

# HMIS Forum 4th Quarter

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December 14, 2022




COALITION  
FOR THE  
HOMELESS

# Webinar Housekeeping


This webinar is being recorded and the recording along with the slides will be posted on our website within 72 hours.



All Attendees will be muted so as not to disrupt the webinar which is scheduled to last 2 hours



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



We will try to answer as questions come in, if not there will be a Q&A session at the end.

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

# Webinar Reminders

- The 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.
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  - Both are available in your webinar control panel.



# HMIS TEAM

Ana Rausch – VP  
of Program  
Operations

Heady Cassidy –  
Program  
Operations  
Coordinator

Scot More –  
Senior Associate/  
Homeless Court  
Administrator

Erol Fetahagic –  
Director of  
Analytics &  
Evaluation

Karen Flores –  
Specialist  
Analytics &  
Evaluation

Yvette Fuentes –  
Associate  
Reporting &  
Evaluation

Kelita Beechum –  
Data System  
Manager

Agnes Asigbey –  
Manager of  
Analytics and  
Evaluation

Lindsey Grubbs –  
Specialist  
Training &  
Support



- Welcome & Introductions
- System Summary
- PIT/HIC
- Navigation Center
- Data Support
- Move In Date
- HUD System Reports
- Proposed Changes to the Race, Ethnicity, and Gender Identity HMIS Data Elements
- NHSDC Fall 2022 Conference  
“Innovate, Integrate, Motivate”
- HMIS Support Committee
- HMIS Site Visits
- Q&A

# System Summary

What are the latest numbers and trends?

# Did you know?

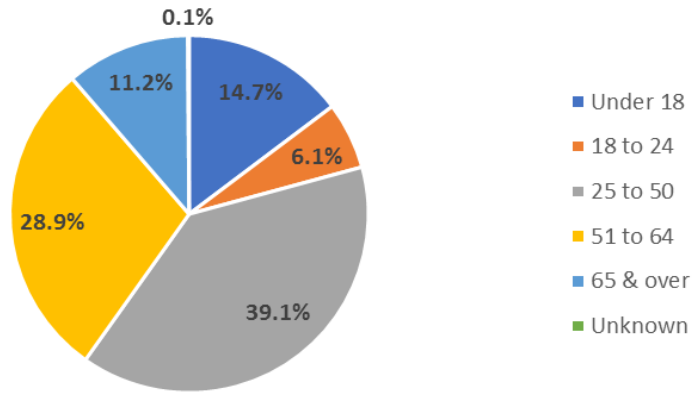
- Coalition for the Homeless (CFTH) has been the HMIS Lead Agency since 2004
- Initially, the HMIS primarily included shelters, transitional housing, permanent housing (PSH & RRH), outreach, and service projects
- Coordinated Access component was built in the HMIS in 2014, and this led to much greater data sharing and collaboration, prioritized placements, electronic referrals, etc.
- The CCHP expansion that started in October 2020 has brought in additional housing, diversion, street outreach, income, and behavioral health projects
- Currently\*, there are over 100 organizations, over 260 active projects, close to 1,200 active users, and over 38,000 clients participating in the HMIS; of these, over 14,000 clients are served in the homeless assistance projects\*\*

\*Oct 15-Dec 14, 2022

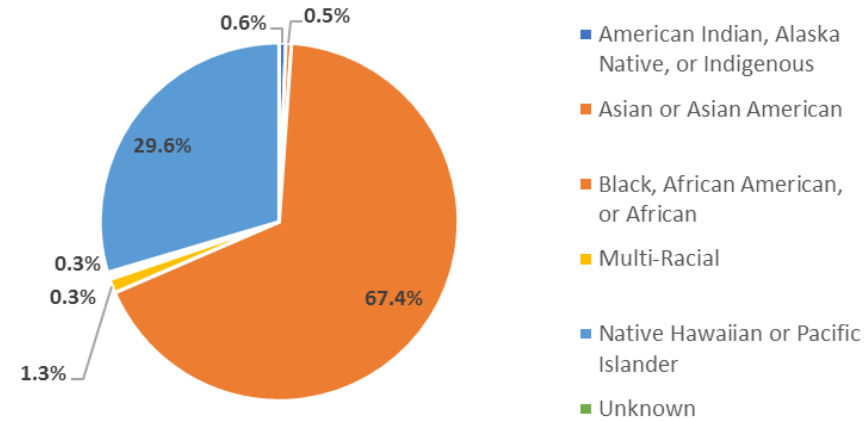
\*\*ES, TH, SH, SO, RRH, PSH & OPH projects

# Demographics in Homeless Assistance Projects

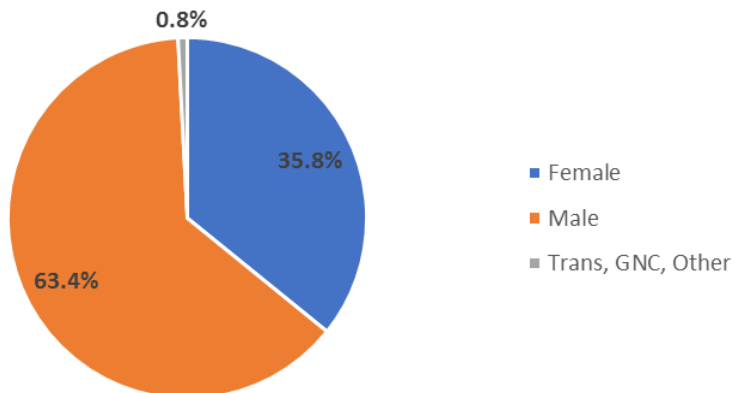
Age Range



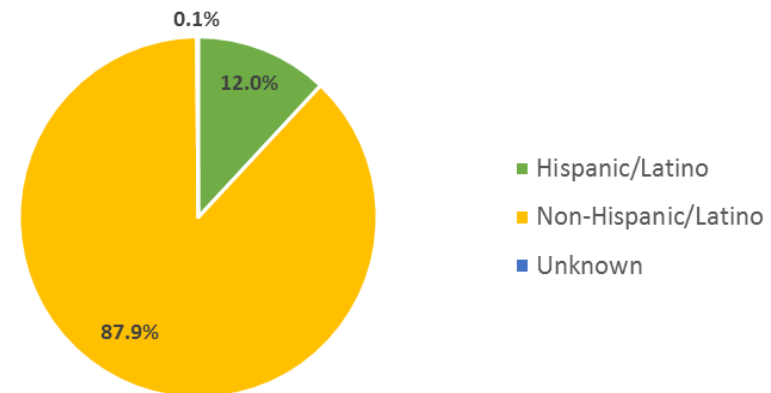
Race



Gender



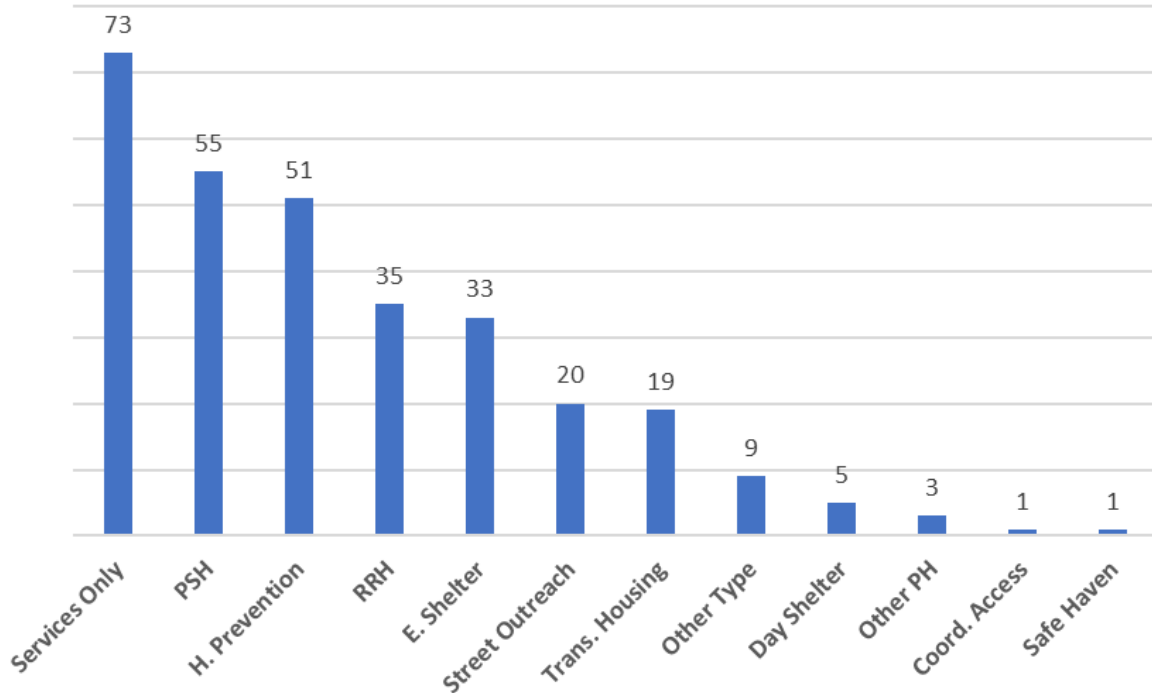
Ethnicity



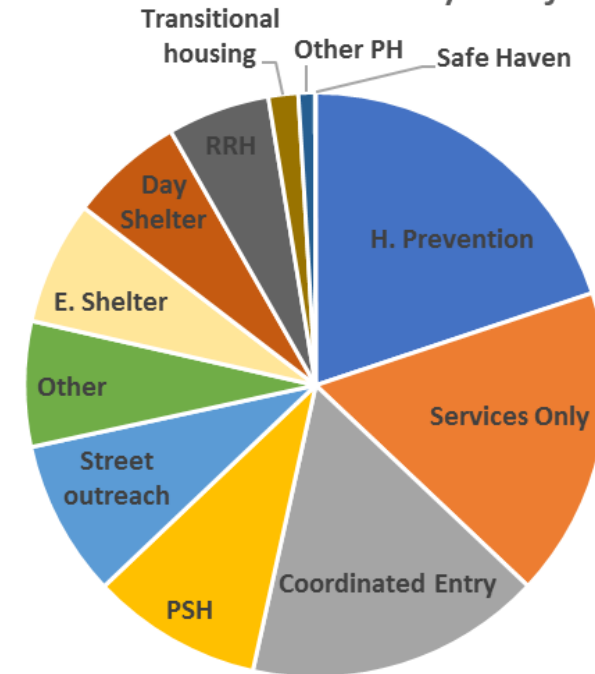


# 2022 Project Type Breakdown

2022 HMIS Projects by Type

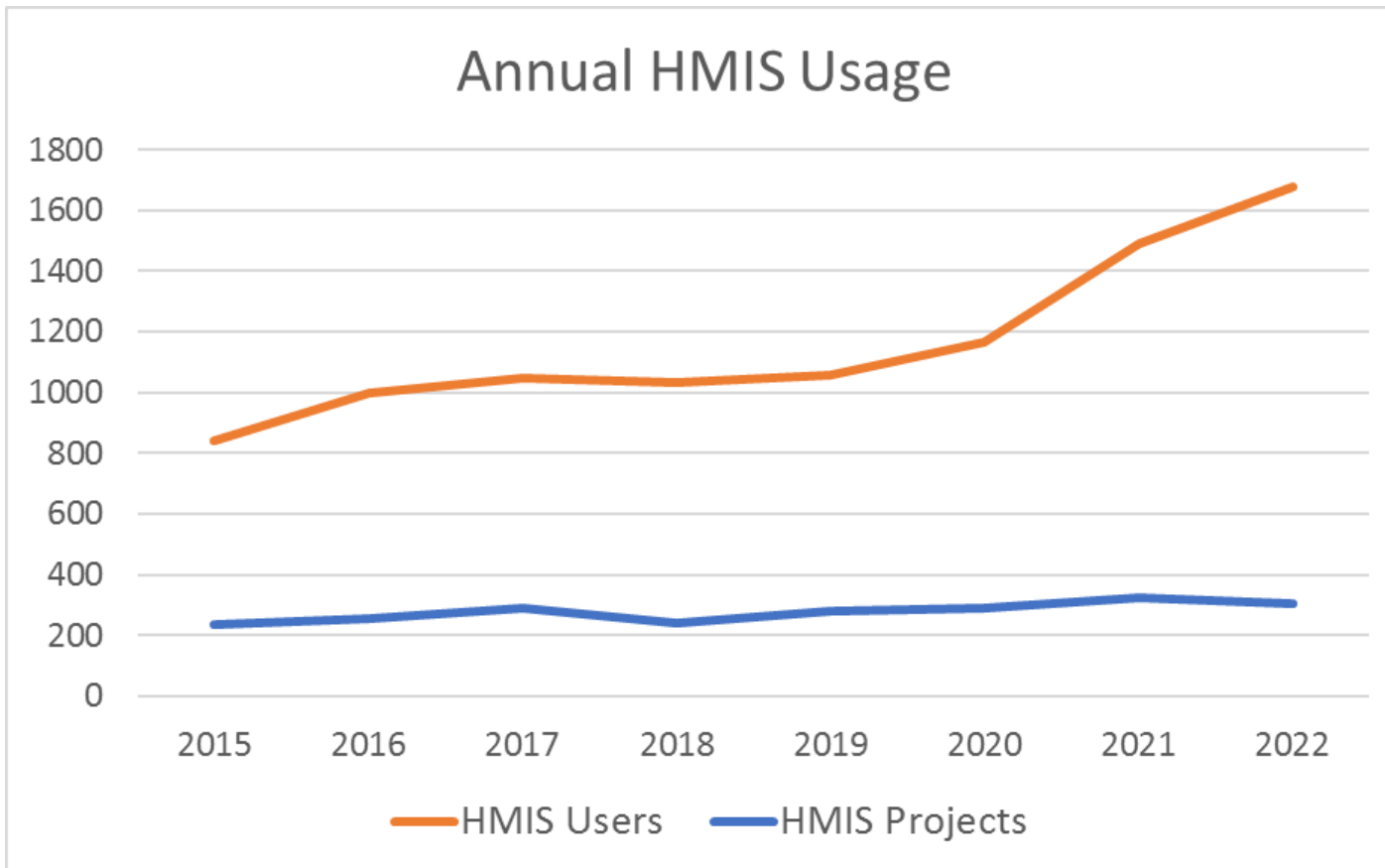


2022 Client Enrollments by Project Type



Based on the 2022 client enrollment data

# Annual HMIS Usage Trends



- We've seen an unprecedented increase in the HMIS usage during the last two years, primarily due to the CCHP expansion
- The average number of users per project has increased from 3.5 to 5.5



# HMIS Support Team Activity

During the last CFTH fiscal year, the HMIS team has completed the following:

- 66 New projects created
- 142 User training sessions
- 2,154 Issue tickets resolved (over 40/week)
- 83 Virtual site visits
- Weekly client deduplication (approx. 20/week)
- Monthly data quality reports
- Ongoing data corrections, custom reports, data analytics, etc.
- Annual HUD system reports: Sheltered Point-In-Time Count, Housing Inventory, System Performance Measures, and LSA

# 2023 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 23, 2023
- Unsheltered Count – January 24<sup>th</sup>, 25<sup>th</sup>, & 26<sup>th</sup>
- January 27<sup>th</sup> 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 2022 - 2023

2022	2023
Count will occur during the last 10 days of January per HUD requirements	No change
Community volunteers & partner staff are used, however will not be assigned to ride in vehicles	Individuals can form teams & register together, but CFTH will not assign teams
3 (maybe 4 days) for the unsheltered count	No change
Staging locations will be virtual & hosted by Coalition staff	No change
Volunteers must follow in their own vehicles unless all parties are OK riding in the same vehicle	Volunteers can follow in their own vehicles OR ride in the same vehicle
Certain regions for certain days	No change
Mandatory participation & part of scoring for CoC funded & HMIS agencies	No change
New this year	Existing outreach teams will be assigned to certain areas

# 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**

Coming soon!



# 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"/>	<b>FOR PROGRAMS THAT ADMINISTER VOUCHERS</b> (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"/>

An architectural rendering of the Jensen Navigation Center. The main image shows a long, single-story building with a grey brick base and a light-colored metal roof. A large mural is painted on the brick section, depicting a historical scene with several people. To the left, a circular inset shows a closer view of the building's entrance, which has a set of stairs and a ramp. In this inset, two flags are flying on a tall pole: the United States flag and the Texas state flag. The sky is bright blue with scattered white clouds. A tree is visible in the upper right corner.

# Jensen Navigation Center

Opening December 2022

# Partners



Coalition for the Homeless	<ul style="list-style-type: none"><li>• Lease Holder</li><li>• Oversight</li></ul>
Harmony House	<ul style="list-style-type: none"><li>• Operator</li><li>• Service Provision</li></ul>
Harris Center	<ul style="list-style-type: none"><li>• Mental Health</li></ul>
Harris Health	<ul style="list-style-type: none"><li>• Onsite Clinic</li></ul>

# Key Details

## Capacity:

- 100 clients
- Semi-private rooms
- Overflow bunk space for 26 individuals
- Disaster Emergency Shelter Expansion for 60 individuals
- NOT A SHELTER!!

## Operations:

- Unsheltered homeless men, women, & couples (no children)
- Low-barrier
- 24-hour, onsite, professional management
- Meals provided
- No walk-ins
  - Only outreach & LE
- Clients will have housing referrals
- Target 30 days

## Onsite Services:

- Housing & income assessments, housing navigation, & case management
- Laundry
- Healthcare appointments
- Substance abuse, mental health, peer-support, counseling
- Job training



MECHANICAL YARDS

TRASH YARD

MECHANICAL YARDS



mural- graffiti? resistant? what kind of backing?



Resident  
sleep  
hallway

# Sleeping room







Sleeping rooms – 4 residents each





Common Area



# Entry

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# Staff & client entry





Front of  
building on  
Jensen







Data Support

# There's a Report For That!

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Not happy with the exit destination outcomes?

- Run Exit Destination Update report

Unsure if you enrolled duplicated clients?

- Run the Clients In Program report

Want to know of any data entry errors?

- Run the Data Quality Report

Curious about income at entry vs exit?

- Run the Income at Entry/Exit Report

If you are unsure how to run these reports, register for Reports Training

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# Here to Help

- At any point of data entry process if you are unsure - send a help ticket or call our help desk. We enjoy helping and would rather pause to help then spend days correcting.



# Housing Move in Date

Any enrollment in one of the following project types requires a housing move in date:

- PH - Permanent Supportive Housing
- PH - Housing Only
- PH - Housing with Services
- PH - Rapid Re-Housing

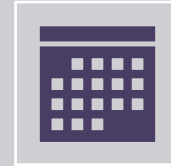




# Before Entering a Move in Date



Does the Move-in Date fall before your Program Enrollment Date?



Does the Move-in Date after the exit date?



Is there already a Move-in Date in the system in another Housing Program?



Does the Housing Move-in Date fall during a Transitional Housing or Emergency Housing Program Enrollment?

# Why is the Move in Date important?

## Overlapping and Missing

- Overlapping and Missing Move-in Dates cause errors on our Federal Reports and decrease our reliability on the data for our system.

## Missing

- Missing Move-in Date - can show that they were never housed.


## Overlapping

- Overlapping Move-in Dates- This is when someone is showing as having a Move-in Date, but also has an active enrollment in a shelter/transitional program or another housing program during the same period.

## Overlapping

- Overlapping errors create unclear data which is unreliable, since someone can physically only occupy one space at a time.

# The move in date vs Exit Date



Name: [REDACTED]

Age: 55

Gender: Male

CA Assessment Date: 4/19/2022 ⓘ

Waitlist Placement Date: ⓘ

Housing Placement Date: 10/4/2022 ⓘ

Race: Black, African American

Ethnicity: Non-Hispanic

Veteran Status: No

Triage Score: 36 ⓘ

Chronically Homeless: Yes ⓘ

Frequent: No ⓘ

Enrollments

6 results found.

Case Name	Project Name	Project Type	Members	Enroll Date ⓘ	Move-In Date	Exit Date	CaseID	EnrollID ⓘ	EntryAssessID	ExitAssessID	CreatedBy
...	[REDACTED]	PH - Permanent Supportive Housing (disability required for entry)	1	08/22/2022	10/04/2022		806297	1000647	1330044		CGL
...	[REDACTED]	Services Only	1	08/19/2022			800177	992212	1314635		AIC
...	[REDACTED]	Street outreach	1	08/18/2022			799255	990934	1312228		CTB
...	[REDACTED]	Day Shelter	1	08/18/2022			798518	990038	1310998		AM4
...	[REDACTED]	Transitional housing	1	07/12/2022		10/24/2022	801292	993688	1317400	1335448	CKO

# Housing Move in Date

Is the housing move in date the same as the lease date?

- Sometimes it can be, but sometimes not
- HUD defines Move in Date as the date the household is physically located in the unit



# Entering the move in date

Q Search

Client Dashboard

Find Client

HMIS Standard Intake

Case Management

- Client Dashboard Report
- Calendar
- Case Notes
- CORT Furniture Request
- Edit Client
- Enrollments
- Goals
- Living Situation
- Master Assessments
- Other Assessments

Clients / ClientTrack Form

Enrollments

All of client's enrollments display below. An enrollment annual assessment updates.

Project Name	Case Members
Previous	
... Project Name	1
Edit Enrollment Case	
Edit Enrollment Workflow	
Re Enter the Enrollment	
Add Family Member	
View Case Members	
Link Assessments	

# Entering the move in date

## HUD Program Enrollment



Select the Project you are enrolling the client into. ClientTrack will display a list of clients in the client's family. Please select all the clients you are enrolling.

The Project Start Date is:




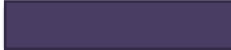



- for **Street Outreach** projects – the date of first contact with the client.
- for **Emergency Shelters** – the night the client first stayed in the shelter for the consecutive shelter period from entry to exit. Night-by-night shelters, which use a bed-night tracking method, will have a project start date and will allow clients to re-enter as necessary without “exiting and restarting” for each stay for a specified period.
- for **Transitional Housing** – the date the client moves into the residential project (i.e. first night in residence).
- for all types of **Permanent Housing**, including Rapid Re-Housing – the date following application that the client was admitted into the project.
- for all **other types of projects** – the date the client first began working with the project and generally received the first provision of service.

The Housing Move-in Date (Permanent Housing projects only) is date the client moved into permanent housing. For RRH projects, the Housing Move-in Date must be entered if the client obtained permanent housing regardless of whether or not the unit is subsidized by the RRH project.

Program: \*  

### Household

*Excerpt from the HMIS Data Standards Manual* "A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed)."

<input type="checkbox"/>	Name	Gender	Age	Project Start Date	Case Manager 	Relationship to Head of Household*	Housing Move-in Date
<input checked="" type="checkbox"/>		Male	40	07/09/2020 	 	Self (HoH) 	03/29/2021 

# Move in Date Tracking

Monitoring and correcting Move-in Date Errors should be done monthly. The PH move in date & chronic status report can be run by all HMIS users. It is easy to complete and can be run at any time.

- Home workspace
- Reports
- Program Reports
- PH move in date & chronic status
- Complete the form and run the report

# Move in Date Scenario



- Marry Doe is in a shelter enrolled from 01/01/2022-04/10/2022
- Mary is enrolled in a PSH Project from 04/01/2022 – present
- Mary signs a lease 04/05/2022
- Mary moves a few of her things in the unit 04/05/2022, but goes back to the shelter
- PSH CM orders furniture and welcome home basket 04/05/2022
- Mary gets furniture & welcome home basket on 04/10/2022
- Mary gets exited out of a shelter 04/10/2022
- Mary gets checked out of a bed 04/10/2022
- Mary moves into her PSH unit 04/10/2022
- Mary gets checked into a PSH bed 04/10/2022

What is Mary's PSH move in date?

**04/10/2022** – because that is when the client moved into the unit



# Move in Date Scenario

- Marry Doe is in a shelter enrolled from 01/01/2022-04/10/2022
- Mary is enrolled in a PSH Project from 04/01/2022 – present
- Mary signs a lease 04/05/2022
- Mary tells the shelter she obtained PSH & is moving in 04/05/2022
- Mary gets exited out of a shelter 04/05/2022
- Mary gets checked out of a bed 04/05/2022
- PSH CM orders furniture and welcome home basket 04/05/2022
- Mary gets checked into a PSH bed 04/05/2022
- Mary gets furniture & welcome home basket on 04/10/2022

What is Mary's PSH move in date? **04/05/2022** – because that is when the client moved into the unit





# Did you know?

A test client should  
**NEVER** be entered  
into the live HMIS  
site


Instead – request  
access to our  
Training site by  
submitting a ticket to  
IssueTrak

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# Exit Destinations

## Enrollment Exit

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

Exit Date: \* 10/03/2022 

Destination: \* Place not meant for habitation (e.g., a vehicle)

Exit Reason: Other 



*Other Exit Reason:* \* Voucher Expiration

## Enrollment Exit

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

Exit Date: \* 10/03/2022 

Destination: \* Place not meant for habitation (e.g., a vehicle)

Exit Reason: Left for Housing before Completed



# Exit Destinations

## Enrollment Exit

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

Exit Date: \* 10/21/2021



Destination: \* No exit interview completed

Exit Reason: Other

Other Exit Reason: \* Ct moved into new unit 12,



## Enrollment Exit

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

Exit Date: \* 10/21/2021



Destination: \* Permanent housing (other than R

Exit Reason: Completed Program



## Overlapping Enrollments

Good morning,  
We are getting a data quality error for an overlapping enrollment

Case Name	Project Name	Project Type	Members	Enroll Date	Move in Date	Exit Date
Red, Rudolph	North Pole Outreach	Street Outreach	1	11/17/2022		
Red, Rudolph	Santa Outreach	Street Outreach	1	11/01/2022		
Red, Rudolph	Snowman Access	Coordinated Entry	1	10/27/2022		
Red, Rudolph	North Pole Outreach	Street Outreach	1	09/07/2022		12/05/2022

# HUD SYSTEM REPORTS

LSA-  
Longitudinal  
System Analysis

SPM- System  
Performance  
Measures

HIC-Housing  
Inventory Count

PIT- Point in  
Time Count

# Longitudinal System Analysis (LSA)

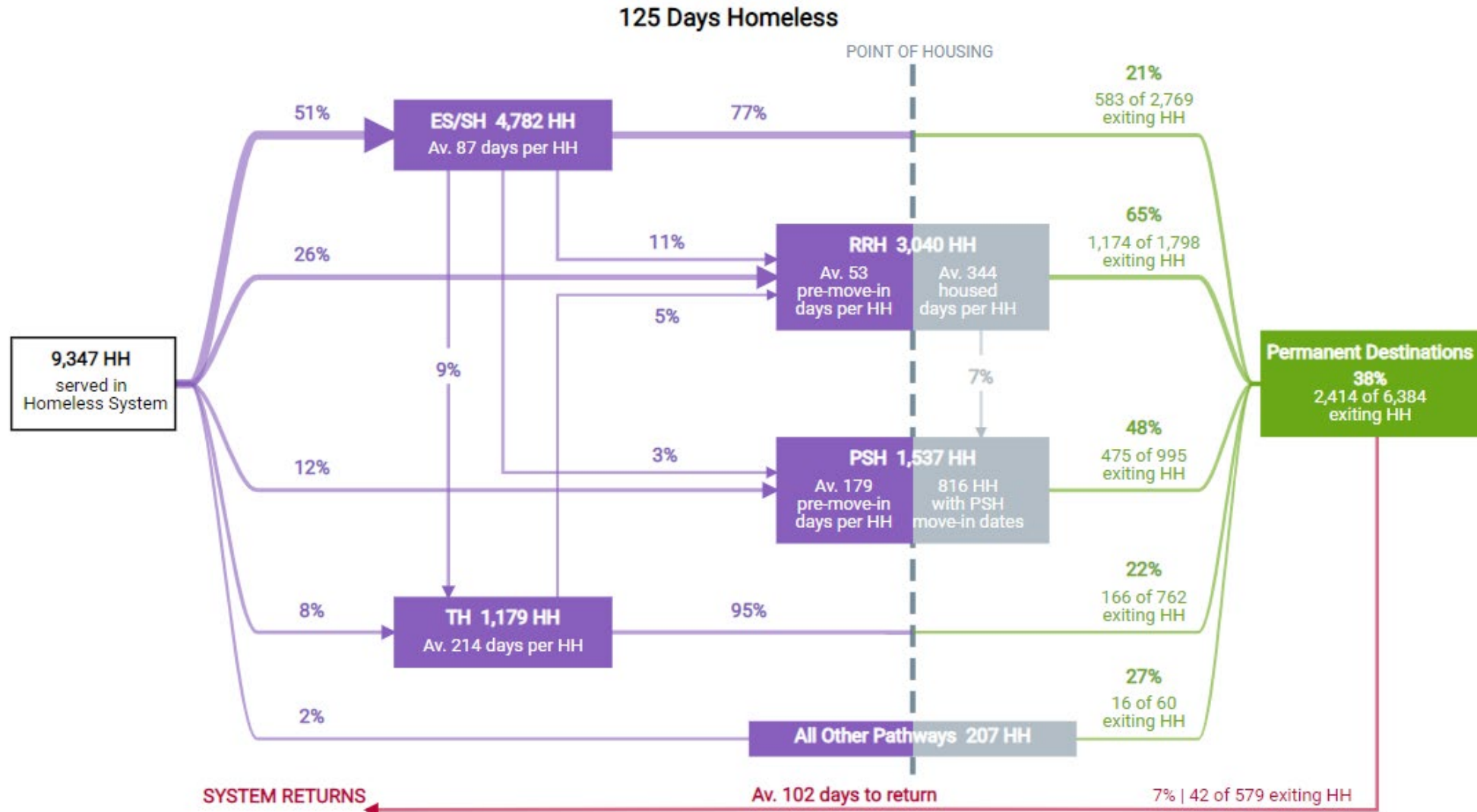
- The LSA is an HMIS-based housing report and is part of the Annual Homeless Assessment Report (AHAR) to Congress
- It includes the following project types, regardless of funding source:
  - Emergency Shelter
  - Safe Haven
  - Transitional Housing
  - Rapid Re-Housing
  - Permanent Supportive Housing
- Domestic violence providers are not included
- Reporting deadline: January 11, 2023

# 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 the 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)

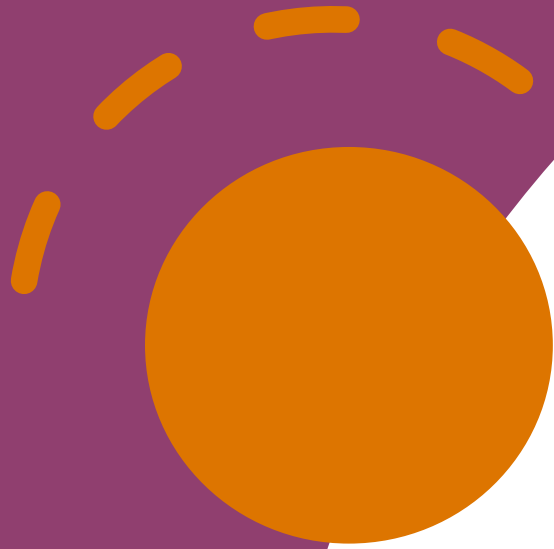


# FY 2022 LSA/STELLA System Map



# HIC/PIT

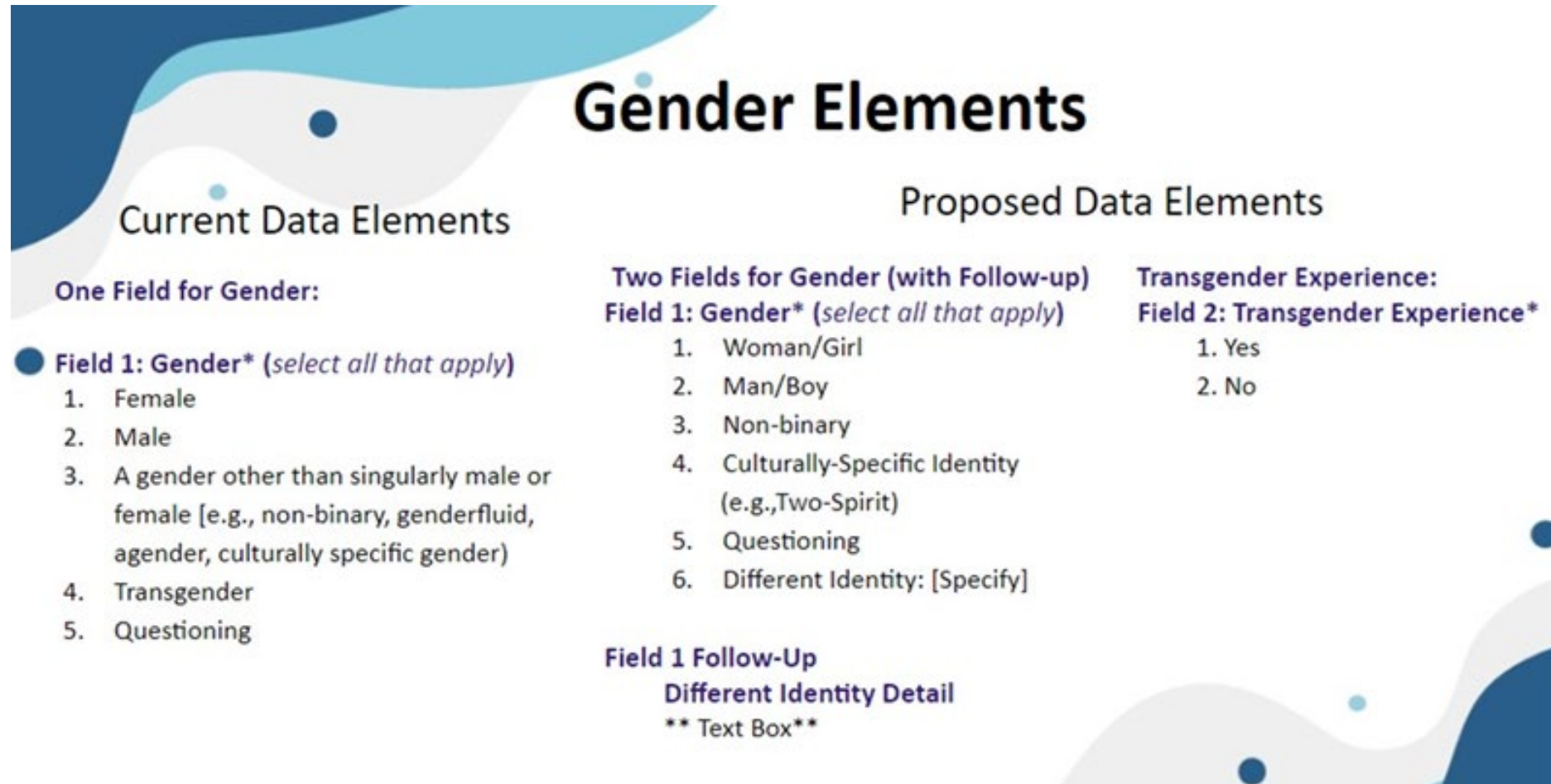
- The **Point-in-Time (PIT) Count** is a count of sheltered and unsheltered people experiencing homelessness on a single night in January. The sheltered numbers are pulled from the HMIS and DV comparable databases for the night of the count
- The **Housing Inventory Count (HIC)** is a point-in-time inventory of provider programs within a Continuum of Care that provide beds and units dedicated to serve people experiencing homelessness
- Housing projects reported in the HIC:
  - Emergency shelters
  - Transitional Housing
  - Safe Haven
  - Permanent Housing (PSH, RRH, OPH)
    - ❖ Only clients with move-in dates are counted for PH occupancy & bed utilization



# Did you know?

Users not logging into HMIS for more than 45 days will be locked out due to non-activity.

# Proposed Changes to the Race, Ethnicity, and Gender Identity HMIS Data Elements



# Proposed Changes to the Race, Ethnicity, and Gender Identity HMIS Data Elements

## Race and Ethnicity Data Elements

### Current Data Elements

#### Two Separate Fields for Race and Ethnicity:

##### Field 1: Race\* (*select all that apply*)

1. American Indian, Alaska Native, or Indigenous
2. Asian or Asian American
3. Black, African American or African
4. Native Hawaiian or Pacific Islander
5. White

##### Field 1: Ethnicity\*

1. Non-Hispanic/Latino
2. Hispanic/Latino

### Proposed Data Elements

#### One Combined Field for Race and Ethnicity:

##### Field 1: Race and Ethnicity\* (*select all that apply*)

1. American Indian, Alaska Native, or Indigenous
2. Asian or Asian American
3. Black, African American or African
4. Hispanic/Latin(a)(o)(x)
5. Middle Eastern/North African
6. Native Hawaiian or Pacific Islander
7. White

#### One Follow-Up Question

##### Follow-Up to Field 1: Additional Race and Ethnicity Detail

\*\* Text Box\*\*

**\*Required Field:** required field with additional response values of "client doesn't know", "client refused" and "data not collected"

# Opportunity for Community Feedback

- This webinar was intended for Continuum of Care (CoC) and Emergency Solutions Grants (ESG) recipients, persons with lived experience and expertise of homelessness, and other partners in the homeless response system who were interested in learning more about how to collect and submit feedback about the proposed changes to race, ethnicity, and gender data elements.

[Opportunity for Community Feedback: Centering Clients in Homeless Data Collection Webinar - HUD Exchange](#)

# Providing Feedback

- Please provide the feedback received no later than December 31, 2022 to HUD. To submit feedback, use the [HUD Exchange AAQ portal](#) and select "HMIS: Homelessness Management Information System" for the "My question is related to:" prompt. Different people will have different feedback that may contradict but be open to all responses and share those responses with HUD. Contextualize the feedback if there are contradictions; for instance, if the majority of the people talked to prefer the recommended changes but a small number do not, clarify whether that small group represents a specific group in your community.



# HMIS Site Visits

- HMIS Site Visits will be scheduled for all agencies that use the HMIS system.
- Purpose is to confirm your agency is completing the data entry correctly in HMIS.
- If you would like to schedule your site visit please email us @ [hmis@homelesshouston.org](mailto:hmis@homelesshouston.org)

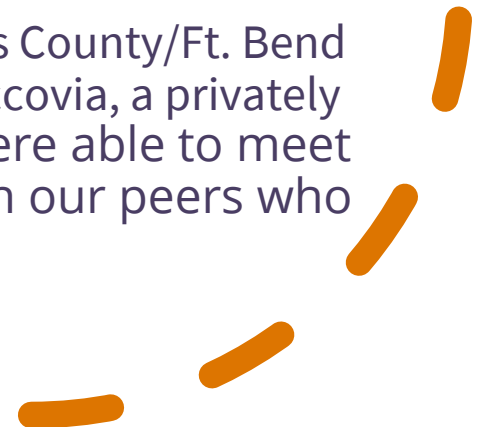


# NHSDC Fall 2022 Conference “Innovate, Integrate, Motivate”

The goal of the conference is for all of us to share ideas and learn from each other's unique and creative ways to build a stronger organization after an unpredictable few years. At the NHSDC Fall 2022 Conference, we were able to learn, network, and engage with our industry peers from across the country.

The National Human Services Data Consortium (NHSDC) is an organization focused on developing effective leadership for the best use of information technology to manage human services. NHSDC provides information, assistance, peer to peer education and lifelong learning to its conference participants, website members and other interested parties in the articulation, planning, implementation and continuous operation of technology initiatives to collect, aggregate, analyze and present information regarding the provision of human services.

The HMIS software currently used in Houston/Harris County/Ft. Bend County is called ClientTrack. It was developed by Eccovia, a privately held company based in Salt Lake City, Utah. We were able to meet with them during the conference and chat with our peers who use the same software.







# HMIS Support Committee



# What is the Support Committee?

The TX-700 Homeless Management Information System (HMIS) Support Committee is an advisory body that supports and enhances the overall mission of the HMIS Project. This includes advising HMIS Project staff on functions related to HMIS Project policies and guidelines.



# HMIS Support Committee

- Preston Witt – Harmony House
- Neysa Gavion – West Houston Assistance Ministries
- Earnest Dyer – The Salvation Army
- Kelly Ward– 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



# 2023 HMIS Support Committee Meetings



February 14

May 16

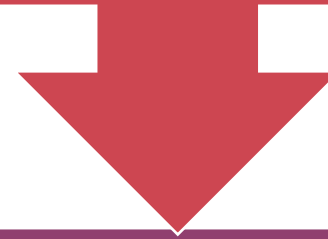
August 15

November TBA

Meeting Dates 2:30-3:45 pm

# Security Officer

Designate a staff person and a back up to act as the Partner Agency security officer, responsible for the implementation of the HMIS security procedures at the Partner Agency Level.



Please send your back up officer contact information to [hmis@homelesshouston.org](mailto:hmis@homelesshouston.org)

# Did you know?

The HMIS is offering a housing refresher training for five program types: Emergency Shelter, Transitional Housing, Rapid Re-Housing, Safe Haven, and Permanent Supportive Housing. It covers the work for documenting when a client moves into housing :entering move in date; checking clients in and out of beds; and exiting clients from enrollments.



# 2023 Security Officer Training



March 16 @ 2-3:30

June 28 @ 9-10:30

October 4 @ 2-2:30

December 6 @ 9-10:30

# HMIS Trainings

## HMIS User Trainings

Please use the calendar below to view and register for all HMIS trainings. HMIS Trainings are held virtually via GoTo Training and **cameras are mandatory for all trainings**. If you have any questions or concerns, please email Lindsey Grubbs at [lgrubbs@homelesshouston.org](mailto:lgrubbs@homelesshouston.org). The HMIS trainings are available only for participating agencies. If your agency is not currently participating in HMIS, please send an inquiry to [hmis@homelesshouston.org](mailto:hmis@homelesshouston.org) and we will provide you with more information about the HMIS participation requirements.

29	30	31	1 9am HMIS New User Training	2	3	4
5 9am HMIS Supervisor Support Training	6 9am HMIS New User Training	7	8 9am HMIS Refresher Training	9	10	11
12 9am HMIS Emergency Shelter Training 1pm HMIS Outreach/PATH Training	13	14	15 9am HMIS Refresher Training	16	17	18
19	20 9am HMIS New User Training	21	22 9am HMIS Refresher Training 1pm HMIS HOPWA Training	23	24	25
26 9am HMIS Reports Training	27	28	29 9am HMIS New User Training	30	1	2

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



# Training Courses

Course Description	Course Detail
New User Training	Users will learn the basic skills and concepts needed in order to complete the client intake process.
Refresher Training	Help 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
Reports Training	Users are given an overview of the various reporting options available in ClientTrack.
Data Explorer	Trains experienced users, with good knowledge of existing ClientTrack reports, on the usage of ClientTrack's ad hoc data analysis tool. (Limited to one user per agency per session)

# HMIS Security Training




Each end user must complete annual security training provided by HMIS Staff. Failure to complete this training will result in user account suspension until the training has been completed.



Did you know?

Refresher training is required of all new users three months after initial training. Accounts will be deactivated if the refresher is not attended.



# Did you know?

Users not logging into HMIS for more than 45 days will be locked out due to non-activity. Please don't forget to log into the system.





# 2023 HMIS Forum Dates

March 23

June 15

September 21

December 7







# 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](http://www.thewayhomehouston.org)



Coalition for the Homeless  
2000 Crawford St., Suite 700  
Houston, TX 77002