

Agency Technical Administrator Meeting

January 8, 2020

ATA Meeting

- Introductions and Welcome
- CES Updates
- Announcements
 - Calendar
 - PIT and HIC
 - Intent to Renew
 - Proctored Session and Training Updates
- Data Quality Process Change
- HMIS Resolutions
- Breakout (should time allow)

Introduction and Welcome

Housekeeping Note

Calendar Invites

Please delete any ATA Meeting Invites from Kimberly Schmitt, Julece Glaum, or Brian Rivera.

These recurring invites are no longer relevant and may not contain the correct information. Please refer to the following link for any future ATA meetings and Data Quality Steering Workgroup meeting.

- [ATA meetings for the year](#)
- [DQW meetings for the year](#)

If you have questions or concerns, email HMIS@AllChicago.org

Coordinated Entry Updates

Anna Carvlin, All Chicago HMIS

Stephanie Sideman, CSH


Coordinated Entry HMIS Related Goals

1. Increase automation in the matching process
2. Improve entry and exit data quality for crisis response programs
3. Increase the number of households facing homelessness to CHA housing by 20%
4. Track diversion outcomes to generate a baseline of how many households are diverted outside of diversion specific projects





Transition from Google Forms for Match/Re-match requests


- Transition is **on hold** until further notice

New HUD Data Standards for Coordinated Entry Assessment


 **Current Living Situation** **Already Added**

Start Date *	End Date	Information Date	Current Living Situation
<input type="button" value="Add"/>			

Date of Engagement / /    

 **Coordinated Entry Assessment** **Will be added by April**

Date of Assessment *	End Date	Assessment Location	Assessment Type	Assessment Level	Prioritization Status
<input type="button" value="Add"/>					

 **Coordinated Entry Event** **Will be added by April**

Start Date *	Date of Event *	Event *	Referral Result	Date of Result
<input type="button" value="Add"/>				

Closer look: CE Assessment Element

Date of Engagement



Coordinated Entry Assessment

Add Recordset - (4) Jordan, Nyla

Coordinated Entry Assessment

Date of Assessment *

01 / 07 / 2020



End Date

/ /



Assessment Location

-Select- ▼

G

Assessment Type

-Select- ▼

G

Assessment Level

-Select- ▼

G

Prioritization Status

-Select- ▼

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Save

Save and Add Another

Cancel

Closer look: CE Event Element

Add Recordset - (4) Jordan, Nyla

Coordinated Entry Event

Start Date * 01 / 07 / 2020

End Date

Date of Event *

Event * -Select-

If 'Event' answer was 'Problem Solving/Diversion/Rapid Resolution intervention or service result', please answer the following question:

Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative -Select-

If 'Event' answer was 'Referral to post-placement/follow-up case management result', please answer the following question:

Referral to post-placement/follow-up case management result - Enrolled in Aftercare project -Select-

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Location of Crisis Housing or Permanent Housing Referral [] [Lookup] [Clear]

If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Referral Result -Select-

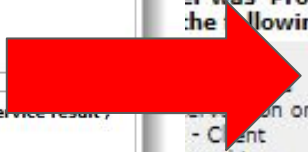
If 'Event' answer was a Referral to an ES, TH, Joint TH-RRH, RRH, PSH, or Other PH opening, please answer the following question:

Date of Result

[Save] [Save and Add Another] [Cancel]

Coordinated Entry Event

Start Date *	Date of Event *	Event *	Referral
[Add]			



- Select-
- Select-
- ACCESS EVENTS -----
- Referral to Prevention Assistance project
- Problem Solving/Diversion/Rapid Resolution intervention or service
- Referral to scheduled Coordinated Entry Crisis Needs Assessment
- Referral to scheduled Coordinated Entry Housing Needs Assessment
- REFERRAL EVENTS -----
- Referral to post-placement/follow-up case management
- Referral to Street Outreach project or services
- Referral to Housing Navigation project or services
- Referral to Non-continuum services: Ineligible for continuum services
- Referral to Non continuum services: No availability in continuum services
- Referral to Emergency Shelter bed opening
- Referral to Transitional Housing bed/unit opening
- Referral to Joint TH-RRH project/unit/resource opening
- Referral to RRH project resource opening
- Referral to PSH project resource opening
- Referral to Other PH project/unit/resource opening

Announcements

Overview of Q1 Calendar

Point in Time Count

Point in Time Count Will Occur on Thursday, January 23rd

- The Point In Time (PIT) Training Course
 - Agencies that operate the following project types are requested to participate and update their ShelterPoint lists to reflect clients checked in for that night:
 - Emergency Shelter
 - Transitional Housing
 - Safe Haven (project type, not agency)
 - <https://allchicago.talentlms.com/shared/start/key:EQENHRKM>

Point in Time Count Will Occur on Thursday, January 23rd

- The Point In Time Q & A Webinar January 20th, 2020 from 1 pm - 2 pm
 - This webinar will give agencies the opportunity to ask questions and receive feedback before the official PIT date of January 23, 2020.
 - <https://attendee.gotowebinar.com/register/5940982786253745677>
- The 2019 Point in Time Count & Survey Report
 - https://www.chicago.gov/content/dam/city/depts/fss/supp_info/Homeless/2019PITReportFinal110819.pdf

Housing Inventory Count

2020 Housing Inventory Count (HIC)

Thursday, January 23 -
Monday, January 27

Housing Inventory Count (HIC)

Conference Room 155 (1st Floor) across from the library.

Below are dates and times for these trainings. [Please sign up here](#) by January 13

Tuesday, January 14, 2020 - 10:00 AM - 12:00 PM

Wednesday, January 15, 2020 - 10:00 AM - 12:00 PM

Thursday, January 16, 2020 - 2:00 PM - 4:00 PM

Tuesday, January 21, 2020 - 10:00 AM - 12:00 PM

Tuesday, January 21, 2020 - 2:00 PM - 4:00 PM

Finally, we'd like to thank you for participating in the Pre-HIC process in October 2019. Please [provide feedback on the 2020 Pre-HIC process here](#) no later than January 31st.

Sections Covered in the HIC

Unit occupancy

Bed occupancy

Dedicated beds

- All projects will be asked to update this data element because of the new 2020 HMIS data standards

Inventory in development

Logistics

A training webinar will be posted Friday, January 17

The Reference Report will be posted prior to January 23

Follow login instructions like, Pre-HIC, using the Reference Report

If you have questions or concerns, contact Max Burns at
cocprograms@allchicago.org

Intent to Renew

Intent to Renew: Evaluation Tool

The Intent to Renew features two elements for HMIS:

- Evaluation Tool
- Desk Audit

The Evaluation Tool will differ from last year's as it will not track any of the following data quality elements: Utilization, Timeliness, Child-only Entry, and Data Completeness

This decision was made in response to the challenges we faced with DQ last year.

These elements will be added back in for 2021.

Intent to Renew: Desk Audit

What is new for this year is the informational desk audit portion. We ask for the following:

- A description of the agency's Internal Data Review process and/or practices, including details such as how often data is reviewed to ensure accuracy, completeness and timeliness, as well as who on the team is involved in the process.
- A description of the agency's Internal Communication Plan and/or current practices for all HMIS-related and HMIS-adjacent (i.e. Coordinated Entry) communications to users within the agency.

Intent to Renew: Desk Audit

- A description of the agency's training process for new HMIS/data collection staff.
- The intake assessment used by the agency. If different projects use different assessments, submit each one.

Further details can be found here:

<https://allchicago.org/COC/COCProgramCompetition>

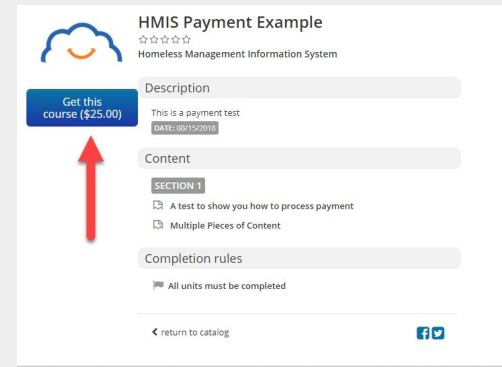
ESG CAPER Training Course

Why is this important?

- Applicable only to those Agencies that have projects receiving funding which consisted of HUD Emergency Solutions Grants (ESG) for the program year of 2019. (DFSS and all it's sub-grantees are required to report.)
- Agencies required to participate have already been emailed by Cyndi Rivera (12/12/19).
- This course will cover a brief introduction of the report, how to run it and go into depth on common errors and how to resolve them.
- Along with this course will be an optional registration for Office Hours for individual assistance, though the Help Desk will always be available.

Training

HMIS Training Coupon Credits





HMIS Payment Example
☆☆☆☆
Homeless Management Information System

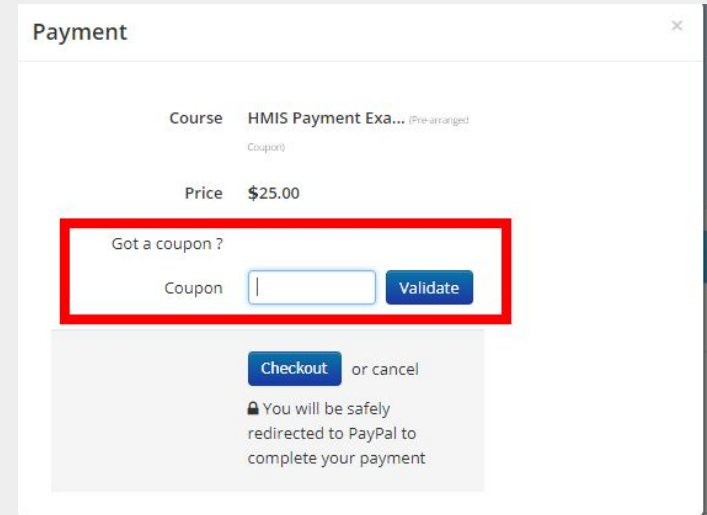
Get this course (\$25.00)

Description
This is a payment test
DATE: 08/15/2018

Content
SECTION 1
A test to show you how to process payment
Multiple Pieces of Content

Completion rules
All units must be completed

[← return to catalog](#)  



Payment ×


Course HMIS Payment Exa... (Pre-arranged)
Coupon

Price \$25.00

Got a coupon ?

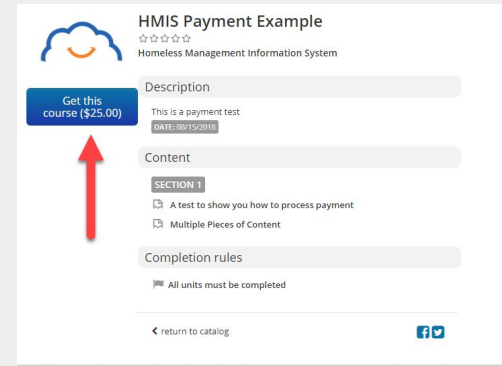
Coupon **Validate**

Checkout or cancel

 You will be safely redirected to PayPal to complete your payment

Webinar
Tuesday, Jan 14th
Replacing Bulk Coupon
Codes in HMIS Training

[Register here](#)




HMIS Payment Example
☆☆☆☆☆
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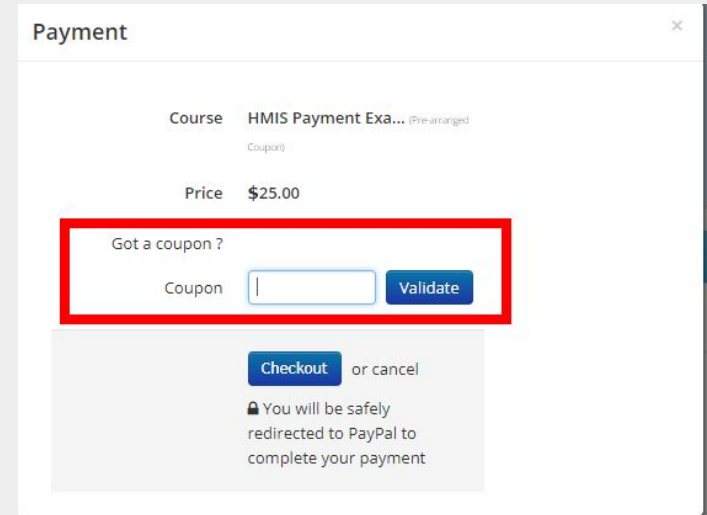
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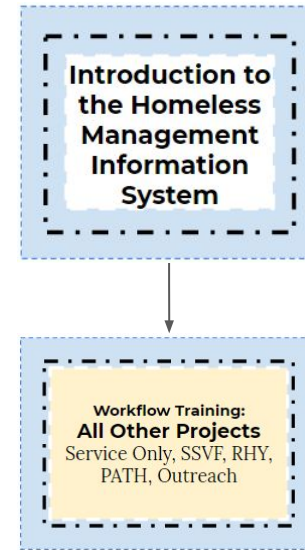
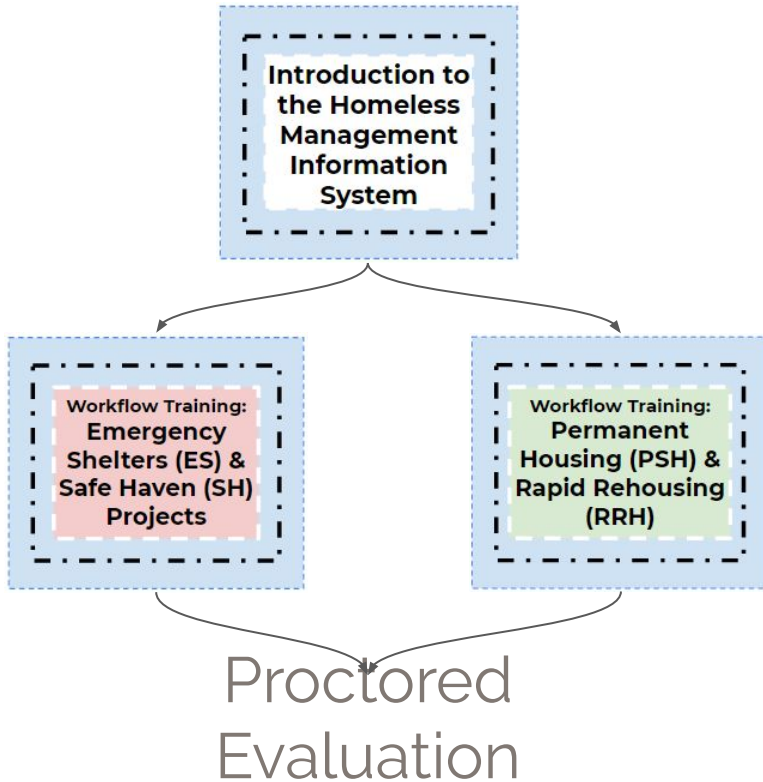
 You will be safely redirected to PayPal to complete your payment

Proctored Session Reminder

Training Overview

Emergency Shelter	Permanent Housing	SSVF, RHY, PATH and Others
Introduction to HMIS (3 hours)	Introduction to HMIS (3 hours)	Introduction to HMIS (3 hours)
Emergency Shelter (ES) + Safe Haven (SH) Workflow Training (2-3 hours)	Permanent Supportive Housing (PSH) + PH + Rapid Rehousing (RRH) Workflow Training (2-3 hours)	Project Specific Workflow Training (This course is simply a registration form to a specific project type training)
Proctored Session	Proctored Session	In-Person Specialized Training

Training Overview



In-Person Training

In Lieu of an online training course

Users that have paid for the in-person PSH Training will have access to the new portal on January 31st.

Data Quality Process Update

Data Quality Process Changes

For Q1 to Q3, Data Quality was operated through SQL

- Former Process:
 - Reports were generated and sent to providers
 - ART reports pertaining to DQ were removed
 - Sub-assessments presented issues with visibility
 - First time tracking timeliness for Housing Move-in Dates and Exit

Data Quality Process Changes

For the next year, we will be reverting the process to work from ART

- ART reports will once again become available
- Users will need to submit ART reports
- Further instructions and timeline details will be released in an upcoming webinar

HMIS Resolutions

Communication Refinement

Increased One to One Staff Support

Improved Documentation and Knowledge Base

Compass Project

BREAKOUT



What tools would you want from the Compass workshops and process?

- Split up by agency size
 - Large, Medium and Small
- What kinds of recommended practices do you need?
- As ATA now, do you feel you have sway to inform data entry decision at your agency?
 - What would help you get there?
- Is there communication between you and the CES point person?

HMIS Events

- Data Quality Workgroup - [February 18th](#)
 - Email Sal (smunoz@allchicago.org) with any questions
- Next ATA Meeting - [March 11th](#)
 - Location TBD