



## NOTES

### HMIS USER GROUP

Wednesday, April 06, 2011 at 1:00 PM  
Westchester Village Hall, Westchester, IL

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#### Calendar

Attached is a calendar that maps out the next year with important dates for HMIS training, events, and reports. It is color coded: Purple=Emergency Shelter, Orange = All Programs, Red=HPRP Programs, Blue=Shelters and Gray=general/committee work

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#### Proposed HMIS Highlights for the 2011 Ranking Tool (to be voted on by the board)

- A. Data Completeness—Maintains complete client level data in HMIS for this project as shown in the 0213 Data Completeness Report for Oct/10–June/11 data to be run by July 15, 2011 for the following data elements—Veteran Status, Disabling Condition, Housing Status, Residence Prior to Program Entry, Residence Prior Length of Stay, and Zip Code of Last Permanent Address—1 point for each element where the percentage of records with no values is 5% or less, 0.5 point for each element where the percentage of records with no values is 10% or less but more than 5%. (maximum 6 points)
  - B. Participation in HMIS User Group Meetings – Agency shall receive 1 point for attendance at each of the three HMIS User Group Meetings to be held April 6, June 29, and Sept 28, 2011. (maximum 3 points)
  - C. Accurate Enrollment – Agency shall be awarded 1 point for each of the first three 2011 PULSE report point-in-time counts, Jan. 26, April 27, and July 27, in which the agency's HMIS enrollment data varies by 5% or less from the agency's actual enrollment. (maximum 3 points)
  - D. **Occupancy Rate: 5 Points** Based on average occupancy rate of UNITS (not beds) using monthly Point-in-Time counts from HMIS beginning with Jan. 2011. 90-100% - 5pts 80-89% - 3 pts 70-79% - 1 point 69% or below – 0 points
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#### PULSE REPORTS

- ☒ The Alliance is participating in HUD's new Pulse Reports. These are quarterly reports that include all clients served by Emergency and Transitional Housing across the continuum.
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#### Data Quality Plan

- ☒ We will be doing data quality checks using the 0213 Subcook UDE Completeness Report run for the period beginning October 1, 2010 through the last day of the month preceding the report due date. A copy of this report will be due on the fifteenth of each month on a **monthly** basis until the null value for all fields on the 0213 Summary Page (by Program...not agency) is below 5% for an entire quarter, at which point a **quarterly report** will be accepted. A list of the relevant fields is attached.
- ☒ Every Agency should have at least one person with an ART viewer license who can run the 0213 Subcook UDE Completeness Report. Instructions on how to run it are attached to these notes. Please contact Peggy as soon as possible if there is not at least one person from your agency who has an ART License.

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## SubCook HUD 40118 Entry Changes

*Part 2b "Optional" data elements* will now become a separate assessment. You can find it under the Assessments Tab in the client record.

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## Households

- ☛ Because we have found certain fields are still required of all household members and can't be entered through the household data sharing assessment, Household Data Sharing will be turned off as we move forward. Please remember Housing Status, Disability, Zip Code and Zip Data Quality, Income and Non-cash benefits are all required for every child (they are located on the Subcook HUD-40118 Entry Assessment).
  - ☛ Remember when deleting an Entry/Exit or a Service Transaction, you must go into each child's/member's record and delete them individually.
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## Sub-Assessments

In order for reports, including the HUD APR, to calculate income, non-cash benefits and disability properly, the sub-assessments for these items need to be filled in completely. Remember these important guidelines:

- ☛ If the client doesn't know a start date but had the income/benefit/disability before entering your program, enter the date 1 day before their Program Entry Date.
  - ☛ ***Never Delete*** a sub-assessment record to indicate a change in information. Enter an end date for when the client stopped receiving the income/benefit or when a disability ended.
  - ☛ If the end date is left blank, the APR assumes the client still receives that income/benefit or is still disabled.
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## Privacy and Security Review

We did a Privacy and Security review to stay sharp on what's expected in keeping our client's data confidential. Please take time to review these important policies. You may download our privacy documents from the HMIS page of our website [www.suburbancook.org/HMIS](http://www.suburbancook.org/HMIS).

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**Next User Group Meeting is Wednesday, June 29, 2011**

# List of Fields that are part of the Null Value Data Report<sup>1</sup>

## Universal Data Element

Social Security Number

SSN Data Quality

Date of Birth

Date of Birth Type

Ethnicity

Race

Gender

Veteran Status

Disabling Condition

Housing Status

Is Client Chronically Homeless?

Residence Prior to Program Entry (PLS)

Residence Prior Length of Stay

Zip Code of Last Permanent Address

Zip Data Quality

Name

## Program Specific Elements

Income Yes/No

Non-Cash Benefits Yes/No

DV Victim Yes/No

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<sup>1</sup> Which just happen to coincide with HUD Standards.



# HMIS 2011 Calendar

## February

February 17 | User Focus: ES

## March

March 2 | HMIS Committee  
 March 10 | New User Training  
 March 11 | Agency Admin Training  
 March 22, 23 | Bowman User Conf  
 March 24 | User Focus: HPRP

## April

April 1-10 | HPRP QPR Reports  
 April 5 | Send Data Quality Reports  
 April 6 | HMIS Committee  
**April 6 | User Group**  
 April 13-15 | NHSDC Conference  
 April 19 | ART Viewer Training Webinar  
 April 20 | Pulse Data Fixes Due  
 April 25-27 | ART Training

## May

May | Emergency Shelter Data Review  
 May 4 | HMIS Committee  
 May 25 | User Focus: United Way  
 Reports

*Site Visits*

## June

June ? | New User Training  
 June 1 | HMIS Committee  
**June 29 | User Group**

*Site Visits*

## July

July 1-10 | HPRP QPR Reports  
 July 6 | HMIS Committee  
 July 27 | Pulse Data Fixes Due  
 July 27 | User Focus: APR (TH and PSH)

*Site Visits*

## August

August 3 | HMIS Committee  
 August 31 | User Focus: ES

*Site Visits*

## September

September ? | Training (New&Admin)  
 September 7 | HMIS Committee  
**September 28 | User Group**

## October

October 1-10 | HPRP QPR Reports  
 October 5 | HMIS Committee  
 October 20 | Pulse Data Fixes Due  
 October 26 | User Focus: Admin

## November

AHAR Data Collection Begins  
 November 2 | HMIS Committee  
 November 30 | User Focus: TBD

## December

December 7 | HMIS Committee