

# Agency Administrators Meeting

September 7, 2017



# 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**





# Agency Admin Meeting Format

Discussion: Would having some Agency Administrator meetings online encourage more agencies to participate?



# VI-SPDAT Training Registration

In-Person VI-SPDAT Trainings have officially replaced the online OrgCode training and include SCC-specific content.

Register online here: <http://scc.hmis.cc/training/schedule-a-training/>



*VI-SPDAT Training is required for all HMIS users*



MULTIPLE DATES

## SCC CoC VI-SPDAT Training

by Santa Clara County Continuum of Care

Free



 SELECT A DATE

### DESCRIPTION

This training is for service providers who participate in the Homeless Management Information System (HMIS) and will be administering the VI-SPDAT housing assessment. We will provide an overview of the Santa Clara County Continuum of Care's (SCC CoC's) Coordinated Entry System and will teach participants how to complete a VI-SPDAT with their client. **This training is for HMIS Users only. If you are not an HMIS User, please do not sign up for this class.**

### LOCATION

Health Trust Board Room  
3180 Newberry Drive  
Suite 200  
San Jose, CA 95118  
[View Map](#)

Trainings are on the 4th Wednesday of the month, 9:30 A.M. at The Health Trust



# SPDAT Now Available

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. *If your agency needs a SPDAT version added or removed from a project, let Bitfocus know.*

PROGRAM: DEMO RHY PROGRAM

### Assessments

[Link from Assessments](#)

Status Update Assessment

Start

Annual Assessment

Start

SPDAT for Families

Start

SPDAT for Individuals [v5.2] (Labels)

Start

SPDAT for Youth [v5.2] (Labels)

Start

The SPDAT assessments are located under the Programs tab, under the program enrollment. Click on the Assessments tab, then click “Start” to the right of the SPDAT you’d like to complete.





# SPDAT 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](mailto:Hilary.Barroga@hhs.sccgov.org)



# 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

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# 2017 Data Standards Review



# What are the HUD HMIS Data Standards?

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	Select ⌵	Long Term	Select ⌵
Developmental Disability	Select ⌵	Substantially Impairs Independence	Select ⌵
Chronic Health Condition	Select ⌵	Long Term	Select ⌵
HIV - AIDS	Select ⌵	Substantially Impairs Independence	Select ⌵
Mental Health Problem	Select ⌵	Long Term	Select ⌵
Substance Abuse Problem	Select ⌵	Long Term	Select ⌵





# Additional Changes - Part 1

- **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”



# Additional Changes - Part 2

- **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



# Program Specific Changes - RHY

- Several elements streamlined:
  - **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



# Program Specific 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

	<b>Bitfocus Items</b>	<b>Agency Items</b>
<b>Before 10/2</b>	<ul style="list-style-type: none"><li>● Post updated printable forms to the HMIS website</li><li>● Work with programs that use Housing Status for reporting</li></ul>	<ul style="list-style-type: none"><li>● Let Bitfocus know if your agency needs assistance related to Housing Status or any other Data Standard items</li></ul>
<b>On 10/2</b>	<ul style="list-style-type: none"><li>● Update screens and services in HMIS to reflect Data Standards updates</li></ul>	<ul style="list-style-type: none"><li>● If your agency collects custom questions, check your project screens to make sure they are correct</li></ul>
<b>After 10/2</b>	<ul style="list-style-type: none"><li>● Reach out to agencies about project setup information for HIC and AHAR</li></ul>	<ul style="list-style-type: none"><li>● Provide information for project setup based on Bitfocus questions</li></ul>

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# CCP Workflow Updates



# CCP Workflow: General Information

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

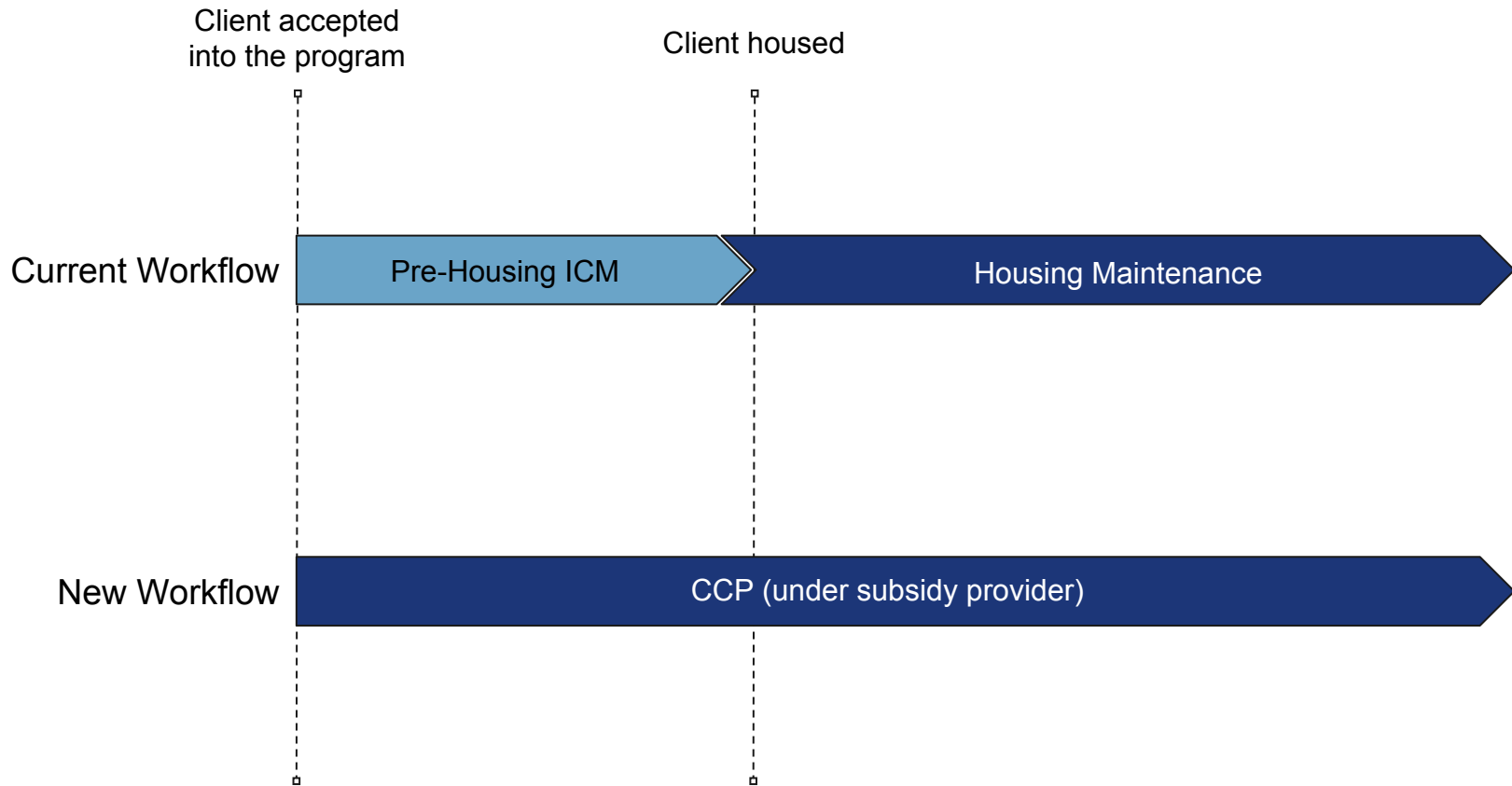
As a result, CCP workflow is changing





# 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





Fill out questions on the enrollment, status update, annual assessment, and exit screens to indicate which ICM project and Case Manager is providing case management

ICM Information	
Agency Providing Case Management	County of Santa Clara
ICM Programs (County)	Family Housing
Case Manager Name	County - CM 1



# 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)

[CCP] New Workflow Test Program Housing	Housing
<p data-bbox="614 703 683 721"><b>Curtner</b></p> <p data-bbox="674 751 925 776">Start Date: 09/06/2017 </p> <p data-bbox="1002 751 1253 776">End Date: 09/06/2017 </p> <p data-bbox="1176 816 1271 835"><b>Add Note</b></p> <p data-bbox="1335 874 1398 893">Submit</p>	
<p data-bbox="614 987 683 1005"><b>Donner</b></p>	



# 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

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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

Data collected for the following categories, plus a summary report

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





# 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)

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**CDQI**

# How to Help: Run the AHAR Report for Your Agency

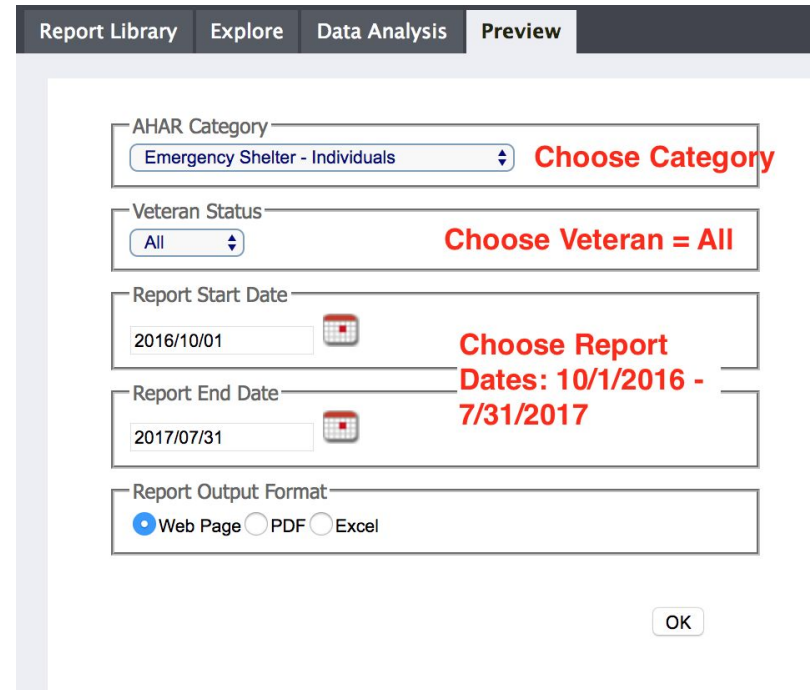
Report: [HUDX-202-AD] Program Based Annual Homeless Assessment Report [AHAR]

Where to find it:

- Reports Library
- HUD Reports folder

Important Notes:

- Run the report for each AHAR Category



The screenshot shows a web interface for generating an AHAR report. At the top, there are four tabs: "Report Library", "Explore", "Data Analysis", and "Preview". The "Preview" tab is selected. Below the tabs, there are several filter sections:

- AHAR Category:** A dropdown menu is set to "Emergency Shelter - Individuals". To the right, it says "Choose Category".
- Veteran Status:** A dropdown menu is set to "All". To the right, it says "Choose Veteran = All".
- Report Start Date:** A date field shows "2016/10/01" with a calendar icon. To the right, it says "Choose Report Dates: 10/1/2016 -".
- Report End Date:** A date field shows "2017/07/31" with a calendar icon. To the right, it says "7/31/2017".
- Report Output Format:** Three radio buttons are present: "Web Page" (selected), "PDF", and "Excel".

At the bottom right of the form, there is an "OK" button.



# 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? <b>a.</b>	<input type="text" value="100.73"/>	
... on Wednesday of the last week in October (Oct 26, 2016) <b>b.</b>	<input type="text" value="113"/>	<input type="text"/>
... on Wednesday of the last week in January (Jan 25, 2017) <b>c.</b>	<input type="text" value="106"/>	<input type="text"/>
... on Wednesday of the last week in April (Apr 26, 2017) <b>d.</b>	<input type="text" value="89"/>	<input type="text"/>
... on Wednesday of the last week in July (Jul 26, 2017) <b>e.</b>	<input type="text" value="104"/>	<input type="text"/>

# Items to Review (continued)

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

- Categories with higher missing information rates: Age, Race, Disability (for adults), Type of Residence

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

- Number of children unusually high for ES Individuals

**Age of Children:** # of Persons

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

**Age of Adults:** # of Persons

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


Missing this information j.

**Persons Reported:** 583



# September 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 - 8/31/2017 for each AHAR Category.
  - Example: if your agency has ES programs, run one report for Emergency - Individuals and one report for Emergency - Families



# September CDQI: 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