



Welcome!

HMIS Working Group

December 7, 2021



Introductions

Agenda Items

- Announcements (P&D updates, training, bugs, etc.)
- Sharing Review & Discussion
- Care Team Feature
- More about the LSA
- Data Quality Reminders
- Introduction to Stella
- Other Reminders



Announcements




Announcements/Updates

- P&D Updates
 - NOFA
 - Open positions
 - CE & EHV
- Training Updates
 - Working with Incoming Referrals (Housing Providers)
 - Next beginner training is January 12
 - Upcoming: Reporting and Analysis Training
- Update on Rehousing Data Collective (DHCD Warehouse)



Software Bugs

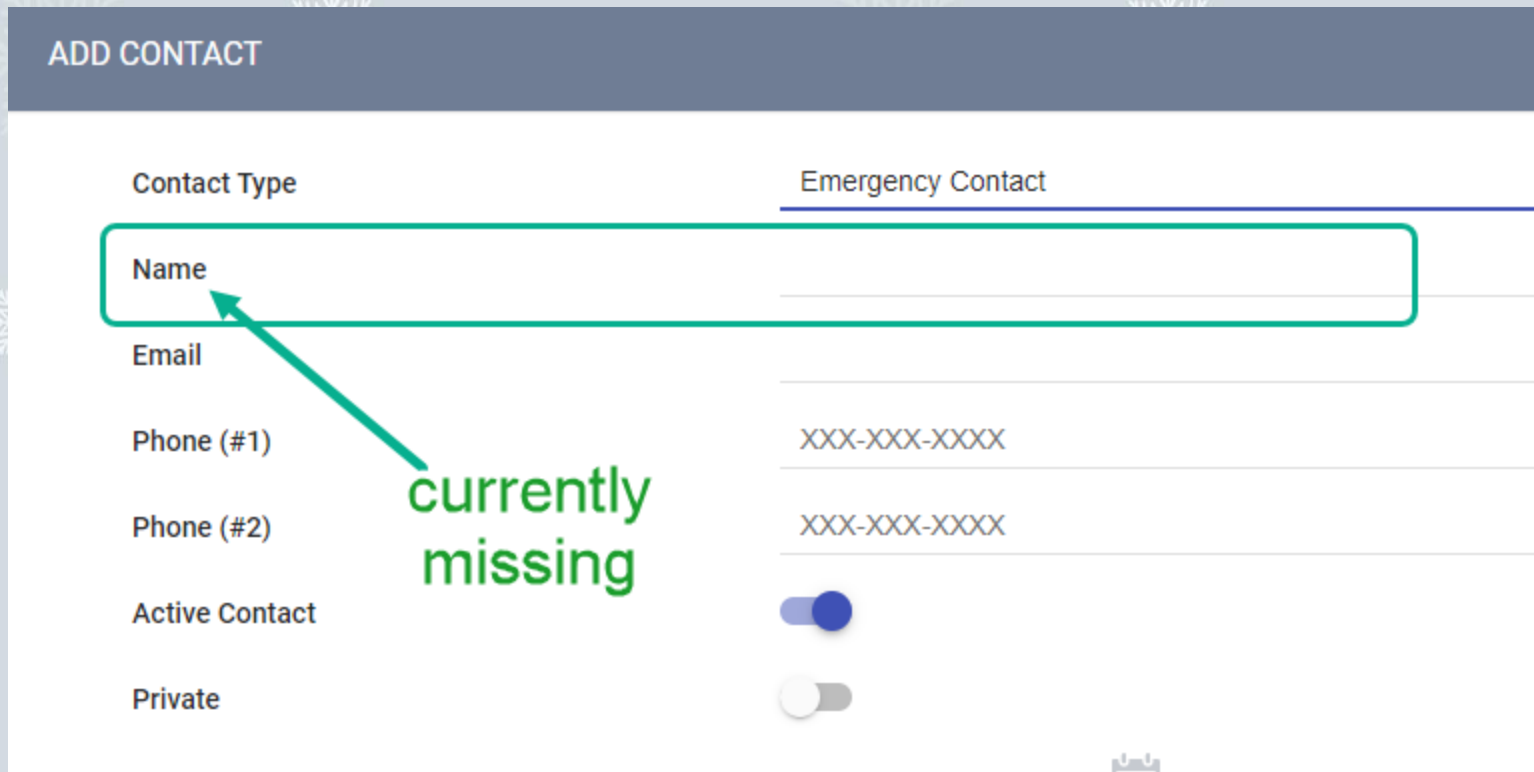
Enrollment Page

Project Start Date	07/29/2021	
Relationship to Head of Household	Self (head of household)	▼
Client Location	MA-509	▼
COMPLETE DATE OF ENGAGEMENT WHEN CLIENT HAS BEEN ENGAGED		
Date of Engagement	07/29/2021	
PRIOR LIVING SITUATION		
Type of Residence	Emergency shelter, including hotel or motel paid for with emergency shelter	▼
Length of Stay in Prior Living Situation	One month or more, but less than 90 days	▼
Approximate Date Homelessness Started	06/15/2021	
Number of times on the streets, in ES, or Safe Haven in the past three years	Four or more times	▼
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	More than 12 Months	▼
DISABLING CONDITIONS AND BARRIERS		
Disabling Condition	Yes	▼
Physical Disability	Yes	▼
	Long Term Yes	▼
Developmental Disability	No	▼
Chronic Health Condition	No	▼

<https://manage.clientsync.com/client/63934/contact>

Contact Screen

- Name Field is currently missing
 - Reported on 12/2/21 to vendor



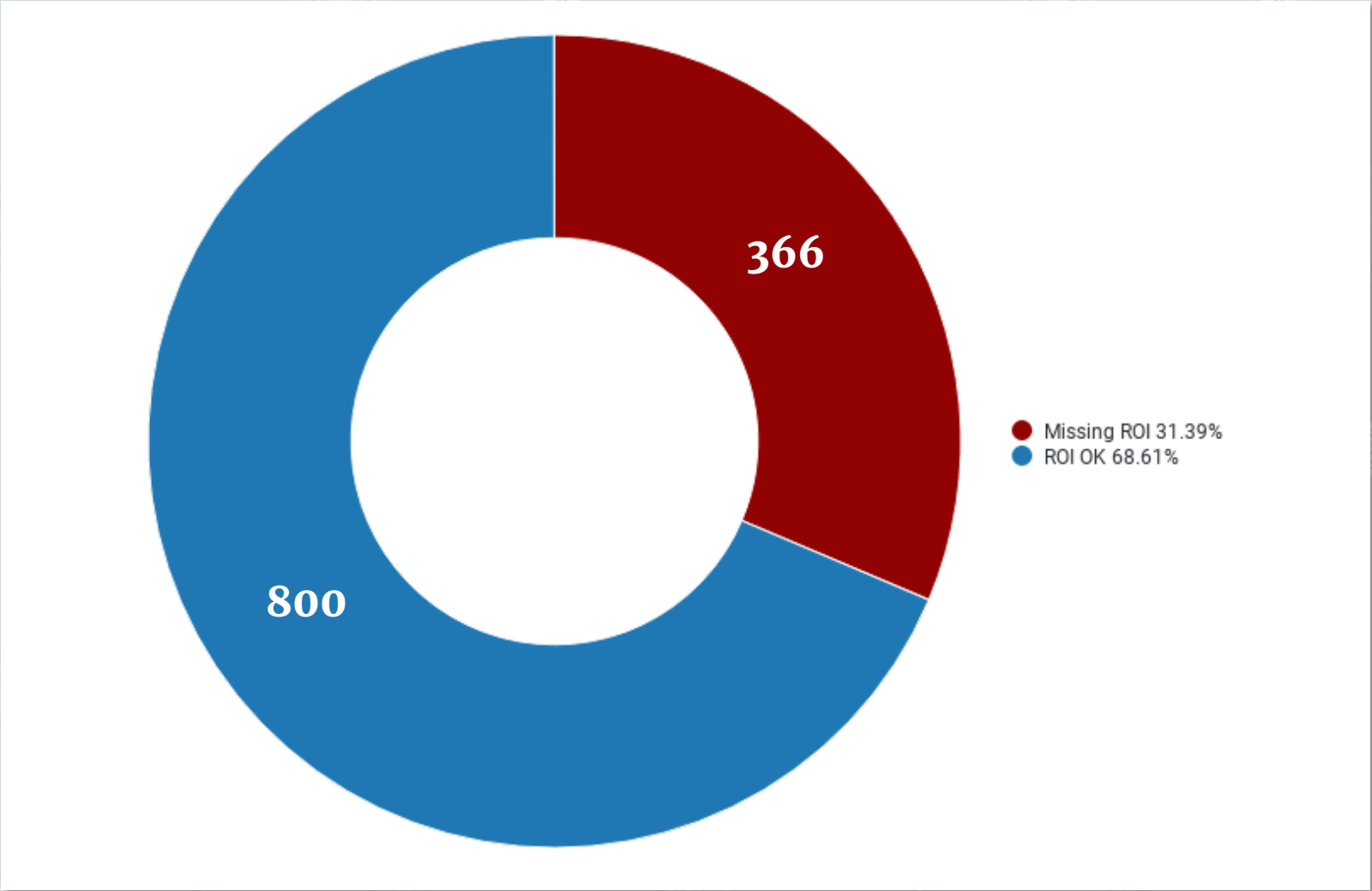
The screenshot shows a form titled "ADD CONTACT" with a dark blue header. The form is divided into two columns. The left column contains labels for "Contact Type", "Name", "Email", "Phone (#1)", "Phone (#2)", "Active Contact", and "Private". The right column contains the value "Emergency Contact" and three input fields with placeholder text "XXX-XXX-XXXX". A green box highlights the "Name" field, and a green arrow points to it from the text "currently missing".

Contact Type	Emergency Contact
Name	
Email	
Phone (#1)	XXX-XXX-XXXX
Phone (#2)	XXX-XXX-XXXX
Active Contact	<input checked="" type="checkbox"/>
Private	<input type="checkbox"/>

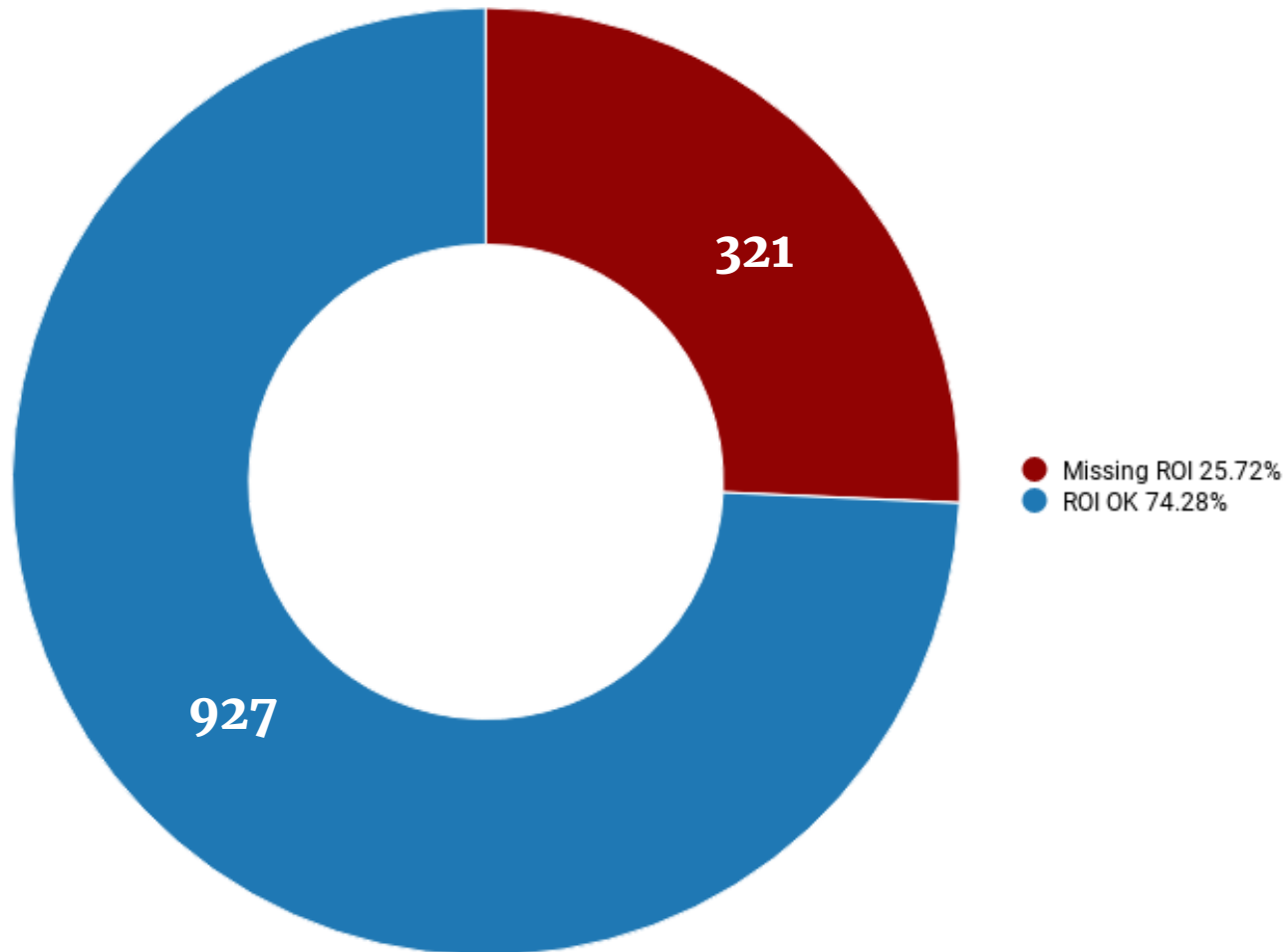


Update on ROIs

ROI Status at September's Working Group Meeting



Current ROI Status Systemwide





Upcoming Reports

PIT and HIC

The 2022 Point in Time Count (PIT) will take place on
January 26, 2022

- ▶ The PIT includes all persons staying in Emergency Shelter as well as those sleeping outside
 - ▶ The Housing Inventory Count (HIC) coincides with the PIT
 - ▶ A report on all housing (ES, TH, RRH, PSH) in the Cambridge CoC
 - ▶ Includes PIT count in order to calculate occupancy rates on that night
 - ▶ Accurate counts of available beds and # of persons occupying those beds is important
 - ▶ Final report due to HUD in March
-

HUD Reporting Timelines

- ▶ Reporting Period is 10/1/20 to 9/30/21
 - ▶ LSA Submission Schedule
 - ▶ 12/13 – 2/15/2022 – P&D will be uploading data sets, reviewing error flags, resolving errors with data liaison
 - ▶ During this timeframe we will connect with you to confirm and/or correct data issues
 - ▶ System Performance Measures (SPM)
 - ▶ Due on 2/28/22
 - ▶ Data set is the same as LSA except this data set includes Street Outreach data
-



**Sharing...
about sharing**

Sharing Settings

CHMIS DEFAULT GROUP

Name

CHMIS Default Group

(most agencies)

Clients Created

Full Shared



Service/Programs/Assessments Placed

Basic Shared



previously only CCAN shared at this level

Notes

Files

Full Shared



document readiness



Location Includes Contact tab

Full Shared



means to connect with client

SAVE CHANGES

CANCEL

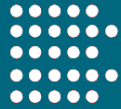
Discussion

- Clarification about “Basic Sharing” with a training site example
- Has this new information been helpful to you or your colleagues?
- Questions/feedback?

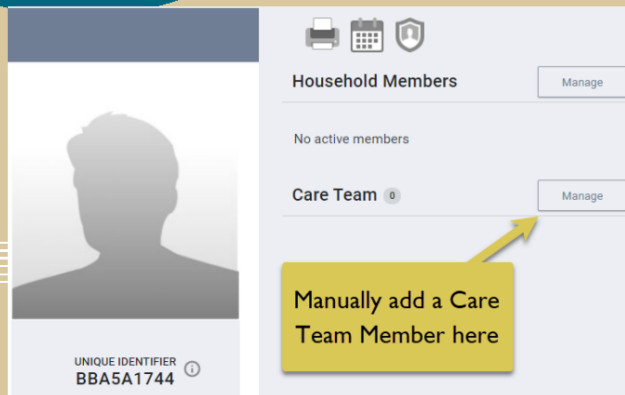


**Caring about...
the Care Team
Feature**

Care Team Feature – now in use

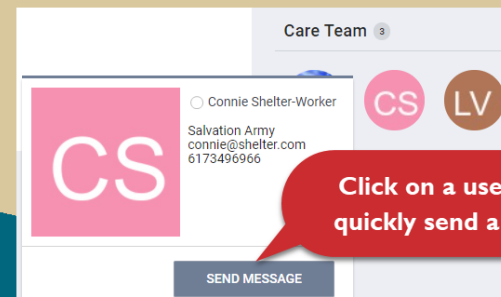
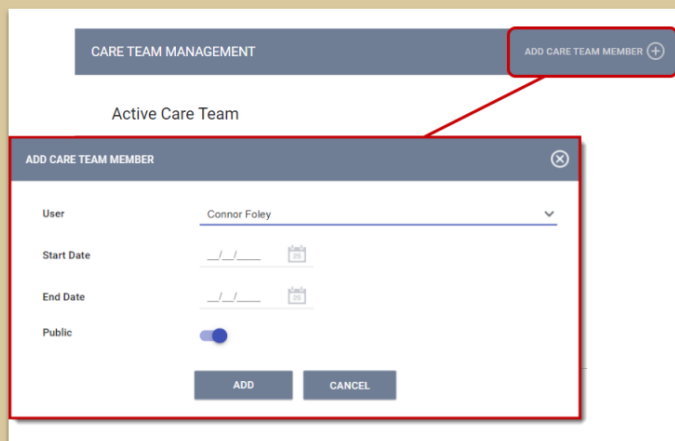


Using a Client's Care Team in Clarity



The Care Team feature allows for coordination and easy communication between case managers from different agencies who are working with the same client. Users are automatically added to a client's Care Team after enrolling the client and will be visible to staff from other agencies.

If multiple staff members from a single project are working with a client, you can add additional Care Team Members manually by clicking on "Manage" in the Care Team box and then clicking on "Add Care Team Member".





The LSA

Longitudinal Systems Analysis (LSA)

“A critical aspect of the McKinney-Vento Homeless Assistance Act, as amended, is a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community.”

More about the LSA

- ▶ HMIS generated system report designed to show CoCs how persons experiencing homelessness use their system of care
 - ▶ It is the report that informs the [AHAR](#)
 - ▶ Covers Federal Fiscal Year 10/1/20 – 9/30/21, but also includes historic data prior to that year (as early as 2018)
 - ▶ Includes project types: ES, SH, TH, RRH and PSH
 - ▶ Generates data on demographics, length of time homeless, housing outcomes, special populations including veterans and CH persons
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How can you/your agency prepare?

- ▶ We will likely reach out to you to verify or correct data about your program and/or clients.
 - ▶ Agency Admins should review your data by 12/17/21
 - ▶ Please run applicable reports (below) using **10/1/20 – 9/30/21** report date range
 - ▶ Run the [\[HDX-225\] HMIS Data Quality Report](#) – *see what's missing*
 - ▶ Run the [\[GNRL-106\] Program Roster Report](#) – *HH members not grouped? Missing Housing Move-in Dates for clients who are housed?*
 - ▶ Run the [\[GNRL-220\] Program Details Report](#) – *Shows all data entry*
 - ▶ Run the [\[EXT-101\] Potential Exits Report](#) – *shows enrolled clients whose records have not had activity based on a cutoff date of your choice. Esp. good for NBN shelters.*
-

Most important DQ Issues

- ▶ HoH and DOB – records must have a DOB in order to be classified in a Household
 - ▶ Duplicate or otherwise erroneous enrollments (ask Marianne to delete)
 - ▶ Enrollments in night-by-night shelters that do not have bed stay on start date
 - ▶ Missing data
-

Timeliness

- ▶ Most missing data lives somewhere on paper and just hasn't been recorded yet.
 - ▶ This impacts:
 - ▶ CCAN assessors, housing navigators, and other staff who are looking at the full picture of clients' homeless history – past and present.
 - ▶ Reporting – the HUD reports we've been talking about and also P&D's reports to determine prioritization for housing opportunities within CCAN
 - ▶ Any other agency staff person working with the client and the client – if they don't see an ROI, they'll go through the consent process with them a second time.
-

LSA Data in Stella P

- Dynamic data visualizations to show how households move through the homeless system
- Entirely taken from LSA dataset
- Reporting period is HUD's FY (October 1 to September 30)
- The numbers include everyone served in ES, TH, RRH or PSH projects during the report period, even households that were continuously enrolled in RRH and PSH projects and did not experience any days homeless during the period.
- Does not include Street Outreach or Supportive Services Only project data
- We will have FY21 (10/1/20–9/31/21) data available in Stella mid-January
- It is possible to use Stella to analyze smaller datasets, e.g., by agency
- The dataset we are showing today is from FY20



Reminders

Reminders

All Cambridge HMIS users will need to complete a Privacy and Security refresher training in 2022

When staff with Clarity accounts leave your agency, please notify us ASAP so we can disable their user account/license

If you find a duplicate record, please email Marianne Colangelo with the unique IDs or send message via Clarity with name/s

Please do not make any changes to the project descriptor pages of Clarity (under “Manage program”)

Thank you!



See you in March!

