CT HMIS
Measuring Success

HMIS DATA COORDINATOR MEETING

August 2022

nutmeg CONSULTING

Provided by:

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Agenda

- Update to # of Trainees for Remote Training
- Multi-Factor Authentication (MFA)
- PATH Abbreviated Enrollment 8/1/2022 – Be on the lookout for webinars
- DMHAS change to Co-occurring data collection
- HUD APR Changes
- PIT/HIC Season

Review CTHMIS.COM

- View upcoming Trainings:
  - http://www.cthmis.com/
  - See the Training Calendar at the bottom of the page
  - View upcoming classes on the training calendar

- Register for Trainings
  - http://www.cthmis.com/
  - Then click on 'Attend a Training' this will take you to the new training registration site.
  - Click on the class you need to attend and follow prompts to register

- FAQ/Knowledge Book
  - http://www.cthmis.com/
  - Then click on 'knowledgebase' this will take you to guides for various HMIS data entry processes

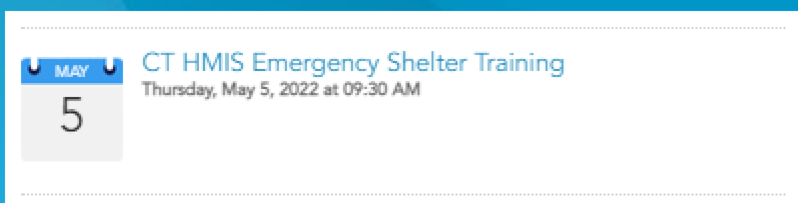
- Recordings/Videos
  - http://www.cthmis.com/
  - Then click on 'support videos' this will take you to the available videos related to HMIS

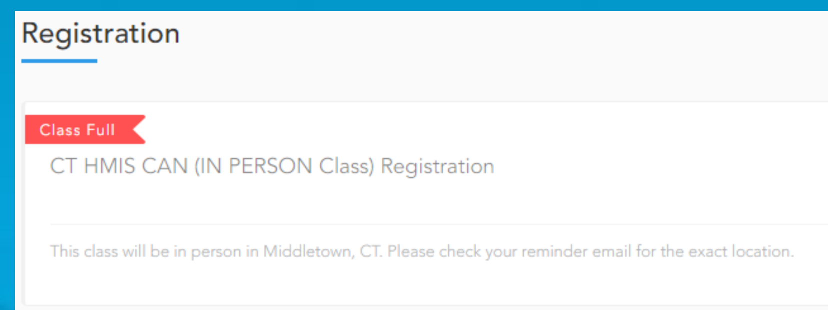
Training Note

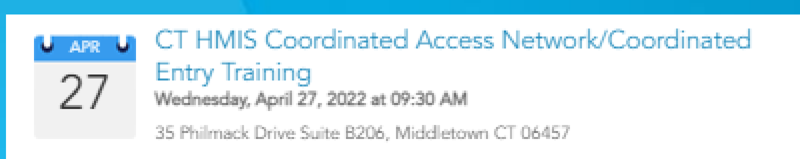
- If you need to get someone trained and the slots are full, please email the help desk
- As we have routinely done when possible we can add trainees to the virtual training within limits.
- The only requirement is that the request be made with in 2 days of the training b/c there is considerable set up time needed to get a trainee set up for the virtual training.
- Also, if you or a staff has registered for a training and they have not received a confirmation email with 48 hours of that registration, please contact the help desk – don't wait until the day of the training to alert us.

In-Person/Remote Training

- In Person will still be 6
- Remote Training has increased to 20







Multi-Factor Authentication

- CT HMIS MFA Project has kicked off.
- All users will be required to use MFA by the end of May.
- This will require use of a mobile device for text messaging or email.
- If your agency uses one email address for multiple staff then you will need to use a cell phone number for MFA
- If your agency shares a cell phone for staff use, then you will need to use personal cell phone numbers for MFA
- Link to MFA info and training video:
  - https://www.cthmis.com/news/detail/ct-hmis-mfa-review-prepare-to-go-live-june-1-at-900-am

DMHAS PATH Abbreviated Enrollment

- New abbreviated enrollment for DMHAS PATH Outreach programs
- New Role has been created that will be used to generate the abbreviated workflow
- This is currently only for the DMHAS funded Outreach projects.
- Link to video:
  - https://www.cthmis.com/news/detail/ct-hmis-new-path-workflow-for-dmhas-outreach-programs

HUD APR Changes

- Q4a, when it lists out all projects included in the APR or CAPER, there will be two new columns that ID how many people and households are counted for each project reported on the report export

HUD REPORTING CHANGES

APR/CAPER Changes – Q4a

- Issue: HUD is unable to identify **by project** how many people & households are served in ESG-CV report bundles and APRs with multiple subrecipients
- Solution: Add two columns to Q4a

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	Total Active Clients	Total Active Households
2																

- **APR/CAPER for Outreach:**
- A column will be added to show total count of enrollments along with the current count of just those with a date of engagement.

HUD REPORTING CHANGES

APR/CAPER Changes – Q5a

- Issue: The universe on Q5 and Q6 series of questions are limited to only reporting data quality on outreach participants with a date of engagement. This is limiting Street Outreach projects' ability to compare total persons served to totals in Q5a Report Validations table.
- Solution: Add column to Q5a that includes all participants, including those with out a date of engagement.

	A	B	C
1	Category	Count of Clients for DQ	Count of Clients
2	Total number of persons served		
3	Number of adults (age 18 or over)		
4	Number of children (under age 18)		
5	Number of persons with unknown age		
6	Number of leavers		
7	Number of adult leavers		
8	Number of adult and head of household leavers		
9	Number of stayers		
10	Number of adult stayers		
11	Number of veterans		
12	Number of chronically homeless persons		
13	Number of youth under age 25		
14	Number of parenting youth under age 25 with children		
15	Number of adult heads of household		
16	Number of child and unknown-age heads of household		
17	Heads of households and adult stayers in the project 365 days or more		

HUD APR Changes

- **APR/CAPER Youth Data:**
- **Table Q27 will break out youth data into 3 new table – Q27 j,k and l**

HUD REPORTING CHANGES

APR Changes – Q27

- Issue: Need additional data about youth served for analysis of YHDP and CoC projects
- Solution: Add youth filter to these questions and add them as Q27j, 27k, 27l
  - Average and Median Length of Participation in Days
  - Length of time between project start date and housing move-in date
  - Length of time homeless prior to housing – Based on 3.917 Date Homelessness Started

PIT/HIC

- **Same process as last year for HMIS participating programs:**

- ES programs, the PIT App will rely on the client having a check in service on the night of PIT along with an open enrollment as of the night of PIT

- Street Outreach, the PIT App will rely on the Current Living Situation Assessment having a homeless setting as the location, dated the night of PIT and an open enrollment as of the night of PIT

- PSH and RRH, the PIT App will rely on the Head of Household having a move in date on or prior to the night of PIT and an open enrollment as of the night of PIT

- TLP and SH, the PIT App will rely only on an open enrollment as of the night of PIT

Change from 2021-2022 Count:

- ES Hotel/Motel Project, the App will rely on the Head of Household having a Hotel/Motel service dated on the night of PIT and an open enrollment as of the night of PIT

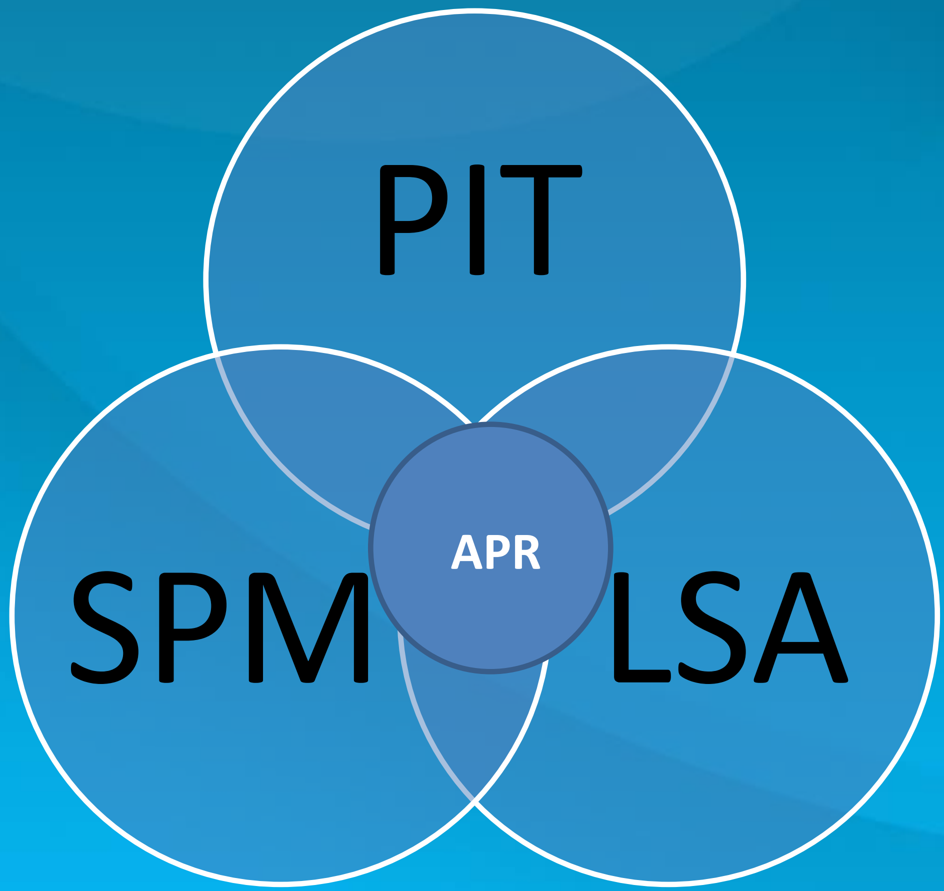
PIT/HIC

- Other features of the PIT App:
  - The PIT App will show the user not just the id's of those enrolled and those counted but will also show those who are enrolled and not counted to make it easier to find the missing records
  - The DQ report will continue to show overlapping enrollments. After the bed count info has been confirmed, users will be encouraged to begin refreshing their PIT data. This will help identify any overlapping enrollments that need to be addressed
  - The DQ report will also show duplicate clients who are being counted on the night of the count so we know which ID's to merge.

Report Cycle

The PIT count lays the foundation by establishing the Housing Inventory and a glimpse of occupancy vs. need as well some demographics

LSA establishes the utilization and bed coverage and evaluates data completeness



SPM evaluates how successful the community has been with addressing specific metrics

APR is the tool for the agency to maintain the data that feeds the community level reports

How To Submit A Ticket

A Note on Tickets: Any Staff person may submit a help desk ticket. The request is that users check with their HDC first. At that point either the HDC or the end user may submit the ticket.

HDC must submit tickets requesting deletions – case notes, enrollments, assessments

When submitting a Help Desk Ticket make sure to include:

General Client Issues:

- Client ID – most important
- Client Enrollment - which enrollment is being impacted by the issue
- User Login – if you have multiple logins, tell your user ID
- Role – tell us which role you are using

Report Issues:

- if this is a report issue; what is the exact name of the report as it appears in HMIS?
- What date range are you using
- Provide a few sample client ID’s where you are seeing the problem
- What Program are you running the report on

Open Mic

Questions

or

Comments?

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