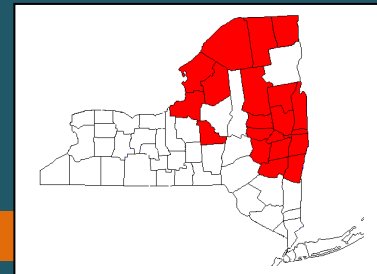


Regional HMIS

CARES Inc, * 85 Watervliet Ave, Albany NY 12206 * (518) 489-4130 * caresny.org
System Administrator: Allyson Thiessen



Homeless Management Information System

NYS Regional HMIS – serving the counties of Albany, Clinton, Columbia, Franklin, Fulton, Greene, Hamilton, Jefferson, Lewis, Madison, Montgomery, Oswego, Rensselaer, Saratoga, Schenectady, Schoharie, St. Lawrence, Warren, and Washington

Quarter 4, 2010

A Brief History of the HMIS:

In 2001, Congress issued a directive to HUD to provide data and analysis on the extent and nature of homelessness and the effectiveness of the McKinney-Vento Act programs. HUD responded to the directive with the development of the HMIS Data and Technical Standards (HMIS Standards) and standard methods for conducting one night counts (Point in Time).

HUD requires all McKinney-Vento funded providers⁽¹⁾ to participate in the HMIS to be eligible for funding. Each year, HUD has increased the scoring in the NOFA process for HMIS implementation progress.

HUD develops and publishes the Annual Homeless Assessment Report (AHAR), based on the Data Elements in the HMIS and information from the Housing Inventory Chart, which provides aggregate data from communities to HUD. Along with data from CoC applications, this report provides data for HUD and Congress to make programmatic and funding decisions for homeless programs.

Congress has frequently emphasized its 2007 directive to HUD, to ensure full HMIS participation by all CoCs and to tie participation in HMIS and the AHAR to Continuum of Care funding. Communities are now voluntarily providing data for the AHAR report and are implementing advanced uses of technology (data warehousing, handheld devices, and GIS) and analytical processes (self-sufficiency, impacts of program models on client outcomes, effectiveness of 10 year plans, and advocacy) to support their efforts.

Eventually, CoC participation in the AHAR will become mandatory. Successive changes in the scoring of CoC applications have signaled the importance of a fully functional HMIS and a shift toward evidence-based funding.

(1) Except programs prohibited by law, such as Domestic Violence Service providers

HMIS Updates

Continuum of Care Programs

All applications for programs seeking Continuum of Care funding were successfully submitted prior to the November 18th deadline for the 2010 Continuum of Care grant cycle.

Notable changes in the 2010 NOFA over that of 2009:

- Increased emphasis on collaboration between homeless service providers and other systems, including schools and veterans' services
- Expansion of the definition of a Chronically Homeless Person to include families with at least one adult member who has a disabling condition

Last year, all CoCs in the Regional HMIS scored above average on the Homeless Needs and Data Collection section of the CoC grant application, which is worth 26% of a CoC's total score. We hope to continue this great record!

One of the many criteria in this section is completeness of data – see page two for our list of those programs who had exceptional data quality and record completeness.

Homeless Prevention and Rapid Re-housing Programs

The deadline for the Annual Performance Report (APR) for agencies receiving funding through the Homeless Prevention and Rapid Re-housing Program has been extended due to a delay in HUD's release of a tool to generate that report. The deadline for **NYS sub-grantees** is now **December 30, 2010**, and the closing date for **direct grantees** is **January 19, 2011**. Our vendor, Foothold Technology, is working to integrate the tool with our existing HMIS settings to allow streamlined data reporting for the HMIS portion of your program's HPRP APR.

Once Foothold has completed this step, CARES will schedule training on using this tool that can be attended online or in person. Specific dates will be posted on CARES' website as they become available. You can now access the HUD tutorial on the tool through hudhre.info to help prepare for its use.

Thank you for your patience as we navigate HUD's re-release of this tool (12/22/10) and wait for Foothold to make the data paths available for us. We will alert team leads via e-mail as soon as we have more information.



Spotlight on Data: HPRP

Funded by the American Recovery and Reinvestment Act of 2009, the Homelessness Prevention and Rapid Re-housing Program (HPRP) provides financial assistance, case management and legal services to prevent individuals and families from becoming homeless, and provides re-housing assistance to those who are experiencing homelessness. The funds under this program are intended to target individuals and families who would be homeless but for this assistance.

Among All Participating HPRP Programs in All Counties Served:

Total number of **households served** through September 30th, 2010: **4700**

Percentage of households seeking services as a **family unit** – either single-parent or two-parent **families**, or **adult couples** without children: **60%**

Percentage of those reporting who had a **disabling condition**: **26%**

Length of Most Recent Program Stay in HPRP Programs:

0-60 days:	42%	61-120 days:	27%	121-180 days:	14%
181-240 days:	8%	>241 days:	9%		

65% of HPRP clients reported **never experiencing homelessness** before, **25%** of clients had **one episode of homelessness**, and **10%** had experienced **more than one episode**.

Of those exited from HPRP programs:

88% were **stably housed** upon discharge, and **average monthly income** at discharge was approximately **\$825**.

Data Quality Showcase



Best Data Quality for Universal Data Fields

In a Large Agency

GOLD
Watertown Urban Mission – 99.7%

SILVER
Oswego County Opportunities – 93.5%

BRONZE
ETC Housing Corporation – 92.3%

In a Medium Agency

GOLD
Warren County DSS – 100%

SILVER
Albany Housing Authority / CARES, Inc. S+C – 97.2%

BRONZE
Saratoga Rural Preservation Co. – 97.0%

In a Small Agency

Gold – TIE
North Country Ministries – 100%
City of Saratoga Springs S+C – 100%

SILVER
Legal Aid Society: North Country Office – 98.0%

BRONZE
Adirondack Vets House, Inc. – 96.1%

See CARES' website for additional rankings by CoC

Rankings were calculated on 12/10/10 for the time period 06/01/10 to 12/01/10. Values represent the percentage of total records for which all required fields were fully completed.

HMIS as a Management Tool

The **Agency Status Report**, available within the HMIS-AWARDS system, can be a powerful tool for agency directors and program managers. It allows the user to quickly view simple statistics about both program capacity and employee usage of AWARDS. From the Opening Menu in AWARDS, navigate to:

System Setup → Agency Program Information → Agency Status Report

After selecting your agency and clicking CONTINUE, the page will refresh with your report. The first section will display all users for the agency, and includes information on username, database access history for each user, and the date on which each user was first entered into the system.

Below the user information, you will find program-based statistics. For each program in the agency, the report will detail the program setup information, number of beds and units, number of households and persons, utilization rates and length of stay. The report shows two programs per page – for those agencies with multiple programs, numbered page tabs will appear in the bottom left corner that will display the additional programs. The great value of this tool lies in its ability to provide real-time access to these data, so that incorrect data can be corrected, and accurate data can be commended.

For more information about using HMIS as a management tool, attend our "Directors and Program Leaders" User Group - see the training schedule on page 4!



2010 Annual Homeless Assessment Report to Congress



The data collection period has begun for HUD's sixth Annual Homeless Assessment Report to Congress (AHAR).

The purpose of the AHAR is to provide an accurate and data-driven picture of homelessness as it appears across the United States.

Specific regions, including the City of Troy within our Regional HMIS, were selected in 2005 as sample communities. In addition to these communities, other CoCs elect to share their data for inclusion in the AHAR. Those who do elect to participate are allotted more points on the Continuum of Care Application than those who do not share their data.

There are specific qualifications that a CoC must meet in order to have AHAR-appropriate data. For example, 50% of homeless housing beds in the each CoC's region must be accounted for in the HMIS. Additionally, the data provided in the HMIS must be complete and of excellent quality.

This year, the following CoCs meet those criteria and will be participating in some or all of the AHAR: Albany, Schenectady, Rensselaer, and Saratoga-North Country. The table shells that CoCs were asked to report on are: Emergency Shelter (Veterans, Family and Individual), Transitional Housing (Veterans, Family and Individual) and, for the first time, Permanent Supportive Housing (Veterans, Family and Individual).

To be sure that we can maintain participation now, and to prepare for it in the future, we hope that all agencies will remain mindful of their data quality and completeness. One commonly overlooked source of incomplete data is with respect to children and other family members in a household. Please see the article at right for more information on how to properly complete an intake and discharge for children and other household members!

HMIS System Updates

Foothold Technology recently released HMIS ReportBuilder, a new general reporting tool in AWARDS that will provide additional options for users who want to create customizable reports.

One benefit of the ReportBuilder is that it captures data on all household members listed in the database. For example, where the Demographics Report can provide a breakdown of age and gender for the head of a household or a child, the new ReportBuilder can capture such data for **all household members** including spouse, friend, aunt, and so on, provided it was entered on the Household and Child Information Sheet. *This represents the first time that users have had the capability to pull such information for all household members without evaluating each record manually.*

Users who are familiar with using the Demographics Report should have no trouble using the ReportBuilder, as it contains much of the same functionality and form. CARES encourages you to explore its options, and will begin introducing the HMIS ReportBuilder in our trainings and user groups

For further information on the HMIS ReportBuilder, please see Foothold Technology's Instruction Sheet at:

<https://demodb.fooholdtechnology.com/training/HMISreportbuilder.pdf>

Tips and Tricks of the Trade: Family and Child Information Sheet

An important part of the updated HMIS data standards released in June 2010 is the inclusion of specific information about children and other household members. This increases our accuracy in reporting and our ability to define trends in the population we serve.

When an intake is completed for a family-type household with children, **it is required by HUD that you follow up by using the Household and Child Info form.** The fields for children and other adults in the household are similar to those for the individual: common data elements include name, social security, race and ethnicity. After completing these fields, the user will then click to expand the "Information Collected at Intake" section to enter data on income, veteran status, education and disabling condition.

Finally, when a **client leaves a program, a commonly overlooked step in the discharge process is to return to the Household and Child Info sheet before completing the household's discharge.** Here, users can specify a move-out date for any and all household members, and then continue on to the discharge form. If you forget to complete this step before doing the discharge, you can re-enter the client's face sheet using the "roster archives" option.



Trainings and User Groups

2011

January

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

All upcoming events and trainings are updated on our [website](#). Please visit **caresny.org** for the most current schedule, registration and additional information. All trainings and user groups meet at the CARES offices, 85 Watervliet Ave, Albany NY 12206 and most are available on-line upon request.

New User Trainings

Thursday, January 6th 9:00am-1:00pm
Wednesday, February 16th 9:00am-1:00pm
Thursday, March 10th 9:00am-1:00pm

User Groups

HPRP Services and Reporting: Tuesday, January 11th 10:00am-11:00am
Support Service Only Programs and the HMIS: Thursday, January 20th 10:00am-11:00am
Directors and Program Leaders: Tuesday, January 25th 10:00am-12:00pm
Housing Providers and the HMIS (ES, TH, PH): Wednesday, February 2nd 10:00am-12:00pm

This list will continue to be expanded and updated at [caresny.org](#)

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