

The first part of this document contains meeting notes from the Training. The second part contains relevant Q&As from the webinar session.

Notes

- 1.) Introduction
 - a. Attendees are **responsible to share what they've learned with their agencies. Those agencies that could not attend have until 03/09/18 to take quiz and have it counted as attendance**
- 2.) FEEDBACK
 - a. Last month's attendees asked for more reporting topics and detailed information in general
 - b. Complete survey results: <https://www.surveymonkey.com/results/SM-N8FJMXWB8/>
- 3.) NEWS: No More PKI for BOS
- 4.) NEWS: PIT Process (*Maricopa COC only*)
 - a. UNSHELTERED: Initial extrapolated count - 2618
 - b. Thank you to data-entry volunteers: Maggie Wong, Maria Pina, & Anne Scott (MAG); Katie Gentry (City of Phx); Brenda Pollreisz (Save the Family); Charles Sullivan and Tricia Gipson (AZABC)
 - c. SHELTERED: **If you received an email from us (link to SurveyMonkey) please complete by 3/2/2018**
- 5.) TRAINING: How to use the COC APR Report to fix data errors
 - a. Running the COC APR Report
 - b. Identifying Errors
 - i. Missing UDE information
 - ii. Correcting HOH relationships
 - iii. Completing "Entry Income"
 - iv. Annual assessments
- 6.) PRO-TIP: "Housing Move-In Date" for Permanent Housing Programs (RRH and PSH)
 - a. Is for PH and RRH
 - b. Is "the date when the client actually moves into housing"
 - i. In contrast, Project Entry, is "when the client is accepted in the program"
 - c. Is key to tracking the time between project entry and housing



Q&A

Webinar Question	Answer
<i>Does Permanent Supportive Housing participate in the Point In Time (PIT) count?</i>	No, the PIT only counts those currently unsheltered, and those who are sheltered in one of the following: Emergency Shelter; Transitional Housing; and Safe Havens
<i>Some children don't have Social Security Numbers so we can't get rid of those errors – is this to be expected?</i>	Correct, you cannot get rid of those errors - it's just missing data.
<i>When correcting data entry errors, when do I need to use back-date mode?</i>	Any time you are using a date that's not today
<i>Please explain what "Start" and "End" Income mean</i>	<p><u>PLEASE ALSO SEE HMIS INTRODUCTORY TRAINING ONLINE FOR MORE ON INCOME AND INCOME CHANGES</u></p> <p>Income START is when the income actually began. In most cases it's going to the program entry date, unless the client didn't make any at the time of program Entry. In this case, Income "Start" occurs when income changes during program stay. Income END marks the day income ends. If Income changes, you must END the previous amount, and START the new amount. The previous END must occur the day before the new Income START. See example below:</p> <p>A client entered a program on 1/1/17. They had no Earned Income at that time. Starting on 02/10/17, the client began an Earned Income of \$1,000/month. Earned Income increased to \$1,200/month on the first day of November.</p> <p>The client's record would show the following:</p> <ul style="list-style-type: none"> • \$1,000/month – START 02/10/17 • \$1,000/month – END 10/31/17 • \$1,200/month – START 11/01/17 • [END would be listed if and when it occurred]
<i>For PSH programs, are 60 day interim reviews required per the COC?</i>	No, interim updates aren't required every 60 days per COC. However, annual assessments need to be completed yearly (per HUD). There is a 60 day window for acceptable annual assessment (up to 30 days prior to anniversary of Entry date or 30 days after that date).
<i>If client income hasn't changed at the annual assessment, do we still need to do the assessment?</i>	Yes, do the annual assessment, but don't make any changes to the information (just create, save, and exit the annual assessment).
<i>If kids don't need an annual assessment, will those still come up as an error?</i>	No
<i>In the future will there be a way to eliminate children in those errors so they don't continually come up when</i>	We don't know at this time what will happen in the future about this question.



pulling the report?

Is there a report that tells us who is due for interims?

No

What report do I run for quarterly quality assurance?

Run **0640**, but still run it for yearly periods like it is supposed to be run. Also run **0252**, which can be run for quarterly periods.

Will "Housing Move-In Date" be moved to the Interim/Update Assessment? Having it on both Entry and Interim/Update Assessments would be helpful.

This has been added to the Update Assessment.