HMIS Advisory Committee Meeting

Central Florida Commission on Homelessness (CFCH)
CoC FL-507
Sept 12th, 2023

Wyatt Haro, Committee Chair

HMIS Advisory Committee Mission

Our mission is to effectively use data, which includes inputs from those in need of services, those providing services, and from members of the community, to eliminate homelessness in Central Florida.

HMIS Advisory Committee Purpose

Oversee the CoC's implementation of HMIS, what we do with the data and how we use it.

HMIS Advisory Committee

Chair	Wyatt Haro | Miracle of Love
Vice Chair	
Secretary/Recorder	
Voting Member	Brad Sefter | Health Care Center for the Homeless
Voting Member	Latoya Sheffield | Wayne Densch
Voting Member	Danielle Landaal | IDignity
Voting Member	
Voting Member	
HMIS Team Liaison	Brittney Behr | HSN - HMIS Project Coordinator

Agenda

- **Call to Order**

- **Committee Roll Call**

- **Approval - Minutes from July 11th, 2023**

- **Voice Vote - Agenda for Sept 12th, 2023**

- **HMIS Team Reports:**

  - **Advisory Committee Nominations - Wyatt Haro**

  - **Officer Nominations - Wyatt Haro**

  - **Officer Elections - Wyatt Haro**

  - **Data Standards Update - Brittney Behr**

  - **ROI Discussion: Moving to an Implied Consent Model - Angel Jones**

  - **Referrals Discussion - Review Updates - Brittney Behr**

- **COMMITTEE VOTE - All motions before committee**

Officer Reports

- ○ **Advisory Committee Nominations - Wyatt Haro**

- ○ **Officer Nominations - Wyatt Haro**

- ○ **Officer Elections - Wyatt Haro**

- ○ **Data Standards Update -**

- ○ **Training Updates/Upcoming DQM's - Racquel McGlashen**

- ○ **ROI Discussion: Moving to an Implied Consent Model - Angel Jones**

- ○ **Referrals Discussion - Review Updates - Brittney Behr**

HMIS Advisory Committee Nominees

- Nominee approval conducted August 18-31, 2023

Nominee	# Yes Votes	# No Votes	Result
Wyatt Haro Miracle of Love	26	1	Approved
Brad Sefter Health Care Center for the Homeless	25	2	Approved
Danielle Landaal IDignity	26	1	Approved
Cory Berg Family Promise Orlando	26	1	Approved
Deborah Del Moral The Sharing Center	22	5	Approved
Keisha Q Thomas The Sharing Center	25	2	Approved
Tracy Dale Catholic Charities	26	1	Approved

Italics = Current Member

Advisory Committee Elections

All Committee Members must be nominated and elected to Committee annually. Term is October 1 through September 30.

Committee **Members** may serve **<u>unlimited</u>** number of terms.

Committee **Officers** may serve **<u>two</u>** terms consecutively.

Nominations for **members**: July 1, 2023 - July 31, 2023.

Nominations for members accepted via hmis-advisory@hsncfl.org.

    May be self-nominated or nominate another (must accept).

Elections held between August 1-20 (dates determined by committee)

    All voting will be conducted virtually - all HMIS stakeholders may vote.

Officer nominations August 25-31. Elections by committee 2nd Tuesday in September.

HOMELESS
SERVICES
NETWORK
of Central Florida

Officer Nominations 2023-24

Chair

Vice Chair

Secretary Recorder

Committee Vote

Chair 2023-2024

Vice Chair 2023-2024

Secretary Recorder 2023-2024

Data Standard Update

- FY2024 Data Standards Updates will go live in ClientTrack on Oct 1
- Trainings will be offered virtually.
  - On-demand and self-paced training available in HSN University: **https://hsnuniversity.litmos.com?C=11685072**
  - 2 live sessions: Sept 21st, 10am-Noon and 2-4pm
  - Additional resources: links for material related to the data standard changes, updated data collection templates available on our website by the end of the month, and the weekly HMIS Support sessions (M/W from 1-2p).

- Today, we will provide an overview of the expected changes. Areas of focus include:
  - Project Descriptor Data Element (PDDE) updates
  - Universal Data Elements (UDE) updates
  - Program Specific Data Elements (PSDE) updates
    - SSVF
    - HUD:CoC

Project Descriptor Data Elements

- **2.02 Project Information**
  - Remove "Night-by-night" as a shelter tracking method
  - Add "Night-by-night" as a Project Type
  - Add RRH subtypes to the RRH Project Type
    - RRH: Services Only: a RRH project that provides services only and does not provide ongoing rental assistance
    - RRH: Housing with or without services: a RRH project that provides ongoing rental assistance and may or may not be accompanied by additional services
  - Change "HMIS Participating Project" field into a new HMIS Participating Status element
- **2.06 Funding Sources**
  - Add "HUD - ESG RUSH"
  - Add "HUD: Unsheltered Special Nofo"
  - Add "HUD: Rural Special Nofo"
- **2.09 CE Participation Status**
  - Add element to Project setup to indicate if a project is an "access point" or accepting referrals from Coordinated Entry

Universal Data Elements

- **3.01 Name**
  - Added guidance: unless required by the funder, the name provided by the client can be a preferred name, rather than a "legal name".
- **3.02 Social Security Number**
  - Added guidance: HUD CoC, ESG, and SAMHSA PATH Programs **require** only the last 4 digits of the SSN
    - Still considered a "partial SSN" in ClientTrack and on APRs
- **3.12 Destination** (Exit, Prior Living Situation, Current Living Situation)
  - Re-organizing response options under headers: Temporary Situation, Permanent Situation, Institutional Situation, and Other
  - Add dependency for response options with permanent subsidies
    - <u>Rental Subsidy Type:</u> If a response of "rental by client, with ongoing housing" is selected, identify the specific subsidy
      - e.g. VASH housing subsidy, RRH or equivalent subsidy, Permanent Supportive Housing, Emergency Housing Voucher, etc.
- **Response Option Change:** "Client Refused" to "Client prefers not to answer"

Universal Data Elements

- **3.04 Race and Ethnicity**
  - Combine Race and Ethnicity into a single element
  - Add response options: "Middle Eastern or North African" and "Hispanic/Latina/e/o".
  - Add text box for additional details if applicable. Example: If someone identifies as "Hispanic/Latina/e/o" and specifies that they are "Puerto Rican", you may use the text box to enter "Puerto Rican".

- **3.06 Gender**
  - Change "Female" to "Woman (Girl if child)"
  - Change "Male" to "Man (Boy if child)"
  - Change "Gender other than…" to "Non-Binary"
  - Add "Culturally Specific Identity (e.g. Two-Spirit)"
  - Add "Different Identity" and text box to add detail

Universal Data Elements

- **NEW C4. Translation Assistance Needed**
  - New data element required for all projects funded by: HUD:CoC, HUD:ESG, HUD:ESG-RUSH (except SO and ES), HUD: Unsheltered Special Nofo, HUD: Rural Special Nofo
  - Collected for the Head of Household at Project Start
  - This data element is used to understand how many clients need access to translation services, and if so, which languages are most often cited as needing translation.
  - Census languages: Spanish, French Creole, French, Portugeuse

Response

Field Name	Response Category/ Data Type
Translation Assistance Needed	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Preferred Language	[up to twenty languages selected by the HMIS Lead]
	Different Preferred Language
	Client Doesn't Know
	Client prefers not to answer
	Data not collected
If Different Preferred Language, please specify	[Text]

Program Specific Data Element HUD:CoC

- **C1 Well-Being: RETIRED**
- **R3 Sexual Orientation:** Required for projects funded by "HUD: CoC - PH: Permanent Supportive Housing"
  - The purpose is to identify the sexual orientation of all heads of household and adults served
  - Response options:
    - Heterosexual
    - Gay
    - Lesbian
    - Bisexual
    - Questioning/Unsure
    - Other
    - Client Doesn't Know, Client prefers not to answer, Data Not Collected

Program Specific Data Element SSVF

- **V1 Veterans Information**
  - Add "Space Force" as a selectable option
- **V2 Services Provided - SSVF**
  - Change "subsidy" to "shallow subsidy"
- **V3 Financial Assistance - SSVF**
  - Change date field to "Start Date of Financial Assistance"
  - Add "End Date of Financial Assistance" field
  - Add "Landlord Incentive" financial assistance type
  - Add "Tenant Incentive" financial assistance type
  - Change "Extended Shallow Subsidy – Rental Assistance" to "Shallow Subsidy - Financial Assistance"
- **V7 HP Targeting Criteria**
  - Language changes throughout

HSN University Training

Just as a reminder - when training requests are submitted to our team for New User training, the trainee is automatically assigned to the virtual course. This allows for your staff members to get through the training and into the live system more quickly vs waiting for the next available live training session (via Zoom).

HMIS 101 Course Requirements include:

- Completion of all required course modules;
- Demonstration knowledge in the practical portion of the training by completing required tasks/workflows in the HMIS training site;
- Review, sign and submit the HMIS User Agreement

Two new courses available in HSN University now!

HMIS 101: Refresher

HUD FY24 Data Standard Updates: **https://hsnuniversity.litmos.com?C=11685072**

Upcoming Virtual Courses: HMIS 102: Street Outreach & PATH

HMIS Training & Support

Our routine monthly training calendar:

1st & 3rd Tuesday: HMIS 101 New User Training (9a - 2p)

2nd & 4th Wednesday: HMIS 101/102 Refreshers (2p - 4p)

3rd Tuesday: ClientTrack Introduction to Reports Training (3p - 4:30p)

Ad-Hoc Reports Training (request via HMIS Support Ticket)

APR/CAPER in ClientTrack

Everyday Reporting in ClientTrack

Explore Data Explorer

Data Quality Workshop

Join us for our office hours M/W from 1p - 2p for additional one-on-one HMIS support.

Reminders:

All **new user** training requests must come through the Agency Liaison.

Agency Liaison needs to **let the HMIS team know ASAP when someone leaves**

the agency so we can inactivate accounts. This is to protect the system and keep an accurate count of available subscriptions for assignment.

⑦ Support

HMIS Training & Support

HMIS data collection templates are available on our website at: www.hmiscfl.org

- Available to download/print OR use as a fillable PDF
- Recommended to have on hand in the event that inclement weather results in a power outage
- Templates available for all projects types and collection points
  - entry, exit, update and annual assessment templates
  - emergency shelter, transitional, rapid-rehousing, PATH, SSVF, ect.

The current templates available on our website reflect standard HUD-required data collection for the current fiscal year (Oct. 1, 2022 to Sept 30, 2023). Updated templates reflecting any adjustments to the current data standards will be made available on our website on October 1st, 2023.

Questions? Contact us at hmis@hsncfl.org

HMIS Data Quality Monitoring

Quarter 4 Agency & Data Quality Monitoring

This upcoming quarter of Data Quality Monitors will be inclusive of all partnering agencies with projects in HMIS. We will be reviewing data quality for projects for the entire fiscal year, 2022-2023 (Oct. 1, 2022 to Sept 30th, 2023). This meeting is vital as it helps our community prepare for the annual HUD report submissions that are required in the upcoming months.

The Agenda

For agency liaisons attending, you can expect the following items to be covered in this session:

- Review of active users at your agency
- Project review: start/end dates, funding source(s), funding start/end dates
- Project review: bed count for applicable projects (ES, TH, PH, PSH, RRH)
- Project review: data quality for FY 22-23 (Oct. 1, 2022 to Sept. 30, 2023)

Invitations for this session will be sent out mid-October, please take the time to respond by selecting your preferred date and time for the meeting.

Come prepared with knowledge of your existing projects and related funding source information!

Support

ROI Update - Moving to an Informed Consent Model

- **Client consent form is no longer required**

- **Informed consent for data entry and sharing when clients seek services**

- **Discuss data collection and sharing during intake.**

- **Certain program enrollments (HOPWA, PATH, RHY) restrict access**

- **No service refusal based on ClientTrack participation**

- **Submit support ticket for data privacy requests**

ROI Update - Moving to an Informed Consent Model

- **Transitioning to Informed Consent empowers timely, holistic care.**
- **NO ROI signature necessary.**

Before

After

Referrals Update - Recap

- **Last Meeting:**
  - Review/demo of the Referrals module in ClientTrack
  - Identified the need for a central email address for each agency
  - Identified a need for an MOU between agencies
  - Identified a need for a set-up form to collect data about kinds of referrals

- **Continue Discussion:**
  - Review MOU draft
  - Responsibility for managing the MOU is between the two agencies

- **Question:** Does your agency currently refer to another agency directly? If referrals were available in ClientTrack, would you prefer to use ClientTrack? What current info do you provide to the agency?
  - Eligibility criteria, rules around referrals
  - How are referrals sent? Email, webform, etc?

Committee Roll-Call Vote
HMIS Committee Officers

Committee Roll-Call Vote
Any other motion before committee

Thank you for Attending!

Next meeting date:

Tuesday, Nov 14th, 2023
10:30 am to 12:00 pm

HMIS Guides, Documents, Training, Acronyms & More

hmiscfl.org

https://www.hmiscfl.org/training/datadefinitions/

HSN HMIS Team

Angel Jones
HMIS Operations Manager

Agustin "Tino" Paz
HMIS Senior Data Analyst

Ashley Brozenske
HMIS Data Analyst I

Brittney Behr
HMIS Project Coordinator

Chuck Vroman
HMIS System Success Specialist

Racquel McGlashen
HMIS Partner Success Specialist

Tyler Claitt
HMIS Partner Support Specialist