

2019 HMIS Annual Training

September 27, 2019
Presenter: Samantha Concepcion, Database and Report Specialist

- Phones are muted
- Ask questions in the chat box
- The recording of this webinar will be made available right after the live webinar
- If you are watching this webinar in a group, please send a list of the participants to HMIS@dupageco.org

Housekeeping

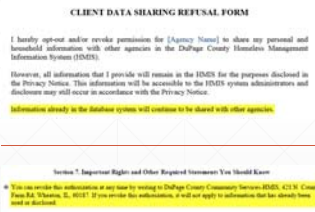
Standard Operating Procedure

Standard Operating Procedure Updates

- Section 1 – Introduction & Responsibilities
 - No updates
- Section 2 – Privacy Plan
 - No updates.
- Section 3 – Data Quality Plan
 - Updated version approved on 12/5/2018 to reflect new data quality thresholds
- Section 4 – Security Plan
 - Updated version approved on 12/5/2018 to clarify language.

Section 2 – Privacy Plan

- Purpose of HMIS
- Meeting and exceeding the Baseline Privacy Notice
- Explaining privacy to the client and documenting their response
- Data Sharing refusal and revoking consent
- Information not covered in privacy policy



Section 3 – Data Quality Plan

- Updated on 12/5/2018
- Why is it important?
- What does it affect?
 - Programmatic Reporting
 - System Reporting (full CoC)
 - National Reporting



Section 4 – Security Plan

- Update on 12/5/2018.
- Why is it important?
- Who has access to HMIS?
- Who has access to client information outside of HMIS?
- What needs to be secure before accessing HMIS?
- What do we do if there is a breach?

HUD and Federal Partner Updates


HUD Updates

- 2020 Data Standards Changes that go into effect 10/1/2019
- APR and CAPER uploads into Sage on or after 10/1/2019 will have to use the new APR and CAPER reports.
 - APR and CAPER uploads into Sage before 10/1/2019 can use the old reports.

HMIS Updates

Community Services (formerly ServicePoint)

- ServicePoint is now called Community Services
- ServicePoint now has a Password Reset feature



- ServicePoint 6 will now be rolled out module by module.
- Qlik – WellSKy adding more resources, no specific timeline.
- Site Upgrade to ServicePoint 6 for the Data Standard changes will take effect on or after 10/1/2019.

HMIS Team Updates

- Cayzu's user portal is now open!
 - Link is nilhmis.cayzu.com
- Users are still able to submit a ticket through the HMIS website.

Contact Us

Help Desk Portal: [NIL HMIS Support Ticket](#)

Call: 630-497-6397

Email: HMIS@dupageco.org

Feedback: [Survey](#)

Hours:
8 a.m. - 5:30 p.m.
Monday-Friday

2020 Data Standard Changes

Effective 10/1/2019

2020 Data Standard Changes Summary

- Re-numbering and renaming of data elements
- Updated Data Collection Guidance
- Picklist changes throughout
- Minor wording changes

Data Collection Points

- Record Creation – element required to be collected when client record is created
- Project Start – element required to be collected at every project start
- Occurrence Point/Update – element may be collected at any point during a project stay
- Annual Assessment – elements required for collection must be entered no more than 30 days before or after the anniversary of the Head of Household's Start Date
- Project Exit – element required to be collected at every project exit
- Post Exit – element may be collected after project exit for no longer than six months

Data Element Types

- Project Descriptor Data Elements
- Universal Data Elements
 - Universal Identifier Data Elements
 - Universal Project Stay Data Elements
- Program Specific Data Elements
- Federal Partner Program Elements


Project Descriptor Data Elements

- Managed by System Administrators
- Data Provided by Agency Data Administrators
 - Addresses and Zip Code
 - Project's principal lodging site
 - For multiple site projects, the area in which most of the project's clients are housed.
 - Tenant based scattered sites and Victim Services Provides are only required to provide the Zip code.
 - Bed and Unit Inventory

Universal Project Stay Elements

Data Element Clarification

- Developmental Disability, HIV/AIDS – If these disabilities are present, then the leading question should be set to "Yes".
- Physical Disability, Chronic Health Condition, Mental Health Problem, Substance Abuse – Leading question can be set to "No" if disability is not expected to be of long, continued, and indefinite duration.

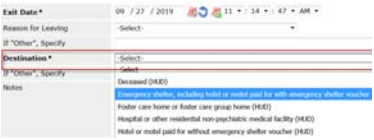


3.08 – Disabling Condition

Collection Point: Project Start
Project Types: All Projects
Data Collected About: All Clients

Picklist Updated

- Wording change to "Emergency shelter, including hotel or motel paid for with emergency shelter voucher, to RHY-funded Host Home shelter".
- Added "Host Home (non-crisis)"
- Wording change to "Rental by client, with Housing Choice Voucher (HCV) (tenant or project based)"
- Wording change to "Rental by client in public housing unit"




3.12 – Destination

Collection Point: Project Exit
Project Types: All Projects
Data Collected About: All Clients

Picklist Updated

- Wording change to "Emergency shelter, including hotel or motel paid for with emergency shelter voucher, to RHY-funded Host Home shelter".
- Added "Host Home (non-crisis)"
- Wording change to "Rental by client, with Housing Choice Voucher (HCV) (tenant or project based)"
- Wording change to "Rental by client in public housing unit"
- Removing "Interim Housing"



3.917 – Prior Living Situation

Collection Point: Project Start
Project Types: All Projects
Data Collected About: All Clients

Program Specific Data Elements

- Restructured and renamed from *Contact* to *Current Living Situation*
- Data Element fields:
 - Date of contact
 - First *Current Living Situation* will occur at the same point as *Project Start Date*.
 - Current Living Situation
 - Same wording as Destination and Prior Living Situation picklists.
 - Additional Housing Status information to support determination of imminent and at-risk of homelessness housing statuses.
 - Additional Location Details

4.12 – Current Living Situation

Collection Point: Occurrence
 Project Types: Emergency Shelter, Street Outreach, Services Only, Coordinated Entry
 Data Collected About: Head of Household and Adults

- New Coordinated Entry Elements!
- Created for new HUD Data Standards for Coordinated Entry.
- These new standards are strongly recommended by HUD even if a CoC's Coordinated Entry System is not HUD-funded.
- HUD's expected Go-Live for a CoC to implement these Coordinated Entry standards is 4/1/2020.
- These two elements, 4.19 and 4.20 also to be used for SSVF: Rapid Resolution and will be available in HMIS by 10/1/2019.

4.19 – Coordinated Entry Assessment and 4.20 – Coordinated Entry Event

Collection Point: Occurrence
 Programs: Coordinated Entry, Rapid Resolution
 Data Collected About: Head of Household

Individual Federal Partner Program Elements

Runaway Homeless Youth (RHY)

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|--|---|
| <p>R3 – Sexual Orientation</p> <ul style="list-style-type: none"> • Collection Point: Project Start • Programs: RHY • Data Collected About: Heads of Household and Adults • Added "Other" to picklist | <p>R10 – Pregnancy Status</p> <ul style="list-style-type: none"> • Collection Point: Project Start, Update • Programs: RHY • Data Collected About: Female Head of Household and Female Adults • Clarified that female Head of Household, regardless of age, should have pregnancy status recorded. |
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Veterans Administration (VA)

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|---|---|
| <p>Rapid Resolution</p> <ul style="list-style-type: none"> • New interventions and services for SSVF grantees. • HMIS System Admins will work with agencies to go over new workflow, and new data elements. • V2 – Services Provided SSVF <ul style="list-style-type: none"> • Added Rapid Resolution to picklist | <p>Grant Per Diem</p> <ul style="list-style-type: none"> • R6 – Employment Status <ul style="list-style-type: none"> • GPD programs now required to collect this data element. • GPD – Case Management <ul style="list-style-type: none"> • New program. HMIS System Admins will work with agencies to go over new workflow. |
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Common Workflow Issues

Common Workflow Issues

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| Point in Time | Workflow |
| <ul style="list-style-type: none">• Interim Reviews: When to Updates vs. Annual Assessments• Housing Move-in Date | <ul style="list-style-type: none">• Disability Sub-Assessment• Assessments• Household Members |

Thank you for joining us today!

- For additional questions:
 - dupageco.org/HMISHelp
 - 630-407-6397
- HMIS System Administrators
 - Julie Tremberth, HMIS Manager
 - Samantha Concepcion, Database & Report Specialist
