

New Jersey Statewide HMIS Collaborative Newsletter

NJ Housing and Mortgage Finance Agency

FALL 2008

Volume I, Issue I

WELCOME!



Welcome to the first edition of the New Jersey Statewide HMIS Collaborative newsletter designed to keep you informed on the latest developments in homeless information management and updates to the Foothold Technology AWARDS (*Affordable Wide-Area Relational Database System*).

As New Jersey's homeless provider agencies continue to make strides in getting an accurate count of the homeless, it is important to understand that much more needs to be done.

How we got started

The NJ HMIS (Homeless Management Information System) Collaborative was established in 2003 to collect data on homelessness throughout the participating counties and to guide local and state planning efforts to reduce and end homelessness. Further, the New Jersey HMIS Statewide Collaborative assists participating CoC's (Continuum of Care) and their provider agencies to meet U.S. Department of Housing and Urban Development (HUD) HMIS requirements needed to receive HUD McKinney-Vento Homeless Assistance funding.

The purpose of this letter is to communicate some of the most important changes that affect the collaborative and provide an informational resource regarding system updates and trainings. We hope you will find this newsletter helpful.

Abram L Hillson

HMIS Project Manager



The NJ HMIS Collaborative is a nationally recognized model for a statewide HMIS project that includes strong participation from State agencies, local government, and provider organizations.

We have reached a major milestone in project implementation now that HMIS is fully implemented in all twenty HMIS collaborative participating CoC's. Now our focus needs to be on data quality and reporting.

In this issue:

2008 COC Forum FY 2008 SuperNOFA	2
HUD APR	3
Changes and Customizations	4
Two Important Data Quality Reports	5
Staff and Training Information	6

◆ The New Jersey HMIS is interested in providing help to agencies that have barriers in implementing HMIS.

◆ Accurate information will help agencies and government help the homeless.



2008 Continuum of Care Forum

A series of Continuum of Care Forums for 2008 are being sponsored by the Corporation for Supportive Housing (CSH) and HMFA. All Forums revolve around the theme of Transformation in the New Year. We encourage all Continuums to participate to make it a true interactive and capacity building experience. Mark your calendars and save the dates — more details and registration information will follow!

November 18, 2008--Transforming the Landscape: Policy Issues

This Forum will educate and prepare Continuums to advocate on crucial policy issues that have an effect on homelessness. The Forum will also look at the intersection of State policy and highlight new Housing First Pilots in New Jersey.

All Forums will be held at:

The Conference Center at Mercer
1200 Old Trenton Road
West Windsor, NJ 08550
9:00 AM– 4:00 PM

For More Information Contact:

Barbara Dohrenwend
barbara.dohrenwend@csh.org
Fax 609-392-7818

Getting Ready for the FY 08 SuperNOFA!

Almost all of HUD's competitive grant programs are announced at the same time each year, through what is known as the HUD "SuperNOFA." Generally issued in the spring, the SuperNOFA is a coordinated announcement of approximately 20 HUD funding sources. Each source is issued as a separate NOFA, with its own deadline for receipt of proposals. Deadlines for these programs are usually in the period from May through August, with funding announcements generally made at the end of the year. Here are some steps to help you get ready for the 2008 fiscal year SuperNOFA:

- Step 1** Obtain a DUNS and Bradstreet Data Universal Numbering System (DUNS)
- Step 2** Register/ Renew/ Update your agency with CCR www.ccr.gov
- Step 3** Register with the credential provider <http://apply07.grants.gov/apply/ORCRegister>
- Step 4** Register with Grants.gov <http://apply07.grants.gov/apply/GrantsgovRegister>
- Step 5** Grant an approval of an Authorized Organization Representative (AOR) to submit an application on behalf of the organization
- Step 6** AOR Status, track the status of your application at any time on Grants.gov



THE HUD APR

HUD Required Info Audit Report

Prior to running the HUD APR (Annual Progress Report), a good practice is to run the **HUD Required Info Audit Report**. This report helps determine whether any data is missing that could impact the APR. Here's how to run a **Required Info Audit Report**.

From the Opening Menu:

1. Click the Fiscal/Program button under the Administration section, OR, select the HUD APR from the Reports drop-down menu.
2. Click HUD APR
3. Select the Program from the Program dropdown, and choose a date range under the Services Report Date Range.
4. Click HUD Required Info Audit Report.

NOTE: Do NOT click CONTINUE, as that will actually run the APR.

The report that is generated shows each client in the program during the selected date range. If data has been entered, a black check mark will appear in a box for each field. If data is missing, the box is replaced with "Missing Info" in red text. If you see N/A in a field for a client, it is possible the client has not yet been discharged, so that information does not apply. Or, the client may have been entered into the program at a time when that particular piece of data was not required to be collected. In that case, you would need to go back to the client's Face Sheet and fill in this data.

Tip: Run the Required Info Audit Report once a month to check for errors. That way you can catch a problem while it is still fresh in your memory.

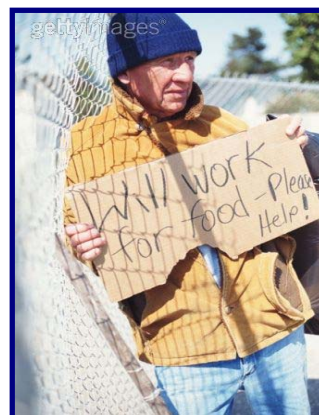
Entering HUD APR PLOS (Projected Level of Service)

Information into AWARDS

Agencies can better utilize the system by entering their Projected Level of Service (PLOS) into the AWARDS system. A Projected Level of Service form must be completed for each agency and the County, if the County itself is also providing direct services. Here's how to enter the PLOS within AWARDS.

From the Opening Menu:

1. Click the Fiscal/Program button under the Administration section
2. Click HUD APR
3. Click the link entitled "[Click here to update Program's Projected Level of Service](#)", here you can enter the information into the system after you select your program, you need to include the number of Singles Not in Families, the number of Adults in Families, the number of Children in Families, and the number of Families



Entering Additional HUD Info into AWARDS

You can now enter the additional HUD APR information directly into the AWARDS system, and update it throughout the reporting year until submission. Here's how to enter the additional HUD APR information into AWARDS.

From the Opening Menu:

1. Click the Fiscal/Program button under the Administration section
2. Click ADDITIONAL APR INFORMATION
3. Select your program
4. Select Fiscal Start/End dates and Operating Year
5. Click CONTINUE.

In the module, you can enter your Grant ID and program summary, Overall Program Goals, Bed information, Supportive Services information, and Supportive Housing Program information. Click CONTINUE when done. This saves the information you have entered into AWARDS. This will include your information for questions 16-20 when you print your HUD APR.

CHANGES AND CUSTOMIZATIONS

Bed Registry

An exciting new customization which will be available in late Fall is the Bed Registry. The Bed Registry's features will be a modified version of the Housing Utilization Report and both will look very similar except that the Bed Registry will only run for a single point in time and will not include the percent utilization, total admissions nor will it include the total number of unduplicated admissions information.

The purpose of this new functionality is to alert agencies throughout NJ of the vacant beds available at other agencies. All collaborative AWARDS users will see a button on the Housing Menu that will be labeled *Bed Registry*. Clicking the Bed Registry button will take users to a settings page with a County dropdown listing all Counties in NJ with the exception of Bergen. Users may select any County they choose, regardless of their agency affiliation. After selecting the County, users will click Continue and will be taken to the modified Housing Utilization Report. The report header will read – Bed Registry for <County> as of <Report Date>. In future modifications to the Bed Registry, we plan to insert a mouseover function that would display the programs' Director and Phone Number. But in order to facilitate this function we are asking that agencies make sure that their program information has been entered in AWARDS via the Configure Administration selection under the Agency Program Information button.



Agency Name	Program Name	Program Type	Program Population Served	Capacity Units/Beds	Current	Open
XYZ	XYZ Woman's Shelter	Emergency Shelter	SF=Single Females	66	60	6
XYZ	XZY Residence	Transitional Housing	M=Mixed	17	10	7
Total for Agency XZY				83	70	13
XYZ	XYZ-Homeless Families	Inpatient Substance Abuse	M=Mixed	5	0	6
XYZ	XYZ-Homeless Women	Inpatient Substance Abuse	M=Mixed	5	0	6
Total for XYZ				10	0	12

How to enter SSH Service Cost using Contact Log new cost field

SSH (Supportive Service Housing) Service Cost expenditures should be entered by those contracted agencies spending the funds, not those receiving it. The following instruction will help explain how to use the UNIT and COST fields on the Services Contact Log screen. The cost field was created to capture total cost associated with a particular service provided to a client and paid for with certain funds. Once an amount is entered into this field the report will use that amount as the total even if you have a fixed amount in the billing rate table.

***Make sure the date of the service is the date you expended the funds.*

***Do not enter a per unit amount into this field – the report will not multiply the units and the cost field. Entering values in those fields will cause the report to sum up the units and use the entered amounts in the cost field as a total cost.*

From the opening menu,

- 1) Click SERVICES,
- 2) Choose your program,
- 3) Choose your client,
- 4) Click CONTINUE.

Apply the following logic to the services:

For **PREVENTIVE SERVICES** (i.e. rent, utility, security deposit assistance), use the UNIT field to enter the number of units of services the dollar amount will cover. Use the new COST field to enter the total amount of funds being spent for the service.

For **MOTEL NIGHT PAYMENTS**, use the UNIT field for Motel/Bed Nights to enter the number of nights you are paying for. Use the new COST field to enter the total amount of funds being paid for those nights.

For **EMERGENCY SHELTER STAYS**, use the UNIT field next to Emergency Shelter to enter the number of nights stays you are paying for. Use the new COST field to enter the total amount of funds being paid for those nights.

For **TRANSITIONAL HOUSING** use the UNIT field next to Transitional Housing to enter the number of nights stays you are paying for. Use the new COST field to enter the total amount of funds being paid for those nights.

For **ALL OTHER SERVICES**, please discuss with your Technical Assistant the best method and format to suit your agencies

TWO IMPORTANT DATA QUALITY REPORTS

Running a Housing Utilization Report

Want to run a report that lets you know how well clients are entered into the system and assigned beds?

To view a housing utilization report, complete the following steps:

1. From the AWARDS Opening Menu page, click Housing. The Housing Information Settings page is displayed.

2. Click the Program drop-down arrow and select the residential program for which the report is to be viewed.
3. Click Housing Utilization Report. The Housing Utilization Report settings page is displayed.

4. The housing utilization report measures program capacity and utilization over a period of time as specified in the From and To date range fields on this page. Make changes to the default date range as needed. To view the report for a single day, enter the date in both date range fields.
 5. Click CONTINUE. The read-only report is displayed on the Housing Utilization Report page. The contents of this page include capacity units/beds, percent utilization, total admissions YTD, and total unduplicated admissions YTD. It also includes agency information (if applicable) as well as county and population served information for each program if entered in the System Setup module, Agency Program Information, Add/Edit Entire Program feature.
- The process of viewing a housing utilization report is now complete.

Running a Demographics Report

Want to start taking a look at your HMIS Data? The HMIS Demographics Report offers several easy options to look at all kinds of data.

From the Opening Menu,

1. Click Profile
2. Select the program, then click Demographics Report
3. Select the date range, then check the fields you wish to display in your report
4. Next click Continue
5. You now have the option to sort the fields in any order you choose, by selecting the order you wish them sorted under "Sort by." In addition, you may check boxes for Individual Detail and/or Record Numbers.
6. Check the boxes next to Summary Tables for each field you wish to summarize. You may also check boxes to show each row's or column's percentage.
7. After you have made the design choices, Click CREATE REPORT. The report displays all results, starting with Individual Detail (if selected), and then the Summary Tables.

Training Emergency Shelter Demographics Report 08/01/05 to 09/08/05

[Excel File](#)

Client Count: 66

HOMELESS CAUSE		%
-No Data-	28	42.4%
Asked to Leave Shared Residence	1	1.5%
Benefits Loss/Reduction	7	10.6%
Domestic Violence	11	16.7%
Drug/Alcohol Abuse	2	3.0%
Eviction	4	6.1%
Illness	2	3.0%
Job Income Loss/Reduction	3	4.5%
Release from Prison/Jail	5	7.6%
Release from Psych. Facility	2	3.0%
Relocation	1	1.5%

Be sure to take some time to work in this report, to discover the best options for your agency and programs.



NJ Housing and Mortgage
Finance Agency

HMFA

637 South Clinton Avenue
Trenton, NJ 08611
Tel: 609 278 7400

HMIS
NEW JERSEY HOMELESS
MANAGEMENT INFORMATION SYSTEM



HMIS STAFF

Abram Hillson
HMIS Project Manager
609-278-7567
FAX: 609-278-1149
ahillson@njhmfa.state.nj.us

Cinthia Gonzalez
HMIS Supervisor
609-278-7511
cgonzalez@njhmfa.state.nj.us

Vonda Johnson
HMIS Research Data Analyst
609-278-7559
vjohnson@njhmfa.state.nj.us

Angela Ithier
HMIS Technical Assistant/South
609-278-7619
aithier@njhmfa.state.nj.us

Julian Fowler
HMIS Technical Assistant/Central
609-278-7588
jfowler@njhmfa.state.nj.us

Gerard Rota
HMIS Technical Assistant/North
609-278-7401
grota@njhmfa.state.nj.us

Kendra Lynch
HMIS Project Assistant
609-278-7599
klynch@njhmf.state.nj.us

Robert Blount
NJHMIS Intern
609-278-7444
rblount@njhmfa.state.nj.us

TRAINING ANNOUNCEMENTS

Attention All NJ HMIS Collaborative
Participants!
MONTHLY TRAINING SESSIONS
at the HRDI Building

September
(Session A) General Overview
(Session B) Housing Programs

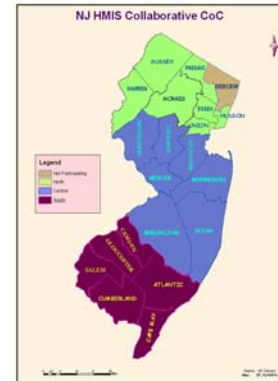
SITE ADMINISTRATOR TRAINING
CoC AGGREGATE VIEW TRAINING

NEW
In conjunction with NJHMIS monthly
training sessions that are held at HRDI
in Trenton, NJHMIS is now offering
REGIONAL TRAININGS throughout the
state.

For more information or to register for
classes please contact your NJHMIS
Technical Assistant/Trainer.

For additional training information
please contact:

Kendra Lynch
NJ HMIS Project Assistant
Klynch@njhmfa.state.nj.us
609-278-7599
TRAINING FAX NUMBER (253) 270-7599



User Comments/Suggestions

Is there something you would like to see in
the next issue? A topic, a report, a question?
If so, please email your requests or
suggestions to Vonda Johnson at
vjohnson@njhmfa.state.nj.us