

Q1. Contact Information

Project Name: AZ-501 - Ren - Pima County HMIS
Project Sponsor:
Grantee: Pima County CDNC
Grant Number: AZ0039B9T010802
Prefix: Ms.
First Name: Margaret
Middle Name:
Last Name: Kish
Suffix:
Title: Director
Street Address 1: 2797 E Ajo Way
Street Address 2:
City: Tucson
State: Arizona
Zip Code: 85713
Format: 12345 or 12345-1234
E-mail Address: mkish@csd.pima.gov
Confirm E-mail Address: mkish@csd.pima.gov
Phone Number: 520-243-6777
Format: 123-456-7890
Extension:
Fax Number: 520-243-6796
Format: 123-456-7890

Q2. Submission Certification

Instructions

Before submitting your APR, an authorized grantee official must certify that the statement below is true by placing a check mark in the box. Your APR will not be reviewed if the check mark is not completed.

Name of Authorized Grantee Official: Margaret Kish

Title/Position: Director

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).

Check for Certification:

Q3. Project Information

Please complete the project information for this grant based on the grant application or subsequent amendments.

Instructions:

Projects that received funding for acquisition, new construction and rehabilitation (e.g. hard costs) are required to maintain the facility as a homeless program for a 20 year period, which is documented by submitting an APR each year.

Select yes if this APR is fulfilling the reporting obligation associated with the 20-year use requirement under either of these conditions: 1. The original grant was only for hard costs (acquisition, new construction, rehabilitation), or 2. The original grant was for hard costs and soft costs (leasing, operations or supportive services) and the grantee declined to renew the soft costs at some point.

Select no if this project is currently receiving SHP, S+C or SRO funding to support leasing, operations, or supportive services in this property, as the project is required to submit an APR to fulfill the reporting obligations associated with the current grant.

Type of Grant SHP
Component Type HMIS
Content depends on "Type of Grant" selection
Click save to update form.

CoC Number and Name AZ-501 - Tucson/Pima County CoC
Amount of Contract or Award \$181,089
Operating Year Start Date 04/01/2010
Operating Year End Date 03/31/2011
Operating Year Covered by this APR 1
Is this an extension APR? No

HMIS Dedicated Projects

These questions will collect basic information on the scope of the HMIS implementation, HMIS functionalities, HMIS program and bed coverage, training, and data quality.

A complete guidebook for HMIS Dedicated Projects can be found online at www.HUDHRE.info/apr. Included in the guidebook are detailed instructions for each HMIS project question in the APR, as well as key terms and definitions.

H1a. Lead Organization

Organization Name: Pima County CDNC

Street Address 1: 2797 E. Ajo Way

Street Address 2:

City: Tucson

State: Arizona

Zip Code: 85713

H1b. Contact Person

Prefix: Ms
First Name: Pam
Last Name: Moseley
Suffix:
Phone: (520) 243-6750
Extension:
Fax:
Email Address: pmoseley@pima.gov
Confirm email address: pmoseley@pima.gov

H1c. General Information

Select your HMIS implementation type: Single CoC

List the CoC(s) covered by the HMIS implementation: AZ-501 - Tucson/Pima County CoC

Number of HPRP Grantees included in the HMIS Implementation: 2

Type of HMIS Software you have: Commercially available

Name of HMIS Software: ServicePoint - Bowman Systems

Are unduplicated counts generated out of a data warehouse? No

H2. HMIS Implementation and Staffing

Instructions:

Report the scope of the implementation, as of the last day of the operating year. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance.

Scope of HMIS Implementation	CoC	Entire HMIS Implementation
(a) Total Homeless System Programs in HMIS	107	107
(b) How many homeless programs participate in HMIS through data integration?	0	0
(c) Total unduplicated homeless system clients in HMIS	12,347	12,347
(d) Total new unduplicated homeless system clients in HMIS in operating year.	6,108	6,108
(e) Total number of users	140	140
(f) Total number of active users (logged into the system in the last 30 days)	133	133
(g) Total FTEs dedicated to HMIS	2	2

H3. HMIS Participation by Program Type

Instructions:

For this CoC, please identify the total number of homeless system and participating homeless system programs in the CoC.

Number of Programs Participating in HMIS

Type of CoC programs	Total number of CoC programs	Total number of CoC programs participating in HMIS
Emergency shelter	14	14
Transitional housing	48	48
Permanent supportive housing	24	24
Homeless Street Outreach	3	3
Homeless Prevention and Rapid Re-housing Programs	3	3
Services only programs (excluding outreach)	14	14
Other	0	0
Safe Haven	1	1
Permanent housing (e.g., Mod Rehab SRO, subsidized housing without services)	0	0
Total number of programs	107	107

H4a. HMIS Functionality - General

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Client intake	Yes	Yes
Case management	Yes	Yes
Service tracking	Yes	Yes
Outreach tools	Yes	Yes
Resource directory	Yes	Yes
Online referral	Yes	No
Program eligibility and screening	No	No
Daily bed register	Yes	Yes
Bed utilization report	Yes	Yes
Interagency data sharing	Yes	Yes
Custom reporting	Yes	Yes

H4b. HMIS Functionality - Reporting

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
HUD's Annual Performance Report	Yes	Yes
HPRP Quarterly Performance Report	Yes	Yes
Annual Homeless Assessment Report	Yes	Yes
Housing Inventory	Yes	Yes
AHAR XML	Yes	Yes

H4c. HMIS Functionality - Data Quality

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Unduplication management	Yes	Yes
Missing values report	Yes	Yes
Unduplication quality report	Yes	Yes
Data timeliness report	No	No

H4d. HMIS Functionality - Security

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Encrypted data transmissions	Yes	Yes
Encrypted data storage	No	No
Password rotation	Yes	Yes
Password format enforcement	Yes	Yes
Lock after inactivity	Yes	Yes
Simultaneous access prevention	Yes	Yes
Multi-Mode or Workstation Authentication	Yes	No
Failed login lockout	Yes	Yes
Automated disabling of user ids	Yes	Yes
Audit logs	Yes	Yes

H4e. HMIS Functionality - Data Exchange

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
HUD HMIS XML Export	No	No
HUD HMIS CSV Export	No	No
HMIS XML Import	No	No
HMIS CSV Import	No	No

H4f. HMIS Functionality

Instructions:

Describe any current plans to enhance your HMIS software or begin using existing functionality.

Maximum Characters: 2000

We upgraded to a major new release of our HMIS software - ServicePoint 5 - in early 2011 (this contract year). We plan to keep up with all future minor software upgrades as well as to take advantage of the improved reporting capabilities.

H5. Electronic Data Sharing between Contributory HMIS Organizations (CHOs)

Instructions:

Options for electronic data sharing among CHOs:
All - Occurs among all HMIS-participating providers
Greater than 50% - Occurs among most HMIS-participating providers
Less than 50% - Occurs among some HMIS-participating providers
Case by Case Basis - Is permitted on a case by case basis for particular clients
Not Permitted - Is not permitted within the HMIS implementation

Options for "If some electronic data sharing is allowed between CHOs and an authorized CHO can access:
All - All client data from those programs
Limited - A limited set of data from those programs, which includes information needed to find an existing client record (to avoid creating a duplicate client record) and basic demographic and/or service use information about a client once located
Identifiers only - Only data needed to find an existing client record to avoid creating a duplicate record

Refer to the "HMIS Dedicated Project APR Guidebook" for more detailed instructions.

**Please select the option that best describes your community's approach to
interagency electronic data sharing.**

Electronic data sharing among CHOs: Greater than 50%
Click save to update form.

**If some electronic data sharing is allowed
between CHOs, an authorized CHO can
access:** Required Data Only

H6. User Training Type, Requirements, Frequency and Completion

Instructions

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Has training been defined and/or conducted? Yes

Click save to update form.

Does your HMIS Training provided cover the following criteria?
After all selections are made click save to update form.

Standard Operating Procedures (SOP): Yes

Identify the Training Requirements: Required for all users

Frequency Offered: At least monthly

Number of users that completed training in the operating year: 163

Privacy and client consent policies and procedures: Yes

Identify Training Requirements: Required for all users

Frequency Offered: At least monthly

Number of users that completed training in the operating year: 163

Basic HMIS software features: Yes

Identify Training Requirements: Required for all users

Frequency Offered: At least monthly

Number of users that completed training in the operating year: 163

Intermediate/advanced HMIS software features: Yes

Identify Training Requirements: Optional

Frequency Offered: At least every 6 months
Number of users that completed training in hte operating year: 67

Report writing / data analysis: Yes
Identify Training Requirements: Optional
Frequency Offered: At least every 6 months
Number of users that completed training in the operating year: 33

System administration training for agency IT staff: Yes
Identify Training Requirements: Optional
Frequency Offered: At least every 6 months
Number of users that completed training in the operating year: 28

System security: Yes
Identify Training Requirements: Required for all users
Frequency Offered: At least monthly
Number of users that completed training in the operating year: 163

Other No

H7. Follow-Up Training Requirements

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Beyond the start-up training requirements specified in Q6, are HMIS users required to complete any refresher or additional HMIS training in later periods?

<input checked="checked" type="checkbox"/>	Yes
<input type="checkbox"/>	No

If yes, please describe your additional HMIS training requirements:
Maximum Characters: 2000

Onsite training, shortly following classroom training, is provided for all users. HMIS users may take refresher training at any time. Also, users desiring to use more advanced features, such as case management, services, self-sufficiency matrix, or shelter bed tracking may take additional training. Additional training is held for APR reporting. Training is also provided for reporting, the reportwriter, and the advanced reporting tool.

H8. HMIS Data Timeliness Procedures

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Are CHOs required to enter HMIS data within a specific timeframe after client intake, contact, or exit?

<input checked="checked" type="checkbox"/>	Yes
<input type="checkbox"/>	No

If yes, describe the policies and procedures you have established to ensure that data timeliness is followed:

Maximum Characters: 2000

Data quality, including data timeliness, is discussed during monthly HMIS committee meetings. HMIS System Administrators, as part of the monthly data quality reviews, regularly review data timeliness and follow up with users that are delinquent.

H9. HMIS Data Quality Procedures

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Do you have standard operating procedures for monitoring data stored in HMIS for quality, including completeness and/or accuracy?

<input checked="checked" type="checkbox"/>	Yes
<input type="checkbox"/>	No

If yes, please describe data quality policies and procedures used to monitor data.
Maximum Characters: 2000

HMIS system administrators run many data quality reports on a monthly basis to review data quality and follow up with users that are having trouble, often identifying additional training required. Also, all users are trained on how to run queries and data quality reports to check their own data and are reminded to do so regularly. Formal data quality procedures are in the process of being documented.

H10a. HMIS Bed and Unit Participation Chart - Emergency Shelters

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Emergency Shelters for the last Wednesday in January of the operating year

	Without Children	With Children
Year round beds	358	132
Year round beds in HMIS	328	130
Year round units		40
Year round units in HMIS		39
# of persons in residential programs in HMIS	319	120
# of households in residential programs in HMIS	319	37
Bed coverage	92%	98%
Bed utilization	97%	92%
Unit utilization		95%

H10b. HMIS Bed and Unit Participation Chart - Transitional Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Transitional Housing for the last Wednesday in January of the operating year

	Without Children	With Children
Year round beds	543	724
Year round beds in HMIS	543	716
Year round units		228
Year round units in HMIS		224
# of persons in residential programs	493	464
# of households in residential programs	493	148
Bed coverage	100%	99%
Bed utilization	91%	65%
Unit utilization		66%

H10c. HMIS Bed and Unit Participation Chart - Permanent Supportive Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Permanent Supportive Housing for the last Wednesday in January of the operating year

	Without Children	With Children
Year round beds	685	321
Year round beds in HMIS	487	270
Year round units		127
Year round units in HMIS		110
# of persons in residential programs	479	241
# of households in residential programs	479	90
Bed coverage	71%	84%
Bed utilization	98%	89%
Unit utilization		82%

H10d. HMIS Bed and Unit Participation Chart - Emergency Shelters

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Emergency Shelters for the last Wednesday in July of the operating year

	Without Children	With Children
Year round beds	342	131
Year round beds in HMIS	300	131
Year round units		42
Year round units in HMIS		42
# of persons in residential programs	314	144
# of households in residential programs	314	42
Bed coverage	88%	100%
Bed utilization	105%	110%
Unit utilization		100%

H10e. HMIS Bed and Unit Participation Chart - Transitional Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Transitional Housing for the last Wednesday in July of the operating year

	Without Children	With Children
Year round beds	592	929
Year round beds in HMIS	502	929
Year round units		241
Year round units in HMIS		241
# of persons in residential programs	426	510
# of households in residential programs	426	162
Bed coverage	85%	100%
Bed utilization	85%	55%
Unit utilization		67%

H10f. HMIS Bed and Unit Participation Chart - Permanent Supportive Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Permanent Supportive Housing for the last Wednesday in July of the operating year

	Without Children	With Children
Year round beds	670	350
Year round beds in HMIS	553	320
Year round units		120
Year round units in HMIS		110
# of persons in residential programs	495	247
# of households in residential programs	495	80
Bed coverage	83%	91%
Bed utilization	90%	77%
Unit utilization		73%

H10g. Explanation of Barriers

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

If you did not have 100% bed coverage in any of the inventory types, for all of the above categories, then please explain your barriers and plan for improving your bed coverage.

Maximum Characters: 2000

The most significant program affecting our bed coverage is the VA - VASH program which is currently not on HMIS. This is the only program in PSH not on HMIS. We are currently working with the local VA office to try to get them on HMIS. In ES, the only programs not on are one program recently discovered and some winter shelter programs which we are working on getting on HMIS if they operate next year. In TH, only one program with 8 beds is not on which will be on later in 2011.

H11a. HMIS Data Quality - Residential Programs

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Universal Data Elements for Residential Programs

Data Element	% Don't Know / Refused	% Missing
First Name		0%
Last Name		0%
SSN	4%	0%
Date of Birth	0%	0%
Race	3%	0%
Ethnicity	1%	0%
Gender	0%	0%
Veteran Status - Adults Only	7%	0%
Disabling Condition	9%	0%
Residence Prior to Program Entry	8%	0%
Zip Code of Last Permanent Address	17%	0%
Housing Status (at entry)	2%	2%

H11b. HMIS Data Quality - Street Outreach/SSO Programs

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Universal Data Elements for Street Outreach/SSO Programs:

Data Element	% Don't Know / Refused	% Missing
First Name		0%
Last Name		0%
SSN	4%	0%
Date of Birth	0%	0%
Race	3%	0%
Ethnicity	1%	0%
Gender	0%	0%
Veteran Status - Adults Only	5%	0%
Disabling Condition	8%	6%
Residence Prior to Program Entry	5%	5%
Zip Code of Last Permanent Address	25%	6%
Housing Status (at entry)	1%	8%

H11c. HMIS Data Quality - Program Descriptor Data Elements

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Program Descriptor Elements

Data Element
Program Name
Site Configuration Type
Site Address
Geocode
Site Type
Housing Type
CoC Number
Program Type Code
Bed and Unit Inventory Information Residential homeless system programs only
Target Population B

% Missing
0%
0%
0%
0%
0%
0%
0%
0%
0%
0%

H12. HMIS Funding

Instructions:

Specify the amount (\$) of funding sources expended in association with this SHP HMIS dedicated grant during this operating year.

HMIS Project Funding Sources

Funding Source	Amount
HUD SHP grant (dedicated HMIS project)	\$181,089.00
HUD CDBG	\$0.00
HUD ESG	\$0.00
HUD HOPWA	\$0.00
HUD SHP administration	\$0.00
Local government	\$18,117.00
Local private	\$0.00
Participation fees from agencies	\$0.00
Other (Please specify below)	
State Government	\$25,000.00
Total from all sources	\$224,206.00

H13. SHP HMIS Dedicated Grant Expenditures

Instructions:

Please indicate the SHP HMIS dedicated grant expenditures by type for the operating year.

SHP HMIS Dedicated Grant Expenditures

Expenditure Type	Expenditure Amount
Equipment (server, computers, printers)	\$0
Software (software fees, user licenses, software support)	\$0
Services (training, hosting, programming)	\$48,563
Personnel (costs associated with staff)	\$132,526
Space and operations	\$0
Stipends to agencies	\$0
Other (Please specify below)	
	\$0
Total:	\$181,089

H14. HMIS Narrative (Optional)

Instructions:

Provide any other information that you think is important for understanding your HMIS implementation. Maximum characters: 2000

**Provide any other information that you think is important for understanding your HMIS implementation.
Maximum Characters: 2000**

Since restarting our HMIS implementation in late 2008, we have achieved an overall bed coverage of 90% including VASH beds (and 98% excluding VASH beds) with excellent data quality. We were also a participating community in the 2010 AHAR with data in all categories being used.

Submission Summary

Part	Last Updated
Q1. Contact Information	06/16/2011
Q2. Submission Certification	06/16/2011
Q3. Project Information	06/17/2011
H1a. Lead Organization	06/16/2011
H1b. Contact Person	06/16/2011
H1c. General Information	06/17/2011
H2. HMIS Implementation and Staffing	06/22/2011
H3. HMIS Participation by Program Type	06/17/2011
H4a. HMIS Functionality	06/17/2011
H4b. HMIS Reporting	06/17/2011
H4c. Data Quality	06/17/2011
H4d. Security	06/17/2011
H4e. Data Exchange	06/17/2011
H4f. HMIS Functionality	06/20/2011
H5. Electronic Data Sharing	06/17/2011
H6. User Training Type	06/20/2011
H7. Follow-Up Training Requirements	06/17/2011
H8. HMIS Data Timeliness Procedures	06/17/2011
H9. HMIS Data Quality Procedures	06/17/2011
H10a. HMIS Bed and Unit Participation Chart - ES	06/20/2011
H10b. HMIS Bed and Unit Participation Chart - TH	06/20/2011
H10c. HMIS Bed and Unit Participation Chart - PH	06/20/2011
H10d. HMIS Bed and Unit Participation Chart - ES	06/20/2011

H10e. HMIS Bed and Unit Participation Chart - TH	06/21/2011
H10f. HMIS Bed and Unit Participation Chart - PH	06/21/2011
H10g. Explanation of Barriers	06/30/2011
H11a. HMIS Data Quality - Residential	No Input Required
H11b. HMIS Data Quality - Street Outreach/SSO	No Input Required
H11c. HMIS Data Quality	No Input Required
H12. HMIS Funding	06/30/2011
H13. Expenditures by Type	06/27/2011
H14. HMIS Narrative	No Input Required