



# Data Matters

October 2011

OC Partnership's HMIS Newsletter



## Tips & Tricks by Peter

This month's article is neither a tip, nor a trick. Instead, today I bring you information regarding the Annual Performance Review (APR) and some inconsistencies we came across.

While running the APR for some agencies, we discovered that the numbers were not adding up to what the agencies thought they should be. Upon further research we discovered that only clients who had services provided during the reporting period were being counted. We contacted HUD to clarify whether this is how the report should work or not and were told that while this was accurate for supportive service programs, housing programs should have all enrolled clients counted.

With this clarification from HUD, we contacted our software vendor to have the issue resolved. They are currently working on this issue and should have word back to us on the corrected report around the end of September or the beginning of October.

If you would like some more information or clarification please contact us at [helpdesk@ocpartnership.net](mailto:helpdesk@ocpartnership.net).

## 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 15<sup>th</sup> of each month.

If you need help running the reports, please email us at [helpdesk@ocpartnership.net](mailto:helpdesk@ocpartnership.net).

## RFP Progress

The request for proposal process is moving along nicely. At the start of the RFP process, there were 6 HMIS vendors participating, and we're now down to 5. The review committee is currently testing the HMIS software of those 5 vendors. During October, different members of the review committee are calling vendor references, looking at pricing and looking more closely at the finalists. Look for more news next month!

## Notes from the HMIS Project Manager

### 10 Year Plan!!

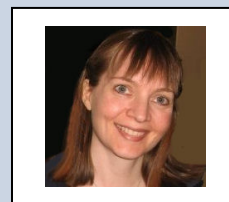
If you didn't attend the last 2020 board meeting on Sept. 23<sup>rd</sup>, you might not know that the "Ending Homelessness 2020 Board" changed its name to "The Commission to End Homelessness."

What a great turn-out at the meeting!! Every seat was filled.

Is it just me, or does it feel like the 10-Year Plan to End Homelessness is gaining momentum? I'm excited to be a part of it. If you aren't signed up to participate in one or more of the implementation groups, I urge you to consider joining.

Agendas and meeting minutes can be found online.

<http://egov.ocgov.com>



## Agency Visits

OC Partnership has started making agency visits to those agencies currently using HMIS. We have been able to observe users working in the system, answer questions about problem areas, and discuss what users like and dislike about the system. If you would like OC Partnership to visit your agency, please email us at [helpdesk@ocpartnership.net](mailto:helpdesk@ocpartnership.net)



## Ask Erin

Many agencies have questions about the occupying individuals on the bed utilization report.

### Bed Utilization and Data Quality

#### Bed Utilization as of 4/30/2011

This page left intentionally blank for non-shelter programs.

Program	Family Units	Bed Count	Occupying Individuals	Percent Bed Occupancy
[REDACTED]	9	44	32	73 %
Total All Programs	9	44	32	73 %

This is a point in time survey. The count of occupying individuals for the bed utilization section of this report is based on clients who were housed on 4/30/2011 according to program entry and exit dates.

This number is the number of clients that are enrolled in the program during the time period of the report. If the number of occupying individuals does not match the number of individuals that should be enrolled in the program during this time, clients will either need to be enrolled or exited.

The client roster will list the clients that were enrolled in the program during the time period of the report. If clients are listed on the client roster that were not supposed to be enrolled during that time, they will need to be exited. If clients are not listed on the client roster that should have been enrolled during that time, they will have to be enrolled.

## Website Updates

- **NEW!** Recorded Training: HMIS Monthly Report Bundles
- **NEW!** Recorded Training: HMIS Snapshot Reset
- **NEW!** Recorded Training: HMIS Creating New Snapshots
- **NEW!** Recorded Training: HMIS Recreating Snapshots

To view the online trainings, please visit [http://www.ocpartnership.net/our\\_services\\_cmis\\_training.htm](http://www.ocpartnership.net/our_services_cmis_training.htm).

## Testimonials

*"I have been so grateful for the revamping of the HMIS program. Not only has it clarified the information and added the integral information I have needed but the "Johnny on the spot" responses from Peter and Erin are always reassuring, helpful and non judgmental, because this is the third time I've asked. OOPS! TMI Thank you for ALL your support."*

Mary McBride  
City of Huntington Beach Senior Services

## Newsletter Feedback?

What do you think of our newsletter? Send your feedback to: [newsletter-feedback@ocpartnership.net](mailto:newsletter-feedback@ocpartnership.net).



## Agency Data Spotlight

Did your agency have good data in August 2011?

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

>70% Social Security #

100% Ethnicity

100% Gender

- Abrazar
- American Family Housing
- Anaheim Interfaith Shelter
- City of Huntington Beach
- Families Forward
- Family Assistance Ministries
- Fullerton Interfaith Shelter
- Grandma's House of Hope
- Heritage House Cottages, SCAD-P
- HIS House
- HOMES, Inc.
- Illumination Foundation
- Laguna Beach Winter Shelter
- Mercy House
- Olive Crest
- Orange Coast Interfaith Shelter
- Orange County Rescue Mission
- Precious Life Shelter
- Salvation Army
- Serving People In Need (SPIN)
- Share Our Selves
- Shelter Plus Care
- Sisters of St. Joseph, Bethany
- 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

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](http://www.hmis.info/ClassicAsp/documents/Final%20HMIS%20Data%20Standards-Revised%20_3.pdf)

# October 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep. 25	Sep. 26	Sep. 27	Sep. 28	Sep. 29	Sep. 30	1 AHAR data collection officially starts (for 10/1/10 - 9/30/11 data)
	3 QPRs due to county	4 12:30-1:30: HUD Webinar: AHAR Part 1	5	6 8am-1pm. 11 <sup>th</sup> Annual Housing Resource Forum - 11551 Trask Ave. Garden Grove	7	8
9	10 Q9 HPRP QPR due in e-snaps (covering reporting period of 7/1/11 - 9/30/11)	11 12:30-1:30: HUD Webinar: AHAR Part 2	12	13	14	15
16	17	18 12:30-1:30: HUD Webinar: ESG Prep for HMIS Participation	19	20	21	22
23	24	25	26	27 HMIS User Mtg, 9-11am, OC Partnership: 1505 E 17 <sup>th</sup> Street, Santa Ana	28 <ul style="list-style-type: none"> <li>FY 2011 CoC NOFA apps due to HUD</li> <li>9-11am Commission to End Homelessness mtg. @ Village of Hope</li> </ul>	29
30	31	11/30/11	Year 2 HPRP APR due in e-snaps (covering reporting period of 10/01/10-09/30/11).			