

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

HMIS Users Workgroup

August 8, 2023 | 2:30 pm - 3:30 pm

<https://us02web.zoom.us/j/82448995403?pwd=UHJxeW9UZDYxcTBiV0U1Z1RVSGhRUT09>

Meeting ID: 824 4899 5403

Passcode: 057658

One tap mobile +16699006833,,82448995403#,,,,*057658#

AGENDA – Revised 8/8/23

Agenda Item	Info.	Action	Time	Lead
1. Welcome & Business Items a. Welcome b. Minutes	Pgs. 2-3	Approve	5 min.	Hunter Belgard
2. Updates a. CoC Updates		Information	5 min.	Jan Calvin
3. HMIS Training Plan - Dates	Pg. 4	Information	5 min.	Hunter Belgard
4. ~~2024 HMIS Data Standards~~ROI Protocols		Training	30 min.	All
5. Q & A		Answers!	10 min.	Hunter Belgard
6. Upcoming HMIS Agenda Items		Suggestions	5 min.	Hunter Belgard

The purpose of the Mid-Willamette Valley Homeless Alliance Continuum of Care (CoC) HMIS Users Workgroup is to identify barriers to implementation of the CoC Data Quality Plan and ensure agencies and individual users have what they need to be timely, complete, and accurate in their use of HMIS, and to review and make recommendations on HMIS policies and protocols to the HMIS Lead, HMIS Coordination Entity, and CoC Board.

Should you need a place to access the meeting, please contact the COG office 48 hours in advance, (503) 588-6177. For public meeting notice purposes, the central meeting site is at the COG office, 100 High St. SE, Suite 200 in Salem.

The Mid-Willamette Valley Homeless Alliance is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please call (503) 588-6177 at least 48 hours prior to the meeting.



2nd Tuesdays, 2:30-3:30 p.m.

CoC Contact: Jan Calvin - 503.551.4352

calvin.jan@yahoo.com

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

HMIS Users Workgroup

July 11, 2023 Minutes

Attendance

HMIS Users Workgroup		HMIS Users Workgroup	
Hunter Belgard, OHCS (Co-chair)	X	Alisa Tobin, MWVCAA/HOME	X
Jimmy Jones, MWVCAA (Co-chair)		Lawrenza Gann, MWVCAA/Veterans	X
Shawntel Black, Neighbors	X	Pamela Blanchard, NWHS	--
Tara Stephen, CHS	X	Stephanie Gilbert, Polk County FCO	
Matt Herbert, CATP	X	Dominique Schoessler, Shangri-La	X
Tawny Zellner, Easterseals	X	Jill Tucker, St. Francis Housing	X
Doug Odell, Family Promise	X	Lynelle Wilcox, SafeSleep	X
Christine Sommer, MCHA	X	Megan Smith, Sheltering Silverton	X
Kaela Lombardi, MWVCAA/ARCHES		Brenda Newey, UGM, Simonka Place	---
Rachel McKee, MWVCAA/ARCHES	X	Stacy Griffin, VA	
Yeudiel Alvarez Flores, MWVCAA/De Muniz		Kimberly Nowlin, WATW, Grace House	X
		Guests Present	
Jan Calvin, MWVHA Consultant	X	Ashley Hamilton, MWVCAA/ARCHES	X
Tim Weese, MWVCAA/ARCHES	X	Lexi Meyer, NWHS	X
Elliott Lapinel, MWVCAA/ARCHES	X	Dana Tenoso, Youth ERA	X
		Brandi Rada, Center for Hope & Safety	X
		Elaine Lozier, Mid-Willamette Valley Homeless Alliance	X

Welcome Dana Tenoso from Youth ERA! The state YEHP (Youth Experiencing Homelessness Program) has funded new programs across the state and required that the programs use HMIS. This will enrich our overall system as it serves youth and young adults.

Business Items

Minutes – Alisa motioned, and Rachel seconded approval of the 6/13/23 minutes; approved unanimously.

Updates

Quad Squad Report – Hunter reported on the most recent Quad Squad meeting held July 10. Officers were elected, and Jan Calvin is the new vice-chair. He noted that there was legislation that included funds for a Policy Option Package (POP, or a special project) for HMIS that did not pass this last session. However, funding for HMIS is in the regular OHCS budget now and a POP was not necessary for continued services.

National Human Services Data Conference – OHCS is presenting at the Fall Conference in Philadelphia. Hunter encouraged people to attend and mentioned that there might be some financial assistance to attend.

CoC Updates – Jan announced that the process to update the Strategic Plan is being delayed in order to focus on responding to the NOFO, which HUD released July 5 and is due by September 28.

HMIS Training Plan

Hunter presented the HMIS Training Plan (attached), noting that a schedule of specific dates and times will be announced next month.

2024 HMIS Data Standards

The new standards are effective October 1, 2023. The easiest way to find the new standards is actually to Google “HUD 2024 Data Standards.” The Standards Manual, CSV Specifications, and Data Dictionary can all be found that way.

The Data Dictionary is great when you want to know more about a specific element.

The Manual provides more instruction. For example, how to set up a new project:

Project Descriptor Data Elements

Project descriptor data elements (PDDEs) are intended to identify the organization, specific project, and project details to which an individual client record is associated in an HMIS.

PDDEs enable the HMIS to:

1. Associate client-level records with the various projects that the client will enroll in across continuum projects;
2. Clearly define the type of project the client is associated with the entire time they received housing or services;
3. Identify which federal partner programs are providing funding to the project; and
4. Track bed and unit inventory and other information, by project, which is relevant for the Longitudinal Systems Analysis (LSA), System Performance Measures (SPM), Housing Inventory Counts (HIC), Point-in-Time (PIT) counts, and utilization analysis.

Project setup can be very challenging and is most successful with clear communication between HMIS Leads/System Administrators, CoCs, and organizations. For example, projects in HMIS are sometimes referred to as ‘programs’ by agency providers, and staff may not be aware of data collection and reporting requirements. Therefore, collaboration between HMIS Leads, CoC leadership, and agency staff

There are TWO types of RRH projects now:

Rapid Re-Housing Projects

Beginning in the FY 2024 HMIS Data Standards, Rapid Re-Housing (RRH) projects can be classified in one of two subtypes – ‘*Services Only*’ or ‘*Housing with or without services*’. Select only one subtype per RRH project. The ‘*Housing with or without services*’ subtype must be selected if the project receives *any* ongoing rental funds, even if not all project participants receive housing assistance funds from the RRH project. *Only* select the ‘*Services Only*’ subtype if the ongoing housing assistance for all program participants is provided by another funding source (e.g., Housing Choice Voucher, HUD VASH, other RRH

There will be no changes to Coordinated Entry this year (HUD pulled all the intended updates).

NEXT MEETING

August 8, 2023

HMIS Users Workgroup, 2:30-3:30 p.m.

<https://us02web.zoom.us/j/82448995403?pwd=UHXeW9UZDYxcTBiV0U1Z1RVSGhRUT09>

Meeting ID: 824 4899 5403 Passcode: 057658 One tap mobile +16699006833,,82448995403#,,,*057658#

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

HMIS Training Plan

1. New User

- a. Can happen anytime. Located on the MWVHA web-site. User walks through an instruction/activity form to complete the following.
- b. Read these documents.
 - i. Data Quality Plan
 - ii. HUD 2024 HMIS Data Standards
 - iii. HUD Technical Standards
 - iv. Local ROI
 - v. CoC policies
- c. Watch this video (a standard data entry flow).
- d. Take this test. Log into the Training site. Create a client, enter them into a program. Send the Client ID
- e. When completed, user will get a username and login

2. Refreshers/Office Hours

- a. Held on the same day of the month, each month.
- b. You must sign up. If no one signs up, it is canceled.
- c. Open forum, with posted themes. (This month is Street Outreach, next month RRH, then CE exits, canned reports, etc.)
- d. Themes scheduled 4-6 months in advance, with at least half the time being open.

3. SAPBO Reports Training

- a. Optional; offered quarterly.
- b. Open to all in the Quad Squad
- c. You must sign up. If no one signs up, it is canceled.

4. Visibility Training for Agency Administrators

- a. Optional; offered quarterly. (Could be done with a video posted to the website.)
- b. Open to all in the Quad Squad
- c. You must sign up. If no one signs up, it is canceled.

5. Required HMIS Training

- a. All users are required to attend at least one training session per year.
- b. Additional training sessions may be required, when new features, policies, or protocols are implemented.