HMIS Agency Administrators Meeting

November 3, 2016

Agenda

1. CoC/Coordinated Entry/UPLIFT Updates
2. Thank you for your help with AHAR!
3. PIT Count Preparation
4. Continuous Data Quality Improvement Process:
    a. Roundtable check in: How was everyone's experience during the first month?
    b. Review of Key Data Elements

CoC/UPLIFT/ Coordinated Entry Updates

Thank you for your help with AHAR

2017 PIT/HIC Preparation

HMIS Preparation:

1. Identify and document program changes
2. Ensure program type (emergency shelter, transitional housing, etc.) is correct
3. Ensure correct federal funding sources are listed
4. Identify year-round and seasonal bed inventory
5. Identify populations served

Timeline:

1. By December 1, 2016:
   a. Identify Program changes
   b. Verify inventory type
   c. Verify federal funding sources are correct
   d. Verify population(s) served
2. By January 5, 2017
   a. Verify bed counts (year round and seasonal)
3. By February 2, 2017
   a. Preliminary sheltered count numbers
4. By March 2, 2016
   a. Preliminary sheltered count demographics

PIT/HIC Process - HMIS Components

Last Year:

1. Bitfocus sent reports with instructions for review

2. Any feedback?
   a. NOTE from Bitfocus, managing multiple files was time consuming and labor intensive

This Year:

1. Suggestion: Create a single, Google Spreadsheet and ask for agencies to submit comments (not make edits) on the spreadsheet.

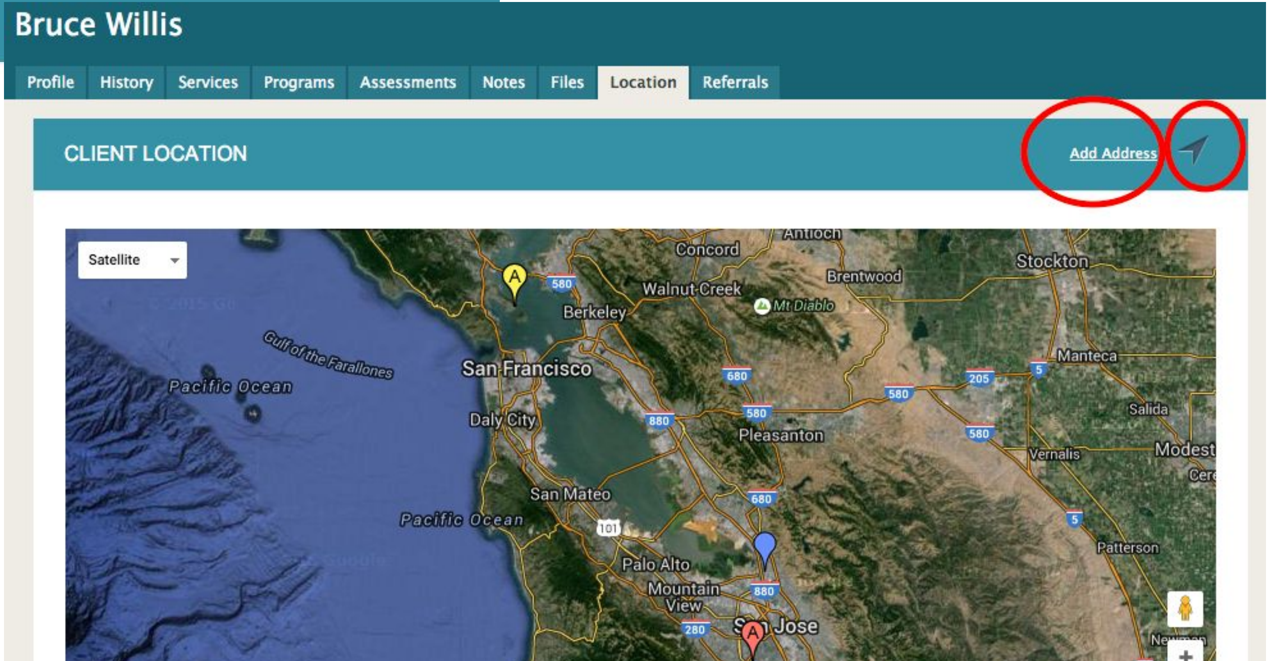
Continuous Data Quality Improvement Process Roundtable Check-In

Key Data Elements

- Location Tab
- Status/Annual Updates
  - Income
- Rapid Re-Housing
  - Move-In Date
  - Transition In Place

Location Tab

Enter the client's contact information in the Location tab.



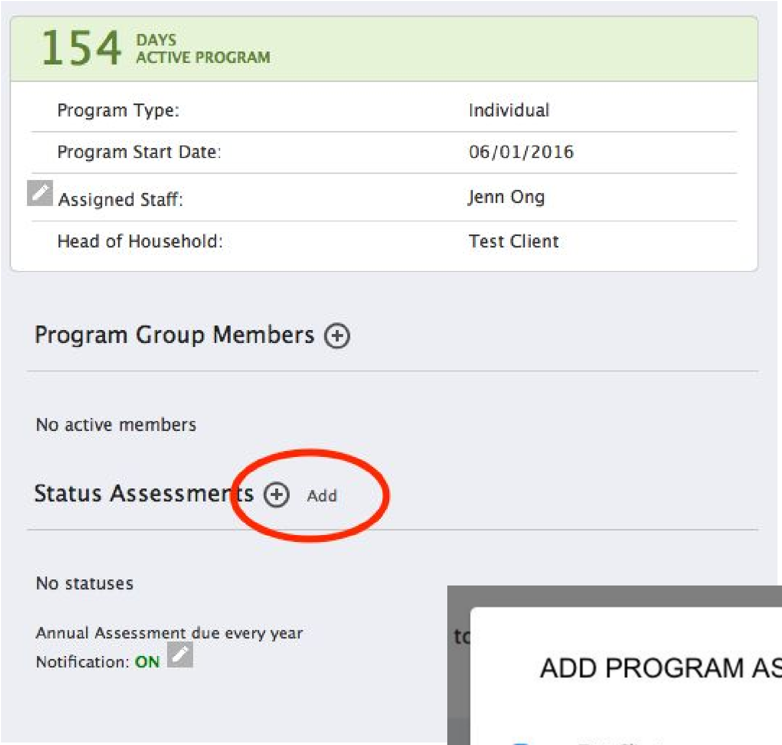
Location information is used to find clients who have housing referrals

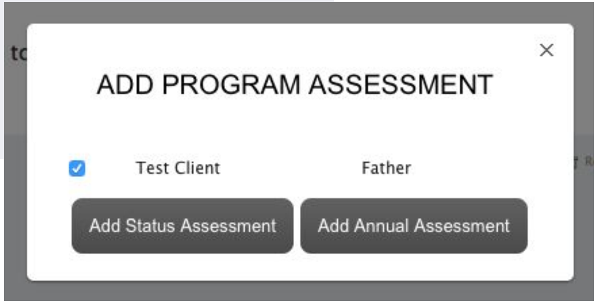
Status Updates/Annual Assessments

When a client's information has changed, create a **Status Update**

Every year the client has been in the program, create an **Annual Assessment**

These are used to track outcomes (especially Income changes)

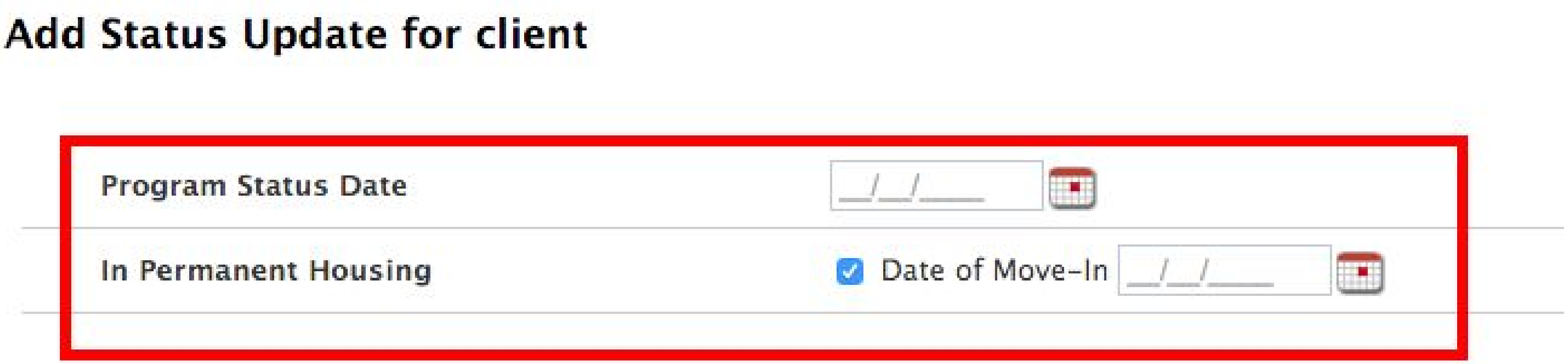




Rapid Rehousing: Residential Move-In Date

When a client moves into permanent housing, update Clarity by checking the “In Permanent Housing” box and entering in the “Date of Move-In”. This is tracked at Entry, Status Update, Annual Assessment, and Exit.

“Date of Move-In” is used to count how many RRH clients are housed



Rapid Rehousing: Transition In Place

If a client was housed while you are working with them and is staying in the same rental unit at exit, check off the Transition In Place box at exit.

Transition In Place is used for reporting RRH outcomes

End Program for client Test Client

Program Exit Date	06/30/2016
Housing Status at Exit	Stably housed
Destination	Rental by client, no ongoing housing subsi(
In Permanent Housing	☑ Date of Move-In 06/01/2016
Did the client stay in the same rental unit at exit (transition in place)?	☑