



Agency Technical Administrator (ATA) Team Meeting

November 09, 2016



2016 HMIS Data Standards Updates

Significant Revisions

Universal Data Element Changes

- Chronic Homelessness – New Data Element 3.917 – A or B
- Gender – new pick list value
- Disabling Condition – now required for all clients

Program Specific Data Element Changes

- Health Insurance – new pick list values
- RRH – Retired Question ‘In Permanent Housing’
- PATH
- RHY
- SSVF

2016 HMIS Data Standards Updates

Entry Assessments

Project and Funder Specific (2016 Chicago)

HHS PATH Entry for Street Outreach (2016 Chicago)

HUD CoC & ESG Entry All Other Projects (2016 Chicago)

VA SSVF Entry for HP and RRH (2016 Chicago)

HUD CoC & ESG Entry SO ES SH (2016 Chicago)

HHS RHY Entry for TH and HP (2016 Chicago)

HHS PATH Entry for Services Only (2016 Chicago)

HHS RHY Entry for SO and ES (2016 Chicago)

Youth Provider Assessment - Emergency Shelter (2016 Chicago)

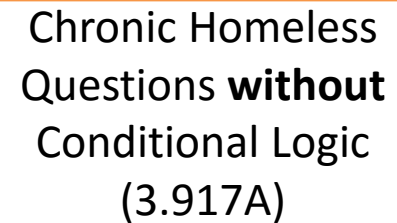
Youth Provider Assessment - Services Only (2016 Chicago)

2016 HMIS Data Standards Updates

Entry Assessments

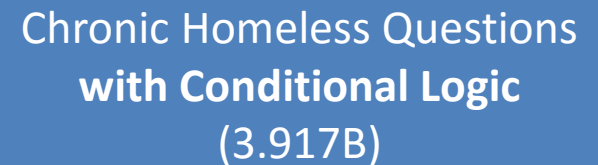
- ES – Emergency Shelter
- SO – Street Outreach
- SH – Safe Haven

- TH – Transitional Housing
- HP – Homeless Prevention
- All Other Projects



Chronic Homeless
Questions **without**
Conditional Logic
(3.917A)

An orange line points from the 'SO – Street Outreach' bullet point to this box.



Chronic Homeless Questions
with Conditional Logic
(3.917B)

A blue line points from the 'All Other Projects' bullet point to this box.

2016 HMIS Data Standards Updates

Chronic Homeless Questions – 3.917A

Current Residence/Living Situation

Length of Stay in Previous Place

G

Approximate date homelessness started:

/ /    G

Regardless of where they stayed last night -
Number of times the client has been on the streets, in ES, or SH in the past three years including today

G

Total number of months homeless on the street, in ES or SH in the past three years

G

2016 HMIS Data Standards Updates

Chronic Homeless Questions – 3.917B *with Conditional Logic*

- Dependent upon the answers to the questions below, additional questions will appear.

Current
Residence/Living
Situation

-Select-

Length of Stay in
Previous Place

-Select-

G

Living Situation Categories

Current Residence/Living Situation

-Select-

Where did your client sleep the night before Entry?

-Select-

----- HOMELESS SITUATION -----

Place not meant for habitation (HUD)

Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)

Safe Haven (HUD)

Interim Housing

----- INSTITUTIONAL SITUATION -----

Foster care home or foster care group home (HUD)

Hospital or other residential non-psychiatric medical facility (HUD)

Jail, prison or juvenile detention facility (HUD)

Long-term care facility or nursing home (HUD)

Psychiatric hospital or other psychiatric facility (HUD)

Substance abuse treatment facility or detox center (HUD)

----- TRANSITIONAL AND PERMANENT HOUSING SITUATION -----

Hotel or motel paid for without emergency shelter voucher (HUD)

Owned by client, no ongoing housing subsidy (HUD)

Owned by client, with ongoing housing subsidy (HUD)

Permanent housing for formerly homeless persons (HUD)

Rental by client, no ongoing housing subsidy (HUD)

Note: Interim Housing does not refer to a project type.

New Categories of Living Situations

HMIS Definition of Interim Housing

Interim housing is not a type of housing but rather a housing situation where a **chronically homeless person** has: applied for permanent housing, has been accepted, a unit/voucher for permanent housing has been reserved for them, but for which there is some other situation that prevents them from moving immediately into housing (e.g. apartment getting painted, old tenant moving out, has a voucher but is looking for the unit, etc.).

In such cases, where it has been determined to be absolutely necessary **that to keep the client engaged and moving towards housing a temporary solution must be utilized and transitional housing is used the client should then be identified upon move in to the permanent house as coming from “interim housing”**. This will enable that individual/household to be identified as chronically homeless at intake for reporting purposes based on the responses to the elements that will follow. Note: This housing is not a substitute for a waiting list or for any situation other than identified here.

Why is this different from Interim Housing in Chicago?

Interim Housing as a project type ONLY EXISTS IN CHICAGO, so this is going to be extra tricky for us. If a client is currently living in an Interim Housing PROJECT, their “Current Residence/Living Situation” is not necessarily Interim Housing. Use the logic on the previous slide to determine when to use Interim Housing as the answer to the “Current Residence/Living Situation” question.

2016 HMIS Data Standards Updates

3.917 B

3.917B Prior Living Situation

For persons entering all other HMIS project types

(i.e. NOT - Street Outreach, Emergency Shelter, or Safe Haven)

Rationale: This element is used to identify the type of living situation and length of stay in that situation just prior to project entry for all adults and heads of households entering any of the following HMIS project types: Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Service Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Assessment (Coordinated Entry).

The element has been carefully constructed to apply the logic appropriate to the client's responses in order to avoid asking for information which is irrelevant or inappropriate for the client population being served in a particular situation. For example – eligibility for Homelessness Prevention requires that a client be in housing. By definition, a person in housing is not chronically homeless, so the series of questions asked to determine chronic homeless status are not required. A flow chart to further describe this element can be found in [Exhibit 3](#).

Conditional Logic?

Current
Residence/Living
Situation

-Select-

-Select-

----- HOMELESS SITUATION -----

Place not meant for habitation (HUD)

Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)

Safe Haven (HUD)

Interim Housing

If **Type of Residence = Homeless Situation** then the user will answer...

- Approximate Date Homelessness Started (Date Field)
- Number of Times Homeless on streets, in ES, or SH in the past 3 years, including today
- Total Number of Months homeless on streets, in ES or SH in the past 3 years

Conditional Logic?

----- INSTITUTIONAL SITUATION -----

Foster care home or foster care group home (HUD)
Hospital or other residential non-psychiatric medical facility (HUD)
Jail, prison or juvenile detention facility (HUD)
Long-term care facility or nursing home (HUD)
Psychiatric hospital or other psychiatric facility (HUD)
Substance abuse treatment facility or detox center (HUD)

TRANSITIONAL AND PERMANENT HOUSING SITUATION

If Type of Residence = Institutional Situation then the user will answer...

- Did Client stay less than 90 days? Yes or No
- If No, no other responses needed. Data Entry Stops.
- If Yes, then...
 - On the night before did client stay on the streets, in ES or SH
 - If No, no other responses needed. Data Entry Stops.
 - If Yes, then the user will answer...
 - Approximate Date Homelessness Started (Date Field)
 - Number of Times Homeless on streets, in ES, or SH in the past 3 years, including today
 - Total Number of Months homeless on streets, in ES or SH in the past 3 years

Conditional Logic?

----- TRANSITIONAL AND PERMANENT HOUSING SITUATION -----

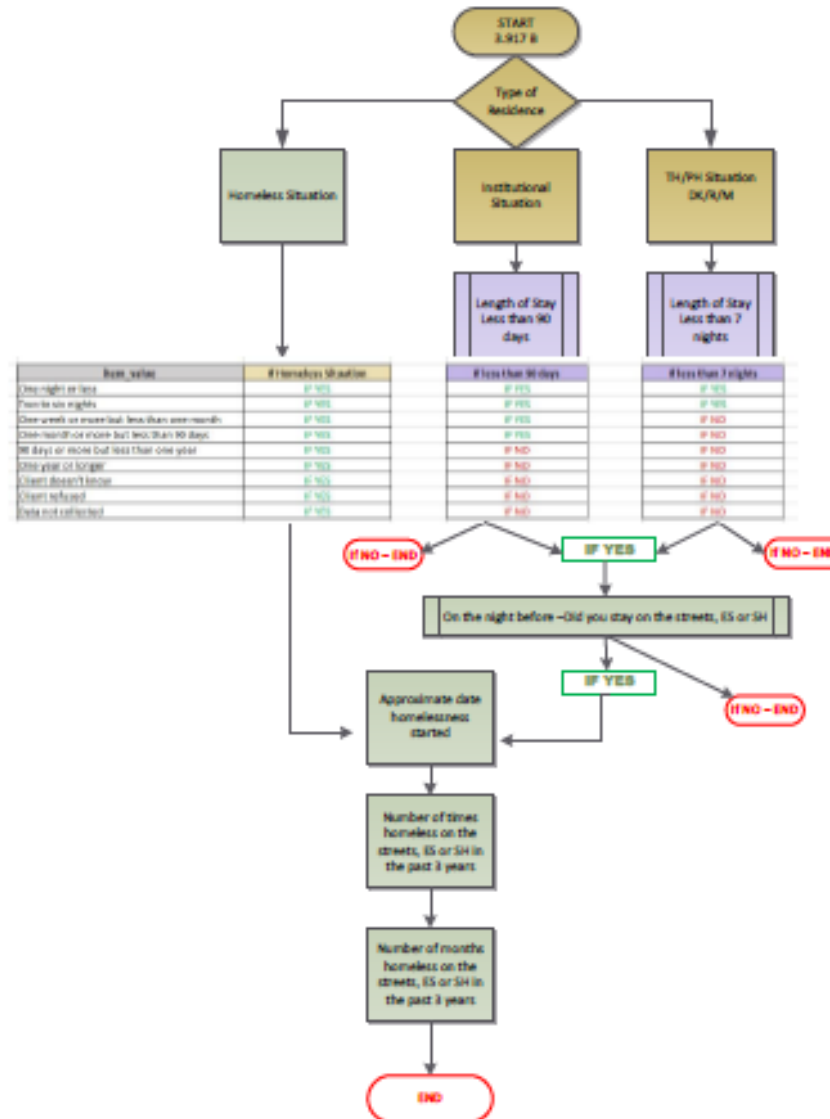
Hotel or motel paid for without emergency shelter voucher (HUD)
Owned by client, no ongoing housing subsidy (HUD)
Owned by client, with ongoing housing subsidy (HUD)
Permanent housing for formerly homeless persons (HUD)
Rental by client, no ongoing housing subsidy (HUD)
Rental by client, with VASH subsidy (HUD)
Rental by client, with GPD TIP subsidy (HUD)
Rental by client, with other ongoing housing subsidy (HUD)
Residential project or halfway house with no homeless criteria (HUD)
Staying or living in a family member's room, apartment or house (HUD)
Staying or living in a friend's room, apartment or house (HUD)
Transitional housing for homeless persons (including homeless youth) (HUD)
Client doesn't know (HUD)
Client refused (HUD)
Data not collected (HUD)

If Type of Residence = Transitional Housing/Permanent Housing then user will answer..

- Did Client stay less than 7 nights? Yes or No
 - If No, no other responses needed. Data Entry Stops.
 - If Yes, then the user will answer...
 - Length of time in the prior living situation

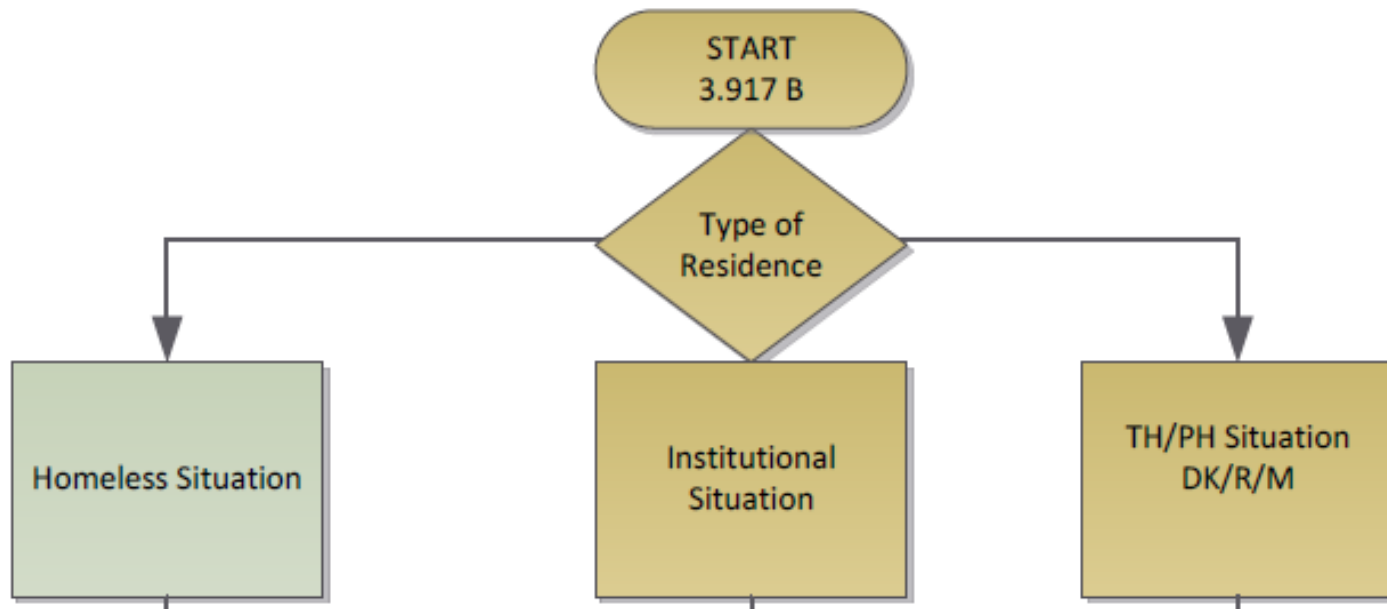
Conditional Logic: 3.917B Flow Chart

Exhibit 3: 3.917B Flow Chart



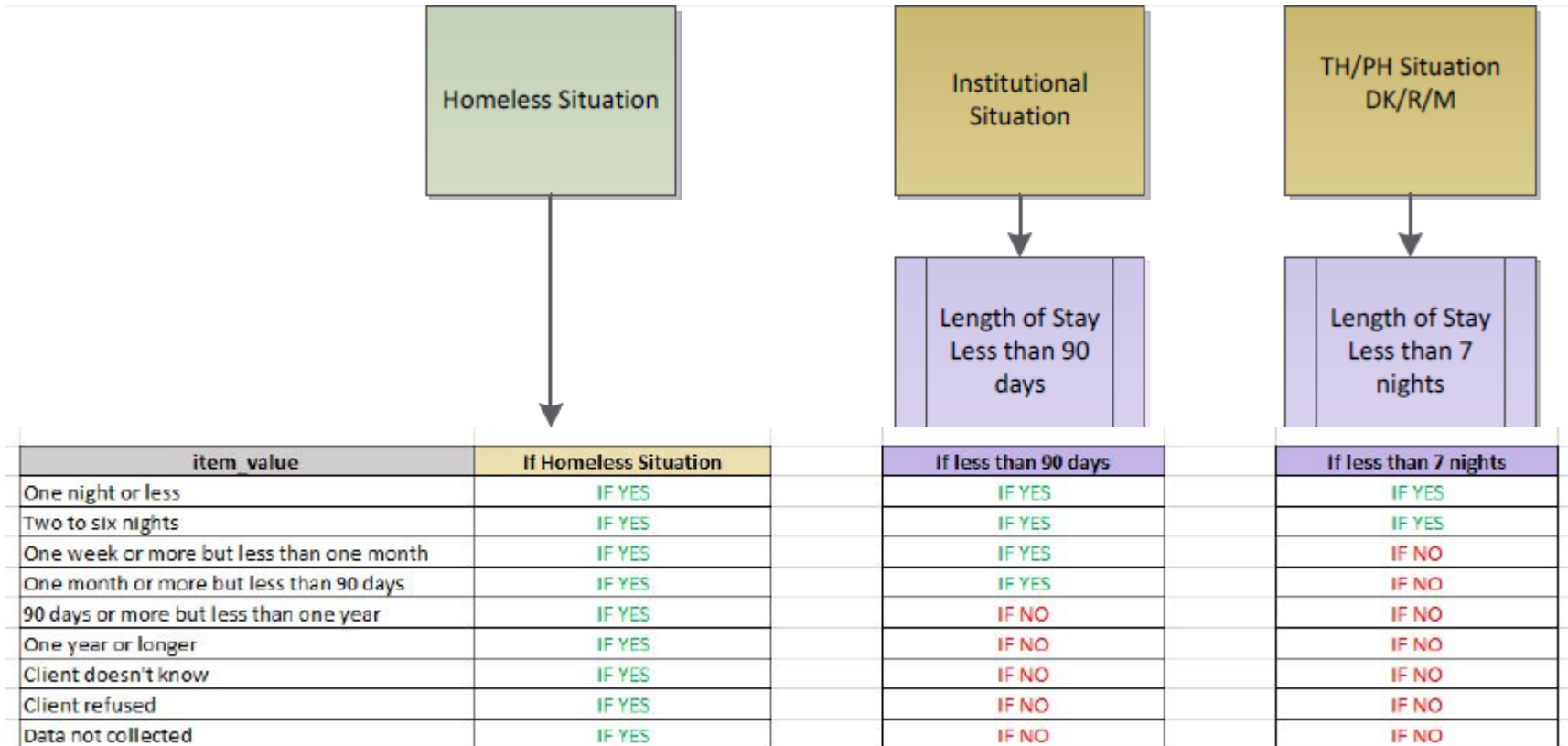
Conditional Logic?

3.917B Flow Chart



Conditional Logic?

3.917B Flow Chart



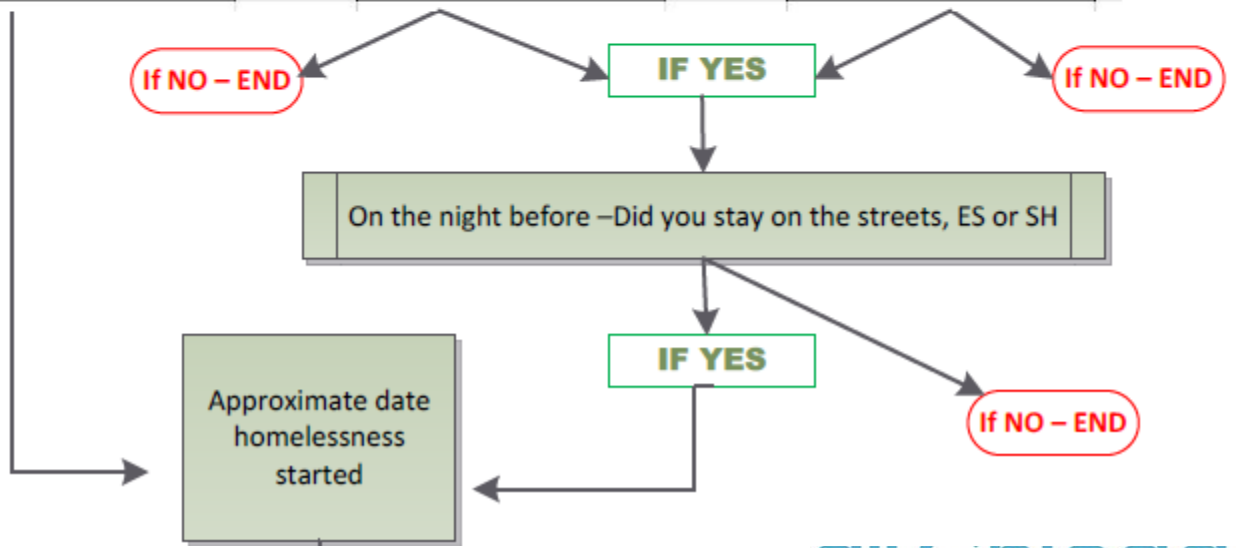
Conditional Logic?



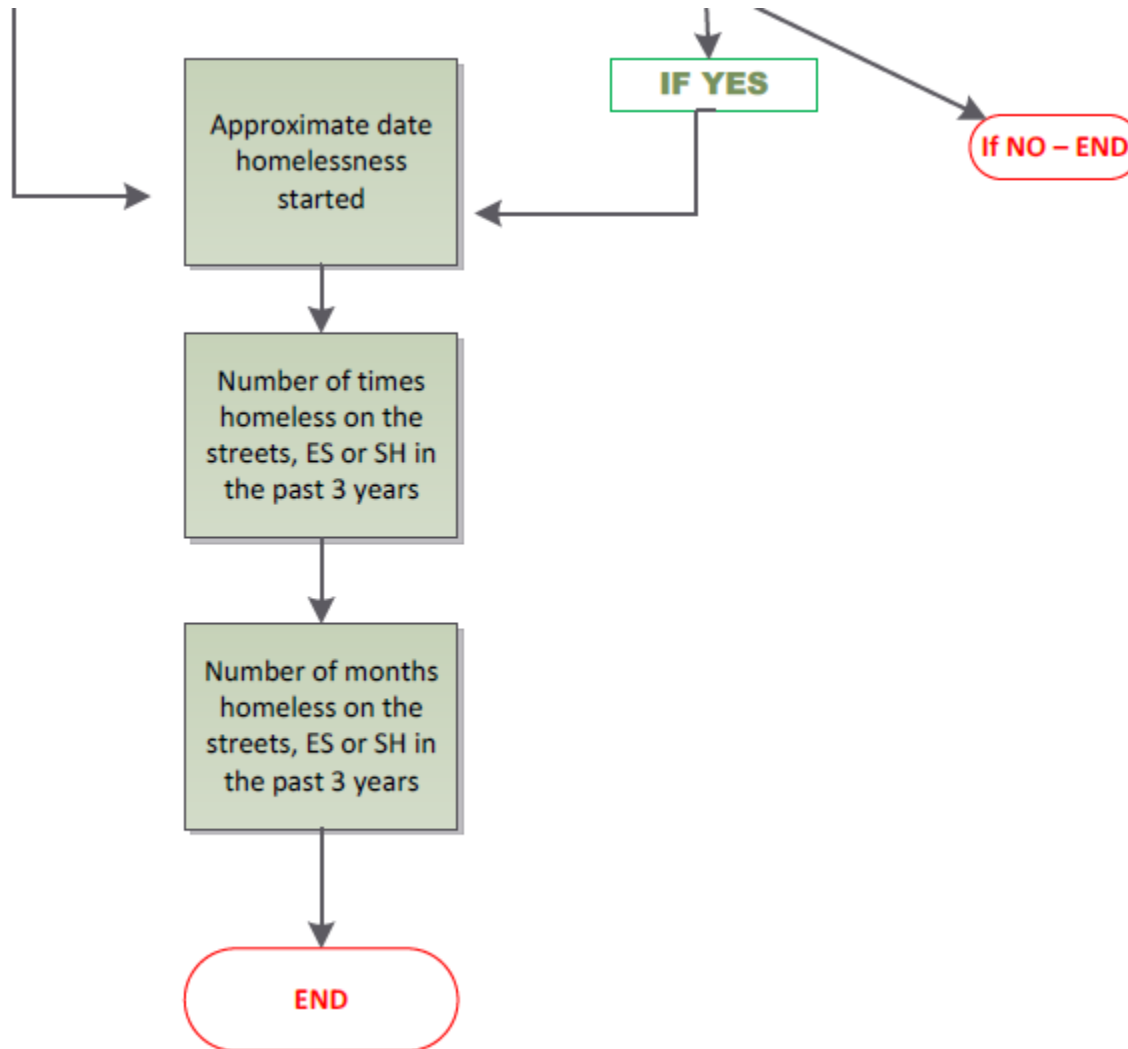
Length of Stay
Less than 90
days

Length of Stay
Less than 7
nights

item_value	If Homeless Situation	If less than 90 days	If less than 7 nights
One night or less	IF YES	IF YES	IF YES
Two to six nights	IF YES	IF YES	IF YES
One week or more but less than one month	IF YES	IF YES	IF NO
One month or more but less than 90 days	IF YES	IF YES	IF NO
90 days or more but less than one year	IF YES	IF NO	IF NO
One year or longer	IF YES	IF NO	IF NO
Client doesn't know	IF YES	IF NO	IF NO
Client refused	IF YES	IF NO	IF NO
Data not collected	IF YES	IF NO	IF NO



Conditional Logic?



Chronic Homelessness: Living Situation

- Record the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.

Approximate date
homelessness started:

/ /    

Chronic Homelessness: Breaks and Institutional Stays

Approximate date
homelessness started:

/ /    G

Breaks of **less than 7 nights** can be included in the
“Look Back” period

Institutional Stays of **less than 90 days** can be included
in the “Look Back” period

(jail, substance abuse or mental health treatment
facility, hospital, other)

Chronic Homelessness: Living Situation

4. Regardless of where the client stayed last night enter the number of times the client has been homeless on the streets, in ES, or SH in the past three years including today. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)

Regardless of where they stayed last night -
Number of times the client has been on the streets, in ES, or SH in the past three years including today

 G

- Select-
- One time (HUD)
- Two times (HUD)**
- Three times (HUD)
- Four or more times (HUD)
- Client doesn't know (HUD)
- Client refused (HUD)
- Data not collected (HUD)

Chronic Homelessness: Living Situation

5. Record the total number of months homeless the client has been on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.)

Total number of months homeless on the street, in ES or SH in the past three years

 G

- Select-
- One month (this time is the first month) (HUD)
- 2**
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- More than 12 months (HUD)
- Client doesn't know (HUD)
- Client refused (HUD)
- Data not collected (HUD)

Chronic Homelessness: Living Situation


Total number of months homeless on the Streets, in ES, or SH in the past three years. Responses are either:

- 1. One month - this is the first month* - Meaning in the past three years this is the first month the client has resided on the Streets, ES, or SH.
- 2. 2-12 months* - Count the total number of months the client indicates they have been on the streets, ES, or SH in the past three years. If the client has been on the streets, ES, or SH since January and it is now March, the cumulative total would be 3 months (January = 1, February = 2, and March = 3). If they were also homeless for a month back in October, the cumulative total would then be 4 months.


DFSS & IDHS Supplemental Assessment

DFSS and IDHS Supplemental Assessment


Three sub-assessments have been added to allow agencies to document whether they have documentation on file for: Income/Non-Cash Benefits/Health Insurance

 **Income Documentation**

Start Date *	End Date	Source of Income	Documentation on file?
<input type="button" value="Add"/>			

 **Non-Cash Benefits Documentation**

Start Date *	End Date	Source of Non-Cash Benefit	Documentation on file?
<input type="button" value="Add"/>			

 **Health Insurance Documentation**

Start Date *	End Date	Type of Health Insurance	Documentation on file?
<input type="button" value="Add"/>			

New Universal Intake Form



[Helpdesk - Homeless Management Information System \(HMIS\)](#) > [Workflows](#) > [HUD Programs \(the HUD CoC and ESG\)](#) C

HUD Programs (the HUD CoC and ESG Workflow)

[Updating Client Assessment Information: Interim Reviews](#)

[Service Point 5.11.3 - Revised CoC and ESG Workflow \(including Updates and Annual Assessments\)](#)

[Adding Goals and Case Notes](#)

[Entering & Exiting a Household Member](#)

[Adding Services](#)

[Universal Intake Form](#)

[Chicago HMIS ServicePoint5.7 Robust Workflow](#)

[Chicago Sub-Assessment Guides for Income & Non-Cash Benefits](#)

[Non-Cash Benefits - Entering Sub-Assessments for Children](#)

[Video - "\(Almost\) Everything You Need to Know About Households"](#)



SHELTERED PRE-PIT RESULTS

RESULTS

9/22/16 HMIS Sheltered pre-PIT

92% HMIS Participation

- 100 programs possible
- 87 of those programs utilize HMIS
- 80 programs participated in the pre-PIT

8% increase in participation compared to the January PIT Count!

Quarterly Data Quality Assessment Process

Quarterly Data Quality Assessment Process:

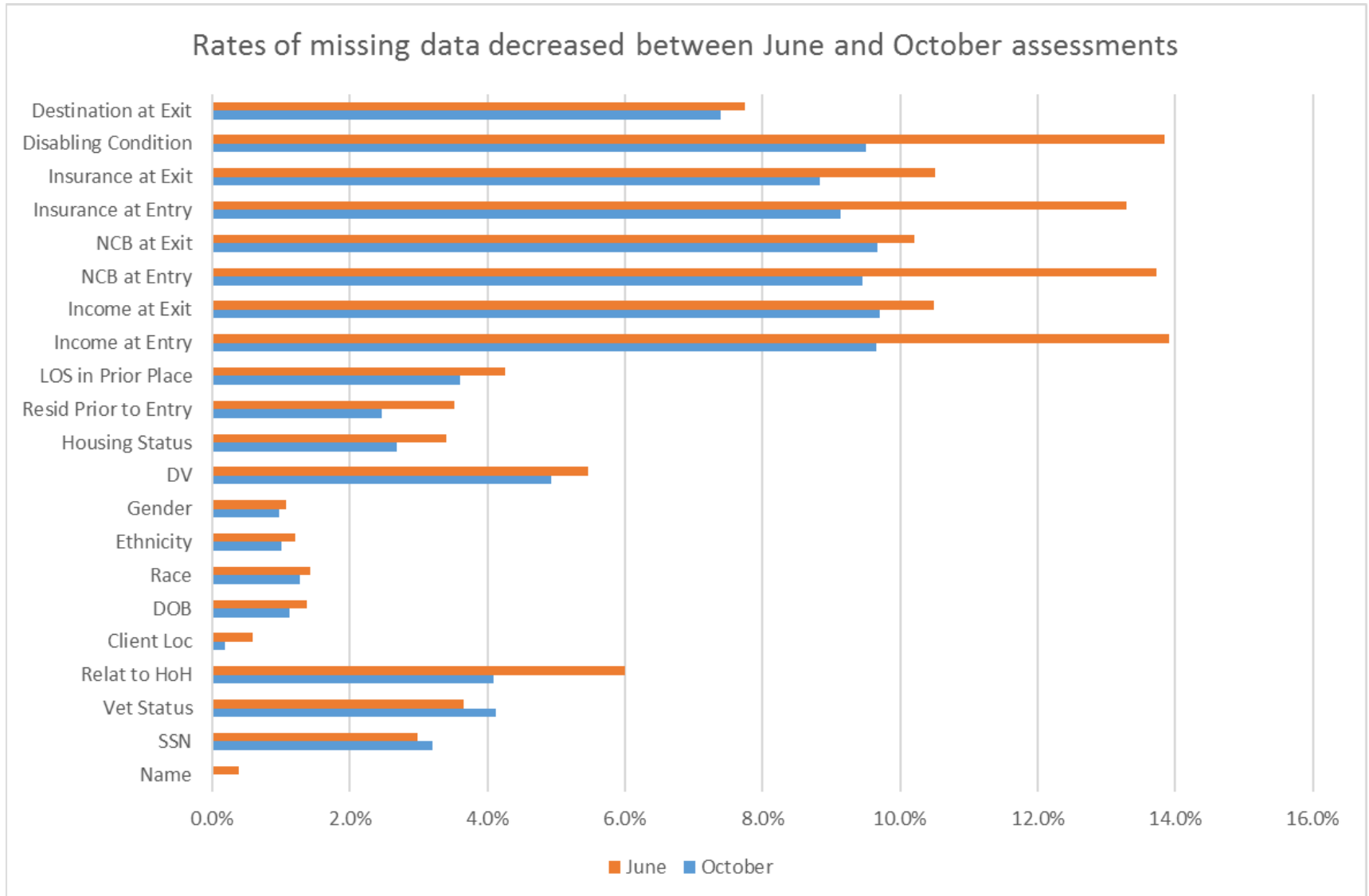
Number of provider records reviewed:

323 providers submitted, against 320 in June

Client records not reviewed:

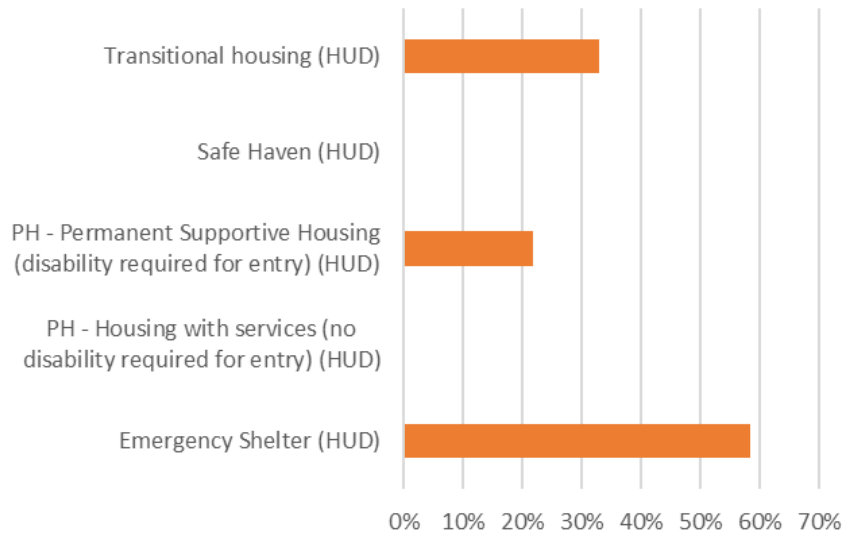
55 providers at 35 agencies did not submit reports

Quarterly Data Quality Assessment Process: Missing Data Rates for Submitted Reports

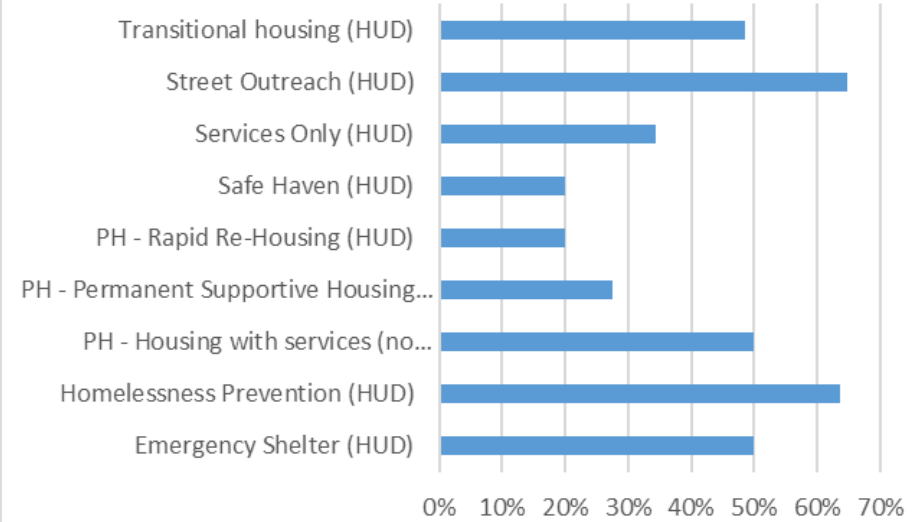


Quarterly Data Quality Assessment Process: Utilization and Timeliness Compliance

Percent Out of Compliance for Utilization



Percent Out of Compliance for Timeliness

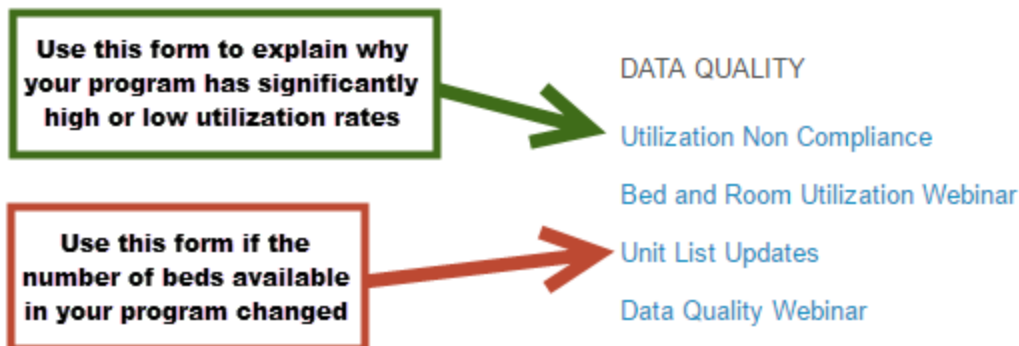


Quarterly Data Quality Assessment Process: Utilization

Utilization out of compliance? Fix it in one of three ways!

1. Check Tab D of the report. Make sure that the list shows the clients who were actually enrolled on the date in question.
2. Make sure that your Unit List is accurate. You can see the number of beds and units on the front page of your report. If it is not accurate, please fill out a Unit List Update form. Don't wait!
3. If your program's out-of-compliance utilization rate is not a result of a data quality issue (e.g. remodeling units or a gas leak or seasonal overflow), please fill out a Utilization Non-Compliance Explanation form.

Problem Solving - Data Issues and Corrections



AHAR: Annual Homeless Assessment Report

- Draft Data Submitted: 10/31/16
- Final Submission Due: 12/01/16

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 about persons who experience homelessness during a 12-month period.

AHAR: Draft Data

Bed Coverage Rates

	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
<i>Bed Coverage Rates- 1 year</i>	98%	97%	90%	92%	87%	92%

Unduplicated Counts

Number of Persons	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
1 year count (October 1-September 30)	848	10,419	5,513	4,035	1,955	4,955
On an average night	181	1,934	1,836	1,374	1,734	4,368
Point-in-Time Counts						
<i>October 28, 2015</i>	171	1,612	1,796	1,248	1,687	4,312
<i>January 27, 2016</i>	195	2,029	1,831	1,295	1,711	4,350
<i>April 27, 2016</i>	163	2,137	1,839	1,453	1,735	4,395
<i>July 27, 2016</i>	197	1,746	1,913	1,481	1,757	4,381

AHAR: Draft Data

Bed Utilization Rates

Percent Beds Utilized	ESFAM	ESIND	THFAM	THIND	PSHFAM	PSHIND
On an average night	99%	130%	89%	109%	75%	98%
<i>October 28, 2015</i>	106%	110%	87%	101%	74%	98%
<i>January 27, 2016</i>	120%	138%	88%	105%	75%	99%
<i>April 27, 2016</i>	82%	143%	89%	114%	75%	98%
<i>July 27, 2016</i>	91%	115%	94%	114%	75%	96%

What can **you** do to ensure the accuracy of our data?

Check your Entries for accuracy on the AHAR dates! There is a new ART report to assist with this in the Data Quality folder.

AHAR: ART Report

▼		Chicago CoC Reports (Secure)
▶		25 Cities
▶		APR
▼		Data Quality
▶		archived
		0261 - RHY Entry Exit Assessment Data Completeness - v2
		AHAR - Exit Clients 20161019
		Annual Assessments 2016-04-25
		Check Most Recent Service - Drop-In Centers
		Check Most Recent Service - Emergency Shelters
		ChicagoDQ_----_yyyy-mm-dd
		CountServicesByDay_2014-03-10
		Entering From Homelessness Mismatch 2016-06-21
		PATH Assessment DQ Report 2013-12-09
		ROI_Checks_2014-03-10
		Timeliness of Data Entry v20150414
		Unit List Update Report_2016-04-11
		Youth Providers v02

Coordinated Entry

- **What feedback and questions do you have?**

Consent Forms and Privacy Notice

- New versions are ***coming soon!***
- The two consent forms used now will be combined into one
- Training will be offered after approval from the HMIS Committee

Program Reporting

ESG – CAPER

- Files will be downloaded again to send to DFSS
- Due Date: TBD
- Run your reports early!

APR

- New version of the APR coming in 2017
- Use the 631 report to clean data – Data Quality report will not match
- Run your reports early!

Thank you!

Next Meeting

Wednesday, January, 11th

10am - Noon