# BoS HMIS Users Meeting

February 2019

# February's Agenda

Point in Time & Housing Inventory Count
   Submission Process
   Data Review
   Data Corrections

HMIS@NCCEH Launch

Longitudinal System Analysis Update

What's Next

# Point in Time & Housing Inventory Count

# Point in Time & Housing Inventory Count

A one-day count of folks in the community experiencing homelessness and our resources to serve them

**For BoS:** January 30, 2019

# Point in Time

A one-day count of folks in the community experiencing homelessness

**For BoS:** January 30, 2019

Sheltered Count:
Emergency Shelter, Transitional Housing

Unsheltered Count:
PIT night and service-based

# Housing Inventory Count

A one-day count of the shelter and permanent housing resources our community has to serve folks experiencing homelessness

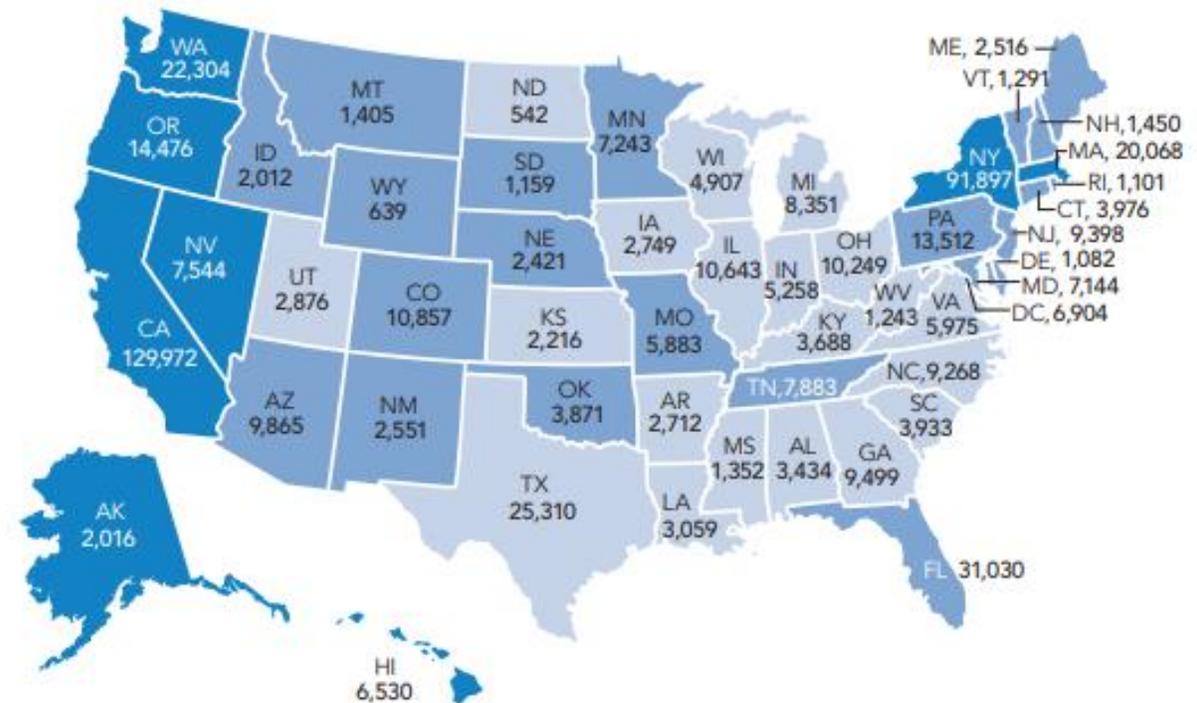**For BoS:** January 30, 2019

Housing Inventory Count:
Emergency Shelter, Transitional Housing, Permanent Housing

# Point in Time & Housing Inventory Count

PIT and HIC data is used (for better or worse) by HUD and local stakeholders

In the Annual Homeless Assessment Report (AHAR) to Congress



EXHIBIT 1.6: Estimates of Homeless People By State, 2018

# Point in Time & Housing Inventory Count

PIT and HIC data is used (for better or worse) by HUD and local stakeholders

In the Annual Homeless Assessment Report (AHAR) to Congress

EXHIBIT 1.1: **PIT Estimates of People Experiencing Homelessness** By Sheltered Status, 2007–2018

# Submission steps

**3/01**
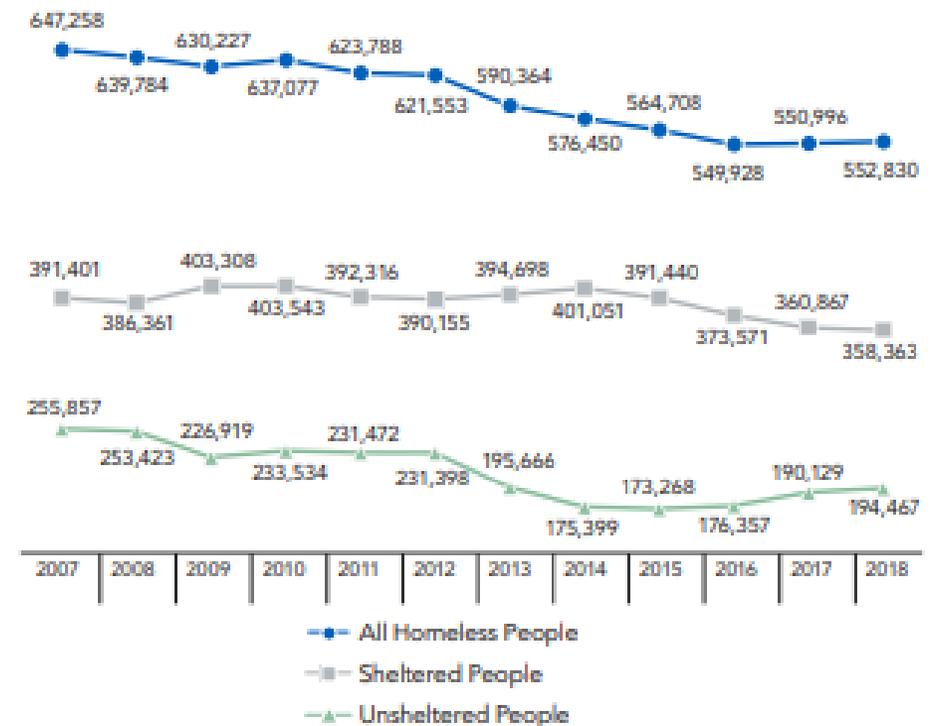
1. Find your reports
   - ✓ 0628 HIC Supplement for RRH and PSH
   - ✓ 0629 Housing Inventory Count and 0630 Sheltered-Unsheltered PIT report for ES and TH

2. Review your reports

3. Make corrections
   - ✓ Ask Data Center for help!
   - ✓ Tell the Data Center when corrections are done

**3/22**

4. Submit accurate reports

# Find Your Reports

**PIT and HIC reports are run separately for each HMIS project**

Homeless Projects have different reports than Permanent Housing Projects

| Project Type | 0628 HIC Supplement | 0629 Housing Inventory Count | 0630 Sheltered-Unsheltered PIT 2019 |
|---|---|---|---|
| ES & TH | | ✓ | ✓ |
| RRH & PSH | ✓ | | |

# Find Your Reports

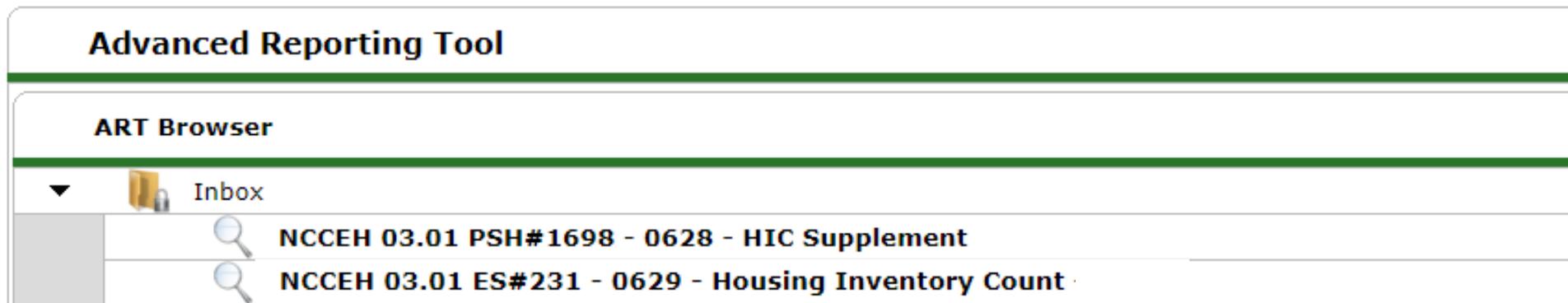Good News - You don't have to run the reports this year. We will!

The reports for each of your projects will run in the AA's ART Inbox by Friday, March 1st

- If your agency wants the reports to be run elsewhere, please tell us know

# Review Your Reports

Look for reports labeled with NCCEH, the run date, the project type, and the project number:



**Advanced Reporting Tool**

**ART Browser**

▼ 🔒 Inbox

🔍 **NCCEH 03.01 PSH#1698 - 0628 - HIC Supplement**

🔍 **NCCEH 03.01 ES#231 - 0629 - Housing Inventory Count**

Data Center ran this | Run date | Project Type | HMIS ID Number

# Review Your Reports

How do you know if your data is accurate?

Check for the correct entries and exits
- households

Check for missing details about client
- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Client Location

Check for children alone

# Review Your Reports

0628 – HIC Supplement

| | | Adult Child | | Adult Only | | Child Only | | Count Client Unique Id |
|---|---|---|---|---|---|---|---|---|
| Prog Type | Providers Reporting Information in this Report | Count Households | Count Clients | Count Households | Count Clients | Count Households | Count Clients | |
| RRH | Heading Home - Rowan County - RRH - HUD(8749) | 1 | 2 | 2 | 2 | 0 | 0 | 4 |
| RRH | | 1 | 2 | 2 | 2 | 0 | 0 | 4 |
| | | | | | | | | |
| | Total ALL: | 1 | 2 | 2 | 2 | 0 | 0 | 4 |

**Tab A - HIC Client Count** | Tab B - Populations | Tab C - Subpopulations | Tab D - Client Detail

Confirm client totals for each tab

14

# Review Your Reports

0628 – HIC Supplement

Expand Columns to see all of the data



| | A | B | C | D | E | F | G | H | I | J | K | L | N | O | P | R | S | T | U |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | HH Group | Client Id | Client Unique Id 4 | Age | Gend | Eth | Race Abbv | Di sa | HoH Relate | Ve t | DV | CH | EE Provider | EE Start | EE Exit | Prog Type | Move-In Date | Fa m | |
| 2 | 875303 | 437167 | | 22 | F | Non-Hisp | B | N | Self | N | N | | Heading Home - Rowan County - RRH - HUD(5749) | 3/1/2017 | | RRH | 3/3/2017 | AC | |
| 3 | | 437168 | | 2 | F | Non-Hisp | B | N | Child | N | N | | Heading Home - Rowan County - RRH - HUD(5749) | 3/1/2017 | | RRH | 3/3/2017 | AC | |
| 4 | 901370 | 458737 | | 23 | F | Non-Hisp | B | N | Self | N | Y | | Heading Home - Rowan County - RRH - HUD(5749) | ###### | | RRH | 7/7/2017 | Sa | |
| 5 | 918301 | 432533 | | 18 | F | Non-Hisp | I | Y | Self | N | N | | Heading Home - Rowan County - RRH - HUD(5749) | ###### | | RRH | ###### | Sa | |
| 6 | | | | | | | | | | | | | | | | | | | |
| 7 | Filters applied to Tab D - Client Detail | | | | | | | | | | | | | | | | | | |
| 8 | No Filter on Tab D - Client Detail | | | | | | | | | | | | | | | | | | |

Tab A - HIC Client Count     Tab B - Populations     Tab C - Subpopulations     **Tab D - Client Detail**    ...

# Review Your Reports

## 0628 – HIC Supplement

Expand Columns to see all of the data

# Review Your Reports

0630 – Sheltered Unsheltered PIT Report



| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 36 | Total Number of Households | 0 | | | 0 | 0 | | |
| 37 | Total Number of Persons | 0 | | | 0 | 0 | | |
| | **ALL HOUSEHOLDS** | | | | | | | |
| 38 | | | | | | | | |
| 39 | | | Sheltered | | Unsheltered | Total | | |
| 40 | **Households without Children** | Emergency | Transitional | Safe Haven | | | | |
| 41 | Total Number of Households | 20 | 0 | 0 | 0 | 20 | | |
| 42 | Total Number of Persons (Adults) | 20 | 0 | 0 | 0 | 20 | | |
| 43 | Number of Young Adults (Age 18-24) | 2 | 0 | 0 | 0 | 2 | | |
| 44 | Number of Adults (Over Age 24) | 18 | 0 | 0 | 0 | 18 | | |
| 45 | Number of Persons with Missing DOB | 0 | 0 | 0 | 0 | 0 | | |
| 46 | | | | | | | | |
| 47 | **Gender** | | | | | | | |
| 48 | Female | 1 | 0 | 0 | 0 | 1 | | |
| 49 | Male | 19 | 0 | 0 | 0 | 19 | | |
| 50 | Transgender | 0 | 0 | 0 | 0 | 0 | | |
| 51 | Gender Non-Conforming (i.e. not exclusively male or female) | 0 | 0 | 0 | 0 | 0 | | |
| 52 | Client Doesn't Know / Client Refused | 0 | 0 | 0 | 0 | 0 | | |
| 53 | Missing / Non-HUD | 0 | 0 | 0 | 0 | 0 | | |
| 54 | | | | | | | | |
| 55 | **Ethnicity** | | | | | | | |

Tab A - Homeless Pop | Tab B - Veteran Households | Tab C - Youth Households | Tab D - Homele …

Confirm client totals for each tab →

# Review Your Reports

0629 – Housing Inventory Count



Each project type has it's own tab

# Review Your Reports

0629 – Housing Inventory Count

| | | Project Information | | | | | | | | Target Population | | Start Dates | | All Year-Round Beds/Units | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | Households with Children | | | Households without Children | | Households with ONLY Children | | |
| # | Organization Name | Project Name | Geo code | Bed Type | Invent ory Type | If U. beds avail by | Ot he r Fe | MckV Funde d | Victim Service s Provide | A (Option al) | B | Inventory | HMIS | Bed Invent ory | Unit Inven tory | HMIS Beds | Bed Invent ory | HMI S Beds | Bed Invent ory | Unit Invent ory | HMI S Beds |
| ES1 | Heading Home Housing - Rowan County(8275) | Heading Home Housing - Rowan County - Emergency Shelter - State ESG(8276) | 379135 | F | C | | N | Y | N | | NA | 1/25/2012 | 1/25/2012 | 0 | 0 | 0 | 24 | 24 | 0 | 0 | 0 |

Look for total number of beds for each household type

# Review Your Reports

0629 – Housing Inventory Count

| | N |
|---|---|
| **Total Year-Round Beds - Household without Children** | |
| 1. Current Year-Round Emergency Shelter (ES) Beds for Households without Children | 24 |
| 1A. Number of DV Year-Round ES Beds for Households without Children | 0 |
| 1B. Subtotal, non-DV Year-Round ES Beds for Households without Children | 24 |
| 2. New Year-Round ES Beds for Households without Children | 0 |
| 3. Under Development Year-Round ES Beds for Households without Children | 0 |
| 4. Total Year Round ES HMIS Beds for Households without Children | 24 |
| 5. HMIS Bed Coverage: ES Beds for Households without Children | 100% |

Coverage should always be 100% for HMIS participating projects

# Review Your Reports

How can you get started before the reports are finalized?

    CoC-APR and ESG CAPER reports!

# Review Your Reports

Run the CoC-APR or ESG-CAPER for the night of PIT: 01/30/2019

# Review Your Reports

## Question 5 a, #15

| 5a – Report Validations Table | |
|---|---|
| **Report Validations Table** | |
| 1. Total Number of Persons Served | **219** |
| 2. Number of Adults (age 18 or over) | **172** |
| 3. Number of Children (under age 18) | **47** |
| 4. Number of Persons with Unknown Age | **0** |
| 5. Number of Leavers | **2** |
| 6. Number of Adult Leavers | **2** |
| 7. Number of Adult and Head of Household Leavers | **2** |
| 8. Number of Stayers | **217** |
| 9. Number of Adult Stayers | **170** |
| 10. Number of Veterans | **13** |
| 11. Number of Chronically Homeless Persons | **29** |
| 12. Number of Youth Under Age 25 | **2** |
| 13. Number of Parenting Youth Under Age 25 with Children | **1** |
| 14. Number of Adult Heads of Household | **154** |
| 15. Number of Child and Unknown-Age Heads of Household | **0** |
| 16. Heads of Households and Adult Stayers in the Project 365 Days or More | **104** |

Click on the blue hyperlinked numbers for the specific clients

# Review Your Reports

Question 5 a, #15

| | |
|---|---|
| 13. Number of Parenting Youth Under Age 25 with Children | 1 |
| 14. Number of Adult Heads of Household | 154 |
| 15. Number of Child and Unknown-Age Heads of Household | 0 |
| 16. Heads of Households and Adult Stayers in the Project 365 Days or More | 104 |

Click on the blue hyperlinked numbers for the specific clients

# Review Your Reports

## Question 6 a, b, d

| 6a - Data Quality: Personally Identifiable Information | | | | |
|---|---|---|---|---|
| **Data Element** | **Client Doesn't Know/Client Refused** | **Information Missing** | **Data Issues** | **% of Error Rate** |
| Name (3.1) | 0 | 0 | 0 | 0% |
| SSN (3.2) | 1 | 3 | 3 | 3% |
| Date of Birth (3.3) | 0 | 0 | 0 | 0% |
| Race (3.4) | 1 | 0 | | 0% |
| Ethnicity (3.5) | 1 | 1 | | 1% |
| Gender (3.6) | 0 | 0 | | 0% |
| **Overall Score** | | | | **4%** |
| 6b - Data Quality: Universal Data Elements | | | | |
| **Data Element** | | | **Error Count** | **% of Error Rate** |
| Veteran Status (3.7) | | | 3 | 2% |
| Project Start Date (3.10) | | | 0 | 0% |
| Relationship to Head of Household (3.15) | | | 7 | 3% |
| Client Location (3.16) | | | 0 | 0% |
| Disabling Condition (3.8) | | | 11 | 5% |

Click on the blue hyperlinked numbers for the specific clients

# Review Your Reports

## Question 6 a, b, d



Click on the blue hyperlinked numbers for the specific clients

# Review Your Reports

Question 6 a, b, d

| 6d - Data Quality: Chronic Homelessness | | | | | | | |
|---|---|---|---|---|---|---|---|
| Entering into project type | Count of total records | Missing time in institution (3.917.2) | Missing time in housing (3.917.2) | Approximate Date started (3.917.3) DK/R/missing | Number of times (3.917.4) DK/R/missing | Number of months (3.917.5) DK/R/missing | % of records unable to calculate |
| ES, SH, Street Outreach | 35 | | | 2 | 0 | 0 | 6% |
| TH | 43 | 0 | 0 | 6 | 0 | 0 | 14% |
| PH(all) | 20 | 0 | 0 | 1 | 0 | 1 | 10% |
| Total | 98 | | | | | | 10% |

Click on the blue hyperlinked numbers for the specific clients

# Review Your Reports

Also check for Household Type

## Question 14 a, b

**14a - Domestic Violence History**

| | Total | Without Children | With Children and Adults | With Only Children | Unknown Household Type |
|---|---|---|---|---|---|
| Yes | 36 | 22 | 14 | 0 | 0 |
| No | 136 | 110 | 26 | 0 | 0 |
| Client Doesn't Know/Client Refused | 0 | 0 | 0 | 0 | 0 |
| Data not collected | 0 | 0 | 0 | 0 | 0 |
| Total | 172 | 132 | 40 | 0 | 0 |

**14b - Persons Fleeing Domestic Violence**

| | Total | Without Children | With Children and Adults | With Only Children | Unknown Household Type |
|---|---|---|---|---|---|
| Yes | 13 | 5 | 8 | 0 | 0 |
| No | 22 | 16 | 6 | 0 | 0 |
| Client Doesn't Know/Client Refused | 0 | 0 | 0 | 0 | 0 |
| Data not collected | 1 | 1 | 0 | 0 | 0 |
| Total | 36 | 22 | 14 | 0 | 0 |

Click on the blue hyperlinked numbers for the specific clients

# Make Corrections: Entries & Exits

Exit clients who were not staying at/being served by your project



Remove Duplicate Entries

# Make Corrections: Entries & Exits

Exit clients who were not staying at/being served by your project



Exit clients accurately

# Make Corrections: Utilization Rates

1 client

1 bed

$1 \div 1 =$ **100% Utilization**

4 clients

2 beds

$4 \div 2 =$ **200% Utilization**

The percentage of Beds occupied on a given night must fall between 65% -105%

# Does this make sense?

2 clients

4 beds
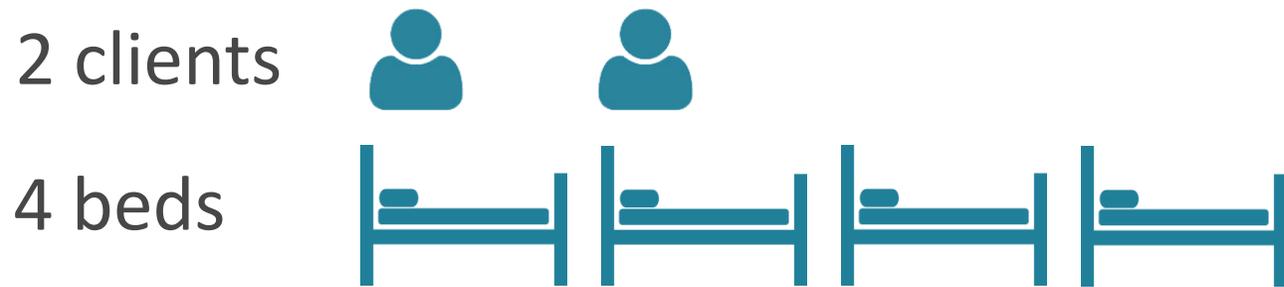
2 ÷ 4 = **50%** Utilization

The percentage of Beds occupied on a given night must fall between 65% -105%

# Make Corrections: Utilization Rates

Who slept in emergency shelter and transitional housing on PIT night?



BoS Utilization on 1/30/2019 (in HMIS)

- # of beds available on PIT night
- # of beds used on PIT night
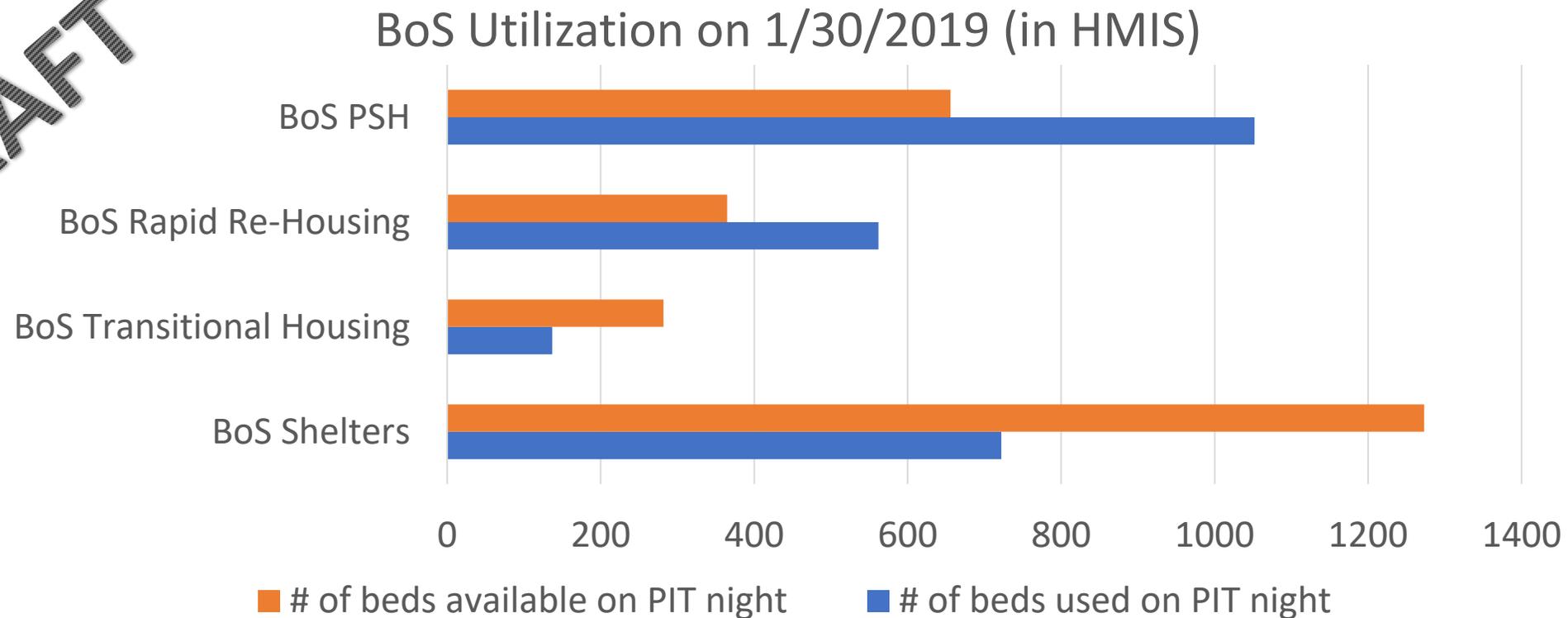
# Make Corrections: Missing data

Always, always check your **Enter Data As** and **Backdate** modes

Demographics don't change, so backdate will be the client's start date
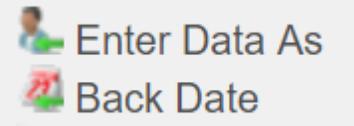
# Make Corrections: Child Alone

Children under 18 rarely enter projects alone. Check for extra Entries:



Remove Duplicate Entry

# Make Corrections: Child Alone

If the correct entry is not in the child's Entry/Exit Tab, use the [Households Guide](#) to correct



## ClientPoint Entries and Exits with households

Now that you have created your household, every time you enroll or exit (or provide a service) for your client you will see the "Household Members" section. It will list your household members, each with a check box by their name:

**Household Members**

ℹ️ To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

☐ (9) Single Parent

   ☑ (103) Billy, Bobby

   ☐ (104) Billy, Betty

   ☐ (105) Billy, Brandy

# Make Corrections: Missing data

## Client Demographics



How to Update Vet Status?

# Make Corrections: Missing data

Client Demographics



Click the pencil

# Make Corrections: Missing data

Client Demographics



Change the dropdown as needed

# Make Corrections

Once corrections are done, contact the Data Center so we can re-run the reports for you!

# Submit Your Reports

Once your reports are accurate, formally submit them to the Data Center as final confirmation

BoS PIT & HIC Submission Link

# Submit Your Reports



NC COALITION to end HOMELESSNESS

## 2019 BoS PIT & HIC Submission Form for HMIS Agencies

Please complete this form to submit final 2019 PIT & HIC data. At the bottom of this form, you will need to attach the HMIS reports required for your project type.

Emergency Shelter and Transitional Housing:
1. 0630 Sheltered-Unsheltered PIT
2. 0629 Housing Inventory Count

Permanent Supportive Housing and Rapid Re-Housing
1. 0628 HIC Supplement

You must complete this form for each project/program at your agency. All data should be submitted using this form by 3/22/2018.

The NCCEH Data Center is here to help you!

Please contact our Help Desk at 919-410-6997 or hmis@ncceh.org is you have any questions or need additional assistance.
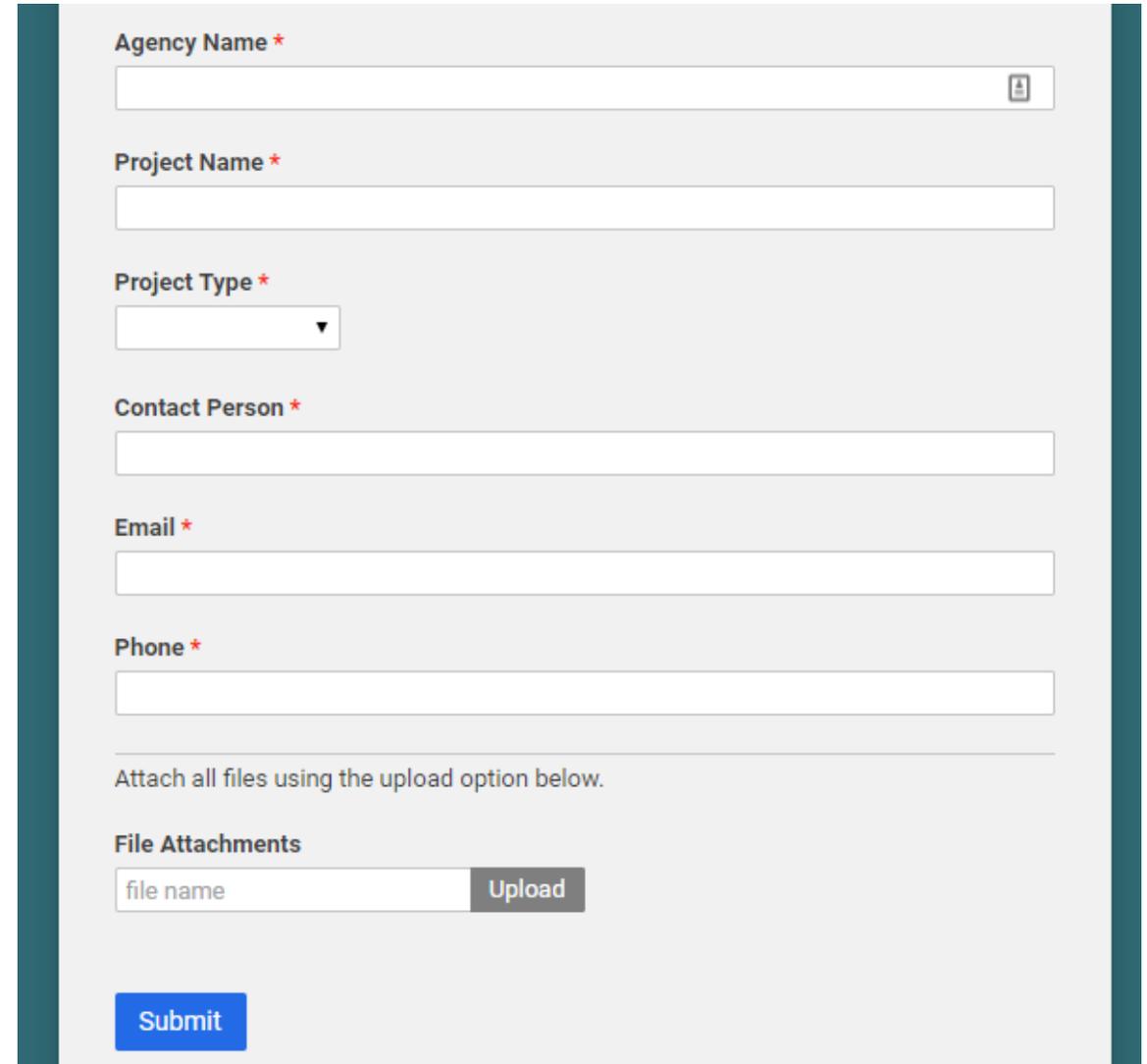
# Submit Your Reports

Submit one form per HMIS project

Contact Person should be an HMIS User the Data Center can follow-up with

Attach both reports as File Attachments

HMIS@NCCEH Launch

# HMIS@NCCEH Launch Update

**Launch Date?**

No, not yet.

**How to prepare?**

Keep collecting and entering data! Keep an eye out for new agreements to be sent via DocuSign emails

**What is NCCEH doing?**

Reviewing the demo site (the test run of the NC HMIS copy) for Quality Assurance. Many previous issues corrected, some new issues found.
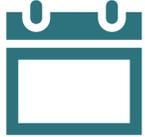
# Report Updates

# Longitudinal System Analysis (LSA) Updates

Final deadline for review and corrections has been delayed (previously January 31$^{st}$) due to the federal government shutdown.

New deadline has not been announced

Waiting for report updates and feedback before sharing data

📅 What's Next?

# What's Next Calendar

| Date | Report Name |
|---|---|
| January 30th | BoS Point in Time (PIT) Count |
| March 1st | PIT and HIC Reports in ART Inbox |
| March 21st | March BoS HMIS Users Meeting |
| **March 22nd** | **PIT and HIC Reports Submission Deadline** |
| April | HUD PIT Count and Housing Inventory Count (HIC) deadline |
| May 21st – May 22nd | Save the Date for NC's Bringing It Home Conference |
| May | HUD System Performance Measures (SPM) deadline |

**ncceh.org/hmis**
access local support for Balance of State, Durham, & Orange CoCs

**919.410.6997** or **hmis@ncceh.org**
helpdesk for local support