

## 2016 PA HMIS System Update Information

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### **Recorded Training Links:**

We have downloaded and placed on-line the two trainings that occurred on October, 4<sup>th</sup> and can be downloaded or viewed (streamed) using the links below:

[PA HMIS 2016 System Update Class](#)

[PA HMIS 2016 DHS PATH Update Class](#)

*We plan to update our on-line training library and include all new documentation within the HOME -> System Documents section of the Pennsylvania HMIS very shortly.*

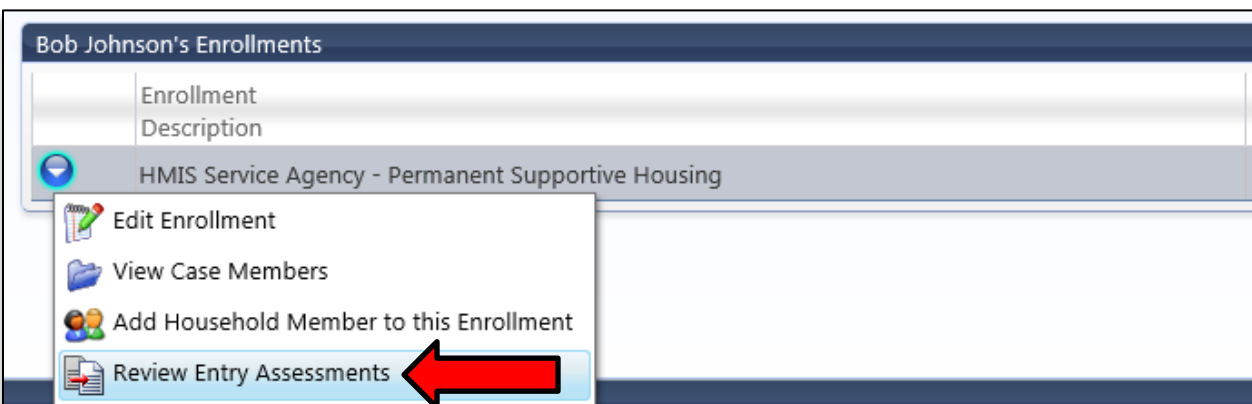
### **Data Backfill:**

All clients that are active as of October 3<sup>rd</sup>, 2016 are required to have any new or updated data elements completed or “back-filled”. Any newly entering client will be prompted to enter the latest data by default, but those clients that were enrolled before the release on 10/3 and still active should be reviewed for incomplete information.

*Any active client not updated could have an effect on future data quality reporting for their program.*

The main areas for backfilling will be the Universal/HMIS Data Assessment to ensure the Living Situation data element is completed and for SSVF programs to collect the Use of Crisis Services and HP Targeting Screening assessments along with reviewing the new Adult Education assessment requirement.

All assessment data needing backfilling is from an “entry” standpoint and can be found by using the **Review Entry Assessments** option on the dashboard or enrollment page.



The Assessment summary screen will display all the individual assessments saved which can be loaded with the **edit** option. Any assessments missing can be created using the **Complete Missing Assessments** option on the top of the screen.

Universal HMIS Data Assessment:					
1 record found.					
	Assessment Date ▲	Assessment	Assessment Type ▲	Program ▲	Assessor ▲
	10/01/2015	Universal HMIS Data	Entry	HMIS Service Agency - Permanent Supportive Housing	Brian Miller
Health Barriers Assessment:					
0 records found.					
	Assessment Date ▲	Assessment	Assessment Type ▲	Program ▲	Assessor ▲
No Results Found					

### **Living Situation - Data Collection Tips:**

- The type of residence prior to project entry will have new headers that designate the current dropdown options as a Homeless Situation, Institutional Situation, or Transitional and Permanent Housing Situation.
- New option of **Interim Housing** is listed under the Homeless Situation header. Interim housing is not a type of housing, but rather a housing situation where a chronically homeless person has applied for permanent housing, has been accepted into permanent housing or unit, or voucher for permanent housing has been reserved for them, but there is some situation that prevents them from moving immediately into housing (examples: apartment renovations, old tenant moving out; client has a voucher but is looking for a unit, etc.).

### **Living Situation (3.917A) – those entering Street Outreach, Emergency Shelter or Safe Haven programs:**

❖ *The following process is the same with all housing situations prior to project entry:*

- Record the housing situation they were previously residing in
- Identify how long they were in their previous housing situation.
  - Record the approximate date the homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the street, shelter or safe haven and enter that date.
  - Record the number of times the client has been homeless on the street, shelter or safe haven in the past three years including today, regardless of where the client stayed last night. If this is the first time, the response is “one time.”

- Record the total number of months the client has been homeless on the street, shelter or safe haven in the past three years.
  - *The number is cumulative but not necessarily consecutive*
- ❖ As the client looks back; there may be breaks in their stay on the streets, emergency shelter or safe haven. The breaks are allowed to be included in the look-back period to calculate the approximate start date ONLY:
- If the client moved continuously between the streets, shelter or safe haven. The date would go back as far as the first time they stayed in one of those places; or
  - If the break in their time on the street, shelter or safe haven was under 7 nights. A break is considered at least 7 or more consecutive nights not residing in a place not meant for human habitation, in shelter, or in a safe haven. The look back would not be broken by a stay of less than 7 consecutive nights; or
  - If the break in their time on the street, shelter or safe haven was 90 days or less due to an institutional stay (examples: jail, substance abuse or mental health treatment facility, or hospital). The look back time would include all of those days (up to 90 days) when looking back at the start date.
  - If the client knows the month and year but not the day, the worker may substitute the day of the month with the same day of the month as the client's entry into the program.
  - If the client refuses to answer, or does not know the answer, or the data was not collected by the project for the client, Client doesn't know, Client Refused or Data Not Collected can be entered.

**Living Situation (3.917B) – those entering Transitional Housing, Permanent Housing, Services Only, Rapid Rehousing or Homelessness Prevention programs:**

- ❖ *If a client was living in a homeless situation prior to project entry:*
- Record the homeless situation they were previously residing in
  - Identify how long they were in their previous housing situation.
    - Record the approximate date the homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the street, shelter or safe haven and enter that date.
    - Record the number of times the client has been homeless on the street, shelter or safe haven in the past three years including today, regardless of where the client stayed last night. If this is the first time, the response is "one time."
    - Record the total number of months the client has been homeless on the street, shelter or safe haven in the past three years.
    - *The number is cumulative but not necessarily consecutive*

❖ **If a client was living in an institutional situation prior to project entry:**

- Record the institutional housing situation they were previously residing in
- Identify how long they were in their previous housing situation.
- If the client was in this previous institutional housing situation for less than 90 days (considered a “break”)
  - If the client was living on the street, emergency shelter or safe haven immediately prior to the “break”, THEN:
    - Record the approximate date the homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the street, shelter or safe haven and enter that date.
    - Record the number of times the client has been homeless on the street, shelter or safe haven in the past three years including today, regardless of where the client stayed last night. If this is the first time, the response is “one time.”
    - Record the total number of months the client has been homeless on the street, shelter or safe haven in the past three years.
    - *The number is cumulative but not necessarily consecutive*

❖ If the client was living in a transitional or permanent housing situation prior to project entry:

- Record the transitional or permanent housing situation they were previously residing in
- Identify how long they were in their previous housing situation.
- If the client was in this previous housing situation for less than 7 nights (considered a “break”)
  - If the client was living on the street, emergency shelter or safe haven immediately prior to the “break”, THEN:
    - Record the approximate date the homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the street, shelter or safe haven and enter that date.
    - Record the number of times the client has been homeless on the street, shelter or safe haven in the past three years including today, regardless of where the client stayed last night. If this is the first time, the response is “one time.”
    - Record the total number of months the client has been homeless on the street, shelter or safe haven in the past three years.
    - *The number is cumulative but not necessarily consecutive*