System Performance Report - Erin

- The System Performance Report has been submitted to HUD! The reporting period for the report is 10/1/17 - 9/30/18.
- Thanks to the agencies for making corrections to HMIS data, and making our submission the best it can be!
- 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 - Casey

- Check out the History Tab demo on our YouTube Channel or the History Tab Overview knowledge base article!

OC HMIS Reports Page – Casey

- The OC HMIS Reports page has been updated to collect important CoC and project level reports in one place.
- The following reports can be found on the OC HMIS Reports page:
  - Housing Inventory Count (HIC)
  - Point In Time Count (PIT)
  - HUD System Performance Reports
  - CoC Board Reports
  - Project Performance Reports
  - Data Quality Report Cards
  - LSA (formerly known as AHAR)
  - HMIS Statistics
**Approximate Date Started (ADS) – Elizabeth**

- The Approximate Date Started (ADS) field is an enrollment question for Heads of Households and Adults.
- ADS should represent the start date of the client’s *most recent* experience of homelessness.
- Data quality monitoring revealed many “filler” (1/1/1900) or suspiciously early ADS such as 1/1/1980.
- ADS is used to calculate performance metrics, so it is very important to have accurate data in the HMIS.
- Approximations for this field are acceptable, but “filler” values should never be entered.
- Very early ADS, such as 1/1/1980, may also be incorrect. This is because ADS represents the *most recent* date, and would “start over” if a client has a break in homelessness.
  - According to HUD, a client has a break if they spend 7 or more days in a permanent housing or transitional housing situation or 90 or more days in an institutional situation.
  - Therefore a very early ADS may not be accurate.
- To determine an accurate ADS:
  - Have your client look back to the date of the last time they had a place to sleep that was not on the streets, an emergency shelter, or a safe haven.
  - 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.
  - Remember that you can checkout the [Client’s History Tab](#) to see if there is any record of PH or TH enrollments of greater than or equal to 7 days (breaks).
- Checkout [this example](#) to better understand how to approximate an ADS date and see how breaks affect the ADS date you enter into HMIS.

**Contact Tab Demo - Mayra**

- Adding a contact
- Contact types are now included (Client, Case Manager, Emergency Contact)
- Updating/Editing a contact
- Making a contact “inactive” versus “deleting” a contact
  - If you were to delete a number that might be disconnected, instead of making it inactive you will be deleting that contact from everyone and it will be lost.
- Selecting “Show Inactive Contact” will allow you to view the contacts that are inactive.
- Refer to the [Saving Client Contact Information](#) Knowledge Base Article for future reference.
- Bitfocus contact migration estimated to be done in a week, until then add new contacts under the contact tab.
  - Old contacts will be “view only” until the migration is completed.

**Knowledge Base Articles - Mayra**

- Recently published Knowledge Based Articles:
  - [History Tab Overview](#)
  - [Saving Client Contact Information](#)
CoC Grant Consolidation - Mayra

- During the FY18 NOFA for CoC funded projects, multiple agencies chose to consolidate their CoC contracts
- HUD combined grants using some parameters:
  - Projects had to be of the same project type, so for example a PSH project could not be combined with a RRH Project
  - The number of beds and units from all the projects were added together to create the new consolidated grant project
  - HUD used a formula to determine the term of the new consolidated grant that would allow the projects to remain “whole” when the operating years were not the same
- The project ID for the contracts in our CoC will be the four numbers following “CA”,
- Expiring FY17 grants are to report on their full operating year for their APR, since they were drawing funds through the end of the operating year
- Things that agencies with consolidated grants must do:
  - 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*
    - Review the APR carefully, because once they are grouped together in HMIS the APR cannot be reproduced
  - The project in HMIS that is associated with the surviving grant will become the “Home Project” for the new grant aka the surviving grant. Once the APR is submitted, HMIS will move all open records (stayers who do not have an exit date prior to the operating end date of the grant) to the new “Home Project”. This is so all client data remains for length of stay, eligibility, time from start to move in and other important data.
    - Agencies must notify HMIS when each APR is submitted so active enrollments are moved to the “Home Project” as soon as possible.

Transitional Housing Performance - Adriana

- 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 Transitional Housing 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

Can agency administrators run reports to check for data quality? Yes, any user can run the following reports to monitor data quality in the Report Library tab. Please check out the recorded Clarity Reporting Webinar to see demonstrations of each report:
  ■ [HUDX-225] HMIS Data Quality Report (Agency Administrators can log into the OC HMIS Training Site to review a lesson from the Agency Administrator training that goes over this report in detail.)
  ■ [GNRL-220] Program Details Report
  ■ [EXIT-101] Potential Exits

Are case notes public to all HMIS Users? Most Case Notes/Client Notes are not viewable to anyone outside of the agency of the staff person who entered them when they are entered under a client's program enrollment. Some notes are viewable because they were entered directly on the Client Note tab and not associated with an enrollment, but most agencies associate case notes with enrollments. This article goes over the difference between Agency Notes/Public Alerts and Case Notes/Client Notes.

Future Meeting Information

Next month’s meeting date and time: Webinar on Wednesday July 3rd, 2019, from 10-11AM. No RSVP or registration is required. Click this link to join the meeting on.

All User Meeting webinar recordings and meeting minutes are available on our website!

Have an idea for a future agenda item? Submit a ticket via the HMIS Help Desk using the “HMIS – Users and Trainings” category with your ideas.