



COALITION FOR THE HOMELESS
OF HOUSTON/HARRIS COUNTY



The Way
Home



Making the homeless response system work – better.

Fall 2025 HMIS Forum Agenda

- Introduction
- New Agencies
- Point-in-Time Summary
- FY 2026 Data Standards & Other Updates
- Guest Speaker – Kerry Craft, Houston Housing Authority
- Reminders
- Housing Inventory
- System Performance Measures
- Data Quality
- Questions & Discussion



HMIS & Coordinated Entry Team

Renee Cavazos –
VP of Homeless
Response System

Agnes Asigbey -
Manager of Data
Quality and
Systems Reporting

Kelita Beechum -
Manager of HMIS
External Partner
Engagement

Heady Cassidy –
Associate of HMIS
Administration

Erol Fetahagic -
Director of HMIS
Administration

Karen Flores –
Associate of HMIS
Data Quality and
Systems Reporting

Yvette Fuentes –
Manager of HMIS
Administration

RaSara Rodriguez –
Associate of HMIS
External Partner
Engagement

John Slimp –
Senior Data
Systems Engineer

Carmen Carreon –
Coordinated Entry
Associate

Jordan Jupe
Hassenflu –
Senior Manager of
Coordinated Entry
and Intake

Scot More –
Coordinated Entry
Sr. Associate /
Homeless
Court Admin



New Agencies

Rainbow of Love Inc.

Building up the
Community



2025 PIT Count Report

Conducted in late January

Sheltered Count

- HMIS Data
- DV Shelter Reports

Unsheltered Count

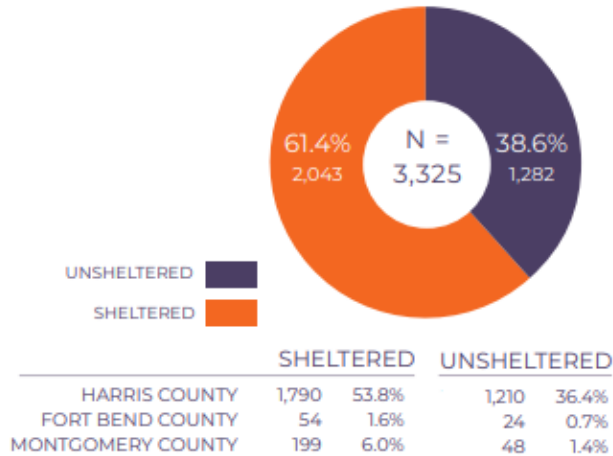
- Interviews
- Observations

2025 Point-in-Time Count & Survey of People Experiencing Homelessness

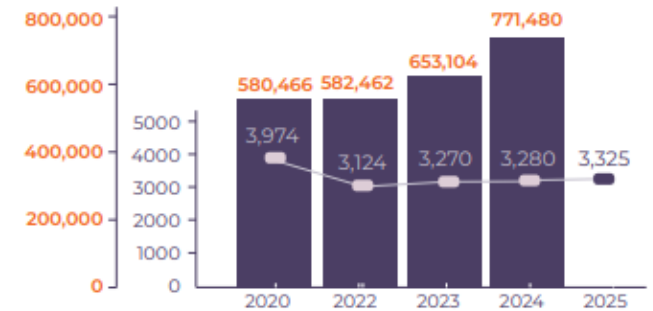
In Houston and throughout Harris, Fort Bend, and Montgomery Counties

The Point-in-Time ("PIT") Count & Survey is a federally mandated census of people experiencing homelessness — both sheltered and unsheltered — on a single night each January. This annual snapshot tracks trends over time, shows where and how people are experiencing homelessness, and informs strategies to strengthen our homeless response system.

TOTAL NUMBER OF THOSE EXPERIENCING HOMELESSNESS



LOCAL AND NATIONAL PIT COUNT TRENDS, 2020-25



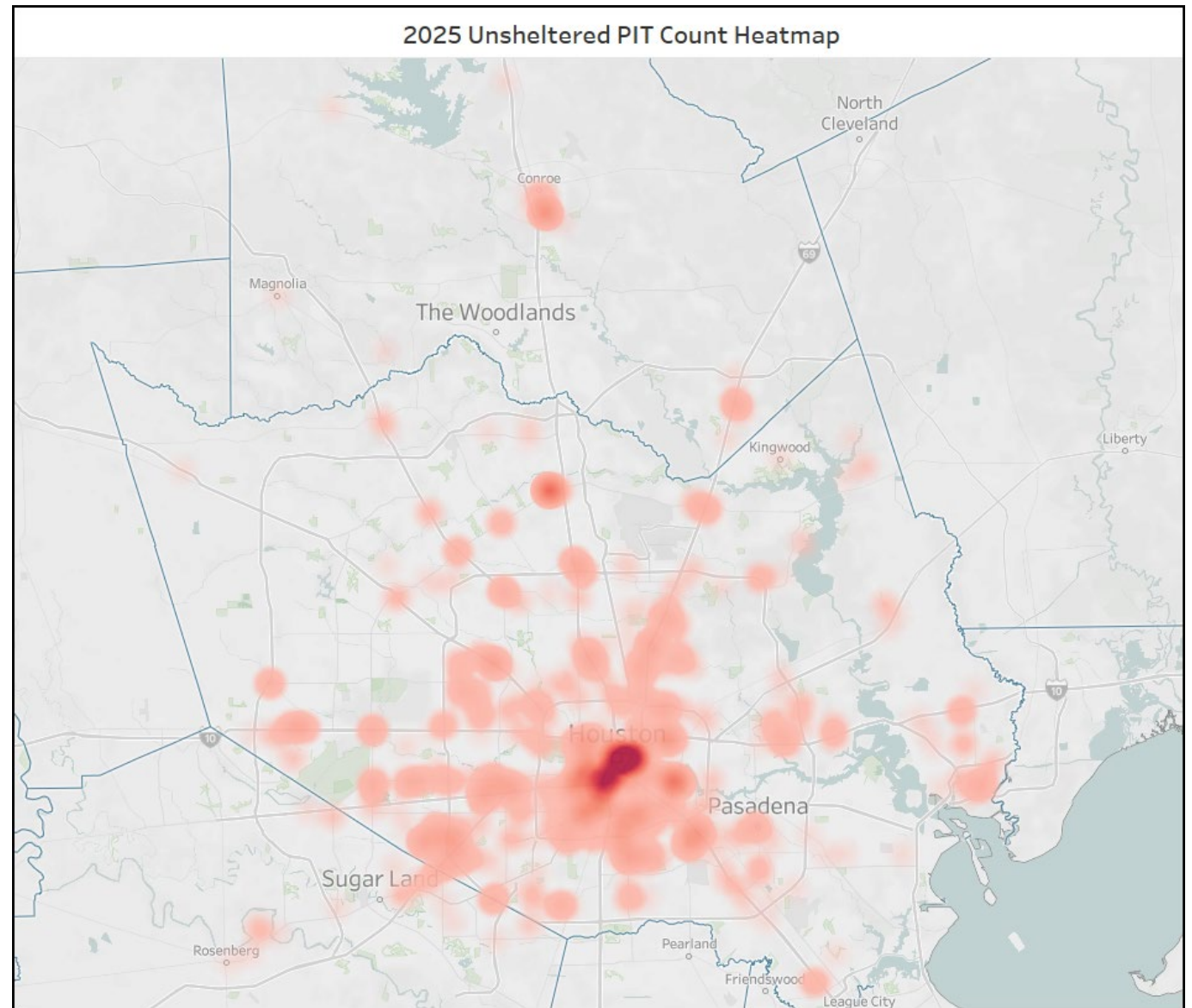
*2021 was removed due to pandemic-related methodology changes.
National 2025 numbers will be released later this year.

Nationally, homelessness has reached the highest levels ever recorded.

In contrast, the 2025 results for our region show relative stability, reflecting the continued impact of our local homeless response system, The Way Home.



2025 Unsheltered PIT Count Heatmap



HMIS Data Standards Updates

- **Gender** is no longer a standard element
- **Sexual Orientation** has been removed as a standard element; optional agency use
- The **Translation Assistance Needed** element has been removed
- Adding a new **Sex** element, required by most federally funded programs (CoC, ESG, HOPWA, RHY, SSVF, GPD), except CE
- Minor updates will be applied to veteran-specific programs (SSVF services, HP Targeting Criteria; MH Consultation)
- Report updates: FY 2026 APR/CAPER, PATH, and CSV Export
- Please review the current version at the HUD Exchange site: ***FY 2024 HMIS Data Standards Manual - Version 1.7***
- FY 2026 HMIS Data Standards Manual has not been released
- Changes are effective October 1, 2025



Common Data Issues

- Demographics: Name, DOB, SSN, Race & Ethnicity
- Approximate Date Homelessness Started & Number of Times/Months Homeless
- Permanent Housing Move-In Date
- Enrollment Length
- Overlapping Residential Enrollments
- Project Transfers
- Street Outreach Contact & Living Situation
- Project Type & Funding Setup
- Bed & Unit Inventories
- Referral Outcomes
- Release of Information



HMIS Privacy & Confidentiality

Aggregate data is summarized data that is difficult, but not impossible, to identify

Client-level data is row-level data that is not necessarily identifiable but is not necessarily NOT identifiable

PII data is identifiable data

Beware of sending client-level data, especially data that includes small ns and is sent to an audience that is familiar with the population of people included in the data set

Hashed HMIS CSVs are NOT anonymous data and should be used/shared with caution, and within the context of your CoC's Privacy Policy

Do NOT send HMIS CSVs to HUD or HUD TA – this is PII

Be familiar with your CoC's Privacy Policy to understand how data can and cannot be disclosed

Content from the HMIS System Admin Webinar



Coming up
October 1: CE
Housing
Referrals
information in
the HMIS
Programs
workgroup



Name: All, Feely

Age: 24

Gender: Man (Boy, if child)

CE Assessment Date: 9/3/2025 ⓘ

By-Name List Placement Date: 9/3/2025 ⓘ

Housing Placement Date: ⓘ

Race: Black, African American, or African, White

Veteran Status: No

Triage Score: 12 ⓘ

Chronically Homeless: No ⓘ

Frequent: No ⓘ

HMIS Enrollments

Case Name	Start Date	Move-In Date	Exit Date	Case Members	Case Manager	Project Name	Project Type	Organization
All, Feely	9/8/2025			1	Erol Fetahagic	CHI Rescue in Motion	PH - Permanent Supportive Housing (disability required for entry)	Coalition for the Homeless
All, Feely	9/4/2025			1	Erol Fetahagic	My Agency Program	Services Only	Coalition for the Homeless
All, Feely	9/3/2025			1	Erol Fetahagic	Coordinated Entry Dev	Coordinated Entry	Coordinated Entry System
All, Feely	11/4/2015		11/8/2015	1	Erol Fetahagic	Covenant House Emergency Crisis Shelter	Emergency Shelter - Entry Exit	Covenant House

Coordinated Entry Housing Referrals

Referral Date	Provider Name	Referral Type	ResultDate	Result Comments	Denial Reason	Result	Created By
9/17/2025	EHV Test Provider	CE OPH Referral					Erol Fetahagic
2/19/2016	Harmony House	CE PSH Referral	8/31/2025	It's been nine years!	Ineligible for program	Rejected	Erol Fetahagic

Shared Services



HMIS Support Committee

- The HMIS Support Committee is an advisory body that supports and enhances the overall mission of the HMIS Project
- The Committee meets quarterly at the CFTH office
- Current Officers:
 - Chair: Preston Witt, Harmony House
 - Vice-Chair: Neysa Gavion, West Houston Assistance Ministries
 - Secretary: Dua Ataullah, Islamic Society of Greater Houston
- Would you like to nominate yourself or your colleague? Email: HMIS@cfthhouston.org
- The 2026 Support Committee members will be announced at the December HMIS Forum





Houston Housing Authority

Guest Speaker Kerry Craft

Houston Housing Authority Annual Recertifications

How to make it a trouble-free process

HHA Special Subsidy Team

- Kerry Craft – Sr. Program Manager
- Sabrina Hickman – Supervisor
- Sharon Primes – Housing Specialist



HHHA Annual Recertifications

Common errors that impact the processing of annual recertifications



Incomplete packets (missing supporting documents, signatures, etc.)



Illegible documents



JPEG (pictures) of docs



Separate attachments



Documents not in HMIS



HHA Annual Recertifications

Think of the annual review packet as a recipe



HHA Annual Recertifications

If any of the ingredients are missing, you won't get the finished product

Income

- Employment
- Unemployment
- Self-employment
- Child support
- Social security/SSI/SSDI
- Contributions
- TANF

Assets

- Bank accounts
- Certificate of deposit
- Stocks, bonds, mutual funds, or recent property sale
- Life insurance

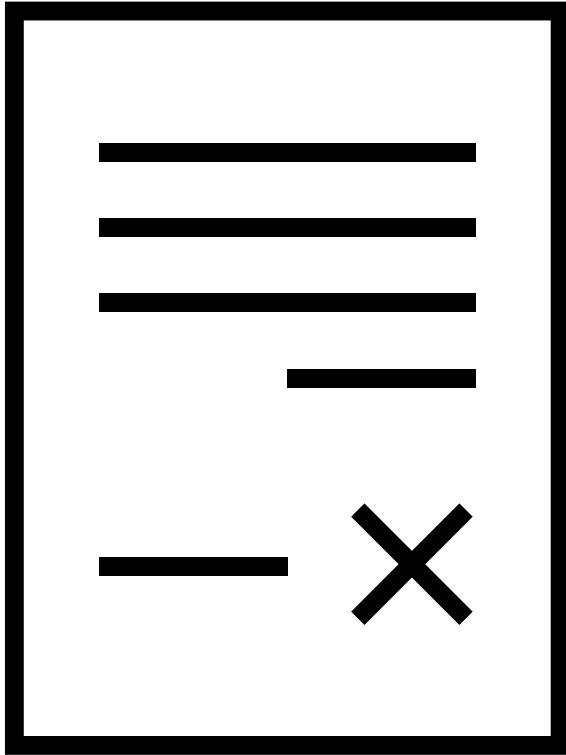
Expenses

- Medical expenses (62 years of age & older or person with disability)
- Disability expenses
- Childcare expenses (for children 12 years & under)



HHA Annual Recertifications

More missing ingredients – the HHA packet



HHA Annual Recertification

○ If you can't read this neither can HHA



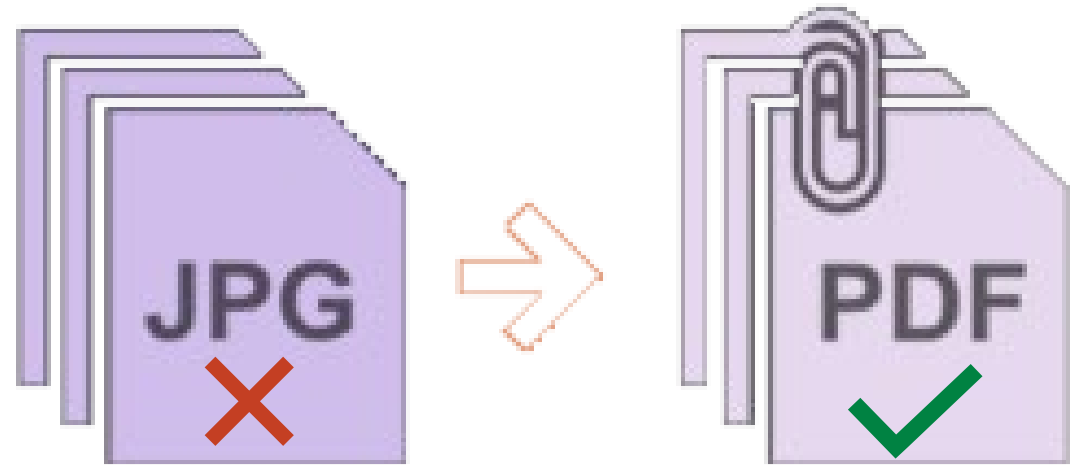
○ When scanning in documents, be sure they are clean copies that can be read



HHA Annual Recertification

Multiple files

- When multiple JPEG files are sent separately instead of as one combined file, extra steps must be taken to convert them to PDF documents, which are preferred.
- Review all pages of documents to ensure signatures are provided, forms are filled out as requested
- Ensure that the required documents are submitted with the packet
- If you receive a final notice for any reason (missing docs, etc.) respond asap



HHA Annual Recertifications



🕒 If you followed the steps (recipe) outlined in this presentation you will have a great finished product

Questions?



REMINDER



HMIS Important Due Dates

	SUN	MON	TUE	WED	THU	FRI	SAT	
	29	30	31	1	2	3	4	
Clients in Program report due	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	Data Corrections due (if any)
	19	20	21	22	23	24	25	
	26	27	28	29	30	Quarterly EVA reports		

We need a report for that



No matter the funding source – if you have a client enrolled in a project within your organization, we need a report for that



The Clients in Program Report for EACH project within your organization is due to hmis.reports@cfthhouston.org by the 7th of each month



Corrections (if any) are due by the 15th of each month with a follow up e-mail that includes the data quality report showing all zeros.

Housing Information



Bed Check In and Out

Project Type

Bed Check-in

Emergency Shelter (ES)

☒ Yes

Safe Haven (SH)

☒ Yes

Transitional Housing (TH)

☒ Yes



How To Be Proactive

On a monthly basis:

- Run a CIP report using the date you are running the report and compare it to the check-in roster report (found in the Housing section in HMIS)
- Example CIP report start and end date will be 00/00/0000, and the check-in roster report will be the same date of 00/00/0000. The number of people checked in should be the same number of people enrolled.
 - If there are more clients enrolled, make sure all clients are checked in
 - If there are more checked in, make sure you've exited all clients that need to be exited



Housing Inventory

What is Housing Inventory

- It is the units and beds available within your organization (or our community's COC) for homeless services

In preparation for our Housing Inventory Count in January 2026, e-mails will be sent asking to confirm your Housing Inventory for the following projects:

- Emergency Shelter (ES)
- Transitional Housing (TH)
- Safe Haven (SH)
- Permanent Supportive Housing (PSH)
- Rapid Re-Housing (RRH)
- Other Permanent Housing (OPH)

This is when you tell us:

- Number of units
- Number of beds
- Unit type (facility-based, scattered-site, voucher)
- Household type served (HH without children, with at least one child, with only children)



Housing Inventory

Number of Units = Number of households the project can accommodate.

- One household per unit.
- For families: one unit per family, regardless of size.

Number of Beds = Number of people who can sleep in the project.

- A family of 5 = 1 unit, 5 beds.
- A single adult = 1 unit, 1 bed.

Unit Type = Describes how/where housing is delivered:

- Facility-Based: Beds/units in one building or location.
- Scattered-Site: Apartments rented from private landlords.
- Voucher: Temporary shelter through motel/hotel or similar voucher.

Household Type categories in HIC:

- Households with at least one adult and one child
- Households without children
- Households with only children



Housing Inventory



Check Your Program's Inventory Regularly

Log into HMIS and review your project's Housing Inventory.

Confirm the number of units/beds listed matches what you actually have available.

If HMIS shows 25 beds, but the facility just expanded to 30 – Contact HMIS so that we can update the inventory



Verify Data with Reports

Run the **Project Descriptors Report** or CIP Report.

Compare results to your program's internal records.



Monitor Changes Throughout the Year

Track when beds are added, removed, or reallocated.

Your program downsizes temporarily due to renovations, reducing the number of beds. Contact HMIS so that we can update the inventory.



Communicate Updates Promptly

Notify your HMIS Lead if you see incorrect or outdated inventory information.

Share changes **before reports are finalized** (e.g., for PIT or annual submissions).



Running Project Descriptors Report

The screenshot shows a web application interface for running a report. On the left is a sidebar menu with the following items: 'User Dashboard', 'System Dashboard', 'Recent', 'Paused Operations', 'My ClientTrack' (expanded), 'Reports' (highlighted with a red box), 'Client Reports' (expanded), 'Program Reports' (highlighted with a red box), and 'Project Descriptors' (highlighted with a red box and a gear icon). Below 'Project Descriptors' are several sub-items: 'Clients in Programs', 'Active Client List', 'Barcode Program Roster', 'Case Assignment', 'Case Mgmt Services', 'Client Data Report', 'Co-Enrollment Report', 'Conf Prog Assistance', and 'Employment At Entry/Exit'. The main content area at the top shows the user 'Yvette Fuentes' and the organization 'CHH (Coalition for the Homeless) HMIS Programs'. The title 'Project Descriptors Report' is displayed. Below the title is a form with a label 'Project Name: *' and a dropdown menu currently showing '-- SELECT --' (highlighted with a red box). The rest of the main content area is empty.



System Performance Measures (SPM)

The background is a complex collage of data visualization elements. It features several overlapping line graphs with fluctuating data series, some with grid lines. There are also bar charts, including a horizontal one at the top and a vertical one on the right. A pie chart is visible in the lower right corner. The overall color palette is dominated by dark blues, greys, and oranges, with a semi-transparent white text box in the center.

System Performance Measures (SPM)

What is it?

- SPM is an annual report submitted to the U.S. Department of Housing and Urban Development (HUD), generated using data from the Homeless Management Information System (HMIS).

Why it matters:

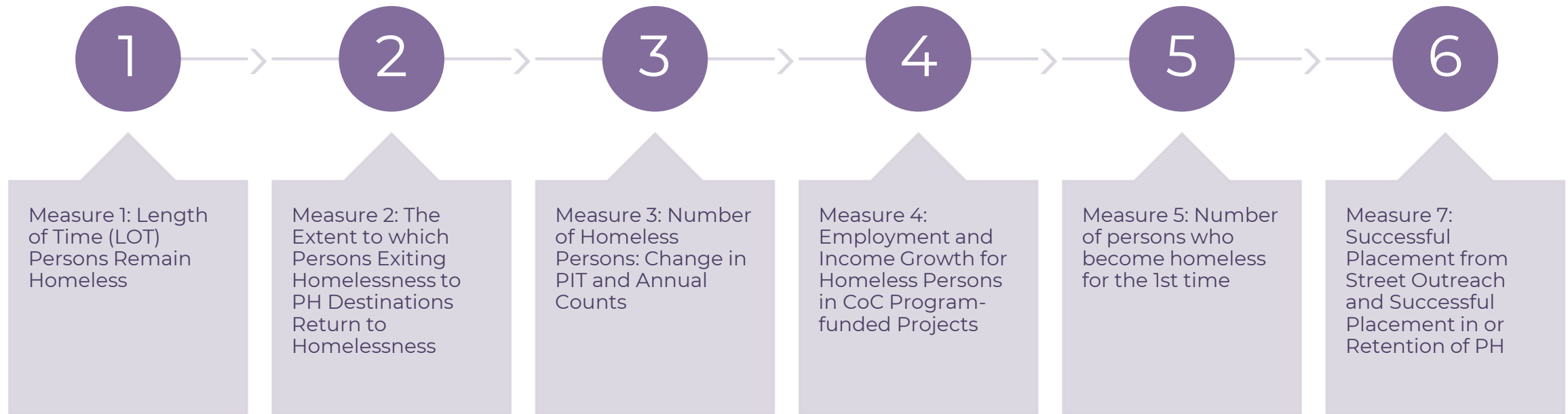
- Key component of the Annual Homeless Assessment Report (AHAR) to Congress
- Used by HUD to assess system-wide performance
- Informs Continuum of Care (CoC) funding decisions
- Reporting Period: Fiscal Year 2025 (October 1, 2024 – September 30, 2025)

Included Project Types:

- Street Outreach
- Emergency Shelter
- Safe Haven
- Transitional Housing
- Permanent Housing:
 - Permanent Supportive Housing (PSH)
 - Other Permanent Housing (OPH)
 - Rapid Re-Housing (RRH)



Key SPM's tracked across our system:



Issues Impacting System Reports

Long stayers in Emergency Shelter, Safe Haven, and Training Housing projects

Housed clients with new street outreach or residential enrollments

Exits to incorrect destinations

Housing transfers with gap days

Missing PH Move-In Dates

Missing annual assessments

Missing income updates at exit

Incomplete assessments

Duplicate enrollment entries

Residential enrollment overlaps



**The agency-
specific SPM
report is now
available in HMIS!**

Data Quality Reminders

To ensure data accuracy and completeness, partner agencies should promptly respond to HMIS Team requests and actively monitor and improve their project data quality.

To support accurate exits and enhance system performance, an Exit Destination Guidance document is currently being developed. Once finalized, it will be shared/or posted on our website.

Project Exit Destinations Guidance

The **Exit Destination** describes where a client will stay after leaving the project. This information is used to track outcomes and measure project impact. When exiting a client from an enrollment, select the response that most closely reflects their living situation.

- **Rental Housing with Subsidy:** If the client is moving into rental housing with financial assistance, select "Rental by client, with ongoing subsidy." This will open another field for you to select the type of subsidy they are receiving.
- **Types of Housing Subsidies:** Subsidies may be tenant-based, project-based, or sponsor-based and designed to reduce rent burdens. This includes financial assistance provided through HUD-funded programs (e.g., public housing, Emergency Housing Voucher, or Section 8) or other housing subsidies, such as state rental assistance vouchers.
- **Owned Housing:** If the client is moving into or staying in a home they own, select the appropriate response that reflects any housing subsidy they are or will receive, if any.
- **Staying with Family or Friends:** Choose the response that best reflects the expected duration of the stay, whether permanent (**90 days or more**) or temporary (**less than 90 days**). If the length of stay is unknown, select permanent.
- **No Relocation Expected:** For clients exiting from projects such as Homelessness Prevention, Rapid Re-Housing, Supportive Services Only, or transitioning in place, select the same destination where they were staying during enrollment or prior to starting the project.
- **Destination Options:** These options include **Permanent, Temporary, Institutional, Homeless, and Other**.

Permanent Housing Destinations	Descriptions
Owned by Client, no housing Subsidy	The client owns the property/house/unit they are living in, and no ongoing housing subsidy is associated with it (subsidy is not applicable).
Owned by client, with ongoing housing subsidy	The client owns the property/house/unit they are living in and receives a housing subsidy for mortgage payments. This



Eva HUD Reporting Tool Requirements & Reminders

- Effective January 2025, all residential projects must run the HMIS CSV 2024 Export, upload their data into Eva, and submit the Eva data quality report quarterly to hmis.reports@cfthhouston.org. Below is the report submission schedule.
 - July – September 2025, due October 31, 2025
 - October – December 2025, January 31, 2026
- The next Eva Reports training will be held on December 5, at 9:00 am.
 - Registration Link <https://www.cfthhouston.org/hmis-v2#HMISUserTrainings>.
- **Other Advanced Training Opportunities**
 - Data Explorer Training
 - APR/CAPER/SPM Reports Training
 - One-On-One/Small Group Support
- Beginning January 2026, all project types will be required to complete a data upload to the Eva app. This will help streamline the data quality improvement efforts across the entire system.



2nd Annual Data Symposium



Theme: Data-Driven Solutions for Homeless Service Delivery and Outcomes

Date: Thursday, June 4, 2026

Time: 8 am – 4 pm

Location: United Way of Greater Houston, 50 Waugh Drive, Houston, TX 77007

- This event explores how data-driven strategies improve homeless service delivery to ensure that everyone has a safe place to call home. It brings together technology professionals, data experts, healthcare and criminal justice officials, and local homeless response leaders to discuss data-informed decisions that transform our system to make it more accountable, equitable, and efficient.
- It provides a platform for experts to share their work, knowledge, experiences, best practices, and cutting-edge technologies that support addressing and ending homelessness. Topics include the following:
 - **Data Quality and Integrity:** How organizations collect and manage data, including best practices for maintaining data quality.
 - **Partnerships and Collaborations for Data Excellence:** Highlights the benefits of collaborations in achieving data-driven goals.
 - **Data-Driven Enhancements:** How data-driven solutions have improved service delivery, with examples from agencies' work.
 - **Innovations in Addressing Homelessness:** How agencies plan to incorporate innovations such as Application Programming Interface (API), Artificial Intelligence (AI), import/export processes, special dashboards, and other technologies to further address and end homelessness.
- **New elements** include a state-wide continuum of care invitations, healthcare and criminal justice leaders, AI experts, and DV content.



Thank you





2000 Crawford St. Suite #700

Houston, TX 77002

(713) 739-7514

www.cfthhouston.org | info@cfthhouston.org



@cfthhouston

