

HMIS TIPS & TRICKS

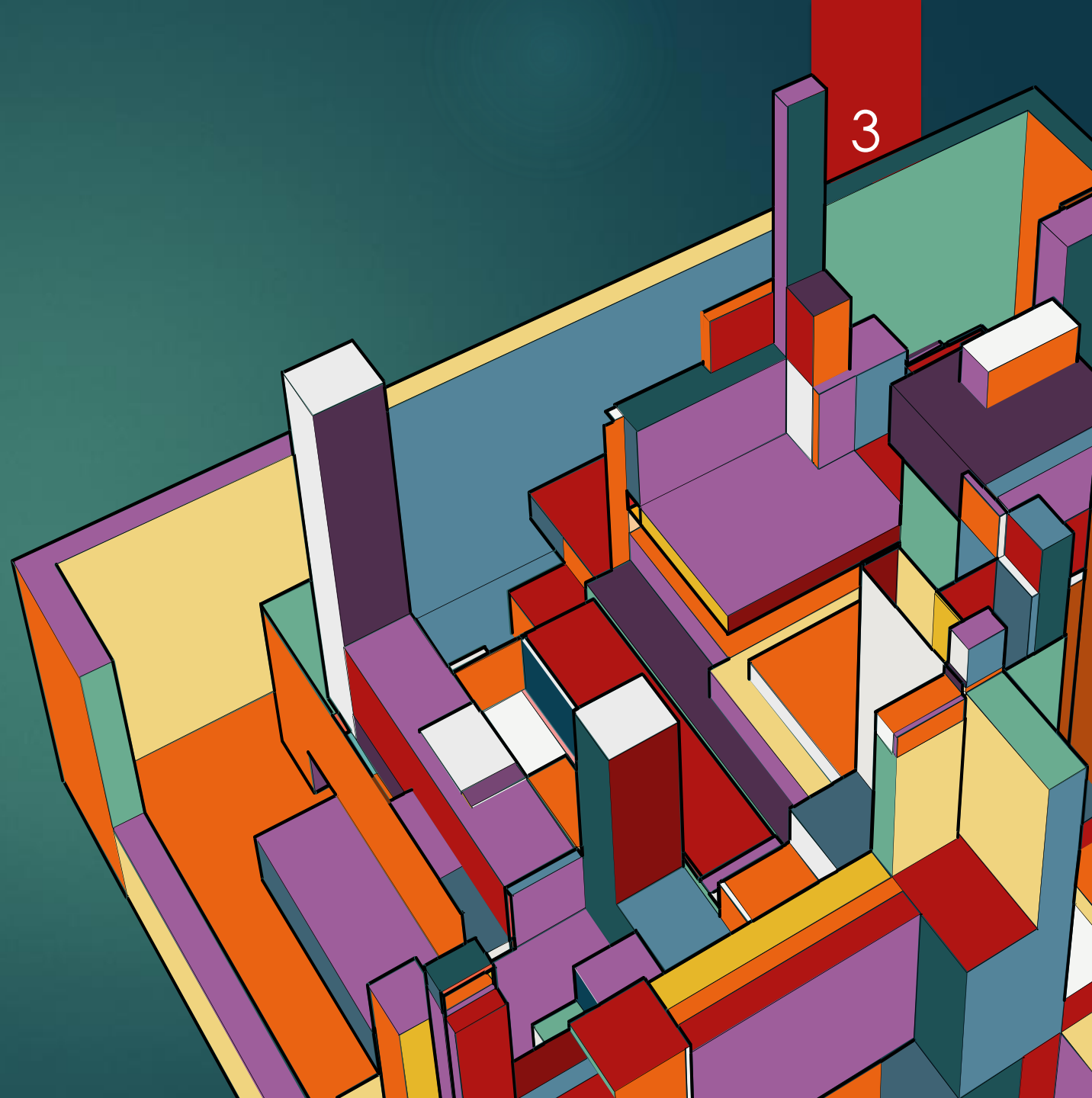
DIOLINDA SALI
HMIS ADMINISTRATOR

Agenda

- ▶ What is HMIS?
- ▶ Why is it used?
- ▶ UDEs
- ▶ HMIS Reporting
- ▶ HUD Sub Assessments
- ▶ Chronicity
- ▶ Summary
- ▶ Questions

What is HMIS?

HMIS or the **Homeless Management Information System** is defined by HUD as an information technology system used to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness.

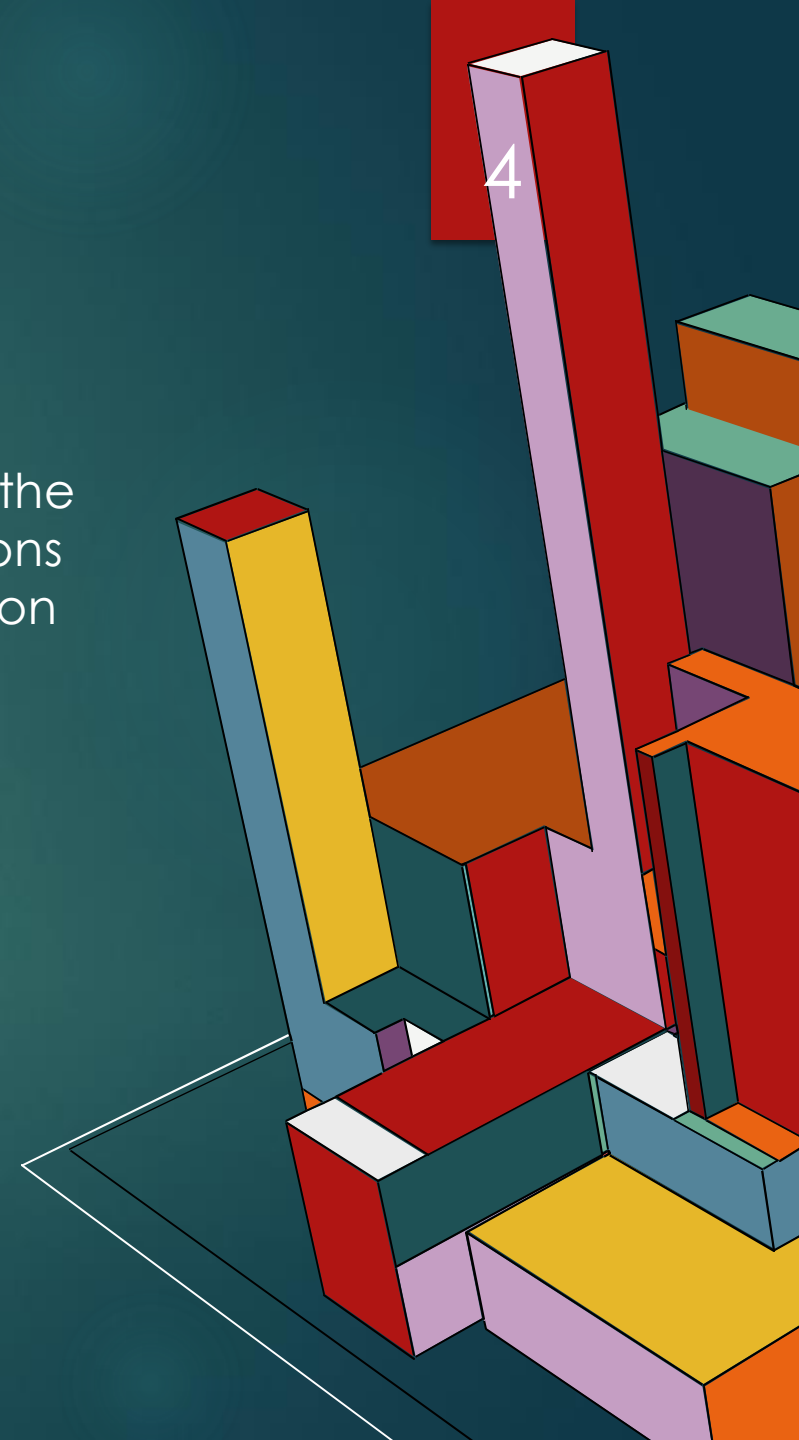


WHY DO WE USE IT?

It is a HUD regulation that each Continuum of Care have implemented a system to record client level data on those at risk or those who are homeless to better inform homeless policy and decision making at the federal, state, and local levels.

With using this system, service providers who participate in using the data base have access to the client's history and experiences with other organizations who have stored their data within.

Having the data stored within the HMIS enables the CoC or other organizations the ability to run reports on the information being stored in the data base. This is important for reporting back to the government or keeping track of client demographics.



UDE- (UNIVERSAL DATA ELEMENTS)

Universal Data Elements are some of the most important pieces of data to gather from a client during intake. This information helps to identify between similar client files or identify if the client may be eligible for special services ie, Veteran Services.

THESE ITEMS INCLUDE:

- Name
- Alias
- Social Security Number
- Veteran Status
- DOB
- Race/Ethnicity
- Gender

Don't forget to answer those dropdowns!

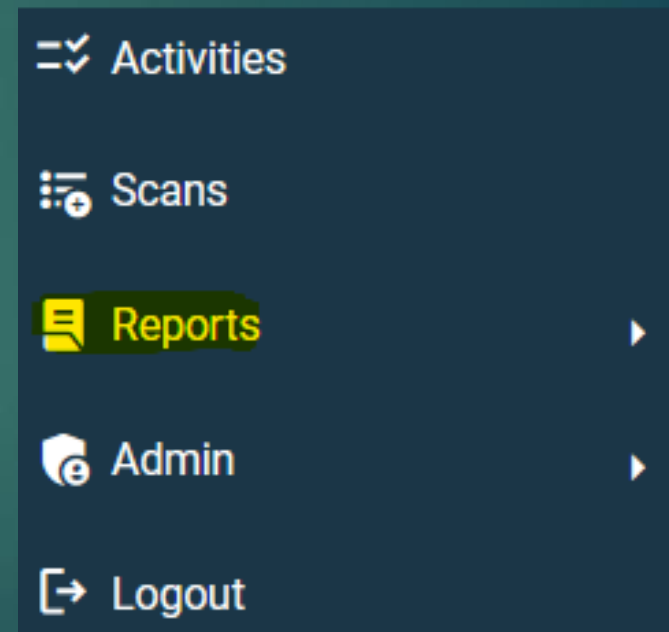
Client Record			
Name	First	Middle	Last
	billy		bob
Name Data Quality	Full Name Reported		
Alias	-Select- Full Name Reported Partial, Street Name, or Code Name Reported Client Doesn't Know Client prefers not to answer Data Not Collected		
Social Security			
SSN Data Quality			
U.S. Military Veteran?	No (HUD)		

HMIS (Community Services) Reporting

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Audit report, Provider reports, System Performance reports, and Custom reports can all be found in the Reports tab in HMIS.

Each report shows you something different! If you ever need help with determining which report to run for what you need, let us know!

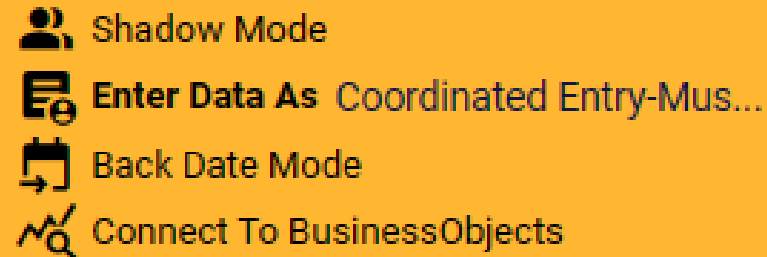




HMIS Reporting

Best Practice when running reports in HMIS:

- Make sure to EDA into the Provider Bin that you plan to run your report on!



- By doing this step first, once you have located the report you need, the provider section will already be selected with your provider. This also ensure that your data comes out accurate once done running.

Provider *	Coordinated Entry-Muskegon CoC (13681)	<input type="button" value="Search"/>	<input type="button" value="My Provider"/>	<input type="button" value="Clear"/>
	<input type="radio"/> <u>This provider AND its subordinates</u>	<input type="radio"/> <u>This provider ONLY</u>		

HUD Sub-assessments

Each Entry typically includes four different HUD Sub-assessments.

- Disability
- Health Insurance
- Monthly Income
- Non-Cash Benefits

Again, more drop down menus!!

Its SUPER important that you ensure that the answer you select for your drop-down menu, matches what is in the sub assessment!

HEALTH AND DISABILITY INFORMATION
Answer for All Clients Including Children

Does the client have a disabling condition? **No (HUD)**

Disabilities HUD Verification ✓

Disability Type	Disability determination	Start Date *	End Date
Physical (HUD)	No (HUD)	10/27/2023	
HIV/AIDS (HUD)	No (HUD)	10/27/2023	
Mental Health Disorder (HUD)	No (HUD)	10/27/2023	
Chronic Health Condition (HUD)	No (HUD)	10/27/2023	
Developmental (HUD)	No (HUD)	10/27/2023	

Add Showing 1-5 of 8 First Previous Next Last



HUD Sub-Assessments

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BAD



GOOD

A pop-up window will also appear to remind you something is not complete!

Having the red triangle appear means something in the Sub assessment was not fully completed! Open it back up and double check your work until the red triangle turns into a green check mark!

Then you're all set to proceed with your entry!

Chronic Homelessness

- A homeless individual with a disability as defined in section 401 (9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)), who:
 - Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, and
 - Has been homeless and living as described for at least 12 months* or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described.

CHRONIC VERIFICATION INTERVIEW

Answer for Clients potentially identifies as Chronically Homeless

For clients who were potentially identified as chronically homeless (based on the definition) has documentation been obtained to determine the client's homeless status?

-Select- G

If Yes, please indicate status.

-Select- G

Chronic Homelessness

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Pitch deck title

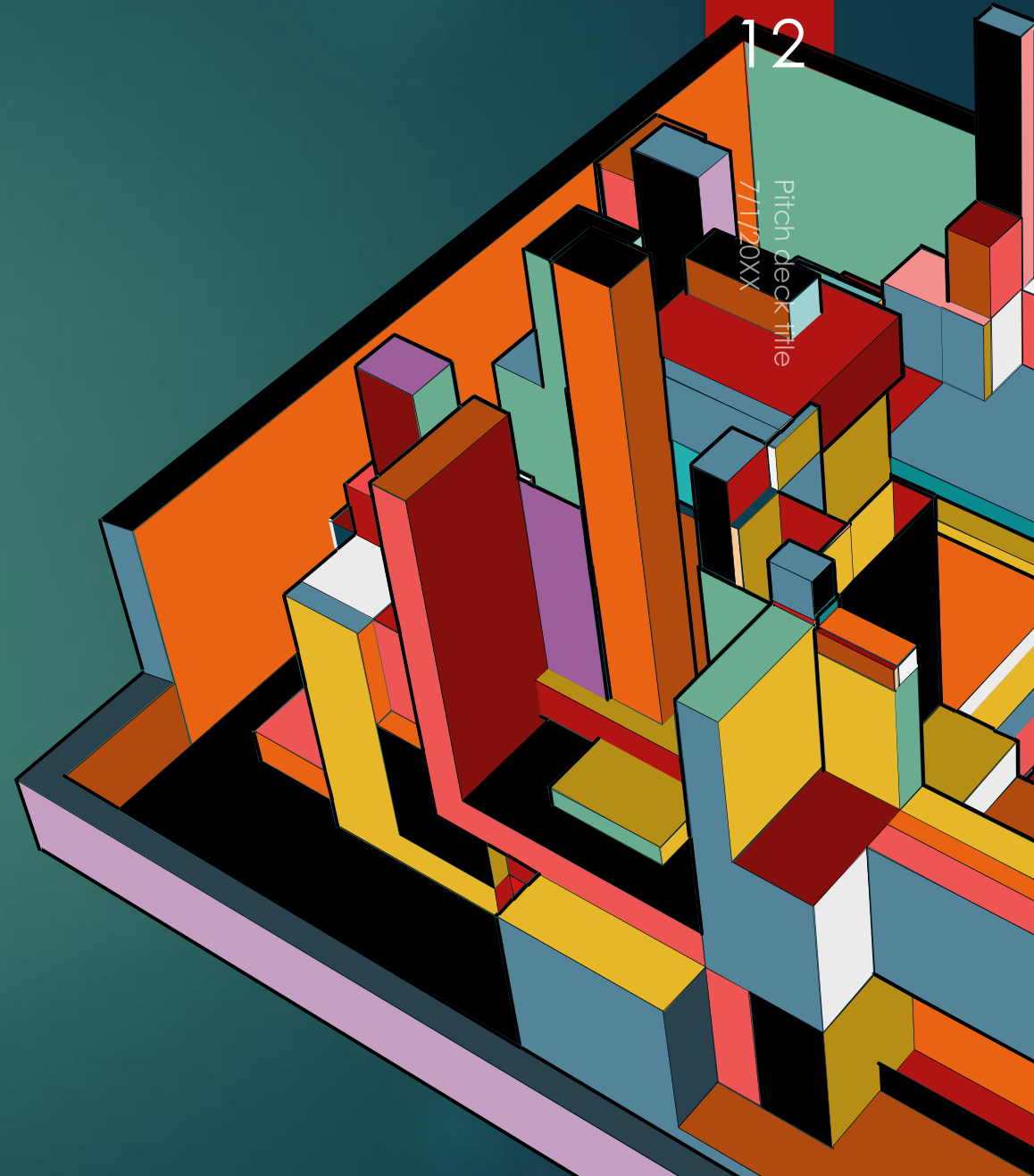
An individual who has been residing in an institutional care facility for less, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria of this definition before entering that facility**; or

A family with an adult head of household (or, if there is no adult in the family, a minor head of household) who meets all of the criteria of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

SUMMARY

The HMIS Database system plays a crucial role for both the case manager and the client. It is essential for ensuring the quality of data, which forms the foundation for demonstrating the necessity of additional funding in the community.

The significance of data quality cannot be overstated when it comes to justifying the requirement for additional funding in the community. By ensuring clean and efficient data entry, the overall workload for everyone involved is greatly reduced, leading to smoother operations and improved productivity in the long term.



The background features a collection of colorful, 3D-style rectangular blocks in shades of teal, red, orange, and white, arranged in a stepped, architectural pattern on the left side. A solid black rectangular area on the right contains the text. A small red vertical bar is visible in the top right corner of the overall image.

Thank you

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