

2016 ESG Program Implementation- HMIS



2016

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**Throughout the
2016-2017 ESG grant
year, you should be
knowledgeable
of and reference the
following
documents:**

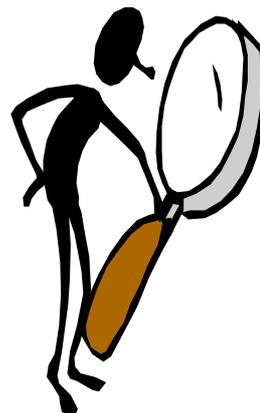


Exhibit D
DCA MINIMUM COMPASS ROSE / APRICOT REQUIREMENTS
Items are required for this project by DCA if marked with "X"

Grantee: _____ Project Type: Emergency Shelter
 Project Name: _____ Project Key: _____

Security Standards

1. Every computer used to access the COMPASS ROSE has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. Create/Update a Unique Project in HMIS
4. Establish at least one Agency Administrator for HMIS configuration and reporting
5. Establish Project Follow Up and Outcomes – 90 Days after Discharge
6. Establish Project Follow Up and Outcomes – 180 Days after Discharge
7. Create/Update Project Bed and Unit Inventory in HMIS

HMIS Data Collection

8. Capture Signed HMIS Authorization Forms for All Household Members served
9. Enter Universal Data Elements (Demographics) for ALL Household Members served
10. Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at project ENROLLMENT, DISCHARGE and MONTHLY during project enrollment
11. Capture Special Needs Information for All Household Members (including children & clients with no special needs) at project ENROLLMENT & DISCHARGE
12. Ensure All Household Members are enrolled into the appropriate project with the same enrollment date
13. Enter Service Transactions for services provided during project enrollment on the Head of Household
14. Enter Referral Service Transactions for referrals provided during project enrollment on the Head of Household
15. Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. Discharge All Household Members from the project

Housing Support Standards Data Collection

17. Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
 - At Intake
 - During Project Enrollment
 - At Discharge
19. Complete Project Follow Up and Outcomes – 90 Days after Discharge
20. Complete Project Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. Run the Project Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

Exhibit D

ESG HMIS

Data Requirements Checklist

(1 Page Document)

Data Cleaning and Reports Quick Reference Guide for COMPASS ROSE Corrections

DATA CLEANING REPORTS

HUD APR
 This report should be run to run monthly, as well as prior to submitting a reimbursement request. It will assist you in identifying any areas of concern (i.e. Missing or Don't Know/Refused data elements).

- From the Reports Menu: Click Statistical
- Categories: HUD APR Format
- Report: HUD APR Part I (Do Not Filter)
- Filter: No
- Enter you begin and end dates and select your project
- Click Run

Project Enrollment & Discharge Export
 In conjunction with the HUD APR, you should run the "Program Enrollment and Discharge" Export to identify the client records that are causing the problems. Both reports should be run for the same time periods.

- From Reports Menu: Click Data Export
- Categories: Project Information
- Report: PED - Project Enrollment & Discharge
- Enter the begin and end dates
- Click Run

***With this report, it includes all client records that were enrolled and/or discharged from any project within your agency during the time period you entered. If you have more than one project, you may want to Sort or Filter the report by the project name.*

MISSING AND DON'T KNOW/REFUSED RESPONSES SECTION

General Information Page (The following fields should be corrected on the client's General Information page.)

• First Name	• Date of Birth	• Gender
• Last Name	• Race	• Veteran Status
• Social Security Number	• Ethnicity	

Projects Page (The following fields should be corrected on the client's Projects page.)
*** Identify the Correct Project, Click the "Edit" Icon, Make corrections and Click "Save" ***

• Disabling Condition	• Housing Status (at entry)
• Residence Prior to Prog. Entry	• Destination
• Zip Code of Last Permanent Address	

Projects Page (The following Income fields should be corrected using the Finance Wizard "HERE" hyperlink)
*** Complete the Entire Finance Wizard by making corrections and Clicking "Next" to save the information ***

• Income (at entry)	• Non-Cash Benefits (at entry)
• Income (at exit)	• Non-Cash Benefits (at exit)

**** Verified Dates for Income & Non-Cash Benefits need to match the Project Enrollment & Project Discharge Dates ****

Projects Page (The following Special Needs fields should be corrected using the Special Needs "HERE" hyperlink)
*** There should be a response for EVERY field, including secondary questions. Click "Save" at the bottom of the page ***

• Physical Disability (at entry)	• Chronic Health Cond (at exit)	• Substance Abuse (at entry)
• Physical Disability (at exit)	• HIV/AIDS (at entry)	• Substance Abuse (at exit)
• Dev Disability (at entry)	• HIV/AIDS (at exit)	• Domestic Violence (at entry)
• Dev Disability (at exit)	• Mental Health (at entry)	• Domestic Violence (at exit)
• Chronic Health Cond (at entry)	• Mental Health (at exit)	

For any questions related to ESG HMIS grant requirements, please refer to the Exhibit D in your contract, as well as the HMIS policy and data requirements documents on the DCA ESG Grantees Only webpage (link below).

<http://www.dca.state.ga.us/housing/specialneeds/program/ESGGranteesOnly.asp>

Data Cleaning

and Reports

Quick Reference Guide – COMPASS ROSE

(1 Page Document)

Barriers to Housing Stability Assessment

Client Name: _____
Date of Assessment: ____/____/____

Agency: _____
Staff Completing Assessment: _____

TENANT BARRIERS

Rental History
 Have you ever had a lease for an apartment or home in your name?
 Yes No Not assessed

Have you had utilities in your name?
 Yes No Not assessed

How many times have you been evicted from housing?
 0 1 2-3 4-9 10 or more

Would a prior landlord(s) give you a bad reference?
 Yes No Not assessed

Credit History
 Do you have unpaid rent or utility bills in your name?
 Yes No Unknown

Do you have a credit history?
 Yes No Unknown

Do you have poor credit?
 Yes No Unknown

Criminal History
 Have you ever been convicted of one or more misdemeanors?
 Yes No Unknown

Have you ever been convicted of a felony?
 Yes No Unknown

If yes, did the felony involve drugs, weapons, or a sex crime?
 Yes No Unknown

Are you currently on probation?
 Yes No

If yes, what is the date your probation expires? ____/____/____

SUMMARY OF IMPACT OF TENANT BARRIERS ON HOUSING
 No Effect Minimal Effect Moderate Effect Major Effect Unsure

DCA
8/28/2013

DCA Barriers to Housing Stability Assessment

- Should be completed for **Head of Household Only**
- Document is available for download on the DCA ESG “For Grantees Only” page

Things You Need to Know

■ **HOUSEHOLD INTAKE AND DOCUMENTATION**

TABLE (DCA Housing Support Standards)

Household Intake & Project Enrollment into HMIS	Within One Week After Intake
Barriers to Housing Stability Assessment	Within One Week After Intake
Set Housing Stability Goals	Within One Week After Intake
Update Household Goals	Twice a Month
Update Household Current Status	<ul style="list-style-type: none"> Intake As Necessary Discharge 90 After BHSA (ES and Services) 90 and 180 Days After Discharge (TH, RRH & PREV)
Household Discharge	Within One Week After Discharge

Things You Need to Know

- ESG Project(s)
 - For RRH & PREV projects that were DCA ESG-funded for the 2015-2016 program year, continue to use that project for 2016-2017.
 - DO NOT CREATE a New 2016-2017 project!**
- Project Enrollment & Discharge for **Entire Household**
- Income and Benefits for the **Head of Household at Project Enrollment & Discharge**
- Project Discharge Follow Ups (*see Exhibit D*)
- Special Needs for the **Entire Household at Program Enrollment & Discharge**
- Record Household Services & Referrals in HMIS!

2014 HUD DATA STANDARDS

The HUD Data Standards were released and all HMIS and HMIS comparable databases (for family violence providers) were required to be updated with this information by October 1, 2014.

Some examples of additional required information:

- *Programs will be identified as **Projects***
- *Identify **Client Relationship to Head of Household***
- ***Length of Time on the Street** (for ES and Safe Haven)*
- ***Client Health Insurance***
- ***Residential Move In Date** (RRH)*
- ***Housing Assessment at Exit** (PREV)*

HUD Performance Measures

- Measure 1: Length of Time Persons Remain Homeless
 - Based upon how long someone is enrolled in homeless projects before securing Permanent Housing
 - This number can be improved by ensuring clients are being enrolled in projects in a timely manner and discharged when services have completed/ended
 - Create an agency plan to Minimize the number of Missing/Unknown Destinations
- Measure 2a: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6 months, 6 months to a year and 1 year to 2 years
 - Based upon the number of clients exited from homeless projects to Permanent Housing Destinations that return to homelessness, i.e. enrolled into a homeless project within 2 years
 - Creating a Client Exit Plan with the client and Project Exit Follow Up could potentially improve client recidivism
- Measure 3: Number of Homeless Persons
 - Reporting the number of clients reflected on the CoC's Point in Time Count and the number of homeless clients in HMIS

HUD Performance Measures

- Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects
 - Based upon an increase in the percent of adults who **gain or increase** employment or non-employment cash income over time
 - This percentage can be improved by capturing income changes at project enrollment, while a client is enrolled in the project and at project exit VERSUS only capturing at project enrollment and discharge
 - Measure 5: Number of Persons who Become Homeless for the First Time
 - Reduction in the number of persons who become homeless for the first time
 - Ensure that ALL Clients meet the HUD requirement of Homeless
- SLEEPING ON A FRIEND'S COUCH IS NOT HOMELESS!!!**
- Measure 6: Homelessness Prevention and Housing Placement of Persons Defined by Category 3 of HUD's Homeless Definition in CoC Program-funded Projects

HUD Performance Measures

- Measure 7a: Successful Placement from Street Outreach
- Measure 7b: Successful Placement in or Retention of Permanent Housing
 - Increase in the percent of persons who exit to an ES, SH, TH, or permanent housing destination
 - This measure can be improved by improving client referrals and community partnership
 - Ensuring that client referrals, services and project enrollments and discharges are being captured on HMIS



Your agency's efforts this year are not just reflective of your staff's hard work, but of the hard work and resourcefulness of your CoC and the State of Georgia.

COMPASS ROSE Online Training Information

- Please visit www.pathwaystraining.org for:
 - COMPASS ROSE New User and Confidentiality trainings
 - Online Tutorials
 - COMPASS ROSE Manuals

COMPASS ROSE Online Training

Online Trainings

Guides & Manuals

Tutorials

Welcome to the COMPASS ROSE Online Training site.
Here you can access available online trainings any time at your convenience.
You can also find all training materials, guides and documents for users and admins,
and video tutorials helpful to the use of the *COMPASS ROSE* system.

1. For *ONLINE TRAININGS* (New User, C&B, Admin, Reports, Data Quality), click the Online Training button above to select the appropriate training you wish to take.
2. Guides, Manuals, and useful Documents can be accessed through the Guides & Manuals button.
3. The Tutorial button will guide you to available training videos, as well as direct you to the Youtube and Vimeo training channels

Open Discussion / Questions

DCA ESG Staff Contact Information

April Lockett, Pathways Community Network Institute

- HMIS Data Quality and Training for DCA ESG and CoC (SHP & S+C) grantees
april.lockett@pcni.org

Michael Thomas, Georgia Department of Community Affairs

- Program design and implementation for DCA ESG grantees only
michael.thomas@dca.ga.gov 404.679.5293

For HMIS technical assistance, please contact:

- COMPASS ROSE – Pathways Community Network Institute Support Team at support@pcni.org OR 404.639.9933
- Apricot – Kristy Carter (CJCC) at kristy.carter@cjcc.ga.gov OR 404.657.2061

