

**The Homeless Alliance has MOVED!**

On December 22, 2008 the Homeless Alliance relocated to a new location; Concerned Ecumenical Ministries at 286 Lafayette Avenue, Buffalo, NY 14213. Our phone numbers and electronic contact information have remained the same. Stop by and check out our new space!

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## Monthly Data Collection and the Upcoming PIT Count



### Point-in-Time Count

HUD's mandated Point-in-Time count is scheduled to occur on January 29, 2009. Completion of this PIT count affects our standing within the CoC competition. Rather than do a full-scale survey, as we have in years past, HAWNY staff will be making phone calls to homeless housing providers to assess residency numbers for the night of January 29th as well as collect some information regarding homeless subpopulation information. A letter detailing this process and the required form were mailed out the week of January 12th. Please have these numbers available and accessible on January 30th. Call Laila or Kristin with any questions.

### Monthly Data Collection

In our efforts to collect more data on the clients we serve, the HAWNY research staff has made a concerted effort to collect monthly snapshot data. We have asked that you record and report the following information :

- Number of people in residence **on the last Thursday of each month**
- Number of individuals that you turned away (that you were unable to serve) in the particular month
- The **de-duplicated** count of total people served in a given month.

Please be sure to accurately track these data and submit these numbers to Kristin. Further, these numbers assist in our efforts to increase data quality. Snapshot data should be mirrored in the bed lists. Be vigilant in your data collection.

## AHAR Update

The data collection period for AHAR ended on September 30th, 2008. During the months of October and November, the Research department at the Homeless Alliance was busy working with Abt Associates, who was contracted by HUD, to compile the data into a report that would ultimately serve as part of the nation's 4th Annual Homelessness Assessment Report. As you know, our participation in this report is directly linked to future funding through the continuum of care.

After submitting our data at the end of December, Abt Associates contacted HAWNY because the bed utilization rates were considered too low to be used. Only Transitional-Family had bed utilization rates at a high enough

level to be used. Of course, this does not mean that the beds were not actually utilized, but it does mean that providers aren't recording client stays in ShelterPoint.

If you are not using your bedlist and are confused about where to start or need a refresher training, please contact the Homeless Alliance. We will be happy to show you how to use this application. Users can record proper length of stay by adding the date of entry upon check-in as well as the date checked out when transmitting checkout lists. This can even be done for clients who have already entered

and exited the system, creating a historical record of client stays.

Please remember that exiting from a client does not check them out of a bed, just as checking a client out of a bed does not exit a client from the system. You must exit a client as well as check them out to ensure all information is correct.

We will send out bedlists periodically so that you can check your actual roster against what is reflected in BAS-Net. We hope to increase our bed utilization rates significantly and therefore remain competitive in the continuum of care application process.

Thank you for your continued attention to this matter!

## Tip of the Month:

Since there have not been many recent updates from Bowman, we thought we would take this time to address some persistent issues experienced by our users.

Some of you continue to experience issues with “lost” information. This is often the result of changing the program entry date after a client record has already been completed. To avoid this problem, always be sure to immediately change the entry date from today’s date to the date the client entered the program. If you forget to do this, the “lost” information can be recovered but only through uses the cumbersome Back-date Mode.

# New Face of BAS-Net

As January draws to a close, we say goodbye to our Research Director of almost three years, Laila Bondi. Laila’s tenure with the Alliance has been marked with numerous accomplishments: she has moved us through Stage Two of HMIS implementation (Data Quality) to Stage Three (Performance Measures), she successfully organized the Street Survey 2008, has released several noteworthy reports on the Homeless and low-

income people in our community (Street Survey Analysis, Annual Report 2007, Annual Report 2008, for example) and has been the backbone to keeping our HMIS system up and running smoothly.

Laila will be leaving in February to pursue her personal and academic goals. She will be moving to Chile for five months where she will continue her study of Spanish language and then begin graduate school in the fall where she plans to pursue her

PhD in public health. She will be greatly missed here but we wish her well in all that she does.

In the meantime, the Alliance is actively seeking a BAS-Net Coordinator to assume Laila’s role in the administration of HMIS. At this time, HAWNY will not be hiring a Research Director. The new BAS-Net Coordinator will solely be responsible for HMIS. In the meantime, if you have questions, please direct them to Kristin.

## The BAS-Net Achievement Award

On December 11, 2007, the Homeless Alliance held its annual members luncheon at Pearl Street Grille. Various awards were given out, including a BAS-Net Achievement Award. The award recipient was Joe Auria from Living Opportunitites of DePaul, McKinley Square.

Joe not only efficiently and accurately maintains his BAS-Net information, he is also active on various committees, including the BAS-Net User Group. He also helped immensely during our Street Survey by volunteering his site as a survey location and his staff to assist that day. Joe is extremely thorough and committed to his clients as well as data collection. Thank you Joe for all that you do!

Please review the data quality numbers for this quarter. While some numbers, such as zip code and disability continue to increase, you will notice that we have seen some decreases in key areas (see those high-

## Data Quality Update

lighted in red). As we have reiterated multiple times, our HMIS numbers are crucial to securing continuum funds. Thus, is important that we keep our data quality up.

BAS-Net Data Quality			
	Winter 2009	Fall 2008	Spring 2008
SSN	91%	91%	85%
DOB	99%	97%	99%
Prior Living Sit.	82%	86%	85%
Zip Code	70%	64%	51%
Disability	77%	70%	69%
Vet Status	82%	92%	84%
Gender	98%	97%	98%
Ethnicity	90%	92%	94%
Race	98%	97%	100%

The elements listed in this chart are the universal data elements that HUD requires. Please be dutiful in your data entry, making sure that data are both entered in a timely manner and are entered correctly.

# Dear BAS-Net Betty... Your opportunity to find answers to all those pesky BAS-Net Questions



## CoC Update

The local RFP is available on our website. Submissions for all projects are due by Friday, February 27, 2009 by 5pm. Submissions arriving after this time will not be accepted. Contact Devan with further questions.

Dear BNB,  
I know that keeping the bedlists current is very important, particularly in regard to AHAR. My agency has not been doing this and our bedlist is filled with clients who have exited the programs months, even years ago. How do I clear them out so that I may begin using the bedlist regularly?

lists up-to-date. This problem can be rectified quite easily. Scroll down to "transmit today's checkout list" and a window will pop up with option to choose who to exit or to select all if you need to clear out all the beds.

Dear BNB,  
Is there a way to backdate bedlists so that our data will comply with AHAR?

way to do this. Simply enter the desired client into a bed and change the date box to reflect the correct program entry date. You can do this upon exiting clients as well!

If you have any questions regarding BAS-Net language, uses and/or functions, write to BAS-Net Betty. Send your question via email to [bondi@wnyhomeless.org](mailto:bondi@wnyhomeless.org) or [cipollone@wnyhomeless.org](mailto:cipollone@wnyhomeless.org) and write BAS-Net Betty in the subject line.

First, thank you for noting the importance of keeping the bed

Great question! There is in fact a

## Annual Report 2008

The Annual Report is scheduled for release at the close of this month. As always, the research team agonizes over the release of this report, fearing that numbers and findings will be taken out of context or misconstrued. That aside, the Annual Report this year is different from years past in that all the data are culled from BAS-Net alone. Numbers in this report, then, rely heavily upon the data entry of all of you and your staff. We publish these numbers with the caveat that these

are best available data that we currently have at our disposal. When reviewing this data, it is important for you to reflect upon your own records to identify if the trends are accurate. This should also be a motivation for agencies to strengthen and monitor their own data quality.

Some noteworthy findings are summarized below (based on clients served from October 2007 to September 2008):

- 10.7% of clients self-

identified as veterans

- 41.5% reported having a disability of long duration
- 21.5% of all adults report being victims of domestic violence
- 40.3% were homeless for the first time.
- 17.9% were homeless multiple times or for long periods of time
- 34.1% had less than a high school diploma.

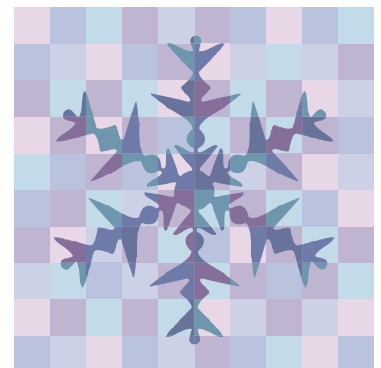
BAS-Net passwords are case sensitive and should not be shared with anyone. If you forget your password, you need to contact your site coordinator or speak to us directly to have it reset.

## HUD Definition: What is a Family/Household?

HUD is in the process of redefining what they consider a family or household. These new definitions have an impact on how the APR is structured in BAS-Net. For example, you may have a group of people you consider to be a "family"; two adult parents

and an adult child. According to HUD's definition, this group does not constitute a family, as a family must now have an adult and at least one child under age 18. Otherwise, family member will instead be reported as single adults entering the program. The APR now gen-

erated from BAS-Net uses this new definition, although you may get the reports page and select the old version of the APR if you like. If this is confusing, feel free to call the HUD field office for clarification.





## Mailing Address

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## Participating Sites

We are well on our way to accomplishing our goal of organizational compliance with HMIS. Currently, 86% of local emergency, transitional, and permanent housing providers are using the system. Below is a current listing our agencies participating in BAS-Net .

- AIDS Community Services of WNY
- American Red Cross
- Buffalo City Mission
- Buffalo Federation of Neighborhood Centers
- Cazenovia Recovery Systems
- Community Action Organization
- Community Services for the Developmentally Disabled
- Compass House
- Cornerstone Manor
- Crisis Services
- Gerard Place
- HELP Buffalo
- Hispanics United of Buffalo
- Homespace
- Horizon Health Services
- Housing Options Made Easy (HOME)
- Lakeshore Behavioral Health
- Legal Aid Bureau of Buffalo
- Living Opportunities DePaul
- Paradise Opportunities House
- Restoration Society
- Southern Tier Environments for Living
- Spectrum Human Services
- Teaching and Restoring Youth
- The Salvation Army
- Transitional Services Inc. (TSI)
- WNY Veterans Housing Coalition
- YWCA of WNY