

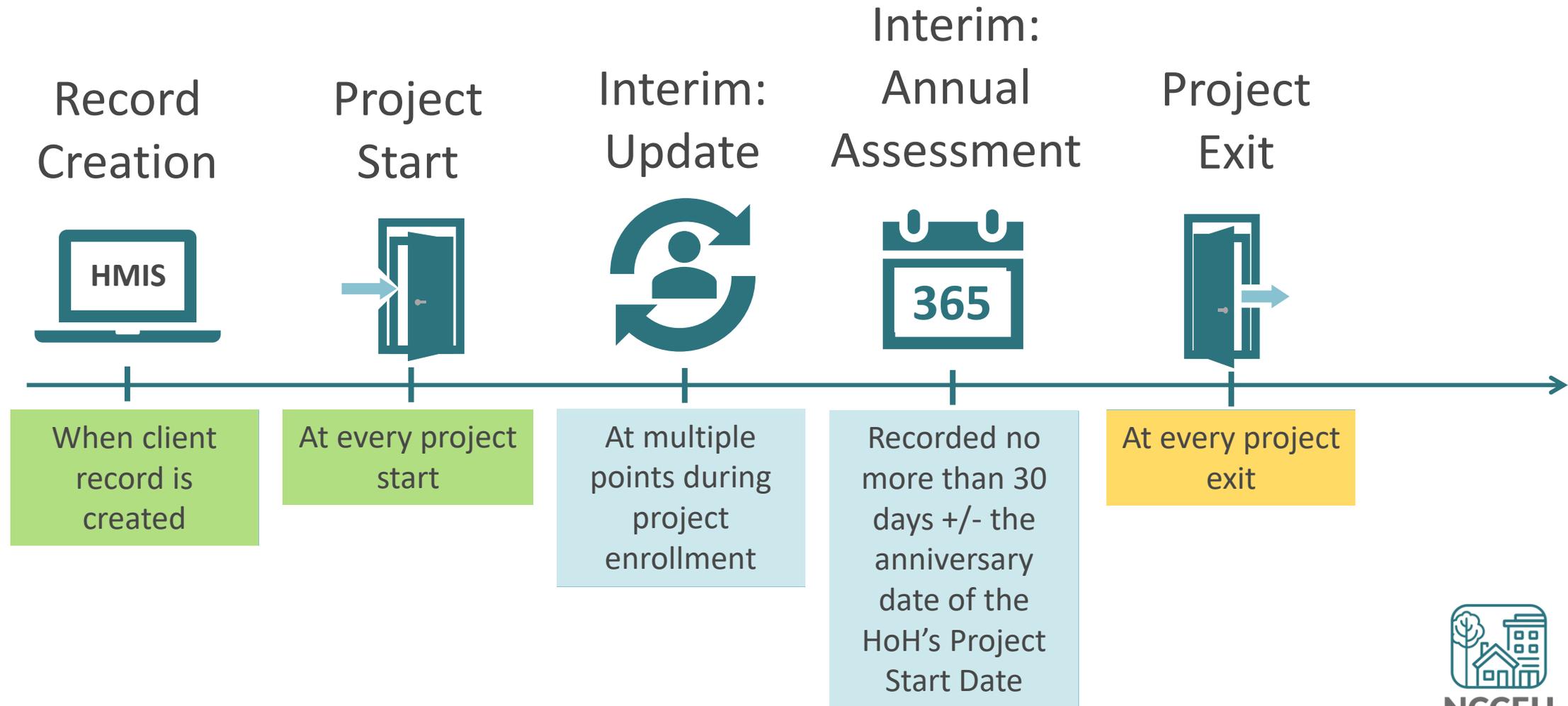
Annual Assessments in HMIS

January 2021



NC COALITION to
HOMELESSNESS end

Data Collection Stages



Data Collection Stage: Interim Annual Assessments



What

When clients have been enrolled in a single project for 365+ days, the current context or any changes must be recorded here



Who

All clients



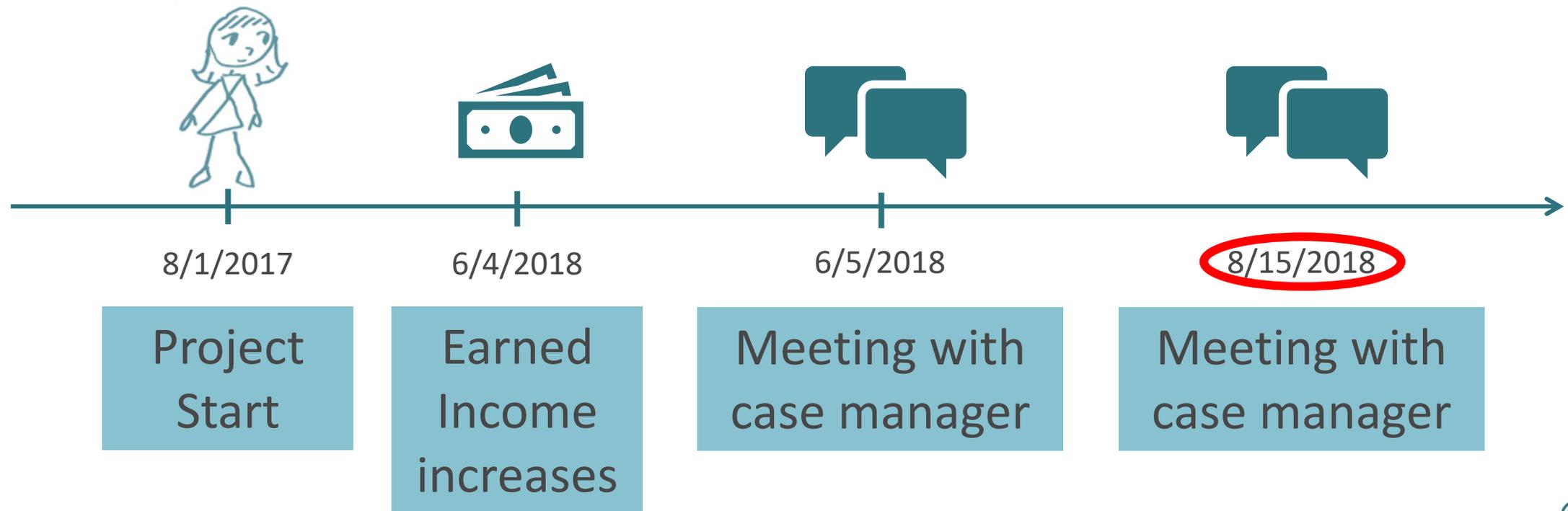
Collection Notes

Anniversary dates are drawn from the Head of Household's Project Start Dates

Annuals must be recorded (for all clients) 30 days before or 30 days after the Head of Household's Anniversary date



Interim Annual Assessment: What is the date of the Interim?



Conduct Annual Assessments Every 365 Days

Required for clients who have stays of 365+

- Within +/- 30 days of anniversary of the client's project entry date
- Even if there is no change in client's responses

To illustrate the change, we'll look at Henrietta's Household



Henrietta
HoH



Sarah
Adult



Anna
Child



Annual Assessment is now based on Head of Household Start Date

Conducted no more than 30 days before or 30 days after the anniversary of the **Head of Household's Project Start Date**.



Name	R-H	Project Start	Anniversary
Henrietta	HoH	04/17/20	04/17/21
Sarah	Adult	07/01/20	04/17/21
Anna	Child	09/20/20	04/17/21

Annual assessments are based **solely** on the head of household's anniversary date.

The annual assessment must include updating both the head of household's record and any other family members' at the same time



When to complete an Annual Assessment

Date Type	Date
Head of Household Entry Date	10/17/2019
Head of Household Anniversary Date	10/17/2020
30 days before Anniversary Date	09/17/2020
30 days after Anniversary Date	11/16/2020

When is the Annual Assessment recorded?
Within 09/17/2020 – 11/16/2020

How to Enter Annual Assessments

Information must be accurate as of the Review date

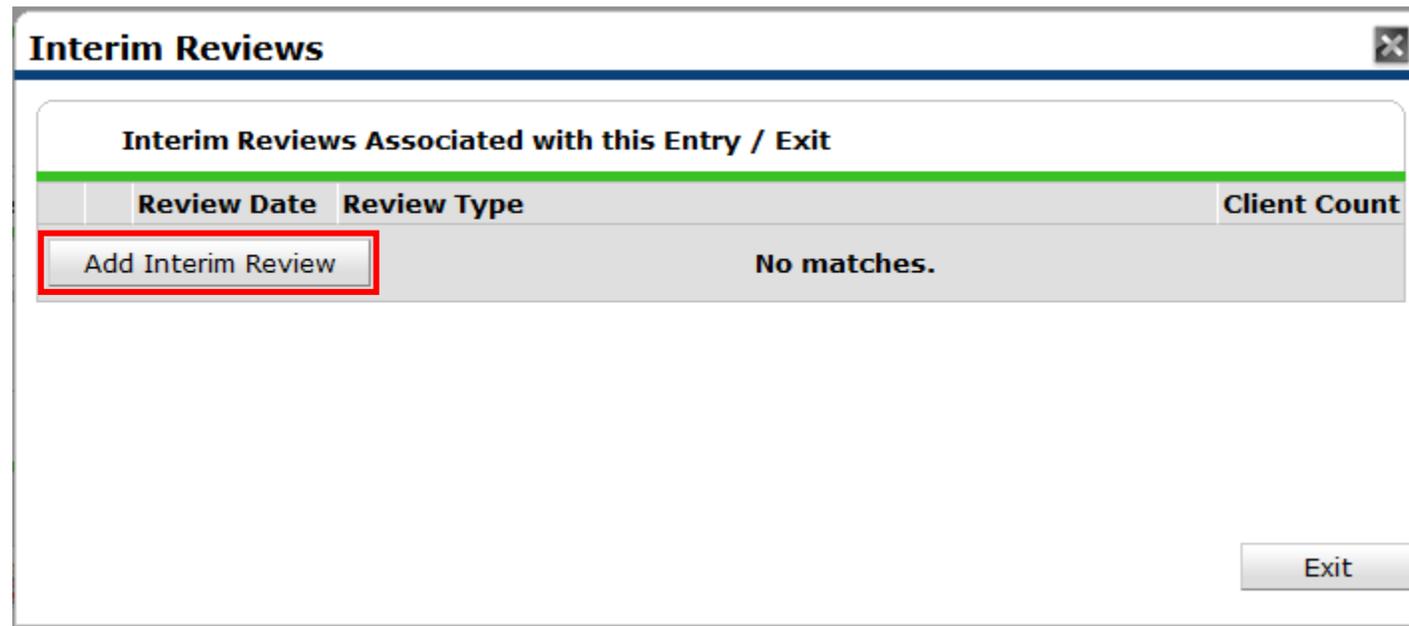
Use Interim Review Type: **Annual Assessment**

Client Information				Service Transactions						
Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	Assessments			
<p> Reminder: Household members must be established on Households tab before creating Entry / Exits</p>										
Entry / Exit										
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count				
 Heading Home - Rowan County - Emergency Shelter (7389)	HUD	 11/24/2020				 				

How to Enter Annual Assessments

Information must be accurate as of the Review date

Use Interim Review Type: **Annual Assessment**



Interim Reviews

Interim Reviews Associated with this Entry / Exit

Review Date	Review Type	Client Count
No matches.		

Add Interim Review

Exit

How to Enter Annual Assessments

Information must be accurate as of the Review date

Use Interim Review Type: **Annual Assessment**

Interim Review Data	
Entry / Exit Provider	Heading Home Housing - Rowan County - Emergency Shelter - State ESG (7124)
Entry / Exit Type	HUD
Interim Review Type *	Annual Assessment ▼
Review Date *	03 / 13 / 2017    5 ▼ : 09 ▼ : 23 ▼ PM ▼



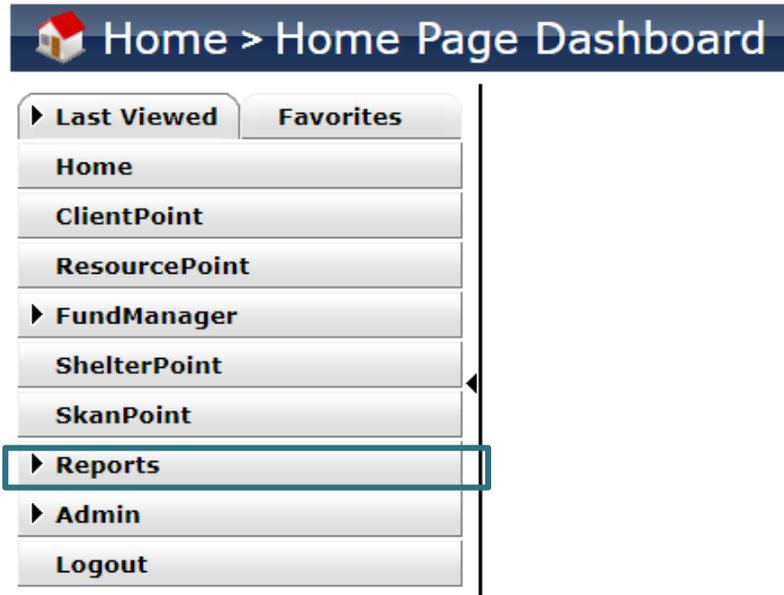
Reports for Any User

How to Run APR and CAPER Reports

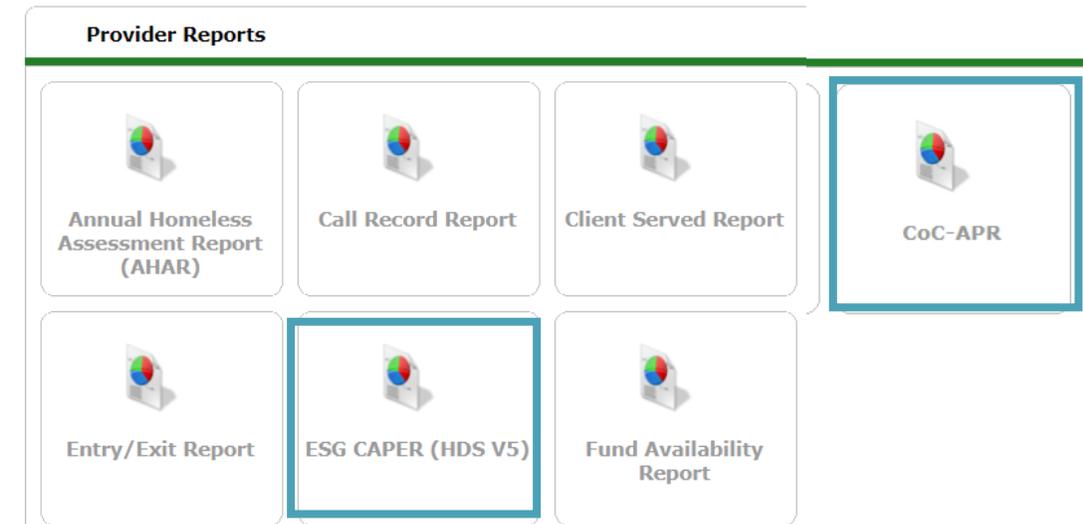
- 1 Confirm your default or select Enter Data As for the ESG project.



- 2 Click "Reports" on the left side of the Home Page Dashboard



- 3



How to Run APR and CAPER Reports

Prompt	Description
Provider Type*	Select "Provider"
Provider	Automatically selected based on EDA mode. Select "This provider ONLY"
Program Date Range	For Sage submission, use the grant year. For DQ or outcome checks, use appropriate range.
Entry/Exit Types	Select "HUD" or appropriate type

**Special Note:* If you have consolidated grants that are separate projects in HMIS, contact us ASAP for a reporting group

Report Options

Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Heading Home - Rowan County - Rapid Re-Housing - HUD (7441) ▼</div> <input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Program Date Range *	<div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">01 / 01 / 2017</div> <div style="font-size: 0.8em;">↻</div> <div style="font-size: 0.8em;">↻</div> <div style="font-size: 0.8em;">↻</div> <div style="font-size: 0.8em;">to</div> <div style="border: 1px solid #ccc; padding: 2px;">12 / 31 / 2017</div> <div style="font-size: 0.8em;">↻</div> <div style="font-size: 0.8em;">↻</div> <div style="font-size: 0.8em;">↻</div> </div>
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 type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)
<div style="display: flex; justify-content: center; gap: 20px;"> Build Report Download Clear </div>	

How to Run APR and CAPER Reports

- Check your prompts
- Select the Build Report button to run!



Report Options

Provider Type

[Provider](#) [Reporting Group](#)

Provider *

[This provider AND its subordinates](#) [This provider ONLY](#)

Program Date Range *

/ /    to / /   

Entry/Exit Types *

[Basic](#) [Basic Center Program Entry/Exit](#) [HUD](#) [PATH](#) [Quick Call](#) [RHY](#) [Standard](#) [Transitional Living Program Entry/Exit](#) [VA](#) [HPRP \(Retired\)](#)

Build Report

Download

Clear



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How to Read APR and CAPER Reports

- Select the **blue** numbers in the Don't Know/Refused and Data Not Collected columns to view a list of clients who are missing HMIS data.

check all report sections



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)	3	2	4	6%
Date of Birth (3.3)	0	1	2	2%
Race (3.4)	0	0		0%
Ethnicity (3.5)	1	0		1%
Gender (3.6)	0	0		0%
Overall Score				8%



How to Read APR and CAPER Reports

- Or select the **blue** numbers in Don't Know/Refused and Data Not Collected rows to view a list of clients who are missing HMIS data.

check all report sections



21 - Health Insurance			
	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	189	0	149
MEDICARE	89	0	62
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	76	0	56
Employer-Provided Health Insurance	10	0	5
Client doesn't know/Client refused	6	0	5
Data not collected	40	4	23
Number of stayers not yet required to have an annual assessment		212	
1 Source of Health Insurance	287	0	209
More than 1 Source of Health Insurance	50	0	42



How to Read APR and CAPER Reports

- The **blue** numbers open a list of the client IDs and full names will appear. Review this list to identify which clients are included in that row or download the to export the list.

Clients in answer cell 

6e - Data Quality: Timeliness
Number of Project Start Records

ID	Client
157	Doe, Baby
238	Froman, Abe
91	Xavier, Charles

Showing 1-3 of 3

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



Protect client data with Personally Identifying information



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How to Read APR and CAPER Reports

- Use Question 6c as a quick proxy.
 - If Annuals Assessments are not entered, it's impossible to track Income!

6c - Data Quality: Income and Housing Data Quality		
Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	1	13%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

How to Read APR and CAPER Reports

- Annuals are also found in Q21 about Health Insurance

21 - Health Insurance			
	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	20	0	0
MEDICARE	0	0	0
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	0	0	0
Employer-Provided Health Insurance	2	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	1	0	0
State Health Insurance for Adults	0	0	0
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	3	0	0
Client doesn't know/Client refused	0	0	0
Data not collected	4	0	0
Number of stayers not yet required to have an annual assessment		30	
1 Source of Health Insurance	23	0	0
More than 1 Source of Health Insurance	0	0	0



How to Read APR and CAPER Reports

- Question 20b on the APR can be confusing:
 - Data Not Collected (only on 20b) includes clients who are not yet required to have an Annual Assessment.
 - Use Income and Health Insurance questions that reference Annuals to check for errors – not 20b on Non-Cash Benefits

20b - Number of Non-Cash Benefit Sources			
	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources	9	0	6
1 + Source(s)	15	1	12
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	5	0
Total	24	6	18

These clients may not have an Annual Assessment error

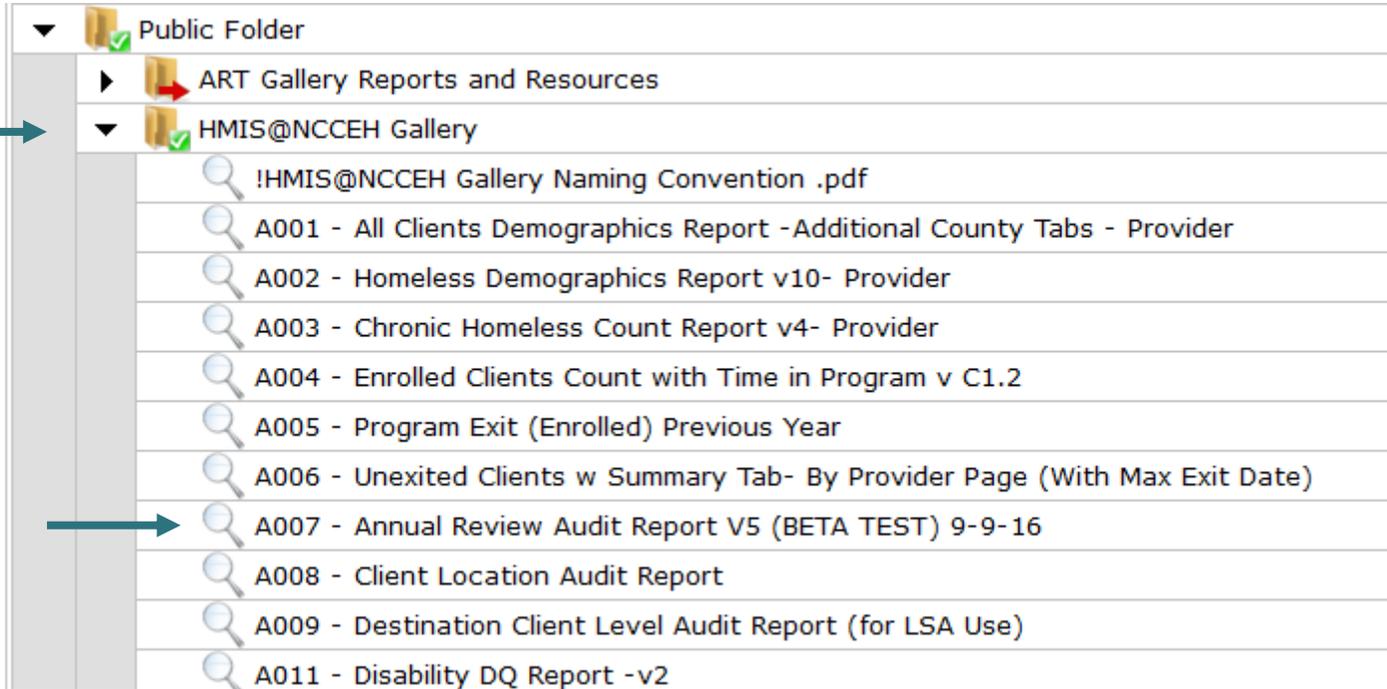




Reports for Agency Admins

How to Run ART Report

Use the **A007 – Annual Review Audit Report V5** for a comprehensive review of upcoming and overdue Annual Assessments



The screenshot shows a file explorer window with the following structure:

- Public Folder
 - ART Gallery Reports and Resources
 - HMIS@NCCEH Gallery
 - !HMIS@NCCEH Gallery Naming Convention .pdf
 - A001 - All Clients Demographics Report -Additional County Tabs - Provider
 - A002 - Homeless Demographics Report v10- Provider
 - A003 - Chronic Homeless Count Report v4- Provider
 - A004 - Enrolled Clients Count with Time in Program v C1.2
 - A005 - Program Exit (Enrolled) Previous Year
 - A006 - Unexited Clients w Summary Tab- By Provider Page (With Max Exit Date)
 - A007 - Annual Review Audit Report V5 (BETA TEST) 9-9-16
 - A008 - Client Location Audit Report
 - A009 - Destination Client Level Audit Report (for LSA Use)
 - A011 - Disability DQ Report -v2

Teal arrows point to the 'Public Folder', 'ART Gallery Reports and Resources', and 'A007 - Annual Review Audit Report V5 (BETA TEST) 9-9-16' file.

Click here to Schedule your report

How to Run ART Report

Use the prompts to run for your projects. You must have access to a **Reporting Group** for this report.

ART Report

Prompts

Fill out each of the prompts below *

EDA Provider

Provider Group:

Provider(s):

Enter value(s) for Entry Exit Provider Program Type Code

EDA Provider

-Default Provider-

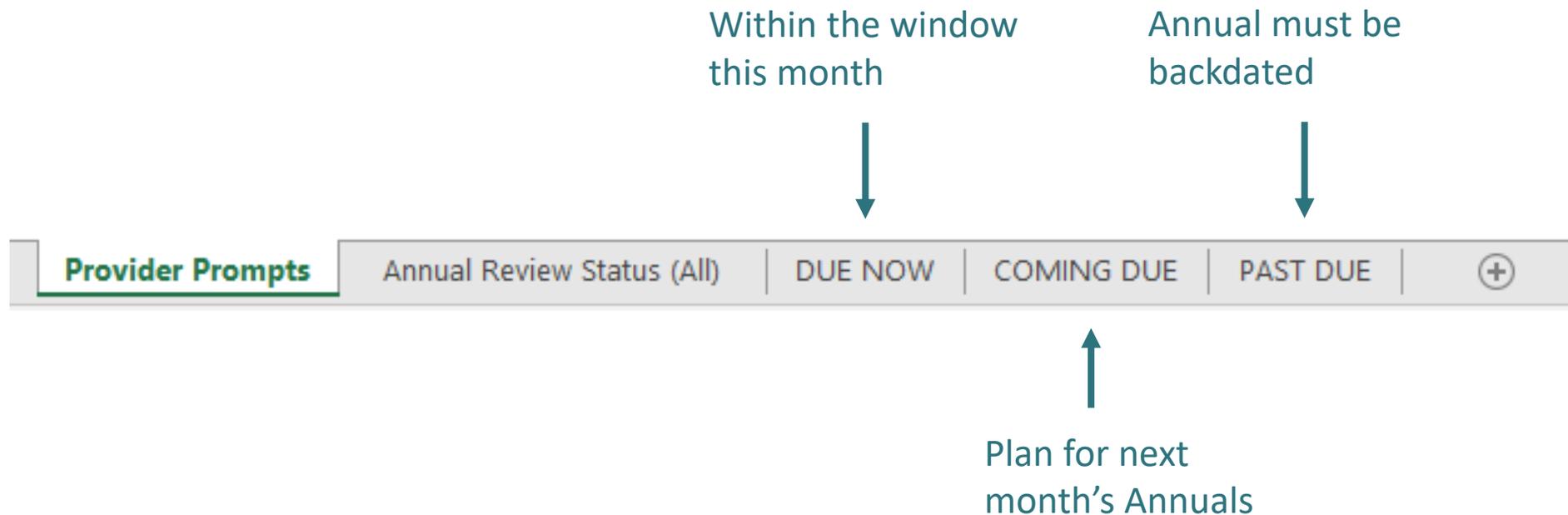
Select

Next

- Leave as Default
- Required: Select a Reporting Group
- Optional: specify projects
- Leave all included

How to Read ART Report

Use report tabs to find the status of individual clients as of today's date.

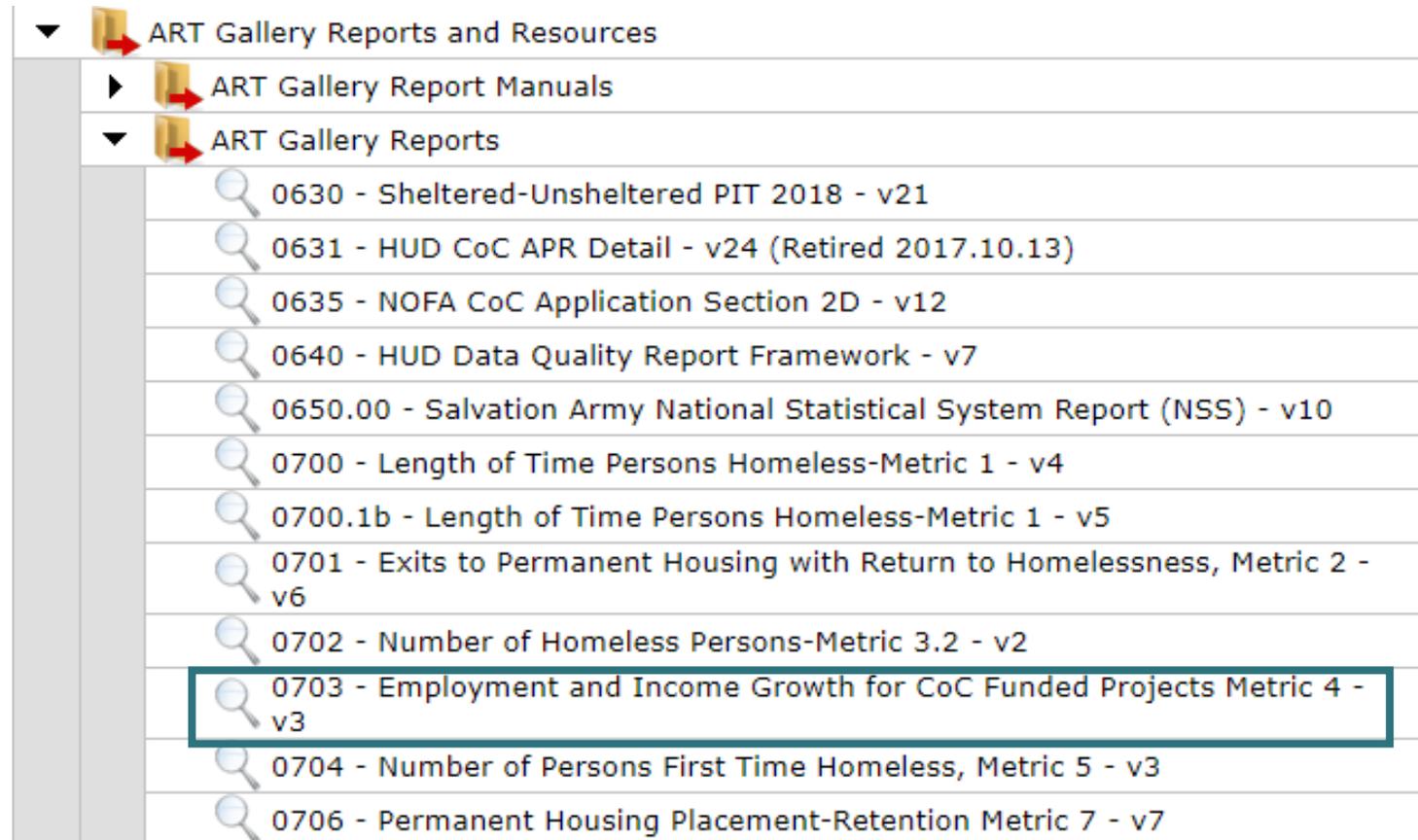




Alternative ART Report

SPM Measure 4: Employment and Income Growth in ART

Public Folder > ART Gallery > ART Gallery Reports > 0703 Report



▼	ART Gallery Reports and Resources
▶	ART Gallery Report Manuals
▼	ART Gallery Reports
🔍	0630 - Sheltered-Unsheltered PIT 2018 - v21
🔍	0631 - HUD CoC APR Detail - v24 (Retired 2017.10.13)
🔍	0635 - NOFA CoC Application Section 2D - v12
🔍	0640 - HUD Data Quality Report Framework - v7
🔍	0650.00 - Salvation Army National Statistical System Report (NSS) - v10
🔍	0700 - Length of Time Persons Homeless-Metric 1 - v4
🔍	0700.1b - Length of Time Persons Homeless-Metric 1 - v5
🔍	0701 - Exits to Permanent Housing with Return to Homelessness, Metric 2 - v6
🔍	0702 - Number of Homeless Persons-Metric 3.2 - v2
🔍	0703 - Employment and Income Growth for CoC Funded Projects Metric 4 - v3
🔍	0704 - Number of Persons First Time Homeless, Metric 5 - v3
🔍	0706 - Permanent Housing Placement-Retention Metric 7 - v7



Will only pull CoC Funded projects



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SPM Measure 4: Employment and Income Growth in ART

Prompt	Response
Select Provider	Select your CoC funded projects with 
Select CoC Code	Leave Blank
Enter Prior Year Start Date	Enter one year date before the first day of the year
Enter Current Year Start Date	Enter first date to pull in data
Enter Current Year End Date PLUS 1 Day	Enter last date to pull in data Plus one day
EDA Provider	If running for 1 project, select project with  If running for multiple projects, leave as Default Provider
Enter Effective Date	Enter last date to pull in data Plus one day

SPM Measure 4: Employment and Income Growth in ART

- Summary separates earned income, non-employment, and together the total income for clients based on staying or leaving a project

	A	B	C	D	E
1					
2		Metric 4.1 - Change in earned income for adult system stayers during the reporting period			
3			Prior Year Counts	Current Year Counts	Difference
4		Number of adults (system stayers)	125	101	-24
5		Number of adults with increased earned income	4	4	
6		Percentage of adults who increased earned income	3%	4%	1%
7					
8		Metric 4.2 - Change in non-employment cash income for adult system stayers during the reporting period			
9			Prior Year Counts	Current Year Counts	Difference
10		Number of adults (systems stayers)	45	48	3

Tab A - Summary

Tab B - Detail

Tab C - Transaction Detail

1 ... (+)



SPM Measure 4: Employment and Income Growth in ART

- Detail tab will look at past two years for Annuals, but include every Annual as a row for every client

	A	B	D	E	F	G	H	I	J	K
	Client Uid	Unique Id 67	Provider	Proj Type	Start Date	End Date	Entry Exit Review	Prior Outside +/-30	Current Outside +/-30	FY
1										
9			Cardinal Innovations - Orange County - PSH Concern of Durham - HUD(1698)	PSH	7/1/2006		7/8/2013			PC
10			Cardinal Innovations - Orange County - PSH Concern of Durham - HUD(1698)	PSH	7/1/2006		7/1/2014			PC
11			Cardinal Innovations - Orange County - PSH Concern of Durham - HUD(1698)	PSH	7/1/2006		7/1/2015			PC
12			Cardinal Innovations - Orange County - PSH Concern of Durham - HUD(1698)	PSH	7/1/2006		7/6/2016	Ok		PC
13			Cardinal Innovations - Orange County - PSH Concern of Durham - HUD(1698)	PSH	7/1/2006		7/1/2017		Ok	PC

Tab A - Summary | Tab B - Detail | Tab C - Transaction Detail | **Tab D - Review Accuracy** | Tab E ...

C = Current Year
 PC = Prior & Current Year
 P = Prior Year



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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