



NOTES

HMIS USER GROUP

Thursday, June 23, 2011 at 1:00 PM

Westchester Village Hall, Westchester, IL

Calendar

ART Viewer Training in Mid-August (Webinar)

Quarterly Enrollment Survey

- ☒ What is it?

In order to verify that HMIS entry/exit data are accurate and up-to-date, we have developed a short Quarterly Enrollment Survey that asks for a point in time count of clients enrolled in each HMIS program. Shelter and housing programs will also be asked to submit up-to-date capacity/inventory information. Surveys should be completed for all HMIS programs each quarter—a sample survey is attached.
- ☒ PIT Enrollment Report (in ART): “Subcook Point-in-Time Data-Entry Exits” (Emergency Shelters should use the “Subcook Point-in-Time Data-Service Transactions (ES)”
 - This is the report in ART that will help answer the Quarterly Enrollment Survey. After running this report, be sure to check the numbers being reported against reality (as in who really was in your shelter or program on that date).
 - The report is found here: Public Folder ▶ Common Share ▶ Click “Next” in that section of the screen and it is near the bottom of the list—a sample report is attached.
- ☒ Defining Non-households vs. Households and ServicePoint household vs. HUD households.
 - ServicePoint Households—each and every client in ServicePoint needs to have a ServicePoint household—even if the client is the one and only household member.
 - Households for HUD reports are based on the composition of the household at the time of service provision. This may or may not match the composition of the ServicePoint household. HUD’s household definitions have changed, and may not be consistent from one report to another.
 - Make sure that all household members who present for service together as a household are all included in the same Entry/Exit and in all service transactions for that service.
 - **Make sure that each client has a Date of Birth.** If you do not have the exact date, try to estimate a date that provides an approximate age for the client—best practice suggests using January 1st of the year that would approximate the actual age of the client. Missing birthdates may result in “unknown” household type on the newer HUD reports.

Data Quality

- ☒ Over 32 of our programs have greater than or equal to 95% data completeness!!
- ☒ Fields causing issues: Program Specific Data Elements
- ☒ Next Quarterly Report due July 20 unless you are not one of those 32 programs with less than 5% missing data.
- ☒ Next Monthly Report due July 6. If you are in doubt, email reminders will be sent.

Outreach and PATH Programs?

Please let Peggy know if you have any Street Outreach or PATH programs that are or will be participating in HMIS. Currently, we are not aware of any in our continuum, and there are specific HMIS requirements for those programs.

New CoC APR

- ☒ Income Sub-assessment
 - Due to the logic of the new APR report, we will be removing the “Total Monthly Income” field that immediately follows the Monthly Income sub-assessment. Please make sure income amounts are specified within the sub-assessment records for each income source with accurate Start and End dates.
 - If the client had income when they entered your program but is not sure when the income started, use the client’s best guess for the “income start date” or choose 1 day prior to their entry date in order for the system to confirm they were receiving the income before entering your program.
 - Never delete income that has stopped. Give the record an End Date. So if the client lost income while in your program, instead of deleting the income record, edit the record and put in the date when they lost the income as the End Date.
 - If a client’s income was increased (but from the same source) give the original income record an end date and save & exit. Then create a new record with the new increased amount using the start date of when the raise took place.
- ☒ Disability Determination
 - Any record in the Disabilities sub-assessment that has “No” in the “Determination?” field, will not be counted as a disability. If the field is blank/null or is answered “Yes”, it will be counted.
- ☒ Register for Peggy and Jeremy’s Webinar on July 27. Other resources include the “*esnaps* CoC APR Guidebook” at <http://www.hudhre.info/documents/esnapsCoCAPRGuidebook.pdf> and their training video at <http://www.hudhre.info/video/aprtraining/introduction/index.html>.
- ☒ We reported that there was not yet a detail report yet in ART (for checking data, etc.). Bowman has since released the detail report numbered 0631, and it is in the Common Share folder in ART. We have not yet tested it ourselves, so please let us know if you discover any problems with the report.

HPRP Financial Assistance Field

- 📌 This is used for the time frame that the rent payment covered. If the check was for October, November and December, the start date is 10/01/2010 and the end date is 12/31/2010.

Site Visit Sign Up

- 📌 Our annual site visits will take place mid-July through September. We will send sign-up details out the second week of July.

Privacy and Security Review

- 📌 We reviewed some basic privacy rules. Please re-read the notices and make sure you are knowledgeable of the content of User Code-of-Ethics, Agency Privacy Policy, and the Client Consent Forms.

Next User Group Meeting is Wednesday, September 28, 2011

SUBURBAN COOK COUNTY CONTINUUM of CARE for HOMELESS ASSISTANCE

Quarterly Enrollment Survey - April 27, 2011

Please count all clients actively enrolled on April 27, 2011—housing/shelter programs should report clients housed the night of April 27, 2011.

Please complete a separate form for each program and return to Peggy Troyer at the June 23 HMIS User Group Meeting, 1:00 pm at the Westchester Village Hall. If no one from your agency will be attending the meeting, please return the survey by email (peggy@suburbancook.org) or fax (708-345-7855) by noon on June 23, 2011.

Basic Information	
Contact Person Full Name	
Contact Person Phone Number	
Contact Person E-mail Address	
Organization Name	
Program Name (as it appears in ServicePoint)	
<i>ServicePoint</i> Provider ID#	

Count of Persons Served on 4-27-11 by Household Type	# of House-holds	# of Persons
1. Persons Served in Households		
2. Persons Served NOT in Households		
3. Total Number of Homeless Households/Persons (Rows 1+2+3)		

HOUSING INVENTORY / CAPACITY on 4/27/11 – Housing Programs Only <i>HPRP Rapid Re-Housing programs and Motel Voucher programs count only beds/units actually occupied on 4/27/11.</i>	UNITS	BEDS
1. Number of <u>Units</u> for Households <u>with</u> Children		
2. Number of <u>Beds</u> for Households <u>with</u> Children		
3. Number of <u>Units</u> for Households <u>without</u> Children		
4. Number of <u>Beds</u> for Households <u>without</u> Children		
Total number of <u>Beds</u> for Homeless persons on 4/27/11		

Sample Report from ART

PIT Date: 4/27/11

Entry Exit Provider Program Type Code	Entry Exit Provider Id	Households	Persons in Households	Persons not in Households	Count distinct client
Emergency Shelter (HUD)	Alliance Test Shelter(3325)	2	9	0	9

Sample Report from ART (Data Details)

Client Uid	Client Last Name	Client First Name	Entry Date	Exit Date	FamilyID	GroupID	Entry Exit Provider Id	Entry Exit Type	Client SSN Data Quality
10667	Explorer	Dora	2/27/2011		5300	28432	Alliance Test Shelter(3325)	HUD	Partial SSN Reported (HUD)
11093	Explorer	Dorry	2/27/2011		5300	28432	Alliance Test Shelter(3325)	HUD	Full SSN Reported (HUD)
12392	Explorer	Fiesta-Trio	2/27/2011		5300	28432	Alliance Test Shelter(3325)	HUD	Full SSN Reported (HUD)
13474	Explorer	Swiper	2/27/2011		5300	28432	Alliance Test Shelter(3325)	HUD	Full SSN Reported (HUD)
28695	Smurf	Papa	2/15/2011		11836	26708	Alliance Test Shelter(3325)	HUD	
33039	Explorer	Katie	2/27/2011		5300	28432	Alliance Test Shelter(3325)	HUD	Full SSN Reported (HUD)
58924	Smurf	Smurfette	2/15/2011		11836	26708	Alliance Test Shelter(3325)	HUD	Full SSN Reported (HUD)
58925	Smurf	Brainy	2/15/2011		11836	26708	Alliance Test Shelter(3325)	HUD	Full SSN Reported (HUD)
61519	Explorer	Doryella	2/27/2011		5300	28432	Alliance Test Shelter(3325)	HUD	Full SSN Reported (HUD)

Sample Report from ART (Data Details cont'd)

Gender	Primary Race(895)	Secondary Race(1	Ethnicity(896)	Age	DOB Type	c Homeless?	Housing Status(1986)	U.S. Veteran?
Female	White (HUD)	Native Hawaiian or	Hispanic/Latino (HU	20	Full DOB R	No	Literally Homeless (HUD)	No (HUD)
Female	White (HUD)		Hispanic/Latino (HU	5			Stably housed (HUD)	
Female	White (HUD)		Hispanic/Latino (HU	2			Stably housed (HUD)	
Male	White (HUD)		Hispanic/Latino (HU	4			Stably housed (HUD)	
Male	Native Hawaiian or Other Pacific Islander (HUD)		Non-Hispanic/Non-L	63	Full DOB Reported (Literally Homeless (HUD)	No (HUD)
Female	White (HUD)		Hispanic/Latino (HU	1	Full DOB Reported (Literally Homeless (HUD)	
Female	Native Hawaiian or Other Pacific Islander (HUD)		Non-Hispanic/Non-L	11	Full DOB Reported (Literally Homeless (HUD)	
Male	Native Hawaiian or Other Pacific Islander (HUD)		Non-Hispanic/Non-L	8	Full DOB Reported (Literally Homeless (HUD)	
Female	White (HUD)		Hispanic/Latino (HU	0	Full DOB Reported (HUD)			

Sample Report from ART (Data Details cont'd)

Prior Living Situation (previous 90 days)	How long at prior living situation?	Last Zip	Zip data quality(1073)	Disability of long duration?	Is Client a Domestic Violence Victim?	Extent of Domestic Violence
Emergency shelter, including hotel	One to three months (HUD)	60406	Full or Partial Zip Code Re	Yes (HUD)	No (HUD)	
		60611	Full or Partial Zip Code Re	No (HUD)		
		60611	Full or Partial Zip Code Re	No (HUD)		
		60611	Full or Partial Zip Code Re	No (HUD)		
Rental by client, no housing subsidy	More than three months, b	60255	Full or Partial Zip Code Re	No (HUD)		
		60611	Full or Partial Zip Code Re	No (HUD)		
				No (HUD)		
				No (HUD)		