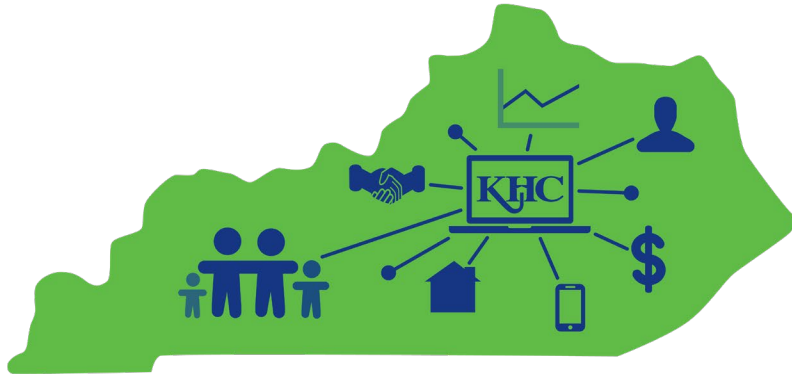


KYHMIS

Kentucky Homeless Management Information System



KYHMIS

Kentucky Homeless Management Information System

KYHMIS BOS QUARTERLY MEETING

April 26, 2023

1:30 PM EST

AGENDA

- Introductions
- Upcoming trainings
- Upcoming Data Standard Changes – **Oct 1, 2023**
- CAPER Reporting
- System Performance Measure Highlights
- Data Quality
- Annual Requirements and Invoicing



UPCOMING TRAININGS

- CAPER Training
 - Available first of June
- APR Training
 - These will be rolled out about 2 months before your APR is due
- Security and Monitoring Training and Refresher Training
 - Available first of June
- Updating New User Trainings
 - After Data Standard changes – (last quarter – before the end of the yr)



UPCOMING DATA STANDARD CHANGES

- UDEs that are Retiring
 - Ethnicity
 - Coordinated Entry Assessment
 - Coordinated Entry Event
- Social Security Number
- Race and Ethnicity
 - Combining the two
- Gender
- Living Situation and Prior Living Situation



ESG CAPER REPORTING-WHO ITS FOR

You will be asked to report for the ESG CAPER if...

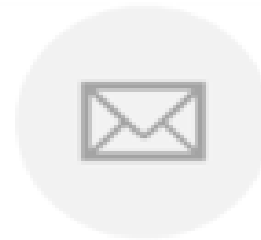
- If you receive or received regular ESG funds during the July 1st, 2022, through June 30th, 2023, reporting period.
- **Important Note:**
- If you have an **Emergency Shelter or Street Outreach** project that was funded with both regular ESG and ESG CV that is fine
 - Meaning both funding sources are used with the same project in HMIS
 - Still submit CAPER as you normally would

ESG CAPER REPORTING-HOW IT WORKS

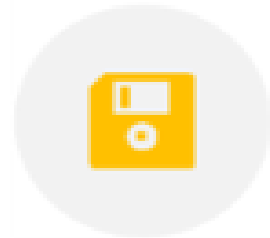
ESG CAPER Reporting (regular ESG funding)



1. Recipient identifies EACH project funded with ESG funds, the subrecipient, and the subrecipient contact & email.



2. Sage sends an email to the subrecipient asking for the upload & giving them a link to upload the report to.



3. Subrecipient generates their report from their HMIS or Comparable Database system. Downloads it on their desktop and uploads it to the Sage link.



4. The report is in the recipients CAPER report in Sage for the recipient to review and use for their submission to HUD.



ESG CAPER REPORTING-WHAT WE NEED NOW

ESG CAPER Reporting (regular ESG funding)

July 1, 2022, through June 30, 2023

- An agency may have more than one component thus will receive multiple links from SAGE to upload each individual component's project (ES, TH, RRH, SO, PREV)
- Our team is requesting that each agency submit contact information for who they would like to designate as their **ESG Report Contact**. (If that person is different from last year).
 - Send an email to KYHMISReporting@kyhousing.org with the **ESG Report Contact** information
 - (Name, email, phone number)
- This person will be responsible for receiving the link(s) from SAGE and uploading the ESG CAPER report(s) via the link
- Please submit by no later than **May 31st by C.O.B**
- Have all draws for expenses through June 30th submitted by **COB July 31st**



ESG CAPER REPORTING-WHAT TO EXPECT

ESG CAPER Reporting (regular ESG funding)

July 1, 2022, though June 30, 2023

- Once all **ESG Report Contacts** are received and/or confirmed, they will be added into KHC's system as well as SAGE's system
- Mid-June (around June 15th) the **ESG Report Contact** will receive an automatic email from KHC
 - This email will have instructions and detailed information for **What to Expect** for your ESG CAPER Reporting
 - It is important to let KHC know if you do not receive this email, so we can work out any issues before the SAGE links are sent July 1st. (You can send an email to KYHMISReporting@kyhousing.org or submit an HCA Help Desk ticket).
 - Tip: Check SPAM or JUNK folder for emails if you do not see them in your mailbox
- ESG CAPER Reporting begins **July 1st**, (meaning the SAGE links will be sent on this day)
- Agencies will have until **July 15th** to submit their CAPERs via the link



ANNUAL ASSESSMENT REMINDERS

- Annual Assessments are to be completed within 30 days before or after the project entry anniversary date not a month
 - Some months are 28 days and some are 31

SYSTEM PERFORMANCE MEASURES

- Measure 1 – Length of Time Homeless
- Measure 2 – Returns to Homelessness
- Measure 3- Change in the Number of Sheltered and Unsheltered Homeless Persons
- Measure 4 – Change in Income
- Measure 5 – Entering in ES, TH, RRH, PSH No prior Enrollments in HMIS – Number of Persons who Become Homeless for the First Time
- Measure 7- Percent of successful exits or retention to/in Permanent Housing



SYSTEM PERFORMANCE MEASURES IMPROVEMENTS

- We have served 1200 more people in 2022 than we did in 2021 (a 31% increase) and 2200 more people in 2022 than in 2018 (75% increase)
- Average Length of Time Homeless for ES, TH and PH (RRH and PSH) projects has only increased by 20 days in the past year despite such a jump in people served
- Our returns to homelessness within one year have been decreasing – we are seeing most of these declines from those exiting to permanent housing from ES and PH
- Those exiting to Permanent Housing from PH, TH, and SO are seeing an overall decrease in returns within 2 years.
- Stayers who increased any income has grown since 2017
- Leavers who increased earned income increased this year
- Went from 92% to 97% successful exits/retention from PSH since 2017
- Went from 67% to 73% successful exits from SO since 2017
- Went from 39% to 41% successful exits from ES, TH, RRH since last year



SYSTEM PERFORMANCE MEASURE TIP DOCUMENT

- The System Performance Measure Committee worked together to create this document
- On the Partner Agency Portal:
 - <https://kyhmis.zendesk.com/hc/en-us/articles/8153361011099-System-Performance-Measures-Tip-Document>
- Goes through each measure

DATA QUALITY

- All Data Quality Reports due on the 15th of every month
- When submitting your canned Data Quality Framework, please remember to provide an explanation for any errors on any of your reports each month. With the exception of errors that take a year to come off.
- Send reports to kyhmisdataquality@kyhousing.org
- All Data Quality Instructions can be found on the HCA Help Desk
- Updated Data Quality Report Calendar on Help Desk



DATA QUALITY – COMMON ISSUES

- Destination
 - Missing Exit Dates
 - No Head of Household
 - SSN
 - Name and SSN Data Quality Questions
 - Income (Start, Annual Assessment, Exit)
 - Chronic Homelessness
-
- Error Resolution Document:
<https://kyhmis.zendesk.com/hc/en-us/articles/1260804500349-HMIS-Error-Resolution-Document>



UPCOMING ANNUAL REQUIREMENTS

- ***NEW* Automated Email Reminder**
 - This year we will be sending out automated emails to each project & agency as an additional reminder of the Annual Requirements below
 - Email will go to your agency's leadership & HMIS contact (via information provided to us in Universal Funding Application (UFA) & KYHMIS
- **Annual Documents**
 - ALL KYHMIS users will need to sign updated Annual Documentation for this fiscal year – and eGram will go out closer to the time with further information as a reminder
 - We will need updated signed User Agreements for ALL KYHMIS users and Agency Agreements as well as the KYHMIS Security Monitoring Form
- **Annual Refresher and Security Trainings**
 - All Users will have to complete the training it will be conducted through our LMS – links will go out the first of June to all KYHMIS BOS Users
 - Users will have the month of June to complete this training – this is a requirement of your license
- **Annual Invoicing** – first part of July
 - Agencies will receive an invoice from the PNC Payment System for ALL of their KYHMIS users for the fiscal year
 - Reminder- if new users are added after the start of the fiscal year, agency will be invoiced for that user next Quarter





NEXT MEETING

July 26, 2023, at 1:30 pm EDT

https://zoom.us/webinar/register/WN_Bo40opSHTWSfT2oVCrZleA





QUESTIONS?

