

Welcome!

March 2022
OC HMIS User Meeting

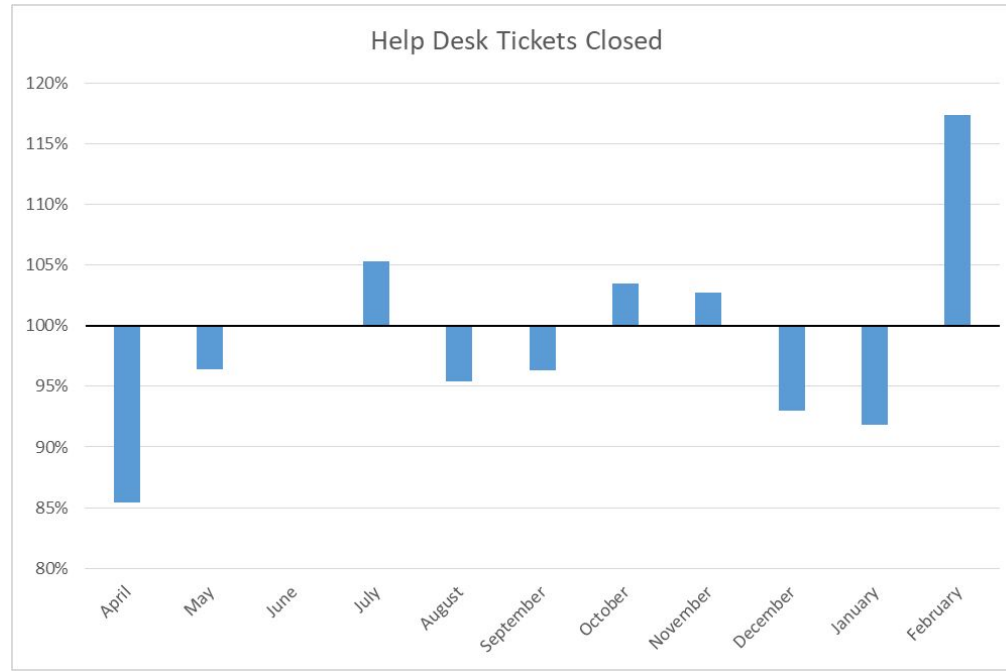
**Please enter your agency
name in the chat box**



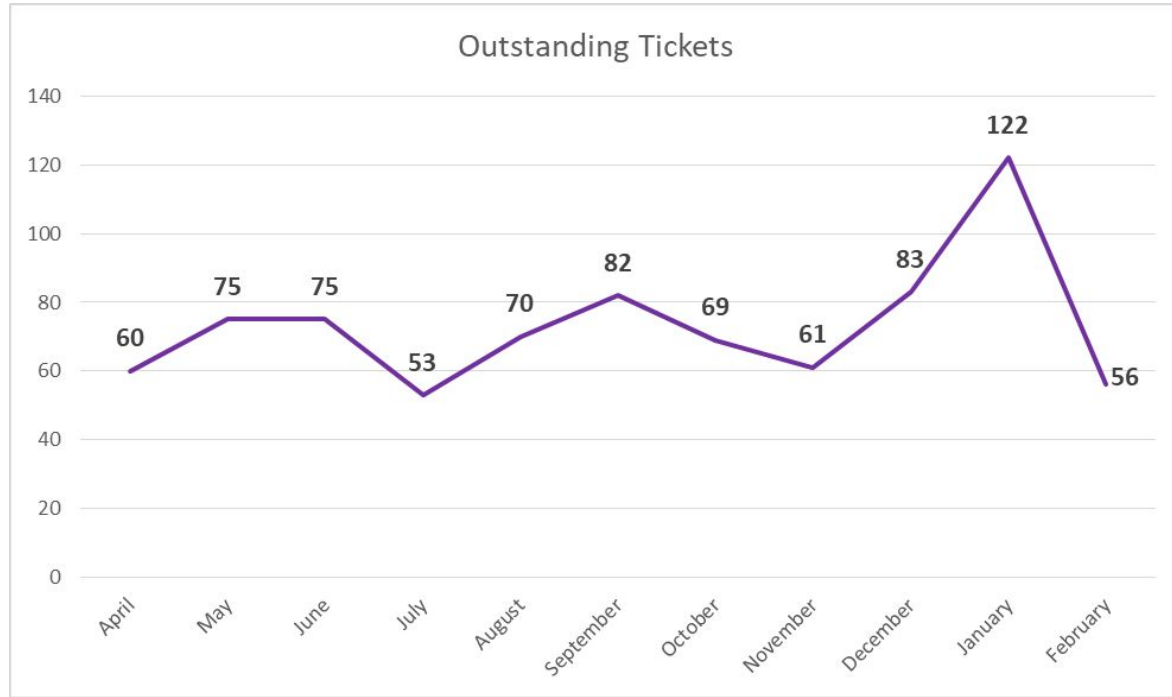
Agenda

1. Help Desk Tickets
2. 2022 HIC and Sheltered PIT
3. CES Housing Availability Screen
4. HOPWA & PATH PSDE Dashboards
5. Q4 Data Quality Report Cards
6. New HUD Resource: Disposition and Recordkeeping Requirements Using ESG-CV Funds
7. New Clarity Updates
8. Data & Performance Management Meeting Agenda
9. Q&A

Help Desk Tickets



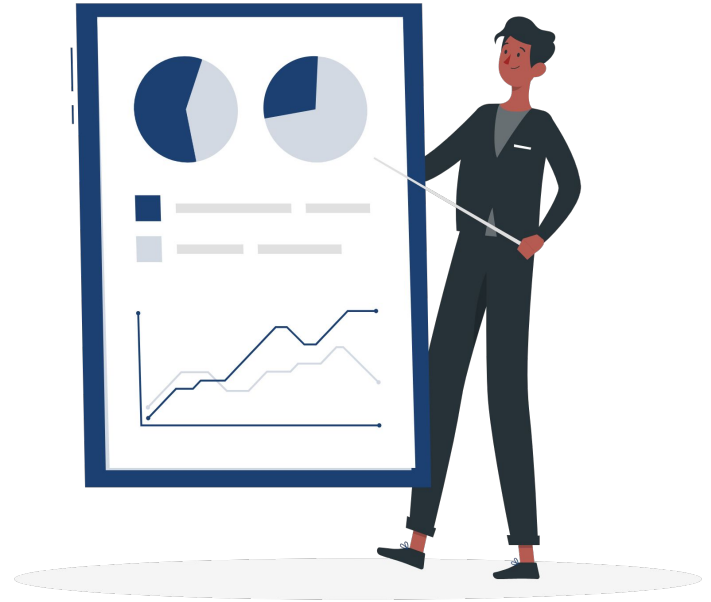
Help Desk Tickets



2022 HIC and Sheltered PIT

All HIC and PIT documents are due by **EOD March 4th!**

- [2022 HIC and Sheltered PIT](#)
- [Filling Out the HIC Answer Form and HIC Client Form](#)
- [Filling Out the PIT Answer Form](#)
- [Running the HIC: Average Family Size Report](#)
- [Running a Saved Look](#)
- [How to Access your Agency's Dropbox Folder](#)
- [HIC/Sheltered PIT Training Slides](#)
- [HIC/Sheltered PIT Training Recording](#)



HIC/PIT Submission Documents

Projects Participating in HMIS

[HIC Answer Form](#)

PIT Report for ES/TH projects (CSV format)

Projects Not Participating in HMIS

[HIC Answer Form](#)

[PIT Answer Form](#) for ES/TH projects

[HIC Client Forms](#) for PSH/OPH/RRH projects

All documents must be submitted to the agency's [Dropbox](#), and the agency must submit a ticket to the [HMIS Help Desk](#) once the documents are submitted.

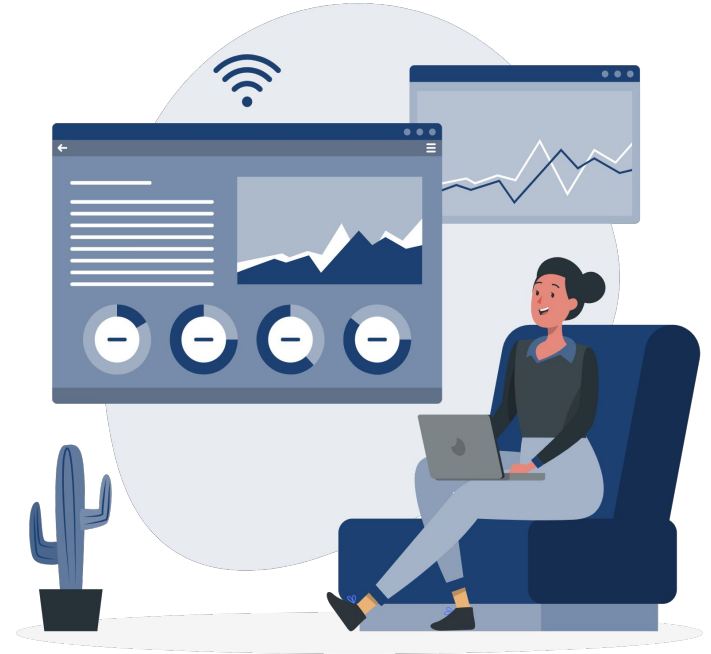
CES Housing Availability Screen

- Ensure your housing agency is listed in the Agency drop-down below your name then navigate to the Referral tab to add housing opportunities.
- Under the Availability tab, a list of all the projects for your agency will appear.
- Click on **Limited Availability** for the project with the housing opportunity if not already selected. Then, click on the drop-down button next to the project. You will have the option to Add Single Opening or Add Multiple Openings.
- Ensure the project is not set to Full Availability or No Availability, these options will not allow CES to see any housing opportunities at your agency.

Program Availability	Bed Reservation	Coordinated Entry System		
CoC Funded Family Coordinated Entry Training Project	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	▼
CoC Funded Permanent Supportive Housing Training Project	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	
CoC Funded Rapid Re-Housing Training Project	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	

HOPWA & PATH PSDE Dashboards

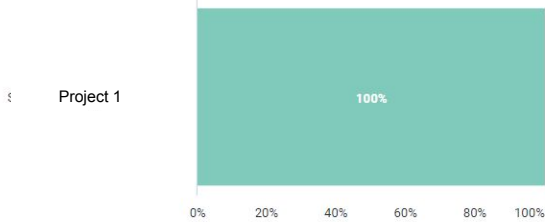
- Program Specific Data Elements Data Completeness Dashboards and details reports are now available for the specific federal funding sources HOPWA and PATH.
- Separate dashboards and detail reports are included for both Entry and Exit data.
- Review reports to ensure data completeness for these elements



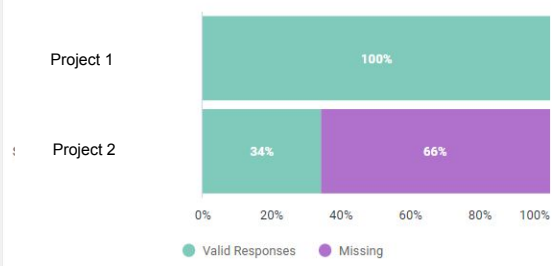
PSDE Entry HOPWA Data Completeness Dashboard

Reason not Receiving AIDS Drug Assistance Program (ADAP)

Only required if Receiving AIDS Drug Assistance Program (ADAP) is No.

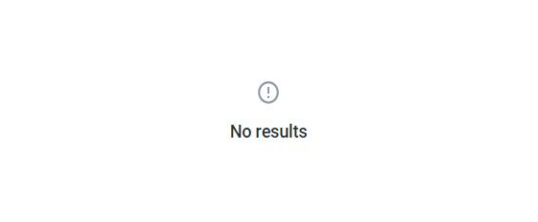


Receiving Ryan White Medical or Dental Assistance



Reason not Receiving Ryan White Dental or Medical Assistance

Only required if Receiving Ryan White Dental or Medical Assistance Program is No.

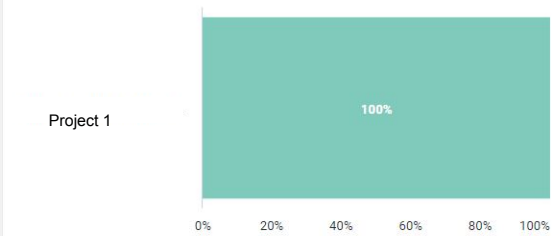


T-Cell (CD4) Count Available



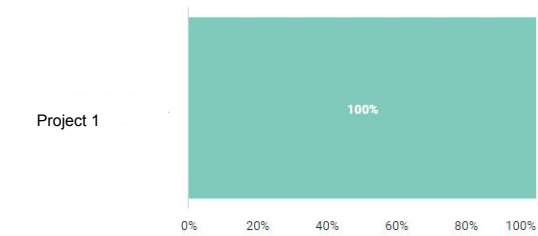
T-Cell (CD4) Count

Only required if "T-Cell (CD4) Count Available" is Yes.



How was the T-Cell (CD4) Count information obtained

Only required if "T-Cell (CD4) Count Available" is Yes.



Valid Responses Client Doesn't Know/Client Refused

PSDE Entry HOPWA Data Completeness Detail Report

Agencies Agency Name	Programs Full Name	Programs Project Type Code	Clients Unique Identifier	Enrollments Enrollment ID	Enrollments Household ID	Entry Screen Head of Household (Yes / No)	Entry Screen Age at Project Start	Adult/HoH	Clients Client Full Name	Enrollments Project Start Date	Enrollments Project Exit Date	Enrollments User Updating	Entry Screen Covered by Health Insurance	Entry Screen HIV/AIDS	Entry Screen HOPWA: No Medicaid Reason	Entry Screen HOPWA: No Medical Reason
1 Lost Explorers	Lost Explorers Home	Emergency Shelter	7EC56FE43	168081	143692	Yes	37	Yes	Indiana Jones	2021-12-10	∅	User 1	Yes	Yes	∅	∅
2 OC Training Agency	ES Training Project	Emergency Shelter	F771B42C7	168082	143693	Yes	44	Yes	Mufasa Lion	2021-11-05	∅	User 1	Yes	Yes	∅	Insurance type N/, this client
3 OC Training Agency	ES Training Project	Emergency Shelter	A918227D7	168083	143695	Yes	33	Yes	Donald Duck	2021-11-03	∅	User 1	Yes	Yes	∅	Insurance type N/, this client

● Valid Responses ● Client Doesn't Know/Client Refused

Q4 Data Quality Report Cards

- Q4 Data Quality Report Cards to be published!
 - Data Completeness
 - Data Accuracy
 - Data Timeliness
- View your HMIS DQ Report Cards [here!](#)



New HUD Resource: Disposition and Recordkeeping Requirements Using ESG-CV or ESG Funds

HUD has released a new resource regarding the Disposition and Recordkeeping Requirements When Using ESG-CV or ESG Funds to Purchase Furniture or Household Furnishings

The link with more information is available on the 211 HMIS website.

COVID-19

Homeless System Response:

Disposition and Recordkeeping Requirements when using ESG-CV or ESG Funds to Purchase Furniture or Household Furnishings

ESG-CV and annual ESG funds used to prevent, prepare for, and respond to coronavirus may be used to buy furniture and household furnishings for use by program participants while they are receiving homelessness prevention and rapid re-housing assistance ([Notice CPD-21-08](#), III.E.3.i). Recipients and subrecipients must adhere to equipment disposition and recordkeeping requirements (found at [2 CFR 200.313](#)) related to the use of funds to buy furniture and household furnishings.

Disposition Requirements

Minor fluctuations in day-to-day inventory need not be recorded in HMIS, and HMIS inventory records can be updated to reflect historical changes that weren't captured at the time. Use the instruction in the [HMIS Data Manual](#) for documenting inventory changes. Some examples of inventory changes that might occur in an infectious disease outbreak are listed below, with the preferred responses to Project Descriptor Data Elements (PDDE) in HMIS.

In most cases, furniture or household furnishings purchased with ESG-CV or annual ESG funds for use by rapid re-housing or homelessness prevention program participants must be retained by the recipient or subrecipient for continued use when the household exits the program. Requirements for disposition ([2 CFR 200.313\(e\)](#)) depend on whether the equipment is still needed for the original project or program, or for other activities supported by HUD, or for other federally-sponsored activities, and the value of the equipment.

If the recipient or subrecipient determines that the equipment is no longer needed for the purpose of the original project, the recipient or subrecipient may use the equipment in the following ways (in priority order), and disposition requirements would not be triggered:

New Clarity Updates


Updated — “Currently Enrolled” Label

City Shelter ^

Active Clients

1
CLIENT

■ 0 % Families
■ 100 % Individuals

 **Funding Source**
HUD:ESG – Emergency Shelter
(operating and/or essential services)
Availability
Full Availability

Service Categories:

✓ Housing
✓ Food
✓ Mental Health

Include group members:

Tom Test (**Currently Enrolled**)

The system will now display a **Currently Enrolled** label for other household members who are actively enrolled in the same Program

New Clarity Updates

Updated — HUD Service Items Dependent Text Field Update

The image shows two screenshots of a software interface. The top screenshot, titled "SERVICES: ITEM DETAIL", shows a form with several fields. The "Item Title" field is highlighted with a red box and labeled "Service Item Setup Field". Below it are "Category" (Voucher Change), "Category 2" (Other), and "Delivery Type" (Long Term). The bottom screenshot, titled "HISTORY: EDIT", shows a form with various fields. The "Other - Specify" field is highlighted with a red box and labeled "Service Item Transaction Field". A red arrow points from the "Service Item Setup Field" in the top screenshot to the "Service Item Transaction Field" in the bottom screenshot. The "HISTORY: EDIT" form includes fields for "Service Name" (HUD-VASH Voucher Tracking), "Service Item" (Custom Text Field), "Category" (HUD-VASH Voucher Tracking), "Delivery Type" (Single Event), "Agency" (Anna's HUD Service Items Agency (Entered by: Anna Hung)), "Expiry Warning" (toggle), "Event Date" (02/01/2022), "Private" (toggle), and "Authorization lock" (toggle). There are "SAVE CHANGES" and "CANCEL" buttons at the bottom.

This update allows a user who is recording a service item transaction in a client record to enter a description of the service item via a required Other - Specify text field as shown below.

Data & Performance Management Committee Meeting

Agenda:

1. The March 2022 Data Performance Management Committee Meeting will be cancelled
2. The Homeless Prevention Project Performance Report will be published on March 10th.

Thursday April 14th, 1:30 - 3:00

Click [here](#) to Join!

Meeting ID: **876 9206 8822**

Passcode: **356562**

Q&A