

Memo



To: HUD SHP Providers
CC: HUD McKinney-Vento (HMV) Committee
From: Nicole Bahena & Amanda Carlisle
Subject: Quarterly HMIS Utilization Reporting for 2012 Evaluation Instrument
Date: June 14, 2011

Dear HUD SHP Service Providers,

In September 2009, the Planning Council voted to make the data quality performance standards on the HMIS Section of the Evaluation Instrument scored on a quarterly basis (where points for part of this section are tabulated over time). They appointed the Dept. of Family and Support Services, along with the HMIS Committee, to propose the details of such a process.

Earlier this year, as part of the development of a data quality plan for Chicago, a subcommittee of the Planning Council's HMIS Committee developed the process to implement the Planning Council's motion, and looked at whether agencies are using HMIS on a regular basis. This process was then approved by the HMIS Committee and HMV Committee.

Therefore, beginning in early July 2011, for each project that receives HUD SHP dollars, we will be implementing a new way to check whether projects are entering data into HMIS on a regular basis. The process will be as follows:

1. Agencies will be asked to submit the number of people who were in the program on the last day of the quarter (June 30, September 30, December 31, and March 31). The call for this information will go out via email to all NOFA contacts identified as such by the 2011 Evaluation Instrument cover sheet. Agencies will have one (1) week to respond with the number of people in families, and people not in families (singles), who were enrolled in the program on the last day of the quarter.
2. The number of people on the last day of the program will be entered into a database, and compared to the number of people that were in the program according to HMIS on the last day of the quarter. A percentage will be calculated by comparing the point-in-time (PIT) number provided by the agency to the PIT number generated from HMIS. Ideally, the numbers will match 100%.
3. The database and percentages will be published to all HUD SHP providers via email, and agencies will have 10 days to correct their data in HMIS, getting their HMIS PIT number to match as close as possible to the self-reported PIT number.
4. After 10 days, new numbers will be generated from HMIS for the PIT, and entered into the database. New percentages will be calculated by comparing the original PIT number provided by the agency to the new PIT number generated from HMIS.
5. The final database will be published to all HUD SHP providers via email.

We anticipate that the final percentage for each quarter that is calculated in step 4 above will be used for a portion of the scoring on the 2012 Evaluation Instrument, for the Participation in HMIS priority. The exact manner of scoring is yet to be determined, but will be set by the Evaluation Tool Subcommittee, and approved by the HMV Committee in early 2012.

We will provide detailed instructions for each step of this new process. If you have questions about this process, please contact Amanda Carlisle or Nicole Bahena at (312) 223-9870.