



ATA Meeting

01/24/2023

Agenda

- Review of LSA Data Issues
- Housing Inventory Count
- Point in Time Count
- Update on 2024 HUD HMIS Data Standards
- Training and Licensing for new users
- HMIS Committee Liaison
- Data Quality Update
- Agency Participation Agreements
- Future Meetings

Review of LSA Data Issues

The Longitudinal Systems Analysis (LSA) report, produced from a CoC's Homelessness Management Information System (HMIS) and submitted annually to HUD via the HDX 2.0, provides HUD and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use their system of care.

In 2022, the LSA process identified 34 errors related to the Project Entry data and Utilization Inventory discrepancies.

Listed below are the errors identified consolidated into 4 categories

1. Client Location Errors
2. Head of Household Errors
3. Inventory Errors
4. Overlapping Enrollments

Review of LSA Data Issues

Client Location Errors

Households active in a project but whose enrollment was not associated with any CoC, meaning the enrollment was missing the client location CoC code. **Note that client location is only collected for the Head of Household of the enrollment.**

1. Enrollments contains no Head of Household
2. Client location question is Null

Head of Household Errors

Each distinct Household ID must have one and only one client identified as the head of household.

1. Enrollments contains no Head of Household
2. Enrollments contains more than 1 Head of Household

Review of LSA Data Issues

Inventory Errors

Chronically homeless dedicated beds can only be reported for PSH projects. Non-PSH project should not have inventories with dedicated Chronically homeless beds.

- 7 PSH projects this LSA year experienced this error.

Project inventories with a Household Type that does not match the clients enrolled into the project.

- Enrollment information for this household type may not have been entered into HMIS correctly.
 - EX: **Household Type** = “Households with at least one adult and one child” **Enrollments** = All Enrollments are of single clients
- Projects that are no longer operational
- Household type is incorrect

Review of LSA Data Issues

Overlapping Enrollments

Clients have multiple enrollments into the same project type with the exact same entry and exit dates or the dates may overlap by a few days before one of the enrollments is exited.

- 1. Clients are not exited promptly when they leave the project.**
- 2. Clients are enrolled into the same project twice in error**

Housing Inventory Count

The HIC process will run from January 23rd - February 3rd. All projects must complete the HIC survey during this time period. Projects will proceed along different paths based on their project type and whether the project is in HMIS.

HMIS Housing Projects:

All HMIS participating permanent housing projects (PH and RRH) will be able to generate a Utilization Report from BusinessObjects for the night of January 26 (the night of the PIT count). Providers will need to confirm these reports are accurate or correct any errors for each operating project. Once confirmed providers will need to complete the HIC survey.

HMIS Other Projects:

Emergency Shelter (ES), Transitional Housing (TH), and Safe Haven (SH) projects will need to complete the HIC survey starting January 23rd.

Although last year these projects were excluded from the survey process, this year to ensure our data is the most accurate we will require ES, TH, and SH to complete the survey.

Projects that do not use HMIS:

Projects that do not regularly enter data into HMIS (non-participating) will need to complete a survey to report occupancy and vacancy on the night of count (January 26th) similar to recent years.

Housing Inventory Count

This year the Housing Inventory Count (HIC) Survey has 10 sections in total. This survey uses conditional logic based on the responses to provide you with the most appropriate version of the survey.

- Section 1: Project Information
- Section 2: Inventory in Development
- Section 3: Project Type
- Section 4: Target Population
- Section 5: Units
- Section 6: Beds
- Section 7: Emergency Shelter Beds **(ES Project type only)**
- Section 8: Permanent Housing Dedicated Beds **(Permanent Housing project types only)**
- Section 9: HMIS Participation
- Section 10: Night of January 26, 2023 **(Permanent Housing project types only)**

Housing Inventory Count

Accessing the 2023 Housing Inventory Count (HIC) Survey

We have created the **2023 Housing Inventory Count Reference Table (Helpdesk article)** which will show the Provider/Project Inventory Summary and HMIS Project ID as *it is in HMIS*. The Username **must be entered exactly** as it is listed in the 2023 Housing Inventory Count Reference Table. The password is the HMIS ID associated with the Project.

Username: HMIS Project ID

Password: HMIS Project ID

Resource Links:

2023 Housing Inventory Count Survey: <https://survey.alchemer.com/s3/7180762/8a213e256e63>

2023 Housing Inventory Count Process Overview & Timeline

- <https://hmis.allchicago.org/hc/en-us/articles/12222405120020-2023-Housing-Inventory-Count-Process-Overview-Timeline>

2023 Housing Inventory Count Reference Table

- <https://hmis.allchicago.org/hc/en-us/articles/12451585191956-2023-Housing-Inventory-Count-Reference-Table>

2023 Housing Inventory Count Workflow

- <https://hmis.allchicago.org/hc/en-us/articles/12423562674452>

Housing Inventory Count

January 23, 2023	<ul style="list-style-type: none">•HIC 2023 Training Webinar•1st day of the HIC survey being open (ES, TH, and SO)
January 23, 2023	Permanent Housing projects and Non-Participating projects are to start completing their HIC survey (PH and RRH)
February 3, 2022	All providers, both participating and non-participating, must submit their occupancy and/or vacancy data surveys to HMIS. The survey will close at end of the day.

Point In Time Count

Emergency Shelter

Any agencies that operate Emergency Shelters will be required to update their ShelterPoint lists to reflect clients checked in for that night. These projects are asked to check in any clients staying that night into their ShelterPoint list before 11:59 pm Thursday, Jan. 26th. This means checking in clients that are new or checking out clients that have long since exited your project.

Transitional Housing / Safe Haven

Any agencies that operate Transitional Housing or Safe Haven will only be required to ensure that their Enrollments (Entry/Exit) are accurate on the day of the PIT. These projects are asked to ensure that clients that are intended to be counted have an enrollment start date on the day of or prior to Thursday, Jan. 26th. Clients that are no longer with the project prior to Thursday, Jan. 26th should have an exit date added to their enrollment.

- (For TH and SH project types only, we will no longer be reporting the ShelterPoint lists but will now report based on Enrollments (Entry/Exit))

Point In Time Count

Thursday, January 26th
PIT Date

Emergency Shelter projects must ensure clients enrolled and occupying a bed are the only clients entered/checked into ShelterPoint. Transitional Housing and Safe Haven must ensure clients are enrolled and any clients no longer with the project are exited. Agencies must ensure demographic data is complete in the Entry Assessment for all clients being counted during the PIT (All Project Types). Again, all clients must be checked into your unit list and/or enrolled into your project by Jan 26th at 11:59 pm to be counted in the PIT

Friday, January 27th

Providers will have access to run the PIT BusinessObjects report to identify clients that were checked into your shelter list and/or enrolled in your project on January 26th. Please see our article on [Generating and Interpreting the report](#).

Monday, January 30th
PIT Results

All Chicago will be posting the cumulative project results [here](#). Please ensure that the count posted for your project matches the clients that should be included. Details of this count can be found by generating the PIT BusinessObjects report for your project.

Monday, January 30th
Correction Period

During the first round of corrections, providers will have the option to correct any data related to their PIT count. This included adding and removing clients that should have or have not been counted. Providers are also encouraged to correct any missing data fields that are identified in the BusinessObjects report.

Monday, February 6th
PIT Results

All Chicago will re-run the PIT report and re-posting the cumulative project results [here](#). Please ensure that the count posted for your project matches the clients that should be included. Details of this count can be found by generating the PIT BusinessObjects report for your project.

Monday, February 6th
Correction Period

During the second round of corrections, providers will continue to have the option to correct any data related to their PIT count. This included adding and removing clients that should have or have not been counted. Providers are also encouraged to correct any missing data fields that are identified in the BusinessObjects report.

Friday, January 10th
End of Correction Period

The PIT process will conclude at end of business on 2/10. Providers should have all data corrected by this time.

Point In Time Count

Resource Links:

2023 Point in Time Count

- <https://hmis.allchicago.org/hc/en-us/articles/12314886836500-2023-Point-in-Time-Count>

2023 Point In Time Projects

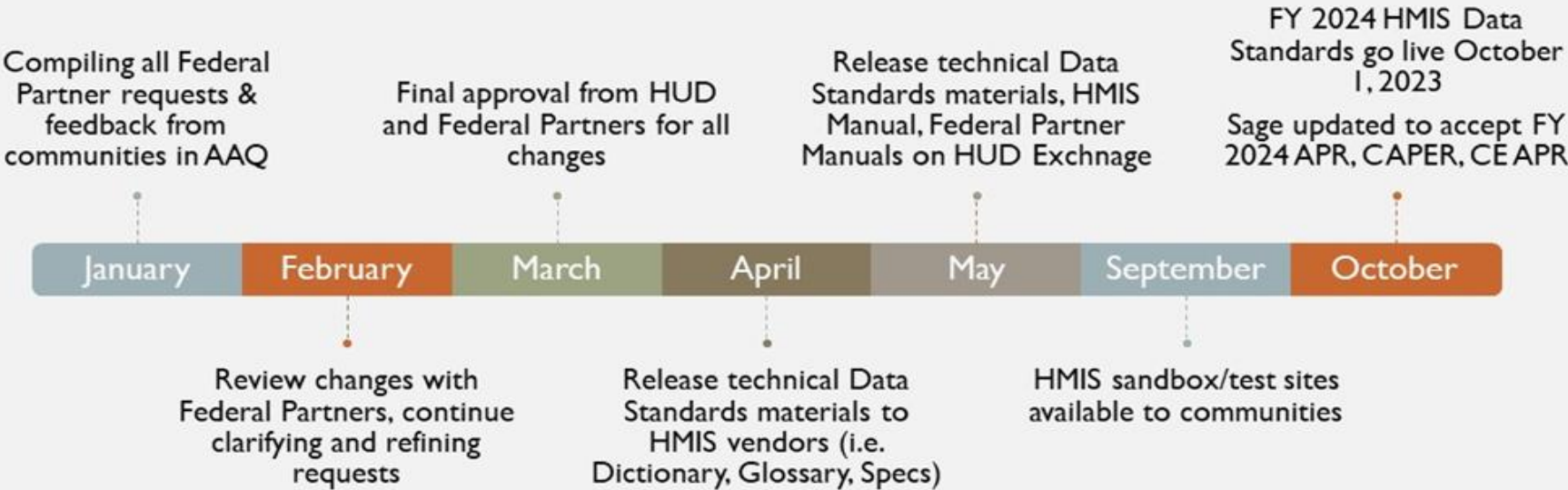
- <https://hmis.allchicago.org/hc/en-us/articles/11334513999636-2023-Point-In-Time-Projects>

Generating and Interpreting the Point In Time Count Business Objects Report

- <https://hmis.allchicago.org/hc/en-us/articles/11351659899412-Generating-and-Interpreting-the-Point-In-Time-Count-Business-Objects-Report->

2024 Data Standards

FY 2024 HMIS DATA STANDARDS



New User Training and Licensing

New User Process:

- **Intro to HMIS Training**
- **Project Type Specific Training**
- **Proctored Session**
- **User account and license assigned**

Changes:

- **Intro training now must be assigned to an LMS (Learning Management System) user**
- **We'd like to receive new user requests from ATAs or other single source from each agency**
- **Some users are having issues completing the proctored sessions successfully. We'd like to coordinate with ATAs and refer users to ATAs for assistance.**

HMIS Committee Liaison

As part of new HMIS Governance, the CoC Board has established an HMIS Committee to oversee the HMIS Lead (All Chicago). Membership on the HMIS Committee is drawn from a number of constituencies in the community. The HMIS Committee has also identified that they want a liaison to the Agency Technical Administrators.

Sal Munoz is representing Franciscan Outreach on the HMIS Committee and has also been selected by the HMIS Committee to serve as the liaison to ATAs. The Committee would also like a backup liaison from the ATAs. If you are interested please let Sal or me (Mike Corcoran) know and we will pass it along to the Committee.

Data Quality

We are working on the following to improve the Data Quality process and increase participation levels:

- **Ensure accuracy and completeness of the Utilization Reporting**
- **Increase automation and reduce labor intensity of the process**
- **Update process to generate data for all projects and agencies and include in reports**

Target is to resume in February after PIT, HIC, and System Performance Measure (SPM)

Agency Participation Agreements

Agency Participations Agreements are required from each agency to use the HMIS. They are renewed annually.

APAs are scheduled to be sent to each agency this week. If there are issues identifying a person to sign the agreement in an agency, we may be contacting you for assistance.

Future Meetings

The goal for 2023 is to hold an ATA meeting every two months. The next meeting will be in March.

If there are items you'd like to see on future agendas, please let me know.

Possible recurring agenda item: Something in your agency that works well in HMIS that you'd like to share with the group. Again, if you have a topic and would like to participate, please let me know.

Thank you!