

HMIS Forum

4th Quarter 2017



United Way of Greater Houston
December 14, 2017
1:00 – 3:00 p.m.



Your HMIS Team

- Ana Rausch – Senior Research Project Manager
- Erol Fetahagic – System Analyst
- Karen Flores – Program Analyst
- Kelita Beechum – Data Analyst
- Ryan R. Clay – Data Analyst
- Scot More – Program Analyst
- Yvette Fuentes – Program Analyst



Agenda

- Welcome & Introductions
- Highlights of the Year
- AHAR
- PIT/HIC
- HMIS Updates/Reminders
 - Enrollments & Services
 - Chronic homelessness responses
 - CSV Exports (CoC APR, ESG CAPER, SSVF, RHY, Data Quality)
- Q&A



Welcome to our newest HMIS Participating Agencies

- God Fearing Powerhouse



Highlights of the Year

- Eight new agencies joined HMIS in 2017
- HMIS Data Standards updated in October



FY 2017 AHAR - Houston

Bed Coverage Rates

	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
<i>Bed Coverage Rates- 1 year</i>	91%	90%	88%	82%	100%	100%

Bed Utilization Rates

Percent Beds Utilized	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
On an average night	81%	81%	58%	68%	89%	84%
<i>October 26, 2016</i>	102%	85%	64%	70%	93%	80%
<i>January 25, 2017</i>	86%	82%	59%	67%	92%	78%
<i>April 26, 2017</i>	88%	78%	69%	68%	86%	86%
<i>July 26, 2017</i>	83%	82%	53%	72%	86%	91%

Missing Data Rates

Variable	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
<i>Gender</i>	0%	0%	0%	0%	0%	0%
<i>Age</i>	0%	0%	0%	0%	0%	0%
<i>Ethnicity</i>	0%	1%	0%	0%	0%	0%
<i>Race</i>	0%	1%	0%	0%	0%	0%
<i>Living Arrangement the Night Before Program Entry</i>	3%	2%	1%	0%	0%	0%
<i>Disability Status</i>	0%	2%	1%	0%	0%	0%
<i>Veteran Status</i>	0%	2%	0%	0%	0%	0%
<i>Household Size</i>	0%	0%	0%	0%	0%	0%
<i>Household Type</i>	0%	0%	0%	0%	0%	0%
<i>Length of Stay</i>	2%	2%	1%	0%	0%	0%
<i>Number of nights - Adults</i>	0%	0%	0%	0%	0%	0%
<i>Number of nights - Children</i>	0%	0%	0%	N/A	0%	N/A
<i>Destination at Exit</i>					7%	5%



FY 2017 AHAR – Harris County

(includes Montgomery and Ft. Bend County)

Bed Coverage Rates

	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
<i>Bed Coverage Rates- 1 year</i>	100%	93%	0%	34%	100%	100%

Bed Utilization Rates

Percent Beds Utilized	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
On an average night	58%	88%	N/A	53%	86%	116%
<i>October 26, 2016</i>	65%	94%	N/A	40%	87%	117%
<i>January 25, 2017</i>	43%	93%	N/A	67%	85%	110%
<i>April 26, 2017</i>	42%	91%	N/A	47%	82%	108%
<i>July 26, 2017</i>	74%	77%	N/A	47%	91%	130%

Missing Data Rates

Variable	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
<i>Gender</i>	0%	0%	N/A	0%	0%	0%
<i>Age</i>	0%	0%	N/A	0%	0%	0%
<i>Ethnicity</i>	0%	0%	N/A	0%	0%	0%
<i>Race</i>	0%	0%	N/A	0%	0%	0%
<i>Living Arrangement the Night Before Program Entry</i>	2%	7%	N/A	0%	0%	0%
<i>Disability Status</i>	0%	4%	N/A	0%	0%	0%
<i>Veteran Status</i>	4%	2%	N/A	0%	0%	0%
<i>Household Size</i>	0%	0%	N/A	0%	0%	0%
<i>Household Type</i>	0%	0%	N/A	0%	0%	0%
<i>Length of Stay</i>	8%	10%	N/A	0%	0%	0%
<i>Number of nights - Adults</i>	0%	0%	N/A	0%	0%	0%
<i>Number of nights - Children</i>	0%	0%	N/A	N/A	0%	N/A
<i>Destination at Exit</i>					0%	4%



2018 Point-In-Time Street Count

- Where:
 - All of Houston, Harris, Fort Bend, & Montgomery Counties
 - Inner 610 loop (first day)
 - East of I-45 & 288 (second day)
 - West of I-45 & 288 (third day)
- When:
 - Official sheltered count (night of the count) for HUD will be January 22, 2018
 - Unsheltered Count – January 23rd, 24th, & 25th
 - January 26, 2018 will be held as an inclement weather day
- How:
 - Drive around assigned map areas
 - Walk areas with likelihood of find homeless persons
 - Survey with phone/tablet app



2018 Point-In-Time Shelter Count & Housing Inventory Count

- PIT numbers pulled from HMIS for the night of January 22nd
- 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 10/1/17
 - ❖ RRH – only clients with move-in dates



HMIS Updates/Reminders

Enrollments and Services

- All clients have to be enrolled before their services are recorded
- HUD expects every record entered in HMIS to have an enrollment ID to associate that record with a period of time spent receiving assistance of any kind
- Only those services and referrals that match standard service categories and linked to the enrollments are included in grant reports (SSVF, RHY, PATH, HOPWA, ESG CAPER Outreach Contact & Bed Night)
- Exception: Follow-Up service (?)



HMIS Updates/Reminders

Project Start Date (aka Entry Date, Enrollment Date*)

- Street Outreach: Date of first contact with the client
- Emergency Shelter: Night the client first stayed in the shelter
- Transitional Housing: Date the client moves into the residential project
- Permanent Housing (PSH & RRH): Date following application that the client was admitted into the project
 - The client meets the criteria for admission
 - The client has indicated they want to be housed in this project
 - The client is able to access services and housing through the project. The expectation is the project has a housing opening or expects to have one in a reasonably short amount of time.
- Service Projects: Date the client first began working with the project and generally received the first provision of service

** PATH projects have separate enrollment date*



HMIS Updates/Reminders

Housing Move-In Date

- Only applies to Permanent Housing projects – PSH & RRH
- It must fall within the enrollment period
- It's only entered for the Head of Household
- If the household leaves the PH unit (due to eviction, disappearance, placement in institution, etc.), the move-in date must not be deleted; rather, the exit destination should reflect the outcome
- If a client is transferred from one PH project to another, the second project's Housing Move-In Date should be the same as the Project Entry Date
- PH data timeliness applies (must be entered in HMIS within 3 workdays)



Chronic Homelessness Responses

- CH status initially captured during the Coordinated Access assessment
- Data is used in CA placement reports
- This status is shown on the Client Dashboard

Name:	Amillion, Pinky	Race:	Black or African American
Age:	21	Ethnicity:	Hispanic/Latino
Gender:	Female	Veteran Status:	No
Housing Assessment Date:	12/13/2017	Triage Score:	
Waitlist Placement Date:		Chronically Homeless (CA):	<u>Yes</u>
Housing Placement Date:		Frequent:	<input checked="" type="radio"/>



Chronic Homelessness Responses

- HMIS CH status captured at every project enrollment
- This data is used in project and system reports
- To review, go to Other Assessments> Chronic Homeless History

Chronic Homeless Summary			
Summary form shows historical chronic homelessness results. The "Chronic Homelessness at Entry" is calculated based on the client's Disabling Condition and the answers in			
7 results found.			
Assessment ID ▲	Assessment Date ▲	Chronic Homelessness at Entry	Program Name ▲
774494	10/06/2017	Yes	DR RRH – ROE
668934	12/01/2016	Yes	SEARCH - Scattered Site Housing
569998	06/16/2016	Yes	SEARCH - Scattered Site Housing (SSO)
446314	09/05/2013	Yes	SAMHSA-CABHI PH
313832	09/06/2013	Yes	SAMHSA-CABHI SSO
293034	06/13/2013	No	SEARCH - Chronic Outreach
291590	06/11/2013	No	SEARCH - Mobile Outreach



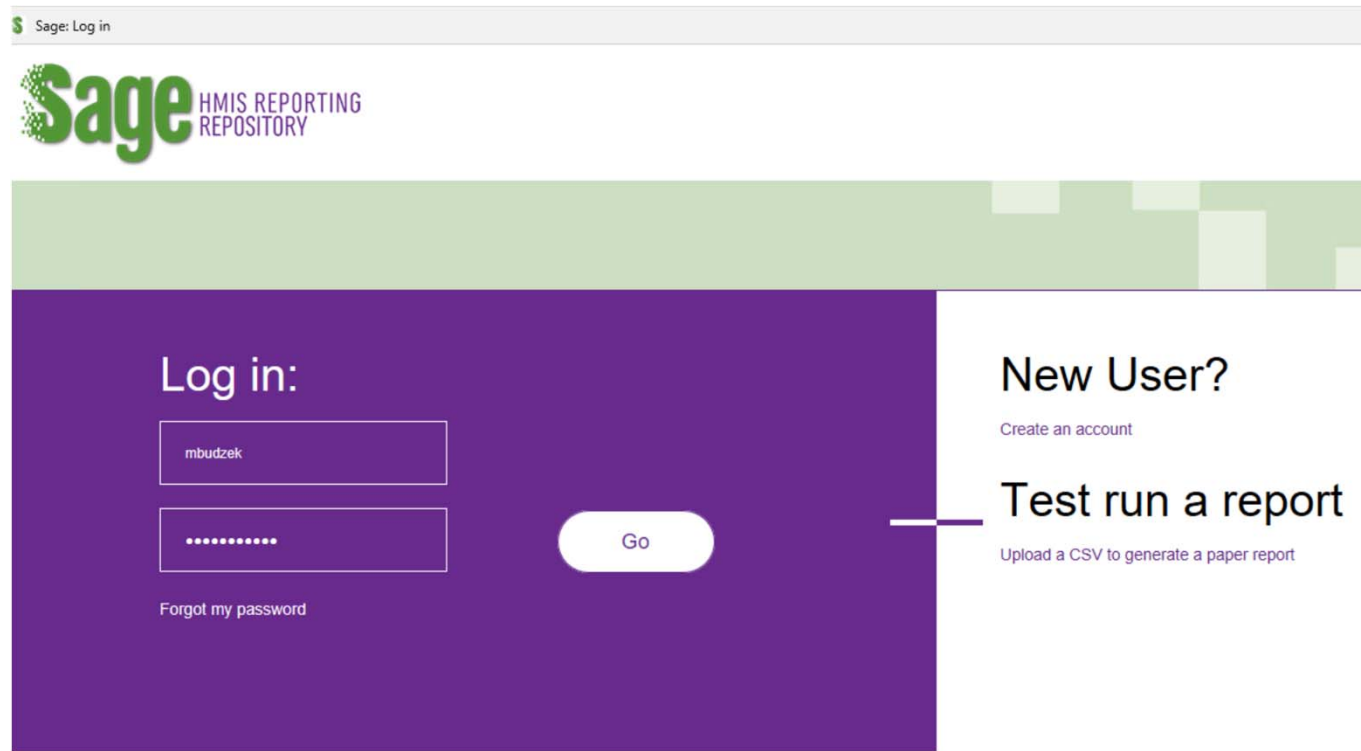
CSV Exports

- Grant compliance reports* are now generated by exporting the data from HMIS in a standard CSV format (currently HMIS CSV v. 6.1) and uploading this data to a repository (HUD Sage, VA SSVF, or RHYMIS)
- To run the export:
 - Go to HMIS Reports and open the specific report form
 - Set the parameters and one-time password, and run the export
 - Download the data from Files on Server and bypass any security warnings
 - Provide the password and extract the files
 - Compress all the “Q” files into one zip file
 - Upload the zip file to the appropriate data repository
- Give yourself enough time in case of technical problems or data quality issues!



CoC APR & ESG CAPER

- www.sagehmis.info (new CoC users must be approved)







The screenshot shows the Sage HMIS Reporting Repository login interface. At the top, there is a navigation bar with the Sage logo and the text 'HMIS REPORTING REPOSITORY'. Below this, the main content area is divided into two sections. The left section, titled 'Log in:', features a purple background with a white 'Go' button. It contains two input fields: one for the username 'mbudzek' and another for the password, represented by dots. A link for 'Forgot my password' is located below the password field. The right section, titled 'New User?', has a white background and includes a link for 'Create an account'. Below this, there is a section titled 'Test run a report' with a link to 'Upload a CSV to generate a paper report'.




















CoC APR

Submission Launchpad

You Are Viewing the Submission for	7/1/2016 - 6/30/2017	(no other submissions to view)
Submission Status	7/6/2017  In Progress	 VIEW
Imported Grant Information	9/24/2017  Completed	 VIEW

APR Instructions

To complete an APR follow the Submission Steps below. To start – click on the  ADD link for each submission section and add the information/data required for your APR. Each section will allow you to SAVE information in Sage. You may go back to the page and  EDIT the information/data you entered at any time prior to your final submission to HUD. The on-screen status report shows you exactly what forms you have completed, what forms are missing information, and at the end what has been submitted to HUD.

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Grant Information	7/6/2017	 Completed	 VIEW  EDIT
Contact Information	7/21/2017	 Completed	 VIEW  EDIT
Financial Information		 Missing	 ADD
Performance Accomplishments		 Missing	 ADD
Additional Comments		Optional	 ADD
CSV APR Upload	9/8/2017	 Coordinated Access SSO	 VIEW / PRINT  EDIT
Sign and Submit	7/6/2017	 In Progress	(you have some incomplete forms)



ESG CAPER

This link may only be used to upload the CSV-CAPER 2017 Report for:

Organization Name: CV Test Agency

Project Type: Emergency Shelter

Project Name: DV - Shelter

Program Year: 9/12/2017 to 12/31/2016

CSV-CAPER 2017 Exemption Template

You are being provided with a one-time exception from producing a CSV-CAPER Report directly from your comparable database or HMIS. For the submission next year you will need to be fully compliant with the requirements to use HMIS or a Comparable Database for the generation of this report. Click [HERE](#) to download the ESG-CAPER 2017 Exemption template.

Upload your CSV-CAPER Exemption

ESG: Arlington - TX has provided you this link to upload your annual ESG Report that your recipient will submit to HUD as part of their Consolidated Annual Performance Evaluation Report (CAPER). Your annual ESG Report uploaded in Sage must be generated by your HMIS or comparable database named: "CSV-CAPER 2017 Report". Please follow these steps to upload your report:

1. Follow the instructions in tab 1 of the CAPER 2017 Exemption Template and complete and save the entire template from data reported out through your HMIS or Comparable Database System
2. Click on the Browse... button below. Your computer's file directory will appear. Find the CSV-CAPER Report you saved and double click or open it. This will make your file available to Sage, and you will see the name of the file next to Browse.
3. Check the box next to "I am not a Robot" and follow the verification steps if necessary.
4. Click on "Upload CAPER" button to upload the file from your computer to Sage.

Browse... No file selected.

☐ I'm not a robot



Upload CAPER



Excerpt from HUD HMIS System Administrator webinar, September 27, 2017



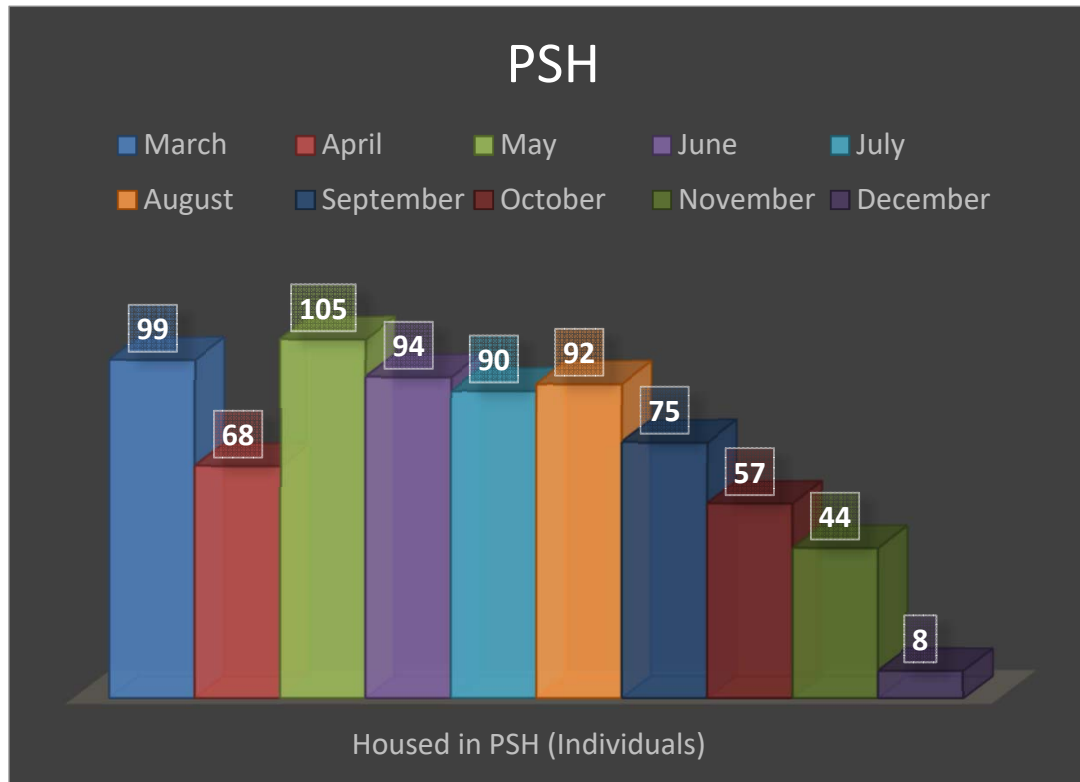
Data Quality Report

- Data Quality Report (summary)
 - Works for all projects
 - Can be run immediately, or scheduled to process at a later time
 - Provides summary numbers and missing numbers and rates for PII's, UDEs, Income & Destination, Chronic Homelessness, Timeliness, and Inactive Records for ES and SO
- Data Quality Detail Export
 - It now works for all projects
 - Must be scheduled and retrieved from Files on Server
 - Provides data sheets with client details for the same sections as the DQ summary report



Mayor's Challenge/Ending Chronic Homelessness

- \$2.4 million City of Houston HOME funds to cover voucher gap.
- Process similar to Housing Choice Voucher applications (HHA).



Goal = 500

Total now = 732 (610 HH)

Waitlist = 265

Target = Thanksgiving

Target Met = August 2017



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/Login.asp>
 - Call the Help Desk
 - 832-531-6029
 - Monday – Friday
 - Send an email to hmis@homelesshouston.org



Q & A



2018 HMIS Forum Dates

Mark your calendars!!!

United Way of Greater Houston:

- March 8, 2018, 2 pm
- June 21, 2018, 2 pm
- September 25, 2018, 2 pm
- December 13, 2018, 1 pm

