

# HMIS Forum

4<sup>th</sup> Quarter 2020



GoToWebinar

December 15, 2020

2:00 – 4:00 p.m.

# Your Team

- Agnes Asigbey – Data System Specialist
- Ana Rausch – VP of Program Operations
- Erol Fetahagic – Director of Analytics & Evaluation
- Karen Flores – Analyst Analytics & Evaluation
- Kelita Beechum – Data System Manager
- Lindsey Grubbs – Data System Specialist
- Yvette Fuentes – Associate Analytics & Evaluation
- Heady Cassidy – Program Operation Coordinator

# Agenda

- Welcome & Introductions
- HMIS Updates & LSA
- PIT/HIC
- HUD Waivers
- CCHP Update
- HMIS Site Visits
- Duplicates
- HMIS Reminders
- Q&A

# Welcome to our newest HMIS Participating Agencies

Spring Branch Community Health  
Center

Endeavors

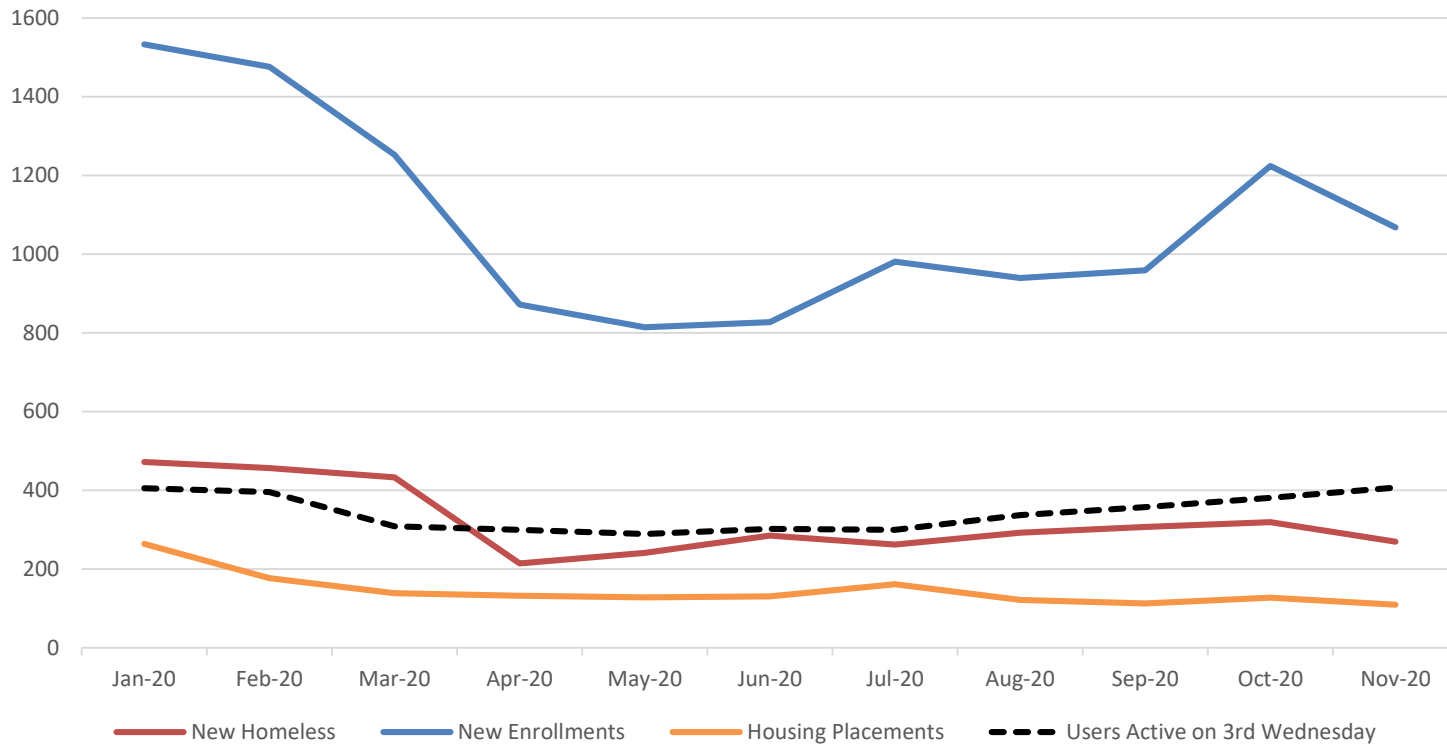


# HMIS Activity

- HMIS usage has been greatly affected due to the 2020 COVID-19 pandemic
- Most agencies had to limit the number of clients they could serve due to social distancing, quarantines, remote work, illnesses, etc.
- This resulted in the lower number of clients assessed, served, sheltered, and housed during the year
- CCHP projects have started providing additional housing placements (through Navigation, RRH, and Bridge to PSH) since October 2020 and new diversion projects will start operating in January 2021
- We expect to see return to the pre-COVID enrollment numbers in early 2021, with housing placements exceeding the previous levels due to the CCHP expansion

# HMIS Activity

HMIS Activity Jan-Nov 2020



\*New Enrollments in ES, SH, TH, SO, RRH & PSH

# HUD System-wide Reporting Timeline

System-wide Report	Open Date	Completion Date
FY 2019/20 LSA Submission in HDX 2.0	October 19, 2020	Late November
FY 2019/20 LSA Data Cleaning and Confirmation in HDX 2.0	Late November	December 31, 2020
FY 2020 System Performance Measures Submission	October 5, 2020	March 1, 2021
ESG-CV Quarterly Report – Q1 report	January 1, 2021	January 30, 2021
2021 HIC and PIT Count Data Submission in HDX 2.0	TBD	TBD

Source: HMIS Lead Webinar, 11/18/2020

# Longitudinal System Analysis (LSA)

- HMIS-based housing report, part of the Annual Homeless Assessment Report (AHAR) to Congress
- Includes the following project types, regardless of funding source:
  - Emergency Shelter
  - Safe Haven
  - Transitional Housing
  - Rapid Re-Housing
  - Permanent Supportive Housing
- Domestic violence providers not included
- Reporting deadline for both FY2019 and FY2020 has been extended to January 15, 2021

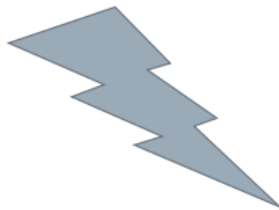
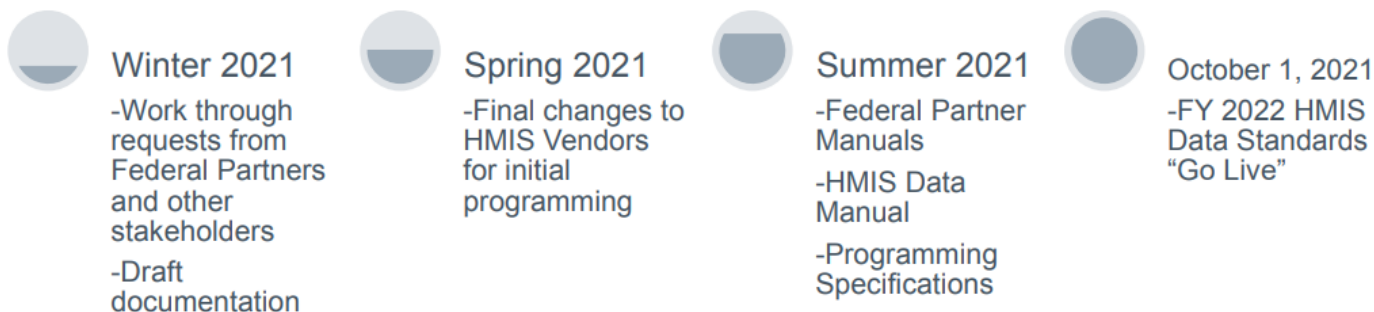


# LSA Common Issues

- Households do not have only one Head of Household
- Households not associated with the CoC (client location)
- Bed utilization
  - ES entry/exit, SH, TH: based on entry and exit
  - ES night-by-night: based on entry, bed check-in, and exit
  - RRH & PSH: based on housing move-in date and exit
- Bed inventory
  - Inventory set up in HMIS does not match annual HIC inventory
  - Household types served (AC, AO, CO) do not match bed inventory
- Various client Data Quality issues
  - Fake/missing SSN, impossible/missing DOB, missing Gender, Race, Ethnicity, etc.
  - Living Situation, Date of Homelessness, Times Homeless, Exit Destination, etc.

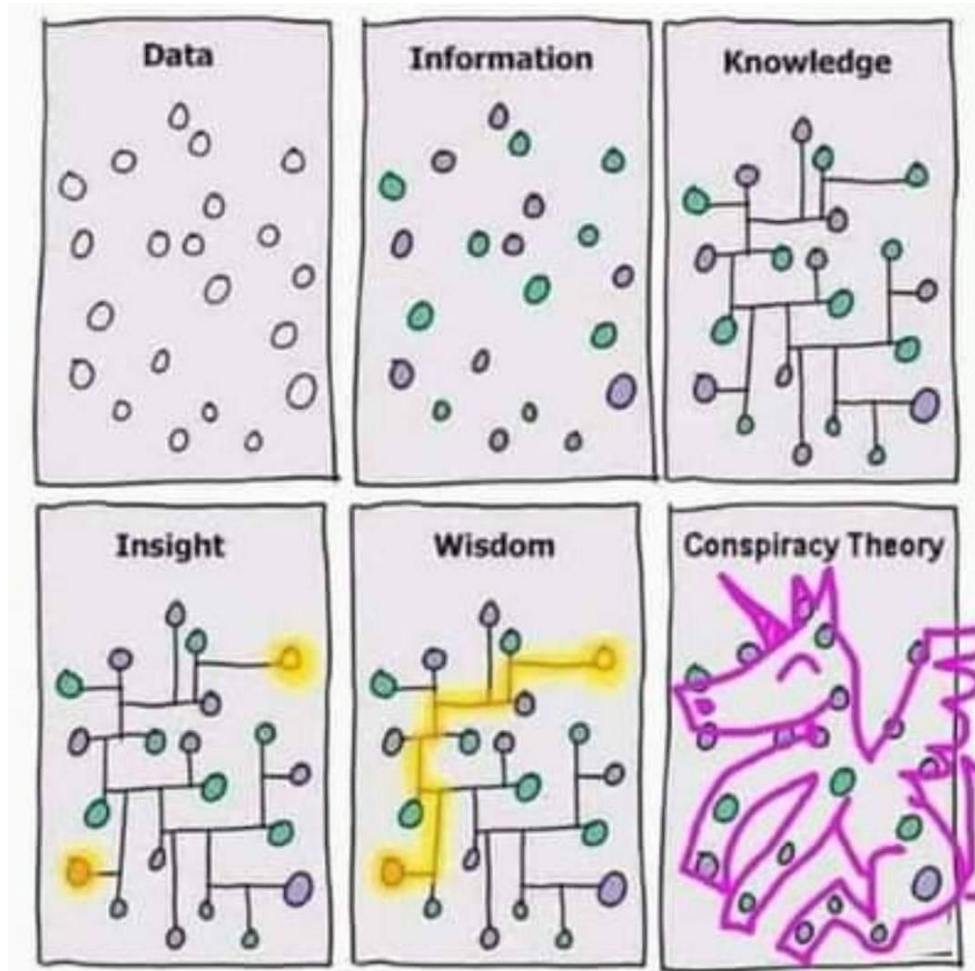
# HMIS Data Standards Timeline

## FY 2022 HMIS Data Standards Timeline



Source: HMIS Lead Webinar, 11/18/2020

# Connecting the dots...



# 2021 Point-In-Time Unsheltered Count

- Where:
  - All of Houston, Harris, Fort Bend, & Montgomery Counties
  - Inner 610 loop
  - East of I-45 & 288
  - West of I-45 & 288
- When:
  - Official sheltered count (night of the count) for HUD will be January 19, 2021
  - Unsheltered Count – January 20-21 & 25-29, 2021
- How:
  - Drive around assigned map areas
  - Walk areas with likelihood of find homeless persons
  - Survey with phone/tablet app

# Why do we count?

- Report an accurate number of homeless persons in the Houston, Harris, Fort Bend, & Montgomery counties
- These numbers are reported to the U.S. Department of Housing and Urban Development in order to:
  - Determine progress/success (are the numbers decreasing?)
  - Determine the amount of federal, state, & local funding that will come into our community
  - Determine sub-populations amongst the homeless (i.e. youth, veterans, domestic violence, etc.)
  - Identify areas with a dense homeless presence (encampments, etc.)
  - Improve services & housing
  - Determine what additional services are needed

# Changes between 2020 - 2021

- Due to the COVID-19 Pandemic, the following changes will be implemented:

2020	2021
Count occurs during last 10 days of January	Count will occur during the last 13 days of January
Community volunteers & partner staff are used	No community volunteers & only select partner staff will be used
3 days for the unsheltered count	8 days for the unsheltered count
Staging locations	No staging locations will be utilized
Physical maps assigned	No physical maps will be used, regions will be assigned via the app
Teams ride together	Staff will have to follow each other unless they are cleared to work together

# Methodology

- Mobile app technology
  - Counting Us app available for download
    - Eliminates paper
    - Can happen faster
    - Captures data in real time
    - GIS location automatically recorded
    - Individuals will approach clients on the street, using COVID safety measure, & conduct interviews.

# Participation

- In prior years, this was mandatory for agency staff.
- For 2021, only outreach teams will be used.
- Agency staff can participate if cleared by their CEO or if they are not working during those days.
- Masks and social distancing is mandatory.



# 2021 Point-In-Time Shelter & Housing Inventory Count

- PIT numbers pulled from HMIS for the night of January 19<sup>th</sup>
  - VERY IMPORTANT!!
- HIC based on the inventory during the same night
- Housing projects reported
  - Emergency shelters
  - Transitional Housing
  - Permanent Housing
    - ❖ PSH & other PH – only clients with move-in dates beginning October 1<sup>st</sup>.
    - ❖ RRH – only clients with move-in dates

# Housing Inventory Form

## Houston/Harris County Homeless Housing Inventory

Please review this form carefully to be sure that the information is accurate. Please make any necessary changes, addition or corrections (including the date the changes went into effect). Thank you for taking the time to complete this form. **INCOMPLETE FORMS WILL NOT BE ACCEPTED.**

### Agency, Project/Program, and Address Info

Organization Name:	<input type="text"/>
Project Name:	<input type="text"/>
Organization Mailing Address	<input type="text"/>
Geocode	-Select-
Physical Address of Project (DV – town and zip only):	<input type="text"/>

### Project/Program funding and reporting requirements

Does this project receive ongoing McKinney Vento Funds (ESG or CoC Renewal)? (Y/N)	<input type="text"/>
Does this project receive McKinney Vento Funds (CoC) for Construction, Acquisition, or Building Rehabilitation? (Y/N)	<input type="text"/>
Does this project receive other Federal funding? (Y/N) If so, what kind? (i.e. HOPWA, GPD, SSVF, etc)	<input type="text"/>
Must all residents of this project meet the HUD definition of Homelessness at time of admission? (Y/N)	<input type="text"/>
Does your project have to file an APR?	<input type="text"/>
If you have to file an APR for this project, what is the projects operating year (start date: end date)?	<input type="text"/>

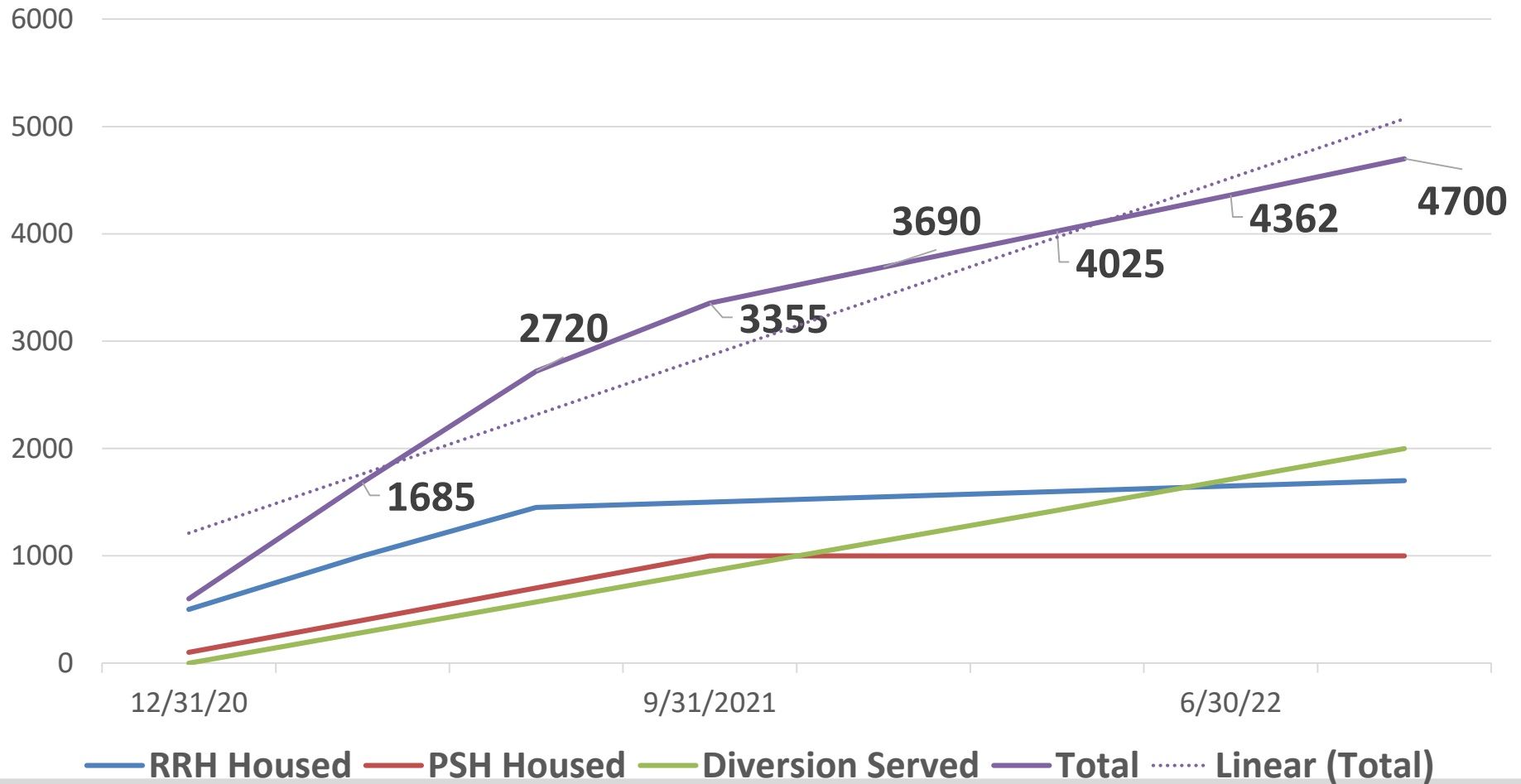
### Project/Program operating status, project type, housing type and (where applicable) voucher type

Project Status (check one only):		Housing Type (choose only one):	
Currently Operating	<input type="checkbox"/>	Mass shelter/barracks	<input type="checkbox"/>
Newly Opened/Date of opening:	<input type="checkbox"/>	Dormitory/hotel/motel	<input type="checkbox"/>
Under Development/Anticipated Occupancy Date:	<input type="checkbox"/>	Shared Housing	<input type="checkbox"/>
Project has Closed/Date of Closure:	<input type="checkbox"/>	Single Room Occupancy (SRO) units	<input type="checkbox"/>
Project Type (choose only one):		Single Apartment (non-SRO) units	
Emergency Shelter (ES)	<input type="checkbox"/>	Single homes/townhouses/duplexes	<input type="checkbox"/>
Transitional Housing (TH)	<input type="checkbox"/>	<b>FOR PROGRAMS THAT ADMINISTER VOUCHERS</b> (i.e. BRAP, S+C, etc.), please select the type of voucher administered by the program (please choose only one type of voucher per grant):	
Safe Haven (SH)	<input type="checkbox"/>		
Permanent Supportive Housing (PSH)—DISABILITY REQUIRED	<input type="checkbox"/>		
Permanent Supportive Housing (PSH)—DISABILITY NOT REQUIRED	<input type="checkbox"/>	SRA (Sponsor-based Rental Assistance)	<input type="checkbox"/>

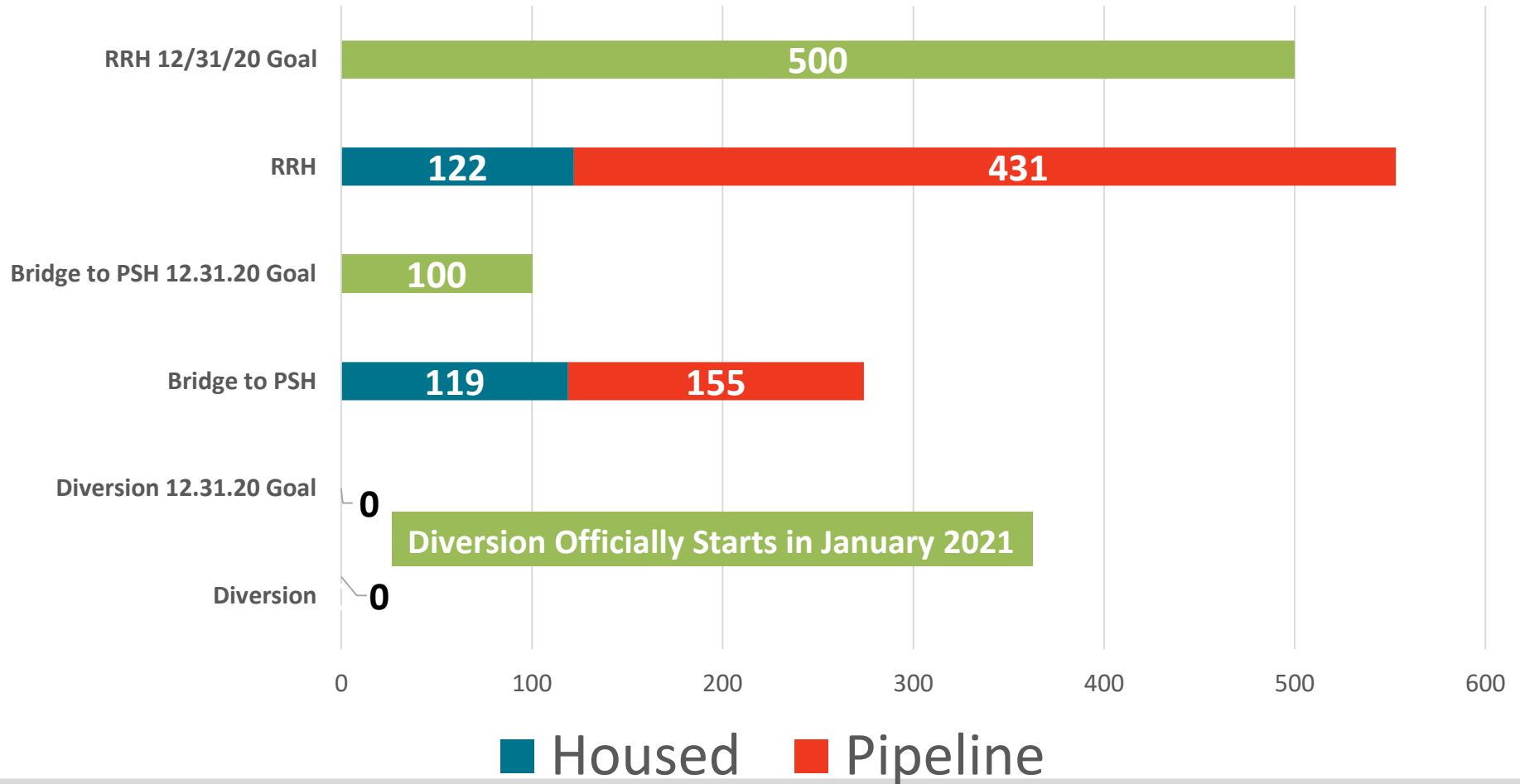


# **Community-wide COVID-19 Housing Program (CCHP)**

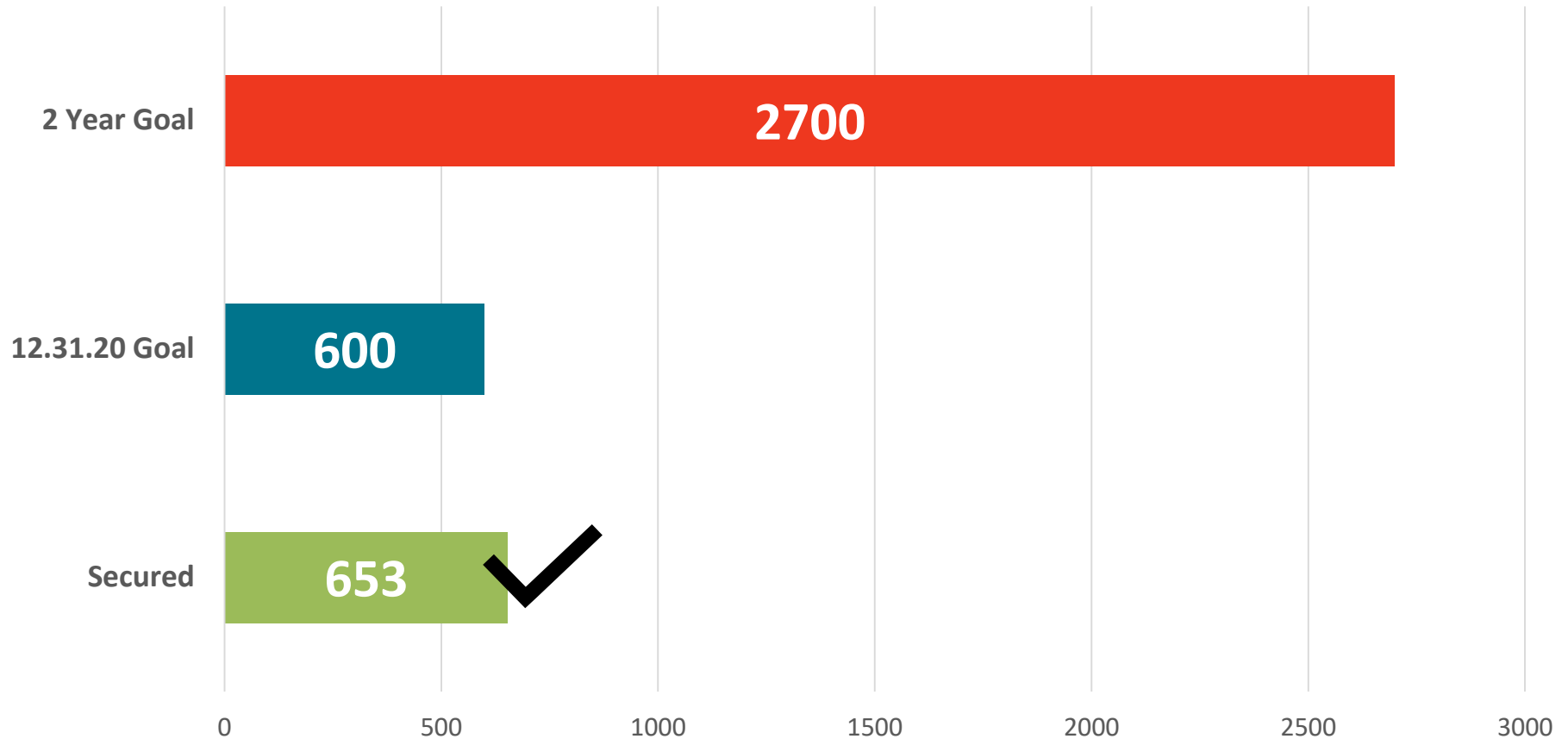
# Program Goals



# Program Progress

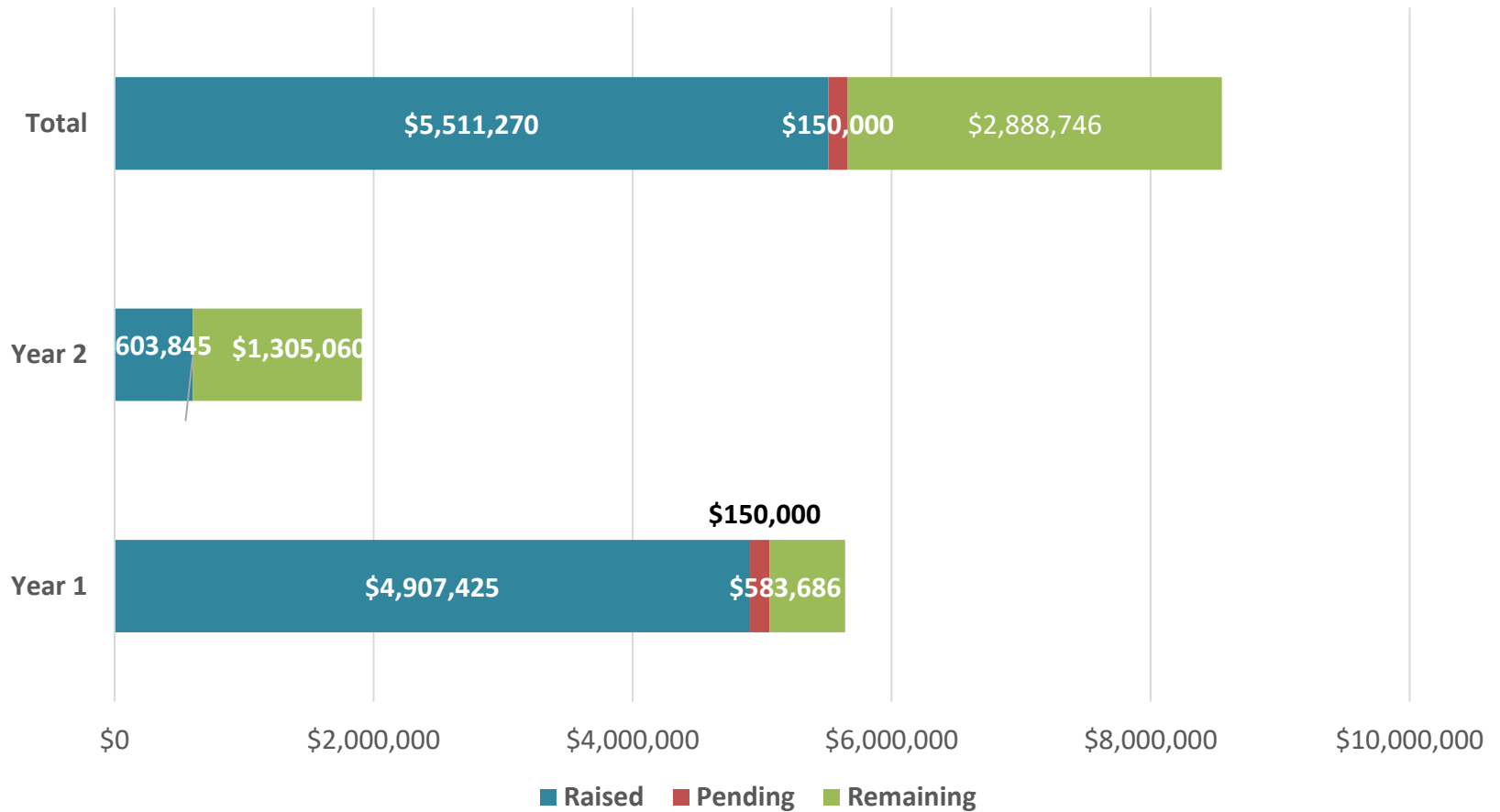


# Landlord Engagement



\*\*\*Last updated on 11/3/2020

# Private Funding Tracker



# HUD Emergency Waivers



# HUD Emergency Waivers

HUD's Office of Community Planning and Development issued emergency regulatory waivers to the ESG, CoC and CON Plan requirements in response to the Covid-19 pandemic.

Program Component	Waived Requirement	Duration
CoC	<b><i>Participant self-certification of income.</i></b> During waiver period, annual income may be documented by written certification by the program participant of the amount of income that the program participant is reasonably expected to receive over the 3-month period following the evaluation, even if source documents and third-party verification, are obtainable.	Effective through 12/31/20

# Waivers (cont.)

Program Component	Waived Requirement	Duration
CoC	<p><b><i>Use owner certification in lieu of initial HQS inspection - Leasing and Rental Assistance</i></b></p> <p>Requirement that units be inspected prior to occupancy is waived provided: 1. Owner certifies that they have no reasonable basis to have knowledge that live-threatening conditions exist in unit; 2. The recipient/subrecipient has written policies to physically inspect units within 3 months after health officials determine special measures to limit spread of COVID-19 are no longer necessary.</p>	Effective through 12/31/20

# Waivers (cont.)

Program Component	Waived Requirement	Duration
CoC	<b>Suitable dwelling size requirements waived for RRH.</b> The requirement that each unit assisted have at least one bedroom or living/sleeping room for each two persons is waived for RRH leases executed between 9/30/20 and 12/31/20.	Extends until the later of 1) the end of the initial term of the lease; or 2)12/31/20.
CoC	<b><i>Homeless status is retained for up to 120 days for people exiting an institution.</i></b> An individual may qualify as literally homeless provided they are exiting an institution where they resided for <b>120 days or less</b> and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.	Effective through 3/31/21

# Waivers (cont.)

Program Component	Waived Requirement	Duration
CoC RRH	<b><i>24-month Rental Assistance restriction.</i></b> Program participants who have reached 24 months of rental assistance and who will not be able to afford their rent without additional rental assistance will be eligible to receive rental assistance until 3 months after a state or local public health official has determined that special measures to prevent the spread of COVID-19 are no longer necessary.	Effective until 3 months after local/state determination

# Waivers (cont.)

Program Component	Waived Requirement	Duration
ESG RRH	<b><i>24-month Rental Assistance restriction.</i></b> Program participants who receive the maximum amount of assistance (24 months within 3 years) between January 21, 2020 and March 1, 2021 may receive an additional 6 months of rental assistance and services.	Participants who receive the maximum amount of assistance (24 months within 3 years) between January 21, 2020 and March 1, 2021

# Waivers (cont.)

Program Component	Waived Requirement	Duration
ESG RRH	<b><i>24-month Rental Assistance restriction.</i></b> Program participants who receive the maximum amount of assistance (24 months within 3 years) between January 21, 2020 and March 1, 2021 may receive an additional 6 months of rental assistance and services.	Participants who receive the maximum amount of assistance (24 months within 3 years) between January 21, 2020 and March 1, 2021

# Waivers (cont.)

Program Component	Waived Requirement	Duration
CoC/ESG	<b><i>FMR for Individual Units and Leasing Costs</i></b> Units assisted under leasing may rent for more than the applicable FMR provided that the rent passes rent reasonableness test.	Effective through 12/31/20 for CoC; six months starting 5/22/20 for ESG
CoC/ESG RRH & HP	<b><i>RRH Monthly Case Management</i></b> Program participants are not required to meet at least monthly with their case manager.	Effective through 12/31/20

# Waivers (cont.)

Program Component	Waived Requirement	Duration
CoC PSH	<b><i>Disability Documentation for PSH</i></b> Disability determination can be based solely on staff-recorded observation of disability. Other documentation does not have to be provided within 45 days. A written certification by the individual seeking assistance that they have a qualifying disability is acceptable documentation to initiate assistance.	Effective until public health officials determine no additional special measures are necessary to prevent the spread of COVID-19
CoC	<b><i>HQS Re-Inspection of Units for Leasing and Rental Assistance - Waived</i></b> Requirement to annually reinspect for HQS is waived	Effective through 3/31/21



# Waivers (cont.)

Program Component	Waived Requirement	Duration
CoC/ESG	<b><i>One-Year Lease Requirement.</i></b> Initial term of all leases must now be at least one month.	Effective through 12/31/20
ESG HP	<b><i>Re-evaluation of need for assistance every 3 months</i></b> Requirement waived provided that participants are re-evaluated at least every 6 months	Effective through 3/31/22

# HMIS Site Visits

- Site Visits will be conducted in February for the 2021 PIT. It will be conducted via video conference. (Microsoft Teams or Zoom)
- Purpose is to confirm housing site setup for the Housing Inventory Chart (HIC) as well as to prepare scoring for the NOFA.
- This visit counts for CoC programs' scoring.
- Lindsey Grubbs and Agnes Asigbey will continue to conduct site visits for all other participating agencies.

# Participating Agency Responsibilities

- Must comply with all applicable agreements
- Execute and manage HMIS User License Agreements with all staff who have HMIS access;
- Comply with the HMIS Standards as appropriate;
- Accurately enter all required data into the HMIS system, including accurate and timely information into housing, where applicable; and
- Each participating agency must designate an organization HMIS Administrator and a backup administrator (security officer) responsible for the oversight of all personnel that generate or have access to client data in the HMIS to ensure adherence to the policies and procedures described in this document
- Attend annual HMIS security training.

# HMIS Administrator and a backup administrator

- Please send your agencies administrator(security officer) info to [kbeechum@homelesshouston.org](mailto:kbeechum@homelesshouston.org) by December 22, 2020.
- HMIS Security Training will be taking place in January/February 2021. Information will be updated on the HMIS training calendar soon



# Duplicates

- One of these things is just like the other:
  - Rob Low III; Rob Low 3; Rob Low 3<sup>rd</sup>
  - Lisa Marie Presley; Lisa-Marie Presley; Lisa M. Presley
  - Merry Chris, 111-11-1111, DOB: 3/14/1985
    - ❖ Merry Kris, 111-11-11111, DOB: 3/14/1985
  - William Jackson, 111-11-11111, DOB: 9/14/1980
    - ❖ Billy Jackson, 111-11-1111, DOB: 9/14/1980

# Duplicates

- **SEARCH BEFORE CREATING**
  - First and last name
  - Partial first and last name (i.e. Kel Be, K Bee, etc.)
  - Social security number
- 111111111, 777777777, etc.----NOT CORRECT SSN
- When merging, **original client ID is kept**
- If this continues, we may have to take further action such as deactivation of your HMIS account as well as requiring that you attend a refresher training

# HMIS Reminders

- Clients in program (enrollment) report
  - Due by the 7<sup>th</sup> of each month for **ALL** programs
    - Funders are starting to ask Coalition for HMIS history
  - Submitted with client detail
  - In PDF format
  - Enroll at any point NOT just new enrollments
  - Always for the previous month
- Program/grant end dates
  - Program responsibility to provide/update
  - Clients **MUST** be exited by program/end date
- Program names should match or be as close to funding name as possible

# HMIS Issues

- Issues have to be tracked for reporting purposes.
- Do not email HMIS staff directly unless instructed to do so.
- Use any of the following methods for assistance:
  - Go to <https://hmissupport.homelesshouston.org>
  - Call the Help Desk
    - ☐ 832-531-6020 or 832-531-6014
    - ☐ Monday – Thursday
  - Send an email to [hmis@homelesshouston.org](mailto:hmis@homelesshouston.org)
- Everyone has a user name and password



# HMIS Trainings

- Register for training online.
  - [The Way Home Partner Portal \(homelesshouston.org\)](http://homelesshouston.org)
  - Bring COMPLETE User Agreement with you.
  - [HMIS ULA.pdf \(multiscreensite.com\)](http://multiscreensite.com)
  - You will be turned away from training if:
    - You do not turn in your User Agreement
    - Your program is not set up HMIS

# HMIS Support Committee

- The TX-700 Homeless Management Information System (HMIS) Support Committee is an advisory body that supports and enhances the overall mission of the HMIS Project. This includes advising HMIS Project staff on functions related to HMIS Project policies and guidelines.

# HMIS Support Committee 2021

- Composition The HMIS Support Committee is composed of 9 members: five members are representatives of the various program types within the community; two members are representatives of the local government grantees; a consumer representative, and a representative from the HMIS Lead Agency. The HMIS Data System Manager may appoint other representatives as needed who are familiar with the challenges of a continuum HMIS implementation and meeting the data needs of local, state, and federal funders. If you are interested in being a member please email [kbeechum@homelesshouston.org](mailto:kbeechum@homelesshouston.org)

# 2021 HMIS Forum Dates

Mark your calendars!!!

- March 18, 2021, 2 pm
- June 17, 2021, 2 pm
- September 16, 2021, 2 pm
- December 16, 2021, 2 pm



# Thank You!!

The Coalition for the Homeless leads in the development, advocacy, and coordination of community strategies to prevent and end homelessness.

The Way Home is the collaborative model to prevent and end homelessness in Houston, Harris, Ft. Bend, & Montgomery Counties. For more information visit [www.thewayhomehouston.org](http://www.thewayhomehouston.org)

