HMIS User Meeting

June 2019
Agenda

- System Performance Report - Erin
- History Tab Demo - Casey
- Reports Page - Casey
- Approximate Date Started - Elizabeth
- Contact Tab Demo - Mayra
- Knowledge Base Articles - Mayra
- CoC Funding: Grant Consolidation - Mayra
- Transitional Housing Performance Data - Adriana
- Q&A
The System Performance Report has been submitted to HUD!

Reporting period: 10/1/17 - 9/30/18

Thank you for making corrections to HMIS data!

The full report is now published on our website, as well as a comparison of the 16/17 to 17/18 data.
History Tab Demo

You can use the History tab to view a client’s program and service history. This can be helpful in developing a plan for the client’s housing progress so that efforts are not duplicated and that clients are not receiving service patterns that have not worked for them.

Demo:

- History Tab Overview
  - Colors
  - Icons
  - Sidebar
- Searching
- Filtering
The Reports Page on ochmis.org has been updated!

<table>
<thead>
<tr>
<th>Type of Data</th>
<th>CoC-level Data</th>
<th>Project-level data</th>
<th>Housing Inventory</th>
<th>Client Demographics</th>
<th>Data Quality</th>
<th>Performance</th>
<th>Trends</th>
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Approximate Date Started (ADS)

- ADS: Start date of the client’s *most recent* experience of homelessness
- Many “filler” (1/1/1900) or suspiciously early (1/1/1980) ADS in HMIS
- ADS is used for performance metrics, accurate data is important
- Fillers should *never* be entered
- Very early ADS may be incorrect: ADS should be start date of continuous experience of literal homelessness
  - “Starts over” if client experiences a “break”
  - “Breaks”: Client is in PH or TH ≥ 7 days or Institutional ≥ 90 days
Determine a more accurate approximation for ADS:

- Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH.

- The date a client’s homeless situation began may precede a period of moving back and forth between streets, ES, or SH, but if the moving back and forth includes “breaks”, the ADS should be after those breaks.
  - Client’s HMIS History tab may show recorded PH/TH breaks.
Approximate Date Started (ADS)

1/1/1980
First Time
Experiencing
Homelessness

1/1/1980
First Time
Experiencing
Homelessness

1/1/1980 - 1/1/2019
In PH/TH 7 days or more
or
Institution 90 days or more
BREAK

In PH/TH 6 days or less
or
Institution 89 days or less
No Break

Approximate Date Started: 1/1/2019

Approximate Date Started: 1/1/1980
Contact Tab Demo

● How to add a contact
● Contact types (Client, Case Manager, Emergency Contact)
● How to update/edit a contact
● Making a contact “inactive” versus “deleting”
● Hiding the inactive contacts from view
● Saving Client Contact Information Knowledge Base Article
● BitFocus should be done with the contact migration in about a week, old contact will be “view only” until then- add new contacts under contact tab
Knowledge Base Articles

- History Tab Overview
- Saving Client Contact Information
- How to Add Services
- Annual Assessment Due Report
- How to Create Notes and Public Alerts
- Status and Annual Assessments
- Running HMIS “Canned” Reports
- Agency and Project Set-up
- CoC Grant Consolidation
CoC Grant Consolidation

- During the FY18 NOFA for CoC projects, multiple agencies chose to consolidate their CoC contracts

  - HUD combined grants using some parameters:
    - Projects had to be the same project types (PSH cannot be combined with RRH)
    - The # of beds and units from all projects were added together
    - HUD used a formula to determine the term of the new consolidated grant when the operating years were not the same

The project ID for the contracts in our CoC will be the four numbers following “CA”
CoC Grant Consolidation: APR Reporting

- Expiring FY17 grants are to report on their full operating year for their APR
- Tasks:
  - Agencies are to continue to record all activity on active and new clients in HMIS in the project where their expiring grants reside **UNTIL** the Operating End Date
  - Agencies must generate the APR for EACH expiring grant (the grants that were combined) *211OC cannot move forward with consolidate the projects in HMIS until the APR for all projects included in the consolidation have been submitted*
  - The project in HMIS that is associated with the surviving grant will become the “Home Project” for the new grant aka the surviving grant.
    - **Agencies must notify HMIS when each APR is submitted so active enrollments are moved**
Transitional Housing Project Performance Reports will be presented at the June Data and Performance Management Meeting.

Corrections Spreadsheets were sent to Transitional Housing Providers last week.

Final TH Project Performance Reports will be posted on our website [Reports>Project Performance Reports](#).

June Data and Performance Management Meeting will be on Thursday, June 13th at 1:30 p.m at the CASA training room.
Q&A