

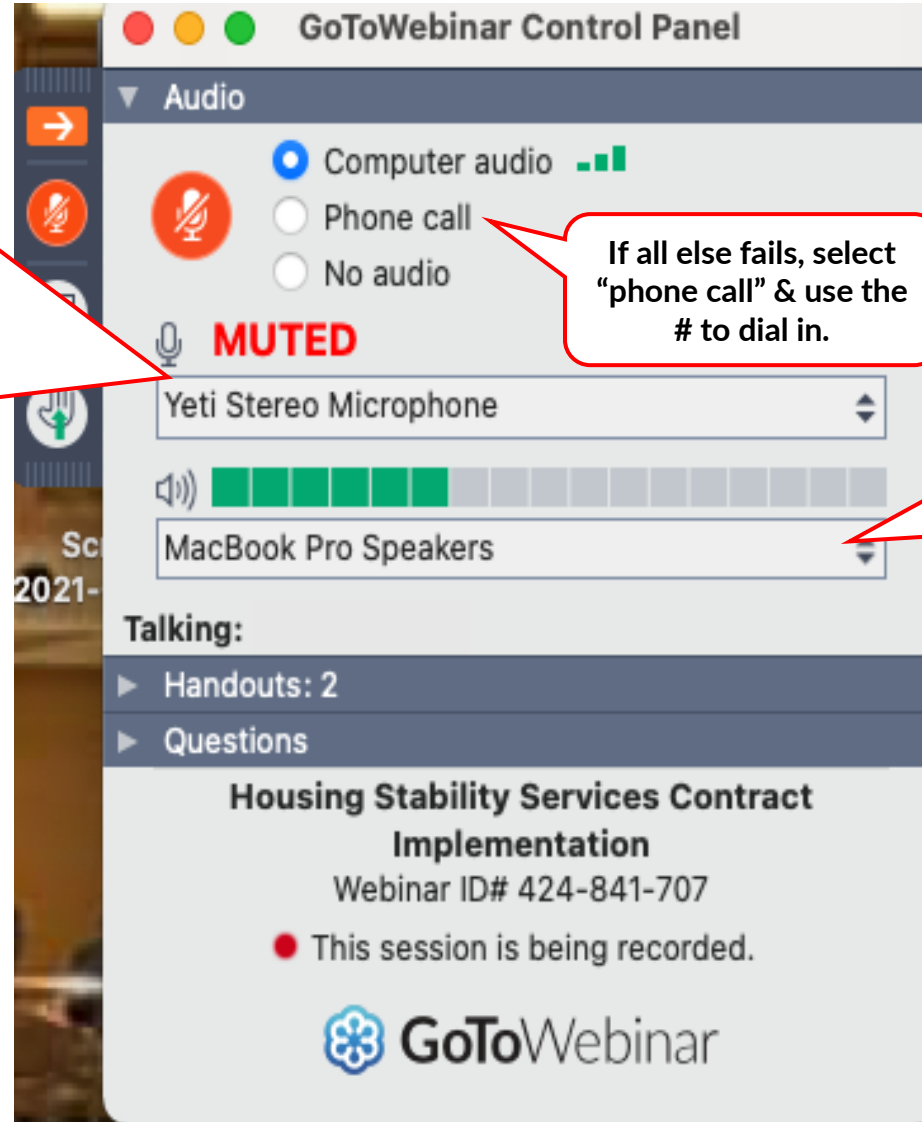
HMIS Forum 4th Quarter 2021



December 16, 2021
2:00 – 4:00 p.m.
GoToWebinar

Thank you for joining us.
Please use the following diagram to check your audio

If we can't hear you, check to make sure that you're not muted & that you have selected the correct mic from your computer.



If all else fails, select "phone call" & use the # to dial in.

If you can't hear us, check to make sure you have the correct speaker selected from your computer.

Webinar Reminders



This webinar is being recorded and the recording along with the slides will be posted on our website.



All Attendees will be muted so as not to disrupt the webinar.



If you have a question, either use the “raise your hand” feature or type your question into the question box.



Both are available in your webinar control panel.

Attendees (63) Staff (3)

Names - Alphabetically

Microphone	Alert	Question	Hand	Name	Dropdown
				Abeer Monem	▼
				Alanah Lavinier	▼
				Allen White	▼
				Andrea Kirkpatrick	▼
				Annette Pieniazek	▼
				Barbara Page	▼
				Bethany Fields	▼
				Candace Duran	▼

Questions

☒ Show Answered Questions

Question	Asker

Type answer here

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Webinar Housekeeping



Today's webinar is scheduled to last 2 hours including Q&A



Participant phone lines will be muted. Please use the "raise hand" or "chat" features to ask questions during the forum. (There will be a series of questions asking during the presentation. The first person to answer the question correctly in the chat box wins.(winner will be announced by a CFTH team member)



Question and answer session will be held periodically during the forum and at the end of the presentation.



Slides and recording of this presentation will be available approximately 72 hours after we conclude [The Way Home Partner Portal \(homelesshouston.org\)](https://homelesshouston.org)

Your HMIS Team

- ❖ Ana Rausch – VP of Program Operations
- ❖ Scot More– Associate Coordinated Access
- ❖ Heady Cassidy– Program Operations Coordinator
- ❖ Erol Fetahagic – Director of Analytics & Evaluation
- ❖ Karen Flores – Analyst Analytics & Evaluation
- ❖ Yvette Fuentes – Associate Analytics & Evaluation
- ❖ Kelita Beechum – Data System Manager
- ❖ Agnes Asigbey – Data System Specialist
- ❖ Lindsey Grubbs – Data System Specialist



Agenda

- Welcome & Introductions
- LSA
- PIT/HIC
- Homeless Court
- Providers and Referrals
- HMIS Monthly Reporting
- HMIS Site Visits
- HMIS Training Updates
- Q&A

A decorative background featuring a close-up of crumpled, colorful paper in shades of blue, green, and white. A solid purple horizontal bar is located in the top left corner.

Welcome and Introductions

Thank you!!!

Thank you

to everyone for all your hard work!!

Thank you

for reviewing your data and making corrections this year.

Thank you

for helping with the 2021 HIC and PIT.

Thank you

for all your feedback!! We are looking forward to seeing your suggestions and/or feedback so we can make necessary improvements. Please e-mail to hmis@homelesshouston.org

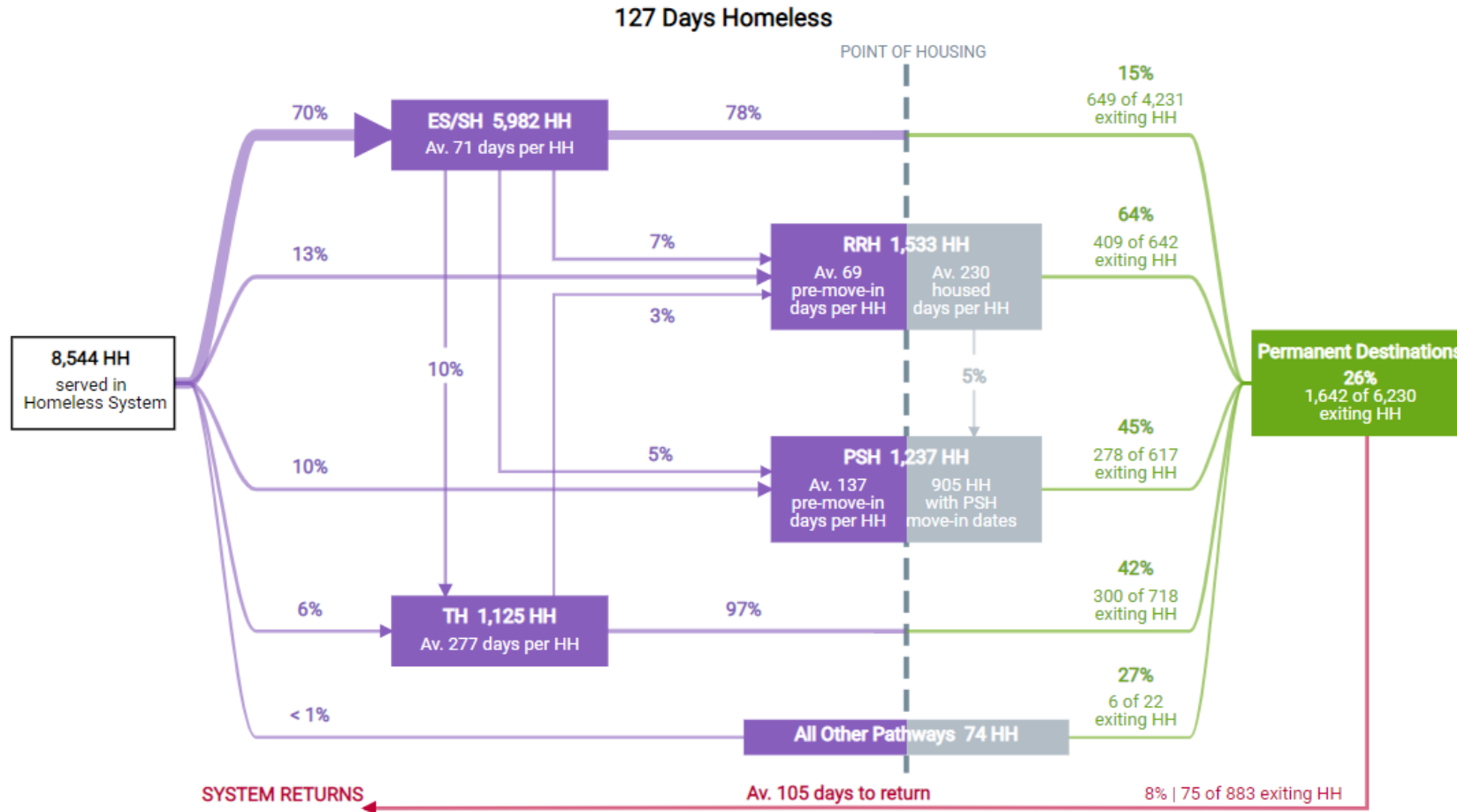
Longitudinal System Analysis (LSA)

- HMIS-based housing report, part of the Annual Homeless Assessment Report (AHAR) to Congress
- Includes the following project types, regardless of funding source:
 - Emergency Shelter
 - Safe Haven
 - Transitional Housing
 - Rapid Re-Housing
 - Permanent Supportive Housing
- Domestic violence providers not included
- Reporting deadline: February 15, 2022

LSA Common Issues

- ❖ Households do not have only one Head of Household
- ❖ Households not associated with the CoC (client location – Q3)
- ❖ Bed utilization
 - ES entry/exit, SH, TH: based on entry and exit
 - ES night-by-night: based on entry, bed check-in, and exit
 - RRH & PSH: based on housing move-in date and exit
- ❖ Bed inventory
 - Inventory set up in HMIS does not match annual HIC inventory
 - Household types served (AC, AO, CO) do not match bed inventory
- ❖ Various client Data Quality issues
 - Fake/missing SSN, impossible/missing DOB, missing Gender, Race, Ethnicity, etc. (Q2)
 - Living Situation, Date of Homelessness, Times Homeless (Q5)
 - Exit Destination (Q4)

FY 2020 LSA/STELLA System Map



Did you know?

Do not input test clients in the Live database. If you need to practice, please let the HMIS team know, and you can practice in the training system. Feel free to sign up and attend refresher training.

Refresher Training:

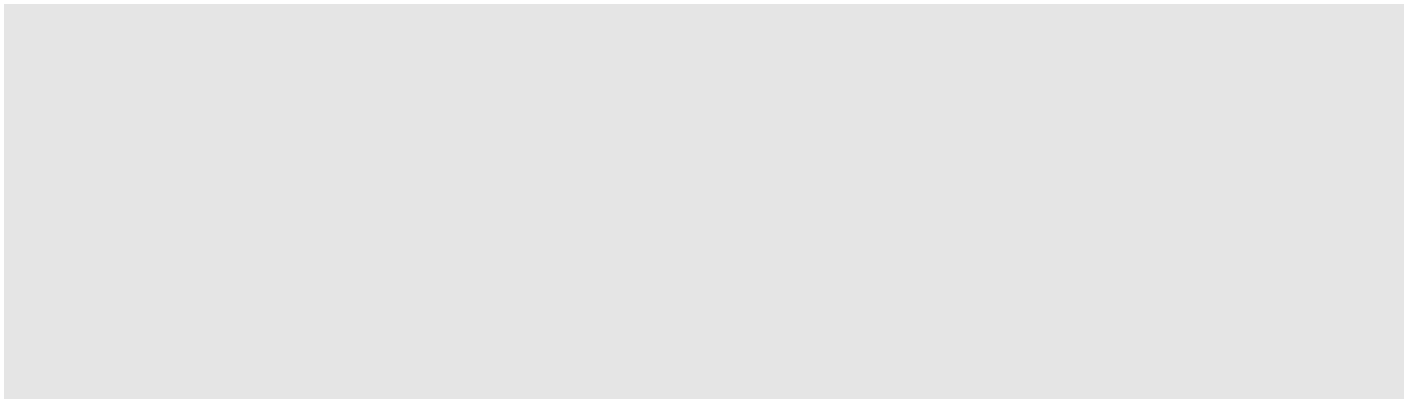
Helps to refresh the skills of active users, as well as review any issues users may have with navigating through the system or the data collection process. **Refresher training is required of all new users three months after initial training. *Accounts will be deactivated if the refresher is not attended.**



Safe Haven

A safe haven is **a form of supportive housing that serves hard-to-reach homeless persons with severe mental illness** who are on the street and have been unable or unwilling to participate in supportive services.

2022 Point-In-Time (PIT) Count



Why do we count?

- Report an accurate number of persons experiencing homelessness in the Houston, Harris, Fort Bend, & Montgomery Counties
- These numbers are reported to the U.S. Department of Housing and Urban Development in order to:
 - ✓ Determine progress/success (are the numbers decreasing?)
 - ✓ Determine the amount of federal, state, & local funding that will come into our community
 - ✓ Determine sub-populations among those experiencing homelessness (i.e. youth, veterans, domestic violence, etc.)
 - ✓ Identify areas with a dense presence of those experiencing homelessness (encampments, etc.)
 - ✓ Improve services & housing
 - ✓ Determine what additional services are needed

Unsheltered Count

Where:

- All of Houston, Harris, Fort Bend, & Montgomery Counties
- Day 1 – Inner 610 loop
- Day 2 – East of I-45 & 288, East Montgomery County
- Day 3 – West of I-45 & 288, West MoCo, all Fort Bend County

When:

- Official sheltered count (night of the count) for HUD will be January 24, 2021
- Unsheltered Count – January 25th, 26th, & 27th
- January 28th will be held for inclement weather or if needing more time

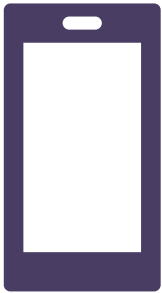
How:

- Drive around assigned map areas
- Walk areas with likelihood of find homeless persons
- Survey with phone/tablet app

Changes from 2021 - 2022

2021	2022
Count will occur during the last 13 days of January	Count will occur during the last 10 days of January per HUD requirements
No community volunteers & only select partner staff will be used	Community volunteers & partner staff are used, however will not be assigned to ride in vehicles
8 days for the unsheltered count	3 (maybe 4 days) for the unsheltered count
No staging locations will be utilized	Staging locations will be virtual & hosted by Coalition staff
No physical maps will be used, regions will be assigned via the app	No change
Staff will have to follow each other unless they are cleared to work together	Volunteers must follow in their own vehicles unless all parties are OK riding in the same vehicle
Volunteers can conduct surveys anytime between those 8 days	Certain regions for certain days
CoC partner participation not mandatory	Mandatory participation & part of scoring for CoC funded & HMIS agencies

Registration



Virtual training is mandatory

App code will not be provided unless a volunteer has attended training



Volunteers must check into a Virtual Staging Location the morning of each day

[Register Online](#)

Housing Inventory Form

Houston/Harris County Homeless Housing Inventory

Please review this form carefully to be sure that the information is accurate. Please make any necessary changes, addition or corrections (including the date the changes went into effect). Thank you for taking the time to complete this form. **INCOMPLETE FORMS WILL NOT BE ACCEPTED.**

Agency, Project/Program, and Address Info

Organization Name:	<input type="text"/>
Project Name:	<input type="text"/>
Organization Mailing Address	<input type="text"/>
Geocode	-Select-
Physical Address of Project (DV – town and zip only):	<input type="text"/>

Project/Program funding and reporting requirements

Does this project receive ongoing McKinney Vento Funds (ESG or CoC Renewal)? (Y/N)	<input type="text"/>
Does this project receive McKinney Vento Funds (CoC) for Construction, Acquisition, or Building Rehabilitation? (Y/N)	<input type="text"/>
Does this project receive other Federal funding? (Y/N) If so, what kind? (i.e. HOPWA, GPD, SSVF, etc)	<input type="text"/>
Must all residents of this project meet the HUD definition of Homelessness at time of admission? (Y/N)	<input type="text"/>
Does your project have to file an APR?	<input type="text"/>
If you have to file an APR for this project, what is the projects operating year (start date: end date)?	<input type="text"/>

Project/Program operating status, project type, housing type and (where applicable) voucher type

Project Status (check one only):		Housing Type (choose only one):	
Currently Operating	<input type="checkbox"/>	Mass shelter/barracks	<input type="checkbox"/>
Newly Opened/Date of opening:	<input type="checkbox"/>	Dormitory/hotel/motel	<input type="checkbox"/>
Under Development/Anticipated Occupancy Date:	<input type="checkbox"/>	Shared Housing	<input type="checkbox"/>
Project has Closed/Date of Closure: <input type="text"/>	<input type="checkbox"/>	Single Room Occupancy (SRO) units	<input type="checkbox"/>
Project Type (choose only one):		Single Apartment (non-SRO) units	<input type="checkbox"/>
Emergency Shelter (ES)	<input type="checkbox"/>	Single homes/townhouses/duplexes	<input type="checkbox"/>
Transitional Housing (TH)	<input type="checkbox"/>	FOR PROGRAMS THAT ADMINISTER VOUCHERS (i.e. BRAP, S+C, etc.), please select the type of voucher administered by the program (please choose only one type of voucher per grant):	
Safe Haven (SH)	<input type="checkbox"/>		
Permanent Supportive Housing (PSH)—DISABILITY REQUIRED	<input type="checkbox"/>		
Permanent Supportive Housing (PSH)—DISABILITY NOT REQUIRED	<input type="checkbox"/>	SRA (Sponsor-based Rental Assistance)	<input type="checkbox"/>

Providers and Referrals

- ClientTrack referrals are sent from one provider to another provider
- A provider is different than a project, a person, or an organization, but any of these can be set up as a provider
- A provider must be associated with a specific referral service
- A provider must be set up with an email address in order to receive referral emails
- Some referrals are customized for specific referrals (Coordinated Access, The Harris Center, Income, SOAR)
- HMIS users should send referrals only to established partner providers

Referral Options

- HMIS Programs workgroup:

Below is a list of all existing referrals for the selected client. To add a new referral for the client, click the **Add New Referral** button. To view or edit a record displaying in the list, click **Edit Referral** next to the desired record. To print a referral voucher, click **Referral Voucher** next to the desired record.

+ Add New Referral

Quick Referrals

Navigator Landlord Referral

Referral to The Harris Center Wellness Team

Referral to The Harris Ctr Navigation Ctr Support Team

Referral to CCHP CRR Income

Referral to SOAR

Baseline referral

1 result found.

Custom Referrals

Date ▼	From Provider ▲	To Provider ▲	Service ▲	Status ▲	Result ▲
12/02/2021	Coordinated Access Provider	Navigator Test	Coordinated Access Navigation Referral	Referral Made	

- Coordinated Access workgroup:

Below is a list of all existing referrals for the selected client. To add a referral for the client, click the appropriate **Add (...) Referral** button. To view or edit a record displaying in the list, click **Edit Referral** next to the desired record. To add or review outcome, click **Referral Outcome**. Click on **Delete Referral** only in case of an error.

Add Diversion Referral

Add PSH Referral

Add EHV Referral

Add RRH Referral

Add Navigation Referral

Add Pre-Navigation Referral

Add WFS Referral

Add SOAR Referral

Coordinated Access Referrals 1 result found.

Date ▼	To Provider ▲	Service ▲	Status ▲	Result ▲	Reason for Denial ▲
12/02/2021	Navigator Test	Coordinated Access Navigation Referral	Referral Made		

Sample Referral

Incoming Coordinated Access Navigation Referral



Erol Fetahagic <no-reply@clienttrack.com> <Add to safe sender>
To ✓ Erol Fetahagic

This email is to inform you that Coordinated Access is referring mechanics, quantum (HMIS ID - 1177) to you for assistance with housing navigation.

The client provided the contact information listed below:

Home phone -

Cell phone -

Email address -

Please log into HMIS, and update the referral outcome.

Thank you,

Erol Fetahagic

If you'd like to unsubscribe and stop receiving these emails [click here](#). <NO!!!>

Common Referral Issues

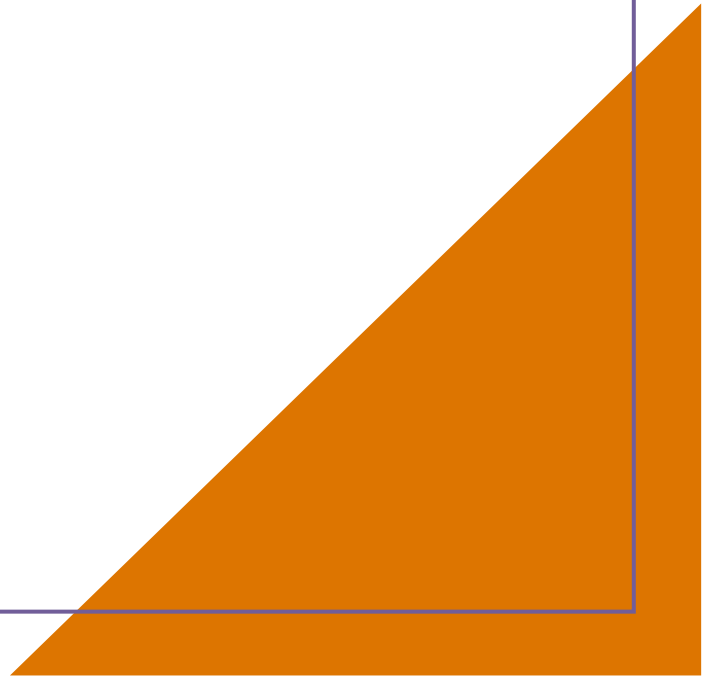
- Baseline referrals must be released to the provider's parent organization; otherwise, they won't be visible
- After receiving a referral, the provider should acknowledge it and accept or deny it in ClientTrack without delay
- Referral email checkbox must be checked to generate an email; the user needs to allow email popup and send it after the referral is saved
- Receiving providers should add clienttrack.com to their safe sender list; please check with your organization's IT team to make sure that these emails are not marked as spam
- If your emails are still not being received, you may want to copy the message and send it from your regular email account
- Receiving providers should frequently run incoming referral reports



Data Quality

What is Data Quality

- ❖ Accuracy
- ❖ Completeness
- ❖ Timeliness
- ❖ Relevancy
- ❖ Consistency



A blurred background image of a business meeting. Several people in professional attire are gathered around a table. One person is pointing at a tablet displaying data visualizations, including a donut chart. A white coffee cup is also visible on the table.

Why is Data Quality Important

- Make informed decisions
- Find Solutions to Problems
- System Advocacy (back up your arguments)
- Improve client's lives (data tells the clients story)

Benefits of Good Data Quality



More Informed Decision Making



Improved Relationships with agencies and clients



Good data is easier to use than poor data. This quality data increases your agencies efficiency. If your information is not complete or consistent you have to spend time fixing the data.



Examples of good data quality

- Make sure move in date is entered
 - Bed check in for all case members enrolled
 - Exit not only the HoH but case members as well
 - Using real SSN and not all the same numbers
 - Make sure project start date is the same date throughout the HMIS standard intake
 - If you answered yes to disabling condition on the UDA then a barrier needs to be selected
 - On the UDA be sure to answer ALL Prior living situation responses
-

Data Quality Report

- Every month HMIS will examine a report(s) to help you maintain good data quality. This is important to understand your programs and correctly see your client's story through services.



Common Data Entry Errors

Prior Living Situation

Prior Living Situation: * Place not meant for habitation (e.g., a vehicle, an abandoned building, l

Length of stay in prior living situation: * 90 days or more, but less than one year ▼

Approximate date homelessness started: * 04/01/2021  

– Number of times the client has been on SH in the past three years including today: * Four or more times ▼

treets, in ES, or SH in the past three years: * Client doesn't know ▼



Common Data Entry Errors

Missing Income at Start

< ★ 🔍 Enrollments				
All of client's enrollments display below. To add a universal enrollment for the client select add <i>members</i> .				
Case Name ▲	Project Name ▲	Project Type ▲	Members ▲	Enroll Date ▼
➤ Doe, Jane	Project A	Services Only	1	11/17/2021
➤ Doe, Jane	Project B	Services Only	1	10/29/2021

< ★ 🔍 Master Assessments		
Below is a list of Master Assessments that have been created for this client. To create a new assess		
Date ▲	Type ▲	Program ▲
➤ 11/17/2021	Entry	Project A
➤ 11/02/2021	Entry	Project B

Common Exit Errors

Client Dashboard

Project Name ▲	Project Type ▲	Members ▲	Enroll Date ▼	Move-In Date ▲	Exit Date ▲
██████████ CoH RRH	PH - Rapid Re-Housing	1	10/22/2021	10/22/2021	
██████████ CoH Navigation	Services Only	1	06/17/2021		10/22/2021

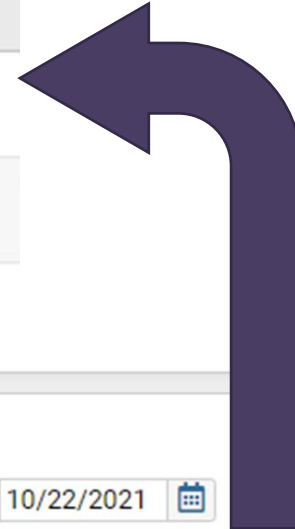
Enrollment Exit

To exit the client from the Enrollment, enter the **Exit Date** and **Destination**.

Exit Date: * 10/22/2021 

Destination: * No exit interview completed

Exit Reason: Completed Program ▼



Common Exit Errors



Age: 2

Gender: Male

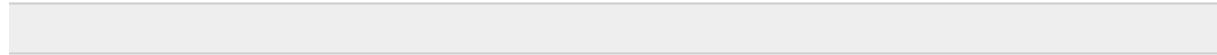
CA Assessment Date:

Waitlist Placement Date:

Housing Placement Date: 4/30/2021

Test Result:

COVID Quarantine Dat



Project Name ▲	Project Type ▲	Members ▲	Enroll Date ▼	Move-In Date ▲	Exit Date ▲
CoH RRH	PH - Rapid Re-Housing	2	04/30/2021		
CoH Navigation	Services Only	2	03/23/2021		04/30/2021

HoH exit Destination

Exit Date: * 04/30/2021

Destination: * Rental by client with RRH or equivalent subsidy

Exit Reason: Completed Program ▼

Family member's exit Destination

Exit Date: * 04/30/2021

Destination: * Emergency shelter, including hotel or motel paid for with emerg

Exit Reason: Completed Program ▼



Common Exit Errors

Enrollment Exit



To exit the client from the Enrollment, enter the **Exit Date** and **Destination**.

Exit Date: * 02/11/2021 

Destination: * Other

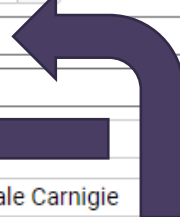
Exit Reason: Other

Other Exit Reason: * exit out

Other Destination: * Moved to Dale Carnegie

Case Manager Assignment:

End Case Assignment:

☐



Exit Destination Update Report

The screenshot displays a software interface with a dark blue sidebar on the left and a white main content area on the right. The sidebar contains the following items:

- Home (with a pin icon)
- User Dashboard
- Recent
- Paused Operations
- My ClientTrack
- Reports (highlighted with a white box)
- Client Reports (with a right arrow)
- Program Reports (highlighted with a white box)
- Service Reports (with a right arrow)
- HMIS Reports (with a right arrow)
- Referral Reports (with a right arrow)
- Provider Reports (with a right arrow)
- User Reports (with a right arrow)
- Paused Operation Reports (with a right arrow)
- Bar List (with a hand icon)
- Current Enrollments (with a right arrow)
- Outreach Enrollments (with a right arrow)
- Files on Server (with a list icon)

The main content area on the right lists various reports, each preceded by a small icon:

- Clients in Programs
- Active Client List
- Case Assignment
- Case Mgmt Services
- Client Data report
- Co-Enrollment Report
- Conf Prog Assistance
- Enrollment Demographic
- Income at Entry/Exit
- Income & Benefits
- Employment At Entry/Exit
- Employment Summary
- Exit Destination Update (highlighted with a dark blue box)
- Follow Up & Prevention
- PH Move-In Date & Chronic Status
- Project Outcomes
- Race, Gender & Age
- Returns to Homelessness

Exit Destination Report



Exit Destination Update

Use this report to see if any clients, who were exited during the reporting period to destinations other than permanent housing, were actually housed in the fc

- Select the report date range (e.g., last month, last quarter, or annual grant period)
- Select your project
- Run the report
- If the report shows client names, please review the subsequent PH placement information
- To update the exit information, go to the client record, select Enrollments> Exit the Enrollment, and change the Exit Destination according to the PH Project for RRH choose "Rental by client, with RRH or equivalent subsidy"; save the form and quit the workflow

Begin Date:

*



End Date:

*



Project:

*

-- SELECT --



Exit Destination Report

Exit Destination Update
12/13/2021 11:39 AM



Report Criteria:

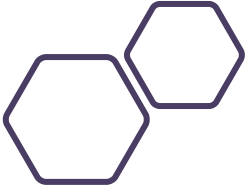
Begin Date: 10/1/2020 12:00:00 AM
End Date: 12/31/2021 12:00:00 AM
Project: [REDACTED]

Client ID	Client Name PH Project Name	Exit Date PH Move-In	Exit Destination PH Project Name
[REDACTED]	[REDACTED]	1/8/2021	Staying or living with friends, temporary tenure (e.g.,
	CCHP Salvation Army HC Bridge	3/11/2021	PH - Rapid Re-Housing
	[REDACTED]	2/12/2021	Place not meant for habitation (e.g., a vehicle, an
	CRR Dale Carnegie CoC	3/15/2021	PH - Permanent Supportive Housing (disability
	[REDACTED]	2/12/2021	Place not meant for habitation (e.g., a vehicle, an
	CCHP Salvation Army HC Bridge	3/1/2021	PH - Rapid Re-Housing
	[REDACTED]	2/23/2021	Place not meant for habitation (e.g., a vehicle, an
	CCHP Salvation Army HC Bridge	2/24/2021	PH - Rapid Re-Housing
	[REDACTED]	2/12/2021	Place not meant for habitation (e.g., a vehicle, an
	CCHP Salvation Army HC Bridge	3/2/2021	PH - Rapid Re-Housing
	[REDACTED]	2/12/2021	Place not meant for habitation (e.g., a vehicle, an
	CRR Dale Carnegie CoC	2/19/2021	PH - Permanent Supportive Housing (disability
	[REDACTED]	1/7/2021	Place not meant for habitation (e.g., a vehicle, an
	CCHP Salvation Army HC Bridge	3/9/2021	PH - Rapid Re-Housing
	[REDACTED]	2/9/2021	Emergency shelter, including hotel or motel paid for
	CCHP Career & Recovery Dale Carnegie	3/13/2021	PH - Rapid Re-Housing
	[REDACTED]	1/5/2021	Place not meant for habitation (e.g., a vehicle, an
	CCHP BR CoH Navigation	3/30/2021	PH - Rapid Re-Housing
	[REDACTED]	1/5/2021	Place not meant for habitation (e.g., a vehicle, an
	CCHP BR CoH RRH	3/30/2021	PH - Rapid Re-Housing
	[REDACTED]	2/8/2021	Place not meant for habitation (e.g., a vehicle, an
	CCHP Salvation Army HC Bridge	2/12/2021	PH - Rapid Re-Housing
	[REDACTED]	1/20/2021	Emergency shelter, including hotel or motel paid for
	CCHP Salvation Army HC Bridge	2/4/2021	PH - Rapid Re-Housing
	[REDACTED]	2/12/2021	Place not meant for habitation (e.g., a vehicle, an
	CRR Dale Carnegie CoC	2/12/2021	PH - Permanent Supportive Housing (disability

Bed Inventory in HMIS

- ❖ If you have housing in HMIS, is your bed inventory correct?
 - If not correct, please let HMIS know by sending an email to hmis@homelesshouston.org or submit an Issuetrak ticket.





New Projects not in HMIS

Do you have any new projects that are not showing in HMIS?

Please let HMIS know!! Submit ticket in Issuektrak or end an email to hmis@homelesshouston.org




HMIS Site Visits

Site Visits: The HMIS department conducts site visits for all agencies participating in HMIS. An HMIS representative reviews various aspects of data entry and data quality requirements. They are also available to answer agency-specific questions.





HMIS Support Committee

- Preston Witt – Harmony House
 - Neysa Gavion – West Houston Assistance Ministries
 - Shaya Khorsandi – City of Houston Mayor’s Office
 - Earnest Dyer – The Salvation Army
 - Jonathan Danforth – SEARCH Homeless Services
 - Yvonne Benamar Gonzales – Avenue 360
 - Scot More – Coalition for the Homeless
 - Omar Sesay – The Harris Center
 - Tamela Olive – Star of Hope
 - Susan Keith Broussard – Healthcare for the Homeless
 - Morris Cole – Volunteer of America Texas
- 

2022 HMIS Support Committee Meetings

February 15

May 17

August 16

November 15

HMIS Trainings

Types of trainings offered:

- ✓ Refresher Training
- ✓ Reports Training
- ✓ HMIS New User Training
- ✓ HMIS HOPWA
- ✓ Supervisor Training
- ✓ HMIS Outreach/ PATH Training
- ✓ HMIS Emergency Shelter Training
- ✓ Coordinated Access Training



HMIS Security Training

- All HMIS users are required to attend the security training annually to maintain their HMIS license. The trainings will begin in February 2022. If you do not attend this training your account will be deactivated.

- Trainings have been added to the HMIS Training calendar that can be found here:

<https://www.homelesshouston.org/hmis-v2#HMISUserTrainings>





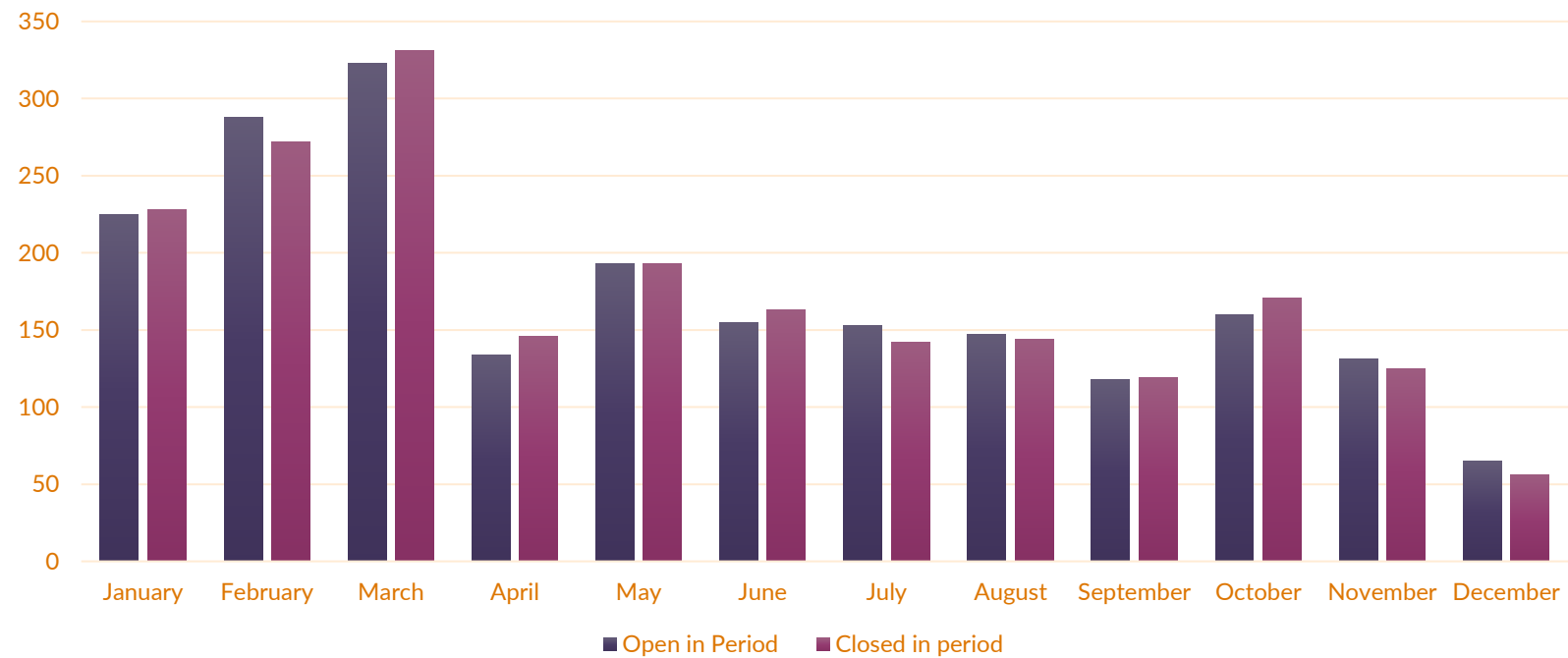
HMIS Training Survey

Give us feedback

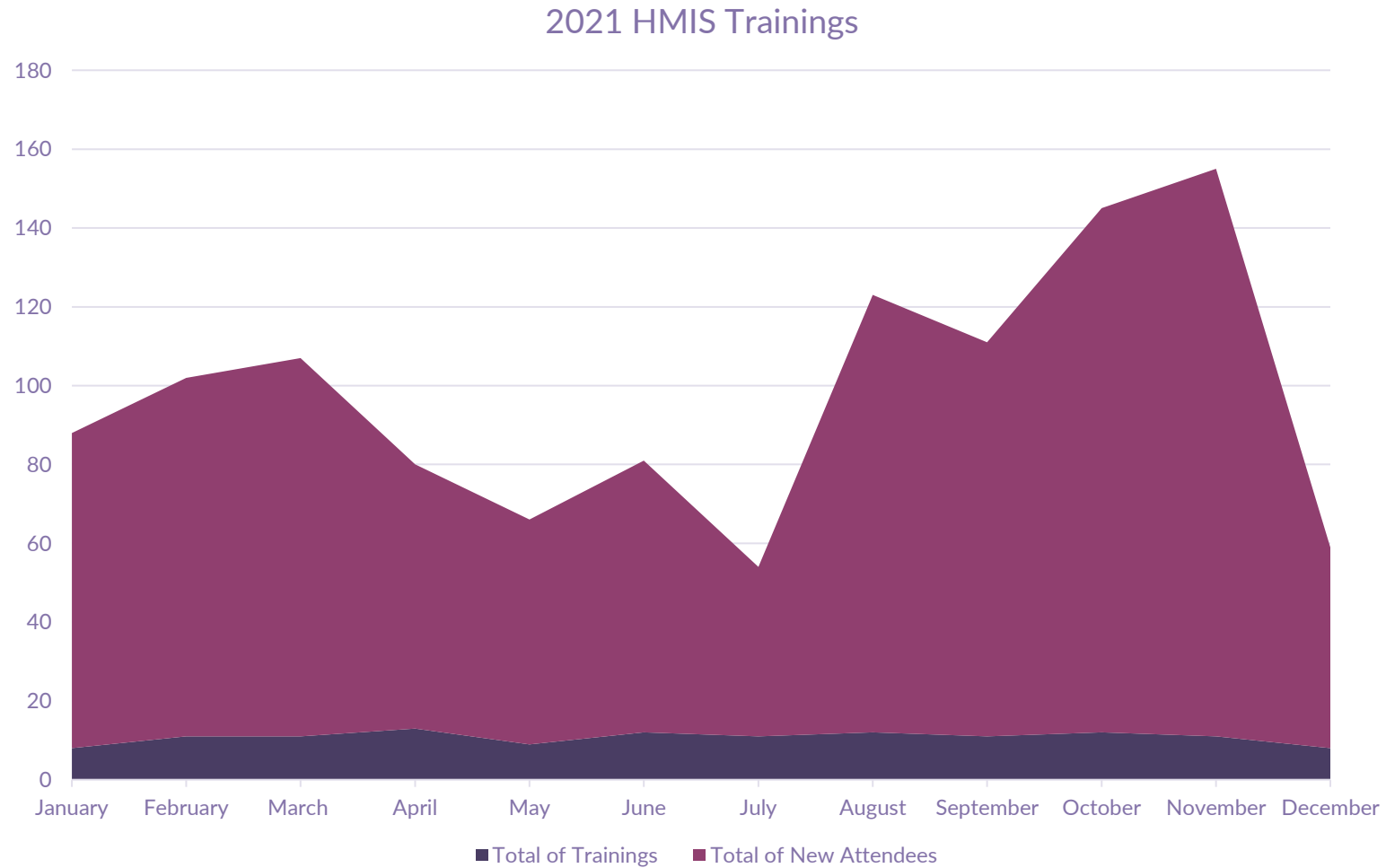
- ❖ Surveys will help maintain the quality of the HMIS trainings
- ❖ Improves future training sessions
- ❖ Inspires creativity

2021 IssueTrak

2021 IssueTrak Issues
01/01/2021-12/14/2021



2021 HMIS Trainings



HMIS Trainings

Register for virtual trainings online:

- <https://www.homelesshouston.org/hmis-v2#HMISUserTrainings>
 - COMPLETE User Agreement
[HMIS ULA.pdf \(multiscreensite.com\)](#)
- Trainers are Lindsey Grubbs, Agnes Asigbey, Scot More

HMIS Issues

- ❖ Issues need to be tracked for reporting purposes. (please use IssueTrak or send email to hmis@homelesshouston.org)
- ❖ **Do not email HMIS staff directly unless instructed to do so.**
- ❖ Use any of the following methods for assistance:
 - Go to <https://hmissupport.homelesshouston.org>
 - Each user has IssueTrak-specific username and password
 - ❖ Call the Help Desk
 - (832) 531-6020 or (832) 531-6014
 - Tuesday – Thursday 9AM-11AM and 1PM-2PM



COALITION
FOR THE
HOMELESS

Homeless Court

Homeless Court

- ❖ Judge Steven Kirkland, founding Judge
- ❖ Inspired by the first HC in San Diego. Steve Binder, founding attorney
- ❖ Steering Committee developed in 2005
- ❖ Pilot began in 2006
- ❖ Presented to City Council in 2007, MOU signed
- ❖ Current sitting Judges:
 - Judge Leigh Saint-Germain
 - Judge Grant Coleman
 - Judge Imelda Castile



Why Homeless Court?

- In the State of Texas, if you have a warrant, delinquent tickets, or owe DPS fees to the State, you can not obtain or renew your TXDL or TXID



Homeless Definition



- ❖ HC has an expanded homeless definition than HUD.
- ❖ We do accept homeless prevention agencies, TH, sober living, jail diversion, all veterans and those living in PSH, RRH or Diversion.
- ❖ A referral must come from a case worker of a program they have completed or are currently enrolled.
- ❖ Self referrals are not accepted.

Email these two documents to
smore@homelesshouston.org

Court date will be assigned
within in 24 hours



City of Houston Municipal Courts COMMUNITY SERVICE INTERVIEW

Case Number(s): _____ (Interview Date) _____

Last Name First Name Middle Name

Date of Birth Age Race Sex

Driver's License State

Agency/Home Address Agency/Home Telephone

This receipt acknowledges that Municipal Courts has received your judicial order with Community Service hours worked for the above referenced case(s). See below for any further action required.

Total Amount of financial responsibility: \$ _____

Total number of hours required to satisfy this responsibility: _____

Dept/Agency Referred To Referral Date Start Date Due Date

PARTIAL COMMUNITY SERVICE HOURS WORKED RECEIPT

☐ In order for your case to be dismissed, you must either submit the appropriate documentation before _____ or submit documents at the CS Show Cause Hearing as scheduled for Court _____ on _____ at _____.

COMPLETE COMMUNITY SERVICE HOURS WORKED RECEIPT

☐ Your documents have been received by the Municipal Courts. Your case will be dismissed only after it is reviewed and approved by a judge.

Signature of Agency Representative Number Hrs Completed Date

Please retain this receipt for your permanent records.

Liaison to the Court
Coalition for the Homeless of Houston/Harris County



City of Houston Homeless Court



Applicant Information (Must be legible and accurate / leave nothing blank)

Name of Agency _____

Client Name: _____ AKAs: _____

Date of Birth: _____ SS# _____

ID/ DL: _____ State: _____

Sex: ☐ Male ☐ Female ☐ Transgender Veteran ☐ Yes ☐ No Disabled** ☐ Yes ☐ No

Race: ☐ American Indian/Alaska Native Ethnicity: ☐ Hispanic
☐ Asian ☐ Non-Hispanic
☐ Black/African American
☐ Native Hawaiian/Pacific Islander
☐ White
☐ Other

One (1) Case or Reference Number;
(Call 311 to obtain this information)

Zip Code of Last Known Permanent Address: _____ HMIS #: _____

Date Entered Program: _____ Anticipated End Date: _____

Client Contact Information

Address: _____

Phone/ Voice Mail: _____

Email: _____

How else may you be contacted? _____

Staff Contact Information

Name and Position: _____

Phone and Fax: _____

Email: _____

Alternate Contact and phone: _____

To the best of my ability, I have participated in a qualifying program as determined by the referring agency and I have not been charged monies to access the Homeless Court program. Referral to Homeless Court does not automatically result in dismissal of offenses and may result in a court appearance. The judge may determine additional "sentencing" or action needed. Failure to appear or no-contact with Homeless Court, 24hrs prior to court may result in additional charges. I give permission to the Coalition for the Homeless of Houston/Harris County to collect and enter information into HMIS about me, which may include demographics, a picture, and services received. I understand that the HMIS is shared with and used by authorized agencies in my community for the purposes such as assessing clients' needs in order to provide better assistance and to improve their current or future situations and reporting data on an aggregate level that does not identify specific people or their personal information.

Client Signature: _____ Date: _____

Agency Rep Signature: _____ Date: _____

Email application and documentation to smore@homelesshouston.org

Did You Know?

- This is 100% voluntary, only submit a referral if they are ready to resolve their cases.
- All client calls will be redirected back to you. We allow you to CM your clients.
- Once a court date is set, we can not reschedule. If they do not show, resubmit their paperwork for a new court date.
- Your attendance is not mandatory. However; you are encouraged to attend a docket as it is open to the public, to understand what your clients experience.
- Remember to Celebrate all the Hard work that they are doing and remind them that NO ONE goes to jail.
- We are not attorneys nor Judges. Do not get bogged down with ticket details. The courts will dismiss everything filed with the COH.
- For all other tickets/cases in other jurisdictions, refer to;
<https://www.beaconhomeless.org/beaconlaw> to speak with an attorney for FREE.

2022 HMIS Forum Dates

March 17

June 16

September 15

December 15



2022 Support Committee Dates

- February 15
 - May 17
 - August 16
- November 15

2:30 PM- 3:45PM



Q & A

Thank You!!

The Coalition for the Homeless leads in the development, advocacy, and coordination of community strategies to prevent and end homelessness.

The Way Home is the collaborative model to prevent and end homelessness in Houston, Harris, Ft. Bend, & Montgomery Counties.
For more information visit www.thewayhomehouston.org



Coalition for the Homeless
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