



WELCOME!

**HMIS Agency
Administrators Meeting**

Thursday, January 3rd, 2019

Agenda

1. CoC / Coordinated Assessment / UPLIFT Updates
2. HMIS Newsletter
3. SSI/GA Increases
4. Housing Inventory Count (HIC)
5. Breakout Groups
6. Agency Admin Format Discussion
7. Client Consent Training and Recertification





CoC / Coordinated Assessment / UPLIFT

SCC Community Queue Referrals - Standard Location Practices

- Use Clarity HMIS
- Visit Homeless Hotspots
- Make use of Community Contacts
- Make use of Online Correctional System Resources
- Link with Other Outreach Teams
- Work with your OSH Matchmaker

[SCC Community Queue Referrals-Standard Location Practices Document](#)



Bitfocus Contact Information

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HMIS Newsletter

HMIS Newsletter



Santa Clara HMIS News, December 2018

Welcome to the Santa Clara County HMIS **Newsletter**! In this edition you'll find the following:

- [2019 Point-in-Time and Housing Inventory Counts](#)
- [Looking Back: A Year in HMIS](#)
- [The History Tab Tells a Story](#)
- [Report Spotlight: Year In Review](#)
- [Upcoming Events](#)

2019 Point-in-Time and Housing Inventory Counts

Each year communities across the country participate in a comprehensive one day tally of people living in shelters and/or non-sheltered settings. This point-in-time count (PIT) provides critical information both locally and nationally about the demographics and trends of people experiencing homelessness in our communities.

There are three parts to the count: the sheltered PIT count, which takes place every year, the unsheltered PIT count, which takes place every two years, and the Housing Inventory Count (HIC), which also takes place annually. This year, **the unsheltered count will take place Tuesday, January 29 and Wednesday, January 30; and the sheltered count will take place on Monday, January 28.**

Sheltered PIT Count

Sent out monthly to all HMIS users


December 2018 Newsletter included:

- 2019 Point-in-Time and Housing Inventory Counts
- Looking Back: A Year in HMIS
- The History Tab Tells a Story
- Report Spotlight: Year In Review
- Upcoming Events

Web link to the newsletter will available in the Agency Admin meeting minutes

SSI/GA Increases

Reminders

- Status Assessment updates
 - End Users should be making adjustments as necessary to income at the beginning of the year
 - HUD reports often look at clients with a change in income, no matter how small
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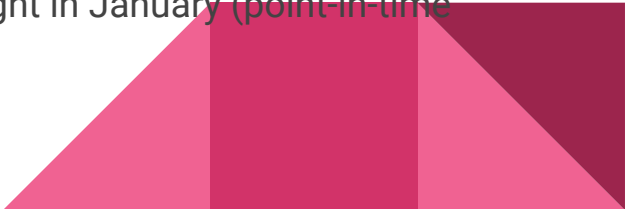


Housing Inventory Count (HIC)

Housing Inventory Count (HIC)

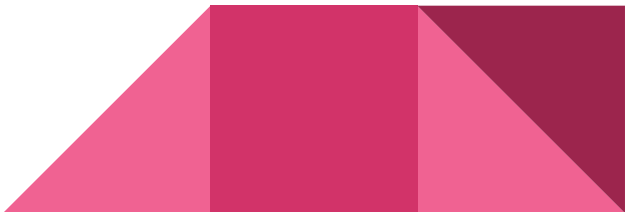
The Housing Inventory Count (HIC) is conducted annually in late January. **This year, it will be Mon, Jan 28th.**

Report is on shelter and housing programs (ES, TH, RRH, PSH), including non-participating HMIS programs (e.g. DV programs) and includes:

- Bed/unit capacity
 - Federal funding source
 - HMIS participation
 - Location (geocode and address)
 - Other project details
 - Utilization rate based on clients in shelter/housing during one night in January (point-in-time count)
- 

Dec: HIC Preparation

Please review and confirm the information about housing and shelter programs that we previously reported to HUD in [THIS SPREADSHEET](#). Although the spreadsheet may look intimidating at first glance, we are only asking you to look at a few elements:


1. The names of your program(s)
 2. HUD Geocodes for the geographic area(s) in which your program(s) operate
 3. Inventory type (Current, or Under Development)
 4. Housing Type
 5. ES bed type (for emergency shelter programs only)
 6. Target populations
 7. Whether you receive McKinney-Vento Funding
 8. Whether you receive other federal funding
- 

Dec: HIC: Client Data Requirements

- All Shelter and Housing projects will need to report the actual number of clients served on one night in January. Information will be used to calculate Utilization Rates for each project.
 - PSH, RRH, and OPH (Other Permanent Housing) Projects will be based on clients housed
 - RRH bed/unit inventory will be based on housed clients
- How you can prepare
 - Run the [GNRL-106] Program Roster and review the list of active clients
 - Exit clients who are no longer in the project
 - Enroll clients who are not yet in HMIS
 - RRH and PSH projects - Fill out the Housing Move-In Date for your housed clients
 - Housing Move-In Date should always be on or after the Project Start Date (if the client was housed at entry, use the Project Start Date)

Jan: HIC Preparation

Please review and confirm the information about housing and shelter programs that we previously reported to HUD in [THIS SPREADSHEET](#). Although the spreadsheet may look intimidating at first glance, we are only asking you to look at a few elements:

1. If McKinney-Vento funded, specific funding source
 2. If other federal funding, specific source (e.g. RHY, VA)
 3. Bed/Unit Counts broken out by Household Type (For all EXCEPT RRH)
 4. Number of beds/units dedicated to Veterans, Chronic Homeless (CH), and Youth
 5. Number of beds participating in HMIS
 6. Seasonal/Overflow beds
- 

Keep the following in mind while reviewing:

- Let us know if any new housing or shelter programs have come online during calendar year 2018
- Similarly, let us know if any programs on our list have stopped operating during calendar 2018
- Please leave a comment in any cell where information needs to be changed (Bitfocus will make the actual change, using the information from your comment)
- Lastly, please tell us when you have completed your review of the spreadsheet.



In later months, we will be reviewing:

- Address information
- For RRH, bed/unit counts based on clients housed the night of the PIT
- Specific questions for your agency
- Utilization Rate: Number of clients served the night of the PIT vs number of beds available



Point In Time (PIT) Count Information

The Point In Time (PIT) Count is conducted annually in late January, on the same day as the HIC

The report includes sheltered clients (ES, TH, Safe Haven), including clients in non-participating HMIS programs (e.g. DV programs):

- Number of households and clients served the night of the PIT
- Number of children, adults aged 18-24, adults over 24
- Race, Ethnicity, Gender, Chronic Homelessness
- Substance Abuse, Mental Illness, DV, HIV/AIDS

Information is broken out by both household type as well as specific demographics (Veterans, Parenting Youth, Unaccompanied Youth)




PIT Count Preparation

For clients in your **Emergency Shelter, Transitional Housing, or Safe Haven** programs on the night of the PIT:

Make sure the household and client counts are accurate (i.e. if you run a Program Roster report for that day, it matches how many households/clients were actually there the night of the PIT)

For all clients served on Mon Jan 28th, review:

- Date of Birth
 - Race
 - Ethnicity
 - Gender
 - Veteran Status (for adults)
 - Mental Health Problem
 - Substance Abuse Problem
 - Domestic Violence Victim/Survivor
 - Living Situation section (for Chronic Homelessness)
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Reminder for RRH/PSH Programs

The Utilization Rate on the HIC is based on Housing Move-In Date



Breakout Groups

Scenario One

Partway through their program stay, the Head of Household (HOH) leaves the program. The rest of the family decides to continue services. What updates are needed in HMIS?



Scenario One Answer

1. Exit original HOH and make updates on his/her exit screen as necessary-save changes
2. Identify from the remaining family who will be the HOH
3. For new HOH update his/her Program Enrollment to reflect client as HOH-answering any questions as necessary on the enrollment-save changes



Scenario Two

A client enters your program and asks to do a VI-SPDAT with you. You look in HMIS and see the client has had a VI-SPDAT conducted at another agency last month. What steps do you take?



Scenario Two Answer

If there has been a significant change (income, benefits, health or disabling conditions, ability to care for oneself/dependent, family composition, imminent danger/severe physical harm) in the client's circumstances since the last VI-SPDAT was conducted, conduct a VI-SPDAT. Otherwise, the client does not need a new VI-SPDAT.



Scenario Three

A 27-year-old client comes into your organization with her 52-year-old mother, 30-year-old brother, and 2-month old nephew. They have been sleeping in the family van for the last few months. What type of VI-SPDAT do you use?



Scenario Three Answer

VI-SPDAT (for Single Adults) -If one of the adults decides to separate from the family

VI-SPDAT for Family- If all family members decide to stay together



Scenario Four

A client comes in requiring assistance. The client has been staying with his friends, sleeping on couches for the last 6 months. Is this client literally homeless?



Scenario Four Answer

Straight forward answer- NO



Homeless Definition

	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none">(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
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Agency Admin Format Discussion

Discussion Questions

How effective are in-person + dial-in options for meetings?

Are breakout groups and other topics easy to follow over the phone?

Feedback on requirements for minimum in-person attendance?

How would you feel if some meetings were solely in-person and some solely online?






Client Consent Training & Recertification

Client Privacy Recertification

Every year, HMIS users are required to retake the Client Consent training and recertify

The new and improved Client Consent training will be released soon and added to the SCC HMIS website <http://scc.hmis.cc/>

Recertification will take place for all HMIS users:

- Users will be asked to watch the Client Consent training
 - On a specific date (about 2 weeks after), HMIS users will be required to fill out a recertification form the next time they log in to HMIS, to verify that they watched the consent training
 - An email will be sent to all users with instructions and timeline
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Recertification Form: Preview

When users are required to recertify, they will:

1. Log in to HMIS
2. An electronic user agreement will appear - read the form
3. Sign the agreement and click "Apply"
4. Click "Save"

USER POLICY AGREEMENT

STATE OF UTOPIA

COMMUNITY AND HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

USER POLICY AND RESPONSIBILITY STATEMENT – CODE OF ETHICS

User Policy

Participating agencies shall share information for provision of services to their clients through a networked infrastructure that establishes electronic communication among the participating agencies.

Participating agencies shall at all times have rights to the data pertaining to their clients that was created or entered by them in the Utopia HMIS. Participating agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data.

I understand and agree to comply with all the statements listed above:

RESET

APPLY

Sign here

This form may not be amended except on approval of the HMIS Working Group.

Click Apply

Click "Save"

SAVE

The top right corner of the slide features a decorative arrangement of overlapping geometric shapes. These include a light pink triangle pointing down and to the right, a darker pink triangle pointing up and to the right, and a dark pink square. The background of the slide is a solid, vibrant pink color.

Next Month's Meeting Time and Location

Next Agency Admin Meeting

When: Thurs, February 7th, 2019

Time: 1:30-3:30pm

Meeting Location:

600 Valley Way, Room 1
Milpitas, CA 95035

IMPORTANT: Dial-in information will change starting in February!

Dates and locations for 2019 meetings will be listed on the OSH website:

<https://www.sccgov.org/sites/osh/continuumofcare/osh-events/pages/home.aspx>



Questions, Comments, Concerns?

