NOTES
(ES, SO and SSO)

HMIS User Group Webinar PSH
Date: Wednesday, February 27, 2019 | 1:30pm-3:30pm
GoToWebinar

Links to the recorded webinar can be found at www.suburbancook.org/hmis/usergroup

Bolded bullet points below are items that were NOT covered in the webinar but are important.

Data Quality Reports

- Updated 0252 Data Completeness Reports will be in the SubCook Folder will be available soon (an email blast will announce it).
  - Child Welfare and DCFS Questions added.
  - A client’s Date of Engagement should always be entered on the Entry Screen even if the Date of Engagement comes AFTER the Entry Date. The report will catch if you’re Engagement date was entered on the Entry Screen and if it is On or AFTER the client’s entry date. Here’s the Review of the process:
    - To enter an Engagement Date, even if the date is AFTER the entry date, it still needs to be entered on the Entry screen by clicking the Entry Pencil on the Entry Exit Tab.
    - If the client does not yet have an Engagement Date at Entry but has an Engagement Date from a previous project, then you should clear the date on the Entry Screen of the current project. Do NOT delete the history.
    - To clear the date, click the round arrow. Then “Save & Exit” or move on to the next field.
HIC and PIT

- Reminder: Housing Inventory was due last week Friday and the Point in Time is due THIS Friday.
- Point in Time counts are how we check to make sure what’s in HMIS matches reality. When you run these reports, please check them against your sign-in sheets or client lists to make sure the numbers are accurate.
- The PIT report does consider the Location Field for clients. If the client is not IL-511, they will not appear on the report. Only VASH, SSVF and a single Aunt Martha’s program should be choosing a different location when appropriate. All other projects should be choosing IL-511 for Client Location.
- Webinar Poll: Was “The 000 HIC Data Review 2019.2.6” report useful?
  - Please type comments and suggestions either in the Chat function of the webinar or email them to the HMIS team.

Coordinated Entry

- Reminder of the Workflow:
- After 7-14 days of shelter for an Adult Individual a Case Manager should follow these steps with a client:

  1. On the Client Summary Tab, fill out the Housing Interest Sub-Assessment leaving the End Date Blank

     ![Client Summary Tab](Image)

     **Summary**
     
     **Added to HMIS system 09/24/2008 08:12 AM**
     
     **Name** Sparrow-Test, Jack  
     **Date of Birth** 12/05/1990 (Age 28)  
     **Social Security** 123-12-3122

     **Gender** Male  
     **Primary Race** Native Hawaiian or Other Pacific Islander (HUD)  
     **Secondary Race**

     **Housing Interest/VI-SPDAT Information**

     **Housing Interest/VI-SPDAT Status**

     | Housing Interest/VI-SPDAT Assessment Date | Assessing Agency | Assessment Project Type | Assessor Name | Housing Interest Outcome | End Date |
     |-------------------------------------------|------------------|-------------------------|---------------|-------------------------|---------|
     | 02/26/2019                               | BEdS PLUS, Inc.  | Shelter                | Jeremy Heyboer | VI-SPDAT Assessment Completed |        |

     **Showing 1-1 of 1**

  2. AFTER Uploading the CE Consent Form, choose the Signed CE Consent Form Field Yes/No

     ![CE Consent Form](Image)

     **VI-SPDAT - please remember to upload the CE Consent document**

     **Signed CE VI-SPDAT Consent Form (new in 2017)**

     Yes

  3. Do a VI-SPDAT based on their situation: Tay for Tay HHS, Fam for Adult with Children HHS and the Adult Only HH for Adult Only HHS.
4. Add VI-SPDAT Score to outside Box

5. Begin the Entry Point Assessment Progress Tracker

6. Double Check to make sure visibility is correct for the client:
   a. The Client is open to “Regional Global”
   b. The Consent and CE Documents are open to “Alliance Projects”
• Part 4-Vulnerability and Severity of Service Needs in the tracker is NOT asking if the client is chronically homeless. It’s asking if the data on the Initial Intake Assessment supports a Chronic Determination.
  • In other words, does the data show the client has a disability...AND...has had 1 continuous episode of 12 months or more...OR...4 or more episodes of homelessness in the last 3 years totaling 12 months or more.
  • If you need assistance with this, please contact staff.

<table>
<thead>
<tr>
<th>Part 4-Vulnerability and Severity of Service Needs</th>
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<tbody>
<tr>
<td>Vulnerability and Severity of Service Needs</td>
</tr>
<tr>
<td>Assessment Date</td>
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<tr>
<td>Uploaded into HMIS</td>
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<tr>
<td>Chronic homelessness and disability information</td>
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<td>in HMIS is correct and accurately reflects CH</td>
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<tr>
<td>status</td>
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<tr>
<td>Based on HMIS data, does client meet HUD’s</td>
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<td>definition of chronic homelessness as of</td>
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<tr>
<td>Progress Tracker Start Date?</td>
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If Client meets HUD’s definition of chronic homelessness, but HMIS data does not support this, please correct HMIS data. Contact HMIS staff if you need assistance.

• Street Outreach projects need to keep adding Contacts for clients to remain on the BNL even after the client has an engagement date. If the client becomes active in another homeless project, then the client should be exited from Street Outreach and given an entry into the new project.
• Street Outreach should exit clients if they haven’t had a contact or service transaction in 90 days. A report will be available soon.
• Emergency Shelters will also need to stay on top of exiting clients who haven’t had a night of shelter in the last 90 days. Please use the ES-DQ-Services to Exit Trifecta report on a monthly basis.
• When closing from a homeless project due to inactivity, close the tracker as well if you are the only sending agency listed. If there is another sending agency, notify them because it is possible client is still active there and Tracker should not be closed.
• For households with multiple clients, only the Head of Household gets the tracker. However, each adult should have a VI-SPDAT.

Consent Forms—You Need Both for Clients who start Coordinated Entry

• All clients must have a HMIS Client Consent Form uploaded. All clients who agree to do a VI-SPDAT must have an Entry Point Consent Form uploaded. The HMIS Client Consent Form is NOT the same as the Coordinated Entry Consent form. Please see the difference below.
Missing Entry Point Progress Tracker

- There’s a new report available in ART called the “Clients Missing EP Progress Tracker” that lists active clients in ES, SH, SO or homeless services only projects but are missing a progress tracker for CE.

- See attached instruction sheet for more details.

Cayzu

- Please check your spam or junk mail folder for Cayzu responses and add nilhmis@cayzuemail.com to your safe senders list.
- We answer almost all Cayzu Tickets within 24 hours. If you feel you haven’t heard from us, please check your spam folder. The only exception to this is duplicate clients and client merge requests. These tend to take more time to look into.

Privacy & Security Review

- Remember: Alliance Staff will NEVER ask you to confirm your password or email you to confirm your password. NEVER! Your password is yours and yours alone. Never share it with anyone. If you’re not at the login page for nil.servicept.com, then don’t type it anywhere.
- We went through a phishing quiz put out by Google. This is a great exercise for users to practice since compromised email is such a large source of malware and hacking schemes.

https://phishingquiz.withgoogle.com

Next User Group Meeting: May 29
### Attendee Report:

**HMIS User Group Webinar: ES, SO, SH, and SSO**

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<th>Webinar ID</th>
<th>Actual Start Date/Time</th>
<th>Duration</th>
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<td>374-936-043</td>
<td>02/27/2019 01:30 PM CST</td>
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#### Attendees

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<tr>
<td>Ayoub</td>
<td>Jeff</td>
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<td>Bakate</td>
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<td>Bell</td>
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<td>Birchler</td>
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<td>Crump</td>
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<td>Moore</td>
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<td>Nelson</td>
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<td>May</td>
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<td>Verticchio</td>
<td>Tammy</td>
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<td>Weingarten</td>
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# Alliance to End Homelessness in Suburban Cook County
## HMIS Calendar 2019

### January
- **Jan. 1** | Happy New Year!
- **Jan. 2** | HMIS Committee Mtng 9:30 am
- **Jan. 11** | HMIS New User Training (Alliance)
- **Jan. 21** | Holiday – MLK Day
- **Jan. 25** | Qtrly PIT Confirmation Due
- **Jan. 30** | Annual Sheltered & Unsheltered Count (HIC&PIT)

### February
- **Feb. 6** | HMIS Committee Mtng 9:30 am
- **Feb. 7** | HMIS New User Training (Alliance)
- **Feb. 14** | Happy Valentine’s Day
- **Feb. 27** | HMIS Committee Mtng 10:30 am
- **Feb. 27** | HMIS User Group Mtng 1:00 pm

### March
- **Mar. 6** | HMIS Committee Mtng 9:30 am
- **Mar. 8** | HMIS New User Training (Alliance)
- **Mar. 17** | Happy St. Patrick’s Day
- **Mar. 22** | Data Quality Reports Due

### April
- **April 3** | HMIS Committee Mtng 9:30 am
- **April 11** | HMIS New User Training (Alliance)
- **April 15-17** | NHSDC Conference
- **April 26** | Qtrly PIT Confirmation Due

### May
- **May 1** | HMIS Committee Mtng 9:30 am
- **May 10** | HMIS New User Training (Alliance)
- **May 27** | Holiday - Memorial Day
- **May 29** | HMIS Committee Mtng 10:30 am
- **May 29** | HMIS User Group Mtng 1:00 pm

### June
- **June 6** | HMIS New User Training (Alliance)
- **June 21** | Data Quality Reports Due

### July
- **July 4** | Holiday - Happy 4th!
- **July 12** | HMIS New User Training (Alliance)
- **July 26** | Qtrly PIT Confirmation Due

### August
- **Aug. 7** | HMIS Committee Mtng 9:30 am
- **Aug. 8** | New User Training (Alliance)

### September
- **Sept 2** | Holiday – Labor Day
- **Sept 4** | HMIS Committee Mtng 9:30 am
- **Sept 6** | Emergency Shelter Staff Training
- **Sept 13** | HMIS New User Training (Alliance)
- **Sept 11-13** | WellSky Conference
- **Sept 20** | Data Quality Reports Due
- **Sept 25** | HMIS Committee Mtng 10:30 am
- **Sept 25** | HMIS User Group Mtng 1:00 pm

### October
- **Oct 10** | HMIS New User Training (Alliance)
- **Oct 25** | Qtrly PIT Confirmation Due
- **Oct 31** | Happy Halloween!

### November
- **Nov 6** | HMIS Committee Mtng 9:30 am
- **Nov 8** | HMIS New User Training (Alliance)
- **Nov 8** | ES DQ Reports Due
- **Nov 28** | Holiday – Happy Thanksgiving!

### December
- **Dec 4** | HMIS Committee Mtng 9:30 am
- **Dec 12** | HMIS New User Training (Alliance)
- **Dec 20** | Data Quality Reports Due

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Rev 09/25/2018
Clients Missing EP Progress Tracker – Report Instructions

1. Go into ART and find the report and click on the magnifying glass icon.

2. Click on the “View Report” button.

3. Select provider(s) and enter today’s date as the effective date.
4. Click on the “Run Query” button.

5. Download report as PDF file by click the down-arrow next to “Document” in the upper left-hand corner of the screen. Choose “Save to my computer as PDF”.

Notes

- Active clients are those with an open entry to an emergency shelter, safe haven, street outreach, or homeless services only project.
- Clients in Night-by-Night emergency shelter projects or homeless-services-only projects must have had a contact or a service transaction within the last 90 days.
- Clients in street outreach projects must have had a contact or service within the last 90 days and have a date of engagement.
- Clients are not included if they have a Housing Interest Outcome response within the last 90 days indicating that the client is not interested in housing at this time.