



North Carolina Balance of State Continuum of Care

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BoS Coordinated Assessment Exchange

May 10, 2016

Attending: Anisse Avery, Linda Brinson, Michele Knapp, LaTasha McNair, Faye Pierce, Amy Steele, Monica Frizzell, Mark Mangum, Gabrielle Sciales

Staff: Emily Carmody, Brian Alexander

Creating Google forms to help communities operate Coordinated Assessment systems

Emily Carmody presented on the usefulness of using Google Forms as part of the Coordinated Assessment process. The idea for this presentation was generated from the last Coordinated Assessment Exchange call.

Emily demonstrated how to create a Google form, giving step by step instructions of the process – titling the form, inserting a description to help those filling out the form, and creating questions of various sorts (multiple choice, checked box, dropdown menu, small description, and paragraph form). Emily described each question type and why a community might choose this type for their specific needs. Emily navigated the Google form platform, showing how to preview the created form, how to edit the form, how to share the form with others, how to specify the rights of those people having access to the form, and how to view the information after forms have been submitted to the community.

Emily described the two ways in which communities could use Google forms to assist in collecting data.

- Creating Google forms that match the screening tools (Prevention and Diversion and VI-SPDAT).
 - Google forms have each of the questions from the screening tools where people administering them can do real time entry into the system and hit submit without the need for a paper form.
 - For people who want to administer the screening tools manually and input the information into the Google form later, Emily cautioned communities to develop a policy for entry into the online form. The policy should set a specific time period for entry into the Google form to decrease the chance for errors.
- Creating Google forms to gather aggregate data for the quarterly report.

- Google form would include the questions from the Coordinated Assessment Quarterly report, allowing all participating agencies to input their results for the designated time period into one form that can go directly into Google Drive.
- This form would allow Coordinated Assessment Leads to easily gather the community's information and tally the numbers for the quarter on a spreadsheet created through the Google forms submitted.

To see the forms created during the call, use the following links:

CA Prevention and Diversion Screening Tool

https://docs.google.com/a/ncceh.org/forms/d/1zM9EYLudodBs3vAb0q9SXNGWIbveyLuHTxRefK89h_A/viewform

CA Aggregate Reporting Form

<https://docs.google.com/forms/d/1qSbSdG2XYL8QfQ2m1fUDMSoBRUAZHrfOJuxEiD1nAgo/viewform>

Feedback and Ideas

- Gabriella with Down East mentioned that they used Dropbox (scanning screenings and documents).
- Linda mentioned that she is attending these calls for her community. She thinks that it will be hard to translate to community when she brings that back. Emily will link a preview of the forms (see above). She and Brian also mentioned the possibility of repeating the training or having a phone call specifically with a community to go through the process.
- Emily mentioned that using Google forms is a suggestion not a requirement.
- Gabriella mentioned other resources to help with creating Google forms: www.dcslearningfree.org/googledocs.

Current Status of HMIS

- The Data Center staff is currently working on getting the VI-SPDAT tool into HMIS.
- The Data Center staff is looking for best practices around the country to ensure that BoS has the correct workflow to standardize how information is input into HMIS.
- BoS will work with 2-3 Regional Committees at a time to implement, allowing us to pull reports about CA systems and see the actual flow of clients within the system.
- BoS is not moving towards inputting the Prevention and Diversion screen into HMIS.
 - Many agencies doing the Prevention and Diversion screen are not using HMIS and do not want to use system.
 - Many people being screened are being diverted from the homeless service system and would not need to be input into HMIS.
 - The Data Team is looking at best practices for this part.
- Once the VI-SPDAT is live in HMIS, BoS staff will be very deliberate in its rollout to the state. The goal is to have it operating before the end of 2016.



Outcomes

- Emily previewed the prototype quarterly outcome report that will show the data that communities are submitting to BoS in a visual way.
- This report will be reviewed by the Coordinated Assessment Council and be given to communities within a month after submission.
- These will be good reports to present to your Regional Committees.

General Discussion

- Gabriella reported that Down East had a very good conversation with their local housing authority to present Coordinated Assessment. Through this conversation they will connect with a larger group where they can present the process. The housing authority is interested in potentially giving a preference for veterans. They are not currently a HUD VASH provider but is interested in applying for the vouchers, which would give them some local control over VASH vouchers.

