

August 2023 HMIS Agency Admin Eblast



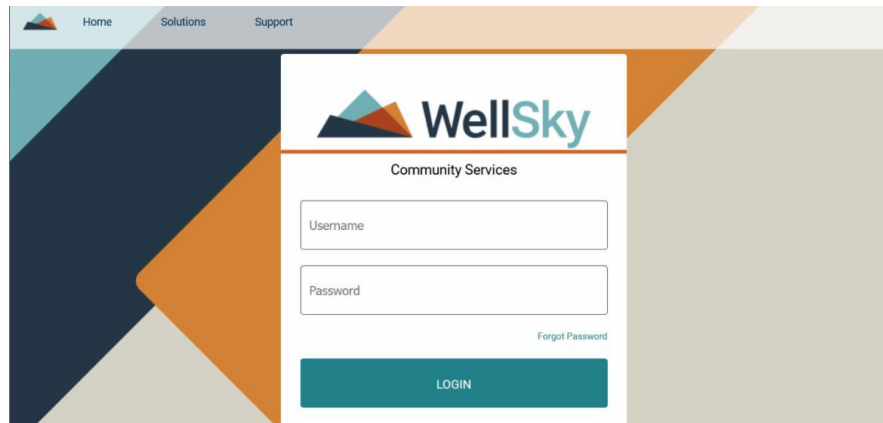
Good Morning,

We are providing this HMIS Agency Admin Eblast in lieu of this month's Agency Admin meeting which has been cancelled. In terms of getting credit for attendance, we will use the distribution of today's Eblast as your proof of participation. In other words, you will all be marked down as 'attending' the August 2023 meeting by way of this Eblast.

Please share this information with all HMIS staff.

HMIS System Updates

New HMIS System Interface is Expected to Launch Friday, August 25



Wellsky completely retired the name "ServicePoint" and is referring to the HMIS Platform as "Community Services."

They are also moving to a brand new look for the Community Services Platform. The Community Services training site had already been upgraded to version 5.14.17 which features the new user interface.

This new interface is more of a facelift and does not include any major structural changes, however it is important for you to understand what the changes are and what is expected with the new interface.

MCAH staff have created both a [guidance document](#) and a [video overview](#) to guide you in this process so that you are prepared when the upgrade happens to the live HMIS site. This upgrade is tentatively scheduled for Friday, August 25 at the end of the business day.

Notice the Change made to the HMIS Site URL

We would like to inform you that alongside the update to the Community Services user interface, WellSky has also implemented a change to the URL for our Community Services site to remove the prior branding associated with the term "ServicePoint."

This new URL is already available. Please bookmark the following link for future use:

<https://wscs.wellsky.com/michigan>

Please note that while the previous URL will continue to redirect to this new URL, that function will only be in place for several months. WellSky will notify us when that time comes, at which time the previous URL will no longer work.

Regulatory Reporting Requirements



Annual CAPER Reporting Coming Due

The City of Detroit will be submitting their Annual CAPER for ESG in September 2023.

The ANNUAL CAPER applies to the following ESG funded programs:

- Emergency Shelter (including Warming Centers)
- Prevention
- Rapid Rehousing
- Street Outreach

If you have a special program funded under any of the above program types, you will also need to submit a CAPER report.

CAPER Reporting Timeframe: 7/1/2022 - 6/30/2023

Requirements for CAPER 2023:

STEP ONE: Run your individual agency CAPER report for the timeframe above. Clean up any data that is identified in sections 6 (a-f); Please check items in Section 7, 8, 9, 22, 23, & 24.

STEP TWO: Run your Corrected CAPER and upload CSV file to the SAGE TEST site <https://www.sagehmis.info/> ; IF not accepted by SAGE go back to STEP ONE to make additional corrections

STEP THREE: Submit your Corrected CAPER reports (PDF not CSV) OR Proof of Accepted SAGE Test to HAND by Thursday - August 31st to shautoya@handetroit.org

STEP FOUR: FINAL SAGE EMAIL will be sent out from the COD HRD Department. When that link is received to the confirmed point of contact – Upload your Corrected CAPER CSV file to that link by the date requested

If you are having trouble submitting the report please reach out to the HMIS Help Desk <http://www.handetroit.org/hmis>

Get Ready for the Longitudinal System Analysis (LSA) & System Performance Metrics (SPM) Reporting Period

The regulatory reporting season for the LSA and SPMs will begin soon for the reporting period of October 1, 2022-September 30, 2023. Please begin to review and clean up any necessary data. A few areas that we suggest agencies get started with reviewing is: *Unexited clients, Head of Household composition, Client Location, Housing Move-In Dates and Income and Employment.*

You may use reports from the Quarterly Audit Reports (QAR) form to begin auditing your data. Suggested reports are: CoC-APR, Modified 0266 Head of Household Data Quality Report, Unexited Clients with Summary Tab with Max Exit Date, Discharge Summary – All Client Sub populations, Clients with Missing or Expired ROI, and Clients Location Audit Report.

The HAND System Administrators will also be reviewing other system reports to audit data and we may contact providers to clean up data quality issues. Providers must respond to any data quality related request.

CAM Transition Update



CAM
DETROIT

CAM Updates

Beginning in August and running over the next few months, you will begin to notice some additional changes happening with our CAM system. After months of planning, we are nearing the final implementation stages of our CAM transition.

Please review the [attached graphics](#) to learn more about what to expect.

Don't forget to check out HAND's [website](#) for regular updates about CAM.

CAM CHANGES ARE COMING.....

New Agencies

CAM Lead Agency (HAND)
Responsibilities: System and partners oversight, coordination, evaluation, and communication. Managing referrals, prioritization, and HCV

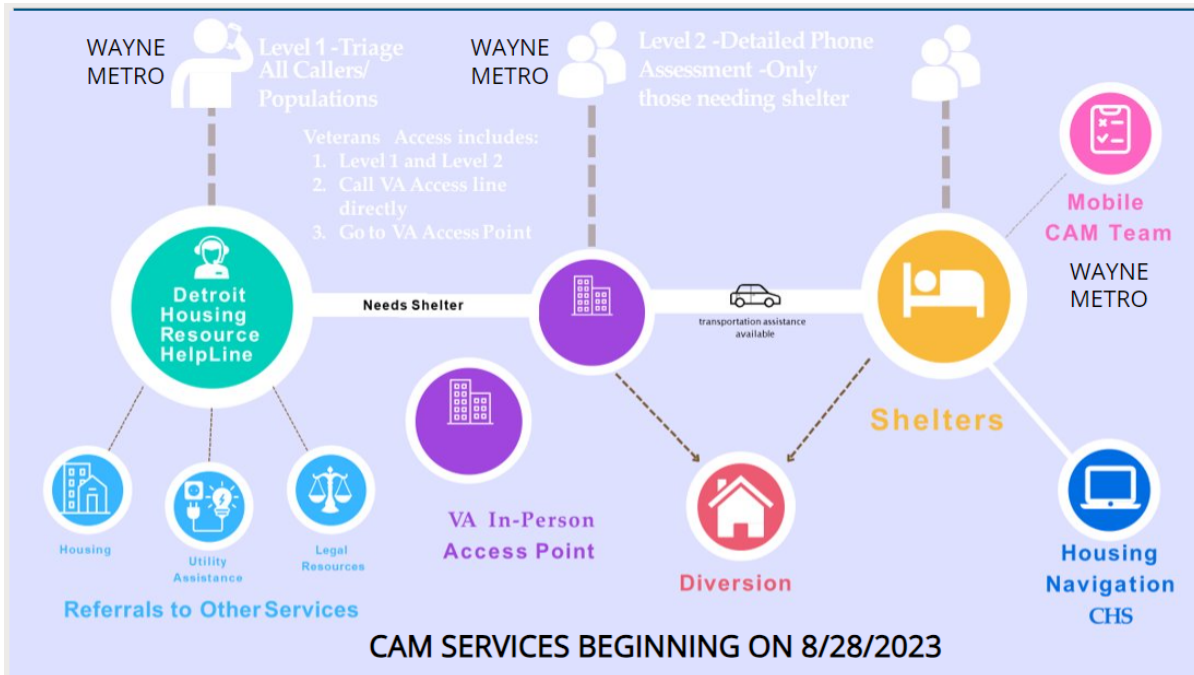
Additional Services through DHS Helpline Integration



Phased Rollout

Limited Services - August
no phone based assessments when engaging via the call center. Triage, diversion, shelter and overflow referrals only.

<p>CAM Access Points: Wayne Metro Responsibilities: Day-to-Day operations of access points which includes staffing for intake, assessments, and shelter/overflow referrals</p>	 Utility Assistance	<p>Full Phone Services: September Phone based assessments to resume</p>
<p>CAM Back Office Services: HAND Responsibilities: Managing and fulfilling PH vacancy requests, implementing prioritization factors, managing HCV requests, managing CAM data</p>	 Legal Services	<p>Phone and In-Person Assessments- November In-person access sites will open up in late fall.</p>



Data Standards Update

We, along with MCAH, are currently awaiting key updates from WellSky before we can engage in the “heavy-lifting” portion of the upcoming data standards updates. However, the following is a tentative timeline for the work moving forward, is contingent on WellSky’s schedule.

Proposed Timeline

Early September: Begin work on data collection forms, after a demo is available from WellSky to guide how data standards will be implemented on the system. The goal will be to have data collection forms complete by mid to late September so that agencies can begin collecting the new elements before October 1st. See the [HUD HMIS Data Collection Requirements for Transition to FY 2024 HMIS Data Standards](#) for details on some of the changes that will need to be addressed.

Mid-September: MCAH plans on discussing implementation of the data standards changes at the LSA meeting for September if WellSky has a sandbox site available. We also plan to address updates to any custom data collection forms or assessments, if needed.

Late September: During the last week of September, MCAH will begin the process of updating all standard HMIS assessments with the intent to publish them on October 1.

October – November: WellSky will be updating standard federal reporting to align with the new data standards.

Resources

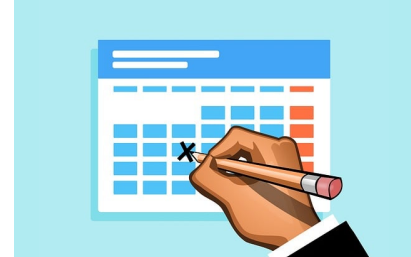
You can find the documents on the HUD Exchange and links are below.

- <https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>
- <https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2024.pdf>
- <https://files.hudexchange.info/resources/documents/HMIS-CSV-Format-Specifications-2024.pdf>
- <https://files.hudexchange.info/resources/documents/HMIS-CSV-Format-Specifications-2024.pdf>

Mark Your Calendar!

NHSDC Fall Conference (Oct. 22-25)

NHSDC have announced their fall conference: it will be held October 22nd-25th in Philadelphia, and registration is now open. See [their website](#) for more information. Of note, if you will be attending, please let us know as a few of the MCAH team will be at the conference.



Michigan Homeless Summit (Oct. 23-24)

The Michigan Homeless Summit will also be taking place October 23rd and 24th at Shanty Creek Resort in Bellaire, near Traverse City. This will be a conference full of excellent presentations from national experts, state partners and local peers from throughout the state. For more information on the Summit, please visit:

<https://www.michigan.gov/mcteh/annual-summit-on-ending-homelessness>

Remaining 2023 Schedule of Agency Admin Meetings

- October 3, 2023
- November 14, 2023