HMIS Forum

Third Quarter 2015

Harris County Department of Education

Thursday, September 17, 2015

2:00 – 4:00 pm

COALITION FOR THE HOMELESS

Leading Houston Home

Your HMIS Team

- Takeshia Richardson – HMIS Senior Manager
- Erol Fetahagic – System Administrator/Analyst
- Ryan R. Clay – Reporting Manager
- Kelita Beechum – Support Manager
- Yvette Fuentes – HMIS Trainer
- Karen Flores – HMIS Support Specialist

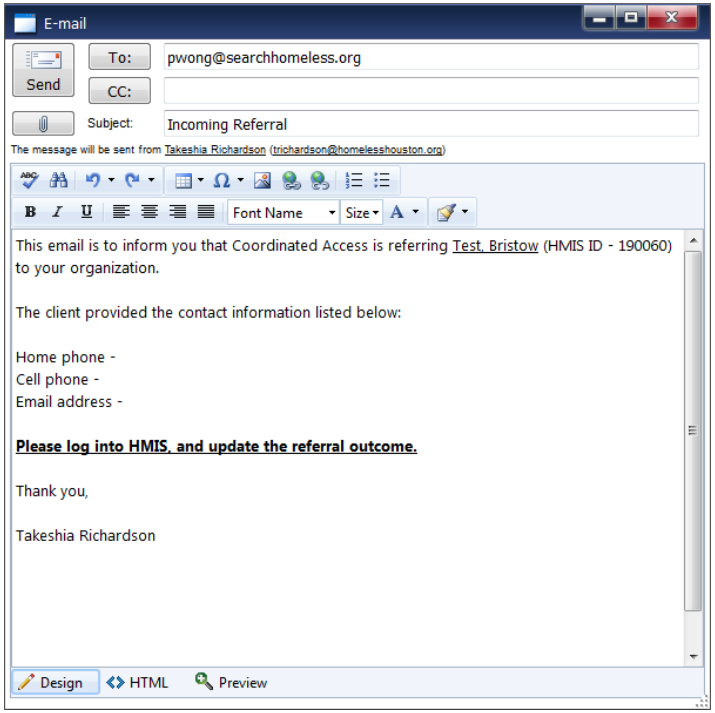
Agenda

- Coordinated Access Update
- CoC Project Performance
- 2015 HMIS Data Standards
- ClientTrack 15 Q&A

Coordinated Access Stats

- 2870 clients assessed
- 422 clients housed in PSH
- 135 clients housed in RRH
- PSH Average days from assessment to move-in = 86
- PSH Average days from referral to move-in = 75
- RRH Average days from assessment to move-in = 100
- RRH Average days from referral to move-in = 83
- 76 clients currently working with Navigators
- 300 have left the system

Coordinated Access Referrals



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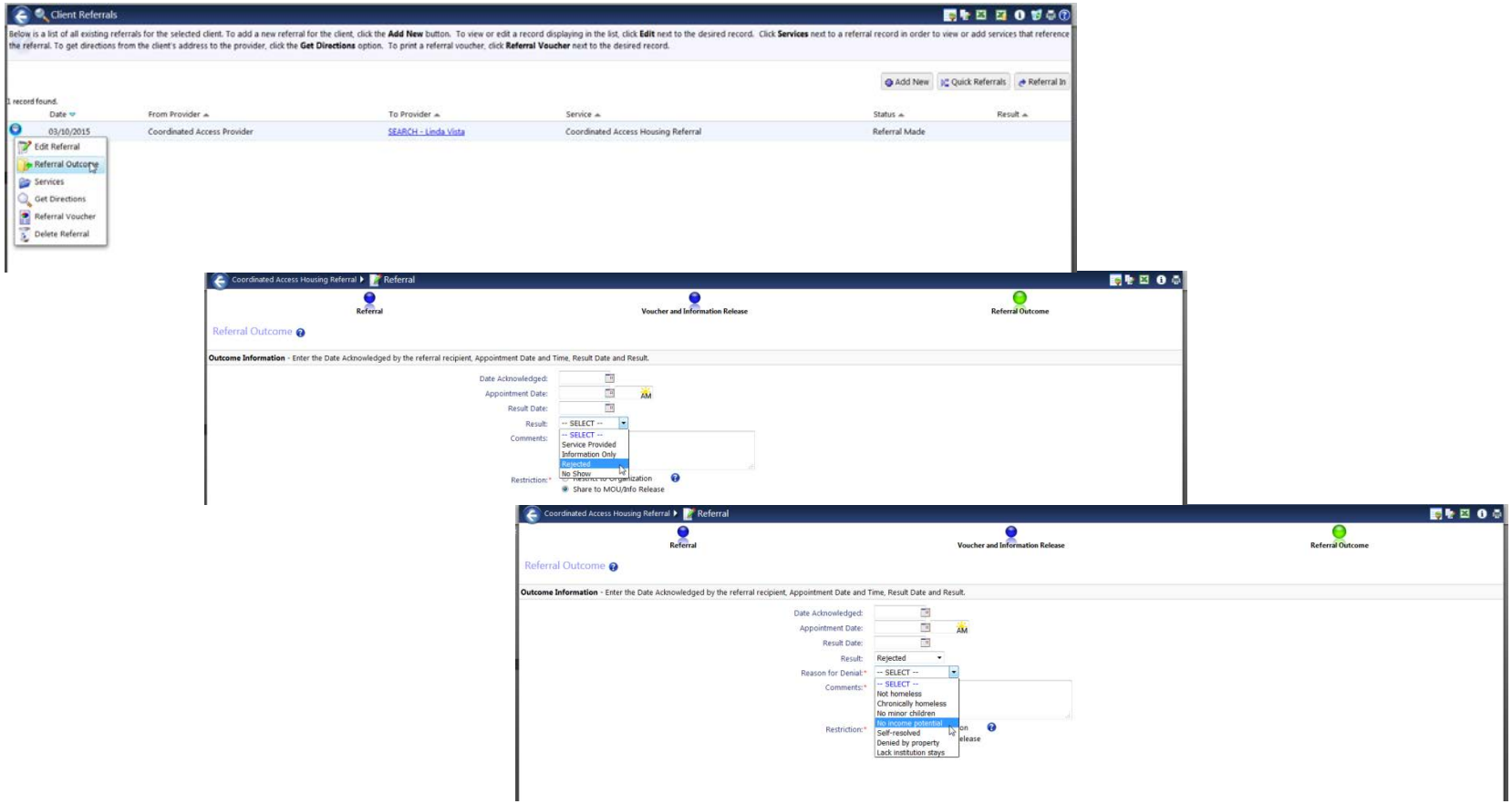
Updating Referral Outcomes



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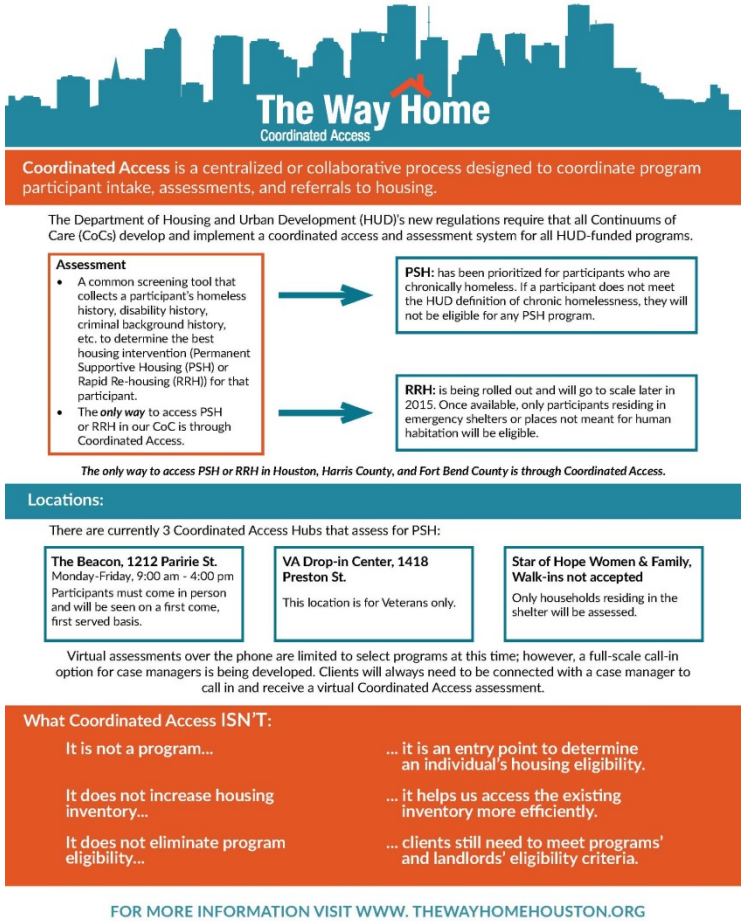
Coordinated Access Fact Sheet



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CoC Project Performance - PSH

Performance Measure	CoC Target	Actual Average (Mar – Aug 2015)
PH Retention	80%	95%
Occupancy Rate	90%	97%
Employment Income - Stayers	20%	12%
Other Income - Stayers	30%	20%
Employment Income - Leavers	20%	15%
Other Income - Leavers	56%	27%

CoC Project Performance - TH

Performance Measure	CoC Target	Actual Average (Mar – Aug 2015)
Exit to PH	80%	61%
Occupancy Rate	90%	88%
Employment Income - Stayers	40%	26%
Other Income - Stayers	10%	3%
Employment Income - Leavers	40%	43%
Other Income - Leavers	30%	8%

2015 Data Standards Changes

- Universal Data Assessment

Time on Streets, Emergency Shelter, or ~~Safe Haven~~ Data in this section are used, along with disabling condition, to determine whether or not a client is chronically homeless. Hover over the help icon to see instructions from the HMIS Data Manual for each of these fields.

Client entering from the streets, ES, or ~~SH~~: *	Yes
Approximate date started: *	08/04/2015
Regardless of where they stayed last night -- *	
Number of times the client has been on the streets, in ES, or SH in the past three years including today:	One time
Total number of months homeless on the street, in ES, or SH in the past three years : *	One month (this time is the first month)

**No Safe Haven projects in our CoC*

2015 Data Standards Changes

- SSVF Only:
  - HP Screening Score
  - VAMC Station Number (default: 580)

- RHY Only:
  - Commercial Sexual Exploitation
  - Commercial Labor Exploitation

2015 Data Standards Changes

- DV Assessment
  - "Currently fleeing?"

- HOPWA only:
  - T-Cell/Viral Load Assessment

ClientTrack 15

- Upgrade to live site on October 2, 2015

System will be down from 7:00am – 4:00pm

- Training Schedule
  - September 25, 2015
    - Star of Hope – Transitional Living Center
  - September 28, 2015
    - Catholic Charities
  - To register for trainings contact:

Yvette Fuentes

yfuentes@homelesshouston.org

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2015 HMIS Forum Dates

- Mark your calendars!

September 17, 2015

December 17, 2015

Same spot – thanks HCDE!

ClientTrack™

Security Training

HUD Standards

- Training is based on privacy and security standards set forth in the HUD Data Standards
- HMIS security training is required annually
- Everyone who uses HMIS on a computer or mobile device needs to understand how to keep their computer, device and data secure

Passwords

- Passwords are like toothbrushes
  - Choose a good one (8 characters long, with a minimum of 1 number and a symbol)
  - Don't share with anyone (even the computer)
  - Change it occasionally

Client Information

- Always be on time with data entry make sure all required data fields are input in a timely manner

- Set a high standard of data quality by accurately answering all the HUD Data Elements for every person entered into HMIS (* asterisk)

- Inform clients about the agency's use of HMIS

Client Information

- At the end of the day
  - lock files in a secure area
  - Lock up portable equipment and all sensitive materials
  - Take keys out of drawers
  - Don’t leave sensitive information lying around, including on printers, fax machines, or copiers

Work Stations

- All workstations will have
  - a user name / password
  - an individual or network firewall
- Secure your work area before leaving
  - Shut down, lock, log off, or put computer/ other devices to sleep before leaving them unattended
  - Make sure they require a secure password to start up or wake-up

User Responsibilities

- Take appropriate measures to prevent unauthorized data disclosure
- Report any security violations (such as sharing passwords)
- Comply with relevant policies and procedures
- Notify HMIS staff once an employee is no longer employed
- Read the HMIS monthly newsletters for current or upcoming information