January’s Agenda

1. Welcome + Introductions
2. HMIS Updates on Entry Assessment
3. 2018 PIT/HIC
4. Recommended HMIS Reports
5. NCCEH reminders
HMIS Updates on Entry Assessment
Entry Assessment Format

Text color will no longer indicate whether questions are required or not

Old

New

HOMELESS HISTORY INTERVIEW
Chronic homeless status is determined, by a client’s history of homelessness or a Safe Haven (SH).
However, intake staff should not instruct the client on the questions. Responses should simply be the actual client responses.

Questions must be asked exactly as they are presented.

Prior Living Situation (Immediately Prior to Entry)
Emergency shelter, inc

Length of Stay in Previous Place
One month or more, but

Approximate date homelessness started:

Regardless of where they stayed last night - Number of times the client has been on the

-Select-

HOMELESS HISTORY INTERVIEW
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Prior Living Situation (Immediately Prior to Entry)

Length of Stay in Previous Place

Approximate date homelessness started:

Regardless of where they stayed last night - Number of times the client has been on the

-Select-
What’s required at Entry depends on several factors

- Project Type
- Funding Source
- Client Age or Household status
- System/CoC requirements
Universal Data Elements

- Name
- Social Security Number
- Date of Birth
- Gender
- Race
- Ethnicity
- Veteran Status
- Disabling Condition
- Project Entry Date
- Project Exit Date
- Destination
- Relationship to Head of Household
- Client Location
- Housing Move-In Date
- Living Situation

Required for all projects participating in HMIS, regardless of funding source
Universal Data Elements (UDE)

• Required to be collected by all projects participating in HMIS, regardless of funding source
• Establish the baseline data collection requirements for all contributing CoC projects
• Critical to federal reporting
  • AHAR, PIT, APR, CAPER, HOPWA, SSVF upload, etc.
Universal for who?

<table>
<thead>
<tr>
<th>Element</th>
<th>Required For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>All Clients</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>All Clients</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>All Clients</td>
</tr>
<tr>
<td>Gender</td>
<td>All Clients</td>
</tr>
<tr>
<td>Race</td>
<td>All Clients</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>All Clients</td>
</tr>
<tr>
<td>Veteran Status</td>
<td>All Adults</td>
</tr>
</tbody>
</table>
Universal for who?

<table>
<thead>
<tr>
<th>Element</th>
<th>Required For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabling Condition</td>
<td>All Clients</td>
</tr>
<tr>
<td>Project Start Date</td>
<td>All Clients</td>
</tr>
<tr>
<td>Project Exit Date</td>
<td>All Clients</td>
</tr>
<tr>
<td>Destination</td>
<td>All Clients</td>
</tr>
<tr>
<td>Relationship to Head of Household</td>
<td>All Clients</td>
</tr>
<tr>
<td>Client Location</td>
<td>Heads of Household</td>
</tr>
<tr>
<td>Housing Move-In Date</td>
<td>Heads of Household</td>
</tr>
<tr>
<td>Living Situation</td>
<td>HoH* &amp; Adults</td>
</tr>
</tbody>
</table>

*HoH = Head of Household
Program Specific Data Elements

• Additional data elements (questions) are required for projects depending on their project type or funding source
  • NC HMIS Required Data Elements
• Non-Federal or non-Governmental Funders may require additional data collection

*HoH = Head of Household
Beginning January 2018, NC County of Service is required for all client enrolled (not just multi-county agencies)

**DO NOT COMPLETE THE FOLLOWING UNLESS INSTRUCTED TO BY YOUR COC/LOCAL SYSTEM ADMINISTRATOR. IF YOU ARE UNSURE, CONTACT YOUR AGENCY ADMINISTRATOR OR LOCAL SYSTEM ADMINISTRATOR**

County of Service refers to the county in which the client is receiving services (only answer if instructed to by your System Administrator)

<table>
<thead>
<tr>
<th>NC County of Service</th>
<th>-Select-</th>
</tr>
</thead>
</table>

Use for Individuals:

**VI-SPDAT v2.0 (Individual)**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>PRE-SURVEY</th>
<th>A. HISTORY OF HOUSING AND HOMELESSNESS</th>
<th>B. RISKS</th>
<th>C. SOCIALIZATION &amp; DAILY FUNCTIONS</th>
<th>D. WELLNESS</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Here are all the ways HMIS can track location:

1. Project Location
2. Client Location
3. Zip Code
4. County and City of Residence
5. NC County of Service
Project Location

<table>
<thead>
<tr>
<th>Required for</th>
<th>All Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry</td>
<td>Select Project with EDA mode and record Entry</td>
</tr>
<tr>
<td>Maps Where</td>
<td>Funding is assigned</td>
</tr>
<tr>
<td>Collection Stage</td>
<td>At Entry</td>
</tr>
<tr>
<td>Reports in</td>
<td>All reports with the Project or E/E Provider prompt</td>
</tr>
</tbody>
</table>

Level 5 projects* have names which look like:
Agency Name – County – Project Name – Funding Source

*Agencies with Multi-CoC projects in HMIS will not have this naming convention
# Client Location

<table>
<thead>
<tr>
<th>Required for</th>
<th>All Heads of Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry</td>
<td>Select CoC code from the dropdown</td>
</tr>
<tr>
<td>Maps Where</td>
<td>Which CoC the Client is currently staying in</td>
</tr>
<tr>
<td>Collection Stage</td>
<td>At Entry, Interims, Exit</td>
</tr>
<tr>
<td>Reports in</td>
<td>#Demographics reports in ART*</td>
</tr>
</tbody>
</table>

*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.
Client Location

In HMIS:

**ANSWER Client Location for Head of Household only!**

-Select-

North Carolina Continuum of Care (CoC) Primary Areas

- 500 Winston-Salem/Forsyth Co.
- 501 Asheville/Buncombe Co.
- 502 Durham City/Durham Co.
- 503 NC Balance of State
- 504 Greensboro/High Point/Guilford Co.
- 505 Charlotte/Mecklenburg
- 506 Wilmington/Brunswick/New Hanover
- 507 Raleigh/Wake Co.
- 509 Gastonia/Cleveland/Gaston/Lincoln
- 511 Fayetteville/Cumberland Co.
- 513 Chapel Hill/Orange Co.
- 516 Northwest NC
Required for: None

Data Entry: Enter five digit Zip Code

Maps Where: Client became homeless

Collection Stage: At Entry

Reports in: #Demographics reports in ART*

*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.
## County and City of Residence

<table>
<thead>
<tr>
<th>Required for</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry</td>
<td>Select the County dropdown and City from the Look-up tool</td>
</tr>
<tr>
<td>Maps Where</td>
<td>Client became homeless</td>
</tr>
<tr>
<td>Collection Stage</td>
<td>At Entry</td>
</tr>
<tr>
<td>Reports in</td>
<td>#Demographics reports in ART*</td>
</tr>
</tbody>
</table>

*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.
## NC County of Service

<table>
<thead>
<tr>
<th>Required for</th>
<th>All Clients (in Multi-County Agencies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry</td>
<td>Select the County from the dropdown</td>
</tr>
<tr>
<td>Maps Where</td>
<td>Client is being served at information date</td>
</tr>
<tr>
<td>Collection Stage</td>
<td>At Entry, Interims</td>
</tr>
<tr>
<td>Reports in</td>
<td>NCCEH modified reports; #Demographics reports in ART*</td>
</tr>
</tbody>
</table>

*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.*
**NC County of Service**

**Only complete the NC County of Service question.** Please do not complete the VI-SPDAT assessments listed on the entry screen.

*ART reports in folders with # in the name are custom reports from MCAH and frequently change. Check with the Data Center before submitting these reports.*
What is the Point in Time Count (PIT)?

- Count of people experiencing homelessness on a single night
- Must be completed during last 10 days of January
- “Snapshot” of homelessness in the CoC
Who is counted in the PIT?

- Sheltered homeless population: ES, TH, PH
- Unsheltered homeless population
- Subpopulations: chronically homeless, mentally ill, Veterans, unaccompanied youth, HIV/AIDS
2018 PIT Changes

Gender Identity has a new option, "Gender Non-Conforming"

Survivor of Domestic Violence question refers only to clients who are homeless because they are fleeing domestic violence

Young parents are now divided into two age categories, under 18 and 18-24 years old
What is the Housing Inventory Chart (HIC)?

An inventory of projects within our CoC that provide beds and units dedicated to serving persons who are homeless*

- Primary intent is to serve homeless persons
- Homeless status verified
- Actual project clients are predominantly homeless

Completed on a single night in January

*For RRH & PSH = homeless at entry
<table>
<thead>
<tr>
<th>Type</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES)</td>
<td>Beds in detox facilities not specifically dedicated to homeless persons should not be included</td>
</tr>
<tr>
<td>Transitional Housing (TH)</td>
<td></td>
</tr>
<tr>
<td>Safe Haven (SH)</td>
<td>Does not exist in NC – should never be selected</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH)</td>
<td>Must provide long-term housing to clients or families (1 member) with chronic homeless status</td>
</tr>
</tbody>
</table>
| Rapid Re-housing (RRH)      | Provide short or long term assistance  
Lease must be between landlord & client  
Client must be able to select the unit leased  
Unit cannot have restrictions for how long client leases                                                                 |
| Other PH (OPH)              | Long term housing not considered PSH or RRH  
Must be dedicated to homeless persons                                                                                                           |
2018 HIC Changes

VA GPD component types have changed with the 2017 Data Standards

<table>
<thead>
<tr>
<th>Component in GPD</th>
<th>Project Type on HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge Housing</td>
<td>Transitional Housing</td>
</tr>
<tr>
<td>Low Demand</td>
<td>Safe Haven</td>
</tr>
<tr>
<td>Service Intensive Transitional Housing</td>
<td>Transitional Housing</td>
</tr>
<tr>
<td>Hospital to Housing</td>
<td>Transitional Housing</td>
</tr>
<tr>
<td>Clinical Treatment</td>
<td>Transitional Housing</td>
</tr>
<tr>
<td>Transition in Place</td>
<td>Permanent Housing - OPH</td>
</tr>
</tbody>
</table>

VA Contract Residential Services are recorded as Emergency Shelter on HIC and include VA:CRS in the Additional Federal Funding Sources
## Required PIT/HIC Reports

<table>
<thead>
<tr>
<th>Project Type</th>
<th>NCCEH 2018 Housing Inventory Count Verification</th>
<th>0628 – HIC Supplement</th>
<th>0629 – Housing Inventory Count</th>
<th>0630 - Sheltered-Unsheltered PIT Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES)</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Transitional Housing (TH)</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2018 PIT/HIC Submission Process

1. Run PIT/HIC reports in ART and Complete PIT/HIC form
2. Review both for accuracy
3. Work with the Data Center to make corrections
4. Upload reports online using Data Center form
5. Data Center reviews form
   ✓ We will contact you if corrections are needed

*Process is for each Project in HMIS*
When reviewing, what do I look for?

Accuracy
Are the project details correct?
Is the number of beds reported correct?
Are the details about the beds reported correct?

Does utilization make sense?
Utilization Rates

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

7 clients

3 beds

Utilization rate: 7 ÷ 3 = 233%
NCCEH 2018 Housing Inventory Count Verification

New Report adapted from Ohio’s HMIS system

Allows verification by Agency Admin for each HMIS project’s inventory for all elements required by HUD

Let’s take a look!
Uploading your HIC/PIT reports

Orange 2018 PIT & HIC

Please complete this form to submit final 2018 PIT & HIC data. If corrections are needed, contact the Help Desk for assistance. At the bottom of the form, you will need to attach HMIS reports required for your project type:

ES+TH Projects should run the 3 reports below:
- 0629 Housing Inventory Count
- 0630 Point In Time for Sheltered and Unsheltered
- NCCEH 2018 Housing Inventory Count Verification

RRH+PSH Projects should run the 2 reports below:
- 0628 Point In Time for Sheltered and Unsheltered
- NCCEH 2018 Housing Inventory Count Verification

You will need to complete this form for each project/program at your agency.

All data should be submitted by Wednesday, February 21st.

The NCCEH Data Center is here to help you! Please contact our Help Desk at 919-410-6997 or hmis@ncceh.org if you have any questions or need additional assistance.

Agency Name *

Project Name *

Project Type *
What’s on deck?
<table>
<thead>
<tr>
<th>Due</th>
<th>Report Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 15</td>
<td>State Emergency Solutions Grant Consolidated Annual Performance and Evaluation Report (ESG CAPER)</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Point in Time Count (PIT) and Housing Inventory Count (HIC)</td>
</tr>
<tr>
<td>May</td>
<td>System Performance Measures (SPM)</td>
</tr>
<tr>
<td>September</td>
<td>CoC Competition (NOFA)</td>
</tr>
<tr>
<td>December</td>
<td>Annual Housing Assessment Report (AHAR)</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Annual Performance Report (APR)</td>
</tr>
</tbody>
</table>
Recommended HMIS Reports
Quick Guide to Recommended Reports

Guide to Recommended HMIS Reports

NCCEH Data Center
January 2018
Data security depends on all of us

Do not leave your computer logged in & unattended

Do not share passwords

Alert us when staff with access to HMIS leave your agency
ncceh.org/hmis
access local support for Balance of State, Wake, Durham, & Orange CoCs

919.410.6997 or hmis@ncceh.org
helpdesk for local support