



September 28,
2020

Preparing for New HUD CE Data Standards in HMIS

**MICHIGAN BALANCE OF STATE
CONTINUUM OF CARE**

MI-500 MI BOSCOG



Coordinated Entry Data Elements

Notice from HUD:

The deadline for the implementation and data collection for the [Coordinated Entry data elements](#) is October 1, 2020. The first reports with this data are due on October 1, 2021.

However, HUD encourages CoCs to continue to focus on the full implementation of the Coordinated Entry data collection as issues related to the COVID-19 response lessen.

Coordinated Entry Data Elements

There are three new HMIS data elements:

CE Assessment Element (4.19)

- Designed to be a flexible data element that collects an assessment date, location, and assessment results. It allows CoCs to define their own assessment questions and responses, categorize different types of assessments (crisis needs versus housing needs). This element helps communities understand and monitor the assessment process in more detail and as it relates to participant outcomes.

CE Event Element (4.20)

- Designed to capture access and referral events, as well as the results of those events. It will help communities understand the events that go into achieving desired (and undesired) results through the CE system.

Current Living Situation Element (4.12)

- Designed to capture information on where a person is staying at a point in time. It can be updated at each point of contact and will help communities track where people are, including those who are not assessed or referred to CE events.

Philosophy Behind Changes

Coordinated Entry is not one agency's sole responsibility, but rather a community process. All agencies that have parts of Coordinated Entry processes should be able to enter the data from their interactions into one record for the participant because all agencies jobs are working towards helping that participant become housed.

In rural communities, the theory does not play out the same. All services related to Coordinated Entry might be housed within one agency, sometimes even the responsibility of one person. In these communities, very little will change. However, as your services grow or change, the set up will help you adapt.

In communities with more than one agency contributing to Coordinated Entry processes (e.g. a HARA, a shelter, an outreach provider) this one page will allow all agencies to share data.

Finally, our reports as a CoC to HUD will be drawn from these reports with these data elements so they are critical in order to continue funding.

Set Up Needed

All BoS communities will create a new Coordinated Entry Project Page at Level 3. Communities can contact MCAH for assistance with creating new pages. Each community will have a CE project page (ie. not an agency's or a program's project page).

- This will ensure that all clients entered into the CE page at this level will be included in the Annual Performance Report (APR) submitted to HUD
- Sharing of client CE data with other projects will ensure that coordination of care is a community process

Timeline for Implementation

October 1st – CE Level 3 project pages created in HMIS.

- Communities will begin using this project page when they are ready anytime during the October 1st – November 1st time period.
- Deadline to begin using the page for data entry is November 1st.
- Communities will continue to use the HARA Screenings page until they are ready to “go live” (deadline is November 1st)

November 1st – Communities must be live with data entry into the newly created level 3 CE project page

Timeline for Implementation

Throughout October, communities should focus on:

- Outlining the local CE process (identifying roles and responsibilities such as who will close out records)
- Updating the Sharing QSOBAA to include new project pages (CE, ESG CV, CRF Eviction Diversion, etc.)
- Updating the ROI to include new project pages (CE, ESG CV, CRF Eviction Diversion, etc.)
- Creating their new Visibility Group in HMIS
- Adding the new Visibility Group to project pages in HMIS
- Setting a “go live date” for all partners involved

Access Help

MCAH will provide assistance to those working to set up the level 3 project pages during open office hours.

These will be:

Daily from September 30-October 7, between 10:30-11:30AM ET and 3:00-4:00PM ET

To join: <https://global.gotomeeting.com/join/199289869>

Dial In: (224) 501-3412, Access Code: 199-289-869

In addition, you can submit a Help Desk ticket to mihelp@mihomeless.org