



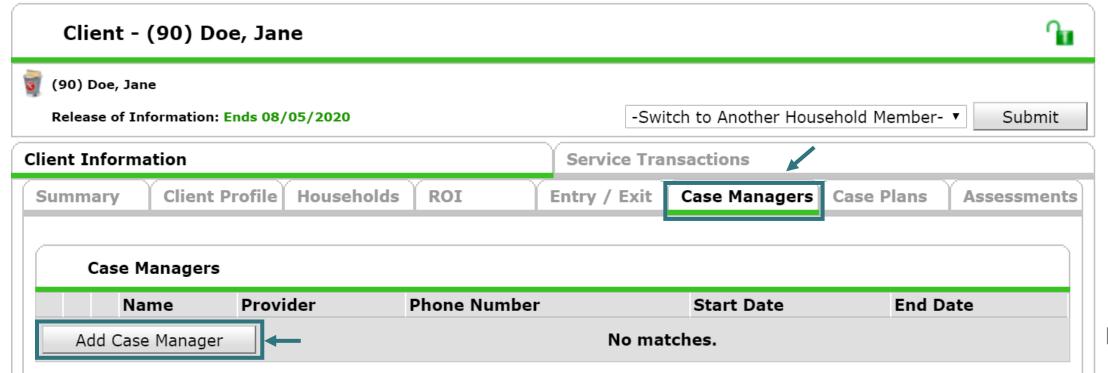
# Pre-Meeting Quick Tip:

Did you know that HMIS can track a client's Case Manager contact?



### Record the client's Case Manager

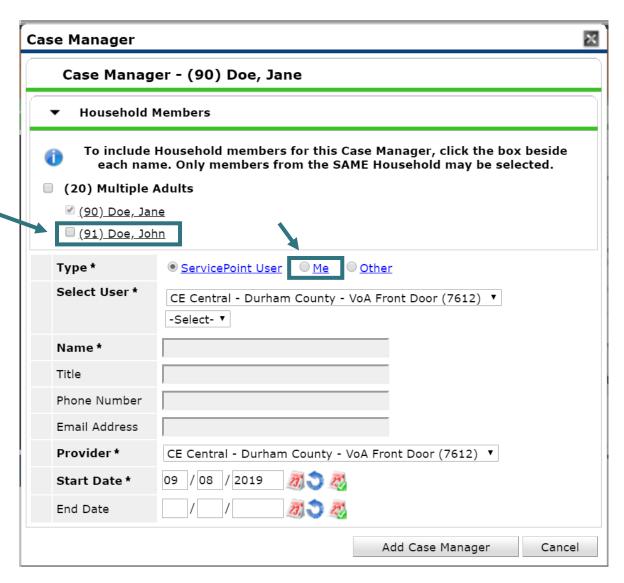
- 1. Go to a client's profile through *ClientPoint*
- 2. Click on the Case Managers tab
- 3. Click on *Add Case Manager*





### Identify yourself as Case Manager

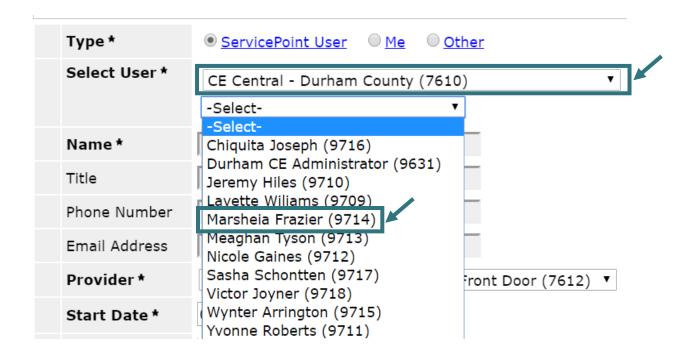
- 4. Check the box of all current *Household Members* so that no matter which client is selected, the correct staff member will appear.
- 5. If the Case Manager will be you, select *Me* as the *Type*





### Select a different Case Manager

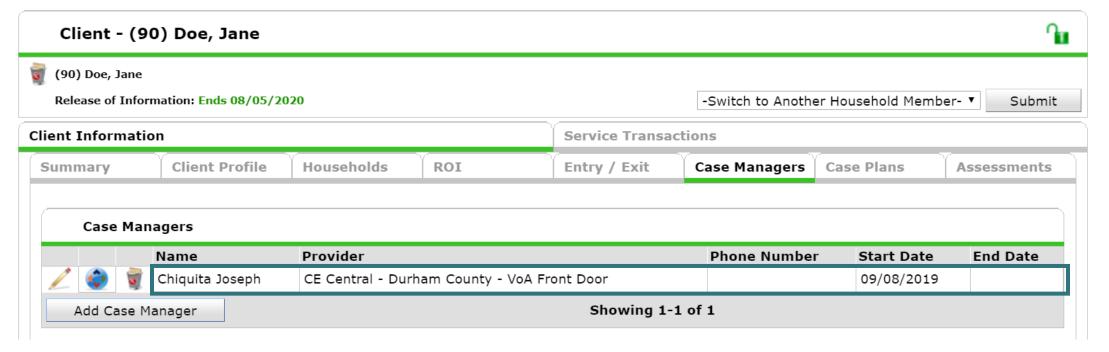
- 6. If the Case Manager will be another HMIS User, keep *Type* as *ServicePoint User*.
  - a) Next, change the Select User dropdown to the project where staff are assigned.
  - b) Then, select the name of staff who is the client's Case Manager.
- 7. Contact information will automatically appear if it is connected to the staff's HMIS profile.





### Case Manager is saved!

- 8. The *Provider* will list your current EDA mode. Keep that to confirm the agency/project staff work for.
- 9. Click Add Case Manager to save.









# Agenda

September 2019

#### **System Updates**

HMIS@NCCEH assessments

Hurricane Dorian Homeless History

HMIS Data Standards 2020 Updates
HMIS CoC-APR and ESG-CAPER Report
Updates

#### How can we help?

Enter Data As & Back Date modes

NC County of Service & Client Location

Reason for Leaving & Destination

What's Next

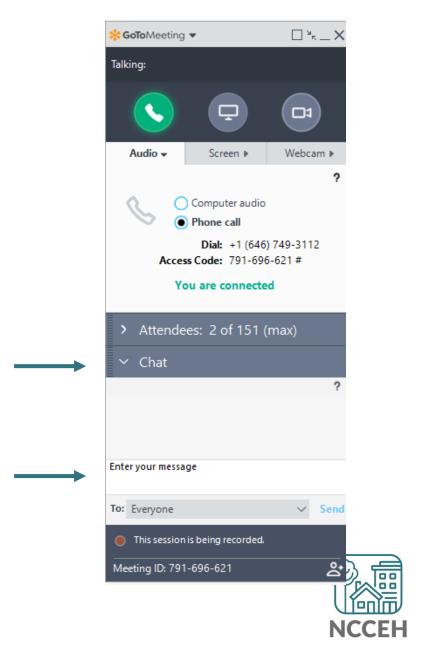


### Welcome

#### Reminders

Your line is muted. We will unmute the line during Q&A pauses.

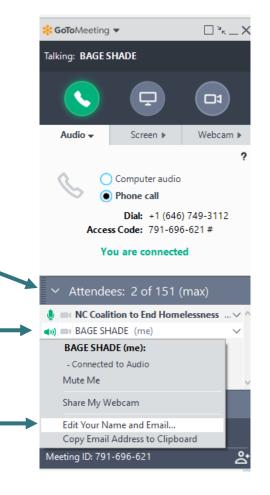
The chat box is available

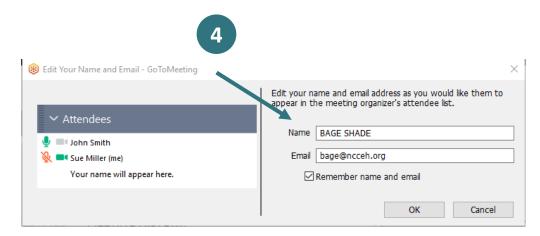


# Make sure you're counted!

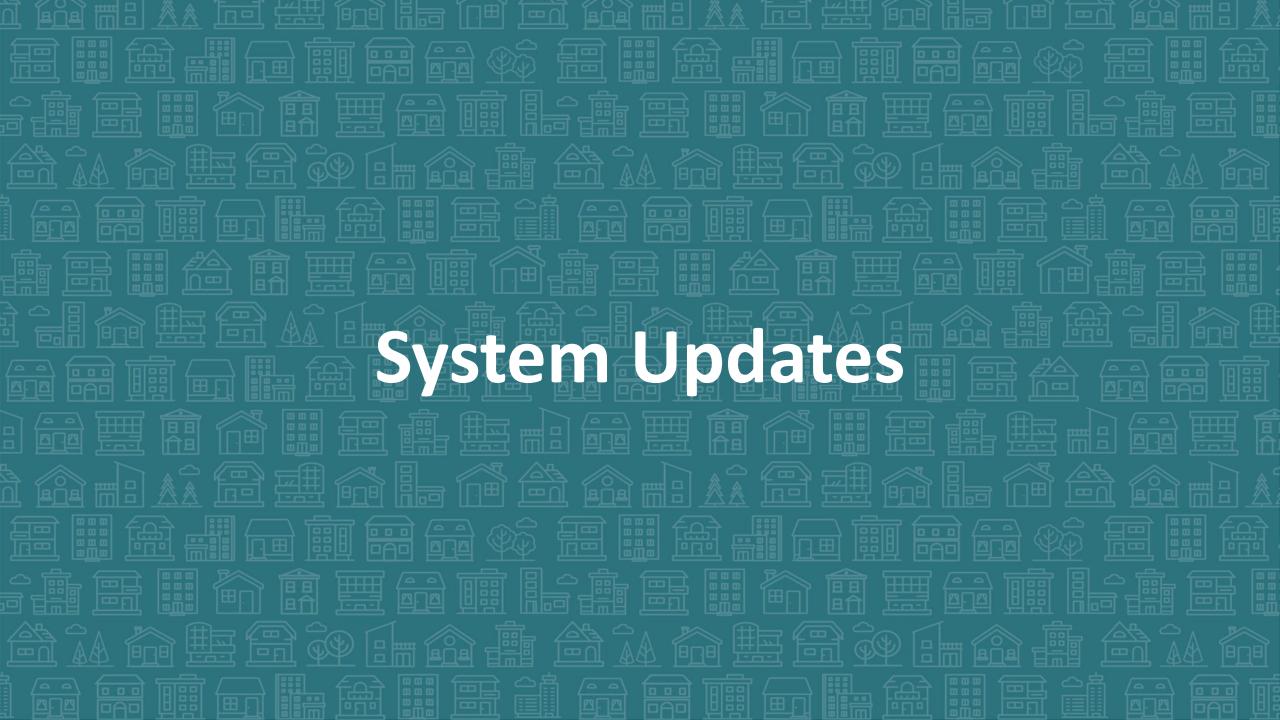
Enter your name(s) so we know you are here

- Click Attendees
- 2 Click on (me)
- 3 Click Edit your Name and Email...





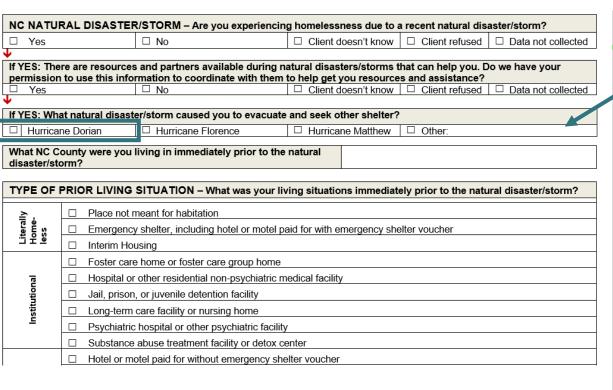




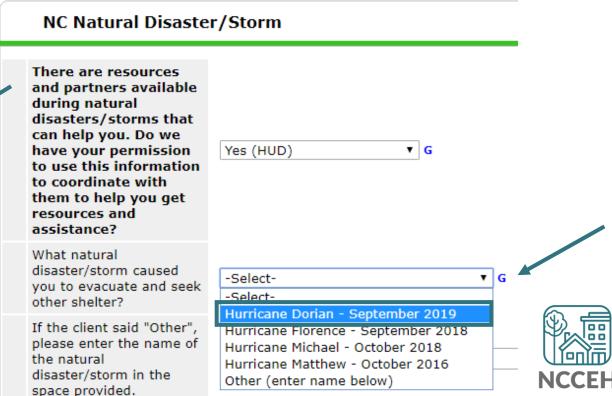
### HMIS@NCCEH Assessments - Updates

#### Hurricane Dorian added to NC Natural Disaster sub-assessment

On Paper



#### In HMIS



### HMIS@NCCEH Assessments - Update

#### Language for questions updated in HMIS

Language changed from	Language changed to
When did the client start staying on the streets or in emergency shelters this time?	Approximate date homelessness started:
Total monthly Income	Total monthly income
Non-Cash Benefit from any source	Non-cash benefit from any source



#### **Client Location Update**

Rationale: To link client household data to the relevant CoC

### Where's the \$\$\$?





#### **Outreach Contact is now Current Living Situation**

#### Street outreach projects only

- Rationale: To record each contact with people experiencing homelessness by street outreach and other service projects
  - o To provide information on the number of contacts required to engage the client
  - To document a current living situation as needed in any applicable project
- Instruction: Record the date and location of each interaction with a client



#### **Domestic Violence History**

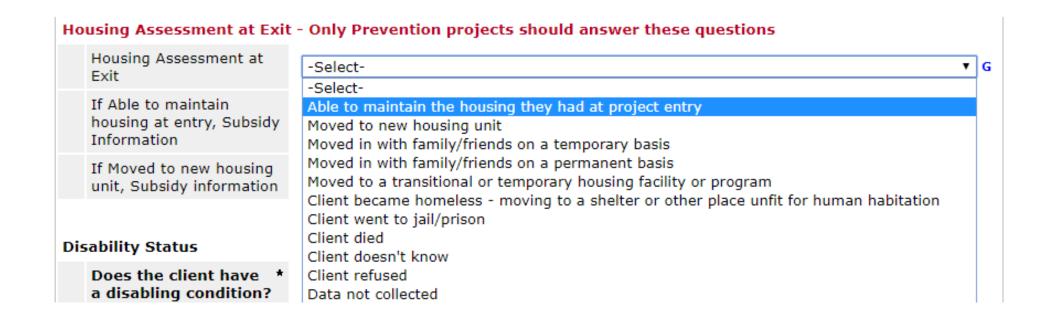
- Rationale: To indicate whether heads of household and other adults served are survivors of domestic violence.
- Instruction: A record must be created as of the date of the project start, and updated during project enrollment





#### **Housing Assessment at Exit**

- Includes HOPWA and ESG Homeless Prevention projects
- Instruction: Record if the client maintained or changed housing situations and corresponding subsidy information





# HMIS CoC-APR and ESG-CAPER Report - Updates

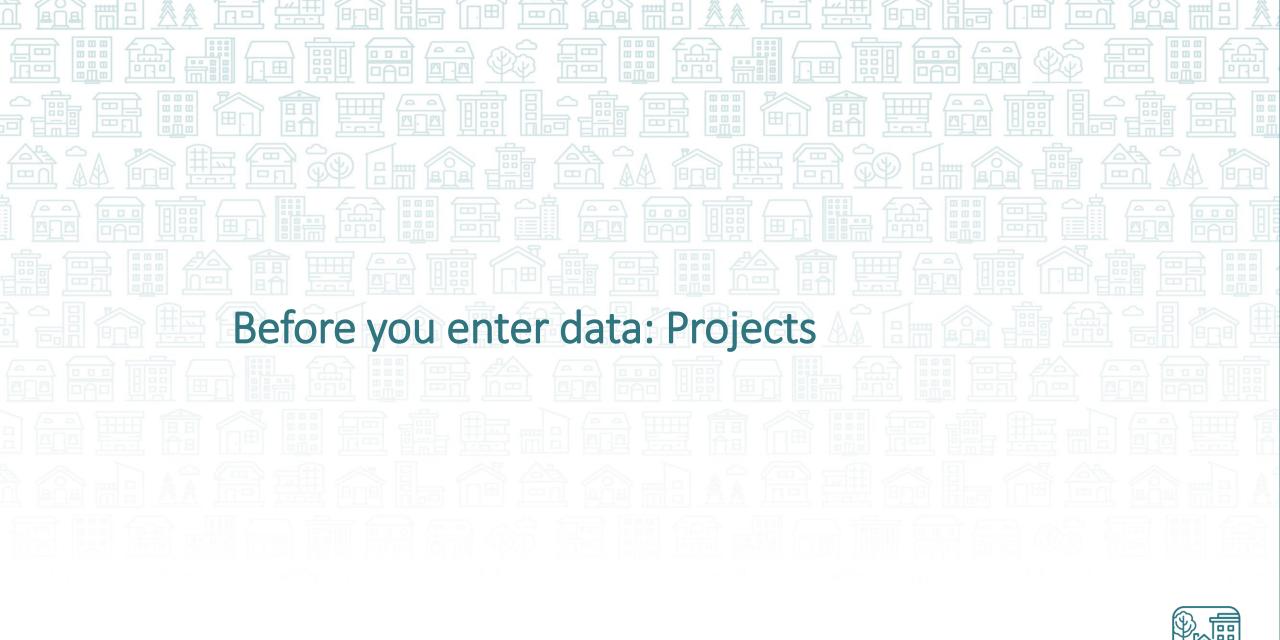
#### New report required for Sage uploads on October 1st

- Finish up before then
- or wait for new HMIS report

#### **Report Updates**

- Q4a (HMIS Info) includes CoC code, Geocode, VSP, HMIS Software Name, Report Start & End Date.
- Q7 & Q8 PIT persons and households served now report only those in housing for PH projects
- Q19a3 removed for Client Cash Income Change by Start and Latest Status/Exit
- Q19b new Disabling Conditions and Income for Adults at Exit
- Q23a and 23b removed Destination includes all leavers regardless of time in project







#### **Project: what funding supports these clients?**

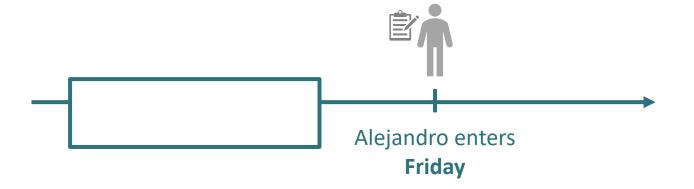
Alex entered the shelter program funded by County ESG dollars and must be recorded in the Emergency Shelter County ESG project





#### **Project: what funding supports these clients?**

If Alejandro uses a White Flag Emergency Shelter bed funded by State ESG instead, what would Alejandro's project be?





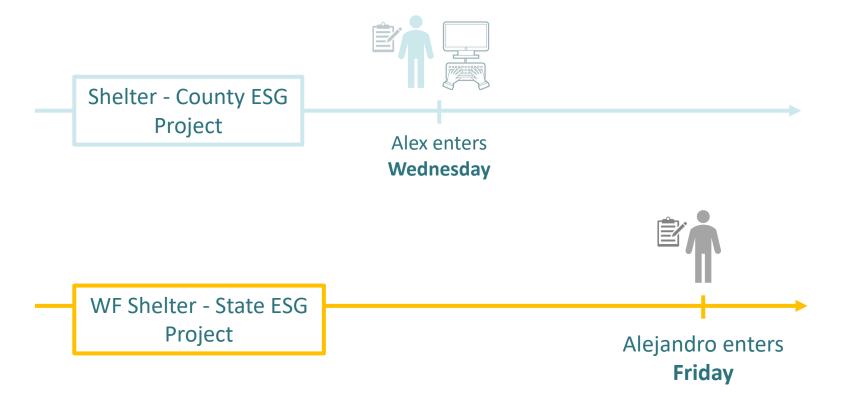
#### **Project: what funding supports these clients?**

If Alejandro uses a White Flag Emergency Shelter bed funded by State ESG instead, what would Alejandro's project be?





Clients are separated by HMIS project type and funding source





### Imagine our HMIS region is a city



Welcome to HMIS @ NCCEH!



# Each building is an Agency in our community





## Each door is a project within an Agency





## Each door has a security keypad





### Data is secure and organized behind a door

Data must be within the right door to be accessible when you need it – for viewing, reporting, or sharing

Use Enter Data As (EDA) mode in HMIS to secure and locate data!

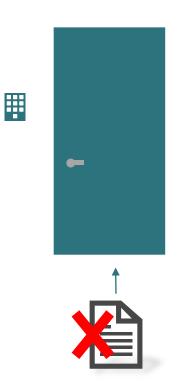




### Data is secure and organized behind a door

If Enter Data As mode is not used, client data can look blank, be accidentally shared, or not appear in reports

Don't leave your data in front of the right door but in the hallway!





# If data is left in the hallway



#### **Visibility Problems**

Client data cannot be seen in ServicePoint by those who should be able to see it



### **Privacy and Security Problems**

We are better able to ensure data is accessed only by those with permission when it is in the correct place

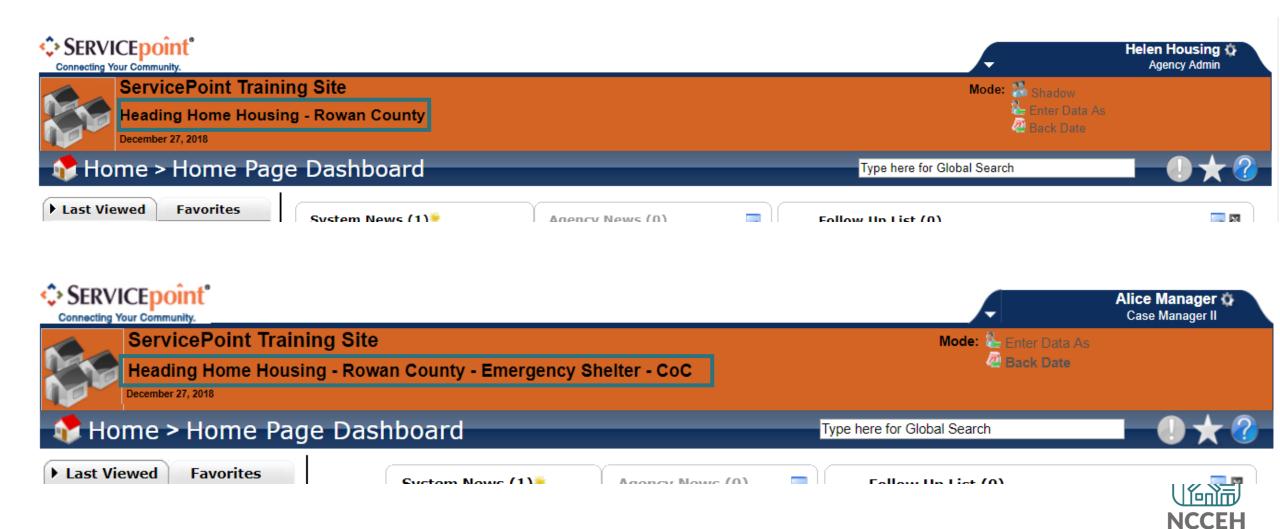


#### **Data Quality/Reporting Problems**

Client data can be seen in ServicePoint, but is not pulled into reports



### Know your default Enter Data As mode



# Default Enter Data As mode: Agency Level



Agency Name



**County Name** 



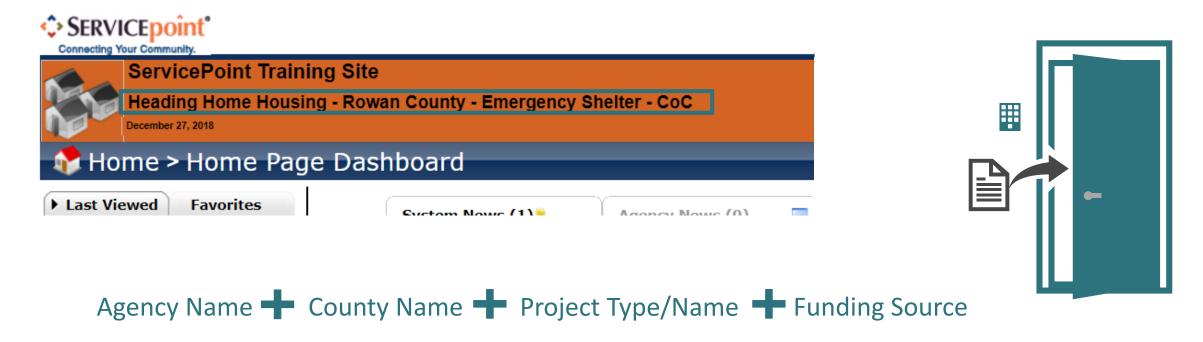
# Default Enter Data As mode: Project Level







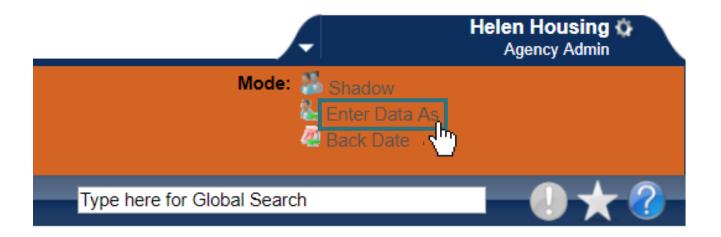
# Remember, the Project Level is where data should be entered





### Enter a new Enter Data As Mode

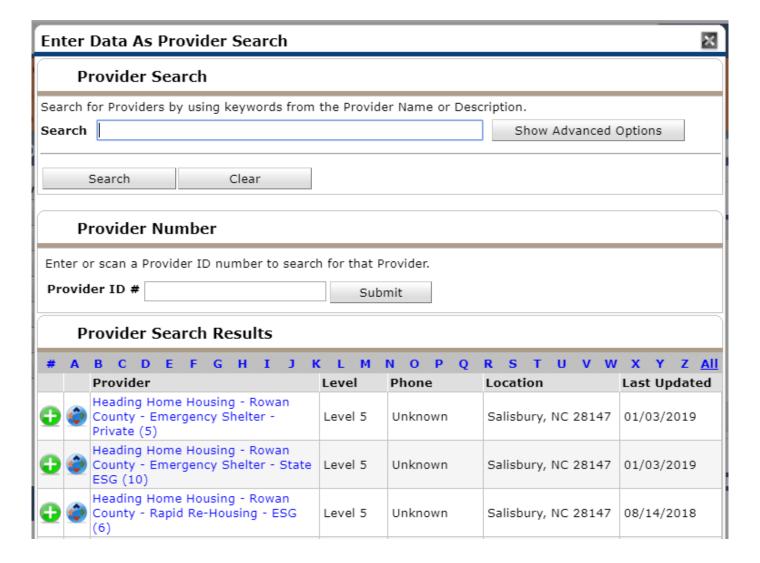
If your Default EDA mode is not where your client entered, you can change your EDA mode





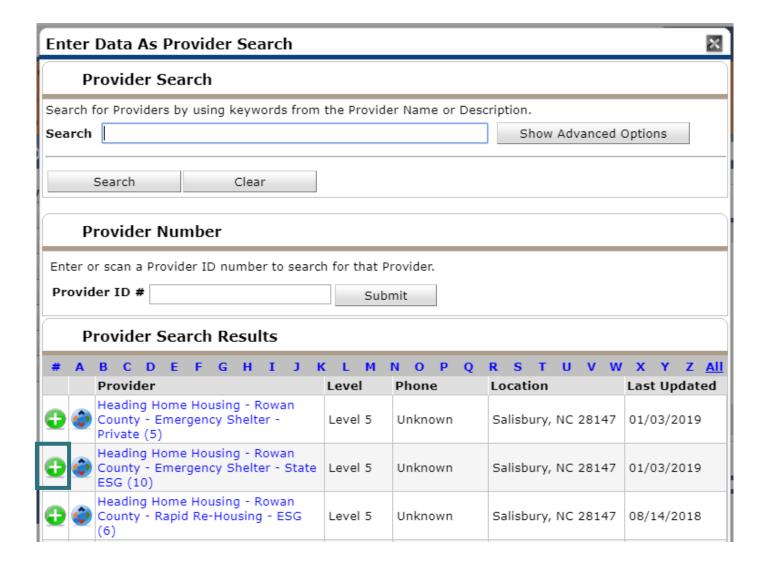
## Enter a new Enter Data As Mode

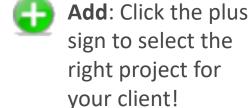
Quick Tip: you don't have to Search.
Projects are already listed below!





## Enter a new Enter Data As Mode







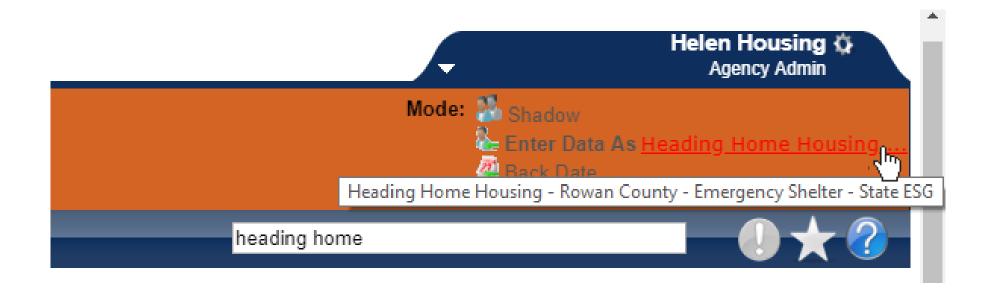
## You are in a new Enter Data As mode!



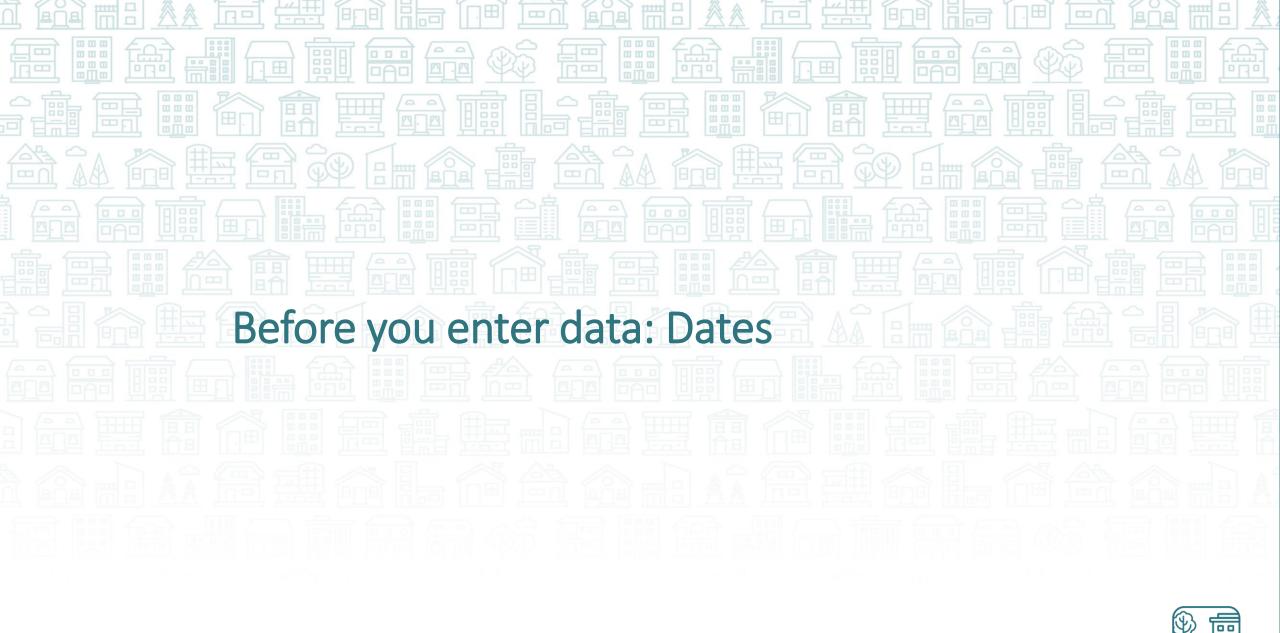


## Hover over the new project name

You can hover to view the full name of the project you selected





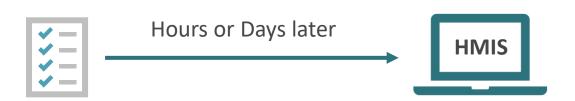




## Types of Data Entry

**Delayed using Paper Forms** 

**Live Data Entry during client** interview







## What is the right date for your data?



Data Collected

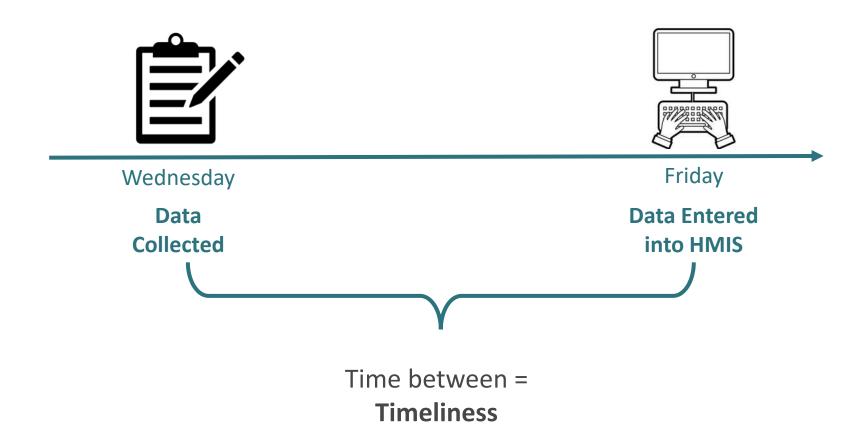
Client enters project, staff complete intake/assessment paperwork



Data is entered into HMIS by a licensed user



## What is the right date for your data?





## Why is timeliness important?

More Accurate – the more time that passes, the less accurate the data

Missing or inaccurate data could be found on paper forms, but the client maybe already exited

Typos and mistakes made more often

More Useful – when data is up to date, everyone is better off

Clients can get the referrals they need

Agencies know who they serving at any time and can reduce trackers

CoCs can report on data with confidence



## How to enter data with the right date?

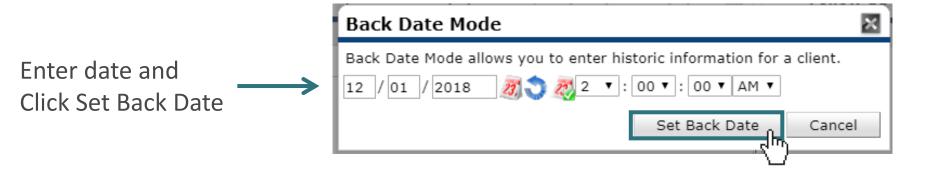
Back Date mode allows HMIS users to select the correct date





## How to enter data with the right date?







## How to enter data with the right date?



The top of the screen turns yellow when you are in Back Date mode



# How do you fix data if you enter if for the wrong EDA or Back Date mode?

- ☐ You don't, it doesn't really matter
- ☐ Re-enter the data with correct modes
- ☐ Switch a drop-down menu to the right project or a date field to the correct day



# How do you fix data if you enter if for the wrong EDA or Back Date mode?

- ☐ You don't, it doesn't really matter
- Re-enter the data with correct modes
- ☐ Switch a drop-down menu to the right project or a date field to the correct day







## Don't forget NC County of Service!



#### What

The County in which a client receives your project's services



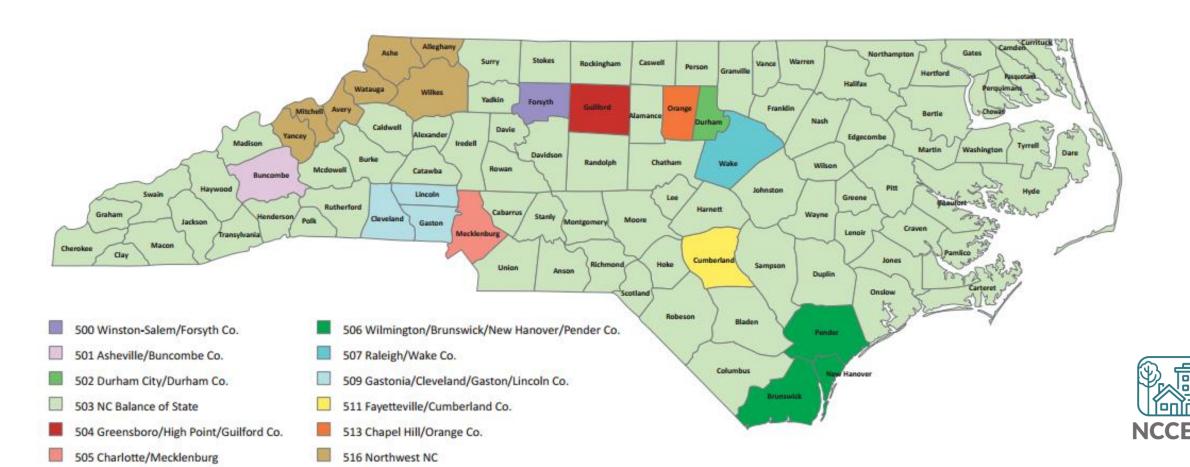
#### **Collection Notes**

The location of shelter, housing or supportive services indicates the County of Service at any given time





For Heads of Households: Which CoC is the \$\$\$ from?

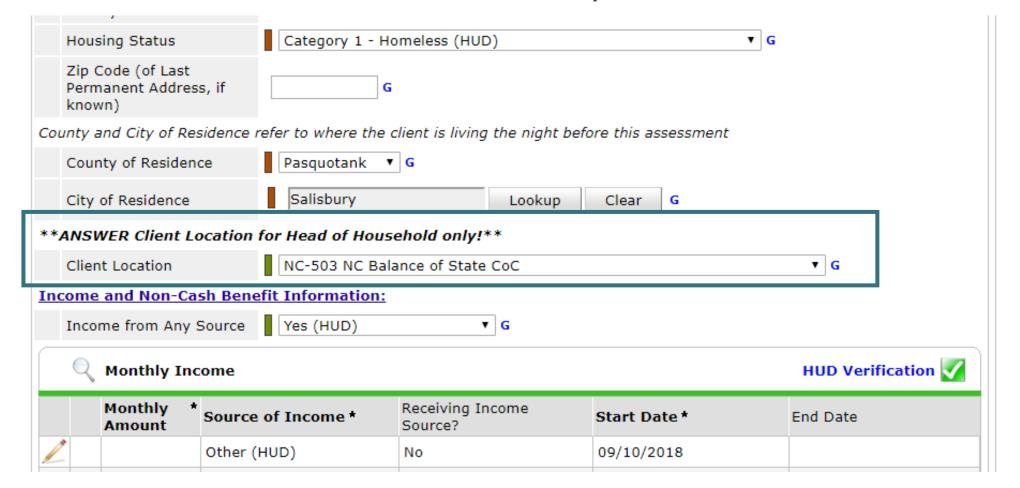


When would a client be served by our agencies/system, but not be in our CoC?

- Found housing in a different CoC
- Found a job in a different CoC (you meet with client in another CoC)



#### Scroll down to find Client Location at Entry Assessment





#### Scroll down to find Client Location at Interims (Update or Annuals)

	Currently fleeing should be indicated as "Yes" if the Person is fleeing, or is attempting to flee, the domestic violence situation or is afraid to return to their primary nighttime residence.			
	If yes for Domestic Violence Victim/Survivor, are you currently fleeing?	-Select- ▼ G		
	**ANSWER Client Location	n for Head of Household only!**		
	Client Location	NC-503 NC Balance of State CoC  ▼ G		
County of Service refers to the county in which the client is receiving services (only answer if instructed to by your System Administrator)				
	NC County of Service	Rowan ▼ G		
	Connection with SOAR (PATH Only)	-Select- ▼ G		
Client Contact Information				
		Is there a phone		



## Room for Improvement: Missing Data

#### **Data Collection methods**

Which paper forms are used? (if not entering data directly)

Make sure to collect all required data elements based off the HMIS@NCCEH Assessments on ncceh.org/hmis/administrative

#### Who is trained to collect data?

Sometimes staff speaking to clients have not received training from their Agency Admin (or NCCEH) – make sure they know what to collect and why

#### Where does data collection take place?

Consider how the physical location of client interviews and corresponding forms impacts your ability to ask the right questions

## Reason for Leaving

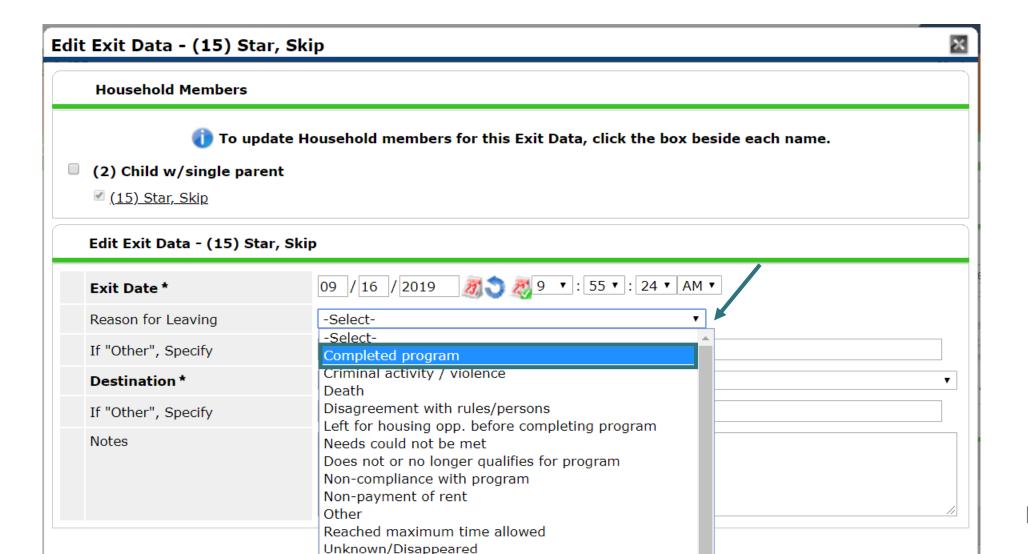
#### Why has this client's project exit occurred?

#### Common Reasons for Leaving:

- Completed program is when a client leaves after moving into housing with support from the project.
- Left for housing opp. before completing program means that the client found other shelter or housing without support from the project.
- Does not or no longer qualifies for the program is used when the client can no longer use core services (financial or supportive) and is no longer eligible for the project.
- *Unknown/Disappeared* is used when project staff do not know the reason for leaving.



## Reason for Leaving

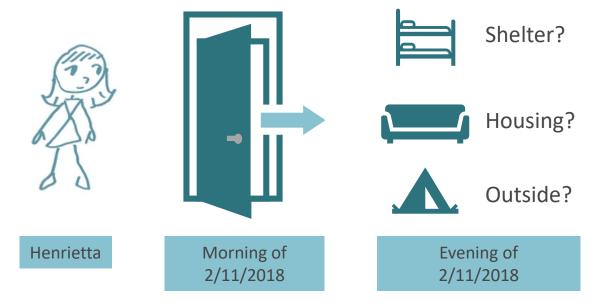




#### What

Identify where a client will stay immediately exiting a project

If Henrietta exits, where will she sleep that night?

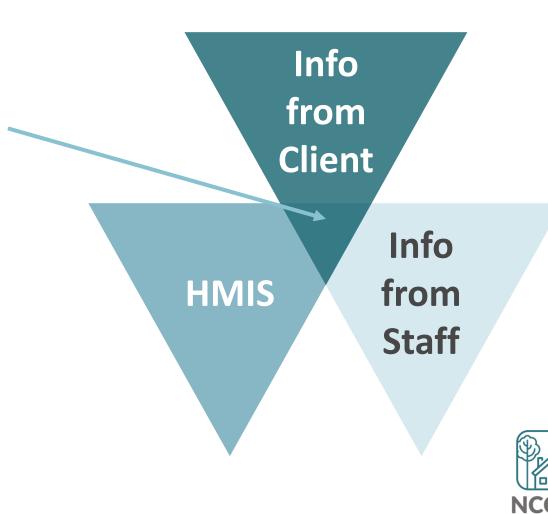




#### **Collection Notes**

Use multiple sources for a better understanding and more accurate data

If no information (after triangulating) is available, use No Exit Interview Completed





#### Who

All clients



#### **Data Collection Stage**

At project exit



#### **Special Reminder**

Other will be considered incomplete Keep a copy of our Exit Destination Guide available to consult Missing data is always better than inaccurate data!



#### On the paper assessment

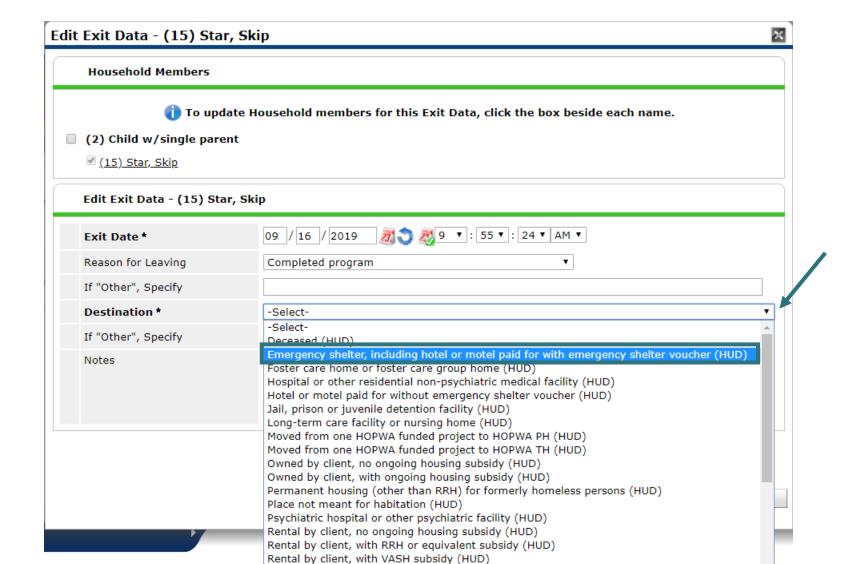
DESTINATION – Where will the client be staying right after leaving this project?			
∑ ×		Place not meant for habitation	
ora		Emergency shelter, including hotel or motel paid for with emergency shelter voucher	
Temporary Homeless		Moved from one HOPWA funded project To HOPWA TH	
<u> </u>		Transitional Housing for homeless persons (including homeless youth)	
IJ S		Hotel or motel paid for without emergency shelter voucher	
emporary Non- Iomeless		Residential project or halfway house with no homeless criteria	
Temporary Non- Homeless		Staying or living with family, temporary tenure (room, apartment, or house)	
- +		Staying or living with friends, temporary tenure (room, apartment, or house)	
		Psychiatric hospital or other psychiatric facility	
la		Substance abuse treatment facility or detox center	
Institutional		Hospital or other residential non-psychiatric medical facility	
		Jail, prison, or juvenile detention facility	
드		Foster care home or foster care group home	
		Long-term care facility or nursing home	



#### On the paper assessment

	Rental by client, with RRH or equivalent subsidy
	Permanent housing (other than RRH) for formerly homeless persons
	Moved from one HOPWA funded project to HOPWA PH
	Rental by client, with GPD TIP housing subsidy
ent	Rental by client, with VASH housing subsidy
Permanent	Rental by client, with other ongoing housing subsidy
Per	Owned by client, with other ongoing housing subsidy
	Rental by client, no ongoing housing subsidy
	Owned by client, no ongoing housing subsidy
	Staying or living with family, permanent tenure
	Staying or living with friends, permanent tenure
	Deceased
_	Other
Other	Client doesn't know (CDK)
	Client refused (CR)
	No exit interview completed (Data Not Collected, DNC)







## Spotlight on HMIS Guides

Go to <a href="mailto:nceh.org/hmis/trainings">ncceh.org/hmis/trainings</a> for Additional Resources:





## What's Next Calendar

Due	Report/Event Name
Sept 16 <sup>th</sup>	Orange HMIS Users Meeting
Oct 1 <sup>st</sup>	Federal Fiscal Year Begins! HUD HMIS Data Standards and HMIS Report updates
Oct 21st	Orange HMIS Users Meeting
Nov 18 <sup>th</sup>	Orange HMIS Users Meeting
ТВА	Longitudinal System Analysis and System Performance Measures Reports



## ncceh.org/hmis access local support for NC Balance of State, Durham, & Orange CoCs

919.410.6997 or <a href="mailto:hmis@ncceh.org">hmis@ncceh.org</a> helpdesk for local support

