

Orange CoC HMIS Users Meeting

May 2017

The Data Center at NCCEH



North Carolina Coalition to End Homelessness

securing resources • encouraging public dialogue • advocating for public policy change

919.755.4393 • www.ncceh.org

Agenda

1. Project Entry
2. Visibility & ROIs
3. Privacy & Security Policies
4. How to Reset Staff Passwords
5. 0640 Data Quality Framework
6. Q & A



PROJECT ENTRY

There are 5 data collection points in HMIS

Record
Creation



Project
Entry



Update



Annual
Review



Project
Exit



When client
record is created

At every project
entry

At multiple points
during project
enrollment

Recorded no more
than 30 days
before or after the
anniversary date
of the client's
Project Entry Date

At every project
exit

A “snapshot” of the client on day 1



Represents the first day you started serving the client in the project

Data collected should reflect the client's status on the day of entry

In HMIS, the Entry contains the majority of the data collection required by HUD

Entry is further defined by project type

Project Type	When do I create entry?
Emergency Shelter	1 st night of residency
Transitional Housing	1 st night of residency
Rapid Rehousing	1 st day you provide any services
Permanent Supportive Housing	1 st day the client moves into unit

What project to use at entry?

- Must have a matching ROI
- Must be entered for a specific HMIS project
 - Distinct by project type, or funding source, or location
- Entry Assessments contain most Universal Data Elements and must be completed

How to correct Agency Level entries

1. Find out what specific HMIS project they should have been entered
2. Use EDA mode and Backdate mode to prepare the entry
3. Add a new ROI for the specific project and entry date
4. Add a new entry for the specific project and entry date
5. Change the Backdate to the exit date
6. Add a new exit for the specific project and entry date
7. Exit EDA mode, and delete the incorrect Entry/Exit



VISIBILITY & ROIs

HMIS client record=Electronic client file

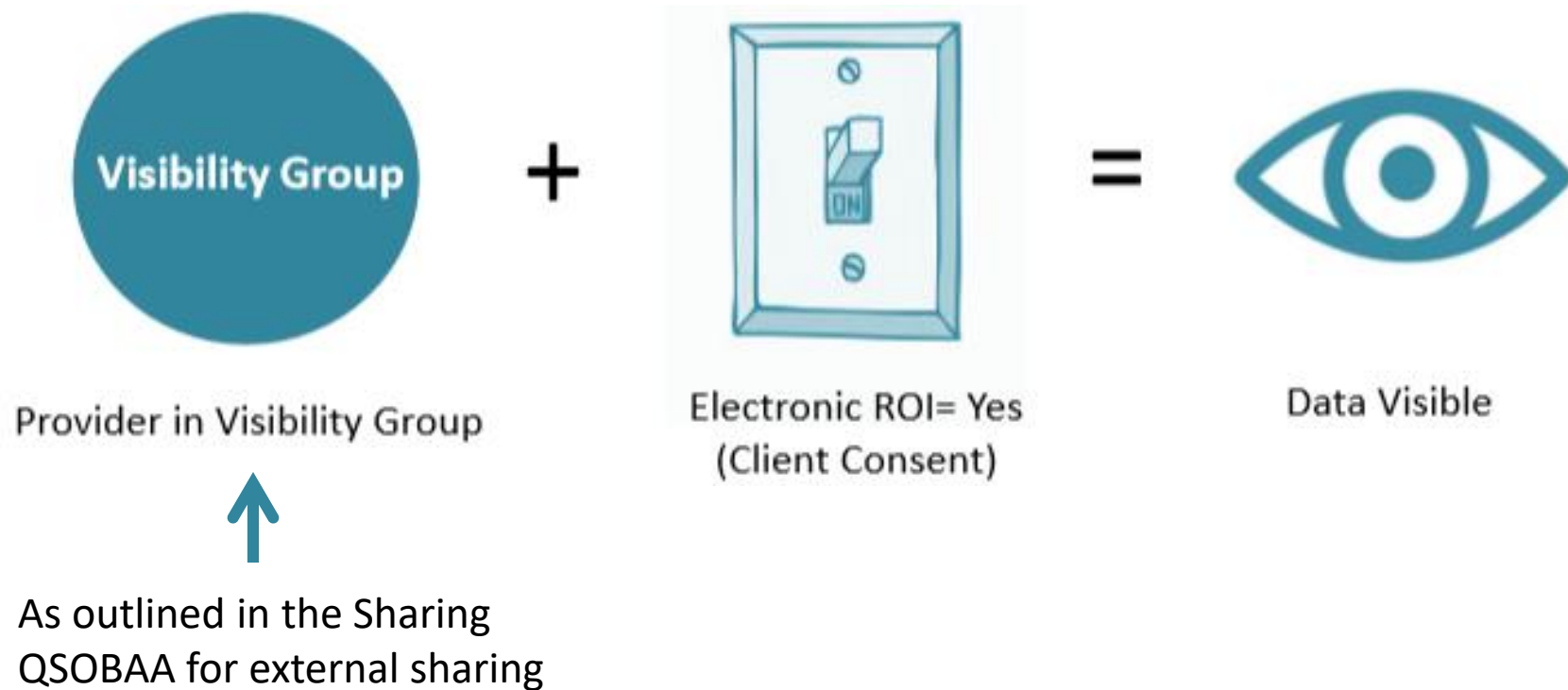


HMIS



Client Record

What does the ROI do?



Release of Information (ROI) Tips

- For every client, and every project
- Good for one year
- Option to attach paper documentation to record in HMIS



***Do
not delete
old/expired
ROIs!***

Other Privacy Requirements

- HUD Public Notice in intake/waiting areas
- Board approved Confidentiality Policies
- Grievance Policies must incorporated NC HMIS
- All NC HMIS documentation must be kept in an HMIS document binder which is available for review by funders, CoC Leadership and NC HMIS staff

HOW TO RESET STAFF PASSWORDS

How to reset passwords for staff



 **NC HMIS**
NC-503 Balance of State
May 04, 2017

Home > Home Page Dashboard

- ▶ Last Viewed
- Favorites
- Home
- ClientPoint
- ResourcePoint
- ▶ FundManager
- ShelterPoint
- ActivityPoint
- SkansPoint
- ▶ Reports
- ▶ Admin
- Logout

System News (26)		Agency News (0)
Date	Headline	
04/25/2017	Open Door Session for Local System Admins Cancelled for 4/27/2017	
04/24/2017	Alert - Problem with Multiple Providers in the CoC APR	
04/04/2017	Upgrade Successful - NEW HUD CoC APR and HUD Data Quality Framework Available	
04/03/2017	Upgrade to ServicePoint 5.12.38 tonight at 10 pm	
03/20/2017	Open Office Hours for Local System Admins via GoToMeeting	
02/13/2017	ART issues resolved	

[Add System News](#) [View All](#)



How to reset passwords for staff

Admin > Admin Dashboard

Admin Dashboard

Last Viewed | Favorites

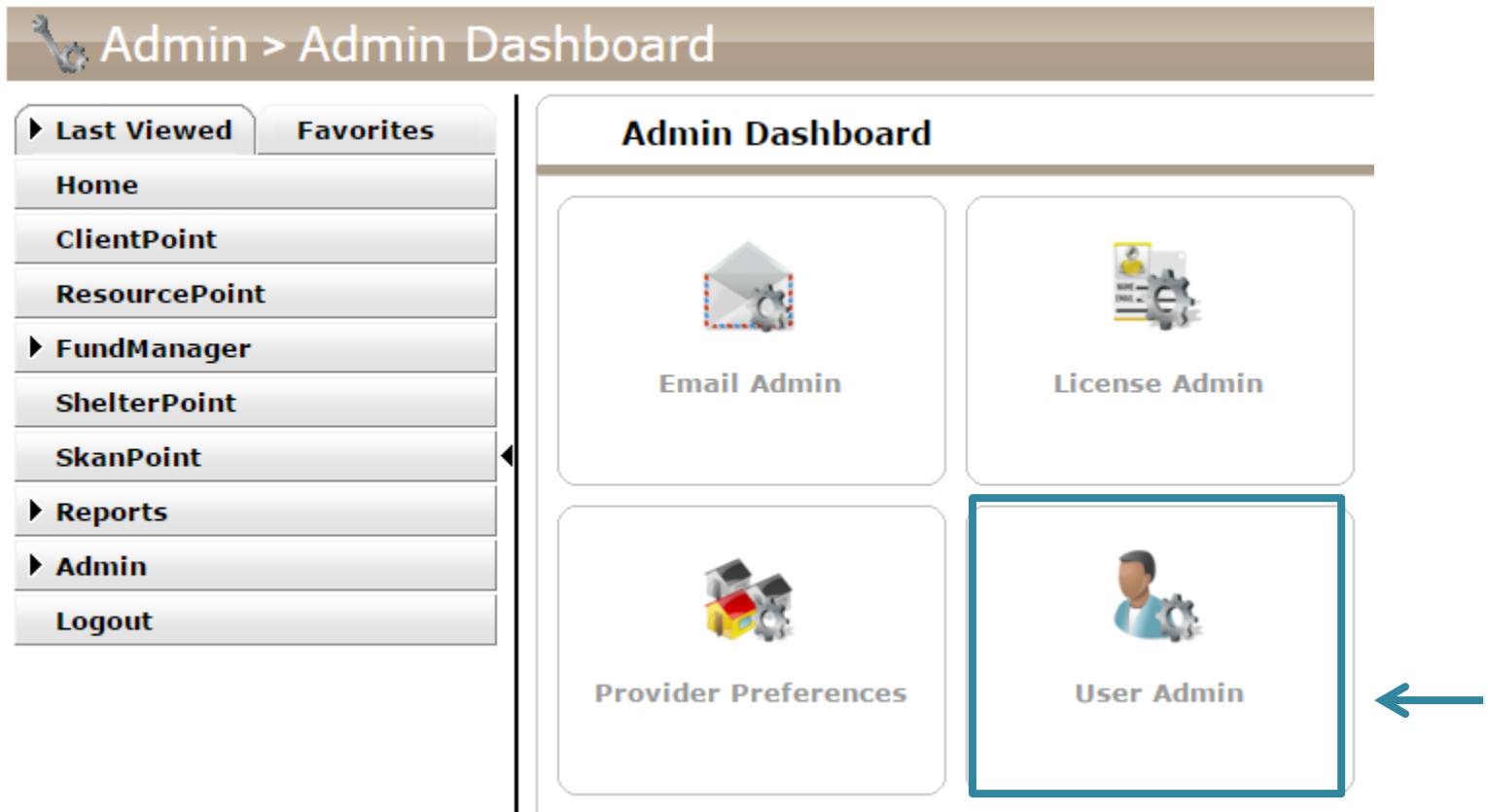
- Home
- ClientPoint
- ResourcePoint
- ▶ FundManager
- ShelterPoint
- Skapoint
- ▶ Reports
- ▶ Admin
- Logout

Email Admin

License Admin

Provider Preferences

User Admin

The image shows a screenshot of a web application's admin interface. At the top, a breadcrumb trail reads "Admin > Admin Dashboard". Below this is a navigation sidebar with two tabs: "Last Viewed" (active) and "Favorites". The sidebar contains a list of menu items: Home, ClientPoint, ResourcePoint, FundManager (with a right-pointing triangle), ShelterPoint, Skapoint, Reports (with a right-pointing triangle), Admin (with a right-pointing triangle), and Logout. A small black arrow points to the "Admin" menu item. The main content area is titled "Admin Dashboard" and contains four large, rounded rectangular buttons. Each button has an icon and a label: "Email Admin" (envelope icon), "License Admin" (license and gear icon), "Provider Preferences" (house and gear icon), and "User Admin" (person and gear icon). The "User Admin" button is highlighted with a thick blue border, and a blue arrow points to it from the right side of the screen.



How to reset passwords for staff

User Search

Search for Users by using keywords for either Provider name or User name

Search [Include active users](#)
 [Include inactive users](#)





User Search Results

	User	Name	Provider	Access Level
 	acarey503 (5510)	Andrea Carey	NC-503 Balance of State (5411)	System Admin I





Showing 1-1 of 1



How to reset passwords for staff

User Information		Enter Data As Groups	
User ID	5510		
Provider *	NC-503 Balance of State (5411)		
Has SP License	Yes		
Name *	<input type="text" value="Andrea Carey"/>		
Title	<input type="text" value="Local System Administrator"/>		
E-mail	<input type="text" value="andrea@ncceh.org"/>		
Telephone	<input type="text" value="919-410-6997"/>		
User Name *	<input type="text" value="acarey503"/>		
Password *	<input type="password" value="*****"/>	<input type="button" value="Generate Password"/>	
	Password must be 8-50 characters long with at least two numbers or symbols.		
Password Expiration	Monday, May 22, 2017		
Role *	<input type="text" value="System Admin I"/>		
User Expiration	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>	  	Current
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		

How to reset passwords for staff

User Name *	<input type="text" value="acarey503"/>
Password *	<input type="password" value="abcd1234"/> <input type="button" value="Generate Password"/>
Password must be 8-50 characters long with at least two numbers or symbols.	
Password Expiration	Monday, May 22, 2017
Role *	<input type="text" value="System Admin I"/>
User Expiration	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>    Current
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Consecutive Bad Logins	0 <input type="button" value="Reset"/> 
Last Login	Thursday, May 4, 2017

0640 DATA QUALITY FRAMEWORK

Sure glad the hole isn't at our end.



Shifting the way we think about performance



How is our system performing?


















How does my project's performance impact the system?



It's **WORKING!!!**



Where can I find the 0640 Report?

▼	 ART Gallery Reports and Resources
▶	 ART Gallery Report Manuals
▼	 ART Gallery Reports
	 0625 - HUD CoC APR - v29
	 0628 - HIC Supplement - v7
	 0629 - Housing Inventory Count - v15
	 0630 - Sheltered-Unsheltered PIT 2016 - v19
	 0631 - HUD CoC APR Detail - v24
	 0632 - HMIS APR - v17
	 0633 - HMIS APR Questions H2 and H3 - v14
	 0634 - Total Unsheltered Youth - CoC Comp 3B-2.8 - v3
	 0635 - NOFA CoC Application Section 2D - v12
	 0640 - HUD Data Quality Report Framework - v1
	 0650.00 - Salvation Army National Statistical System Report (NSS) - v9
	 0700 - Length of Time Persons Homeless-Metric 1 - v4
	 0701 - Exits to Permanent Housing with Return to Homelessness, Metric 2 - v3
	 0702 - Number of Homeless Persons-Metric 3.2 - v2

Schedule the 0640 Report

25 - HUD CoC APR - v29

28 **ART Item Details** ✕

29 **0640 - HUD Data Quality Report F...**

30

Name	0640 - HUD Data Quality Report Framework - v1
Description	This report is required by HUD to update the data quality reporting for all of the CoC and ESG Program Data Quality ▲ ▼
Creation Date	2017-04-01 10:44
Update Date	2017-04-01 11:04
Type	Webi
Owner	Administrator

31

32

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34

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00

01 - Exits to Permanent Housing with Return to Homelessness, Metric 2 - v3

[View Report](#) [Edit Report](#) [Schedule Report](#)

0640 Report Prompts

ART Report

Prompts

Fill out each of the prompts below *

Select Provider(s):	→	Select your Agency and Specific projects
Select Provider CoC Code(s):	→	Leave blank
Select Reporting Group Name:	→	Leave blank
EDA Provider	→	Leave as Default Provider
Enter effective date	→	Enter your End date + 1
Enter Start Date:	→	Enter your Start date
Enter End Date PLUS 1 Day:	→	Enter your End date + 1

Select Provider(s):

Optional

ncceh.org/hmis

access local support for Balance of State, Wake, Durham, & Orange CoCs

919.410.6997 or **hmis@ncceh.org**

helpdesk for local support

Executive Director

Denise Neunaber, denise@ncceh.org

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