

Agency Administrators Meeting

August 8, 2017





Agenda

1. UPLIFT Presentation and Open Forum
2. CoC / Coordinated Assessment Updates
3. 2014 Version of APR Now Retired
4. Alias Field on Profile Screen and Transgender Name Policy
5. Data Standards Webinar
6. Looker Report Updates
7. Continuous Data Quality Improvement (CDQI)
8. Data Quality / Data Culture Discussion

UPLIFT Presentation and Open Forum



CoC / Coordinated Assessment Updates





2014 Version of APR Now Retired

The [HUDX-120] Annual Performance Report [OCT2014] was retired on August 1, 2017

The new version of the APR is [HUDX-226] Annual Performance Report [2017]

The screenshot shows a web interface for 'HUD Reports' with a dark header containing 'Report Library', 'Explore', and 'Data Analysis' tabs. The main content area lists various reports. The report '[HUDX-120] Annual Performance Report [OCT2014]' is highlighted with a red border and has a purple 'Retired' badge. The report '[HUDX-226] Annual Performance Report [2017]' is also highlighted with a red border and has a green 'BETA' badge. A large red 'Retiring' label is positioned to the right of the first report, and a large red 'Latest version' label is positioned to the right of the second report. Each report entry includes a 'Run' or 'Schedule' link.

Report Name	Status	Actions
[HUDX-111] HUD CSV / XML Program Data Export		Run
[HUDX-120] Annual Performance Report [OCT2014]	Retired	Run Schedule
[HUDX-221] ESG CAPER [2016]		Run Schedule
[HUDX-202] Program Based Annual Homeless Assessment Report [AHAR]		Run MORE INFO
[HUDX-104] Service Based Annual Homeless Assessment Report V4 [AHAR]		Run MORE INFO
[HUDX-106] HUD Veteran By-Name List	BETA	Run Schedule
[HUDX-224] PATH Annual Report [2017]		Run Schedule
[HUDX-225] HMIS Data Quality Report		Run Schedule
[HUDX-226] Annual Performance Report [2017]		Run Schedule



Alias Field on Profile Screen and Transgender Name Policy

Policy for how to enter the name for clients who identify as transgender or other and legal name is not the name they use

- Alias field will be made visible on the Client Profile screen
- Enter the name the client uses in the First and Last Name fields
- Note the legal name in the Alias field if needed
- Important: the Alias field may already be prefilled with other ID numbers or names (e.g. from ServicePoint or from merging duplicate profiles). Please review existing information in the Alias field whenever you add a new Alias.

Alias field is now visible on the Profile Screen



Data Standards Webinars

Bitfocus will be hosting two webinars reviewing the 2017 Data Standards updates. Each webinar lasts an hour and covers the same content:

- [Tuesday, August 15, 10:00-11:00 AM](#)
- [Thursday, August 31, 12:30-1:30 PM](#)

Agency Administrators are welcome to register and attend the webinars (see meeting minutes for registration links)

Note: September's Agency Administrators meeting will cover the Data Standards updates with any specific notes related to SCC.

For more Data Standards information, see the [HUD Exchange website](#)



Looker Report Updates





Looker Report Feedback from July

Agency Admins were interested in running reports on:

- Housing Placement by Month
- Annual Assessment Reminders



Looker Housing Placement Report

Where to find it:

- Reports Library, Data Analysis tab
- Available to Agency Managers

Important Notes:

- Uses logic that OSH uses for housing placement
- Takes some time to run

Report Library Explore **Data Analysis**

Built In Reports 0 report(s) ▼

Santa Clara County HMIS Reports 5 report(s)

root

CCP Reports

Coordinated Assessment

Data Analysis Tab

UPLIFT Percent Allocated by Agency (Apr-Jun Allocations) rev 4-28-17	Run
UPLIFT Clients with More than One Badge or Sticker Jul-Aug 2017 revised 6/12/17	Run
Data Quality Report revised 5-31-2017	Run
UPLIFT Percent Allocated by Agency (Jul-Aug 2017 Allocations) rev 6-15-17	Run
Housing Placement Report rev 7-31-17	Run

Housing Placement Filters

- Agency Name: Change to your agency
- Custom Filter: Change “date(2017,07,01)” to report start date every time it appears
- Custom Filter: Change “date(2017,08,01)” to report end date every time it appears

Housing Placement Report rev 7-31-17

FILTERS

Enrollments **Reporting Period Filter** is any time ⌵ **Update Agency Name**

Agencies **Agency Name** is equal to ⌵ System ×

Enrollments **Head of Household (Yes / No)** is ⌵ Yes ⌵ ×

Programs **Name** doesn't contain ⌵ Landlord Incentive ×
CCP Pre-Housing ICM ×

Programs **Project Type Code** is not equal to ⌵ Homeless Prevention ×

Custom Filter ?

```
(  
  {  
    programs.project_type_code = "PH - Permanent Supportive Housing  
    (disability required)" AND  
    services.ref_category="Housing"AND  
    ( services.start_date_date> date(2017,07,01) AND  
      services.start_date_date< date(2017,08,01)  
    )  
  }  
)  
OR
```

Update Start and End Dates (scroll down to update them all)



Housing Placement Logic

Counts Households as placed in housing if, during the report period:

- PSH = housing service starts
- RRH = Move-In Date occurs
- Any Program = exit to permanent housing
- Excludes Homeless Prevention, CCP Pre-Housing, Landlord Incentive

DATA		RESULTS	Calculations	Row Limit	500	<input checked="" type="checkbox"/> Totals
Programs	Project Type Code	Clients	Number of Clients			
1	PH - Rapid Re-Housing					45
2	Emergency Shelter					23
3	Services Only					16
4	Transitional Housing					16
5	PH - Permanent Supportive Housing (disability required)					15
6	Other					1
7	PH - Housing with Services (no disability required)					1
8	Street Outreach					1
Total						109




Annual Assessment Reminders

The Looker team is reviewing possible options for an Annual Assessment report.

Current possible ways to review Annual Assessments:

- For individual staff: Use the Caseload tab, Status Due tab to view assessment reminders for your caseload
- For program monitoring:
 - **[HUDX-225] HMIS Data Quality Report:** Q4 “Income and Sources (4.2) at Annual Assessment” includes adults with no Annual Assessment as part of the Error Count.
 - **[GNRL-106] Program Roster Report:** can show all active clients, their entry date, and LOS (length of stay). The Assessments column shows the number of status update / annual assessments created for that client.
 - **Looker (Explore tab):** you can run a report that shows active clients with their start date and the date of their most recent status update / annual assessment.

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Continuous Data Quality Improvement (CDQI)



Check-In on July CDQI Action Items

1. 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

2. AHAR inventory review:

- Let Bitfocus know if there have been changes to your bed/unit inventory since the Housing Inventory Count, especially for Emergency Shelter and Transitional Housing programs
- Look out for additional email requests from Bitfocus later this month / August

Time period to look at: 10/1/2016 - 6/30/2017



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

Data collected for the following categories, plus a summary report

Households and Populations	Program Type		
	Emergency Shelter	Transitional Housing	Permanent Supportive Housing
All Individuals			
All Families			
Veteran Individuals			
Veterans in Families			



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)



How to Help: Run the AHAR Report for Your Agency

Report: [HUDX-202-AD] Program Based Annual Homeless Assessment Report [AHAR]

Where to find it:

- Reports Library
- HUD Reports folder

Important Notes:

- Run the report for each AHAR Category

Report Library | Explore | Data Analysis | Preview

AHAR Category: Emergency Shelter - Individuals **Choose Category**

Veteran Status: All **Choose Veteran = All**

Report Start Date: 2016/10/01 **Choose Report Dates: 10/1/2016 -**

Report End Date: 2017/07/31 **7/31/2017**

Report Output Format: Web Page PDF Excel

OK



Items to Review

1. Question 2: Review Utilization

ES-IND Question 2: How many Individuals were using Emergency Shelters ...

	<i># of Persons</i>	<i># of HMIS participating beds</i>
... on average per night during covered time period? a.	100.73	
... on Wednesday of the last week in October (Oct 26, 2016) b.	113	
... on Wednesday of the last week in January (Jan 25, 2017) c.	106	
... on Wednesday of the last week in April (Apr 26, 2017) d.	89	
... on Wednesday of the last week in July (Jul 26, 2017) e.	104	



Items to Review (continued)

2. All Questions: Review “Missing this information” sections

3. For Individual Categories, Question 3: Review “Age of Children” for accuracy

Age of Children:		<i># of Persons</i>
Under 1	a.	<input type="text" value="1"/>
1 to 5	b.	<input type="text" value="0"/>
6 to 12	c.	<input type="text" value="3"/>
13 to 17	d.	<input type="text" value="0"/>
Total:		4
<hr/>		
Age of Adults:		<i># of Persons</i>
18 to 24	e.	<input type="text" value="34"/>
25 to 30	f.	<input type="text" value="69"/>
31 to 50	g.	<input type="text" value="250"/>
51 to 61	h.	<input type="text" value="176"/>
62 or older	i.	<input type="text" value="49"/>
Total:		578
<hr/>		
Missing this information	j.	<input type="text" value="1"/>
Persons Reported:		583



August CDQI: If your agency has ES, TH, or PSH programs...

- Run the [HUDX-202-AD] Program Based Annual Homeless Assessment Report [AHAR] for 10/1/2016 - 7/31/2017 for each AHAR Category.
 - Example: if your agency has ES programs, run one report for Emergency - Individuals and one report for Emergency - Families
- Look out for additional email requests from Bitfocus later this month / September related to capacity and utilization



August CDQI: If your agency does not have ES, TH, or PSH programs...

For time period of 10/1/2016 - 7/31/2017, 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

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Data Quality / Data Culture Discussion



Background

For the next six months, OSH has the following goals:

- Improved HMIS Data Quality across the CoC
- Promoting a positive culture around data



Discussion Topics

- How does your agency view HMIS data and data quality?
 - Is there a person focused on using data for program planning or evaluation?
- How do your users view HMIS data and data quality?
 - Do users at your agency use data in their daily jobs?
 - If so, what do they do?
- What would make your agency and users feel more invested in HMIS data?
- What information / reports would be useful for your agency?
- How can Bitfocus help?