2017 K-Count and HIC Instructions for KYHMIS Participating Emergency Shelters and Transitional Housing Programs (Updated 1/30/17)

While agencies not participating in KYHMIS will use the Sheltered Survey Instrument and enter client data via Survey Monkey for the 2017 K-Count, KHC will pull data directly from KYHMIS for all HMIS-participating emergency shelters and transitional housing programs for HUD reporting purposes.

Emergency Shelters and Transitional Housing should complete the four steps below.

The deadline for ensuring this information is ready to be accessed and prepared for submission to HUD by KHC is Friday, Feb. 3, 2017. To meet this deadline, you are also asked to run and submit an ART 0630 - Sheltered-Unsheltered PIT 2016 - v19 (directions provided in step 4) for each emergency shelter or transitional housing project you have to Carol Anne Sell, csell@kyhousing.org by Friday, Feb. 3, 2017.

FOR the K-Count

**Step 1: Ensure Universal Data Elements are complete and accurate**

- Make sure all Universal Data Elements (UDEs) are complete and accurate for all clients sleeping in your program on the night of January 25, 2017.

- To determine what UDEs are missing, if any, run the ART 252 Report Card and/or the ART 631 Report, which is the client-level detail companion report for the ART 625 APR.

- Please pay particular attention to the UDE regarding the previous housing situation questions, Household Types, Age, Race, Gender, Ethnicity, Veteran status, and Disabilities enter into HMIS. These fields are especially important in reporting K-Count information to HUD.

**Step 2: Complete the 2017 K-Count Sub-Assessment**

Below you will find instructions about how to access the K-Count One-Time Assessment in ClientPoint.

We have added additional questions to the sub-assessment as compared to last year. While you may know some of the answers based on information you have already collected from the client, it is likely you will have to ask each client for answers to some of the questions. For children, you will need to ask the parent/guardian to provide the information.
If you have the capacity to do so, you can complete the sub-assessment directly in HMIS while talking with the client. However, you may find it more practical to gather the information from clients first using a paper form and then you can enter the responses per client in ClientPoint later.

To assist you, we have created a sub-assessment “form” you can use to gather this client information on paper first. It will be available on Jan. 24, 2017 on the KHC website under Specialized Housing, K-Count. Look under resources for the “KYHMIS Participating Agency Only: 2017 K-Count One Time Assessment” form.

**Instructions on How to Complete the 2017 K-Count One Time Assessment (BoS ONLY) in KYHMIS**

1. Log into ServicePoint.
2. Search client in ClientPoint.
3. Click on the pencil next to the client’s latest Entry under the Entry/Exit Tab.
4. Click Save and Continue.
5. Scroll to the bottom of the Entry/Exit Data Page until you see 2017 K-Count One-Time Assessment (BoS ONLY).
6. Click Add.
   a. Project Entry Date will automatically populate from client’s entry date.
   b. Enter the day after the 2017 K-Count, January 26, 2017.
   c. Enter the county in which the client is residing in your shelter/TH project.
   d. Enter the county (or state, if not in KY) in which the client’s homelessness originated.
   e. Indicate whether or not the client suffers from PTSD.
   f. Indicate the main reason or reasons that the client is homeless/unstably housed.
   g. Indicate if the client has a high school diploma or GED.
   h. Indicate if the client is currently attending school or another education program.
   i. Indicate if the client has been in juvenile detention, prison, or jail.
   j. Indicate if the client currently receives any public or government benefits, such as Medicaid, food stamps, SSI (Disability), or welfare cash assistance (K-TAP).
   k. The following two questions only need to be completed if the client is age 24 or under.
      i. Indicate how the client best describes their sexual orientation.
      ii. Indicate if anyone has made the client leave their home because of their sexual orientation or gender identity.
7. Click Save. If there are other members in the household to enter 2017 K-Count One-Time Assessments, click Save and Add Another. Note: Assessments should also be completed for minor members of the households, if applicable (i.e. children 0-17). Some of the assessment questions may not apply to them depending on their age (e.g. high school diploma). For these situations, simply select “no” and continue.
8. Once you have completed the 2017 K-Count One-Time Assessment(s) for each member of the household, click Save and Exit.

**Step 3: Run a 625 or 631 Report from HMIS**

**To run the 252:** In the **ART Report Index** open the **ART 0252 - Data Completeness Report Card (EE) - v16**. Fill out the prompts, selecting your provider name and the dates below. The dates should really span your entire grant year if you are looking at your data for the entire year (for your APR). You can alternatively run it for just the day of the K-Count by using the prompts below. Tab B. on the report will give you the summary of each field. You can drill down to the client data on Tab D. Detail report. **Note:** Be aware that the data fields that were updated by HUD in October of last year have not yet been
updated on this report. Bowman has scheduled that update for some time in February. The report will still let you correctly see the UDEs that are imperative to the PITC and the HIC reports.

To run the 631: In the ART Report Index, open 0631 - HUD CoC APR Detail - v24. Dates shown here are for the K-Count date only. For your APR report include the grant begin and end dates (plus one day).
Step 4: Run, Review and Submit PIT Report

- After your client-level information is correct for all clients who slept in your emergency shelter/transitional housing program on Wednesday, January 25, 2017, please run an “ART-630 – Sheltered-Unsheltered PIT 2016 –v19” report.

- The report will be presented by household type, then subpopulations such as veterans, unaccompanied youth, parenting youth, chronically homeless, etc. If you refer to the “Additional Information” page of the report (the page that shows your prompts) and look under the column titled “Count Client Unique ID” you will find the total number of clients you will be reporting to us as having slept in your project the night of January 25. Please review the information to ensure it is correct.

- Please submit your completed ART-630 report to Carol Anne Sell at csell@kyhousing.org by Friday, February 3, 2017.

Directions on completing the “ART-630 – Sheltered-Unsheltered PIT 2016 –v19” report.

In the ART Report Index open the ART 0630 - Sheltered-Unsheltered PIT 2016 - v19. Fill out the prompts, selecting your provider name and the dates below. Run the report without filling in a CoC Code. Run this report separately for each of your ES and TH projects that will be included in the K-Count.

Note: As you may have noticed, Bowman has titled the report using “2016”. This may be confusing given the fact that it is now 2017. Make sure you are running the report as highlighted above. If Bowman makes an update to the report name, we will let you know ASAP.