

CE Affinity Groups – Q&A

Questions from 11/19/19 and 11/20/19 Coordinated Entry Affinity Group Webinars.

For any questions that were not addressed on the webinar, or if there are specific questions to your own systems, please submit an HMIS AAQ to receive a thorough answer: <https://www.hudexchange.info/program-support/my-question/>

Questions from 11/19:

Q: Is there a timeframe for release, and/or implementation, and/or use of the CE APR?

A: The APR specifications are under development and will be released when they are complete. Unfortunately, we don't have a specific date for their release right now.

Q: Who do we have to enroll in our CE projects? Just HOH or all household members?

A: Similar to other HMIS project types, all household members will be entered into CE projects. HUD only knows information about household composition and size by the entry into projects of all household members. It is hard to balance data needs with data entry burden. We believe strongly that we have to collect the information that helps coordinate care for a person and provides necessary information to plan out system changes to keep improving the system's overall responsiveness. That said, we revisit all data elements regularly to make sure we are only requiring collection of data that serves those purposes.

Q: How do I set up/revise the SSVF Rapid Resolution Project in HMIS?

A: There was an SSVF Email message that was sent Friday (11/15) that changed the guidance about SSVF CE Rapid Resolution data collection - it is no longer required. Please check with your SSVF grantee for that email message. There is no longer a need for "stand alone" RR projects for SSVF. Feel free to enter an HMIS AAQ with any further SSVF-specific questions.

Q: Can we break up a larger region, like a Balance of State, into smaller regions with their own CE projects in HMIS?

A: Yes, having a CE project set up for each of your regions is fine.

Q: Will CE projects be added to the LSA and Stella?

A: HUD is not making immediate substantive changes to the LSA, but it is possible in the future for any of the reporting of system level data (such as SPM, LSA and/or Stella).

Q: Will how we set up our CE projects impact our system performance measures?

A: No. The SPM looks for specific project types and data elements for each measure and does not pick up the CE data elements or any data from client enrollments in a CE project.

Q: When would someone be exited from a CE project?

A: When they are housed or otherwise inactive. If the client isn't able to be located, there is no standard for number of days before they are considered "inactive.". The CoC should always be involved in any standard setting locally. Please refer to the [HMIS Data Standards Manual](#) for further CE Exit guidance.

Q: What is a Crisis Assessment Tool / Housing Assessment Tool?

A: HUD doesn't dictate what communities use to assess for crisis needs or housing needs. When a community is designing or selecting a crisis assessment tool, that tool should be focused on assessing for factors that impact whether someone needs a crisis response or not, and a housing assessment should be assessing factors that indicate what housing needs a household has and what service needs that household has.

Q: What is the difference between a By-Name List and a Prioritized List?

A: A prioritized list is a list of households that a community is actively working to house. A by-name list is the list of everyone known to be experiencing homelessness. The priority list can be thought of as a subset of the by-name list.

Q: Who is responsible for getting clients “document ready”?

A: The requirement to confirm eligibility rests with the provider receiving referrals; however, many CoCs are finding that some "pre-work" is really helpful to set participants up for successful referrals. In [HUD's Coordinated Entry Data and Management Guide](#) (p.25), HUD suggests that a CE HMIS feature might be a documentation repository to facilitate quicker eligibility determinations at/after referral.

Q: Our CE system doesn't follow a linear path, how can we implement the CE data elements? Example: Triage/Crisis assessment to problem solving, back to crisis assessment if initial problem solving strategy breaks down, and then housing assessment.

A: The CE data elements themselves aren't required (or meant) to be linear or one-time, but PPT slide decks have limitations for showing that.

Q: Will our vendor charge us for implementing CE?

A: You are strongly encouraged to review your HMIS Software Provider contracts and ensure that requirements such as reporting expectations are clearly articulated. As HUD is not the entity with an agreement with the Software Provider, HUD has no ability to negotiate the terms of the agreement (including reporting and project set up) or hold the provider accountable if the terms are not met (such as inconsistencies with reporting expectations).

Q: Are there going to be any back entry data requirements on the 4/1/20 “Go Live” date?

A: Please start entering events and assessments (and current living situations) on active people as of the date those elements become available to you in your HMIS (on or before 4/1/2020) for events, assessments and situations that occur on or after the “go live date.” At this time, there are no “back entry” data requirements for CE data collection in HMIS.

Questions from 11/20:

Q: Can HUD-funded SSO-CE projects run their APRs based on one single CE project set up that covers the entire CE process, not just the portion the grant funding covers? Or would they need their own project to separate out "their" CE work somehow?

A: HUD intends for you to report on your entire CE process in the APR, regardless of the portion of the process funded by an SSO-CE grant or how the project(s) are set up in HMIS. That may mean that a System Admin has to run the report on behalf of the funded agencies (like is the case with SPMs) to ensure privacy protections are enforced.

Q: Some communities have models with more than one type of "crisis assessment" and more than one type of "housing assessment" per client - so one client may have multiples of each. Is that being anticipated in the report specs?

A: It is fine to have multiple assessments for each client. HUD is taking this into consideration in the development of programming specifications.

Q: Can you give an example of what data elements would be collected in the "Crisis Assessment" versus the "Housing Assessment"?

A: When a community is designing or selecting a crisis assessment tool, that tool should be focused on assessing for factors that impact whether someone needs a crisis response or not, and a housing assessment should be

assessing factors that indicate what housing needs a household has and what service needs that households has.

Q: If a community has multiple SSO-CE grants held by different providers, the data submitted for both those grants should be the same, system wide data. Is that correct?

A: Yes, the data would be the same for each APR submitted though there may be some variances based on the grant term. Because CE is a system wide process, HUD's APR will look at the entire CE process. HUD is concerned with understanding how the entire process is working rather than understanding how different grant administrators are implementing the process using separate SSO-CE grants.

Q: Is the data collection requirement for Current Living Situation different for Coordinated Entry and Street Outreach?

A: PATH funded SO projects have a smaller set of response options under 4.12 than other types of SO projects, CE projects, and other projects recording 4.12 data in your HMIS. Please refer to the HMIS Data Manual for the differences in the 4.12 data element by fund source. <https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>

Q: Our CoC has an SSO-CE grant, but we also recently got a DV Bonus CE grant, and a YHDP CE grant. We have been under the impression that each of those grants will each produce their own APR, and that these APRs will include data for clients served in each of those systems. Is that correct?

A: APR submission requirements for specific subpopulations (i.e. DV and YHDP) are still being determined at HUD. HUD will be issuing more specific reporting guidance when the specifications are complete.

Q: Do we need to include homeless prevention projects in our Coordinated Entry process?

A: If you are operating an ESG funded prevention project, then that project has to participate in CE. However, HUD allowed in the CE Notice for a separate access and assessment process for persons who are at imminent risk of homelessness. Operationally, it means that the ESG prevention assistance needs to be provided based on a standardized assessment and prioritization policy(s), and that those persons at imminent risk can be assessed separately from persons who are experiencing homelessness for the purposes of determining prioritization for the available prevention resources. These projects can be included in your HMIS setup, as long as it is possible through reporting to distinguish between clients who are and are not experiencing homelessness at the time of project entry.