

HMIS Newsletter

Homeless Alliance of WNY • September 2020

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower right portion of the page.

ESG CV Funds

New Projects

- If your agency has never used HMIS before, you will need to complete the HMIS onboarding process.
- If your agency uses HMIS and...
 - Received funds for a new project that you did not previously have in HMIS, you need a new HMIS Project
 - Received funds for a RRH or Prevention, you need a new HMIS project
 - Received funds for an existing HMIS Outreach project or HMIS Shelter project, you do not need to take any action

Action Needed

- Contact Nate to make sure your CV projects are set up in HMIS!

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Coordinated Entry

New Questions

- HUD has new questions for Coordinated Entry!
 - Current Living Situation
 - Coordinated Entry Event
 - Coordinated Entry Assessment

New HMIS Workflow

- These new questions will be collected in your typical HMIS workflow at Entry Date, Update Dates, and Exit dates.
- They are designed to be answered and updated multiple times per client
- See Coordinated Entry presentation on our website under HMIS Documents.

HMIS Occurrence Point Review

What are HMIS Occurrence Points?

Occurrence Points are when you enter information into HMIS in the Entry/Exit tab.

There are 3 Occurrence Points in HMIS.

1. Start Date
2. Interim Review/Update/Annual Assessment
3. Exit Date

Each Occurrence Point corresponds with the date/time that you are entering information for a client. Some information may only need to be collected once at a certain point. For example Demographic Information is only collected at the Start Date. Other information may need to be updated multiple times over multiple dates. For example, Client Income is collected at the Start Date and then can be updated in the Interim Review or Exit Date if that information changes. The Move-in Date is another piece of information collected at the Interim Review.

These new Coordinated Entry questions are designed to be collected at whatever date is necessary using these Occurrence Points.

Q. 1 Current Living Situation

Q. What does this question do?

- A. It records where a client is currently staying when CE data is entered.

Q. When do I need to use/answer this question?

- A. Anytime any of the following occurs:
 1. A Coordinated Entry Assessment (VISPDAT) or Coordinated Entry Event is recorded; or
 2. The client's living situation changes; or
 3. Project Start Date

This question is designed to be answered at Start Dates and Interim Reviews

Data Entry Example:

A client enters Shelter X on June 1st and takes a VISPDAT on June 7th. This question should be answered by the shelter staff on June 1st (Shelter Start Date) and then again on June 7th (VISPDAT Date using the Interim Review).

If the CE team gives the VISPDAT instead of the shelter staff, then the CE Team will enter the client into their CE project and answer this question under the CE project.

That client then gets a referral event to a RRH Project on June 15th who accepts them into the project June 20th. The RRH staff then moves the client into housing on July 1st. This question should be updated on June 15th by the CE staff (Referral Event), on June 20th by the RRH staff (RRH Start Date), and then again on July 1st by the RRH staff (RRH Move in Date).

Q. 2 Event

Q. What does this question do?

- A. It captures CE referral and placement events that include, but are not limited to, taking a VISPDAT, referrals to prevention, and referrals to housing projects within HMIS.

Q. When do I need to answer/use this question?

- A. Anytime a referral or placement takes place or a VISPDAT is taken. This question uses start and end dates to capture how long it takes to accept referrals. This question is designed to be answered at Start Dates and Interim Reviews.

Data Entry Example:

A client enters Shelter X on June 1st and takes a VISPDAT on June 7th. This question should be used by the shelter staff on June 7th (VISPDAT Date using the Interim Review)

If the CE team gives the VISPDAT instead of the shelter staff, then the CE Team will enter the client into their CE project and answer this question under the CE project.

That client then gets a referral event to a RRH Project on June 15th and the RRH staff accepts the client into their project on June 20th. This question should be entered on June 15th by the CE staff (Referral Event) that includes which RRH project the referral has been made to with no end date. The RRH staff would then add an end date and result of the referral on June 20th (Start Date).

Q. 3 Assessment

Q. What does this question do?

- A. It records the VISPDAT score, location, and date.

Q. When do I need to use/answer this question?

- A. Whenever a VISPDAT is given to a client.

Data Entry Example:

A client enters Shelter X on June 1st and takes a VISPDAT on June 7th. This question should be answered by the shelter staff on June 7th (VISPDAT Date using the Interim Review)

If the CE team gives the VISPDAT instead of the shelter staff, then the CE Team will enter the client into their CE project and answer this question under the CE project.

Example Timeline of Events Summary

June 1	June 7	June 15	June 20	July 1
<p>Shelter Start Date</p> <p>Shelter Staff adds Current Living Situation at their normal <u>Start Date</u></p>	<p>VISPDAT</p> <p>Shelter staff adds VI Referral Event, VI score Assessment, and new Current Living Situation in <u>Interim Review</u> OR;</p> <p>CE Staff adds VI Referral Event, VI Score, and Current Living Situation in CE project at the appropriate <u>Occurrence Point</u></p>	<p>RRH Referral</p> <p>CE staff adds Referral Event to RRH with no end date and the name of the RRH project at the appropriate HMIS <u>Occurrence Point</u></p>	<p>RRH Start Date</p> <p>If Referral is accepted, the RRH Staff “updates” the RRH Referral Event with referral result and date of acceptance on the RRH <u>Start Date</u></p>	<p>RRH Move-in Date</p> <p>RRH staff adds normal Move-in Date and adds new Current Living Situation at <u>Interim Review</u></p>

Occurrence Points And CE Questions

Current Living Situation

Add at:

- **Start Date**
- **Interim Review**

Remember to add a Current Living Situation anytime a client's living situation changes or a CE event is added

Event

Add at:

- **Interim Review**

An event can be the VISPDAT or a Referral. Remember that events can be updated with start and end dates over time to show how long it takes for a referral to get accepted

Assessment

Add at:

- **Interim Review**

Remember to add the full VISPDAT in the Assessment tab as well