

HMIS Agency Data Administrator Training

Friday, July 27

1:00 pm – 2:30 pm

421 N County Farm Rd.

Wheaton, IL

Conference Room 3500B

Presenters:

Julie Tremberth and Samantha Concepcion

Attendees:

See Attached Sign-in Sheet

Introductions & Agenda Review	<ul style="list-style-type: none">• Notes are also available online for review, http://www.dupageco.org/HMIS
Updates	<ul style="list-style-type: none">• Training Updates - http://www.dupageco.org/HMIS/Training/EndUser/<ul style="list-style-type: none">– Sub-Assessment Webinar was posted at the end of June– Next HMIS End User Training Part 2 is on August 17th, registration and completion of Part 1 of the training are required to attend.• Longitudinal System Analysis (LSA) - https://www.hudexchange.info/homelessness-assistance/lisa/<ul style="list-style-type: none">– Effective 10/1/2018, this tool will replace our current system reporting for the AHAR, HIC and PIT.– Can be used by our Community as well, but not by individual projects/agencies.– Data is exported from our system into a CSV file and is uploaded into the HUD Data Exchange v2.0 where data is readable only (cannot be edited).– We have had the opportunity to complete some BETA testing and are now pending our Vendor to complete the CSV programming. Our vendor projects that this should be completed by early September.• AHAR Re-design<ul style="list-style-type: none">– The AHAR will be submitted via the new LSA tool, as noted above, beginning 10/1/2018.– The household type groupings will better align with that of our PIT reporting.– The focus of the data will primarily be on adults and heads of households rather than on children.– New reporting elements will be included such as Chronic Homelessness, Domestic Violence, Client Engagement Status and time in Permanent Housing (PH) after the move-in date.• Data Privacy - http://www.dupageco.org/HMIS/SOP/<ul style="list-style-type: none">– If client request to not have their data shared in HMIS<ol style="list-style-type: none">1. Check to see if their data is already in the system2. If yes, explain to the client the current state of sharing and contact the Help Desk for support. Ensure that the client is aware that we cannot un-share data that has already been shared, but that we can prevent any new data sharing.3. If the client is not already in the system, create the client record using only a partial first and partial last and no other

information. At this point users may update the client data sharing or contact the [Help Desk](#) for support.

4. Create an ROI record and upload the signed client refusal form (See [HMIS Standard Workflow Summary](#) and [Privacy Forms](#)).
 - Ensure that staff are properly notifying the client about HMIS and what it is used for. Oftentimes clients will be more comfortable with the data sharing setup when they understand what it is for.
- Data Standards Common Issues -
 - <https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>
 - Housing Move-In Date
 - Housing move-in date should always be between the start and end dates of a program
 - If a client loses housing while in your program, keep the housing move-in date but exit the client. If you are still working with them, create a new entry into your program with the start date of the next day.
 - If you're just moving a client between programs (and they did not move out of any housing), then the housing move-in date will be updated to reflect the new program's start date.
 - Missing Date of Birth
 - Complete the DuPage CoC Shared Assessment at the time of Program Start in the Entry/Exit tab
 - If the workflow is not completed correctly, Date of Birth/DOB Data Quality may appear to be missing
 - Complete all assessments as they appear at program Start, Interim, Exit and Follow-up for each household member.
 - I updated the address sub-assessment, but I can't see my update
 - Updates for clients who are –
 - Still enrolled in the program shall be completed through an Interim Review
 - Exited from the program shall be completed through a Follow-up Review
 - If an update is completed at the wrong point-in time, the data may not be visible to the user as expected.
 - Incorrect sub-assessment start dates may also impact your ability to see the data.
 - A sub-assessment start date set in the future will not be visible to a user and will get missed in reporting. (i.e. income record added through an Interim Review on 7/1/2018 with a start date of 8/1/2018, or a Residency sub-assessment updated through a follow-up review on 8/1/2018 with a start date of 8/2/2018, etc.).
 - Only add data that is true at the time of the update date
 - Sub-assessment start dates shall reflect the approximate date that this occurrence began and should not reflect something that has not begun yet.
 - Sub-assessment end dates should only be applied if this occurrence/record is no longer true.
 - Babies born while in the program
 - Household join dates and program start dates (AKA program entry date) shall be 1 day after baby's date of birth.

	<ul style="list-style-type: none"> ▪ Adding a member at a later date can be tricky but can be done through the use of checking and unchecking the box to the left of the other member’s name(s). When in doubt, contact the Help Desk. – Children that turn 18 while in the program <ul style="list-style-type: none"> ▪ Current workflow has children having “Data Not Collected” at entry for Income and Non-Cash Benefits before they turn 18 then updating this information when they turn 18 at entry. ▪ Feedback from the group is that it would be much easier for users to respond as not receiving for both sub-assessments eliminating some of the update required once the child turns 18. ▪ System Admins will review this request to consider for the annual training in Sept-18.
<p>Reports/Data Needs</p>	<ul style="list-style-type: none"> • Quarterly PIT Reports <ul style="list-style-type: none"> ○ Emails with draft Point-In-Time/Housing Inventory Count reports will be sent out sometime in late August ○ ADA’s to review for data accuracy, make any needed corrections in HMIS and submit final reports to HMIS by the requested date. • System Performance Measures <ul style="list-style-type: none"> ○ Email to verify data quality will be coming in late August as well • 0640 Data Quality Report Framework <ul style="list-style-type: none"> ○ Do not run the report with future dates and always run the report for a full year or else it may give false errors. • Other Report Updates <ul style="list-style-type: none"> ○ New Reports Available – <ul style="list-style-type: none"> ▪ CSBG Report and Assessment available ▪ “Single Client Enrollment and Services History” report shown at training. Gives quick client history for a single client. Currently available under the Suburban Cook’s ART report folder. ○ Contact HMIS Help Desk for access
<p>Next Meeting</p>	<ul style="list-style-type: none"> • September is our All User Training. More information to come. • September 28 @ 1:00 pm 3500B • November 23rd training rescheduled for November 30th

LSA Summary Table Shells

*Summary Data Export Table Shells from the HDX 2.0
for the FY 2018 LSA Upload*

Summary Demographic Tables.....	2
Summary System Use Tables.....	4
Glossary of Key Terms and Concepts.....	6

Households Served in the System During the Reporting Period	Adult Only (AO) Households			Adult and Child (AC) Households			Child Only (CO) Households		
	ES, SH, TH	RRH	PSH	ES, SH, TH	RRH	PSH	ES, SH, TH	RRH	PSH
Total Number of Households Served									
Total Number of People Served									
Total Number of Unaccompanied Young Adult Households (18-24)									
Total Number of 55+ Households									
Total Number of Veteran Households									
Total Number of Chronically Homeless Households									
Total Number of Disabled Households									
▼ Gender (HoH & Adults)									
Female									
Male									
Transgender									
Does Not Identify as Male, Female, or Transgender									
Missing, DK, or Refused									
▼ Age (in yrs of all persons in HH)									
1 to 2									
3 to 5									
6 to 17									
18 to 21									
22 to 24									
25 to 34									
35 to 44									
45 to 54									
55 to 64									
65 and Older									
Missing, DK, or Refused									
▼ Veterans Age (in yrs of all persons in HH)									
18 to 21									
22 to 24									
25 to 34									
35 to 44									
45 to 54									
55 to 64									
65 and Older									
Missing, DK, or Refused									
▼ Race and Ethnicity (of HoH and adults)									
White, Non-Hispanic/Non-Latino (Only)									
White, Hispanic/Latino (Only)									
Black or African American (Only)									
Asian (Only)									
American Indian or Alaska Native (Only)									
Native Hawaiian / Other Pacific Islander (Only)									
Multiple Races									
Missing, DK, or Refused									
▼ Veteran Status (of HoH and adults)									
Veteran									
Non-Veteran									
Missing, DK, or Refused									
▼ Veteran Characteristics									
Female Veterans									
Chronically Homeless Veterans									

Households Served in the System During the Reporting Period	Adult Only (AO) Households			Adult and Child (AC) Households			Child Only (CO) Households		
	ES, SH, TH	RRH	PSH	ES, SH, TH	RRH	PSH	ES, SH, TH	RRH	PSH
▼Chronic Homelessness and Disabling Condition (of HoH and adults) - Combined Administrative and 3.917 Sources Method									
Chronically homeless									
Not chronically homeless: Has a disabling condition and meets length requirements, but insufficient or missing occasion information									
Not chronically homeless: Has 12+ months of cumulative homelessness, but missing or no disabling condition									
Not chronically homeless: Has a disabling condition, but insufficient or missing length of time information									
Not chronically homeless: Missing or no disabling condition OR insufficient or missing length of time information									
Not chronically homeless: Missing or no disabling condition AND insufficient or missing length of time information									
▼Domestic Violence Survivor Status (of HoH and adults)									
Not a domestic violence victim/survivor									
Domestic violence victim/survivor & currently fleeing									
Domestic violence victim/survivor & not currently fleeing									
Domestic violence victim/survivor & missing/DK/refused current									
Missing, DK, or Refused									
▼Female DV Survivors									
Domestic violence victim/survivor & currently fleeing									
Domestic violence victim/survivor & not currently fleeing									
Domestic violence victim/survivor & missing/DK/refused currently fleeing status									
▼Prior Living Situation (HoH only)									
Homeless - Street									
Homeless - ES/SH									
Homeless - Interim Housing									
Homeless - TH									
Temporary - Other not homeless situations									
Staying with family or friends									
Permanent Supportive Housing									
Permanent housing - Ownership									
Permanent housing - Rental, no subsidy									
Permanent housing - Rental, with subsidy									
Institutions - Group/assisted care									
Institutions - Incarceration									
Institutions - Medical									
Missing, DK, or Refused									
▼Destination (HoH only)									
Permanent Supportive Housing									
Permanent housing with temp. subsidy (e.g. RRH)									
Permanent housing - Rent/own with subsidy									
Permanent housing - Rent/own no subsidy									
Staying with family or friends - Permanent									
Institutions - Group/assisted care									
Institutions - Medical									
Institutions - Incarceration									
Temporary - Other not homeless situations									
Homeless - ES/SH/TH									
Homeless - Street									
Staying with family or friends - Temporary									
Deceased									
Missing, DK, or Refused									


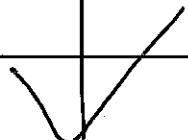
All Households Served in the System During the Report Period	All		AO		AC		CO	
	#	%	#	%	#	%	#	%
System Use During the Report Period								
Total Number of Households Served Systemwide during the report period								
Total Number of People in Households Served Systemwide during the report period								
System Engagement History								
Universe: Households experiencing any homelessness or RRH during the report period								
Households experiencing homelessness for the first time this report period								
Households that re-engaged in the homeless system after a previous temporary or unknown destination								
Households that returned to homelessness this report period after an exit to a permanent destination								
Households that have been continuously homeless since a prior report period								
Average Length of Time Homeless for Households Served within the CoC During the Report Period								
<i>Includes All Continuous Periods of Time Served or Self-Reported Homeless that Overlap with the Report Period</i>								
Universe: Households experiencing any homelessness or RRH during the report period								
Average length of time households were served in Emergency Shelters and Safe Havens during (or continuous with) the report period								
Average length of time households were served in Emergency Shelters, Safe Havens, and Transitional Housing during (or continuous with) the report period								
Average length of time households experienced homelessness combining all ES, SH, TH, and "pre-housing" enrollments during (or continuous with) the report period								
Average length of time households experienced homelessness combining all ES, SH, TH, and "pre-housing" enrollments with self-reported 3.917 data during (or continuous with) the report period								
Households Served in ES/SH/TH During the Report Period								
Universe: Households experiencing any homelessness or RRH during the report period								
Total households served in Emergency Shelter/Safe Haven during the report period								
Total households served in Emergency Shelter/Safe Haven/Transitional Housing during the report period								
Households Served in RRH During the Report Period								
Universe: Total households served in RRH during the report period								
Households that entered an RRH project during the report period								
Households in RRH that exited without PH placement during the report period								
Households still enrolled in RRH at the end of the report period that are not yet placed in PH								
Households in RRH that have been placed in PH during the report period								
Households in RRH that have been placed in PH and who were exited from the program during the report period								
Households in RRH that have been placed in PH and are still receiving RRH at the end of the report period								
Summary Exit Outcomes for Households Served in Temporary Situations during the Report Period								
Universe: Households served in ES, SH, TH or RRH that exited during the report period								
Households served in ES, SH, TH or RRH that exited to permanent housing destinations								
Households served in ES, SH, TH or RRH that exited to temporary destinations								
Households served in ES, SH, TH or RRH that exited to other destinations								

All Households Served in the System During the Report Period								All		AO		AC		CO	
▼ Households Served in PSH During the Report Period								#	%	#	%	#	%	#	%
Universe: Total households served in PSH during the report period															
Number of households already housed (i.e. already had a move-in date) in PSH at beginning of the report period															
Number of households who moved into PSH during the report period, evidenced by PH move-in date															
Total number of households that exited PSH during the report period															
Universe: Of those who exited, households that had been housed (had a move-in date) prior to the report period (out of exiters in this universe)															
Of those who exited, households that exited to permanent destinations during the report period (out of exiters in this universe)															
Of those who exited, households that exited to temporary destinations during the report period (out of exiters in this universe)															
Of those who exited, households that exited to other destinations during the report period (out of exiters in this universe)															
Number of households still housed in PSH at the end of the year															
Turnover								X		X		X		X	
▼ The Extent to Which Households That Exited Projects in Specified Cohorts Returned to Homelessness								#		%		#		%	
▼ Households that exited within the first six months of the report period								#	%	#	%	#	%	#	%
Universe: Total households that exited in first six months of the current report period															
Of households that exited to permanent situations, the number that returned within 180 days															
Of households that exited to temporary situations, the number that returned within 180 days															
Of households that exited to other situations, the number that returned within 180 days															
▼ Households that exited in the year beginning one year prior to the start of the report period								#	%	#	%	#	%	#	%
Universe: Total households that exited one year prior to the start of the current report period															
Of households that exited to permanent situations, the number that returned within 180 days															
Of households that exited to temporary situations, the number that returned within 180 days															
Of households that exited to other situations, the number that returned within 180 days															
Of households that exited to permanent situations, the number that returned within 365 days															
Of households that exited to temporary situations, the number that returned within 365 days															
Of households that exited to other situations, the number that returned within 365 days															
▼ Households that exited in the year beginning two years prior to the start of the report period								#	%	#	%	#	%	#	%
Universe: Total households that exited two years prior to the start of the current report period															
Of households that exited to permanent situations, the number that returned within 180 days															
Of households that exited to temporary situations, the number that returned within 180 days															
Of households that exited to other situations, the number that returned within 180 days															
Of households that exited to permanent situations, the number that returned within 365 days															
Of households that exited to temporary situations, the number that returned within 365 days															
Of households that exited to other situations, the number that returned within 365 days															
Of households that exited to permanent situations, the number that returned within 730 days															
Of households that exited to temporary situations, the number that returned within 730 days															
Of households that exited to other situations, the number that returned within 730 days															

Term	LSA Definition
Household Served	<p>One or more clients served together in one or more continuum ES, SH, TH, RRH, and/or PSH projects at any time during the report period (or appropriate exit cohort period). Each household has a head of household and a distinct household type based on the ages of each household member.</p> <ul style="list-style-type: none"> • Heads of household served in multiple household types represent multiple households. For example, if Bob is served alone at age 17 at the beginning of the report period and also has a later enrollment at age 18, a total of two households are counted: one Child Only household and one Adult Only household. • At least one household is counted for each client designated as a head of household. For example, if Anna and Charles, both adults, are served together with one enrollment with Anna as the designated head of household and another with Charles as the designated head of household, a total of two Adult Only households are counted: one represented by Anna and one represented by Charles.
Person Served	A client served in one or more continuum ES, SH, TH, RRH, and/or PSH projects at any time during the report period.
Adult Only Household (AO)	A household in which all household members have valid dates of birth and are age 18 or older at entry or report start, whichever is later.
Adult and Child Household (AC)	A household in which at least one household member is age 18 or older and at least one household member is age 17 or younger at entry or report start, whichever is later. AC households must include at least one adult and one child with valid dates of birth, but may also include household members of unknown age.
Child Only Household (CO)	A household in which all household members have valid dates of birth and are age 17 or younger at entry or report start, whichever is later.
Cohort	A group of clients who meet the criteria for inclusion in reporting in a specific timeframe. See also “Exit Cohorts.”
Enrollment	A period in which a person receives services from a given project, beginning with the <i>Project Start Date</i> recorded in HMIS and ending on the <i>Project Exit Date</i> .
Emergency Shelter, Safe Haven, and Transitional Housing (ES/SH/TH)	Residential project types in which all clients are homeless while enrolled. Demographics for clients served in these three project types are reported in the combined ES/SH/TH project group.
Exit Cohorts	Groups of households who exited from a continuum SO, ES, SH, TH, RRH, and/or PSH project in a given exit cohort period and have no record of any enrollment in an ES, SH, TH, RRH, and/or PSH project during the following 14 days. There are three exit cohort periods – and thus three exit cohorts – included in the LSA. Households that meet the criteria for inclusion in multiple exit cohorts are counted in each.
PSH	<p>Permanent supportive housing for formerly homeless people.</p> <ul style="list-style-type: none"> • PSH clients who are homeless at project entry based on 3.917 <i>Living Situation</i> are considered to be experiencing homelessness until a documented 3.20 <i>Housing Move-In Date</i> or exit, whichever comes first. • For clients who were in ES/SH or on the street at project entry, all time between <i>Approximate Date Started</i> and move-in is counted in determining chronic homelessness. • A client may not be counted as experiencing homeless on any date between PSH move-in and the day prior to exit, regardless of other data.
Report Period	The time between the report start date and report end date report parameters. For official HUD submissions, the report period must be October 1 to September 30 of the following year. The report period determines which clients to include in the current cohort (those served in a project during the report period) and exit cohorts (those served in prior periods, whose returns are reported).
Project group	ES, SH, and TH (combined), RRH (only), and PSH (only). Demographics reporting for the active cohort is produced separately for each of these three project groups. People and households served in more than one project group are included in reporting for each group in which they were served.

Term	LSA Definition
Rapid Re-housing (RRH)	Rapid Re-Housing projects. <ul style="list-style-type: none"> • RRH clients who are homeless at project entry based on 3.917 Living Situation are considered to be experiencing homelessness until a documented 3.20 Housing Move-In Date or exit, whichever comes first. • For clients who were in ES/SH or on the street at project entry, all time between <i>Approximate Date Started</i> and move-in is counted in determining chronic homelessness. • A client may not be counted as experiencing homeless on any date between RRH move-in and the day prior to exit, regardless of other data.
Population	People in households with one or more members who have specific characteristics that may indicate that the household has needs and/or eligibility for services that differ from the broader homeless population. The LSA summary and full datasets include population-specific output for the following:
Unaccompanied Young Adult Household, 18-24	An AO household in which the oldest adult in the household is between 28 and 24 at entry or report start, whichever is later.
Veteran Household	An AO or AC household in which any member of the household has a Veteran Status of 'Yes.'
Chronically Homeless Household	An AO, CO, or AC household in which the head of household or any adult in the household was identified as chronically homeless based on HMIS enrollments and self-reported time on the street or in ES/SH in the three years prior to their last active date in the report period..
Disabled Household	An AO, CO, or AC household in which the head of household or any adult in the household has a 'Yes' response to <i>Disabling Condition</i> associated with any enrollment active in the report period.
Seniors/55+ Households	An AO household in which all adults in the household are 55 or older at entry or report start, whichever is later.
First-time homeless	An AO, CO, or AC household that entered a continuum ES, SH, TH, RRH, or PSH project during the report period and was not enrolled in such projects at any point in the two years prior to entry.
Returns	An AO, CO, or AC household that entered a continuum ES, SH, TH, RRH, or PSH project during the report period and has a record of a previous exit to a permanent destination from a continuum ES, SH, TH, RRH, or PSH project in the 15-730 days prior to enrollment.

Agency Data Administrator Training

OCM-OCC-ESG-State-HP		
OCM-OCC-ESG-State-RRH		
OCM-OCC-IDHS-HP		
OCM-OCC-IDHS-RRH		
OCM-OCC-Other-HP		
OCM-OCC-Other-RRH		
OCM-Outreach Community Center		
OCM-Outreach Community Center-Homeless Prevention		
OCM-Warrenville Youth and Family Services		
OCM-Warrenville Youth and Family Services-Homeless Prevention		
OCM-Wheaton Youth Outreach		
OCM-Wheaton Youth Outreach-Homeless Prevention		
OCM-WYFS-ESG-County-HP		
OCM-WYFS-ESG-County-RRH		
OCM-WYFS-ESG-State-HP		
OCM-WYFS-ESG-State-RRH		
OCM-WYFS-IDHS-HP		
OCM-WYFS-IDHS-RRH		
OCM-WYFS-Other-HP		
OCM-WYFS-Other-RRH		
OCM-WYO-ESG-County-HP		

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OCM-WYO-ESG-County-RRH		
OCM-WYO-ESG-State-HP		
OCM-WYO-ESG-State-RRH		
OCM-WYO-IDHS-HP		
OCM-WYO-IDHS-RRH		
OCM-WYO-Jubilee Village TH		
OCM-WYO-Other-HP		
OCM-WYO-Other-RRH		
OCM-WYO - Transitions TH		
Outreach Community Ministries		
People's Resource Center		
People's Resource Center-Homelessness Prevention		
People's Resource Center-Homelessness Prevention-ESG-County-HP		
People's Resource Center-Homelessness Prevention-ESG-County-RRH		
People's Resource Center-Homelessness Prevention-ESG-State-HP		
People's Resource Center-Homelessness Prevention-ESG-State-RRH		
People's Resource Center-Homeless Prevention-EFSP-HP		
People's Resource Center-Homeless Prevention-EFSP-RRH		
People's Resource Center-Homeless Prevention-IDHS-HP		
People's Resource Center-Homeless Prevention-IDHS-RRH		
People's Resource Center-Homeless Prevention-Other-HP		

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People's Resource Center-Homeless Prevention-Other-RRH	
Prairie State Legal Services	
Prairie State Legal Services-CDBG	
Prairie State Legal Services-CSBG	
Prairie State Legal Services-ESG-County-Homeless Legal Assistance	
Serenity House Counseling Services, Inc.	
Serenity House Counseling Services, Inc. Extended Residential Care Program-Non-State Beds	
Serenity House Counseling Services, Inc. Extended Residential Care Program-State Beds	
Serenity House Counseling Services, Inc. Recovery Homes	
Veterans Assistance Commission of DuPage County	
YWCA of Metropolitan Chicago - Patterson and McDaniel Family Center	