NC HMIS
Wake HMIS User’s Meeting
February 2018

North Carolina Coalition to End Homelessness
securing resources encouraging public dialogue advocating for public policy change
Agenda

1. Welcome + Introductions
2. Point in Time Count and Housing Inventory Count
   1. Background
   2. Reports & Prompts
   3. Review Examples
3. Feedback on how to determine where clients are served
4. What’s next?
2018 PIT/HIC
What is the Point in Time Count (PIT)?

- Count of people experiencing homelessness on a single night
- Must be completed during last 10 days of January
- “Snapshot” of homelessness in the CoC
Who is counted in the PIT?

Sheltered homeless population: ES, TH, PH

Unsheltered homeless population

Subpopulations: chronically homeless, mentally ill, Veterans, unaccompanied youth, HIV/AIDS
What is the Housing Inventory Chart (HIC)?

An inventory of projects within our CoC that provide beds and units dedicated to serving persons who are homeless*

- Primary intent is to serve homeless persons
- Homeless status verified
- Actual project clients are predominantly homeless

Completed on a single night in January

*For RRH & PSH = homeless at entry
Bed & Unit Inventory
How to change B/U Inventory?

Contact the HelpDesk through our new Bed & Unit Inventory Update Form!
Three Elements to B/U in HMIS

- Household Type
- Housing Type
- Availability
Three Household types for beds

1. Households without children
2. Households with at least one adult and one child
3. Households with only children
Three Housing types for beds

1. Site-Based – clustered/multiple sites
2. Site-Based – single site
3. Tenant based – clustered/multiple sites
Three Availability types for B/U

Beds are incorporated into utilization according to their availability to clients

1. Year-round
2. Overflow
3. Seasonal
## Required PIT/HIC Reports

<table>
<thead>
<tr>
<th>Project Type</th>
<th>NCCEH 2018 Housing Inventory Count Verification</th>
<th>0628 – HIC Supplement</th>
<th>0630 - Sheltered-Unsheltered PIT Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES)</td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Transitional Housing (TH)</td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>
How to run PIT/HIC reports: 0628 HIC Supplement

<table>
<thead>
<tr>
<th>Select Providers:</th>
<th>Search for ONE project and select it with +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Provider CoC Code(s):</td>
<td>Skip</td>
</tr>
<tr>
<td>EDA Provider:</td>
<td>Search for the SAME project and select it with +</td>
</tr>
<tr>
<td>Enter Effective Date:</td>
<td>02/01/2018 (same as PIT plus 1)</td>
</tr>
<tr>
<td>Enter PIT Date PLUS 1 Day:</td>
<td>02/01/2018</td>
</tr>
</tbody>
</table>

*Agencies must run separate reports for each HMIS project*
How to read PIT/HIC reports: 0628 HIC Supplement

*Agencies must run separate reports for each HMIS project*
How to run PIT/HIC reports:
0630 Sheltered-Unsheltered PIT

<table>
<thead>
<tr>
<th>Select Provider CoC Code(s):</th>
<th>Skip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Provider(s):</td>
<td>Search for ONE project and select it with +</td>
</tr>
<tr>
<td>EDA Provider:</td>
<td>Search for the SAME project and select it with +</td>
</tr>
<tr>
<td>Enter Effective Date:</td>
<td>02/01/2018 (same as PIT plus 1)</td>
</tr>
<tr>
<td>Enter PIT Date:</td>
<td>01/31/2018</td>
</tr>
<tr>
<td>Enter PIT Date PLUS 1 Day:</td>
<td>02/01/2018</td>
</tr>
</tbody>
</table>

*Agencies must run separate reports for each HMIS project*
How to read the PIT/HIC reports:
0630 Sheltered-Unsheltered PIT

*Agencies must run separate reports for each HMIS project*
How to run PIT/HIC reports: NCCEH Housing Inventory Count Verification

<table>
<thead>
<tr>
<th>Enter CoC Code:</th>
<th>Remove NC-503 with ⬨ and select NC-507 ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider(s):</td>
<td>Search for ONE project and select it with ✓</td>
</tr>
<tr>
<td>County:</td>
<td>Skip</td>
</tr>
<tr>
<td>Enter No if you want to see Non-HMIS-Participating Providers Only</td>
<td>Skip</td>
</tr>
</tbody>
</table>

*Agencies must run separate reports for each HMIS project*
How to read PIT/HIC reports: NCCEH Housing Inventory Count Verification

*Agencies must run separate reports for each HMIS project
Check for missing data

<table>
<thead>
<tr>
<th>Error information</th>
<th>UDEs were not entered into HMIS at client entry, interim and/or exit*</th>
</tr>
</thead>
</table>
| How do I find this error? | Review “Client Detail” tabs for missing data elements  
- 0628 HIC Supplement- Tab D  
- 0630 PIT report- Tab E |
| How do I fix this error? | If client is available, ask the client  
Review client file for information  
If information is in available, enter into HMIS |

*Exit data is not included in PIT/HIC reports
<table>
<thead>
<tr>
<th>Error information</th>
<th>Failure to create a program exit for clients no longer receiving services</th>
</tr>
</thead>
</table>
| How do I find this error? | Review “Client Detail” tabs to ensure that all clients listed were in project on PIT night  
- 0216 Unexited Clients Exceeding Max LOS  
- 0628 HIC Supplement- Tab D  
- 0630 PIT report- Tab E |
| How do I fix this error? | If client is available, ask client  
Review client file, consult with other staff to get information about date of client exit  
Exit client from project using date |
**Look for child only households**

<table>
<thead>
<tr>
<th>Error information</th>
<th>Child enrolled in project alone without the Head of Household*</th>
</tr>
</thead>
</table>
| **How do I find this error?** | Review “Populations” tabs, scroll to “Households with Only Children” section. This section should be blank*  
-0628 HIC Supplement- Tab B  
-0630 PIT report- Tab A |
| **How do I fix this error?** | Child’s entry alone has to be deleted and re-created from the HoH’s entry  
Contact the Data Center for assistance |

* This applies to projects that do not serve child only households
The percentage of Beds occupied on a given night must fall between 65% - 105%
Does this make sense?

2 clients

4 beds

\[ \frac{2}{4} = 50\% \text{ Utilization} \]

The percentage of Beds occupied on a given night must fall between 65% - 105%.
Submit 2018 HIC/PIT data by Feb 21st

Wake 2018 PIT & HIC Submission Form

Please complete this form to submit final 2018 PIT & HIC data. At the bottom of this form, you will need to attach HMIS reports required for your project type.

You must complete this form for each project/program at your agency. All data should be submitted using this form by 2/21/2018.

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.

Agency Name *

Project Name *

Project Type *

Contact Information
Please enter the name of the person we should contact for data corrections or questions about the data submitted.

Contact Person *
What happens after submission?

Data Center staff will review each submission

Every submission will get a follow-up:
- If submission is good, you must confirm the data
- If we find issues/corrections are needed
  Note: Updated reports must be resubmitted via form

Confirmed data marked as complete for CoC
Feedback
Location questions in HMIS

Where are clients staying when you meeting them? (County/City)

Where do clients want to find housing? (County/City)

Where do clients actually find housing? (County/City)
What’s on deck?
<table>
<thead>
<tr>
<th>Due</th>
<th>Report Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 8</td>
<td>Entry/Exit training in Raleigh</td>
</tr>
<tr>
<td><strong>Feb 15</strong></td>
<td>State Emergency Solutions Grant Consolidated Annual</td>
</tr>
<tr>
<td></td>
<td>Performance and Evaluation Report (ESG CAPER)</td>
</tr>
<tr>
<td><strong>Feb 21</strong></td>
<td>Point in Time Count (PIT) and Housing Inventory Count (HIC)</td>
</tr>
<tr>
<td>Mar 2</td>
<td>Next Wake HMIS Users Meeting</td>
</tr>
</tbody>
</table>
Keep NC Safe Tips

Only access NC HMIS with a secure internet connection

Alert the Data Center when staff with access to HMIS leave your agency
ncceh.org/hmis
access local support for Balance of State, Wake, Durham, & Orange CoCs

919.410.6997 or hmis@ncceh.org
helpdesk for local support