HMIS@NCCEH System Updates
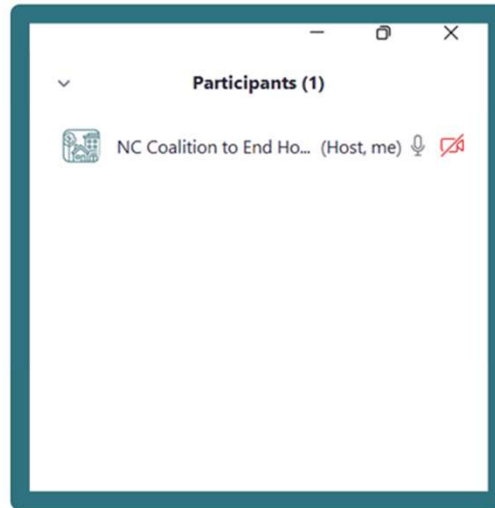
July 2024

NC COALITION to end HOMELESSNESS

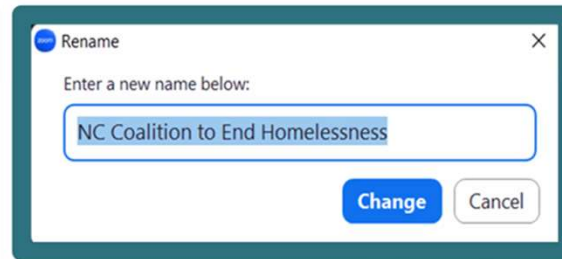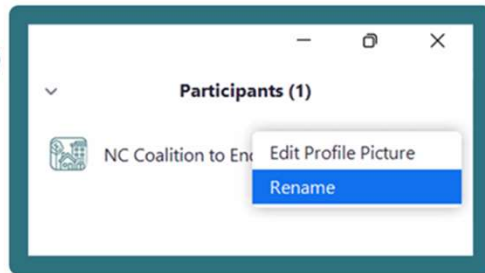# Edit your Zoom Screen Name!

1

Participants (1)

NC Coalition to End Ho... (Host, me)

How to change your screen name:

2

Participants (1)

NC Coalition to En

Edit Profile Picture

Rename

Rename

Enter a new name below:

NC Coalition to End Homelessness

Change Cancel

NCCEH

Agenda

July 2024

System Updates

- Past Due June A020 Data Quality Submissions

Training and Resources

- A020 Data Quality Training Recap
- Program Eligibility Form for APR in Sage
- NAEH Conference & Capitol Hill Day
- ZenGuide Knowledge Base Highlight

What's Next?

Questions/Concerns?

NCCEH

What did Polly the parrot want for the 4th of July?

A fire-cracker

NCCEH

Past Due June A020 Data Quality Report Submissions

The A020 Data Quality Reports were Due June 30th!

- Thank you to the 90 agencies who have already submitted!

Past Due June A020 Data Quality Report Submissions

We still encourage you to submit your reports!

- Reminder that this is a required submission as part of our Data Quality Plan

- Submit your reports using the HMIS@NCCEH Data Quality Report Submission Form [June 2024]

NCCEH

Before you submit

- Check your Prompts
- Submit using the Microsoft Excel Format
- Correct errors on the "Fix These First!" tab
- Re-check any DNC/DKR/Missing Errors with your clients
- Confirm any errors using the comment section in the submission form

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Training and Resources

A020 Data Quality Monitoring Report Training

Updated training on the A020 Data Quality Monitoring Report.

Topics Discussed:

- Purpose of Report

- Eligible Projects

- How to Run the Report

- How to find data quality errors

- How to Submit your report

The Slides & Recordings of the training are available on ncceh.org/hmis/news. Check our Calendar for more upcoming meetings

NCCEH

Program Eligibility Form for APR in Sage

- HUD will now be taking the Q15 question, Prior Living Situation, in the APR into account for Sage Submissions

- To help minimize rejections to APR submissions due to additional information needed, HUD has provided the new Program Eligibility Form in Sage

- Enables users to submit an explanation on a client's eligibility determination prior to report submission.

NCCEH

Program Eligibility Form for APR in Sage

1. Upload your APR CSV
2. Click "ADD" to access the Program Eligibility Form.

Submission Steps	Date Last Information Recorded	Status	Work
Grant Information	8/27/2018	✔ Completed	👁 VIEW ✐ EDIT
Contact Information	8/27/2018	✔ Completed	👁 VIEW ✐ EDIT
Performance Accomplishments	8/28/2018	✔ Completed	👁 VIEW ✐ EDIT
CSV APR Upload	8/27/2018	✔ PSH 1 Completed	👁 VIEW / PRINT ✐ EDIT
Bed and Unit Inventory and Utilization	8/27/2018	✔ Completed	👁 VIEW ✐ EDIT
Program Eligibility		❗ Missing	✐ ADD
Financial Information	8/29/2018	✔ Completed	👁 VIEW ✐ EDIT
Additional Comments	8/29/2018	✔ Completed	👁 VIEW ✐ EDIT
VIEW ONLY - Bed & Unit Report	8/27/2018	✔ Ready to view	👁 VIEW

NCCEH

Program Eligibility Form for APR in Sage

- For clients entering from a non-homeless background, a response must be provided

Living Situation	Total Persons	Response Option	Status	How was eligibility determined/documented by this project
Homeless Situation	54	All	These persons are all assumed eligible.	
Institutional Situation	0	All	These persons are eligible if they entered the institution homeless and exited within 90 days.	
Temporary Situation (Transitional Housing)	9	Transitional Housing for homeless persons	Eligibility must be explained.	
Temporary Situation (Other)	17	Other Temporary Situations including residential project without homeless criteria, hotel/motel paid for without emergency shelter voucher, host home, staying/living with family or friends.	Eligibility must be explained.	
Permanent Situation	14	Permanent Situations include rental by client with or without a housing subsidy and owned by client without housing subsidy.	Eligibility must be explained.	
Client Doesn't Know/Prefers Not to Answer	0		Eligibility must still be determined.	
Data Not Collected	2		Eligibility must still be determined.	

NCCEH

Program Eligibility Form for APR in Sage

- Ideally, no action is required as all persons entering the project from a Homeless or Institutional Situation.

Living Situation	Total Persons	Response Option	Status	How was eligibility determined/documented by this project
Homeless Situation	42	All	These persons are all assumed eligible.	
Institutional Situation	0	All	These persons are eligible if they entered the institution homeless and exited within 90 days.	
Temporary Situation (Transitional Housing)	0	Transitional Housing for homeless persons	Eligibility must be explained.	
Temporary Situation (Other)	0	Other Temporary Situations including residential project without homeless criteria, hotel/motel paid for without emergency shelter voucher, host home, staying/living with family or friends.	Eligibility must be explained.	
Permanent Situation	0	Permanent Situations include rental by client with or without a housing subsidy and owned by client without housing subsidy.	Eligibility must be explained.	
Client Doesn't Know/Prefers Not to Answer	0		Eligibility must still be determined.	
Data Not Collected	0		Eligibility must still be determined.	

There are no persons listed in a category that requires explanation. SAVE this form, no other action is needed.

CANCEL   SAVE

NCCEH

Program Eligibility Form for APR in Sage

- If a client prefers not to disclose their living situation, you must describe how eligibility was determined.
  - Fleeing Domestic Violence
  - If new data is collected/ corrected in HMIS, the report must be re-ran & re-uploaded to Sage. This will trigger a new Program Eligibility Form.
  - Prior entries are saved for reference
- Do Not Enter Any Client PII!

| Data Not Collected | 2 | | Eligibility must still be determined. | The clients were fleeing domestic violence situations and the worker did not ask them about their living situations due to their immediate crisis. |
| | | | | **Previously, you wrote:** The worker didn't ask about living situation. |

NAEH Conference & Capitol Hill Day

- The NAEH Conference will take place next week July 8 - 10th
- NCCEH will be attending wich will cause delays to non-urgent helpdesk questions
- Utilize the following resources:
  - ZenGuide
  - News Archive
  - Learning Management System

NCCEH

ZenGuide Knowledge Base

Your first stop for answers

103 Articles and counting!

- We use your search results to develop new articles

- Highlight:

- A020 - Data Quality Monitoring Report

- Dashboard Report: Hashed HMIS CSV

- CoC - APR (Annual Performance Report)

- ESG - CAPER (Consolidated Annual Performance and Evaluation Report)

Bookmark it!

https://ncceh.zendesk.com/hc/en-us

What's Next?

What's Next Calendar

Due	Event Name
July 4th	Independence Day, NCCEH Closed
July 8-10th	2024 National Conference on Ending Homelessness and Capitol Hill Day
July 17th	Monthly Training: TBD 10-11am
August 7th	Systems Updates Meeting 10-11am
August 21st	Monthly Training: TBD 10-11am
September	Annual Privacy Training

NCCEH

Go to ncceh.org/events for all event details!

Questions?

Let's Troubleshoot!

Contact NCCEH
hello@ncceh.org
919.755.4393

Contact NCCEH Data Center Help Desk
hmis@ncceh.org
919.410.6997

NCEndHomelessness

@NCHomelessness

nc_end_homelessness

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