CARES REGIONAL HMIS NEWSLETTER

Happy New Fiscal Year!

It's that time again folks! A brand new Fiscal Year is upon us, which means it's time for the new/updated paperwork roll out. YAY! Our new Policies and Procedures Manual was sent out to Agency Administrators this week to be distributed to all users, If you haven't received a copy please follow up with your Agency Administrator.

Online, In House, and Recorded video Annual User Review Sessions will be released shortly. *Reminder.... It is a HUD requirement that all HMIS users attend an Annual User Review Session.*

Agency Agreements will be sent out shortly, with a new piece this year. The HMIS System Set Up for each agency project in AWARDS will be sent out with the agreements and we are asking that the set up for each project is confirmed and returned along with the signed agency agreement.

Updates

Upcoming Training Schedule

The new shorter training videos are almost ready to be posted online. You will notice that there are more presentations that have to be viewed, but each one is significantly shorter in length.
For new staff, there are several other ways this required training can be attended.

1. Email Bill Robson at wrobson@caresny.org to schedule a one on one webinar training
2. Email Bill Robson at wrobson@caresny.org to schedule a one on one in person training
3. Visit our website to access the HMIS training library and complete the recorded training sessions at your own pac

From Foothold

HMIS projects will saw many new changes take place on **Tuesday, October 1st.** Please read this section carefully to learn about all those changes. A recording of the Data Standards webinar, which demos the pending changes has been placed in **Online Help**. You can skip the first 12 minutes if you would like, as it is very specific to back end changes.

Most Important Changes

For programs that upload to an HMIS:

- **October uploads will be delayed until October 15th** due to changes to the CSV standards. You will not be penalized for late uploads in the month of October.
- For programs who use the old **Entitlement Filter** to specify which clients need to be uploaded to the HMIS, it was previously mentioned those programs will need to be split into two programs. If you have a combined program that has not yet been split, please contact your Foothold Client Services representative before doing your next upload. **The Entitlement Filter should no longer be used.** The new HMIS Data Standards requires programs either be designated as 100% participating in HMIS or 0% participating in HMIS.

Changes Implemented on October 1, 2019

Data Elements - Even more changes are being made to the client-level data elements known as **Universal Data Elements** and **Program Specific Data Elements**.

- In the Special Needs section at Intake, Face Sheet, and Discharge, the follow-up questions for **HIV/AIDS** and **Developmental Disability** have been removed. If a consumer has these special needs, then it is already known that it is of a long-term nature, and it counts as a Disabling Condition.
- The logic behind **Disabling Condition** is being changed to be in alignment with the changes made to Special Needs. In addition, if AWARDS auto-calculates that the client does have a Disabling Condition the user will no longer be able to overwrite "Yes" with "No." However if AWARDS does not determine that the client has a disabling condition the user will be able to overwrite the "No" with a "Yes."
  Living Situation has been renamed **Prior Living Situation** and a few changes have been made to the list.
  - The option "Interim Housing" has been removed. Please run the **HMIS ReportBuilder** and see if any clients had selected this option. If so please revisit that client's Intake form and change the answer to their actual residence prior to entry.
  - Three new options have been added to the list: "Host Home (non-crisis)," "Rental by client, with HCV voucher (tenant or project based)," and "Rental by client in a public housing unit."

A new section called "Current Living Situation" replaces the Contacts previously collected in Street Outreach, PATH projects, and Night-by-Night shelters. This section will also be asked in Coordinated Entry projects. It is collected for Heads of Households and Adults. It is collected at Intake/Admission, as well as every time you have an encounter with a client. The encounters are recorded on either the Outreach Encounter form (for Street Outreach projects), or on the Face Sheet (for all other types of projects).

- The section starts with the **Currently Living Situation** drop-down that has the same options as **Previous Living Situation**, with two additional options: "Other" and "Worker Unable to Determine."
- A **Location Details** field is also present.
- If the client is NOT currently homeless, then a follow-up question is asked: "Is client going to have to leave their current living situation within 14 days?" If the client answers "Yes" to that question then they are asked four additional follow-up questions:
    - Has a subsequent residence been identified?
    - Does individual or family have resources or support networks to obtain other permanent housing?
    - Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?
    - Has the client moved 2 or more times in the last 60 days?

- The "Staying On The Streets/ES/SH" field previously located on both the Outreach Encounter form and the Supportive Services Checklist in PATH projects has been removed. This field has been replaced with the **Current Living Situation** field.
- In PATH projects, one minor change has been made to the **PATH Status** field. Under "Reason not enrolled" (for clients not enrolled) one new option has been added: "Unable to locate client".
- The **Sexual Orientation** field is now being asked in YHDP projects in addition to RHY projects. A new "Other" option has been added with a "Please Specify" text box.
- **Employment Status** is now also required in VA: GPD – Low Demand and GPD – Case Management/Housing Retention (previously just RHY, VASH, and SSVF).
- **VAMC Station Number** is now also required in VA: GPD, VA: CRS Contract Residential Services, and VA: Community Contract Safe Haven Programs.
- At Discharge, the **Destination** list has been reordered with headers for Homeless Destinations, Temporary Destinations, Permanent Destinations, and Other. There are also three new options at to the list: "Host Home (non-crisis)," "Rental by client, with HCV voucher (tenant or project based)," and "Rental by client in a public housing unit."

For SSVF projects, the list of eligible services on the **Supportive Services Checklist** has been updated with three new service types and one new Financial Assistance service type:

- SSVF Rapid Resolution
- SSVF Extended Shallow Subsidy
- SSVF Returning Home
- SSVF Financial Assistance - Extended Shallow Subsidy – Rental Assistance

- **Coordinated Entry FormBuilder Forms** - Two new Coordinated Entry data elements have been added as FormBuilder forms. These forms are **Coordinated Entry Assessment** and **Coordinated Entry Event**. Communities have until April 2020 to implement these forms in preparation for the new CES APR coming out in the fall of 2020. These forms will be located on the Services - Individual fly-out menu. The Coordinated Entry Assessment form will be completed each time you complete a crisis needs assessment or housing assessment. The Coordinated Entry Event will be completed each time a referral is made for a client. These forms and the related assessments will be included as part of HMIS exports and imports. If you'd like to begin using these forms please reach out to your Foothold Senior Project Manager for help in customizing and turning on these data elements.

- **APR and CAPER Changes** - Several changes are being made to the CoC APR and the ESG CAPER reports. An additional question about Income/Disabling Condition has also been added.

- **CSV Version Update** - Finally, the CSV version used to transmit data between systems is changing from **CSV version 6.12** to **CSV FY2020 version 1.6**. AWARDS will support exports in either version; however, the code values of some data elements such as Prior Living Situation have changed and the codes that are exported may be incorrect if you use the old format.
  - ***Note:** The new version will be available starting on October 15th. No uploads or imports will be allowed between October 1st and October 14th. Communities will not be penalized for missing their October upload.*

Uploading Agencies

We will be holding off on data uploads until we return from NHSDC on Monday 10/21. The new CSV format will not be available until 10/15 which is when the HMIS team will be at the conference. If you have any questions please feel free to contact Rachel Bradt rbradt@caresny.org

HUD Updates

The FY 2020 Data Standards Manual as well as all 2019 Program Manuals have been posted to the HUD Exchange. Below are the links that will take you to each manual if you would like to download them for your reference

CoC HMIS Program Manual

ESG HMIS Program Manual

HOPWA HMIS Program Manual

PATH HMIS Program Manual

RHY HMIS Program Manual

VA HMIS Program Manual

FY 2020 VA Provider Data Guide

FY 2020 HMIS Data Standards Manual

HUD has also created an Interactive HMIS Data Standards Tool on the exchange. While, you can absolutely poke around and look at different topics the following link will take you to their Data Collection section with explanations surrounding HMIS data collection. The section is called **"I'm Doing HMIS Data Entry"**

RHY Updates

It has been announced that the RHY Federal Upload submission window will be from October 28 - November 15. the CRHMIS team has already communicated with providers letting them know that we will pull the first round of data on October 23rd so that any errors can be addressed prior to the submission window opening.

VA/SSVF Updates

Because the new CSV version will not be available until October 15th, any SSVF provider that did not upload their data to the Repository on 9/30 will not be penalized for uploading data late.

PATH Updates

The PATH HMIS Data manual contains a link to the State PATH Contact Data Collection Decision Tool, which was created by both HUD and SAMHSA. You can find it **here**

NHSDC Updates

On Monday October 15th, Allyson, Kelli, and Rachel will be headed to Austin Texas to attend NHSDC. The agenda has been released and we are super excited. Look for updates on what we learned in the November Newsletter.
ALSO..... The Austin music scene is huge, and Kelli and Rachel are feeling like doing some karaoke, maybe even line dancing... Any Special Requests or Dedications of what you would like us to sing/dance for you ahead of LSA's opening can be sent to either Kelli or Rachel

Meet Charlie

Have you ever seen a face cuter than this????? Charlie joined Nancy's family and we are lucky enough to get to smoosh her amazing face during the day. So, if you have any HMIS questions, or are having a rough day feel free to stop in for some literally perfect Puppy Love!

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