

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2A-1. Does the CoC have a governance charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the charter itself or by reference to a separate document like an MOU? In all cases, the CoC's governance charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or the attached MOU. ALT 9-18

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)? Yes

2A-4. What is the name of the HMIS software used by the CoC (e.g., ABC Software)? ServicePoint
Applicant will enter the HMIS software name (e.g., ABC Software).

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bowman Systems
Applicant will enter the name of the vendor (e.g., ABC Systems).

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2B-1. Select the HMIS implementation Single CoC coverage area:

*** 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

2B-2.1 Funding Type: Federal - HUD

| Funding Source | Funding |
|-------------------------------------|-----------------|
| CoC | \$69,500 |
| ESG | \$0 |
| CDBG | \$0 |
| HOME | \$0 |
| HOPWA | \$0 |
| Federal - HUD - Total Amount | \$69,500 |

2B-2.2 Funding Type: Other Federal

| Funding Source | Funding |
|---|------------|
| Department of Education | \$0 |
| Department of Health and Human Services | \$0 |
| Department of Labor | \$0 |
| Department of Agriculture | \$0 |
| Department of Veterans Affairs | \$0 |
| Other Federal | \$0 |
| Other Federal - Total Amount | \$0 |

2B-2.3 Funding Type: State and Local

| Funding Source | Funding |
|---------------------------------------|-----------------|
| City | \$0 |
| County | \$17,375 |
| State | \$0 |
| State and Local - Total Amount | \$17,375 |

2B-2.4 Funding Type: Private

| Funding Source | Funding |
|-------------------------------|----------------|
| Individual | \$0 |
| Organization | \$0 |
| Private - Total Amount | \$0 |

2B-2.5 Funding Type: Other

| Funding Source | Funding |
|-----------------------------|----------------|
| Participation Fees | \$0 |
| Other - Total Amount | \$0 |

| | |
|---|-----------------|
| 2B-2.6 Total Budget for Operating Year | \$86,875 |
|---|-----------------|

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2015 HIC data in HDX, (mm/dd/yyyy): 05/15/2015

2C-2. Per the 2015 Housing Inventory Count (HIC) indicate the number of beds in the 2015 HIC and in HMIS for each project type within the CoC. If a particular housing type does not exist in the CoC then enter "0" for all cells in that housing type.

| Project Type | Total Beds in 2015 HIC | Total Beds in HIC Dedicated for DV | Total Beds in HMIS | HMIS Bed Coverage Rate |
|---|------------------------|------------------------------------|--------------------|------------------------|
| Emergency Shelter beds | 36 | 0 | 36 | 100.00% |
| Safe Haven (SH) beds | 0 | 0 | 0 | |
| Transitional Housing (TH) beds | 184 | 0 | 173 | 94.02% |
| Rapid Re-Housing (RRH) beds | 33 | 0 | 33 | 100.00% |
| Permanent Supportive Housing (PSH) beds | 89 | 0 | 89 | 100.00% |
| Other Permanent Housing (OPH) beds | 0 | 0 | 0 | |

2C-2a. If the bed coverage rate for any housing type is 85% or below, describe how the CoC plans to increase this percentage over the next 12 months. (limit 1000 characters)

Not applicable.

**2C-3. HUD understands that certain projects are either not required to or discouraged from participating in HMIS, and CoCs cannot require this if they are not funded through the CoC or ESG programs. This does NOT include domestic violence providers that are prohibited from entering client data in HMIS. If any of the project types listed in question 2C-2 above has a coverage rate of 85% or below, and some or all of these rates can be attributed to beds covered by one of the following programs types, please indicate that here by selecting all that apply from the list below.
(limit 1000 characters)**

| | |
|--------------------------------------|-------------------------------------|
| VA Domiciliary (VA DOM): | <input type="checkbox"/> |
| VA Grant per diem (VA GPD): | <input type="checkbox"/> |
| Faith-Based projects/Rescue mission: | <input checked="" type="checkbox"/> |
| Youth focused projects: | <input type="checkbox"/> |
| HOPWA projects: | <input type="checkbox"/> |
| Not Applicable: | <input type="checkbox"/> |

2C-4. How often does the CoC review or assess its HMIS bed coverage? Monthly

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" during the time period of October 1, 2013 through September 30, 2014.

| Universal Data Element | Percentage Null or Missing | Percentage Client Doesn't Know or Refused |
|---|----------------------------|---|
| 3.1 Name | 0% | 0% |
| 3.2 Social Security Number | 5% | 11% |
| 3.3 Date of birth | 2% | 1% |
| 3.4 Race | 3% | 2% |
| 3.5 Ethnicity | 3% | 3% |
| 3.6 Gender | 1% | 0% |
| 3.7 Veteran status | 2% | 0% |
| 3.8 Disabling condition | 0% | 3% |
| 3.9 Residence prior to project entry | 0% | 0% |
| 3.10 Project Entry Date | 0% | 0% |
| 3.11 Project Exit Date | 0% | 0% |
| 3.12 Destination | 1% | 2% |
| 3.15 Relationship to Head of Household | 5% | 0% |
| 3.16 Client Location | 0% | 0% |
| 3.17 Length of time on street, in an emergency shelter, or safe haven | 2% | 0% |

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

| | |
|--|-------------------------------------|
| CoC Annual Performance Report (APR): | <input checked="" type="checkbox"/> |
| ESG Consolidated Annual Performance and Evaluation Report (CAPER): | <input checked="" type="checkbox"/> |
| Annual Homeless Assessment Report (AHAR) table shells: | <input checked="" type="checkbox"/> |

| | |
|-------------------------------|-------------------------------------|
| Housing Inventory Count (HIC) | <input checked="" type="checkbox"/> |
| None | <input type="checkbox"/> |

2D-3. If you submitted the 2015 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR? 8

2D-4. How frequently does the CoC review data quality in the HMIS? Quarterly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both? Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

| | |
|---|-------------------------------------|
| VA Supportive Services for Veteran Families (SSVF): | <input checked="" type="checkbox"/> |
| VA Grant and Per Diem (GPD): | <input checked="" type="checkbox"/> |
| Runaway and Homeless Youth (RHY): | <input checked="" type="checkbox"/> |
| Projects for Assistance in Transition from Homelessness (PATH): | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> |
| None: | <input type="checkbox"/> |

2D-6a. If any of the federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the federal partner program and the anticipated start date. (limit 750 characters)

Not applicable.

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

The data collected during the PIT count is vital for both CoCs and HUD. Communities need accurate data to determine the size and scope of homelessness at the local level so they can best plan for services and programs that will appropriately address local needs and measure progress in addressing homelessness. HUD needs accurate data to understand the extent and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. This information helps inform Congress' funding decisions, and it is vital that the data reported is accurate and of high quality.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2015 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count (mm/dd/yyyy): 01/27/2015

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX, (mm/dd/yyyy): 05/15/2015

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2015 PIT count:

| | |
|--------------------------------------|-------------------------------------|
| Complete Census Count: | <input checked="" type="checkbox"/> |
| Random sample and extrapolation: | <input type="checkbox"/> |
| Non-random sample and extrapolation: | <input type="checkbox"/> |
| | <input type="checkbox"/> |

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

| | |
|--|-------------------------------------|
| HMIS: | <input checked="" type="checkbox"/> |
| HMIS plus extrapolation: | <input type="checkbox"/> |
| Interview of sheltered persons: | <input checked="" type="checkbox"/> |
| Sample of PIT interviews plus extrapolation: | <input type="checkbox"/> |
| | <input type="checkbox"/> |

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

The CoC used HMIS data and interviews. All ES and TH projects on the HIC participated. Data Quality: HHHC told all HMIS-participating projects in advance about the date of the count; projects reviewed HMIS data for that date for accuracy. HMIS administrator built & ran an HMIS report to determine the number of persons in ES & TH on the designated night; she reviewed a test report and projects corrected any data quality problems. For non-HMIS providers, HHHC conducted outreach to collect occupancy data for the night of the count. They relied on observation, knowledge of clients & case files for subpopulation data. De-duplication: Comparison of unique identifiers was used to de-duplicate the count of the total # of sheltered people. Interviews: Providers & volunteer interviewers were trained on data collection requirements. WHY: HMIS plus interviews produced quantitative and qualitative data that presents a clear picture of the sheltered population without extrapolation.

2F-4. Describe any change in methodology from your sheltered PIT count in 2014 to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the PIT count). (limit 1000 characters)

The HHHC believed the methodology of the 2014 sheltered count to be strong, and as such the methodology did not differ between 2014 and 2015 sheltered counts. In both 2014 and 2015, the CoC utilized a complete census count coupled with interviews, to produce a count of the universe of sheltered persons in the CoC at a single point in time and gather to quantitative and qualitative data on their demographics.

2F-5. Did your CoC change its provider coverage in the 2015 sheltered count? Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2015 sheltered count. (limit 750 characters)

Arcata House Partnership, a CoC member organization, opened a new 28-bed Rapid Rehousing project in 2015 that appears in the 2015 HIC and PIT. It did not appear on the 2014 HIC and PIT because it had not yet opened.

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

| | |
|-------------------------------------|-------------------------------------|
| Training: | <input type="checkbox"/> |
| Provider follow-up: | <input checked="" type="checkbox"/> |
| HMIS: | <input checked="" type="checkbox"/> |
| Non-HMIS de-duplication techniques: | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> |

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2014 to 2015 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g., change in sampling or extrapolation method). (limit 1000 characters)

The implementation of the sheltered PIT count in 2015 was generally unchanged from the successful implementation of the 2014 sheltered count. All emergency shelter and transitional housing providers were trained in data quality practices related to both the count and the survey administration. In 2015 the CoC made efforts to move toward a paperless PIT count system, which proved to work well in the sheltered count and survey. New in 2015, the CoC formed a new partnership with the California Center for Rural Policy to develop a more concise survey, which increased response rate and data quality, and to analyze the data.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. The last official PIT count required by HUD was in January 2015.

- 2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?** Yes
- 2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):** 01/27/2015
- 2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD?** Not Applicable
- 2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):** 05/15/2015

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2015 PIT count:

| | |
|---------------------------------------|-------------------------------------|
| Night of the count - complete census: | <input checked="" type="checkbox"/> |
| Night of the count - known locations: | <input type="checkbox"/> |
| Night of the count - random sample: | <input type="checkbox"/> |
| Service-based count: | <input type="checkbox"/> |
| HMIS: | <input type="checkbox"/> |
| | <input type="checkbox"/> |

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected its unsheltered PIT count methodology. (limit 1000 characters)

HHHC conducted a night of the count complete census, with over 30 agencies and 100 trained volunteers. The PIT Committee held meetings to gather input and to plan. Volunteers, organized & overseen by the PIT Committee, conducted the count. The PIT Committee organized volunteers into 7 hubs by location within the County. 2 coordinators managed volunteers, one in the north section of the county & one in the south. The Committee increased efforts in southern and outlying areas of the county to get a more complete picture. Surveys were administered to homeless individuals reached in the streets, in rural encampments, and through local providers. Surveys were completed by a volunteer or were self-administered. To avoid duplicating respondents each respondent was asked whether they had already completed a survey. WHY: Community planning processes surfaced a need for a census count that did not exclude any geographic area. Partnerships, training, and extensive planning made this possible.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the count). (limit 1000 characters)

The 2013 unsheltered PIT count used a service-based count methodology that focused on public places and known areas. It did not cover the entire geography of the largely rural county. The HHHC solicited community input that surfaced a need to include outlying and sparsely populated areas. As a result the HHHC committed to a more robust methodology in the 2015 count to ensure that the full geography of the county, including hard-to-access areas in the southern part of the county would be counted. The 2015 count also utilized maps and GIS tools to count in hard-to-access areas of the county. The HHHC used an upgraded version of the survey administered to homeless persons. To successfully conduct a complete census unsheltered count, the PIT committee reviewed HUD guidance and trainings on conducting such a count partnered with a local expert at the California Rural Policy Center to develop this improved methodology.

2I-4. Does your CoC plan on conducting an unsheltered PIT count in 2016? No

(If "Yes" is selected, HUD expects the CoC to conduct an unsheltered PIT count in 2016. See the FY 2015 CoC Program NOFA, Section VII.A.4.d. for full information.)

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2015 unsheltered population PIT count:

| | |
|------------------------------------|-------------------------------------|
| Training: | <input type="checkbox"/> |
| "Blitz" count: | <input type="checkbox"/> |
| Unique identifier: | <input checked="" type="checkbox"/> |
| Survey question: | <input checked="" type="checkbox"/> |
| Enumerator observation: | <input type="checkbox"/> |
| Written instructions to canvassers | <input checked="" type="checkbox"/> |
| None: | <input type="checkbox"/> |

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual methodology (e.g., change in sampling or extrapolation method). (limit 1000 characters)

Count improvements & changes from previous years: improved volunteer training, improved data collection, increased reach to homeless youth and encampments, increased community involvement. 1. Volunteer training was improved specifically re the counting of people living in mobile homes or campers, a population that is prevalent in the county. Volunteers also received improved survey fielding training. 2. An upgraded shorter survey was used, which improved response rates & data quality. 3. Two youth CoC members attended a count workshop for special training, participated in the PIT Cmte, & led peer teams to conduct outreach/count youth. Outreach teams used their expertise to identify encampments. 4. Homeless Ed. Coordinator did outreach to each homeless liaison to create special school report. Hubs were set up in each supervisorial district in the county for centralized volunteer training & deployment. This increased both the geographic reach of the count & cmty awareness/involvement.