



Data Matters

OC Partnership's HMIS Newsletter

July 2011

"Quality Data" According to HUD

As presented in a June 10th HUD webinar, Quality Data consists of the following:

1. Timely reporting

Rationale:

- a. Length of time between data collection and entry impacts the correctness of the data entered.
- b. Timeliness impacts accessibility when it is needed

2. Completeness (View the "HMIS Data Standards" at hmis.info under Quick Links.)

Rationale:

- a. Completeness impacts client care and service delivery
- b. Completeness impacts data analysis and report validity/confidence

3. Accuracy

Rationale:

- a. Reflects information as provided by client
- b. Data is understood, collected and entered the same by all

Notes from the HMIS Project Manager

I started reading through an old HUD document from 2003 called, "What Works in Partnership Building for HMIS." Because I'm so interested in the idea of our agencies benefiting from sharing data, I did a search on "sharing."

I was immediately drawn in by an entry from Georgia under the "DATA ELEMENTS & INFORMATION SHARING ISSUES" section.

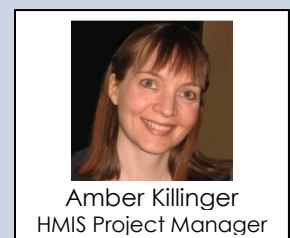
"Client Consent: Written informed consent is used except for services provided by telephone, in which case informed oral consent is used. One agency uses an 8-minute video in their waiting room to inform clients of Pathways in advance of the case management interview."

It struck me that other states were willing to share their HMIS experiences for our benefit. I especially loved that Georgia offered a tip of something that works for one agency (the 8-minute video). Other agencies could benefit from this tip. Right?

So I am challenging each of you to think about something that works within your agency that could benefit other agencies. Send your successes to us at newsletter-feedback@ocpartnership.net so we can share your tips with everyone.

We're all here for a common goal: to end homelessness.

Let's partner with each other so we can reach this goal!



Amber Killinger
HMIS Project Manager

RFP Progress

As you all should know by now, OC Partnership is putting together a Request for Proposal (RFP) for HMIS software vendors. Functional requirements in the RFP were reviewed by participants of the 10 Year Plan to End Homelessness meeting on June 22nd, and input from meeting participants was gathered. The RFP will be posted on our website on July 7, 2011.

The review of the returned RFPs will begin in early August.

Calendar of Events

7/1/11-7/7/11	Run agency Bed Utilization/Data Quality and Client Roster Reports
7/1/11-7/5/11	Run QPR's
7/12/11 9-10am	The New HUD APR Webinar
7/18/11 11am-noon	Adsystem Novice Mode Webinar
7/20/11 9-10am	Adsystem Novice Mode Webinar
7/26/11 11am-noon	Adsystem Income Snapshot: Central Intake & Program Entry Webinar
7/28/11 9-10am	Adsystem Income Snapshot: Central Intake & Program Entry Webinar

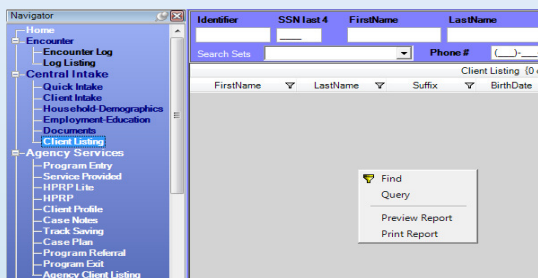


Tips & Tricks by Peter

Searching High and Low

Are you having trouble locating a client? Want to make double sure that this person is not in the system before you enter them as a new person?

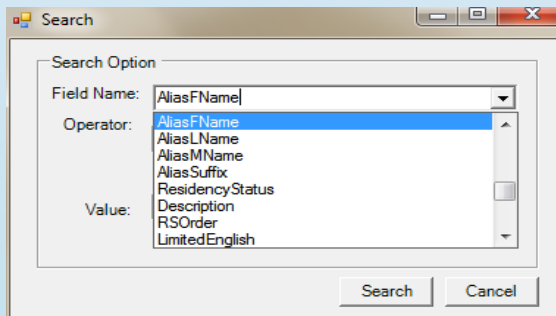
First thing that you will want to try is using fewer characters in your search string. If you use 2-4 characters in your search string, you are more likely to catch variations and misspellings. Let's say you are searching for Joshua Jackson. For this client, I would recommend searching for "Jos" and "Ja". This will not only catch Joshua Jackson, but also catch Josh Jackson, Josh Jaxon, Joshua Jaxon, and many other variations. Now, this doesn't mean that every result is the same person, but it does give you a larger sampling to determine whether or not the client is in the system or not.



Another place that you may search is the "Alias" fields. You can find these fields by right clicking in the results pane of Client Listing and clicking on Find.

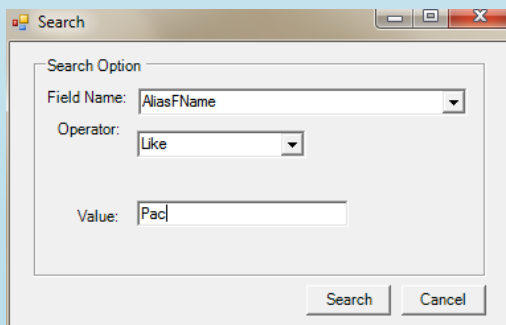
This will bring up a search box.

After selecting the field you would like to search, choose the operator for your search.



Choose the operator "Like" for this search to pick up variations in the selected field.

The example shown at left will search the alias first name field and return all values like "Pac".



This should return Joshua Jackson with an alias of Pacey Witter!

I hope that you find this tip helpful and check back here for more Tips & Tricks around HMIS.

If you have any questions, or would like to suggest a Tip, please contact Peter Lavarreda at peter.lavarreda@ocpartnership.net.



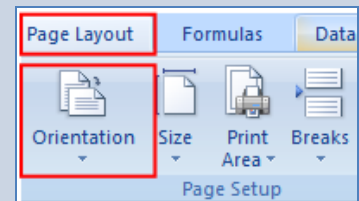
Ask Erin

Ad Hoc Reports as PDF

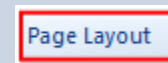
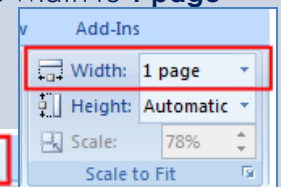
Many users have noticed that Ad Hoc reports cannot be exported to PDF format because the reports are wider than one page. However, there is the option to export the report to MS Excel, and create a PDF copy of the report from there.

Steps:

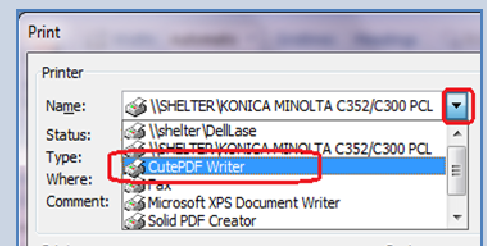
1. Export to **MS Excel**
2. Click on **Page Layout**
3. Click on **Orientation**



4. Change the layout to **Landscape**
5. Change the Width to **1 page**



6. Click on the **office button** in the upper left hand corner
7. Click **Print**
8. Click on the **Name** dropdown
9. Select Adobe PDF, CutePDF Writer, or other PDF-generating program



10. Click **OK**
11. A pop-up window will appear asking you where you would like to save the document.
12. Select the location, name the report, and click on **Save**.

Note: If you do not have Adobe Acrobat on your computer, CutePDF writer can be downloaded for free at: <http://www.cutepdf.com/products/cutepdf/Writer.asp>.

APR Reporting Updates – Part 1

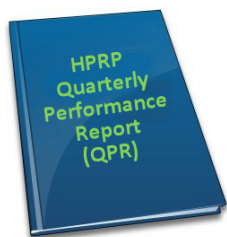
Highlights discussed at a recent HUD Webinar about the APR Reporting Updates, Part 1.

- Some of the new key changes include:
 - New Household and Client Types

New Household Type	Clients that are included
Households with Children and Adults	Households composed of at least two people; one of whom is an adult, and one who is a child
Households with Only Children	Households composed only of people age 17 and under, including unaccompanied children, or other household types that only include children (e.g. adolescent parents and children, adolescent siblings)
Households Without Children	A household that does not include any children, including unaccompanied adults, multiple adults, and pregnant women not accompanied by other children
Unknown Household Type	Households composed of one or more persons where the age of a client(s) is not known, and therefore the household type cannot be determined)

- Updated or new response categories
- Data quality, bed and unit utilization
- New Performance Measurement section
- Leavers and Stayers
 - **Leaver:** Clients who exited the program during the operating year
 - **Stayer:** Clients who were enrolled in the program on the last day of the operating year (Clients who exit and then re-enter before the end of the operating year are considered stayers)

NEW QPR Guidebook



The Orange County HMIS HPRP QPR Quick Reference Guidebook was updated for 2011 and sent via email to all HMIS users.

If you did not receive a copy, please email helpdesk@ocpartnership.net to request your copy!

Newsletter Feedback?

What would you like to see in this newsletter? If you have any suggestions or feedback, send to: newsletter-feedback@ocpartnership.net

Agency Data Spotlight

Did your agency have good data in May 2011?

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

100% Race
100% Ethnicity
100% Veteran

- Abrazar
- AIDS Services Foundation
- American Family Housing
- Anaheim Interfaith Shelter
- Bethany House
- City of Huntington Beach
- Collette's Children Home
- Eli Home
- Family Assistance Ministries
- Friendly Center
- Grandma's House of Hope
- Heritage House Cottages, SCADP
- HIS House
- John Henry Foundation
- Laguna Beach Winter Shelter
- Mental Health Association of Orange County
- Orange County Rescue Mission
- Precious Life Shelter
- Salvation Army
- Serving People In Need (SPIN)
- Share Our Selves
- St. Vincent de Paul
- Thomas House Temporary Shelter
- Tyrol Plaza
- Villa Center
- YWCA Central Orange County

Thank you to all of these agencies! We appreciate your efforts to keep CMIS data up to date.

NOTE: To see a list of HUD data standards, view the HMIS Data Standards document on HUD's website. http://www.hmis.info/ClassicAsp/documents/Final%20HMIS%20Data%20Standards-Revised%20_3.pdf

APR Reporting Updates – Part 2

Highlights discussed at a recent HUD Webinar about the APR Reporting Updates, Part 2.

- All APRs are now submitted electronically, via *e-snaps*
- Client, outcome, and performance measurement data must come out of HMIS or a comparable database
- Data collection for the APR is based on the HMIS Data Standards (March 2010)
- Question 5 on the new APR asks for Bed and Unit Utilization rates
- Performance Measurement Section will NOT be live in *e-snaps* until 2012
- APR REPORTING DEADLINES
 - CoC grantees have 90 days from the end of their operating years to submit the APR
 - HPRP grantees have 60 days from their operating year end date (September 30th) to submit the APR (due November 30th)
- SHP, S+C and SRO grantees with operating year end dates between July 1, 2010 and May 31, 2011 complete a Transition APR (TAPR) in *e-snaps*

Guidebooks, eLearning modules, webinars, Frequently Asked Questions and HUD Virtual Help Desk are all available on the HUD HRE for the APR www.HUDHRE.info



Did you know....?

Did you know that right now, there are over **44,000** unduplicated, **active** clients in HMIS in Orange County? It's true.

Testimonials

I was very impressed and grateful for the individual attention and training offered by OC Partnership recently. Their patient staff helped FIES understand the reporting capabilities available in CMIS, and in addition, offered to help us design other reports for outcome measurement. Thanks OC Partnership!

Barb Jennings
President, Fullerton Interfaith Emergency Service

Monthly Report Bundle Reminder

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

HMIS Usage

OC Partnership wanted to take this opportunity to thank you.

Since inception, 59 agencies have participated in HMIS.

As of 05/31/2011, they have entered 50,284 clients into the system. This is an increase of 1.57% over the previous month of April, and an 8.93% increase since 12/31/2010.

Good job everyone!

HMIS Feedback NEEDED!!

Do you have issues with HMIS that you haven't reported? Maybe old, recurring issues not reported THIS YEAR?

If so, PLEASE submit tickets through HMIS or send to: helpdesk@ocpartnership.net

OC Partnership wants to hear from YOU. We can't fix issues that we don't know about.

Who can submit the most issues?

Ready, set....GO!!!

Reminder: OC Partnership spotlights one agency each month on our website. If you would like your agency to be considered, email coordinator@ocpartnership.net.