

SPECIAL
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INTEREST:

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What's New with BAS-Net



Training Schedule

Attention first-time users of BAS-Net or those interested in honing your skills, we are announcing the following training dates.

Thursday, February 21, 2008

Thursday, March 20, 2008

Please note that all trainings will be held at **478 Main Street in room 101B**. The directions can be tricky, so please contact Laila or Kristin for details.

Also, please contact Laila or Kristin to reserve your space. **You must register prior to attending!**

Consult the HAWNY website for the most up-to-date information. Keep in mind, these trainings are not only for new BAS-Net users, but serve as great refresher courses for those who

need to brush up on their BAS-Net fluency.

Monthly Shelter Counts

“Where is the monthly housing count?” you may be wondering. Is it lost in the mail? Did I lose it? No, no. You can stop worrying as the research staff at the Homeless Alliance will no longer be mailing out these forms. This does not mean that we are not still tracking this data, we are, but we will do it through BAS-Net. This cuts down on the amount of paper that comes across your desk (not to mention, it’s better for the environment).

Because we will be tracking this information through BAS-Net, it is imperative that client records continuously be updated to reflect the most current and accurate data available. Please contact us if you have any questions.

Household Data Sharing Feature

GREAT NEWS BAS-NET USER COMMUNITY!!!

A new feature has been added to BAS-Net that will increase the speed and ease with which data-entry will be completed.

For months now, we have received several complaints regarding the cumbersome nature of adding additional family member household data. Well now, rather than add all the necessary information for dependent family members separately, there is a way to link all the information so that it will self-populate into the dependent family members’ entry records.

Please contact us when you are ready to begin this so that we can set the feature for your operating system. Please keep in mind that

this process only needs to be done for households. It does NOT apply to singles.

The steps are as follows:

1. Complete the Additional Profile page as usual.
2. Create household and add subsequent family members to household.
3. Before exiting out of the window, click on “Add Household Data.”
4. Check the boxes next to the dependent family members and then complete the new fields highlighted in red. Save and close.
5. Create a new entry like you normally would. Be sure to link the dependent family members again. You should notice that some of the fields are already complete.
6. Complete as much information as possible for the head of household and then save.
7. Then, scroll to the top and again select “Add Household Data” and again check the boxes next to the family members. Then “save and close.”
8. You can then “save and close” the entry form. All members will have entries. The head of household’s will be complete while the others will have the necessary partial information.

Tip of the Month:

We over at BAS-Net headquarters understand that it is not always possible to enter clients into the BAS-Net system immediately.

Because you are not entering clients in real time, be sure to enter the actual entry date on the entry/exit form. BAS-Net automatically defaults to today's date. If you do not change the date immediately, data in client records will be hidden and will appear blank to you. The information can be recovered but only through an arduous process using Backdate Mode.

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# Street Survey 2008

On January 24, 2008 the Homeless Alliance embarked upon a very ambitious research project. As part of the HUD point-in-time requirement, HAWNY, with the help of its numerous member organizations and 200 volunteers, interviewed 1,400 homeless and low income individuals in Buffalo and Erie County. Teams of volunteers went into area shelters, soup

kitchens and food pantries. We also had three teams of outreach workers who went out overnight to speak with street homeless. All in all, approximately 1,000 short forms were completed, which collected basic demographic, household and situational information. About 400 people completed the long form, which collected more in depth information on services needed and rendered,

economic situation and an array of other topics. The information collected from this extensive effort will be used to inform our policy decisions for years to come. We anticipate the data analysis will be completed by June and that it should be ready for public release by early summer.

Thanks to everyone who helped make this event such a success!

## The BAS-Net Achievement Award

On December 12, 2007, the Homeless Alliance held its annual members luncheon at Shanghai Reds. Various awards were given out, including a BAS-Net Achievement Award. The award recipient was Alyssa Hebler from Spectrum Human Services. As you may remember, Spectrum was recognized in the last BAS-Net Bulletin for the quality of their data. Spectrum is the only agency to have 100% data quality for all of the HUD Universal Elements.

In addition to overseeing BAS-Net, a task she attends to diligently, Alyssa also is actively involved in numerous committees here at the Alliance. She participates regularly in User Group meetings, she was involved in the revision process for the Monthly Shelter Count and she worked on the Questionnaire Committee, which developed the document for the Street Survey.

Thank you Alyssa for all that you do!

## Data Quality Update

The BAS-Net community continues to make marked improvement in regards to data quality. The numbers below represent system-wide data.

| BAS-Net Data Quality |             |           |             |
|----------------------|-------------|-----------|-------------|
|                      | Summer 2007 | Fall 2007 | Winter 2008 |
| SSN                  | 62%         | 71%       | 82%         |
| DOB                  | 87%         | 99%       | 99%         |
| Prior Living Sit.    | 45%         | 54%       | 59%         |
| Zip Code             | 29%         | 43%       | 49%         |
| Disability           | 35%         | 44%       | 49%         |
| Vet Status           | 33%         | 41%       | 56%         |
| Gender               | 87%         | 99%       | 99%         |
| Ethnicity            | 63%         | 75%       | 80%         |
| Race                 | 63%         | 75%       | 85%         |

Please note that these percentages increase significantly when considered for only new clients entering the system.

Keep up the great work BAS-Net users!

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



Dear Betty,

My agency really wants to comply with the expectation that Shelter Point be kept up-to-date in as close to real time as possible. The problem is that we have clients who have left our program and are still attached to beds. How can we fix this?

To solve this problem, go to the bed list and click the button that says "Transmit Today's Checkout." You then have the

option to select all the clients or remove only the ones you need.

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Dear B.N. Betty,

I have entered clients and their dependent children into the system but when I run an APR, I find that the children and parent all come up as single adults in the household. Why is this?

My guess is that while you have entered the children into the household information chart on the additional profile page of

the parent, you did not link them in the Entry/Exit. Check the clients record and make sure that the boxes for the children are checked.

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.

## Timelines for Data Entry

Be sure to enter clients into the system in a timely manner.

Emergency Shelters: enter clients within 5 business days of their entering your program.

Transitional and permanent housing: update BAS-Net records by the 5th business day of each month.

## HUD Continuum of Care

As many of you may have already heard, HUD announced its funding awards for this year. Our continuum did exceptionally well in the competition and was awarded \$9.6M overall.

Many congratulations to all the programs that received funding this year!

The RFP has been released and can be found on the Homeless Alliance's website:

[wnyhomeless.org](http://wnyhomeless.org). All pre-applications for projects were due by 5pm on Friday, February 4, 2008. Failure to meet this deadline will result in the denial of the application. Renewal applications will be April 4, 2008.

Projects of top priority for this year's continuum are as follows: Safe Haven models for the chronically homeless, transitional housing for youth and young adult,

Housing First models for families, permanent housing for clients dealing with mental health issues, substance abuse issues, or both (MICA), as well as client-centered case management services for the chronically homeless.

For more information, please visit the our website.

Street Survey 2008

Visit the Buffalo News to see photos and the front page news story covering this monumental event. Channel 4 News also covered the day.

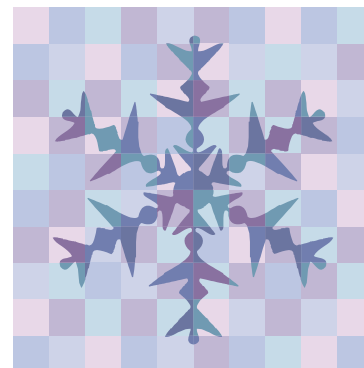
## User Groups

Earlier this month, letters were sent out to participating BAS-Net agencies asking that one delegate representing each agency be selected to join the User Group Council. The council will be made up of those people who regularly use BAS-Net with the in-

tended purpose of discussing issues, problems and usage of BAS-Net. The council will meet quarterly throughout the year.

This is not only a great opportunity to network with other agencies, but also to share your experiences, ex-

pertise and frustration with the database. Best practices and strategies will be shared and ideas for improvement will be generated. These improvement suggestions can then be brought to Bowman. Looking forward to seeing you!





## 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
- Catholic Charities HEARTH
- Cazenovia Recovery Systems
- Community Action Organization
- Community Services for the Developmentally Disabled
- Compass House
- Cornerstone Manor
- Crisis Services
- Gerard Place
- Hispanics United of Buffalo
- Homespace
- Horizon Health Services
- Housing Options Made Easy (HOME)
- Interfaith Hospitality Network of Greater Buffalo
- Lakeshore Behavioral Health
- Legal Aid Bureau of Buffalo
- Living Opportunities DePaul
- Paradise Opportunities House
- Paradise Opportunities Supportive Living Apartments
- Restoration Society
- Southern Tier Environments for Living
- Spectrum
- Teaching and Restoring Youth
- The Salvation Army
- Transitional Services Inc. (TSI)
- Veterans' Life OPS
- Vive, Inc.: An Organization for World Refugees
- YWCA