

# HMIS@NCCEH System Updates

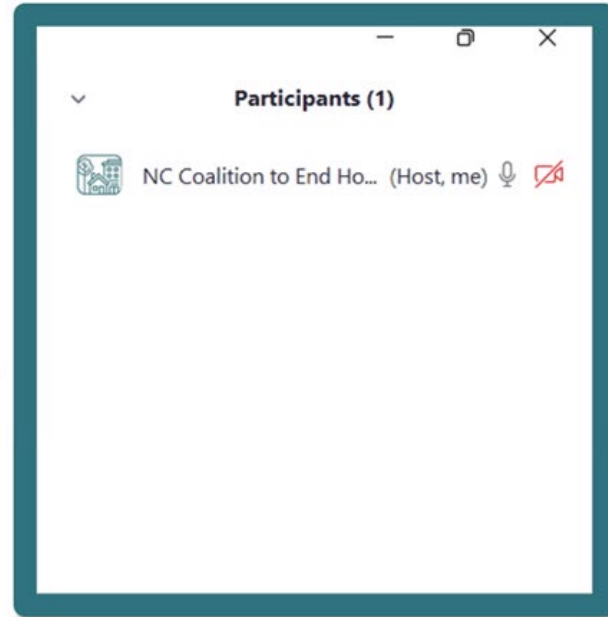
February 2025



**NC COALITION** to end  
**HOMELESSNESS**

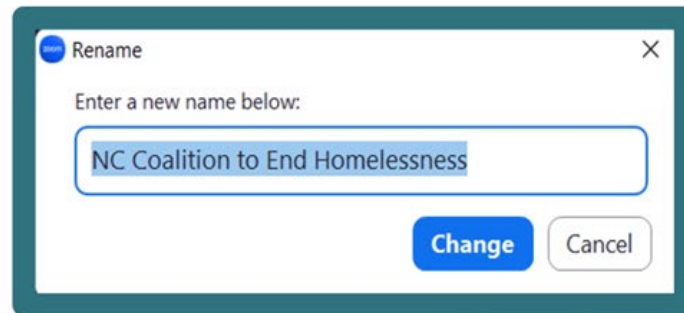
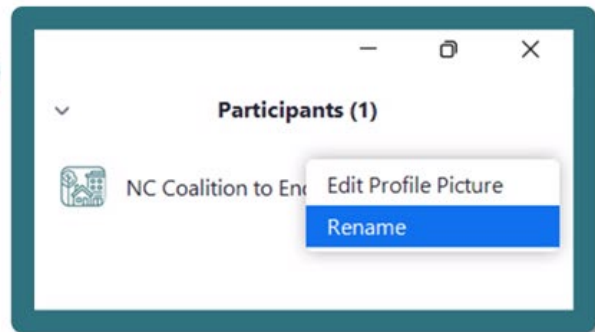
# Edit your Zoom Screen Name!

1



*How to change your  
screen name:*

2



# What should you wear on February 29th to stay safe?



Jumpsuits!



NCCEH

# Agenda

February 2025

## System Updates

- Monthly Data Quality Review
- PIT/HIC Reporting Deadline
- Data Quality Monitoring Report Deadline
- NCCEH Website Redesign

## Training and Resources

- January Training Recap: Unsheltered Data in HMIS
- ZenGuide Knowledge Base Highlight

## What's Next?

- February Monthly Training
- Future of HMIS

## Questions/Concerns?



# Federal Funding Pause

Our HMIS data is more important than ever!

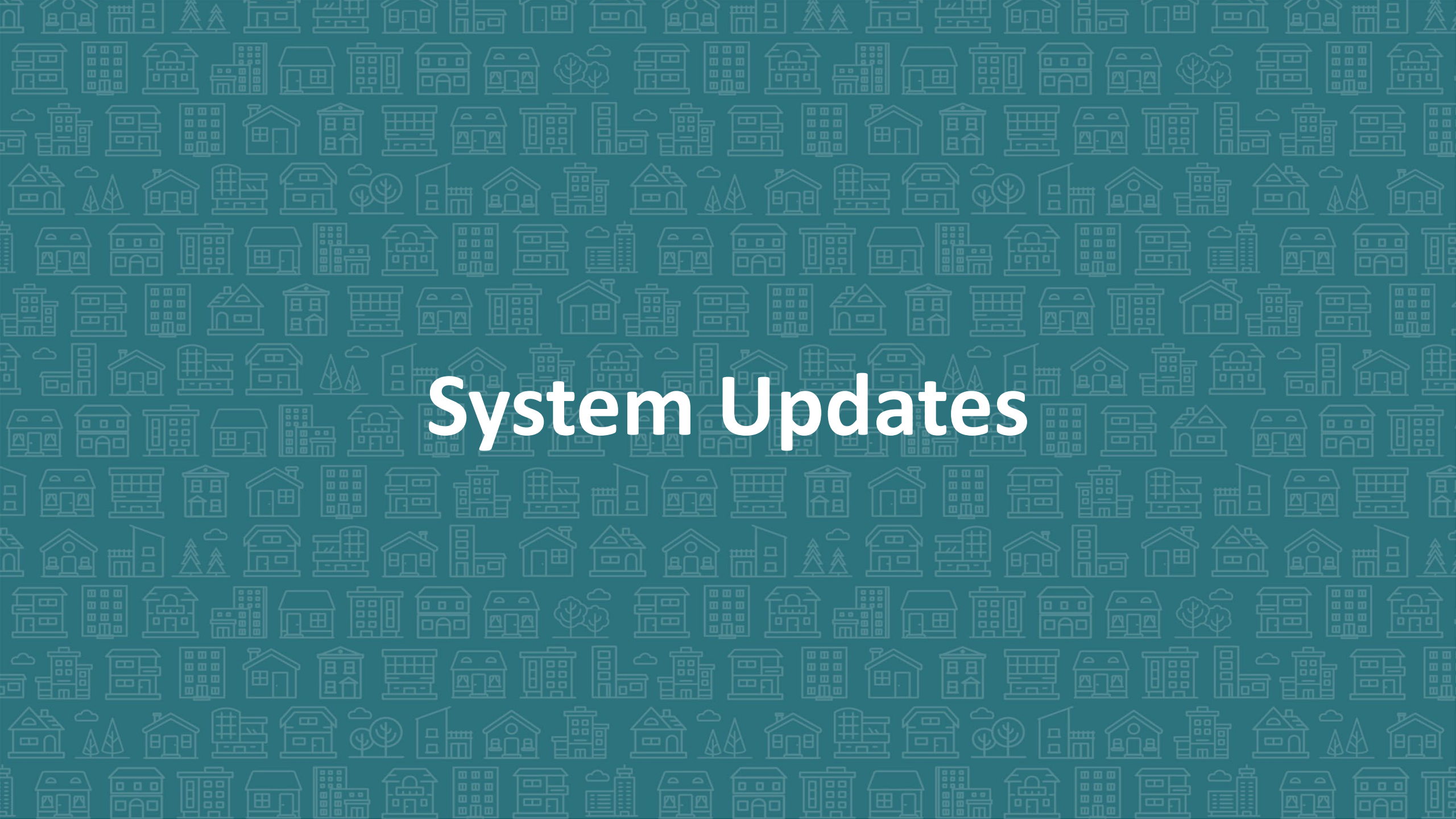
Using HMIS data, we were able to prepare estimates of the impact on February rents through CoC, ESG, SFRF programs:

- 1364 households including 2594 people
- \$1,664,718.58 in rent (based on 2 bd FMR)

Especially now, we need to enumerate the need in our communities to show our state and federal partners why their funding is so critical.

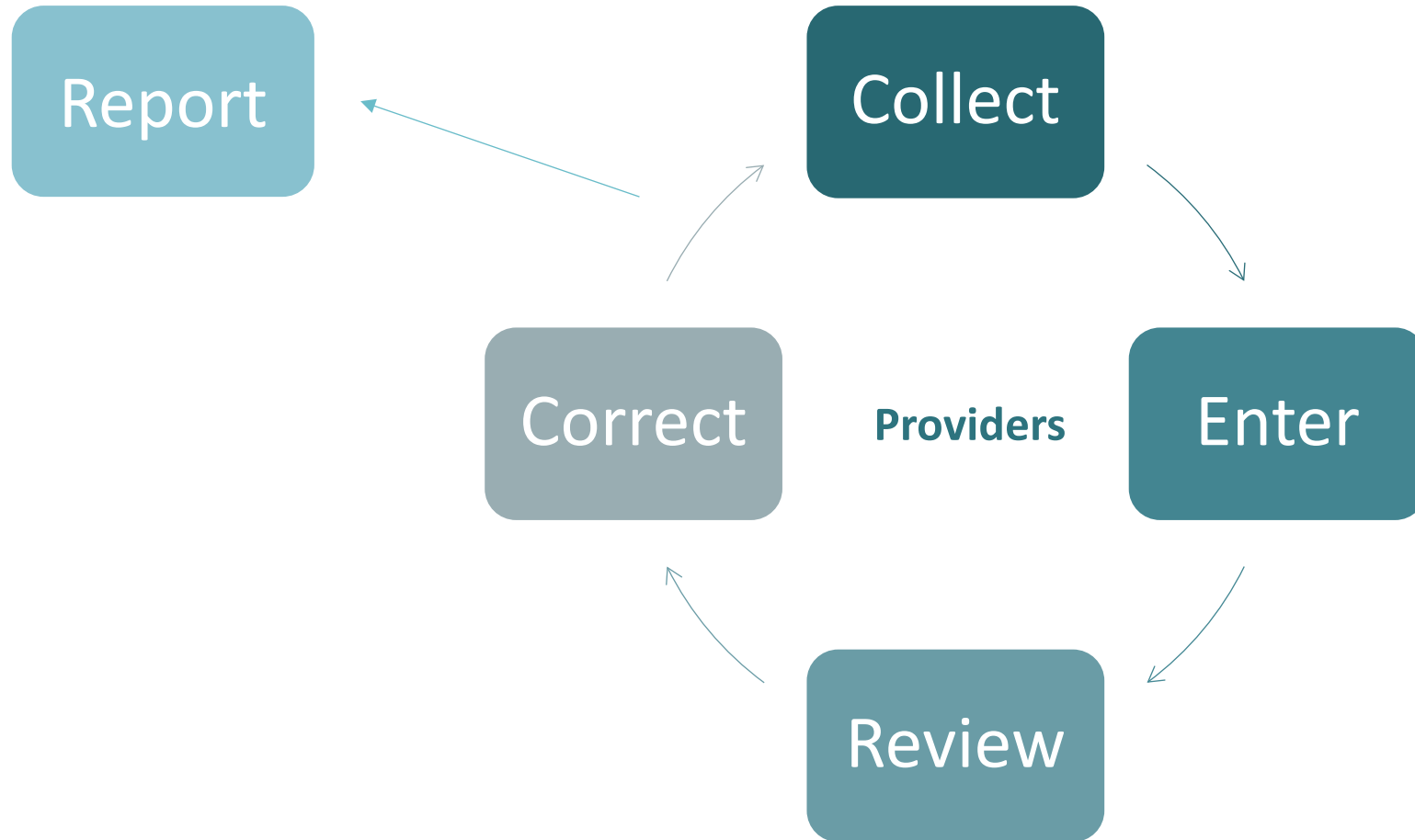
We appreciate your commitment to our work to end homelessness our communities



The background of the image is a solid teal color, overlaid with a repeating pattern of white line-art icons. These icons represent various types of buildings, including houses, multi-story apartment blocks, and industrial-style structures, as well as some stylized trees. The pattern is dense and covers the entire background.

# System Updates

# Data Life-Cycle



# Data Quality Review

We will start reporting on Data Quality month by month so you all can visualize your progress in the HMIS system

We are hoping that this will:

- Reassure yourself in your work
- Empower you to keep improving your data
- Stimulate discussion among team members



# Data Quality Review – Nov - Dec 2024

## Positives:

- NC County of Service improved by 0.23%!
- DOB increased slightly by 0.03%, still under the 5% error rate
- Relationship to HOH increased by 0.06%, representing 874 clients

## Elements that still need work:

- Enrollment CoC increased by 0.14%
- DV Series increased by 0.06%
- SSN increased to 12.44%
- Unexited Clients

View the [HMIS@NCCEH Data Quality Benchmarks](#) page for benchmarks by project type  
Keep running your reports to identify client errors!

# PIT/HIC Reporting

PIT/HIC nights were last week

- HMIS reporting is required for *ES, TH, RRH, PSH, and OPH Projects*
- Review your reports before you submit!
  - Tab G – Additional Information
  - Tab E – Client Detail
  - Tab F - Disability Detail

| Project Type                                                                                  | D006 – 0628 HIC Supplement | D007 – 0630a Sheltered PIT |
|-----------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| Rapid Re-Housing (RRH)<br>Permanent Supportive Housing (PSH)<br>Other Permanent Housing (OPH) | ✓                          |                            |
| Emergency Shelter (ES)<br>Transitional Housing (TH)                                           |                            | ✓                          |

# PIT/HIC Planning

## Reporting deadline is today!

Confirm the following:

- Project Funding Source
- Bed & Unit Inventory
- Current Clients

## Reporting Tips:

- Only use provided new links
- Run report a day after edits
- Know your clients



# Review Your Reports

How do you know if your data is accurate?



Check for the correct entries and exits

- Complete and accurate households



Check for missing details about client

- Demographics
- Relationship to Head of Household
- Disabling Conditions
- Chronic Homelessness questions
- Enrollment CoC
- Domestic Violence Survivor
- Housing Move-In Dates



Check for Children Only households (child alone)



# Making sense of the Housing Inventory Count

**There are follow-up questions that you'll receive via Helpdesk emails:**

- Confirming your federal funding source (including Grant ID)
- Confirming Address/location
  - Most common Zip Code for tenant-based or scattered site projects
- Confirming Bed and Unit Inventory
  - Dedicated beds to Chronically Homeless, Veterans, or Youth
  - Explaining utilization

You can submit the [Bed & Unit Inventory Update Form](#)

If we can confirm this info before PIT night, we will!

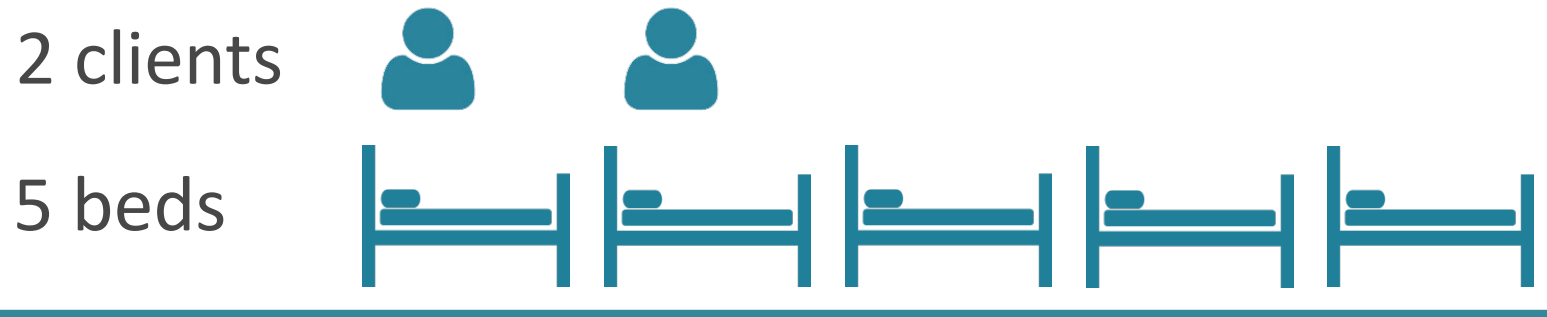
# Make Corrections: Utilization Rates

|                                        |                                                                                   |                                        |                                                                                     |
|----------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------|
| 1 client                               |  | 4 clients                              |  |
| 1 bed                                  |  | 2 beds                                 |  |
| $1 \div 1 = 100\% \text{ Utilization}$ |                                                                                   | $4 \div 2 = 200\% \text{ Utilization}$ |                                                                                     |



The percentage of Beds occupied on a given night must fall between 65% -105%

# Does this make sense?



$$2 \div 5 = \text{40\% Utilization}$$



The percentage of Beds occupied on a given night must fall between 65% -105%

# Helpful Resources

## Upcoming Event:

- February 12<sup>th</sup> [PIT/HIC Office Hour](#)

## Zen guides:

- [HMIS Point-In-Time & Housing Inventory Count Process](#) (with Jan training materials)
- [D006 - 0628 Housing Inventory Count \(HIC\) Report Correction Guide](#)
- [D007 - 0630a Point in Time \(PIT\) Report Correction Guide](#)

# Submit your Report!



1. Pull your reports
  - ✓ D006 - 0628 HIC Supplement for RRH, PSH, OPH
  - ✓ D007 – 0630a Sheltered PIT report for ES, TH (and SSVF EHA)
2. Review your reports
3. Make corrections
  - ✓ Ask Data Center for help!
  - ✓ Tell the Data Center when corrections are done
4. Submit accurate report
  - [NC-502 Durham CoC](#)
  - [NC-503 Balance of State CoC](#)
  - [NC-513 Orange CoC](#)
5. Respond to any follow-up questions from Helpdesk

# Data Quality Monitoring Report – February 2025

Start running your reports!

- Required for all HMIS projects operating between October 2024 – January 2025 reporting period

Use your Resources!

- [Training on the A020 Data Quality Monitoring Report Video](#)
- [Running the A020 Data Quality Monitoring Report](#)
- [A020 - Data Quality Monitoring Report](#)
- [Data Quality Plan: Monitoring and Reporting Process](#)

Submit your reports using the [Data Quality Report Submission \[March 2025\]](#) by March 1<sup>st</sup>!

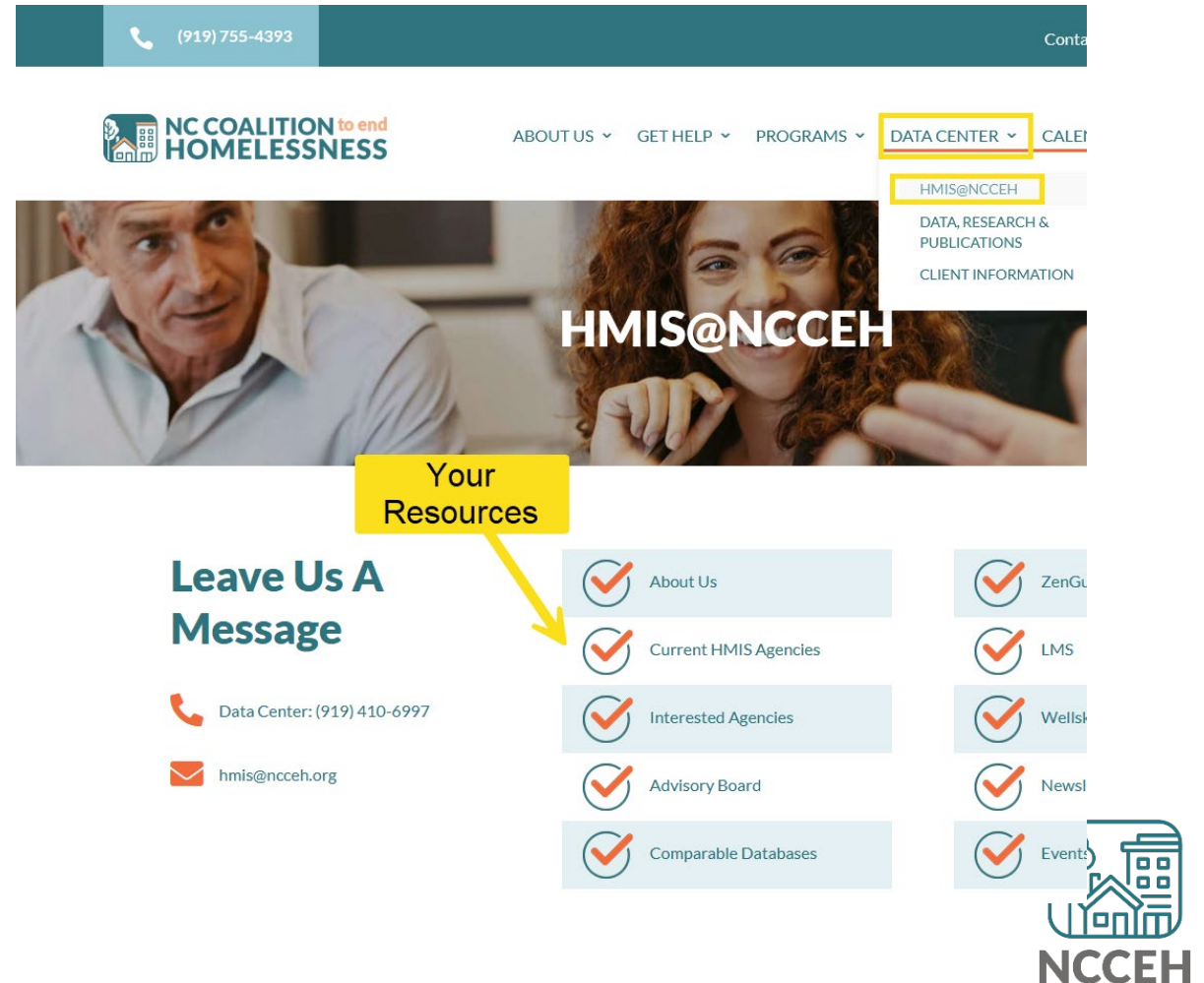


# NCCEH Website Redesign

NCCEH will launch a new look to the website  
**February 14th!**

New Layout, Improved User Interface, and Ease of Navigation

- Data Center link will not change: [ncceh.org/HMIS](https://ncceh.org/HMIS)
- Links to LMS, ZenGuide, HMIS Live Site, and HMIS Training Site
- Consolidated link for Published Data
- All Data Collection forms included





# Training and Resources

# January Monthly Training Recap: PIT/HIC Overview

## Topics Discussed:

- Report by Project Type
- Live Report Run
- Common Errors
- HIC Follow-up Questions

The Slides & [Recordings](#) of the training are available on [ZenGuide](#)

# ZenGuide Knowledge Base

## Your first stop for answers

99 Articles and counting!

- We use your search results to develop new articles

## Highlight:

- [HMIS Point-In-Time & Housing Inventory Count Process](#)
- [D007 - 0630 Sheltered PIT \(Point in Time\) Report Correction Guide](#)
- [D006 - 0628 Housing Inventory Count \(HIC\) Report Correction Guide](#)
- [A020 - Data Quality Monitoring Report](#)
- [Data Quality Plan: Monitoring and Reporting Process](#)
- [Recording Referrals in HMIS](#) - NEW

## Bookmark it!

<https://ncceh.zendesk.com/hc/en-us>

## HMIS@NCCEH ZENGUIDE

Search



What's Next?

# February Monthly Training: A020 Data Quality Monitoring Report

Join us for the [February Monthly Training!](#)

Agenda:

- Report Run
- Report Tab Review
- Q&A

# What's Next Calendar

| Due                       | Event Name                                                    |
|---------------------------|---------------------------------------------------------------|
| February 5th              | PIT/HIC Reports Due                                           |
| February 12 <sup>th</sup> | PIT/HIC Office Hour 10-11am                                   |
| February 14 <sup>th</sup> | NCCEH Updated Website Launch                                  |
| February 19 <sup>th</sup> | Monthly Training: A020 Data Quality Monitoring Report 10-11am |
| February 21 <sup>st</sup> | PIT/HIC Project Detail Response Deadline                      |
| March 1 <sup>st</sup>     | A020 Submission for Oct-Jan Due                               |
| March 6 <sup>th</sup>     | HMIS Systems Updates Meeting 10-11am                          |
| March 19 <sup>th</sup>    | Monthly Training: TBD 10-11am                                 |
| April 2 <sup>nd</sup>     | HMIS Systems Updates Meeting 10-11am                          |

Go to [ncceh.org/events](https://ncceh.org/events) for all event details!





# Questions?

Let's Troubleshoot!

## Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc\_end\_homelessness 

## Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

