Sept 2017 Agency Admin Meeting

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Sept 2017 Agency Admin Meeting

Date: Thursday, September 7, 2017
Time: 1:30 – 3:30PM
Place: Sobrato Conference Center, Milpitas
600 Valley Way, Room 1
Milpitas, CA 95035

Slides from the meeting can be found here:

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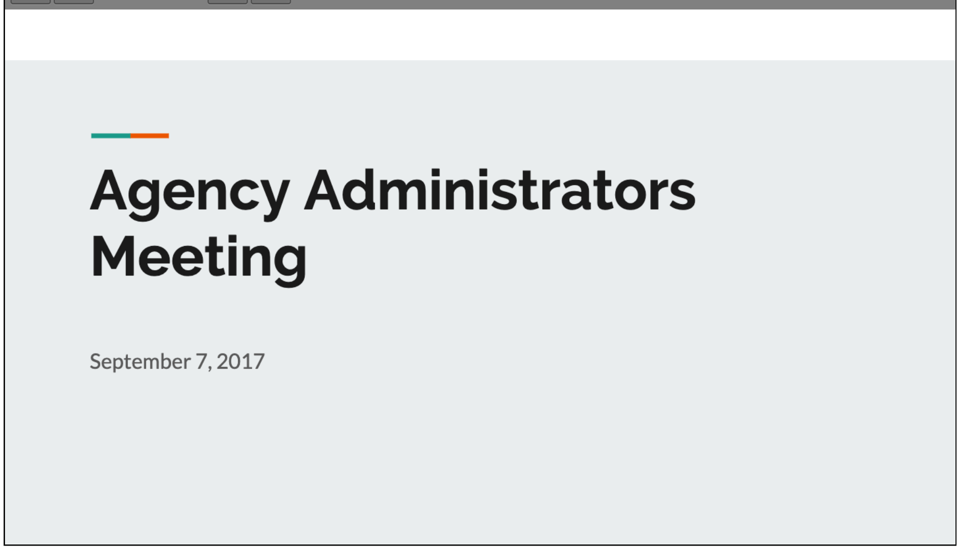

Please use this link to download slide deck if desired.

Agenda:

1. CoC / Coordinated Assessment / UPLIFT Updates
2. Agency Admin Meeting Format
3. VI-SPDAT Training Registration
4. SPDAT Now Available
5. Housing Services Update
6. 2017 Data Standards Review
7. New CCP Workflow
8. AHAR is Coming
9. CDQI

CoC / Coordinated Assessment / UPLIFT Updates

- CoC / Coordinated Assessment
  - NOFA is due end of the month
  - Question about document translation: still pending / still in review
- UPLIFT
  - First day to request new passes will be 9/15
  - Starting 10/1, new question will appear to ask if the client is currently homeless (replacing Housing Status question). Will be used as a way to check if VI-SPDAT is required for the client.

Agency Admin Meeting Format

"What we learn with pleasure we never forget."

Alfred Mercier

Announcements >>

Click Here to Access the Santa Clara County CoC Continuous Data Quality Improvement Process

Click Here to Access the SCC Clarity Feature Enhancement Request List

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January 2021 Agency Admin Meeting
December 2020 Agency Admin Meeting

June 2021

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« Feb

- Discussion: Would having some Agency Administrator meetings online encourage more agencies to participate?
  - Background
    - Trying to engage more agencies to participate
    - Alternate in-person and online meetings
    - Pros: easier to attend (log into computer), can record/archive/post
    - Cons: harder to have interactive conversation
  - Feedback
    - Online meetings will help because of travel time and other meetings
    - More people would interact during in-person meetings
    - Set up a dial-in option during the in-person meetings – possible good first step to see if more admins attend
    - What about moving the meeting to a more central location?
    - Send out reminders earlier than the day before might help attendance

VI-SPDAT Training Registration

- In-Person VI-SPDAT Trainings have replaced the online OrgCode training and include SCC-specific content.
  - Decided that SCC context would make things easier for users
  - If users have already taken the OrgCode training, they do not need to retake the training
  - Training will be recorded and posted at some point
- Register online here: http://scc.hmis.cc/training/schedule-a-training/
  - Training page will be updated with clearer instructions on what trainings are required and how to take them
- Training required for all users, but can request access to HMIS before taking the VI-SPDAT training as long as the other training requirements are met
  - Bitfocus will still create the account but will follow-up if the user does not take the VI-SPDAT training
- Trainings are on the 4th Wednesday of the month, 9:30 A.M. at The Health Trust – trainings up to Dec 2017 are available for registration
  - If training dates don't work, reach out to Michelle Covert at OSH to see if it is possible to schedule a different time
  - Don't have users conduct the VI-SPDAT before other trainings

SPDAT Now Available

- VI-SPDAT is used for prioritizing clients for potential housing opportunities; SPDAT is a case management tool for clients already in enrolled in housing projects
  - SPDAT helps identify how well the client is progressing and areas of need
  - VI-SPDAT uses client's answers only, SPDAT includes clinical assessment
- The SPDAT assessment is active for all Permanent Supportive Housing, Rapid Re-Housing, and Transitional Housing projects
- Three versions: SPDAT for Individuals, SPDAT for Families, SPDAT for Youth
- The version(s) available for each project are based on the household types the project serves. Please check your projects and if your agency needs a SPDAT version added or removed from a project, let Bitfocus know.
- The SPDAT assessments are located under the Programs tab (NOT the Assessments tab), under the program enrollment. Click on the Assessments tab, then click "Start" to the right of the SPDAT you'd like to complete.
  - Connected to specific projects to make it clear where/when to enter the SPDAT vs the VI-SPDAT.
  - Conduct the SPDAT at project entry and then quarterly
  - Many agencies have contracts with OSH that require the SPDAT
- Thanks to agencies that provided feedback about the SPDAT assessment in HMIS!
- Resources
  - Printable versions of the SPDAT can be found here: http://scc.hmis.cc/client-forms/
  - For SPDAT trainings, contact Hilary Barroga at OSH: Hilary.Barroga@hhs.sccgov.org
    - Training is needed before using the SPDAT!
    - Trainings will be scheduled on demand (no set schedule yet)

Housing Services Update

- In the past, Bitfocus has focused on the importance of Housing Services. With changes to reporting, data standards, and workflow, Housing Services are no longer required for some program types.
- Housing Services are NOT required for:

    - Emergency Shelter (Entry/Exit)
    - Transitional Housing
    - Safe Haven
    - Rapid Re-Housing – rental assistance and other financial services will still be tracked
- Housing Services are REQUIRED for:
    - Emergency Shelter (Night-by-Night), i.e. those who use the Attendance tool to check-in clients on a nightly basis
    - Permanent Supportive Housing

2017 Data Standards Review

- General Information
    - The HMIS Data Dictionary and the HMIS Data Standards Manual are the documentation of requirements for the programming and use of all HMIS systems and comparable database systems.
    - The most recent version of the Data Standards are effective October 1, 2017.
    - Full Data Standards are available here: https://www.hudexchange.info/resource/3824/hmis-data-dictionary/
- Important Changes – PH Projects
    - 3.10 Project Start Date and 3.20 Housing Move-In Date changes
    - Residential Move-In Date was renamed Housing Move-In Date and is now required for ALL PH programs
        - Rapid Re-Housing
        - Permanent Supportive Housing
        - PH – Housing with Services
        - PH – Housing Only
    - Clients in these projects will be enrolled before they move into housing:
        - Client meets criteria for admission
        - Client wants to be housed in the project
        - Client able to access services and housing through the project
    - For all enrollments (except RRH) before 10/1, the Housing Move-In Date will updated to match the Project Start Date
    - For CCP projects, additional workflow changes and mapping will take place
- Important Changes – Project Setup
    - 2.8 Additional Project Information – new fields, newly required fields
        - Added Geography Type (Urban, Suburban, Rural) based on Zip Code
        - Added Housing Type (Site-based single site, Site-based multiple sites, Tenant-based scattered site)
        - Information will be used for HIC and AHAR starting in 2018
    - 2.7 Bed/Unit inventory is being restructured
    - 2.6 Funding Source – new, renamed and removed options
    - Bitfocus will be contacting agencies to verify information where it is necessary
- Notable Changes – Housing Status
    - 4.1 Housing Status is being retired
    - Bitfocus will be working with projects that use Housing Status for their reporting and program monitoring:
        - UPLIFT's eligibility questions will be updated to ask if the client is homeless
        - Homeless Prevention reports will be adjusted to remove Housing Status (D:H and OSH grants)
    - If your agency uses the Housing Status field for any reporting and you'd like assistance with your reports, please let Bitfocus know
- Notable Changes – Disabling Conditions
    - In the Disabling Conditions and Barriers section, 'Receiving Services' and 'Documented' fields have been removed for Data Elements 4.5 – 4.10
        - Physical Disability
        - Developmental Disability
        - Chronic Health Condition
        - HIV – AIDS
        - Mental Health Problem
        - Substance Abuse Problem
- Additional Changes
    - 3.6 Gender options renamed
        - "Transgender male to female" renamed to "Trans Female (MTF or Male to Female)"
        - "Transgender female to male" renamed to "Trans Male (FTM or Female to Male)"

        - “Doesn’t identify as male, female, or transgender” renamed to “Gender Non-Conforming (i.e. not exclusively male or female)”
    - 3.16 Client Location required only for Head of Household
        - Updated to match HUD Data Standards
    - 3.12 Destination options updated
        - New dropdown option: “Rental by client, with RRH or equivalent subsidy”
        - “Permanent housing for formerly homeless persons” renamed to “Permanent housing (other than RRH) for formerly homeless persons”
    - 3.917 Type of Residence options renamed
        - “Permanent housing for formerly homeless persons” renamed to “Permanent housing (other than RRH) for formerly homeless persons”
        - “Rental by client, with other ongoing housing subsidy” renamed to “Rental by client, with other housing subsidy (including RRH)”
    - 4.2 Income, 4.3 Non-Cash Benefits, and 4.3 Health Insurance fields reworded
        - Wording changed to match exact phrasing in Data Standards
    - 4.3 Non-Cash Benefits – two fields removed
        - Section 8
        - Temporary Rental Assistance
- Program Specific Changes
    - 4.12 Contact Services (for PATH, CoC/RHY Street Outreach and ESG Night-by-Night Shelters)
        - Moving from “Location of Contact” to “Staying on Streets, ES or SH”
        - New Contact service items added and existing Contact services Retired as of 10/1/2017
    - PATH – no significant changes
    - HOPWA – no significant changes
    - RHY
        - Several elements streamlined/retired:
            - R1 Referral Source streamlined
            - R13 Young Person’s Critical Issues streamlined to Family Critical Issues
            - R17 Project Completion Status: Major Reason (Voluntary) Removed
            - 4.38 Family Unification Achieved retired
        - R4 Last Grade Completed, R5 School Status, R6 Employment Status now collected at project exit in addition to entry
        - R15 & R16 Sexual or Labor Exploitation moved from project entry to project exit
        - R14 Service Connections adjusted/streamlined, and 4.16B Referral Services retired
        - Two new elements collected at exit: R18 Counseling and R19 Safe and Appropriate Exit
        - Post exit follow-up added: R20 Aftercare Plans
        - R2 RHY BCP Status – New Dependent field ‘Runaway Youth’ and other changes
    - SSVF
        - P4 Connection with SOAR now required for SSVF
        - 4.49 Use of Other Crisis Services retired
        - V6 VAMC Station number – text field changing to dropdown
            - Bitfocus reviewed historic information and contacted agencies with any updates needed
- Timeline (Bitfocus tasks)
    - Before 10/2
        - Post updated printable forms to the HMIS website
        - Work with programs that use Housing Status for reporting
        - Contact Agencies if any other items needed for Data Standards
    - On 10/2
        - Update screens and services in HMIS to reflect Data Standards updates
    - After 10/2
        - Reach out to agencies about project setup information for HIC and AHAR
- Agency items
    - Before 10/2: Let Bitfocus know if your agency needs assistance related to Housing Status or any other Data Standard items
    - On 10/2: If your agency collects custom questions, check your project screens to make sure they are correct
    - After 10/2:Provide information for project setup based on Bitfocus questions

New CCP Workflow

- In the past, CCP wanted to track the time the client was working in CCP before they are housed. Data Standards are now allowing this without tracking it as a separate project enrollment
- As part of the 2017 Data Standards, HUD made two major changes that affect Permanent Supportive Housing project:
  - The Project Start Date was changed – clients may be enrolled before they move into housing
  - The Housing Move-In Date will be used to track when the client is placed in housing
  - As a result, CCP workflow is changing
- Workflow Changes: Highlights
  - Pre-Housing and Housing Maintenance will be replaced by one project enrollment into a PSH project
  - Enrollment will be under the subsidy provider
  - Enroll the client when they are first accepted into the project
  - Create a Status Update Assessment and fill out the Housing Move-In Date when the client is housed
  - Exit a client when they lose their housing or lose their subsidy
  - Historic information will be mapped to the new CCP workflow
- Tracking ICM Providers
  - Enrollments will have questions on the enrollment, status update, annual assessment, and exit screens to indicate which ICM project and Case Manager is providing case management
- Services
  - All Housing Search, Behavioral Health and Medical Home Services will be attached to this enrollment
  - Housing Services will still be required and will be used to track dedicated units (e.g. Curtner, Onizuka, etc)
- Timeline and Next Steps
  - Starting now: Getting existing CCP data ready for new workflow
    - Data Quality review for historic CCP data
    - Shelly has begun contacting agencies with a list of items that need to be reviewed
    - Sept 27 & 29: Trainings on new workflow
      - Will review new workflow in detail
      - Sessions will be scheduled with each agency
      - Location: 3180 Newberry Drive, San Jose, CA 95118 (look out for emails for the exact date, time, and room)
      - All CCP Case Managers should attend
    - Oct 2: Launch date for new workflow

AHAR is Coming

- August CDQI Focus: AHAR
  - The Annual Homeless Assessment Report (AHAR) is a HUD report to the U.S. Congress that provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based primarily on Homeless Management Information Systems (HMIS) data.
  - This year's AHAR will cover the federal fiscal year of 10/1/2016 – 9/30/2017
  - The report is normally due in late November / early December
- AHAR Categories: reported by household type and Veteran Status
- AHAR Data
  - Basic demographic and enrollment information
    - Age, gender, race, ethnicity, disability status, etc
    - Household size
    - Prior living situation
    - Length of stay
  - Capacity and utilization:
    - On average per night during covered time period
    - On Wednesday of the last week in October (October 26, 2016)
    - On Wednesday of the last week in January (January 25, 2017)
    - On Wednesday of the last week in April (April 26, 2017)
    - On Wednesday of the last week in July (July 26, 2017)

CDQI

- How to help if your agency as ES, TH, or PSH programs:

- Run the [HUDX-202-AD] Program Based Annual Homeless Assessment Report [AHAR] for 10/1/2016 – 8/31/2017 for each AHAR Category.
    - For all Questions: Review "Missing this information" sections
    - Review utilization (Question 2)
    - For Individual Categories, Question 3: Review "Age of Children" for accuracy
- If your agency does not have ES, TH, or PSH programs:
    - For time period of 10/1/2016 – 8/31/2017, review data quality/ completeness for:
        - Age
        - Gender
        - Ethnicity
        - Race
        - Veteran Status
        - Disabling Condition
        - Residence Prior to Project Start
        - Length of Stay at Prior Place
        - Income
        - Exit Destination
    - More details are listed in the July Agency Admin minutes

By Jenn Ong | September 8th, 2017 | Blog, Uncategorized | Comments Off on Sept 2017 Agency Admin Meeting

About the Author: Jenn Ong

Comments are closed.

OUR VISION: No one lives outside.

We are dedicated to removing barriers and providing affordable housing to ensure the economic self-sufficiency of all persons in Santa Clara County.

Homelessness ends when everyone has a home.

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