

HMIS Lead & System Administrator Monthly Webinar

February 19, 2020



During the call

- › All participants are muted
- › We are recording. Slides and a recording will be provided through the Sys Admin Hub.
- › Use the Question feature in Adobe Connect to ask questions during the presentation.
- › Help us give better answers: provide context when you ask your question (slide # or re: topic) and be specific!

After the call

- › Use the [Ask A Question](#) section on the HUD Exchange for community-specific questions, or questions we were unable to address. Select *HMIS* in Step 2
- › Help us give better answers: provide context when you ask your question (slide # or re: topic) and be specific!
- › Tell us in the HMIS AAQ that you are asking a question based upon the “HMIS Lead/System Admin webinar”



Ask A Question

Step 2 of 2 2 of 2

* My question is related to:

Acknowledgements

Participating/ Contributing HUD Staff:

- Fran Ledger, SNAPS Office

Participating/ Contributing TA:

- Meradith Alspaugh, Partnership Center, Ltd. (PCL)
- Brian Roccapriore, Cloudburst
- Jules Brown, Abt Associates

Agenda

- HUD Updates
- Technical Updates
- Coordinated Entry Community Presentations

HUD Updates

Fran Ledger



HUD Updates

› Important Dates

- SPM deadline February 28, 2020
- HDX 1.0 opening for 2020 HIC/PIT Count by March 1, 2020
- April is a busy month: CE Data Elements go live April 1, 2020, NHSDC April 6-8, 2020, and HIC/PIT due April 30, 2020

› LSA Update

- This year –anticipated LSA timeline – slide 13 has more details

› 2021 Specification Changes - HUD's goal is to have no changes in the Data Standards, LSA, or SPM in 2021

› HUD will begin planning with Federal Partners and Subject Matter Experts in the upcoming months for FY 2022 HMIS Data Standards updates

HUD Updates

- › Data Integration: We believe moving forward, CoC are going to need to have a sustainable HMIS that will support integration through import/export. This can be seen in the [HOMES-HMIS](#) initiative, coordination with mainstream resources, coordination with health systems, demand to increase shelter coverage.
- › The [Spring 2020 NHSDC Conference](#) is a [HUD approved](#) activity for CoC and ESG funds, registration is open.

HMIS Lead Change

- The CoC has the authority (24 CFR 578.7(b)(2)) to designate the HMIS Lead agency, as determined by their local process. If the CoC chooses a new HMIS Lead agency, the HUD-funded CoC Program HMIS grant that is used to manage the HMIS must move to the new HMIS Lead Agency. This needs to happen because once a change in designation is made, the original recipient is no longer considered the HMIS Lead and is not authorized to use the HMIS grant on the HMIS management costs. Only the HMIS Lead can use grant funds for HMIS activities (24 CFR 578.37).
- To change the recipient, the HUD Field Office will follow their normal grant amendment process.

**Note that “as determined by their local process” continues to have all the expectations it formerly had - clear, transparent, documented decision-making by the CoC with preferred earnest attempts to resolve issues prior to making the decision to change.*

HMIS Transition between HMIS Leads

- HMIS policy recognizes the administrative responsibilities of HMIS Leads and System Administrators in 4.1.3(3) of the [2004 HUD Data and Technical Standards Notice](#), which establishes that CHOs may use or disclose protected personal information from an HMIS to carry out administrative functions, including but not limited to legal, audit, personnel, oversight and management functions.
- There is an understanding that if the HMIS Lead role, and its accompanying functions and responsibilities, shift from one agency to another, the allowable disclosure for the purposes in 4.1.3(3) shift as well.

Comparable Databases

- Comparable database is a relational database that meets all Homeless Management Information System (HMIS) Data Standards and the minimum standards of HMIS privacy and security requirements, including the US Department of Housing and Urban Development's (HUD) most recent reporting standards and comma separated value (CSV) format specifications.
- HUD does not have authority over VAWA regulations. For Technical Assistance related to VAWA, please reach out to the Safe Housing Partnerships: <https://safehousingpartnerships.org/technical-assistance>.
- For further VAWA guidance, please see this FAQ from the Department of Justice: <https://www.justice.gov/ovw/page/file/1006896/download>
- To read VAWA directly: <https://www.congress.gov/bill/116th-congress/house-bill/1585/text>

Technical Updates

Meradith Alspaugh
Jules Brown



LSA

› Current Status:

- Specs and Dictionary are under review
- Code is complete and will be added to review group
- Test scripts are in development

› Anticipated milestones:

- Early March – June 2020: Prep work with HMIS software providers
- Early July – Early August 2020: FY 2019 LSA Submission in HDX 2.0
- Early August – Early September 2020: LSA Data Cleaning and Confirmation in HDX 2.0

Using HMIS Data for System-wide Reporting: Client Enrollments

- › The HMIS Lead must identify and merge duplicate records
 - HMIS application must have functionality to de-duplicate records.
- › Only data associated with valid enrollments in continuum projects are included in systemwide reporting
 - Minimum req for a valid enrollment: EntryDate, PersonalID, ProjectID, HouseholdID, valid RelationshipToHoH, and EnrollmentCoC associated with HoH's EnrollmentID.
 - Data not associated with a valid enrollment – e.g. a bed nights without a valid enrollment – are going to be excluded from most systemwide reporting.
- › For any given HouseholdID, there must be exactly one enrollment record where RelationshipToHoH = 1 (“self”). Otherwise:
 - Those enrollments may be excluded from system-wide reporting (and will definitely be excluded from LSA reporting).

Using HMIS Data for System-wide Reporting: Client Enrollments

- › For ES, SH, TH, an ExitDate must be at least one day later than the EntryDate.
 - Otherwise, those enrollments will be excluded from system-wide reporting.
- › Clients with RRH enrollments in the report period where MoveInDate is equal to the ExitDate will be counted as housed in RRH during the report period.
- › Clients with PSH enrollments in the report period where MoveInDate is equal to the ExitDate will not be counted as housed in PSH during the report period.
- › For night-by-night ES, an ExitDate must be one day after the last recorded bed night.
 - Otherwise, reporting may need to use an effective exit date of [last bed night + 1].
 - Destination would then be reported as unknown, even if you recorded a known destination with a later exit date.

Using HMIS Data for System-wide Reporting: Client Enrollments

- › Night-by-night ES clients are to be auto-exited after an extended period without a bed night. For any night-by-night ES enrollment where the most recent bed night is 90 or more days prior to ReportEnd and there is no record of an exit:
 - LSA reporting procedures will use an effective exit date of [last bed night + 1].
 - Destination will be reported as unknown, if applicable.
- › Enrollments are effectively terminated when a project ceases operation. If there are enrollments that remain open after a project's OperatingEndDate – i.e., do not have an exit date or have an exit date that is later than the project end date:
 - Some reporting procedures (including LSA) will use the operating end date as the effective exit date.
 - Destination will be reported as unknown, if applicable.

Using HMIS Data for System-wide Reporting: Project Setup

› LSA versus HIC

- We will continue to compare LSA with the HIC because with the project start and end dates, along with inventory start and end dates and the fact that both participating and non-participating projects are supposed to be in HMIS, we should be able to calculate the inventory on the date of each CoC's HIC from their HMIS records.

› Bed and Unit Inventory

- Remember: in HMIS and for reporting, dedicated beds refer to the beds dedicated for the population group AND their household members
- Clean-up: Seasonal beds must have an end date or they'll trigger a flag in longitudinal reporting like LSA
- Clean-up: You can't have units > beds
- Clean-up: Make sure every ES project has a bed type
- Clean-up: Start and end dates for both PROJECTS and INVENTORY records. Active projects with no active inventory records will cause reporting issues

Using HMIS Data for System-wide Reporting: Project Setup

- › Geography in HMIS
 - Clean up: Missing geo and ZIP codes, unrecognized codes, codes in the wrong format, or codes outside the CoC geography
 - Clean up: More than one of the same CoC Code for a single project
- › HMIS Project Participation
 - Clean up: A project with clients served during the reporting period but the PDDEs say that it doesn't participate in HMIS
- › Missing client-assigned Project Data in HMIS
 - Clean up: Generally make sure all PDDEs are complete for all projects in your HIC, whether or not they participate in HMIS by collecting client-level data. Projects missing PDDEs will cause reporting issues for both the project AND the clients in those projects

Using HMIS Data for System-wide Reporting: Project Setup

- › Funding Sources & Inventory in HMIS
 - Clean up: Projects with dedicated funding sources (e.g. VA or RHY) and zero such dedicated beds will create issues
- › Funding Sources & Project Types in HMIS
 - Clean up: Incompatible funding sources in a single project will create issues

Reporting Updates – SPMs

- › Reminder: SPMs are due February 28th
 - As of Tuesday, 170/~400 CoCs have started – LESS THAN HALF!
- › CoCs need to run and enter their reports in HDX 1.0
- › Vendor Related Programming Updates:
 - Please start, even if waiting for updates from your vendor
 - Remember you can save progress in HDX 1.0 as you go – enter the data you have NOW so you aren't waiting until the last minute for everything!

What's up with question 22e on the APR?

- › Yes – it should be reporting all people.
- › If your system is set up to collect 3.917 data on all household members, including children, Q22e should use that data. (Note - this is not a requirement per the data standards, however some HMIS do collect this data on minors.) If the HMIS does not collect this element on child household members:
 - The data from the head of household's response to 3.917 should be propagated to the children.
 - This applies to any household member whose age is ≤ 17 (calculated according to the HMIS Reporting Glossary), regardless of their relationship to the head of household, but not clients of unknown age.
 - Only propagate the head of household's data to children with the same [project start date] as the head of household. Children who enter *after* the HoH **would be counted on line 13** (data not collected).

Reporting Updates – Q23c APR/CAPER

- › Reminder: Q23c is applicable to ALL project types in both the APR and CAPER
 - Sage’s validator wasn’t working properly on this question thus there were some APR/CAPER submissions that were either missing this data completely or had incorrect data allowed to be submitted to HUD.
 - The Sage validator is working properly again, please verify that your APR/CAPER reports validate properly - especially RRH projects.

Reporting Updates – CE APR

- › The system being reported on is the CoC where the Supportive Services Only: Coordinated Entry (SSO:CE) project was funded.
 - Data reported on will be generated from all projects in the CoC, regardless of their funding source.
 - Projects collecting CE data (whether they are project typed CE (14) in the HMIS or not) are included in this report.
 - The HMIS is required to generate a single CE APR-CSV based on these programming specifications for SSO:CE grants who submit data on or after October 1, 2020.
- › It is expected, that like a regular APR the recipient themselves, or the HMIS system administrator will be able to generate this SSO:CE CSV extract without HMIS vendor intervention for their submission to HUD.
- › For comparable database reports, the “system” is limited to all projects operated by the CoC grant recipient organization whose data is captured in the comparable database system.

Reporting Updates – CE APR

› General Information

- The CE APR CSV consists of 10 separate tables for a total of 10 CSV output files.
- The structure of each file must match the layout in the Programming Specifications table shell for that question in terms of the quantity and sequence of lettered columns and numbered rows, excluding columns Y and Z.
- We tried to re-use existing CSV APR table structures where possible so there may be some tables with cells included that are not applicable. (i.e. Q5a)

› Client Universe

- Depending on the HMIS implementation, CE data could be scattered across the system in multiple projects.
- In general, the universe for this report requires the system to scan projects within the HMIS for a single CoC for the following clients and enrollments to include in the report.

Reporting Updates – CE APR

› Client Universe: Questions 4 through 9

- Clients in any HMIS project using Method 2 - Active Clients by Date of Service where the enrollment has data in element 4.19 (CE Assessment) with a Date of Assessment in the date range of the report.
- When including CE Events (element 4.20) for these clients, the system should include data up to 90 days past the report end date. Detailed instructions for this are found on 9c and 9d.
- Unless otherwise instructed, use data from the enrollment with the latest assessment.
- Include household members attached to the head of household's enrollment who were active at the time of that latest assessment, as determined by the household members' entry and exit dates.

› Client Universe: Question 10

- The universe of data for this question is expanded to include all CE activity during the report date range. This includes data in elements 4.19 (CE Assessment) and 4.20 (CE Event) regardless of project or enrollment in which the data was collected.

CE APR Tables

› Q4a Project Identifiers in HMIS

– Be sure to include *all* the projects with CE clients and data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date
2														

› Q5a Report Validations Table

	A	B
1	Total number of persons served	
2	Number of adults (age 18 or over)	
3	Number of children (under age 18)	
4	Number of persons with unknown age	
5	Number of leavers	
6	Number of adult leavers	
7	Number of adult and head of household leavers	
8	Number of stayers	
9	Number of adult stayers	
10	Number of veterans	
11	Number of chronically homeless persons	
12	Number of youth under age 25	
13	Number of parenting youth under age 25 with children	
14	Number of adult heads of household	
15	Number of child and unknown-age heads of household	
16	Heads of households and adult stayers in the project 365 days or more	

CE APR Tables

› Q6a Data Quality: Personally Identifiable Information

	A	B	C	D	E	F
1	Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
2	Name (3.01)					
3	Social Security Number (3.02)					
4	Date of Birth (3.03)					
5	Race (3.04)					
6	Ethnicity (3.05)					
7	Gender (3.06)					
8	Overall Score					

› Q7a Number of Persons Served

	A	B	C	D	E	F
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	Adults					
3	Children					
4	Client Doesn't Know/ Client Refused					
5	Data Not Collected					
6	Total					
7	For PSH & RRH – the total persons served who moved into housing					

CE APR Tables

› Q8a Number of Household Served

	A	B	C	D	E	F
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	Total Households					
3	For PSH & RRH – the total households served who moved into housing					

› Q9a Assessment Type

- Q9a through 9d are counting *households*
- Use the latest CE Assessment in the report date range which should be attached to the Head of Household

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
1	Phone						4.19.3 = 1
2	Virtual						4.19.3 = 2
3	In-person						4.19.3 = 3
4	Total Households Assessed						4.19.3 = 1, 2 or 3
5	Of the total HH served (Q8a) report the percentage of HH assessed.						

CE APR Tables

- › Q9b: Prioritization Status – Households prioritized in the Date Range
– Data missing in 4.19.7 equates to “not prioritized”

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
1	Placed on Prioritization List (Prioritized)						4.19.7 = 1
2	Not Placed on Prioritization List						4.19.7 = 2
3	Percent of Assessed Prioritized Of the total HH Assessed report the percent of those placed on the prioritization list	=B1 / (B1+B2)	=C1 / (C1+C2)	=D1 / (D1+D2)	=E1 / (E1+E2)	=F1 / (F1+F2)	

CE APR Tables

- › Q9c: Access Events – Households with an Access Event in the Date Range
 - Q9c and Q9d have tricky data selection

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Field and Response
1	Referral to Prevention Assistance project						4.20.2 = 1
2	Problem Solving/Diversion/Rapid Resolution intervention or service						4.20.2 = 2
3	Referral to scheduled Coordinated Entry Crisis Needs Assessment						4.20.2 = 3
4	Referral to scheduled Coordinated Entry Housing Needs Assessment						4.20.2 = 4
5	Total						4.20.2 = 1, 2, 3 or 4
6	Result: Client housed/Re-Housed in a safe alternative						4.20.A = 1
7	Percent of successful referrals to Problem Solving/Diversion/Rapid Resolution	=B6/B2	=C6/C2	=D6/D2	=E6/E2	=F6/F2	

CE APR – Q9c example

Project	Report year 1												Report year 2...					
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
Project ABC	a												c					
Project CDE	b												d					

Events in chronological order

- a. CE Assessment
- b. CE Event (referral to RRH)
- c. CE Assessment
- d. CE Event (successful referral to RRH)

Rules to include a CE event (ALL conditions must be true)

- w. [Event date] >= [Assessment date] of assessment in report range
- x. [Event date] <= ([report end date] + 90 days)
- y. [Event date] < Any [assessment dates] which are between [report end date] and ([report end date] + 90 days)
- z. Use the latest CE Event of all events matching these criteria

CE APR - Report year 1

Client included due to assessment (a) in date range.

Assessment (a) reported in Q9a and Q9b.

CE Event (d) is excluded because of rule (y) even though it matches rule (x).
 CE Event (b) is included because it is the most recent event matching all rules.

(90 days)

CE APR - Report year 2

Client included due to assessment (c) in date range.
 Assessment (c) reported in Q9a and Q9b.
 CE Event (d) is reported because it matches all rules.

› Q9d: Referral Events – Households Who Were Referred in the Date Range

	A	B	C	D	E	F	Z
	Referral to:	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Field and Response
1	Post-placement/follow-up case management						4.20.2 = 5
2	Street Outreach project or services						4.20.2 = 6
3	Housing Navigation project or services						4.20.2 = 7
4	Non-continuum services: Ineligible for continuum services						4.20.2 = 8
5	Non continuum services: No availability in continuum services						4.20.2 = 9
6	Emergency Shelter bed opening						4.20.2 = 10
7	Transitional Housing bed/unit opening						4.20.2 = 11
8	Joint TH-RRH project/unit/resource opening						4.20.2 = 12
9	RRH project resource opening						4.20.2 = 13
10	PSH project resource opening						4.20.2 = 14
11	Other PH project						4.20.2 = 15
12	Total						4.20.2 = 5 through 15
13	Of the total HH prioritized (Q9b row 1) what percentage received a referral						
14	Result: successful referral: client accepted						4.20.D = 1
15	Result: Unsuccessful referral: client rejected						4.20.D = 2
16	Result: Unsuccessful referral: provider rejected						4.20.D = 3
17	No result recorded						4.20.D = missing
18	Result: Enrolled in Aftercare project						4.20.B = 1
19	Percent of successful referrals to residential projects	=B14 / (B6..B11)	=C14 / (C6..C11)	=D14 / (D6..D11)	=E14 / (E6..E11)	=F14 / (F6..F11)	

› Q10: Total Coordinated Entry Activity During the Year

	A	B	C	D	E	F	G
	Assessment/Event	Total Occurrences	Successful Referral	Unsuccessful Referral: client rejected	Unsuccessful Referral: provider rejected	Re-housed in safe alternative	Enrolled in aftercare
1	Crisis Needs Assessment	4.19.4 = 1					
2	Housing Needs Assessment	4.19.4 = 2					
3	Referral to Prevention Assistance project	4.20.2 = 1					
4	Problem Solving/Diversion/Rapid Resolution intervention or service	4.20.2 = 2				4.20.A = 1	
5	Referral to scheduled Coordinated Entry Crisis Needs Assessment	4.20.2 = 3					
6	Referral to scheduled Coordinated Entry Housing Needs Assessment	4.20.2 = 4					
7	Referral to post-placement/follow-up case management	4.20.2 = 5					4.20.B = 1
8	Referral to Street Outreach project or services	4.20.2 = 6					
9	Referral to Housing Navigation project or services	4.20.2 = 7					
10	Referral to Non-continuum services: Ineligible for continuum services	4.20.2 = 8					
11	Referral to Non continuum services: No availability in continuum services	4.20.2 = 9					
12	Referral to Emergency Shelter bed opening	4.20.2 = 10	4.20.D = 1	4.20.D = 2	4.20.D = 3		
13	Referral to Transitional Housing bed/unit opening	4.20.2 = 11	4.20.D = 1	4.20.D = 2	4.20.D = 3		
14	Referral to Joint TH-RRH project/unit/resource opening	4.20.2 = 12	4.20.D = 1	4.20.D = 2	4.20.D = 3		
15	Referral to RRH project resource opening	4.20.2 = 13	4.20.D = 1	4.20.D = 2	4.20.D = 3		
16	Referral to PSH project resource opening	4.20.2 = 14	4.20.D = 1	4.20.D = 2	4.20.D = 3		
17	Referral to Other PH project/unit/resource opening	4.20.2 = 15	4.20.D = 1	4.20.D = 2	4.20.D = 3		

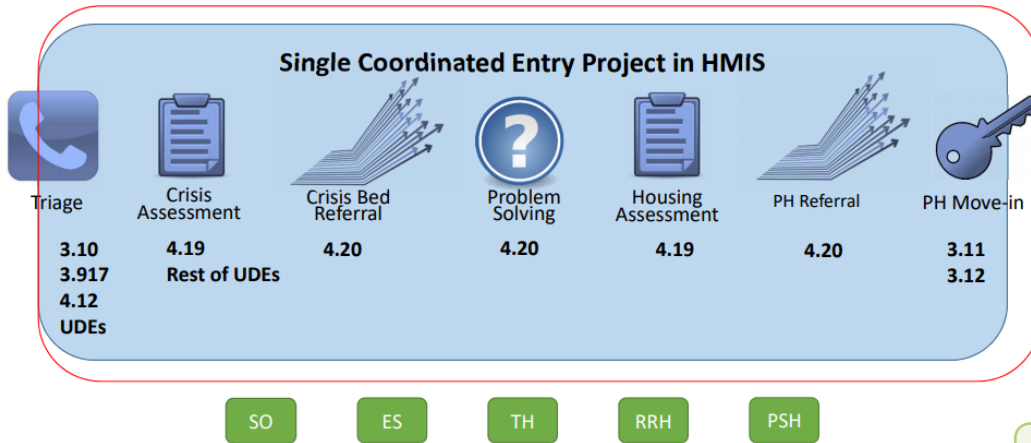
Coordinated Entry Community Presentations



Participating Communities

CoC Name	Presenter
Santa Maria/Santa Barbara County – CA-603	Kanika Mahajan Housing Data and Program Analyst
New Mexico – NM-500/501	Michael Nitsch HMIS Project Manager

CA-603 Coordinated Entry Program Workflow



Client at CE entry point

New client

Existing client

- ✓ Provider specific workflow and intake completed
- ✓ Client assessed for housing intervention
- ✓ Client enrolled in the CE program
- ✓ CE intake completed which includes 4.19 and 4.20

- ✓ Triggers for enrollment in CE project: CE event or new CE assessment
- ✓ Enroll client in CE project
- ✓ Complete CE intake which includes 4.19 and 4.20





NM-500/501 – Prep for CE Data Elements 4.19 & 4.20

Overview of CE setup in HMIS:

- Two CoCs, each with several CE project setups (i.e. type 14) in HMIS.
- CE data from all assessment locations is entered into one of these CE projects.
- Assessment and referral information has been entered into HMIS for several years, but not all fields in 4.19 and 4.20 correspond exactly to information we have been collecting (e.g. dependent fields in 4.20).

Planning for 4.19 and 4.20

- Primary tool for mapping: A spreadsheet listing all fields and dependencies in 4.19 and 4.20, and how our currently collected elements map onto them.
- Data migration: By April 1, 2020, for all current CE clients, we will create 4.19 and 4.20 elements using existing assessment and referral data.
- Re-training staff and re-drafting forms: Forms will be updated and staff trained over the next ~6 weeks to prepare for the few fields we are not currently collecting.
- CE prioritization lists: Our prioritization lists are generated in HMIS. These lists will be re-programmed by April 1, 2020, to align with the migration of our assessment data into 4.19.

Resources

HMIS Leads and Administrators Hub:

- Please email HMIS@cloudburstgroup.com to request access

HUD Exchange Resources:

- [Interactive HMIS Data Standards Tool](#)
- [2020 HMIS Data Standards](#)
- [HMIS Lead Series Tools](#)
- [Stella Resources](#)
- [HMIS Project Set Up Tool](#)
- [Federal Partner HMIS Participation](#)
- [Comparable Database Decision Tree](#)

Need to visit past recordings or slides?

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2020 Upcoming Meeting Dates

March 18th – 1:00 – 2:30 (ET)

April 15th – 1:00 – 2:30 (ET)

May 20th – 1:00 – 2:30 (ET)

June 17th – 1:00 – 2:30 (ET)