

ServicePoint 5.11.x 2014 HMIS Data Dictionary

**3rd Annual Congress on Ending
Homelessness
November 11, 2014**



Agenda

Topics For Session:

- Introduction
- HUD Updates
- 2014 HMIS Data Dictionary and Changes to ServicePoint
- Upcoming ServicePoint Improvements, functionality
- Q & A



HUD and Federal Partner Updates

HUD Hosts a monthly Software Solutions Provider Meeting:

- We've attended monthly via phone or in person (1-2 times per year) since it's inception in Summer of 2012
- Bowman Staff participate regularly in workgroups
 - HMIS Vendor Glossary
 - HMIS Logic Model
 - XML/CSV workgroup



HUD and Federal Partner Updates

HUD Updates and Upcoming HMIS Publications:

- HUD and Federal Partner MOU is still pending
- HMIS Rule in Final Form by end of 2014
- Notices in Draft Pending for end of 2014 or early 2015:
 - Software and Data Quality
 - Security and Privacy
 - Governance



Timeline

May 1, 2014 HUD released 2014 HMIS Data Dictionary

- Minor revisions released August 18, 2014
- Implementation Date for vendors: October 1, 2014

ServicePoint version 5.11.0 for 2014 HMIS Data Dictionary

- September 11, 2014
- Recommended customers upgrade by October 1, 2014
- “HUD expects all CoC’s to begin using HMIS with the elements contained in these standards on October 1, 2014” – 2014 DD



Available Resources

Published to Date:

- 2014 HMIS Data Dictionary v2.1
- 2014 HMIS Data Manual v2.1
- HMIS Project Descriptor Data Elements
- VA Data Collection Guide
- SSVF Program Guide

Pending:

- Other Program Manuals
- Program Set-up Guides



2014 Data Dictionary

The document has been divided into several “parts”

- This division gives HUD and the other Federal Partners the ability to make revisions as needed without going through the whole legal process
 - 2014 HMIS Data Dictionary – Vendors
 - 2014 HMIS Data Standards Manual - CoCs/Sys Admins/Users
 - Individual Program Manuals
 - HUD, HHS, VA (all pending release this fall)



Introduction – Section 1

HMIS is meant to record client-level information about numbers and needs of persons using housing and services:

- New format for each element
- Language changes
 - Program = Federal, State, Local Funding Sources (ESG, HOPWA)
 - Project = Refers to the work being done (Emergency Shelter, RRH)
- Charts provided in the DD with information about which programs collect what data for reporting
- Various picklist/wording changes throughout
- Element types
 - Project Descriptor Data Elements
 - Universal Data Elements
 - Program Specific Data Elements
 - Metadata Elements (New)



Introduction – Section 1

Element Name		
Field & Response(s) #		
Dependent # to Response #		
Element Type		
Project Type Applicability		
Funder: Program – Component Requested	Funder: Program	Component
All Programs All Components		
Data Collected About		
Collection Point		
System Logic		
Other System Issues		
XML Tag	Space reserved for XML 4.0 tag	
XML 3.0 Link		
Change from 2010 Data Standard Notice		



Introduction – Section 1

Funder: Program – Component Requested	Funder: Program	Component						
N/A for blackened components	HUD:CoC	HP	PSH	RRH	SO	SSO	TH	
	HUD:ESG	ES – e/e	ES - nbn	HP	RRH	SO		
	HUD:HOPWA	H/M	HI	PH	PHP	STH	STRMU	TH
	HUD:HUD/VASH	PSH						
	HUD:RHSAP	RA						
	HHS:RHY	BCP – es	BCP - p	MGH	SOP	TLP	D	
	HHS:PATH	SO	SSO					
	VA:HCHV	EH						
	VA: GPD	TH						
	VA:SSVF	HP	RRH					



Introduction – Section 1

Better Defined Data Collection Stages:

- Record Creation
- Project Entry
- Update
 - Multiple “updates” allowable
 - **ServicePoint Functionality = Interim Review – REQUIRED**
 - Picklist value of “Update” added
- Annual Assessment
 - Must occur at least once annually (max 1x per year) for clients enrolled 365+ days and must occur +/- 30 days from Client’s Anniversary Date
 - **ServicePoint Functionality = Interim Review – REQUIRED**
 - Picklist value of “Annual Assessment ” added
- Project Exit



Project Descriptors – Section 2

These Elements identify the organization and project with specific details to help facilitate reporting:

- Organization Identifiers
- Project Identifiers
- Continuum of Care Code
- Project Type
- Method for Tracking Emergency Shelter Utilization
- Federal Partner Funding Sources
- Bed and Unit Inventory
- Site Information (Optional)
- Target Population (Optional)



Project Descriptors – Section 2

Critical Elements for Accurate Reporting:

- **Continuum of Care Code**
 - A Project may now be listed as operating in one or more CoCs
 - This field will be used for things like System Performance Measures and in other HUD/Federal Partner Reporting
- **Project Type**
 - Each project can have only ONE Project Type
 - If a particular agency has a project that performs more than one activity, more than one project must be set up
- **Method for Tracking Emergency Shelter Utilization**
 - Projects are either Entry/Exit or Night-by-Night
 - Performance will be measured based on the selection



Universal Data Elements – Section 3

These Elements are required for all HMIS participating continuum projects:

- **New Elements**
 - Destination
 - Relationship to Head of Household
 - Client Location Code
 - Length of Time on Street, in an Emergency Shelter, or Safe Haven
- **Removed Elements**
 - Zip Code of Last Permanent Address
 - Now collected as part of Last Permanent Address for SSVF program only
 - Housing Status
 - Now a Program Specific Element (collected at Entry only for PATH, RHSAP and HOPWA)



Universal Data Elements – Section 3

Full list of 2014 UDEs:

- Name
- Social Security Number
- Date of Birth
- Race; Ethnicity
- Gender
- Veteran status
- Disabling Condition
- Residence Prior to Project Entry/Length of stay in previous place
- Project Entry Date; Project Exit Date
- Destination
- Personal ID; Household ID
- Relationship to Head of Household
- Client Location Code
- Length of Time on Street, in an ES or SH



Universal Data Elements – Section 3

Summary of Changes:

- **Name**
 - Adds Name Data Quality
- **SSN**
 - Adds DQ picklist value for Approximate or Partial SSN
- **DOB**
 - Adds request to approximate DOB if the year of birth can be pinpointed to a year. IE 34 years old (1980) should be entered as 1/1/1980 (Approximate)
- **Race**
 - ServicePoint displays Primary and Secondary but options available for races 3-5



Universal Data Elements – Section 3

Summary of Changes:

- Gender
 - Adds Text box for “Other”
- Veteran Status
 - Location of Element is changed, now found on Client Table – this allows value to “Carry Forward” from Project Entry to Project Entry
 - Record as Yes for any client who has been **Active** Duty in the Armed Forces
- Disabling Condition
 - Required only for Adults
 - Independent of Disability Type but if a Disability Type is indicated, needs to be marked Yes



Universal Data Elements – Section 3

Summary of Changes:

- **Relationship to Head of Household**
 - A household is a group of people who apply for services/housing together
 - Only one client per Household can be marked “Self”
 - If there is a single person, mark as “Self”
 - There is no tie between this new Dynamic Question and the Household Tab
- **Client Location**
 - Location of Client for Residential Stay or Services
 - Uses values from CoC Code selected in Project Set up



Universal Data Elements – Section 3

Summary of Changes:

- Length of Time on Streets, in an Emergency Shelter or Safe Haven:
 - There is not a single question for this data element – it is a series of several different questions
 - This does NOT include time spend in a Transitional Housing project
 - Values from this response (along with Disability information) will be used to determine Chronic Homeless status
 - 1 day of homelessness in a month = 1 month of homelessness
 - Status documented – refers to ability to document the length of homelessness (HMIS, outreach statement, etc).



Program Specific Data Elements – Section 4

These elements provide information about the characteristics of clients, services provided and outcomes

These elements are combined with the UDEs into 18 new assessments to facilitate data collection and reporting

- (UDEs only)
 - CoC/ESG
 - PATH
 - SSVF, VASH
 - RHSAP
 - RHY
 - HOPWA
 - Annual Assessment
- Note: Only these new assessments will be updated with new questions



Program Specific Data Elements – Section 4

Required for Multiple Programs:

- Housing Status
- Income and Sources
- Non-Cash Benefits
- Health Insurance
- Disability information
- Domestic Violence
- Contact
- Date of Engagement
- Services Provided (HOPWA, PATH, RHY, VA funded)
- Financial Assistance Provided (HOPWA, SSVF)
- Referrals Provided (PATH, RHY)
- Residential Move in Date
- Housing Assessment Disposition
- Housing Assessment at Exit



Program Specific Data Elements – Section 4

Required for PATH only:

- Path Status
- Connection with SOAR
- Additional questions about Mental Health Problem
- Additional question about Substance Abuse

Required for VA only:

- Veteran's Information
- Percent of AMI
- Last Permanent Address (Prior to Entry)

Required for HOPWA only:

- Medical Assistance

Required for RHSP only:

- Worst Housing Situation



Program Specific Data Elements – Section 4

Required for RHY only:

- RHY-BCP Shelter Status
- Sexual Orientation
- Last Grade Completed, School Status
- Employment, Health, Dental, Mental Health Status
- Formerly a Ward of Child Welfare/Juvenile Justice System
- Young Person's Critical Issues
- Referral Source
- Commercial Sexual Exploitation
- Transitional, Exit-Care or Aftercare Plan and Actions
- Project Completion Status
- Family Reunification Achieved



Metadata Elements – Section 5

These are Elements which contain “data about data” and are new to the Data Dictionary:

- Date Created
- Date Updated
- Data Collection Stage
 - Update and Annual Assessment added to Interim Reviews
- Information Date
- Project Identifier
- Project Entry Id
- User Id



Administrative Changes

Update Project Descriptor Data Elements

- New/Revised elements found on the HUD Standards Tab
- Elements no longer required are marked (Retired); these are retained for historical purposes

CoC Code Sub-Assessment (New)

- Create picklist for this element in Picklist Admin

Non-HUD elements required on the HUD Standards Tab

- Provider Grant Type
- Service Transaction Workflow (non-HUD/FP funded only)

Set Assessments, Services quicklist, Referrals



Workflow Changes

HUD Verification for Sub-Assessments

- All responses can be entered using the existing workflow or by clicking on the HUD Verification hyperlink
- Income, NCB, Disability, and Health Insurance – new required step to mark all non-Yes picklist values with No, Null or Client Doesn't Know, Client Refused

All HUD/Federal Partner funded projects must use Interim and Follow Up Review

- Interim Reviews are required to record "Updates" and "Annual Assessment"
- Workflow is available on Collaborango

All HUD/Federal Partner funded projects must use Entry/Exits

- Includes ESG funded projects for Prevention and Emergency Shelter

Projects using Services Transaction Workflow enter "Destination" field in Service Transactions

Workflow Changes (cont.)

SSVF, PATH, HOPWA, RHY projects will select Service Transaction Type, Referral Type (as applicable) prior to selecting AIRS code

- Triggered by appropriate Provider Grant Type setting on HUD Standards tab
- Additional questions required for services based on program

PATH Projects will have a new workflow

- Workflow document available on Collaborango
- Start new workflow after scripting is complete

Wording Changes

- Client Doesn't Know, Client Refused

Picklist changes

- Data Not Collected



What about reporting?

HUD will issue additional guidance on report changes etc.

- New version of Transition APR (minor changes) released end of September 2014
- ESG CAPER specifications released, minor changes pending
- AHAR – No changes for 2013-2014 year; new AHAR next year
- PATH Transition Report – specifications released, minor changes pending
- Other “canned” reports and ReportWriter updated; HUD 40118 Report removed

Availability of objects in ART

- New fields will be added to ART shortly after the 5.11.0 upgrade process starts

ART Gallery

- Updating all impacted Gallery reports
- First = Industry Reports, then reports with higher usage and so on



Available Resources

Available Now:

- 2014 HMIS Data Dictionary Changes 7_14_14
- 2014 DD Master Assessment Document v3
- 2014 Project Descriptor Data Elements v1
- Link to 5.11.0 Release Preview Webinar
- 5.11.0 Release Preview Webinar FAQ
- 2014 DD Summary and Picklist Value Changes v1
- Training video on “HUD Verification process”
- Service/Referral/Financial Assistance Crosswalks
- FAQ2
- Collaborate 2014 HUD session and FAQ Document



Upcoming ServicePoint Improvements

What's coming?

- Medicaid Billing
 - Ability to bill Medicaid directly from ServicePoint
- Electronic Signatures
 - Collect electronic signatures and upload to ServicePoint
- Tab Management
- VI-F-SPDAT
- 6.0? Yes!



Collaborate. Coordinate. Evaluate.

Any Questions?

