

2015 ESG Program Implementation- HMIS



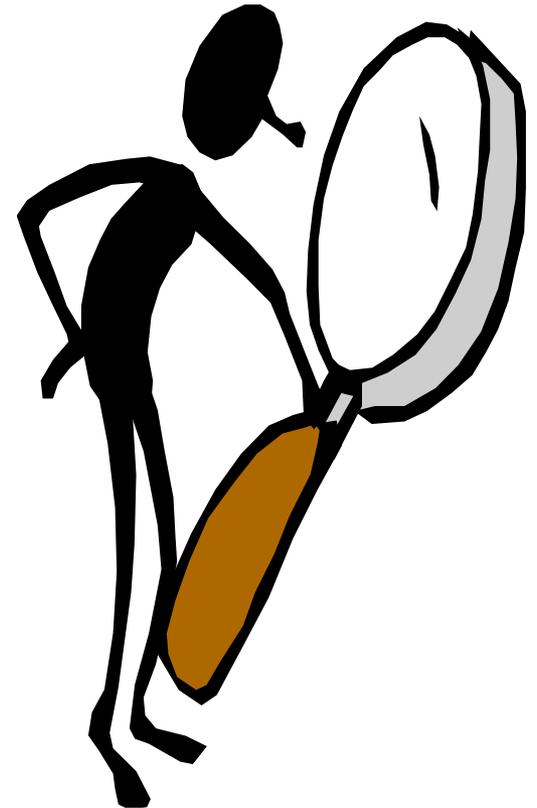
2015

April Lockett – Senior Data Quality Analyst (PCNI)

HMIS Technical Assistance

- Project Type-Specific Webinars
- Onsite Agency Visits
 - ✓ Newly Funded Agencies & Projects
- Community Training Sessions hosted by agencies
- Periodic Data Checks for data quality and data completeness

**Throughout the
2015-2016 ESG grant
year, you should be
knowledgeable
of and reference the
following
documents:**



EMERGENCY SOLUTIONS GRANT (ESG)

DCA HMIS Policy 2015-2016

Notwithstanding the HUD mandate for HMIS, the purpose of Georgia's collaborative HMIS project is to:

- Assist homeless persons to navigate the continuum of care
- Assist homeless service agencies with information allowing them to better serve consumers, and
- Assist homeless agencies, local, state and Federal entities with information on numbers of homeless persons, reasons for homelessness, services required, services received, gaps in services, etc.

**It is anticipated that HUD will issue new HMIS data and reporting standards during this grant year. At that time DCA will revise policies and procedures to become compliant with those changes. ESG sub-grantees are expected to comply with new standards and requirements within the timeframe established by DCA.

Participation Requirements

1. All DCA-funded ESG agencies must actively participate in HMIS by meeting the Implementation Requirements defined herein and in more detail in the Standard Operating Procedures Manual available at www.dca.ga.gov.
2. Sub-grantees must establish a unique project in HMIS for each DCA-funded ESG PROJECT TYPE, i.e. emergency shelter, prevention, rapid re-housing, etc. From year to year, agencies will need to retain the same project on HMIS, if they continue to receive funding for that project. For COMPASS ROSE users, all new projects will be created by Pathways Community Network Institute Technical Assistance staff, in accordance with your DCA ESG contract.
3. Emergency Shelter and Transitional Housing projects must also establish a housing inventory in HMIS for each project and keep this information updated and accurate. If a shelter or transitional housing project is a scattered site project with beds across multiple Continua, separate HMIS projects must be created for the beds in each Continuum.
4. All agencies must have at least one user designated as the Agency Administrator of HMIS and it is encouraged that you have more than one user on the system. In addition to recording data and agency configuration on HMIS, this user should be able to ensure data completion and data quality.
5. Authorization for HMIS should be attempted for 100% of persons who are "homeless" or at-risk of homelessness. Identical information must be kept in the hard copy file for consumers who refuse HMIS authorization.
6. Short term services-only projects are expected to enroll consumers into a project within HMIS. Services and referrals should also be entered into HMIS.
7. All housing projects are required to enroll consumers into the appropriate HMIS project within one week of project enrollment. Consumers must also be discharged from the appropriate HMIS project within one week of their actual discharge. Date of enrollment and discharge within the HMIS system should reflect the actual dates of project enrollment and project discharge. Agencies must enroll ALL family members into relevant projects (including children).
8. Efforts should be made to document all key service transactions provided to consumers.
9. If the sub-grantee is not able to serve a particular consumer, the sub-grantee must make every effort to record universal data elements for the household in HMIS and to make an appropriate referral to service providers based on the needs of the individual/family.
10. In the event of conflict between federal, state and local government and/or local Continuum of Care HMIS policy, the higher standard must be met.

DCA ESG HMIS Policy (2 Page Document)

EMERGENCY SOLUTIONS GRANT (ESG)

DCA HMIS Data Requirements 2015-2016

SET UP REQUIREMENTS

1. Ensure correct agency name is in HMIS. Work with Pathways staff to ensure that agency name on ESG application matches agency name in HMIS. Some agencies may need to provide DCA staff with explanation.
2. All agencies must have at least one user designated as the Agency Administrator of HMIS and it is encouraged that you have more than one user on the system. In addition to recording data and agency configuration on HMIS, this user should be able to ensure data completion and data quality.
3. Participate in trainings or utilize online tutorials offered by Pathways Community Network Institute as relevant (confidentiality, agency administration, data cleaning, etc.)
4. Establish unique project in HMIS.
5. Establish bed and unit inventory in HMIS (shelter and transitional housing projects only).
6. Establish project discharge follow-ups per contract obligations (90 and/or 180 days).

4a Establish Unique Project in HMIS according to Project type**

Project name- should be the same project name included in ESG application. If establishing a new project in HMIS, please use the following naming convention based on project type:

"DCA-ESG (ES, TH, RRH, OR, Prev., Services) Project"

Project type

Primary site

Expected length of stay

Target population A

Target population B (can be listed as N/A)

5a Establish Bed and Unit Inventory in HMIS (ES, TH only)***

Number of households with children and without children

Bed type

Availability of housing/beds

DATA REQUIREMENTS

A. Universal Data Elements - Required for all individuals in all project types

Name

Social Security Number

Date of Birth

Race

Ethnicity

Gender

Veteran Status

Disabling Condition

Zip Code of Last Permanent Address

Housing Status

Project Entry Date

Project Exit Date

DCA ESG HMIS Data Requirements (2 Page Document)

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)

Required HMIS Set Up

- ESG Project(s)
 - For RRH & PREV projects that were DCA ESG-funded for the 2014-2015 program year, continue to use that project for 2015-2016.
DO NOT CREATE a New 2015-2016 project!
- Bed & Unit Inventory for ES and TH projects (if applicable)
- Project Discharge Follow Ups & Outcomes (if applicable)
- Preferred Services based upon project & contract

Please read ALL policy and requirements documents for guidance!!!

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

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 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 cont.



- 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)*

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
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Whittney Mitchell, Georgia Department of Community Affairs

- Program design and implementation for DCA ESG grantees only
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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



Open Discussion / Questions



Thank you!