



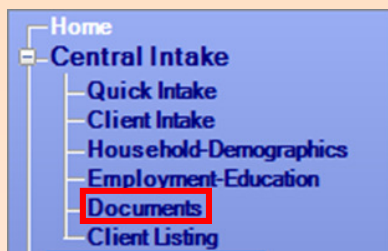
Data Matters December 2011

OC Partnership to End Homelessness HMIS Newsletter



Ask Erin

Did you know that you can upload documents into HMIS for specific clients? These documents could include a client's driver's license, passport, social security card, or a copy of their pay stub. To do this, select the client record you would like to add a document to from the Client Listing. Then, click on the Documents page.



Select New from the Documents box. A pop-up window will appear for you to select the document you would like uploaded into HMIS. After you select the document, set the consent for the document. If you want this document to only be available to users at your agency, select organization. If you would like the document to be available to all users, like ID pictures, select system. Then, select an option from the description dropdown, or type in a description. If you would like, you can enter a note, and who the note was entered by.

Documents (1 of 1)		
DocumentName	Description	DocumentDate
test.docx	Passport	11/18/2011

Then, click on Save.

All documents that have been uploaded for the client will be listed in the Documents grid. To view a document, you can select the document from the grid, and select Download or Open to view the document. Picture documents should also appear in the top half of the screen.

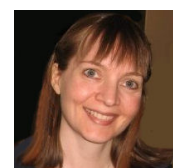
Notes from the HMIS Project Manager

AHAR Update

Last year, Orange County did not qualify to participate in the Annual Housing Assessment Report (AHAR) to HUD. This means that congress, when evaluating the issue of homelessness in the United States, did not get to see what homelessness looks like in Orange County. This also means that last year, Orange County did not receive the extra points for AHAR participation, when being evaluated for obtaining HUD grant money.

As you know, HUD is getting more and more strict about who they provide grant money to, and in the future, HUD will deny or reduce grants to agencies that are not in compliance with HUD standards.

OC Partnership has been working hard all month, trying to get the CoC's data in order for AHAR reporting, so that as a county, we can earn these extra points from HUD on next year's grant cycle. Nov. 30th is the deadline for first draft of data submitted to HUD via HDX for AHAR. Stay tuned for an update next month on how we did!



Amber Killinger
HMIS Project Manager



Tips & Tricks by Peter

Client Specific Reports

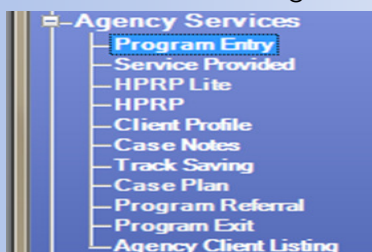
You can print a full listing of services provided to a client or all case notes for that client at any time.

Here's how...

First, the client needs to be found in Agency Client Listing. Enter the client's first and last name in the provided fields, and click on search. When your client appears, select the client by clicking on the grey box to the left of the client's name.

Active	Program	FirstName	LastName	Identifier	Staff	Search
<input type="checkbox"/>	ocp_HPRP		mouse			<input type="button" value="Search"/>
<input type="button" value="Clear"/>						
Search Sets <input type="text"/>						
Customer Listing {1 of 1}						
ActiveProgram	Program	ProgramDate	DateOfBirth	FirstName	LastName	EndDate
<input checked="" type="checkbox"/>	ocp_HPRP	09/09/2011	01/01/1950	Mickey	Mouse	

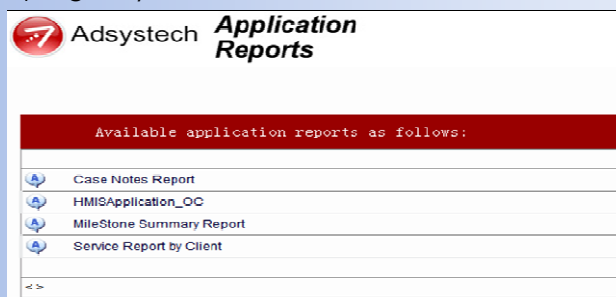
After selecting the client, click on Program Entry.



Right click in the grey area, and click in Preview Report.

Enter Program		Bed Assignment	Homeless
ocp_HPRP			
Program Status	Enrolled	<input type="button" value="Preview Report"/>	Group <input type="text" value="ocp_ederycke"/>
Comments		<input type="button" value="Print Report"/>	<input type="button" value="Save"/>
		Program Entry Date	09/09/2011
<input type="button" value="Edit Snapshot"/>	Monthly Income	Monthly Individual Income	Poverty Level(%)
	0.00	0.00	0.00
			AMI
			Missing
			AMI Range
			Prior Living Situation
			Permanent housing for formerly home
			Length Of Stay in Previous Place
			One to three months

This will open a browser window. The possible reports than can be run are "HMIS Application" (the client's demographic information), "Case Notes report" (a list of the client's case notes while enrolled in the program), "Milestone Summary report" (a list of the client's milestones and their status), and "Service report" (a list of the services the client has received while enrolled in the program).



Click on the report you want to run. These reports can be run even if the client has already been exited from the program.

If you have any questions, please email us at helpdesk@ocpartnership.net.

Newsletter Feedback?



What do you think of our newsletter? Send your feedback to: newsletter-feedback@ocpartnership.net.

OC Partnership Holiday Schedule

OC Partnership will be closed on Dec. 26th in observance of Christmas and Jan. 2nd in observance of the New Year.

OC Partnership will be on a holiday schedule from December 27th-30th. During this time period, staff will be monitoring and replying to emails. If you have an HMIS issue during this time period, please email

helpdesk@ocpartnership.net and someone will get back to you via email or phone.

Monthly Report Bundle Reminder

It's that time again. Remember to run the monthly report bundle each month, and return the signed Data Compliance form to OC Partnership by the 15th of each month.

If you need help running the reports, please email us at helpdesk@ocpartnership.net.

Upcoming Events

1) Continuum of Care Homeless Provider Forum Dec. 1

Location: Sisters of St. Joseph Auditorium, 480 S. Batavia Street in Orange. December 1st 9:00 am to 11:00 am.

2) Strategic Grant Development Workshop Dec. 5-6

Institute for Strategic Funding Development Two Day Strategic Grant Development Workshop (Sponsored by ISFD) December 5 - 6, 2011 8:30AM – 5:00 PM at San Diego State University

[Www.isfdonline.com](http://www.isfdonline.com)

3) Important HUD Dates

• **Webinar: ESG Program Components and Activities Nov. 29**

11/29/2011 from 12:30 PM – 3:30 PM

HUD's Office of Special Needs Assistance Programs (SNAPS)

<http://www.hudhre.info/>

This webinar will continue to review the Emergency Solutions Grants program including the five components, eligible costs and activities, and key program requirements. The webinar will also identify additional resources and introduce upcoming webinars related to the Emergency Solutions Grants program. Webinar is limited to 1,000 participants. There are no prerequisites for this webinar.

• **HPRP Year 2 APR due in e-snaps Nov. 30**

The HPRP Notice requires that all grantees submit an Annual Performance Report (APR) to report on how the grant funds were used. The first HPRP Annual Performance Report (APR) covered the period of grant activity starting from the date that HUD signed the grant agreement through September 30, 2010. Each subsequent APR is due within 60 days of the end of each federal fiscal year.

The HPRP Year 2 APR reporting period is: October 1, 2010 - September 30, 2011. The APR is due in e-snaps at 11:59 PM on November 30, 2011

• **Webinar: Integrated Disbursement & Information System (IDIS) for ESG: Understanding the Interim Rule for the Emergency Solutions Grants Program Dec. 6**

12/06/2011 at: 12:30 PM – 1:30 PM

HUD's Office of Special Needs Assistance Programs (SNAPS)

<http://www.hudhre.info/>

This webinar will provide an introduction on the use of IDIS Online for the Emergency Solutions Grants Program. This introduction will detail: • Proper ESG project and activity set-up protocols that differ significantly from the Emergency Shelter Grants program's procedures. • Activity funding procedures that require recipients to select the specific subrecipient organizations that receive funding for related activities. • ESG drawdown procedures that require subrecipient organization designation during the drawdown process. Webinar is limited to 1,000 participants. There are no prerequisites for this webinar.

Note: ALL HUD webinars are recorded. So if you missed one, check the HUD website to view the recorded version.

Agency Data Spotlight

Did your agency have good data in October 2011?

This month, we looked at the following 3 criteria from page 2 of the Bed Utilization Report:

100% ZIP Data Quality
100% Disability Status
100% Housing Type

The following agencies met HUD's data standards in these areas in October:

- ABRAZAR
- AIDS Services Foundation
- American Family Housing
- Anaheim Interfaith Shelter
- Bethany
- City of Huntington Beach
- Colette's Children's Home
- Eli Home
- Families Forward
- Family Assistance Ministries
- Friendly Center
- Friendship Shelter
- Fullerton Interfaith Shelter
- Giving Children Hope
- Grandma's House of Hope
- Heritage House Cottages, SCADP
- HIS House
- HOMES, Inc.
- Illumination Foundation
- John Henry Foundation
- Laguna Beach Winter Shelter
- Mental Health Association of Orange County
- Mercy House
- Olive Crest
- Orange Coast Interfaith Shelter
- Orange County Rescue Mission
- Precious Life Shelter
- Public Law Center
- Salvation Army
- Serving People In Need (SPIN)
- Shelter Plus Care
- South County Outreach
- St. Vincent de Paul
- Thomas House Shelter
- Toby's House
- Tyrol Plaza
- Veteran's First
- Villa Center
- We Care Los Alamitos
- Wise Place
- YWCA Central Orange County

RFP Update-Status of The New HMIS System

We appreciate all of the input from you, Orange County's service providers, on the different HMIS platforms that we have looked at. We have had help with looking at the backend of the different platforms, examining the technological aspects of the systems. You have also helped us look at the front end of the platforms, looking at how easy the interface is for a user when doing client intake, pulling reports, etc.

Our next step this week is to weigh the pros and cons of different aspects of these systems, looking at such things as the question of user adaptability, the importance of being on a platform shared with other regions (for HUD funding purposes), ease of system use, cost, and reliability of the vendor.

The following week, final presentations by the vendors will begin, and we look forward to having a vendor selected this month, with negotiations being completed by year end. At that time, we will also be making the decision on how we are going to transition the agencies, and will provide that information to you in January.

HMIS Usage

Since inception, 60 agencies have participated in HMIS. As of 10/31/2011, they have entered 56,781 clients into the system. This is an increase of 1.72% over the previous month of September, and a 22.67% since 12/31/2010.

Did you know?

Did you know that unduplicated accounting of homeless persons is essential for understanding the number of people who were provided services.

