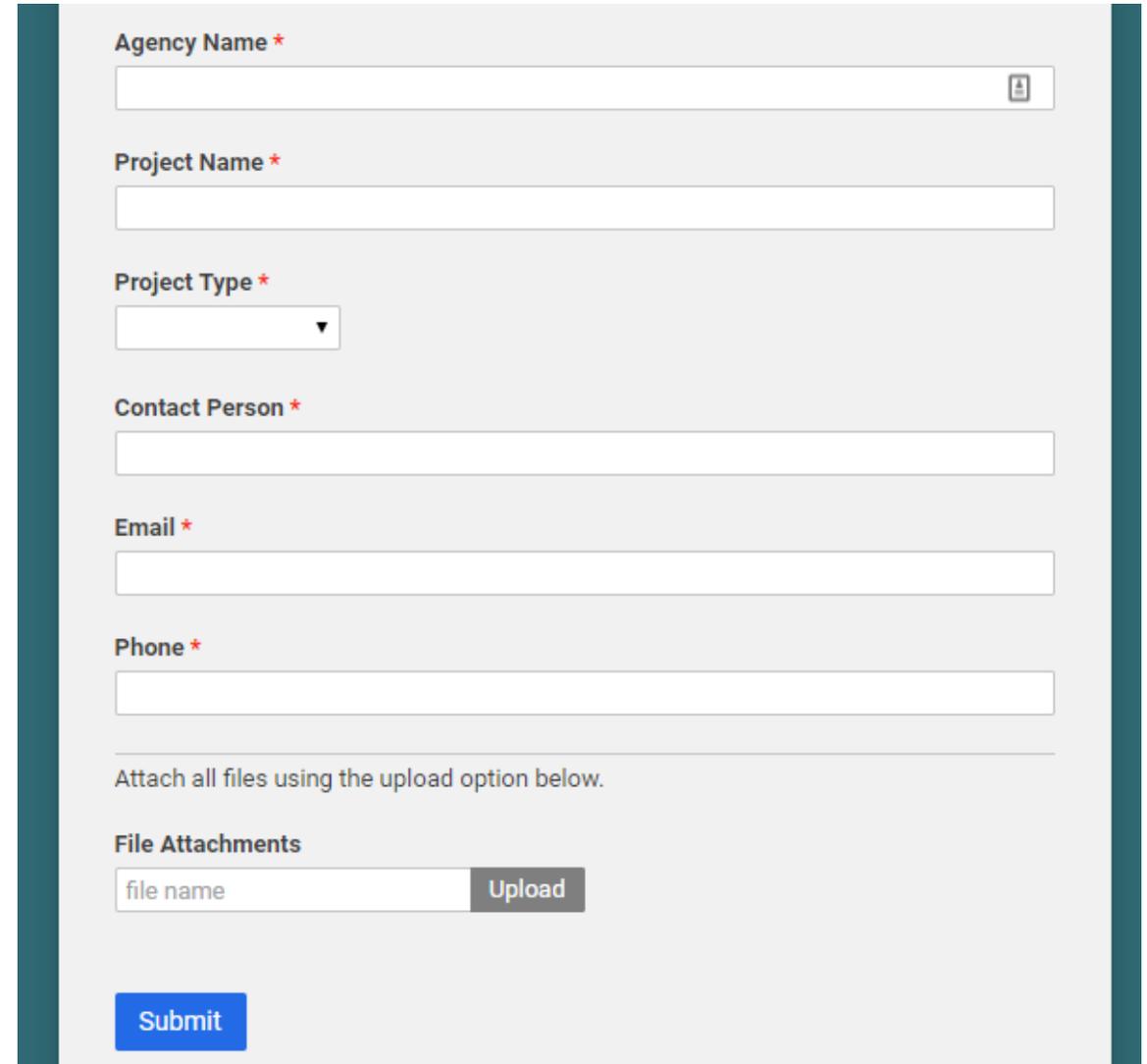


Submit Your Reports

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



The screenshot shows a web form with the following fields and elements:

- Agency Name ***: A text input field with a small icon on the right.
- Project Name ***: A text input field.
- Project Type ***: A dropdown menu.
- Contact Person ***: A text input field.
- Email ***: A text input field.
- Phone ***: A text input field.
- File Attachments**: A section with the instruction "Attach all files using the upload option below." It contains a text input field labeled "file name" and an "Upload" button.
- Submit**: A blue button at the bottom of the form.



A small, light blue map of North Carolina is positioned to the left of the text. The map shows the state's outline with a grid of latitude and longitude lines. A small, darker blue square is located in the central part of the state, likely representing a specific location or region of interest.

HMIS@NCCEH Launch

HMIS@NCCEH Launch Update

Launch Date?

No, not yet.

How to prepare?

Keep collecting and entering data! Keep an eye out for new agreements to be sent via DocuSign emails

What is NCCEH doing?

Reviewing the demo site (the test run of the NC HMIS copy) for Quality Assurance. Many previous issues corrected, some new issues found.



Report Updates

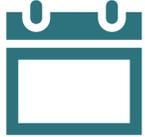
Longitudinal System Analysis (LSA) Updates

Final deadline for review and corrections has been delayed (previously January 31st) due to the federal government shutdown.

New deadline has not been announced

Waiting for report updates and feedback before sharing data



 What's Next?

What's Next Calendar

Date	Report Name
January 30 th	BoS Point in Time (PIT) Count
March 1 st	PIT and HIC Reports in ART Inbox
March 21 st	March BoS HMIS Users Meeting
March 22nd	PIT and HIC Reports Submission Deadline
April	HUD PIT Count and Housing Inventory Count (HIC) deadline
May 21 st – May 22 nd	Save the Date for NC's Bringing It Home Conference
May	HUD System Performance Measures (SPM) deadline



ncceh.org/hmis

access local support for Balance of State, Durham, & Orange CoCs

919.410.6997 or hmis@ncceh.org

helpdesk for local support



NC COALITION to
end
HOMELESSNESS