**Worksheet Instructions:**

**Page 1: Includes talking points for your community surrounding improving HMIS participation.**

**Page 2: Worksheet to determine participation rates within your community.** Determine the total number of beds for each housing category and the percent of HMIS participation. Housing Types with less than 100% participation should be reviewed for areas of improvement. Not all categories can or will be 100% but it is important to review regardless. Use the below definitions to determine projects that belong in each category.

* **Emergency Shelter (ES):** A project that offers temporary shelter (lodging) for the homeless in general or for specific populations of the homeless
* **Rapid Rehousing (RRH):** A permanent housing project that provides housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
* **Permanent Supportive Housing (PSH):** A project that offers permanent housing and supportive services to assist homeless persons with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently.
* **Transitional Housing (TH):** A project that provides temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months
* **Other Permanent Housing (OPH):** A project that offers permanent housing but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability.
* **Households with Children:** Beds and units typically serving households with at least one adult and one child
* **Households without Children:** Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults and multiple adults
* **Households only Children:** Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children

**Page 3. Use the worksheet to list ALL residential (ES, RRH, TH, PSH, OPH) homeless project within your community.**

**-Enter the provider name**

**-Enter the provider HMIS ID.** This ID number is located in ServicePoint and can be accessed by the System Admin or Agency Admin. If a project is not in HMIS a provider page will need to be created. This includes non-HMIS participating and DV providers (client data will not be entered on these pages). HUD now requires that all projects on the HIC have a project ID.

**-** **Indicate if the project is a DV provider**

**-** **Enter a project type** (ES, TH, RRH, PSH, OPH)

**- Enter number of beds for each project.** This can be done using information in HMIS or through discussion with non-participating and DV providers. See above instructions regarding the HMIS project ID.

**-** **Ensure that what is on the list matches what is in HMIS for your community.** Your System Administrator can assist with providing a Housing Inventory Count (HIC) report.

**Local Talking Points:**

***How to improve HMIS participation:***

1. ***Identify non-hmis projects.***
2. ***If this is a non-DV provider, how can you introduce HMIS? (DV providers use their own database and only provide de-identified PIT data)***
3. ***Identify benefits.***
   1. ***CoC/LPB data set contribution***
   2. ***Access to reports***
   3. ***Data monitoring***
   4. ***Contribution to success of CoC/LPB***
   5. ***Potential access to additional funding***
   6. ***Assisting CoC/LPB in securing funding***
4. ***Identify supports needed. Can the CoC/LPB help with support?***
   1. ***Staff***
   2. ***Equipment***
   3. ***Education***
   4. ***Training***

**Discussion Notes:**

**Use the following chart to determine HMIS participation rates. Divide non-participating beds by participating beds then subtract from 1 for participation rate.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Housing Category** | **HMIS Participating Bed Count** | **Non-participating Bed Count** | **Participation Rate** |
| EXAMPLE | 20 | 5 | .75 (75%) |
| ES-WITH CHILDREN |  |  |  |
| ES-WITHOUT CHILDREN |  |  |  |
| ES-ONLY CHILDREN |  |  |  |
| RRH – WITH CHILDREN |  |  |  |
| RRH – WITHOUT CHILDREN |  |  |  |
| PSH-WITH CHILDREN |  |  |  |
| PSH-WITHOUT CHILDREN |  |  |  |
| TH-WITH CHILDREN |  |  |  |
| TH-WITHOUT CHILDREN |  |  |  |
| TH-ONLY CHILDREN |  |  |  |
| OPH-WITH CHILDREN |  |  |  |
| OPH-WITHOUT CHILDREN |  |  |  |
| OPH-ONLY CHILDREN |  |  |  |

***Complete the following table as a worksheet for building and identifying providers for the local HIC. All HMIS, Non-HMIS, and DV providers should be included in the table.***

| **Provider Group Table** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Provider/Project Name** | **HMIS**  **ID\*** | **DV**  **Y/N** | **Provider Program Type Code** | **Total Single Beds** | **Total Family Beds** |
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\*Projects without an HMIS Provider ID will need to have a provider page created in ServicePoint. The System Admin or MCAH staff can assist with this process. HUD now requires that all projects on the HIC have a project ID.