Welcome!

September 2023
OC HMIS User Meeting

Please enter your agency name in the chat box

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Orange County

Agenda

1. LSA and SPM Preparation
2. FY 2024 HMIS Data Standards
   a. Updated Response
   b. Client Profile Data Elements
   c. Enrollment & Exit Screen Data Elements
   d. Current Living Situation
   e. HOPWA Data Elements
   f. VA Data Elements
   g. RHY Data Elements
3. Project Update Forms
4. HMIS Calendar and Meeting Materials
5. HMIS Consent to Share Protected Personal Information
6. Program Move
7. Project Performance Report
8. New HMIS Staff Position
9. Q&A
10. Office Hours

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LSA and SPM Preparation

- Longitudinal System Analysis (LSA) and System Performance Measure (SPM) will roll out in the Fall

- The HMIS team will send out the SPM corrections along with the quarterly Data Quality Report Cards draft spreadsheet

- LSA will be sent in rounds for corrections and explanations

LSA and SPM Preparation

Reports to run:

Pathway: Reports > Data Analysis > Orange County System Reports

- Data Accuracy Dashboard
- Agency Set-Up Review

Pathway: Reports > Data Analysis > Built In Reports

- LSA Data Cleanup: Head of Household Data
- LSA Data Cleanup: Overlapping Enrollments

FY 2024 HMIS Data Standards

HUD has released the FY2024 HMIS Data Standards Manual. These changes will be implemented in HMIS as of **October 1st**, and include updates for the following screens/projects:

- Client's Profile
- Enrollment & Exit Screens
- All Projects
- HOPWA Funded Projects
- RHY Funded Projects
- SSVF Funded Projects

Revision History

Version	Revision
FY 2024 V1	**2.02 Project Information** • Remove "Emergency Shelter Tracking Method" • Add "Night-by-Night" to existing emergency shelter response option ("1"). • Add Response "0" – "Emergency Shelter Entry Exit" response option • Add Rapid Re-housing subtype field • Add "RRH: Services Only" subtype to affiliation field • Remove HMIS Participating Project field from this element, create new element for HMIS Participation Status. • Change "domestic violence victim" to "survivor of domestic violence" in target population **2.06 Funding Sources** • Remove "HUD: CoC – Joint Component RRH/PSH" • Add "HUD - ESG RUSH" • Add "HUD: Unsheltered Special NOFO" • Add "HUD: Rural Special NOFO" • Remove "Rural Housing Stability Assistance Program" **2.07 Bed and Unit Inventory** • Change Project Type Applicability for RRH to only PH-Rapid Re-housing (RRH: Housing with or without services) subtype **2.08 HMIS Participation Status** • New Element for tracking HMIS participation – removing HMIS participation field from project information PDDE. • Added comparable database participating **2.09 CE Participation Status** • Add PDDE to identify projects acting as "access points" and projects that accept referrals from CE including participation status dates. **3.01 Name** • Data collection instruction change – Client may provide preferred name. "Legal name" not required unless required by the funder. **3.02 Social Security Number** • Data Collection instruction change – HUD CoC and ESG, and SAMHSA PATH Programs require only last four digits of SSN to be required. **3.04 Race and Ethnicity** • Combine Race and Ethnicity into single data element. (Eliminate 3.05 data element) • Add response option for "Middle Eastern or North African" and modified "Hispanic/Latina/e/o" response option. Added text box to provide additional detail.

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Updated Response:
Client prefers not to answer

"Client prefers not to answer" is replacing "Client refused"

"Client prefers not to answer" – means the client knows the information but does not want to provide the information to record in HMIS

Most elements contain responses of "Client doesn't know" and "Client prefers not to answer". It is not the intention of HUD or the federal partners that clients be denied assistance if they prefer not to or are unable to supply the information.

However, some information may be required by projects or public or private funders to determine eligibility for housing or services, or to assess needed services.

Client Profile Data Elements

Project Type Applicability: All Programs/Components

Data Collected About: All Clients

Screens in HMIS: Client's Profile

- **3.01 Name**
- **3.02 Social Security Number**
- **3.04 Race and Ethnicity**
- **3.06 Gender**

Adults

- **3.07 Veteran Status & V1 Veteran's Information**

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Client Profile Data Elements

3.01 Name - Client may provide preferred name. "Legal name" not required unless required by the funder

3.02 Social Security Number - HUD CoC and ESG, and SAMHSA PATH Programs require only last four digits of SSN to be required

3.04 Race and Ethnicity - Combine Race and Ethnicity into single data element

3.06 Gender - Responses are updated

3.07 Veteran Status - 'Veteran Status' is not dependent on discharge status.

V1 Veterans Information - "Space Force" as a new option under "Branch of the Military"

CREATE A NEW CLIENT

Social Security Number	000 - 00 - 1234
Quality of SSN	Approximate or partial SSN reported ⌄
Last Name	Client
First Name	Test
Quality of Name	Full name reported ⌄
Quality of DOB	Approximate or partial DOB reported ⌄
Date of Birth	01/01/1990 Adult. Age: 33
Middle Name	None ⌄
Gender	Select ⌄
Race and Ethnicity	Select ⌄
Additional Race and Ethnicity Detail	
Veteran Status	Select ⌄

Please fill in Release of Information form   **CANCEL**

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Prior Living Situation

3.917A&B Prior Living Situation

Project Type Applicability:
- Emergency Shelter
- Street Outreach
- Safe Haven

Data Collected About: Head of Households (HoH) and Adults

Screen in HMIS: Project Start

Review Appendix A for updated Prior Living Situation & Subsidy Type

PRIOR LIVING SITUATION

Type of Residence	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/tr...
Length of Stay in Prior Living Situation	One month or more, but less than 90 days
Approximate date this episode of homelessness started	06/01/2023
Number of times on the streets, in ES, or Safe Haven in the past three years	One Time
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	Three Months

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Destination

3.12 Destination
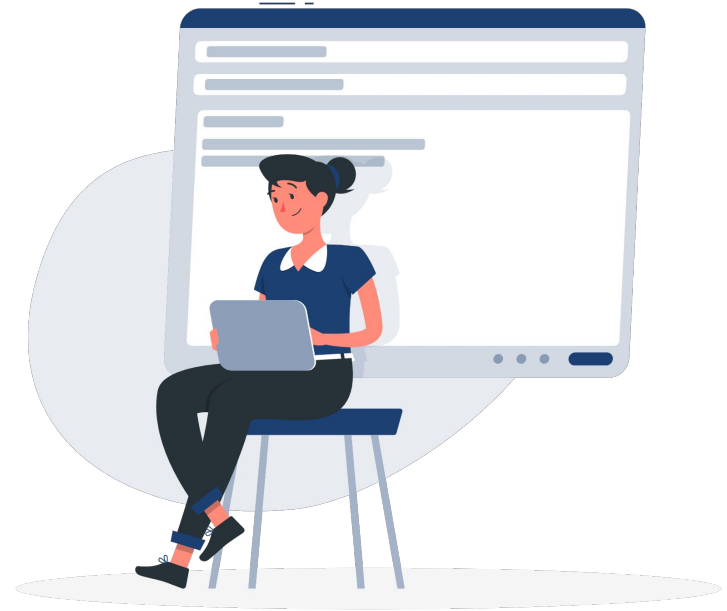
Project Type Applicability: All Programs/Components

Data Collected About: All Clients

Screen in HMIS: Project Exit

Review Appendix A for updated Destination & Subsidy Types

Project Exit Date	09/06/2023 📅
Destination	Rental by client, with ongoing housing subsidy ⌄
Rental Subsidy Type	Select ⌄

Select
GPD TIP housing subsidy
VASH housing subsidy
RRH or equivalent subsidy
HCV voucher (tenant or project based) (not dedicated)
Public housing unit
Rental by client, with other ongoing housing subsidy
Emergency Housing Voucher
Family Unification Program Voucher (FUP)
Foster Youth to Independence Initiative (FYI)
Permanent Supportive Housing
Other permanent housing dedicated for formerly homeless persons

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Current Living Situation

4.12 Current Living Situation

Project Type Applicability:
- Emergency Shelter - Night-by-Night
- Street Outreach
- Services Only
- Coordinated Entry

Data Collected About: Head of Households (HoH) and Adult(s)

Screen in HMIS: Occurrence (At The Point of Contact)

Review Appendix A for list of Subsidy Types
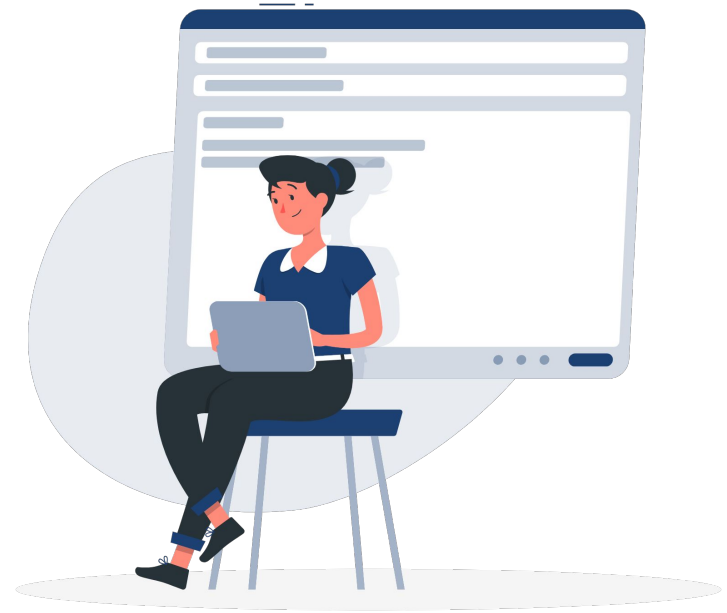
Health Insurance

4.04 Health Insurance

Project Type Applicability: All Programs/Components

Data Collected About: All Clients

Screen in HMIS: Project Start and Project Exit

Revision: Response Veteran's Administration (VA) Medical Services revised to Veteran's Health Administration (VHA)

Translation Assisted Needed

New Data Element Added - C4 Translation Assisted Needed

Project Type Applicability:
- All Project Types

Data Collected About: Head of Household

Screen in HMIS: Enrollment Screen

This data element is used to understand how many clients need access to translation services, and if so, which languages are most often cited as needing translation.

HOPWA Data Element

W1 Services Provided

Project Type Applicability:
- Emergency Shelter - Entry/Exit
- Transitional Housing
- PH – Permanent Supportive Housing (disability required for entry)
- Services Only
- Homelessness Prevention

Data Collected About: All Clients

Data Collection Point: Occurrence Point

Revision: The verbage "disorder" has been removed from the Substance Use services/treatment response.
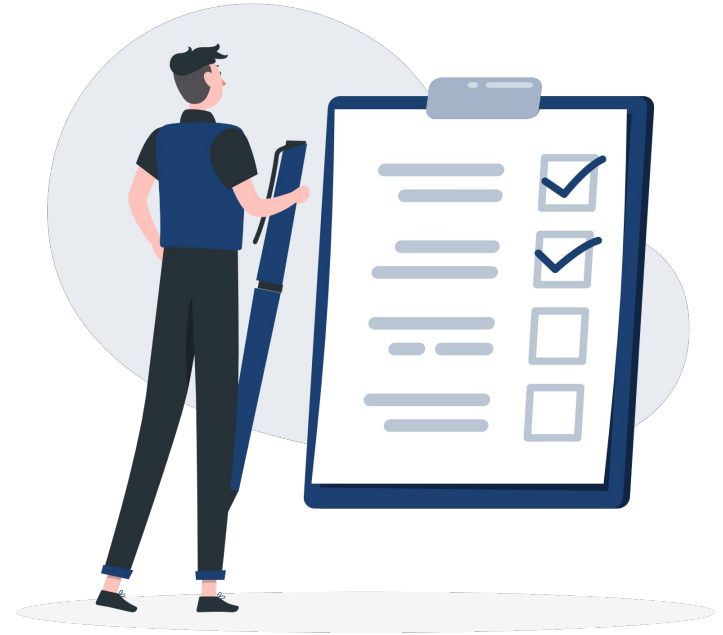
HOPWA Data Element (Cont.)

W3 Medical Assistance

Project Type Applicability:
- Emergency Shelter - Entry/Exit
- Transitional Housing
- PH – Permanent Supportive Housing (disability required for entry)
- Services Only
- Homelessness Prevention

Data Collected About: All HH members with HIV/AIDS

Data Collection Point: Project Start, Update, Project Exit

Revision: The "Receiving Public HIV/AIDS Medical Assistance" field and dependency responses have been removed from the element.

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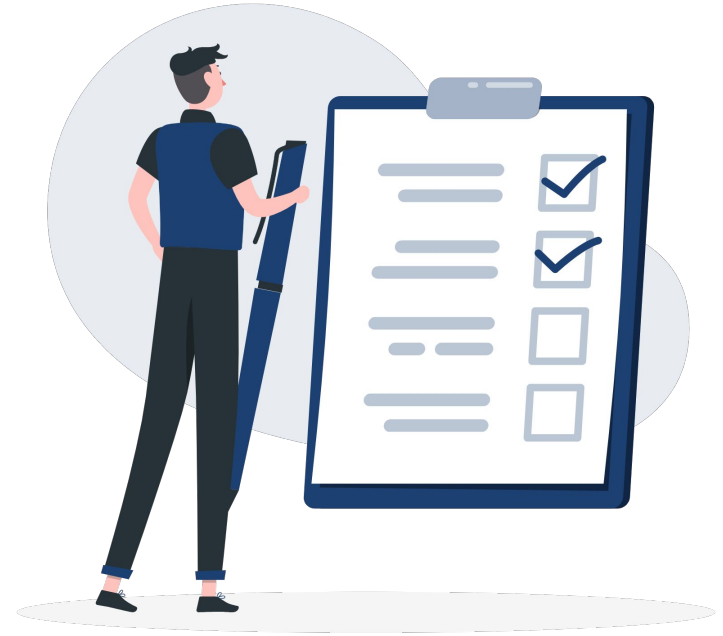
HOPWA Data Element (Cont.)

W5 Housing Assessment at Exit

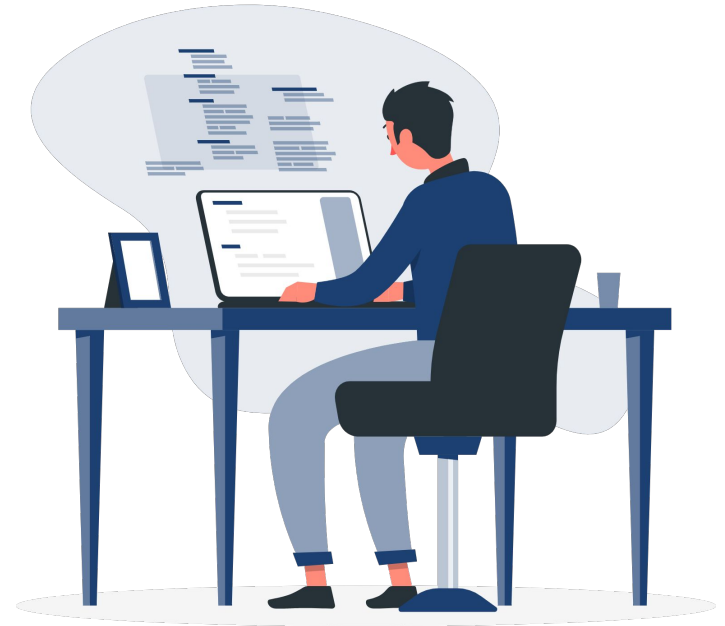Project Type Applicability:
- Emergency Shelter - Entry/Exit
- Transitional Housing
- PH – Permanent Supportive Housing (disability required for entry)
- Services Only
- Homelessness Prevention

Data Collected About: All Clients

Data Collection Point: Project Exit

Revision: The response language has been updated to say "Jail/prison" and "Deceased"

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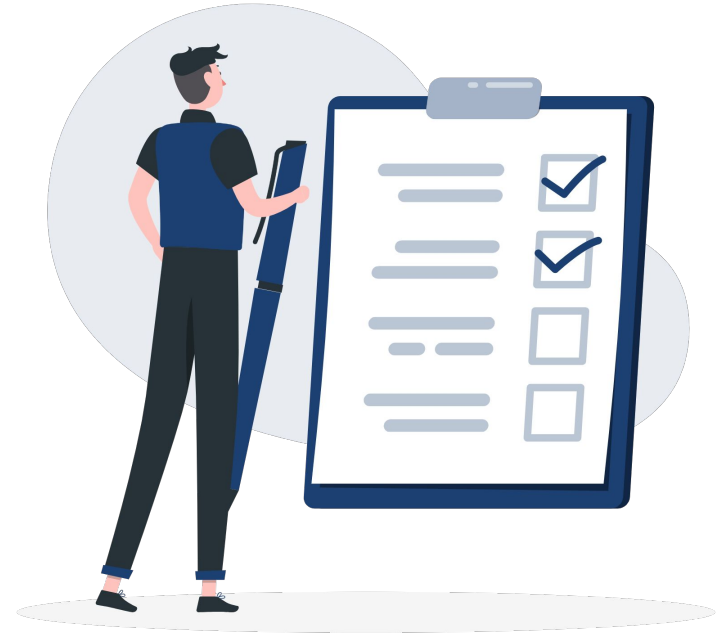
SSVF Funded Projects

V2 Services Provided – SSVF

Project Type Applicability:
- Homelessness Prevention,
- PH – Rapid Re-Housing

Data Collected About: All Clients receiving services

Screen in HMIS: Services provided

Revision: Replaced the word "Subsidy" with "Shallow Subsidy".
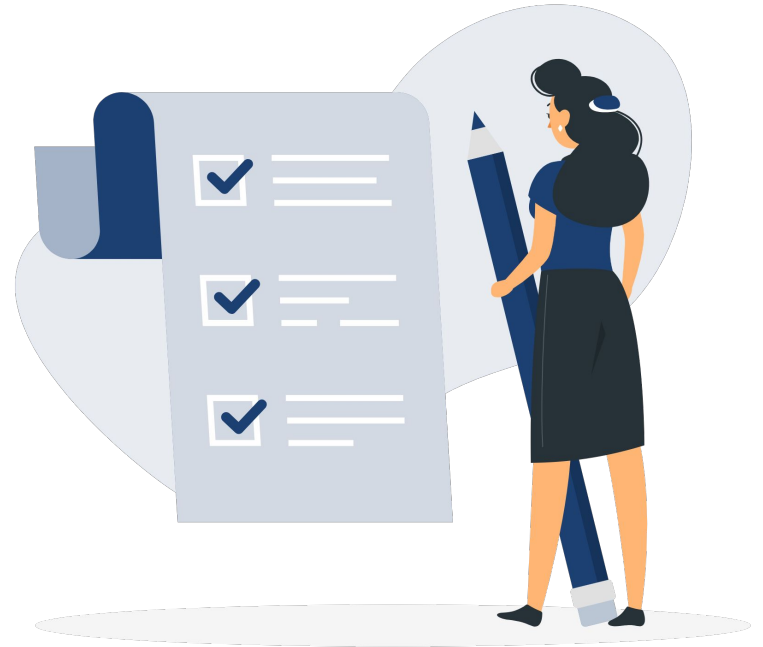
SSVF Funded Projects (Cont.)

V3 Financial Assistance - SSVF

Project Type Applicability:
- Homelessness Prevention
- PH – Rapid Re-housing

Data Collected About: All clients receiving financial assistance

Screen in HMIS: Services Provided

Revision: Date field updates
New response for Financial Assistance Type: Landlord Incentive & Tenant Incentive

SSVF Funded Projects (Cont.)

V4 Percent of AMI (SSVF Eligibility)

Project Type Applicability:
- Homelessness Prevention
- Rapid Re-housing

Data Collected About: Head of Household

Screen in HMIS: Project Start

Revision: Updated response under the "Household Income as a percentage of AMI":

- 30% or less
- 31% to 50%
- 51% to 80%
- 81% or greater
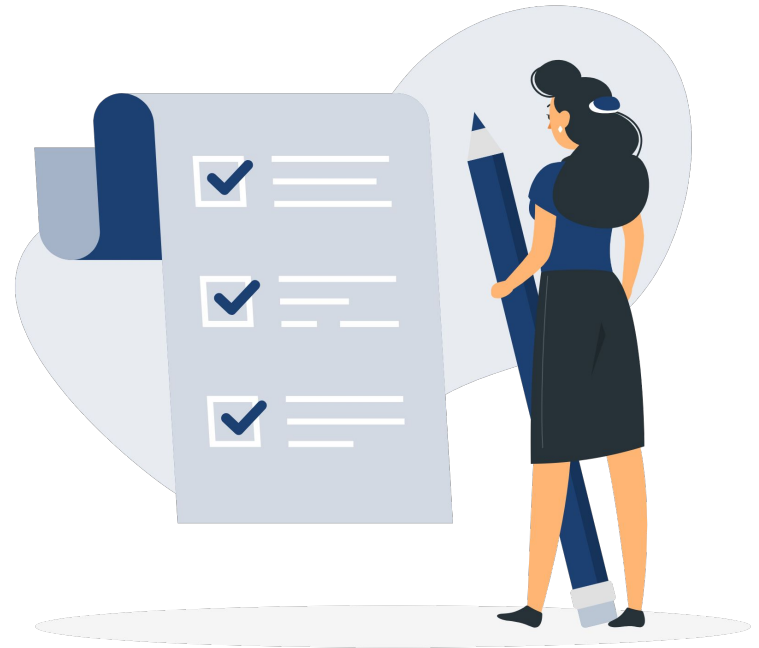
SSVF Funded Projects (Cont.)

V5 Last Permanent Address – has been RETIRED

V7 HP Targeting Criteria

Project Type Applicability:
- Homelessness Prevention

Data Collected About: Head of Household

Screen in HMIS: Project Enrollment

Revision: Edit to field display language
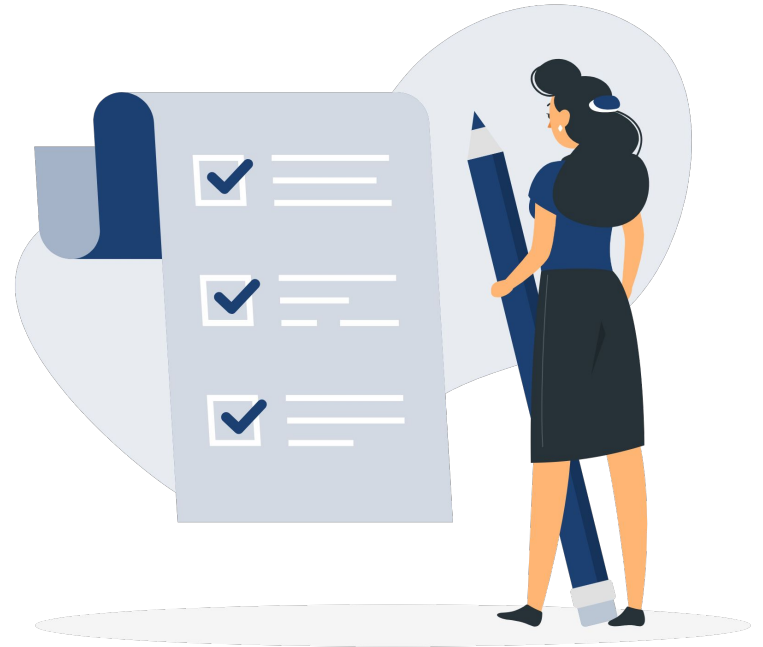
RHY Funded Projects

R3 Sexual Orientation

Project Type Applicability:
- Emergency Shelter - Entry Exit
- Transitional Housing
- PH – Permanent Supportive Housing
- Street Outreach
- PH – Housing Only
- PH – Housing with Services
- PH – Rapid Re-Housing
- Homelessness Prevention

Data Collected About: Head of Households (HoH) and Adults

Screen in HMIS: Project Enrollment

Updated: Required for HUD: CoC – PH: PSH projects

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RHY Funded Projects (cont.)

R14 RHY Service Connections

Project Type Applicability:
- Emergency Shelter - Entry Exit
- Transitional Housing
- Services Only
- Homelessness Prevention

Data Collected About: HoHs and Adults

Screen in HMIS: Service

Revision: Response label change – change "mother" to "client (person who gave birth)"
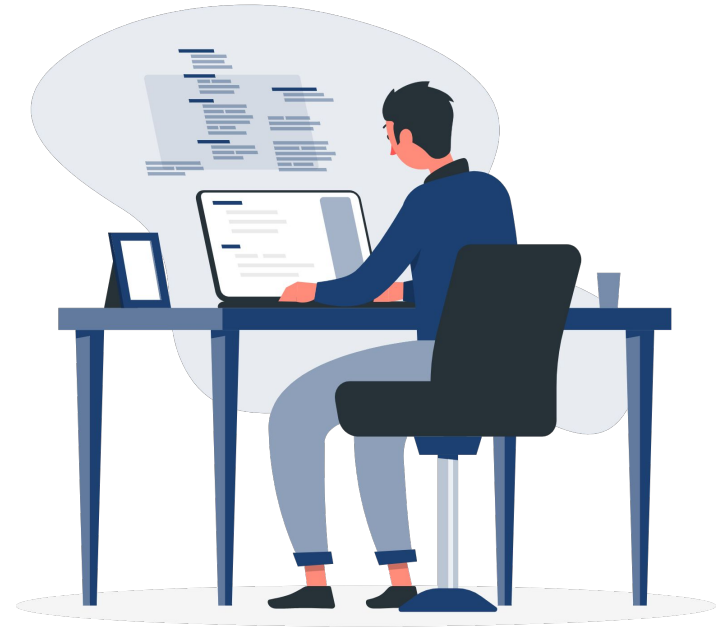
RHY Funded Projects (cont.)

R17 Project Completion Status

Project Type Applicability:
- Emergency Shelter - Entry Exit
- Transitional Housing

Data Collected About: HoHs and Adults

Screen in HMIS: Project Exit

Revision: Change response labels from "Youth" to "Client"
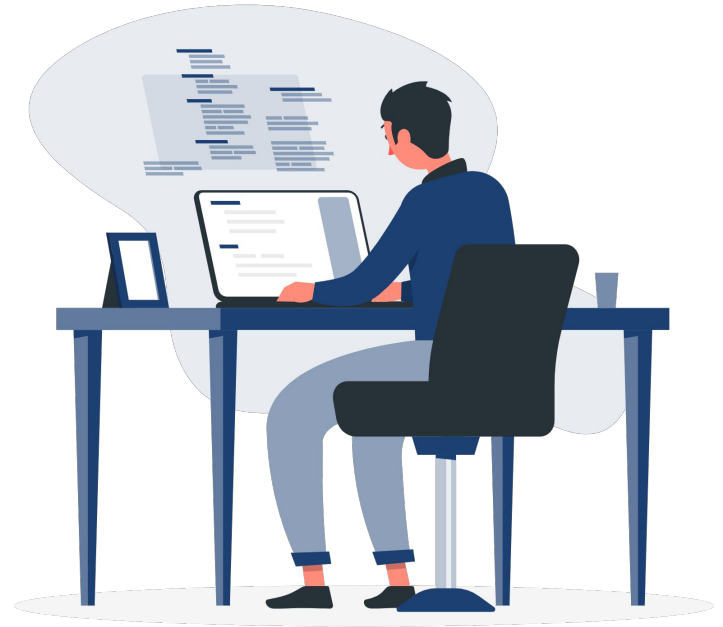
RHY Funded Projects (cont.)

R18 Counseling

Project Type Applicability:
- Emergency Shelter - Entry Exit
- Transitional Housing
- Homelessness Prevention

Data Collected About: HoHs and Adults

Screen in HMIS: Project Exit

Revision: Change response labels from "Youth" to "Client"
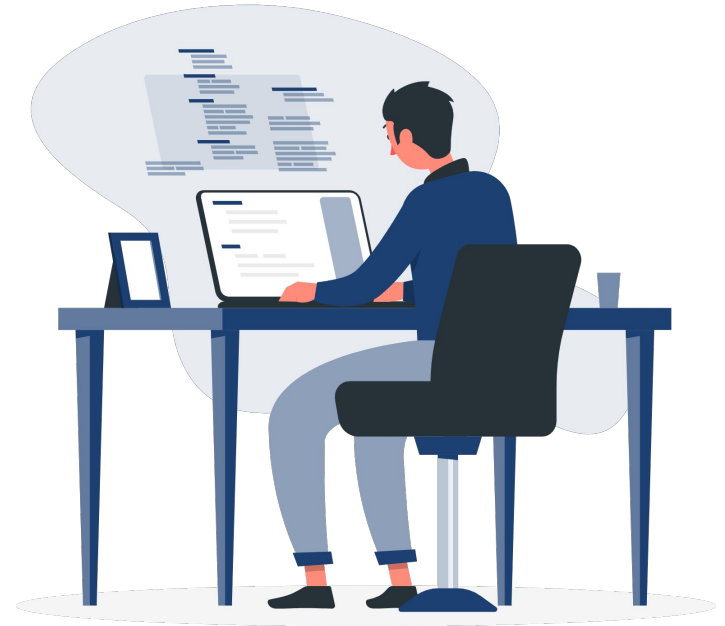
HMIS Project Update Forms

For projects currently set-up in HMIS, Agency Administrators can submit the following forms to update project set-up information in HMIS:

- [Custom Field Request Form](#)
- [Supplemental Services Form](#)
- [Request to Update Bed Inventory Form](#)
- [Project Close Out Form](#)
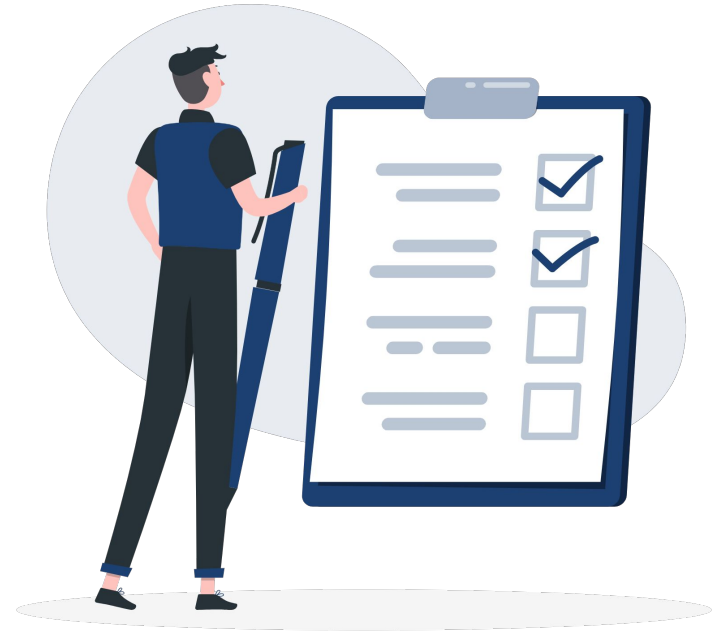
HMIS Consent to Share Protected Personal Information Form

The HMIS Consent to Share Protected Personal Information Form has been updated to reflect a list of the currently HMIS-participating agency roster.

HMIS Calendar and Meeting Materials

HMIS Materials can be found on the OC HMIS website

- Located under the Meetings tab
- HMIS User Meeting Materials or Data and Performance Management Meeting Materials

Important HMIS Dates can be found on our calendar accessed through our website

- Locate the menu on the left hand site of our website
- Click on the OC HMIS Calendar to view important dates coming up regarding HMIS

Program Move

A Program Move is used when you have mistakenly enrolled a client in the wrong program.

Note: If the client was provided services with funds for that program, the client cannot be moved. They must be exited and enrolled in the new program.
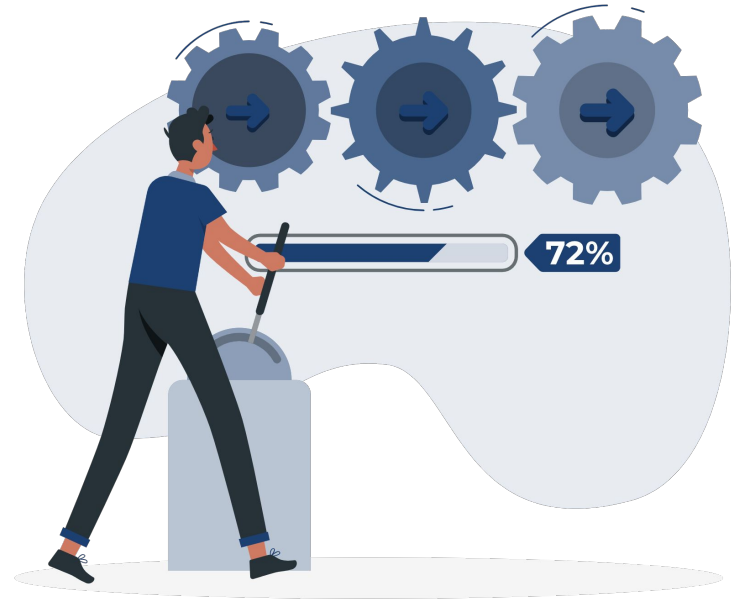
To resolve:
- Submit a ticket to the Helpdesk to request a client move from one program to another.

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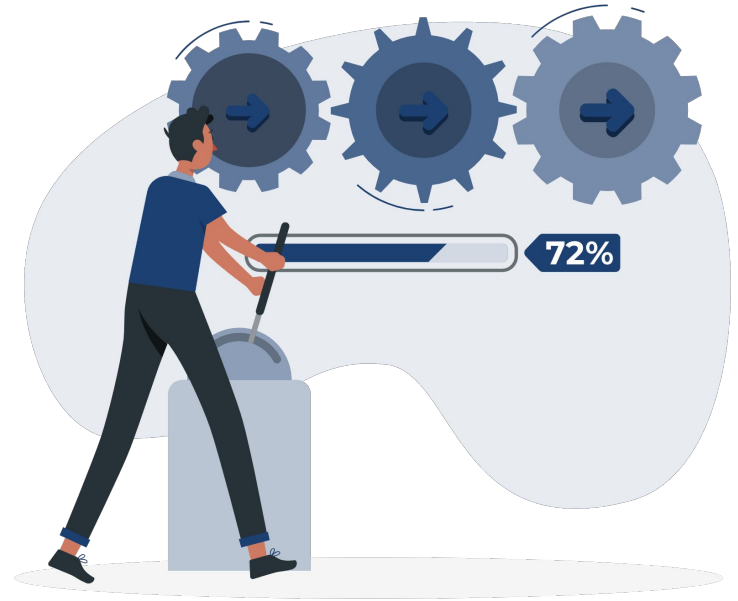
Program Move

Additional Notes:

- Services from the old program are moved to the new enrollment however the names of the services will match that of the old program.
- Notes will be moved to the new program.
- For further information, review the Deleting Program Enrollment KB

Program Move

Before Move - Current Project


After Move - New Project

(Note the Service Names)

Project Performance Report

The Street Outreach Project Performance Report has been published!

- Please review the Project Performance Overview document for details regarding the schedule of these reports, a description of each measure, and the threshold for each project type.

The Homelessness Prevention PPR will be published next week.

Please keep an eye out for the Permanent Supportive Housing & Other Permanent Housing PPR Draft data in DropBox.
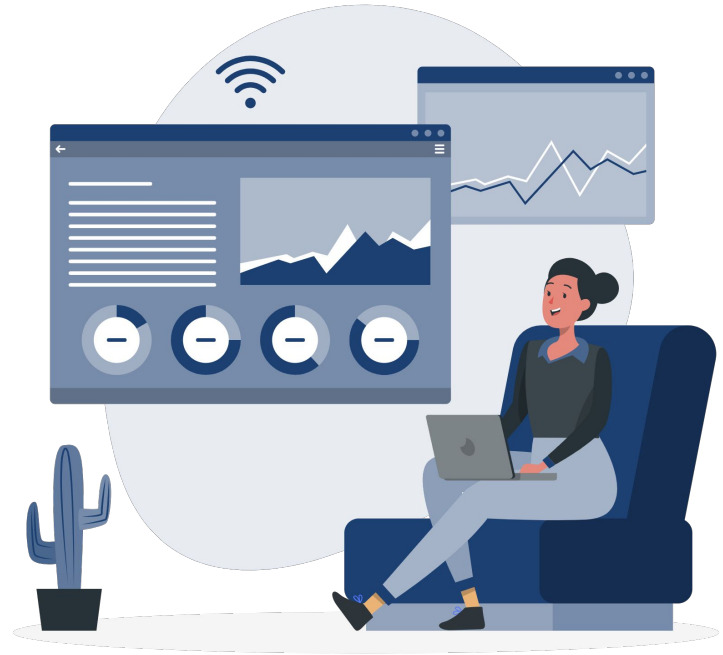
New HMIS Staff Position

The HMIS Helpdesk is hiring for an HMIS Support Specialist

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Q&A

Reminder: Please enter your agency name in the chat box for attendance

Thank you
Have a great day!

Next User Meeting: Oct 4th