CoC APR and ESG CAPER Walkthrough Reference Document

IOWA BALANCE OF STATE CONTINUUM OF CARE

DES MOINES/POLK COUNTY CONTINUUM OF CARE

SIOUX CITY/WOODBURY COUNTY CONTINUUM OF CARE

Institute for Community Alliances
1111 9th ST. #380, Des Moines, IA 50314
www.icalliances.org
Alaska | Boise city/Ada County | Iowa | Minnesota | Missouri | New Hampshire | North Dakota | Omaha/Council bluffs | Rockford/Dekalb Coalition | South Carolina | Vermont | Wisconsin | Wyoming

The CoC APR and ESG CAPER are two reports that provide a wealth of information regarding the clients you've served. However, they are both lengthy and can be difficult for new ServicePoint users to parse, so we've created this document to provide a comprehensive reference tool to use when pulling and interpreting these reports. We've also provided some pointers on data quality issues to check, and where in the clients' assessments to go to make corrections.

Since most of the sections on both the CoC APR and ESG CAPER are shared between the two, this document will only distinguish whether sections appear only on one report or another in the section subheading. Otherwise, assume that the section appears on each report.

Visual examples of each section are provided, except in cases where one section's table has the same layout as previous sections. In those cases, only a physical description of the section is provided.

The Report Options, Report Run History, Client Filter, and section 4a portions of this document contain detailed information on how to pull these reports in the system and understand your project's information. As you move to section 5a and beyond, you will see explanations of what data is reported in each section and how it's reported.

Please note that all of the client information shown via screenshots on this document are from fake clients. They are intended to provide visual references to questions and parts of ServicePoint that pertain to each section of these reports. They are NOT intended to be examples of how to complete the forms unless otherwise stated.

Institute for Community Alliances

General Report Notes:

Annual Assessment - A client's information will be included on the Annual Assessment questions (ex- section 6c) if the client's head of household has been enrolled in a project for at least 365 days. For clients that have been enrolled in a project for multiple years, then the annual assessment that will be used is the latest annual assessment for each client in the household dated between:

- 30 days prior to the anniversary date (even if the date falls before the report start date)
- And the lesser of a) 30 days after the anniversary date, or b) the report end date

Any data that is recorded after the report end date is excluded. Clients without an annual assessment in the relevant date range in the bullet points above may be reported as 'missing annual assessment' or may be completely omitted, depending on the reporting section.

Clients Served - A client will be considered 'served' in a project if…

- a client enters the project prior to the reporting period and stays the entire period, OR
- a client enters after the start date of the reporting period and leaves before the end date of the reporting period, OR
- a client enters before the start date and leaves before the end date of the reporting period

HoH – this is the acronym for 'Head of Household' and will be used throughout the report. The definition for this is found in the definitions of this document.

Length of Stay – this calculation is especially relevant for sections 22. The length of stay is calculated in three different ways for these reports, but the two that are most relevant are detailed here. PH projects will use either method depending on the report section. In both methods, remove the report start date from the equation if the client was enrolled in the project prior to the report start date.

Method 1 is used with all projects EXCEPT for night-by-night emergency shelters:

$$\boldsymbol{Length\ of\ Stay} = [\boldsymbol{Project\ exit\ date\ OR}\ (\boldsymbol{report\ end\ date} + \mathbf{1}), \boldsymbol{whichever\ is\ earliest}] - [\boldsymbol{Project\ start\ date\ OR\ report\ start\ date}, \boldsymbol{whichever\ is\ latest}]$$

Method 3 is used with all PH projects, including RRH, PSH, PH with services, and PH housing only:

$$\boldsymbol{Length\ of\ Stay} = [\boldsymbol{Project\ exit\ date\ OR}\ (\boldsymbol{report\ end\ date} + \mathbf{1}), \boldsymbol{whichever\ is\ earliest}] - [\boldsymbol{housing\ move} - \boldsymbol{in\ date\ OR\ report\ start\ date}, \boldsymbol{whichever\ is\ latest}]$$

Project stay - These reports only use each relevant client's *latest project stay* in their reporting and analysis. If you are looking at a year's worth of data and have a client who has entered and exited your project 3 times, their most recent entry will be the only entry information included. If you pull a report for multiple projects that a single client may be enrolled in, then the most recent enrollment - according to the project start date - will be included in the report, unless otherwise noted (for example, sections 7b and 8b).

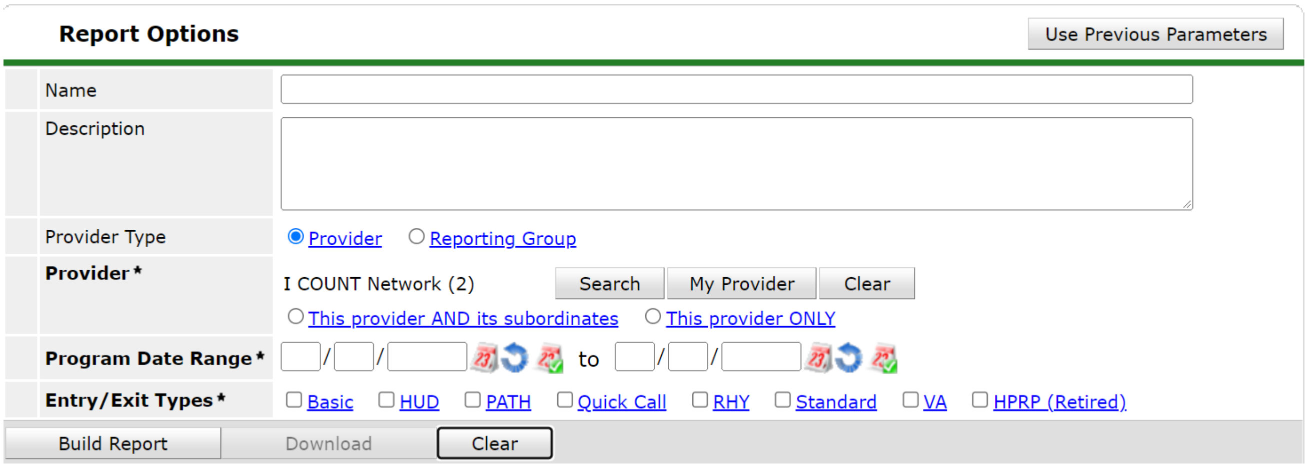
Total income – this is calculated via the ***HUD Verification section*** on entry, update, and exit assessments, and is how information for sections 6c, 16, 17, 18, 19a1, and 19a2 is calculated and clients are categorized. For these sections to be accurate, the information within the HUD Verification section **must** be aligned with the information in the *Employed* and *Income from Any Source* questions. This is covered more thoroughly in discussion of section 6c. Throughout this report, the term 'total income' will be referencing this calculation.

Institute for Community Alliances

Contents

Report Options

This is where you choose the projects and timeframe for which to run the report.



Use Previous Parameters – clicking this will automatically fill in all of the report options with whatever information was used in the most recently built report.

Name – this is an optional field. You can choose to name your report so that once it's finished running, you can easily tell reports in your report history apart.

Ex: "Emergency Shelter Q1"

Description – this is an optional field. You can choose to enter a description of the report you're running to help remind you what the report was for.

Ex: "pulled from 1/1/22 – 3/31/22 to check data quality"

Provider type – this allows you to choose whether you want to run the report for a singlular project,or for a reporting group (2 or more projects at once).

All reporting groups are created by HMIS System Administrators; if you want to create a reporting group for your agency, please inquire with a System Administrator about doing so!

Provider – for most users, this should automatically populate for the project that every other project in your agency is connected to. If you want to run the report for all projects in your agency, select the option to run the report for 'This povider AND its subordinates'. If you want to run the report for a specific project, you can select the specific project you want to look at, and then select to run the report for 'This provider ONLY'.

Note- if you selected 'Reporting Group' for the provider type, then you will have to search for the reporting group you want; it does not auto-populate like the 'Provider' does.

Program date range – this is the date range you want to pull the report for. You will want to use the *exact dates* that you're interested in. The first date you list is the 'report start date', and the second date you list is the 'report end date'.

Ex: if you want to run a report for all of January 2022, your starting date will be 01/01/2022 and your ending date will be 01/31/2022.

Entry / Exit Types – you need to select these for the project(s) you're interested in retrieving information from. The majority of projects in HMIS/DVIMS are HUD projects. If a project has no federal funding, they will be considered HUD projects for the purpose of this report. Projects that receive other federal funding sources will need to select those in order to see any data from those participants.

For instance, projects that receive VA funding (such as HUD-VASH or GPD projects) will need to select 'VA'. You can select as many of these entry/exit types as you want; there are no adverse consequences to selecting an entry/exit type that your project(s) don't use.

Build Report –once you've completed all of the required fields under 'Report Options', press this button to build the CoC-APR report.

Download – once the report has been built, you can download the report by clicking on this button. The CoC-APR will download as a zipped file that contains individual excel documents for each section of the APR.

Clear – this clears everything you've entered under 'Report Options' and allows you to start fresh.

Report Run History

This section of the page contains a record of all of the reports that you've run for the past 30 days.

Report Run History

	Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
	78208	05/17/2022 03:24:03 PM (0.18 mins)	COCAPR		Kasperian Kittredge	I COUNT Network	Kasperian Kittredge	Completed
	78207	05/17/2022 03:23:25 PM (0.00 mins)	COCAPR	CoC Wide	Kasperian Kittredge	I COUNT Network	Kasperian Kittredge	Running
	78205	05/17/2022 03:05:34 PM (3.85 mins)	COCAPR	CoC Wide	Kasperian Kittredge	I COUNT Network	Kasperian Kittredge	Completed
	78203	05/17/2022 02:14:29 PM (7.08 mins)	COCAPR		Kasperian Kittredge	I COUNT Network	Kasperian Kittredge	Completed
	78202	05/17/2022 01:57:59 PM (0.09 mins)	COCAPR	Kasper Testing	Kasperian Kittredge	I COUNT Network	Rachel Falahpour	Completed

Refresh　　Showing 1-5 of 10　　First　Previous　Next　Last

Magnifying Glass Icon– click on this to view each report. Once you've clicked on it, the report information (including the full report and all the selected Report Options) will automatically appear below.

Note: If you try to click on the magnifying glass of a report that is still running, an error window will pop-up. Just exit out of the window and try again when the report has completed running.

A Problem Occurred

There was a problem loading the CoC-APR.

Close

Report ID – an automatically generated ID, unique for each report across the system

Date Ran (Run-time) – provides the date and timestamp that the original report was created, as well as the length of time it took to build the report

Report Type – this lists the type of report that is run. For the CoC-APR, this will always list 'CoCAPR', for the ESG-CAPER this will always list 'EsgCaper'.

Name – this is where the optional name from the Report Options will appear. If no name was provided, this will remain blank.

User Creating – this lists the user who created the report. It will almost always list your name.

Running Provider – this lists the 'Level 1' provider that your account in ServicePoint is connected to.

Running User – this should always list your name.

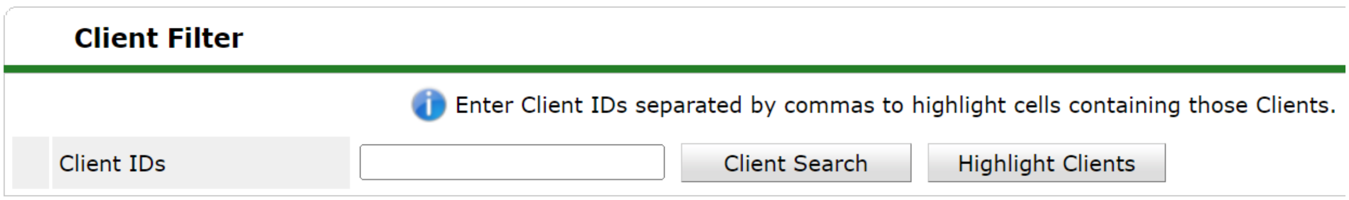
Report Status – when you first select 'Build Report,' the Report Status will list 'Running.' You will need to refresh the page (either by clicking out of and then clicking back into the specific reporting page, or by clicking on the 'Refresh' button) for a 'Completed' Report Status to show. This can take only a few seconds to several minutes depending on the size of the report. You can have a maximum of two reports 'Running' simultaneously.

Refresh – click this button to refresh the page. The Report Status will change to 'Completed' only when the report has been completed, which can take only a few seconds up to several minutes.

First, Previous, Next, Last – these navigation buttons allow you to sift through any previous reports that you have run and completed in the past 30 calendar days.

Client Filter

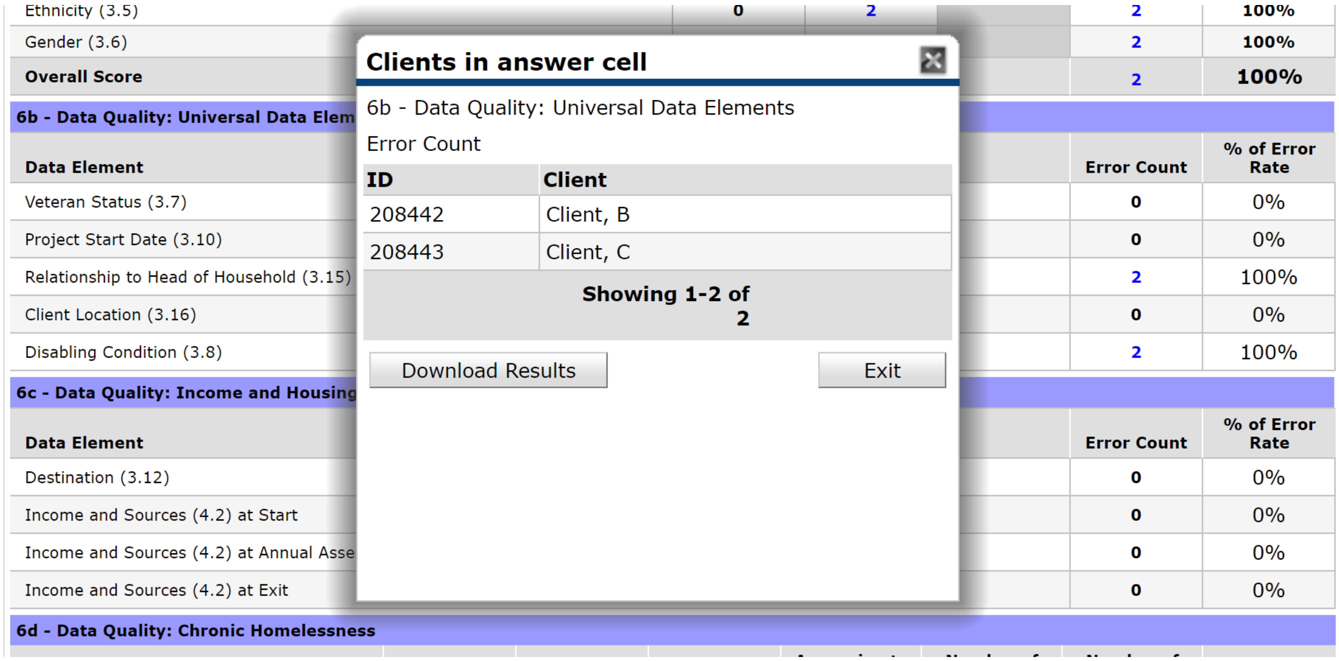
This section allows you to highlight all the cells that a client (or clients) appear in. You can select only one client by searching for them or entering the ID, or you can select multiple clients by separating the client IDs with commas (ex: 10000, 10001, 10002). Once you click 'Highlight Clients,' then all the cells that contain the relevant client IDs will highlight yellow with an asterisk (example in 5a).



Report Results

Accessing Client IDs in the Reports

In these reports, you can identify the clients in each cell by clicking on the blue numbers in that cell. This will result in a pop-up window that lists the relevant Client ID's and Client names.



You can download this list by clicking on the button 'Download Results' and click on the 'Download' button in the following pop-up. This will download the results onto your computer in the form of a zipped .csv file.

You can use these lists of client IDs to identify any clients that have errors. You can also compare the lists of clients in two different cells to identify any that are missing from one or the other in order to correct any errors that may not otherwise be explicitly identified by this report.

Reminder: do NOT share these files via e-mail without first deleting the column that contains client names!

4a – Project Identifiers in HMIS

This section provides some meta-data information about the project(s) that you're retrieving information from. If you are only pulling data on one project, only that project's information will be listed; otherwise, all projects will be listed in alphabetical order.

4a - Project Identifiers in HMIS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project? (SSO)	Project IDs of Affiliation	CoC Codes	Geocodes	Victim Service Provider

Organization Name – the name of the organization that the project is connected to.

Org. ID – the unique organization identifier automatically assigned to the organization upon creation in ServicePoint.

Project name – the name of the project.

Project ID – the unique project identifier automatically assigned to the project upon creation in ServicePoint.

HMIS Project Type – the type of project (emergency shelter, street outreach, permanent supportive housing, rapid rehousing, etc.) that is recorded in the project information section. If for some reason this project type does not align with the project itself, please contact a system administrator ***immediately*** to correct this.

Method for Tracking ES – this only applies to emergency shelters, and references whether the shelter tracks client stays through the entry/exit methodology or the night-by-night methodology. Most shelters in Iowa track clients through the entry/exit method.

Affiliated with a residential project? (SSO) – this indicates whether a supportive services only (SSO) project is affiliated with a residential project (such as emergency shelter, transitional housing, or permanent housing projects).

Project IDs of Affiliation – if the SSO project is affiliated with a residential project, this will list the project ID(s) of the applicable project(s).

CoC Codes – this lists the CoC Code for the CoC that the project operates in. If a project is in the Woodbury/Dakota County CoC, then this code will be IA-500. If a project is in the Iowa Balance of State CoC, then this code will be IA-501. If a project is in the Polk County CoC, then this code will be IA-502.

Geocodes – this lists the geocode associated with the project. A geocode is a 6-digit number that operates similarly to a zip code, but usually covers individual counties or metropolitan areas. This indicates either the physical location of a building that provides services, such as the city of a brick-and-mortar emergency shelter, or indicates the area where most clients are served, such as the county where most rapid rehousing clients are housed. The document that lists all geocodes and corresponding geographical areas is linked in references.

Victim Service Provider – this indicates whether the project is a Victim Service Provider.

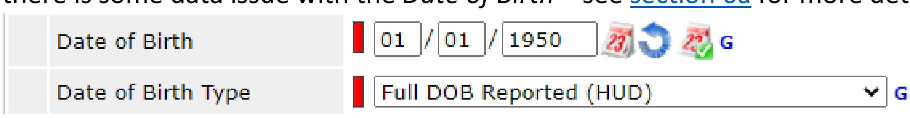
5a – Report Validations Table

This table shows a general breakdown of the number of clients who were served in the project(s) during the reporting period selected.

5a - Report Validations Table	
Report Validations Table	
1. Total Number of Persons Served	9268*
2. Number of Adults (age 18 or over)	6021
3. Number of Children (under age 18)	3177*
4. Number of Persons with Unknown Age	70
5. Number of Leavers	2037
6. Number of Adult Leavers	1392
7. Number of Adult and Head of Household Leavers	1400
8. Number of Stayers	7231*
9. Number of Adult Stayers	4629
10. Number of Veterans	226
11. Number of Chronically Homeless Persons	525
12. Number of Youth Under Age 25	697
13. Number of Parenting Youth Under Age 25 with Children	159
14. Number of Adult Heads of Household	4891
15. Number of Child and Unknown-Age Heads of Household	43
16. Heads of Households and Adult Stayers in the Project 365 Days or More	1218

Please note that the highlighted cells are here as an example as to what utilizing the highlight function in the Client Filter looks like.

- If a person has an 'unknown' age, this means that they have an absent birthdate, caused by:
  - the *Date of Birth* is blank with either option 'Client Doesn't Know' or 'Client Refused' selected for the *Date of Birth Type* OR
  - the *Date of Birth* is missing with no *Date of Birth Type* selected, OR
  - there is some data issue with the *Date of Birth* – see section 6a for more details



This can be corrected by completing the *Date of Birth* with a full or approximate date.

- 5a.16 – this will include any adult stayer present in a household where the HoH has been enrolled in the project for 365 days or more, even if that adult has not been in the household that long.
  - For example, if a month prior to the end of the reporting period, a husband joined his wife 14 months into her stay in a PSH project, both clients will be included in this metric.

Institute for Community Alliances

6a – Data Quality: Personally Identifiable Information

This table shows the data quality of the demographic and personally identifying information for each client.

6a - Data Quality: Personally Identifiable Information					
Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	Total	% of Error Rate
Name (3.1)	0	5	7	12	0%
SSN (3.2)	1694	207	201	2102	23%
Date of Birth (3.3)	7	76	0	83	1%
Race (3.4)	37	82		119	1%
Ethnicity (3.5)	52	91		143	2%
Gender (3.6)	0	58		58	1%
Overall Score				2196	**24%**

- **Information Missing** – this means that the question was left blank, or the option 'Data Not Collected' was selected.
    - If a client's first name OR last name is missing, they will appear in this column. This can be corrected by completing the client's name.
    - If you are unable to complete a client's full name, provide as much information as possible, and change the client's *Name Data Quality* to 'Partial, Street Name, or Code Name Reported.' This will move the error to the column *Data Issues*, but will be more complete data than previously, and may assist data quality in other ways (such as helping to identify clients to de-duplicate).
- **Data Issues** – this means that there is some issue identified with the data that was entered.
    - If the data quality option of a client's name, SSN, or date of birth is selected as the 'approximate or partial' option, then the client will appear in this column.
    - Social security numbers will be flagged as having a data issue if they do not conform to Social Security Administration rules for a valid SSN (as shown below).
        - Cannot contain a non-numeric character
        - Must be 9 digits long
        - First three digits cannot be "000", "666", or be in the "900" series (cannot start with the number 9).
        - The second group (4th and 5th digits) cannot be "00"
        - The third group (last four digits) cannot be "0000"
        - There cannot be repetitive (ex – "333333333") or sequential (ex – "987654321", "345678901") numbers for all nine digits
    - A date of birth will be flagged as having a data issue if:
        - It is prior to 1/1/1915 (they would have to be 107 years old if this was true)
        - It is after the date that the client's record was created
        - For adults and HoHs – it is equal to or after the project start date (meaning that the adult or HoH was born the same day as or after they entered the project)

Note: Victim Service Providers are ***required*** to have a 100% error rate for the social security number.

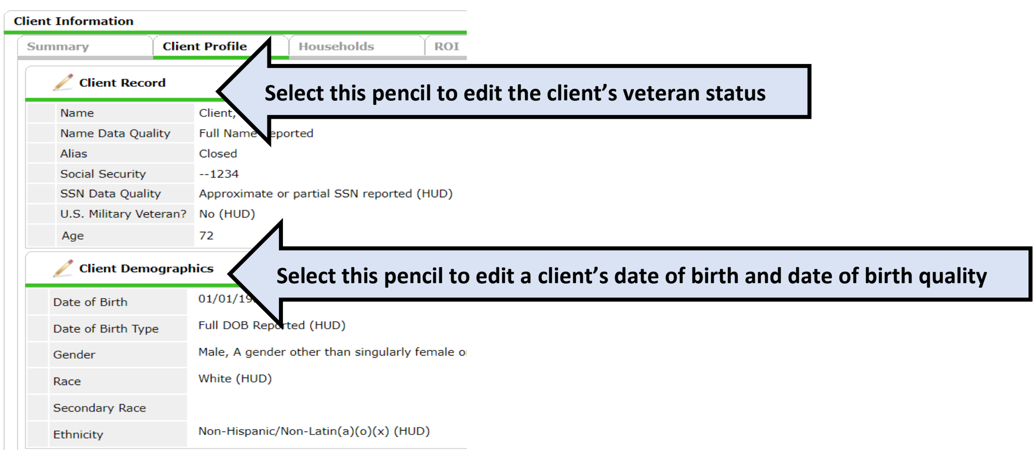
6b – Data Quality: Universal Data Elements

This table shows the data quality of the universal data elements, which are data elements in HMIS and DVIMS that are common to all client records and are essential to ensure accuracy in reporting.

6b - Data Quality: Universal Data Elements		
Data Element	**Error Count**	**% of Error Rate**
Veteran Status (3.7)	48	1%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	1015	11%
Client Location (3.16)	19	0%
Disabling Condition (3.8)	656	7%

If any of this information is completed as 'Client Refused', 'Client Doesn't Know', 'Data Not Collected', or is left blank, then that registers as an error. Additionally, errors appear when:

- **Veteran Status** – this shows an error if the client answered 'Yes' for their veteran status and they are under the age of 18. This can be corrected by fixing either the client's veteran status or the client's birthdate under the client's profile.



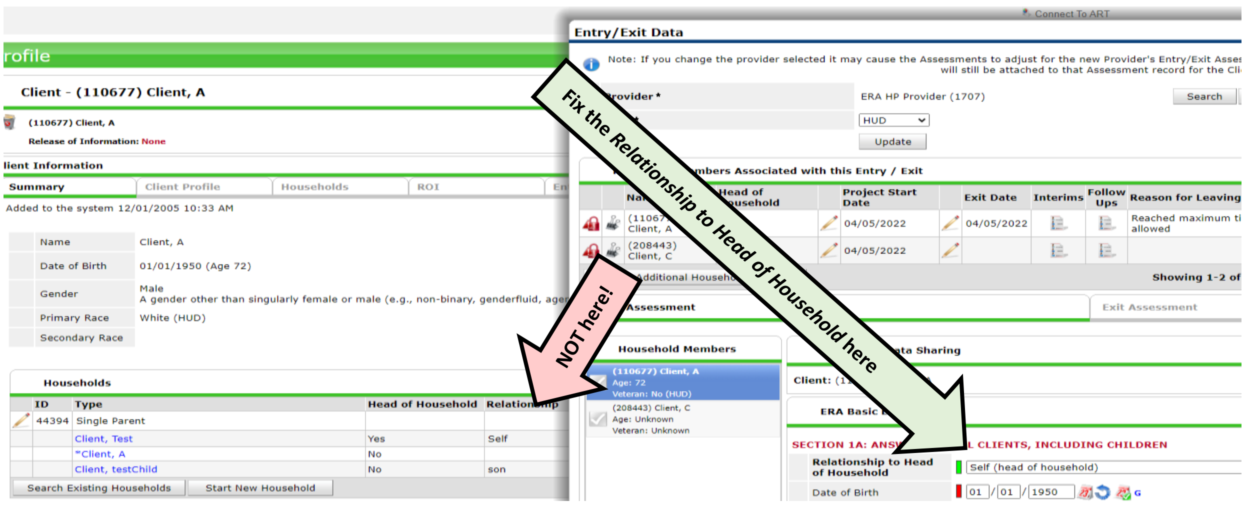
- **Project Start Date** – this shows an error if the project start date is after the project exit date. This detects overlapping project stays by the same client in the same project. This can be corrected by ensuring that the client is not doubly enrolled in your project (having two entries for overlapping time periods), and then deleting one of the entries whilst providing an interim review if necessary.

Entry/Exits

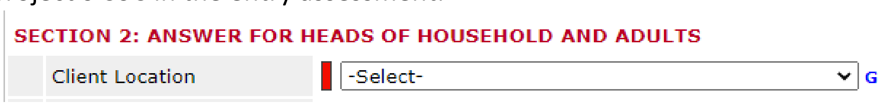
Program	Type		Project Start Date		Exit Date
ERA TEST RRH Project	HUD		05/24/2022		
ERA TEST RRH Project	HUD		05/23/2022		

- **Relationship to Head of Household** – this will include all clients for which any of the following are true:
  - The *Relationship to Head of Household* is blank or is 'Data Not Collected'
  - There are no clients in the household where the *Relationship to Head of Household* is 'Self' (in other words, every client has some *Relationship to a Head of Household* or is missing a *Relationship to Head of Household,* but no client IS the HoH

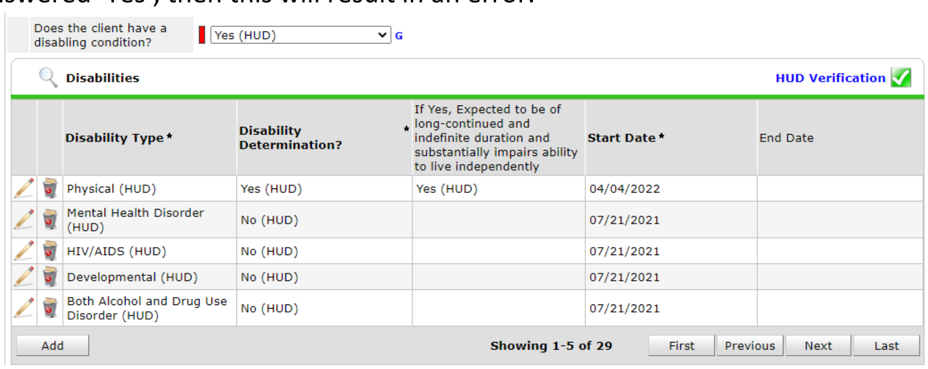
- There is more than one client for whom the *Relationship to Head of Household is Self* (in other words, there are multiple HoHs)
  - If a household is in a situation where the originally assigned HoH left prior to the entire household exiting, then in the entry assessment, simply re-assign the HoH to another client who will remain in the household until the rest of the household is exited from the project.
- <u>The *Relationship to Head of Household* section **must** be corrected in the **entry assessment**. Correcting the relationship in the Household section on the client's summary page can be useful in other ways but will **NOT** fix this error.</u>



- **Client Location** – this shows an error when the Client Location is left blank. This is easily fixed by selecting your project's CoC in the entry assessment.



- **Disabling Condition** – this shows an error when there is a discrepancy between the question *Does the client have a disabling condition?* and information in the corresponding HUD Verification section. For example, if the *Does the client have a disabling condition?* question is answered 'No' but in the HUD Verification section there is a *Disability Determination* of 'Yes' and the question regarding indefinite duration is answered 'Yes', then this will result in an error.



Does the client have a disabling condition? Yes (HUD)

Disabilities — HUD Verification

Disability Type *	Disability Determination?	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Start Date *	End Date
Physical (HUD)	Yes (HUD)	Yes (HUD)	04/04/2022	
Mental Health Disorder (HUD)	No (HUD)		07/21/2021	
HIV/AIDS (HUD)	No (HUD)		07/21/2021	
Developmental (HUD)	No (HUD)		07/21/2021	
Both Alcohol and Drug Use Disorder (HUD)	No (HUD)		07/21/2021	

Add — Showing 1-5 of 29 — First Previous Next Last

Institute for Community Alliances

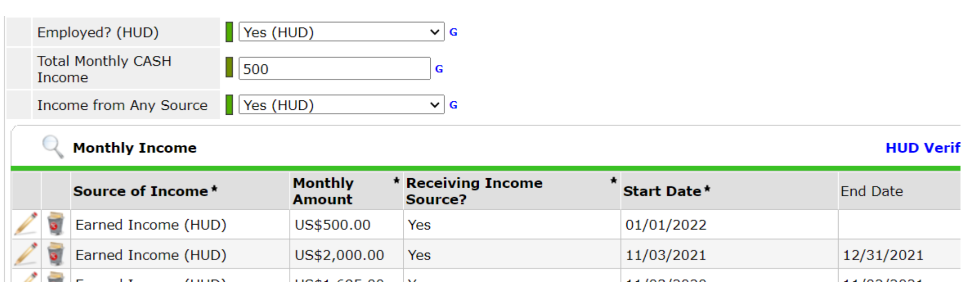
6c – Data Quality: Income and Housing Data Quality

This table shows data quality related to measuring both housing and income performance.

6c - Data Quality: Income and Housing Data Quality		
Data Element	**Error Count**	**% of Error Rate**
Destination (3.12)	477	23%
Income and Sources (4.2) at Start	483	8%
Income and Sources (4.2) at Annual Assessment	1154	95%
Income and Sources (4.2) at Exit	62	4%

If any of this information is completed as 'Client Refused', 'Client Doesn't Know', 'Data Not Collected', or is left blank, then that will register as an error. Additionally, errors will show if:

- **Destination** – this will also show an error if 'No Exit Interview Completed' is selected
    - In many situations (especially with street outreach and emergency shelter projects) clients will leave or disappear suddenly, without completing an exit interview. If you re-establish connection with the client and can retroactively determine their exit destination, you can update that information after the exit date. Otherwise, we agree that it is frustrating that these are considered errors, but ask that you continue to submit information that is as accurate as possible, as this is a shared challenge across Iowa.
- **Income and Sources** – this will show an error if any of the information in the *Employed*, *Income from Any Source*, and HUD Verification questions are in conflict. The three rows listed tell you where the error occurs: on the entry assessment, at an annual assessment (when applicable), or at the exit assessment. Some examples of situations that will cause errors:
    - If *Income from Any Source* is 'Yes' but there are no identified sources of income listed in the HUD Verification section
    - If *Income from Any Source* is 'No' but there are identified sources of income listed in the HUD Verification section
    - If *Employed?* is 'Yes' and…
        - No monthly cash income is listed OR
        - *Income from Any Source* is 'No' OR
        - there is no *Earned Income* source of income
- In certain situations, incongruities between the *Employed*, *Income from Any Source*, and HUD Verification questions will not result in errors appearing in this section of the report but are errors nonetheless. For example:
    - If the HUD Verification section has an *Earned Income* source but a monthly amount of $0 AND *Employed?* and *Income from Any Source* questions are both answered 'Yes', then this section will NOT register an error. However, section 16 will show 'Data Not Collected' for the client, and the client will show as 'Adult with no income' in section 18.



6d – Data Quality: Chronic Homelessness

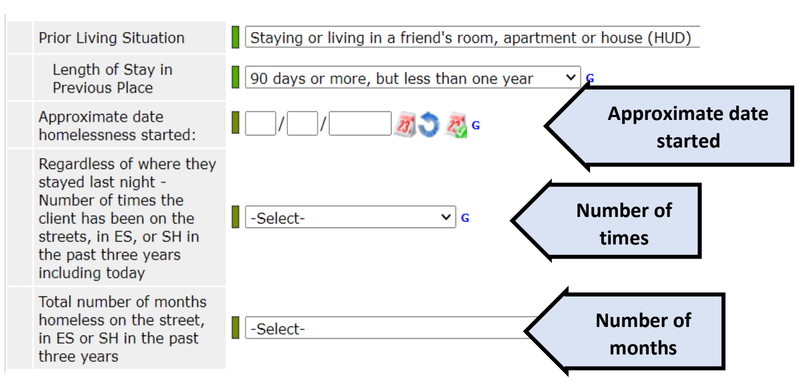
This table checks the data quality for all the questions that allow the system to calculate whether someone has experienced homelessness long enough to be considered chronic. If there are data quality issues with these sections, that means that it will be impossible to calculate chronicity for those clients.

The total records listed in this section should be consistent with the total number of adults and HoHs in the project, as each adult and HoH needs to be checked for chronicity.

6d - Data Quality: Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH(all)	356	0	2	2	3	2	2%
Total	356						**2%**

- **Missing time in Institution** – this counts the number of adults and HoHs entering from institutional settings, where answer to *Length of Stay in Previous Place* is either 'Client Refused', 'Client Doesn't Know', 'Data Not Collected', or is left blank.
- **Missing time in housing** – like the *Missing Time in Institution* metric, this performs the same calculation on adults and HoHs entering from either temporary or permanent housing situations.
- **Approximate Date started, Number of times,** and **Number of months** report *only* on the adults and HoHs who are expected to have answers in those sections. If the answers to the referenced questions are 'Client Refused', 'Client Doesn't Know', 'Data Not Collected', or are left blank, then they will return errors. The adults and HoHs who are expected to have answered these questions are:
  - For ES, SH, and street outreach projects –adults and HoHs
  - For TH and all permanent housing projects–adults and HoHs where one of the following is true:
    - The *Prior Living Situation* is a homeless situation
    - The *Prior Living Situation* is an institutional situation AND the *Length of Stay in Previous Place* is fewer than 90 days AND *On the night before did you stay on the streets, ES, or SH* is 'Yes'
    - The *Prior Living Situation* is a temporary or permanently housed situation AND the *Length of Stay in Previous Place* is less than a week AND *On the night before did you stay on the streets, ES, or SH* is 'Yes'
- **% Of records unable to calculate** – this is calculated by taking the total number of unique clients missing one or more response and dividing by the total number of unique clients.



Institute for Community Alliances

6e – Data Quality: Timeliness

This section identifies how quickly project entries and project exits are entered into HMIS after they occur.

6e - Data Quality: Timeliness		
Time For Record Entry	**Number of Project Start Records**	**Number of Project Exit Records**
0 days	2912	1244
1 - 3 days	258	286
4 - 6 days	43	137
7 - 10 days	24	68
11+ days	95	302

If there are clients **without** all their personally identifying information, demographic information, and Universal Data Elements completed, then they **will not** appear in this section.

6f – Data Quality: Inactive Records: Street Outreach and Emergency Shelter

Street outreach and night-by-night emergency shelters are projects wherein clients often leave or disappear without an exit, which can result in records that remain open for extended periods of time, hampering the project and community's ability to generate accurate performance measurement.

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter			
	# of Records	**# of Inactive Records**	**% of Inactive Records**
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	80	65	81%
Bed Night (All clients in ES - NBN)	0	0	0%

- **# of Records** – this counts all clients where the project start date is at least 90 days prior to the report end date (since any clients who enter the project within 90 days of the reporting period are automatically going to be considered active), AND the client either has no project exit date, or the project exit date is after the report end date.
- **# of Inactive Records** – this is counted slightly differently depending on whether Contact or Bed Night is taken into consideration. This only reports on clients enrolled in night-by-night emergency shelters.
  - **Contact** – this counts the number of clients with no *Current Living Situation* recorded within 90 days of either the project start date or the previous *Current Living Situation*, whichever is the most recent
  - **Bed Night** – this counts the number of clients where the latest bed night for night-by-night shelters was more than 90 days prior to the report end date.
- **% of Inactive Records** – this is the *# of Inactive Records* divided by the *# of Records*

SECTION 3: ONLY FOR Street Outreach and Night-by-Night Shelter Projects

Current Living Situation

Start Date *	End Date	Information Date	Current Living Situation
06/01/2022	06/01/2022	06/01/2022	Place not meant for habitation (HUD)
11/17/2021	11/17/2021	11/17/2021	Place not meant for habitation (HUD)

Add **Showing 1-2 of 2**

Date of Engagement 06 / 02 / 2022 G

7a – Number of Persons Served

This section calculates the number of active clients served during the reporting period by household type (total clients should match 5a.1).

7a - Number of Persons Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	6021	4058	1934		29
Children	3177		2896	262	19
Client Doesn't Know/Client Refused	7	0	0	0	7
Data Not Collected	63	0	0	0	63
Total	9268	4058	4830	262	118
For PSH and RRH - the total persons served who moved into housing	393	231	162	0	0

In the row *For PSH and RRH – the total persons served who moved into housing*, there are some things to consider:

- If your project is a different permanent housing project (PH – housing with services (no disability required for entry), or PH – housing only) then your client's information will ***not*** be included.
- If the housing move-in date is blank throughout their enrollment during the reporting period (i.e. there are no interim reviews that contain a move-in date, is there no exit assessment with a move-in date, etc.), OR the move-in date occurs after the reporting period, then your client's information will ***not*** be included.

7b – Point-in-Time Count of Persons on the Last Wednesday

This section calculates the number of persons who were served on a specific point-in-time, which is the last Wednesday of each of the months listed in the first column. For RRH and PSH projects, this means that the HoH has a housing move-in date on or before the relevant Wednesday.

7b - Point-in-Time Count of Persons on the Last Wednesday	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	6933	2915	3669	239	110
April	0	0	0	0	0
July	0	0	0	0	0
October	0	0	0	0	0

- This uses the latest possible month if the month appears more than once in the report date range – so, if the report date range spans 2 years, then the 2nd year's information will be reported here.
- All available enrollment data for clients in the project(s) is used – not just the client's latest enrollment – when calculating these numbers. For example, if a client was enrolled in an emergency shelter from January – February, left, and reappeared in the same shelter from July-August, then they would be included in both the January count and in the July count.
    - However, their household type will only reflect their latest relevant enrollment, which may differ from their household type on a particular point-in-time date.
- For all residential projects, the client must *not* be exited on the point-in-time date to be included.
- Night-by-night shelters must use bed night records indicating household presence on each point-in-time night.

8a – Number of Households Served

This section looks at the same information as in section 7a, but counts the total number of households as opposed to the total number of individual clients (should match sum of 5a.14 and 5a.15).

8a - Number of Households Served	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	11	11	0	0	0
For PSH and RRH - the total persons served who moved into housing	11	11	0	0	0

8b – Point-in-Time Count of Households on the Last Wednesday

This section looks at the same information as in section 7b, but counts the total number of households as opposed to the total number of individual clients.

8b - Point-in-Time Count of Households on the Last Wednesday	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	10	10	0	0	0
April	10	10	0	0	0
July	0	0	0	0	0
October	0	0	0	0	0

9a – Number of Persons Contacted

This section looks at the number of contacts for street outreach projects for adults and heads of household who have either (or both) a *Current Living Situation* in the report range that is before the 'Date of Engagement', or a 'Date of Engagement' within the reporting period. Each *Current Living Situation* entry is considered a contact.

The Date of Contact is the 'Information Date' on a *Current Living Situation* entry. If the 'Information Date' is left blank, then the client will ***not*** be reported in this section.

9a - Number of Persons Contacted

	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	111	1	83	0
2-5 Times	9	0	8	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	120	1	91	0

- The locations of the first contact are determined by the most recent project stay (i.e. the most recent entry assessment created for the project) in the report date range, and the *Current Living Situation* of the client's earliest contact.
- Contacts prior to the report start date are included in each person's total count, provided that those contacts are connected to the client's latest relevant project stay.
- Contacts dated after the 'Date of Engagement', 'Project Exit Date', and report end date are all excluded.
- All contacts are included in each clients' count where all the following are true:
  - Date of Contact is after the 'Project Start Date'
  - Date of Contact is before the 'Project Exit Date', or the 'Project Exit Date' doesn't exist
  - Date of Contact is before or the same date as the 'Date of Engagement', or the 'Date of Engagement' doesn't exist
  - Date of Contact is before the report end date
  - If there is no *Current Living Situation* entry on the 'Date of Engagement', then the 'Date of Engagement' will be counted as one contact.

SECTION 3: ONLY FOR Street Outreach and Night-by-Night Shelter Projects

Current Living Situation

Start Date *	End Date	Information Date	Current Living Situation
06/01/2022	06/01/2022	06/01/2022	Place not meant for habitation (HUD)
11/17/2021	11/17/2021	11/17/2021	Place not meant for habitation (HUD)

Add **Showing 1-2 of 2**

Date of Engagement 06 / 02 / 2022 G

9b – Number of Persons Engaged

This section looks at the number of engagements made with street outreach projects for adults and HoHs who have a 'Date of Engagement' within the reporting period, based on how many times they were contacted up to and including the 'Date of Engagement', and in which type of location the first contact occurred. The logic for this section is very similar to section 9a; just replace the Date of Contact with 'Date of Engagement'.

9b - Number of Persons Engaged	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	34	1	21	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Engaged	34	1	21	0
Rate of Engagement	28%	100%	23%	0%

The *Rate of Engagement* in this section is calculated via dividing the *Total Persons Engaged* in this section by the *Total Persons Contacted* in section 9a. The purpose of this section is to calculate the number of contacts it takes for all clients engaged during the reporting period to have become engaged.

10a – Gender of Adults

This section reports on the gender of all the adults aged 18 and older reported in section 5a.2.

10a - Gender of Adults	Total	Without Children	With Children and Adults	Unknown Household Type
Male	114	111	3	0
Female	70	64	6	0
No Single Gender	1	1	0	0
Questioning	0	0	0	0
Transgender	2	2	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	1	1	0	0
Subtotal	188	179	9	0

Since clients can select up to 5 different gender labels as best describes themselves, the methodology for determining which singular label a client is reported under for this section is detailed below. This methodology holds true for sections 10b, 10c, and 10d. If a client identifies as….

- ‘Questioning’, either singularly or concurrent with any other combination of labels, then they are recorded under *Questioning*. For example:
  - If one client selects ‘Questioning’, another client selects ‘Questioning’ and ‘Male’, and another client selects ‘Questioning’, ‘Female’, and ‘A gender other than singularly female or male’, all three clients will be reported in the row *Questioning*.
- ‘A gender other than singularly female or male’, either singularly or concurrent with any other combination of labels ***except*** for ‘Questioning’, then they are recorded under *No Single Gender*. Additionally, if a client identifies as *both* ‘Male’ and ‘Female’, either exclusively or in concurrence with other labels, then they are also recorded under *No Single Gender*. For example:
  - If a client selects ‘A gender other than singularly female or male’, ‘Transgender’, ‘Male’, and ‘Female’, then they will be reported in the row *No Single Gender*.
  - If the same client above also identifies as ‘Questioning’, then they will instead be reported in the row *Questioning*.
  - If a client selects ‘Male’ and ‘Female’, then they will be reported in the row *No Single Gender*.
- ‘Transgender’ by itself or in concurrence with either ‘Male’ OR ‘Female’ (but not both), then they are recorded under *Transgender*. For example:
  - If a client selects ‘Transgender’ and nothing else, they will be reported in the row *Transgender.*
  - If a client selects ‘Transgender’ and ‘Male’, they will be reported in the row *Transgender.*
  - If a client selects ‘Transgender’, ‘Male’, and ‘Female’, they be reported in the row *No Single Gender*.
- ‘Male’ exclusively, they will be reported in the row *Male.*
- ‘Female’ exclusively, they will be reported in the row *Female*.

10b – Gender of Children

This section shows the same type of information as section 10a. This section reports on the gender of all children less than 18 years old reported in section 5a.3.

10c – Gender of Persons Missing Age Information

This section shows the same type of information as section 10a. This section reports on the clients whose age cannot be determined reported in section 5a.4.

Institute for Community Alliances

10d – Gender by Age Ranges *(only on CAPER)*

This section reports on the gender of all the clients in the report broken down by their age range (should be the same total as section 5a.1).

10d - Gender by Age Ranges							
	Total	Under Age 18	Age 18-24	Age 25-61	Age 62 and over	Client Doesn't Know/Client Refused	Data not collected
Male	1516	649	85	736	43	3	0
Female	1639	563	150	885	38	3	0
No Single Gender	2	0	1	1	0	0	0
Questioning	0	0	0	0	0	0	0
Transgender	6	0	0	6	0	0	0
Client Doesn't Know/Client Refused	2	0	0	2	0	0	0
Data not collected	3	0	0	1	0	0	2
Subtotal	3168	1212	236	1631	81	6	2

Please note that this section does ***not*** distinguish between accompanied youth and unaccompanied youth.

11 – Age

This section looks at the ages of the clients served by household type (should be the same total as section 5a.1).

11 - Age					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	1915		1831	68	16
5 - 12	2503		2395	97	11
13 - 17	1170		1102	64	4
18 - 24	1502	900	593		9
25 - 34	2932	1476	1441		15
35 - 44	2645	1640	993		12
45 - 54	1928	1603	320		5
55 - 61	1137	1074	60		3
62 +	604	559	39		6
Client Doesn't Know/Client Refused	11	0	0	0	11
Data Not Collected	97	0	0	0	97
Total	16444	7252	8774	229	189

A client's age is determined either by the 'Project Start Date' or the report start date, whichever is most recent. If a client is already in a project as of the report start date, then this looks at the client's age on the report start date. If the client enrolled in the project after the report start date, then the age of the client at the 'Project Start Date' is used.

12a – Race

This section looks at the race of the clients served during the reporting period (should be the same total as section 5a.1).

12a - Race	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	8852	4716	4008	79	49
Black, African American, or African	5761	2055	3552	112	42
Asian or Asian American	41	28	12	1	0
American Indian, Alaska Native, or Indigenous	158	83	74	1	0
Native Hawaiian or Pacific Islander	76	19	57	0	0
Multiple Races	1314	299	972	36	7
Client Doesn't Know/Client Refused	78	34	42	0	2
Data Not Collected	164	18	57	0	89
Total	16444	7252	8774	229	189

If a client has selected more than one race of any combination, they are recorded under *Multiple Races*.

12b – Ethnicity

This section looks at the ethnicity of the clients served during the reporting period (should be the same total as section 5a.1).

12b - Ethnicity	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latin(a)(o)(x)	14871	6795	7774	213	89
Hispanic/Latin(a)(o)(x)	1318	393	896	16	13
Client Doesn't Know/Client Refused	77	37	40	0	0
Data Not Collected	178	27	64	0	87
Total	16444	7252	8774	229	189

13a1 – Physical and Mental Health Conditions at Start

This section shows the clients who have each health condition as recorded in their entry assessment, broken out by household type. A client may appear in multiple cells in a single column since it's possible for clients to have multiple disabling conditions.

13a1 - Physical and Mental Health Conditions at Start						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	679	427	173	77	0	2
Alcohol Use Disorder	53	47	5	1	0	0
Drug Use Disorder	71	51	20	0	0	0
Both Alcohol and Drug Use Disorders	59	49	10	0	0	0
Chronic Health Condition	423	295	100	27	1	0
HIV/AIDS	3	3	0	0	0	0
Development Disability	257	110	46	100	1	0
Physical Disability	379	278	71	29	1	0

13b1 – Physical and Mental Health Conditions at Exit

This section contains the same type of information as 13a1 but analyzes the information in the client's exit assessment. Only clients who are leavers are included in this section.

13c1 – Physical and Mental Health Conditions for Stayers

This section contains the same type of information as 13a1 but analyzes the information for stayers. This pulls the most recent information available for the enrolled client, be it on an entry assessment or a review.

13a2 – Number of Conditions at Start *(only on APR)*

This section shows the clients who have a certain number of health conditions as recorded in their entry assessment. A client can only appear in one cell in a single column, since each client has a fixed number of disabling conditions on each entry assessment.

13a2 - Number of Conditions at Start						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	9775	3119	2381	4047	163	65
1 Condition	2960	1871	587	467	27	8
2 Conditions	1439	1132	201	86	13	7
3+ Conditions	1053	925	104	21	2	1
Condition Unknown	107	54	25	27	1	0
Client Doesn't Know/Client Refused	10	8	1	1	0	0
Data Not Collected	1100	143	147	679	23	108
Total	16444	7252	3446	5328	229	189

Note that the selection of 'Both Alcohol and Drug Use Disorders' is considered 2 conditions in this table.

13b2 – Number of Conditions at Exit *(only on APR)*

This section contains the same type of information as 13a2 but analyzes information in the clients' exit assessment. Only clients who are leavers are included in this section.

13c2 – Number of Conditions for Stayers *(only on APR)*

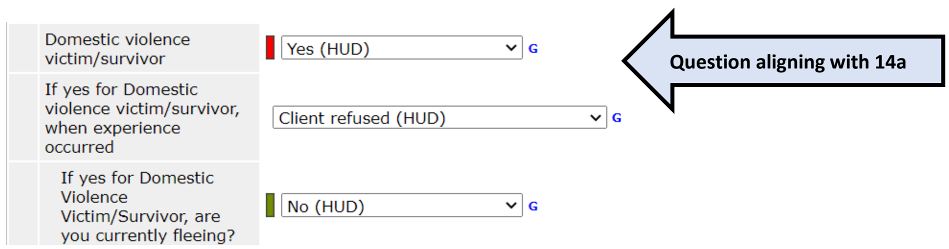
This section contains the same type of information as 13a2 but analyzes information only for stayers. This pulls the most recent information available for the enrolled client, be it on an entry assessment or a review.

14a – Domestic Violence History

This section reports on adults' and HoHs' domestic violence history (total should match the sum of 5a.2 and 5a.15). This section looks at the most recent information for the relevant enrollment.

14a - Domestic Violence History

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	583	325	256	0	2
No	1195	758	436	0	1
Client Doesn't Know/Client Refused	87	49	36	0	2
Data not collected	83	49	32	0	2
Total	1948	1181	760	0	7

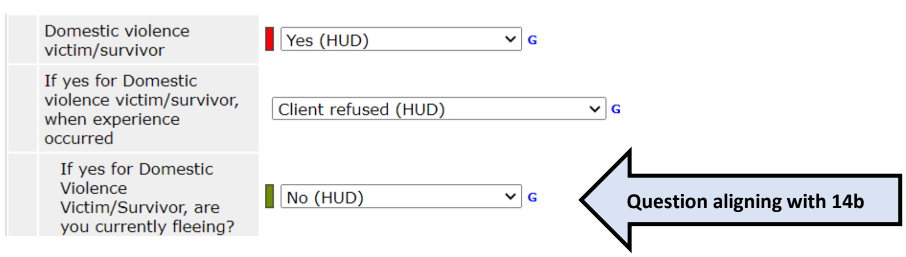


14b – Persons Fleeing Domestic Violence

This section reports on all adults and HoHs who answered 'Yes' for 14a. This analyzes those clients based on whether they are currently fleeing a domestic violence situation.

14b - Persons Fleeing Domestic Violence

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	149	96	53	0	0
No	426	225	199	0	2
Client Doesn't Know/Client Refused	5	2	3	0	0
Data not collected	3	2	1	0	0
Total	583	325	256	0	2

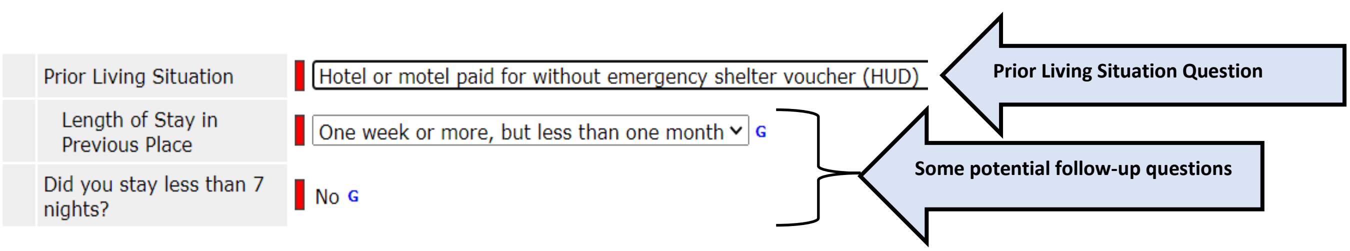


15 – Living Situation

This section reports on adults' and HoHs' living situation prior to entering the project (total should match sum of 5a.2 and 5a.15).

15 - Living Situation	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	102	90	12	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	114	100	10	0	4
Safe Haven	3	3	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Subtotal	219	193	22	0	4
Institutional Settings					
Psychiatric hospital or other psychiatric facility	9	9	0	0	0
Substance abuse treatment facility or detox center	4	1	3	0	0
Hospital or other residential non-psychiatric medical facility	15	15	0	0	0
Jail, prison, or juvenile detention facility	12	12	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	1	1	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	41	38	3	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	1	1	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	3	2	0	0	1
Rental by client, no ongoing housing subsidy	17	9	8	0	0
Rental by client, with VASH housing subsidy	1	1	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	7	4	3	0	0
Staying or living in a friend's room, apartment or house	36	32	4	0	0
Staying or living in a family member's room, apartment or house	15	11	4	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	3	3	0	0	0
Subtotal	83	63	19	0	1
Total	343	294	44	0	5

Any errors made in this section can be corrected in the entry assessment under the question *Prior Living Situation.* If there was an error made in the type of living situation (for example, if a homeless situation was selected where an institutional situation should have been selected instead), then there may be additional follow-up questions that need to be answered.



Institute for Community Alliances

16 – Cash Income – Ranges

This analyzes the adult clients whose total income falls within each income range. The total income is calculated via the HUD Verification section for the income at the project start, at the latest annual assessment for stayers, and at the exit for leavers.

16 - Cash Income - Ranges	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No Income	210	0	100
$1 - 150	5	0	2
$151 - $250	5	0	0
$251 - $500	11	0	5
$501 - $1000	32	0	15
$1001 - $1500	15	1	7
$1501 - $2000	9	0	3
$2001 +	1	0	0
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	51	0	32
Number of adult stayers not yet required to have an annual assessment		169	
Number of adult stayers without required annual assessment		5	
Total Adults	339	175	164

Number of adult stayers without required annual assessment refers to clients who need an annual assessment and don't have one for the report timeframe.

17 – Cash Income – Sources

This analyzes the adult clients who receive income from each of the sources listed below.

17 - Cash Income - Sources	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	36	1	11
Unemployment Insurance	1	0	1
Supplemental Security Income (SSI)	18	0	9
Social Security Disability Insurance (SSDI)	12	0	6
VA Service - Connected Disability Compensation	1	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	7	0	4
General Assistance (GA)	0	0	0
Retirement Income from Social Security	5	0	1
Pension or retirement income from a former job	1	0	1
Child Support	3	0	1
Alimony and other spousal support	0	0	0
Other Source	3	0	1
Adults with Income Information at Start and Annual Assessment/Exit		1	0

If the question *Income from Any Source?* is answered with 'Client Refused', 'Client Doesn't Know', 'Data not collected', or is left blank, then the client will not show up in this section.

Employed? (HUD)	No (HUD) G
Income from Any Source	Client doesn't know (HUD) G
Total Monthly CASH Income	500 G

Monthly Income **HUD Verification**

Source of Income*	Monthly Amount	* Receiving Income Source?	* Start Date*	End Date

If a client answered 'Yes' for any of the income sources in the HUD Verification section and they have a corresponding amount of income over $0, then they **will** be reported as receiving that income here, even though this registers as an error in other sections.

Show All Monthly Income Records

Monthly Income

Provider	Date Effective	Source of Income	Monthly Amount	Receiving Income Source?	Start Date ▲	End Date
I COUNT Network (2)	11/05/2019 5:04:15 PM	Child Support (HUD)	US$0.00	Yes	11/05/2019	

Institute for Community Alliances

18 – Client Cash Income Category – Earned/Other Income Category – by Start and Annual Assessment/Exit Status *(only on APR)*

This section shows the adults who receive cash income in each of the categories listed below.

18 - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status			
Number of Adults by Income Category	**Number of Adults at Start**	**Number of Adults at Annual Assessment (Stayers)**	**Number of Adults at Exit (Leavers)**
Adults with Only Earned Income (i.e., Employment Income)	2380	8	1475
Adults with Only Other Income	2623	32	1628
Adults with Both Earned and Other Income	268	2	173
Adults with No Income	5025	22	2719
Adults with Client Doesn't Know/Client Refused Income Information	7	0	5
Adults with Missing Income Information	429	0	183
Number of adult stayers not yet required to have an annual assessment		3398	
Number of adult stayers without required annual assessment		1099	
Total Adults	10748	4561	6187
1 or More Source of Income	5435	42	3350
Adults with Income Information at Start and Annual Assessment/Exit		64	0

Adults with Only Earned Income (i.e., Employment Income) - requires *Earned Income* to be 'Yes' AND for an associated dollar amount of **more** than $0 otherwise that client will not be reported. The example below **will** be reported.

Show All Monthly Income Records

Monthly Income

		Provider	Date Effective	Source of Income	Monthly Amount	Receiving Income Source?	Start Date	End Date
		I COUNT Network (2)	06/09/2022 6:59:38 PM	Earned Income (HUD)	US$100.00	Yes	06/09/2022	

Adults with Only Other Income - adults with any income sources other than *Earned Income*.

Adults with Both Earned and Other Income –adults receiving both *Earned* and *Other Income* sources.

Adults with No Income –adults with a total income amount of $0.

Adults with Client Doesn't Know / Client Refused Income Information –adults who did not know or refused to disclose their income

Adults with Missing Income Information –adults who are missing a total income calculation, or whose relevant *Income and Sources* records at entry or exit are completely missing. Stayers whose annual assessment is completely missing are reported in the *Number of adult stayers without required annual assessment* row of this section.

1 or more source of income – a count of all adults who have some sort of income

Adults with Income Information at Start and Annual Assessment/Exit – the clients reported in this row are reported in section 19a1 (for stayers) and section 19a2 (for leavers).

19a1 – Client Cash Income Change – Income Source – by Start and Latest Status *(only on APR)*

This section includes **all adult stayers** where the HoH has been in the project 365 days or more – long enough to have at least 1 annual review – and analyzes the changes in their income from the project start to the most recent annual assessment.

19a1 - Client Cash Income Change - Income Source - by Start and Latest Status									
Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less $ at Annual Assessment Than at Start	Retained Income Category and Same $ at Annual Assessment as at Start	Retained Income Category and Increased $ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	5	1	1	2	6	49	64	8	13%
Average Change in Earned Income	-396	-180		75	941.33			724.75	
Number of Adults with Other Income	0	4	3	9	18	30	64	27	42%
Average Change in Other Income	0	-572.5		429.56	867.72			721.67	
Number of Adults with Any Income (i.e., Total Income)	2	5	2	14	21	20	64	35	55%
Average Change in Overall Income	-263	-574		323.43	938.14			692.26	

Clients who responded with 'Client Doesn't Know', 'Client Refused', 'Data Not Completed', or are missing their total income at their project start OR annual assessment are completely excluded from this section.

Any change in income throughout this section is calculated thusly:

$$\text{Income at annual assessment} - \text{Income at project start}$$

For example: Client A entered the project earning $500 per month, and at the annual assessment was earning $700 per month. The change in income would be:

$$\$700 - \$500 = \$200$$

- **Number of Adults with Earned Income** –clients with *Earned Income* at the project start, annual assessment, or both, as appropriate to the column.
- **Average Change in Earned Income** – calculated thusly:

$$\frac{\text{Sum of all changes in earned income for clients in that column}}{\text{Total number of clients with earned income reported in that column}}$$

For example: Client A gained $200 in *Earned Income*, and Client B gained $400 in *Earned Income*. Their average change in income is calculated:

$$\frac{\$200 + \$400}{2\ (\text{number of clients})} = \frac{\$600}{2} = \$300$$

- **Number of Adults with Other Income** – clients with *Other Income* at program start, annual assessment, or both, as appropriate to the column.

- **Average Change in Other Income** – calculated like the *Average Change in Earned Income*, but with the clients who had *Other Income* instead of *Earned Income*.
- **Number of Adults with Any Income** – clients who had any total monthly income recorded at the program start, annual assessment, or both, as appropriate to the column.
- **Average change in Overall Income** – calculated like the *Average Change in Earned Income* but includes information for both *Earned Income* and *Other Income.*
    - Because this calculation can include changes in *Earned Income* as well as *Other Income*, it is possible that a person counted in one column for *Earned Income* or *Other Income* may appear in a different column for *Any Income* or *Overall Income.* For example:

Under the column *Retained Income Category and Increased $ at Annual Assessment*, Client A gained $200 and Client B gained $400, with an *Average Change in Earned Income* for these clients $300. Given this information, both these clients ***will*** be reported in the rows *Number of Adults with Earned Income* and *Average Change in Earned Income* rows for this column.

Provided this is the ***only*** income reported for these two clients, their information would ***also*** be recorded in the *Number of Adults with Any Income* and *Average Change in Overall Income* rows for the column *Retained Income Category and Increased $ at Annual Assessment*.

However, if these two clients also had *Other Income* upon program start, and each lost $500 in their change in *Other Income* at the annual assessment, then both clients would ***also*** be reported under the *Retained Income Category but Had Less $ at Annual Assessment than at Start* column for the rows *Number of Adults with Any Income* and *Average Change in Overall Income* their total income losses exceed their other income increases.

- **Had Income Category at Start and Did Not Have It at Annual Assessment** –clients earning more than $0 in total income at project start, and $0 in total income at the annual assessment.
- **Retained Income Category but Had Less $ at Annual Assessment than at Start** –clients earning more than $0 in total income at project start and are earning less than that amount at the annual assessment, but still more than $0.
- **Retained Income Category and Same $ at Annual Assessment as at Start** –clients for whom their total income at the project start and their total income at the annual assessment is the same (and is more than $0).
- **Retained Income Category and Increased $ at Annual Assessment** –clients who had an income at the project start, and then had more at their annual assessment than they had at the project start.
- **Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment** – clients who had $0 in total income at the project start and had more than $0 at the annual assessment.
- **Did Not Have the Income Category at Start or at Annual Assessment** –clients for whom the total income at project start is $0 and has the same amount in the annual assessment.
- **Total Adults – including those with $0.00 income** – the total number of clients with total income records both at the project start and at the annual assessment (i.e. the total number of clients in this section).
- **Performance Measures: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain** – the number of clients with a total income amount at the annual assessment that is more than the amount at the project start.

- The *Average Change* rows measure the *Average Gain* for this column. The *Average Gain* is calculated by:

$$\frac{\text{Sum of positive changes in income from project start to annual assessment}}{\text{Total number of clients with a positive change in income}}$$

- **Performance measure: Percent of persons who accomplished this measure** – the percentage of clients who gained or increased their income out of the total number of clients.

19a2 – Client Cash Income Change – Income Source – by Start and Exit *(only on APR)*

This section contains the same type of information as section 19a1 but includes all adult leavers with their income sources completed at both the project start and exit. Any clients with a missing exit assessment are not reported in this section.

19b – Disabling Conditions and Income for Adults at Exit

This section looks at the income sources and disabling condition information for project leavers. Any clients who are missing income information, such as answering 'Client Refused', 'Client Doesn't Know', and 'Data Not Collected', for either income information or disabling condition information in their exit assessments are excluded from this section.

19b - Disabling Conditions and Income for Adults at Exit												
	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: percent with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: percent with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: percent with Disabling Condition by Source
Earned Income	3	5	8	38%	2	2	4	50%	0	0	0	0%
Supplemental Security Income (SSI)	8	0	8	100%	1	0	1	100%	0	0	0	0%
Social Security Disability Insurance (SSDI)	5	1	6	83%	0	0	0	0%	0	0	0	0%
VA Service - Connected Disability Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%
Private Disability Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%
Worker's Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%
Temporary Assistance for Needy Families (TANF)	1	0	1	100%	0	3	3	0%	0	0	0	0%
Retirement Income from Social Security	0	0	0	0%	1	0	1	100%	0	0	0	0%
Pension or retirement income from a former job	0	0	0	0%	1	0	1	100%	0	0	0	0%
Child Support	0	1	1	0%	0	0	0	0%	0	0	0	0%
Other Source	1	1	2	50%	0	0	0	0%	0	0	0	0%
No Sources	20	66	86	23%	1	1	2	50%	0	1	1	0%
Unduplicated Total Adults	36	74	110		5	6	11		0	1	1	

If a client has an income source of *Other* or other income sources not specified in this section, then the client is reported **once** in the row *Other Source*. The *Other Source* includes:

- Unemployment insurance
- VA Non-Services Connected Disability Pension
- General Assistance (GA)
- Alimony and other spousal support
- Other Source

20a – Type of Non-Cash Benefit Sources

This section looks at the non-cash benefits that each adult client received at the relevant assessment stage. A client may be listed multiple times in a single column, but only once in each cell.

20a - Type of Non-Cash Benefit Source	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	95	1	38
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	5	1	2
TANF Child Care Services	3	0	0
TANF Transportation Services	1	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

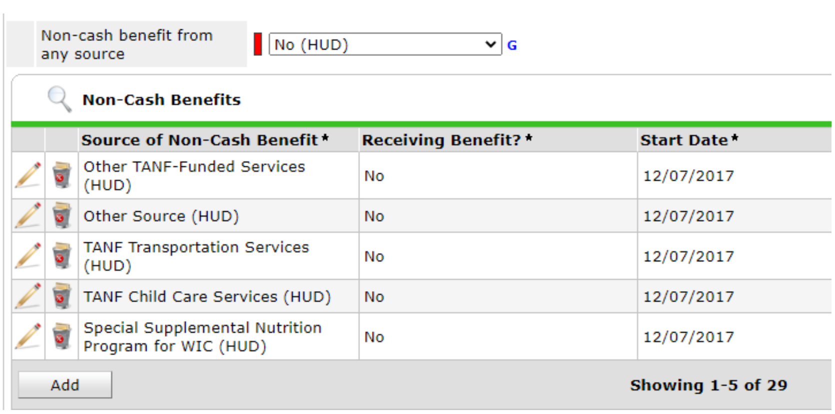
- **Benefit at Latest Annual Assessment for Stayers** - if the HoH has the required annual assessment record, other household members (who are also stayers) are included in this column. The other household members' most recent information is included regardless of their length of stay (even if it's not in an annual assessment).
- **Benefit at Exit for Leavers** - only the HoH and other adult household members who left at the same time as the HoH are reported in this column. Any members who left prior to the HoH are **not** included in this section.

20b – Number of Non-Cash Benefits Sources *(only on APR)*

This section uses the same logic as 20a but looks at the total number of non-cash benefit sources per client at each relevant assessment stage.

20b - Number of Non-Cash Benefit Sources	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources	79	0	20
1 + Source(s)	98	0	33
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected/Not stayed long enough for Annual Assessment	11	133	2
Total	188	133	55

Clients will **only** appear under *No Sources* if all sources are selected as 'No' in the HUD Verification section AND the question *Non-cash benefit from any source* reports 'No'.



21 – Health Insurance

This section shows the clients who receive health insurance at each relevant assessment stage.

21 - Health Insurance	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	190	3	56
MEDICARE	16	0	5
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	2	0	0
Employer-Provided Health Insurance	1	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	2	0	0
State Health Insurance for Adults	2	0	1
Indian Health Services Program	12	0	8
Other	0	0	0
No Health Insurance	75	0	29
Client doesn't know/Client refused	0	0	0
Data not collected	133	5	91
Number of stayers not yet required to have an annual assessment		228	
1 Source of Health Insurance	197	3	56
More than 1 Source of Health Insurance	14	0	7

Stayers who are required to have an annual assessment but the necessary record is completely missing will report the health insurance as *Data not collected*.

22a1 – Length of Participation – CoC Projects *(only on APR)*

This section reports the length of time clients have been enrolled in the project for their entire enrollment period, disregarding the reporting start date.

22a1 - Length of Participation - CoC Projects	Total	Leavers	Stayers
30 days or less	36	18	18
31 to 60 days	32	7	25
61 to 90 days	27	14	13
91 to 180 days	50	18	32
181 to 365 days	48	3	45
366 to 730 Days (1-2 Yrs)	15	0	15
731 to 1,095 Days (2-3 Yrs)	4	0	4
1,096 to 1,460 Days (3-4 Yrs)	3	0	3
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	215	60	155

This section will perform this calculation for all clients in all projects, regardless of whether they receive CoC funding.

Institute for Community Alliances

22a2 – Length of Participation – ESG Projects *(only on CAPER)*

This section reports the length of time clients have been enrolled in the project for their entire enrollment period, disregarding the reporting start date.

22a2 - Length of Participation - ESG Projects	Total	Leavers	Stayers
0-7 days	183	138	45
8 to 14 days	22	13	9
15 to 21 days	27	4	23
22 to 30 days	12	2	10
31 to 60 days	25	4	21
61 to 90 days	40	4	36
91 to 180 days	62	17	45
181 to 365 days	39	0	39
366 to 730 Days (1-2 Yrs)	8	0	8
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data not collected	0	0	0
Total	418	182	236

This section will perform this calculation for all clients in all projects, regardless of whether they receive ESG funding.

22b – Average and Median Length of Participation in Days *(only on APR)*

This section uses the client's length of stay from 22a1 and calculates the average and median length of stay for both leavers and stayers.

22b - Average and Median Length of Participation in Days	Leavers	Stayers
Average Length	77	218
Median Length	81	155

22c – Length of Time between Project Start Date and Housing Move-in Date

This section calculates the length of stay from a client's project start to the time they moved into housing, provided the HoH has a housing move-in date in the report date range. This also looks at leavers who exited in the date range and never had a move-in date.

22c - Length of Time between Project Start Date and Housing Move-in Date	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	7	2	5	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	7	2	5	0	0
Average length of time to housing	132	75	156	0	0
Persons who were exited without move-in	0	0	0	0	0
Total	7	2	5	0	0

In this section, each household member has their own distinct housing move-in date.

22d – Length of Participation by Household Type *(only on CAPER)*

This section uses the same calculation as section 22a and reports each client in the relevant range according to their household type.

22d - Length of Participation by Household Type	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	183	172	8	0	3
8 to 14 days	22	19	0	0	3
15 to 21 days	27	21	5	0	1
22 to 30 days	12	4	8	0	0
31 to 60 days	25	16	9	0	0
61 to 90 days	40	13	27	0	0
91 to 180 days	62	23	39	0	0
181 to 365 days	39	21	18	0	0
366 to 730 Days (1-2 Yrs)	8	5	3	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	418	294	117	0	7

22e – Length of Time Prior to Housing – Based on Date Homelessness Started

This section looks at the time that a client reported being homeless up until they were housed in a project.

22e - Length of Time Prior to Housing - based on 3.917 Date Homelessness Started	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	28	25	2	0	1
8 to 14 days	19	5	14	0	0
15 to 21 days	5	5	0	0	0
22 to 30 days	15	9	6	0	0
31 to 60 days	51	24	23	0	4
61 to 180 days	64	54	8	0	2
181 to 365 days	31	28	3	0	0
366 to 730 Days (1-2 Yrs)	19	16	3	0	0
731 days or more	63	56	7	0	0
Total (persons moved into housing)	295	222	66	0	7
Not yet moved into housing	1	1	0	0	0
Data Not Collected	28	2	26	0	0
Total Persons	324	225	92	0	7

For **all project types**-

- The data from the HoH's response to the *Approximate Date Homelessness Started* is propagated to children in a household (regardless of their relationship to the HoH), but *not* clients of unknown age.
- The data from the HoH's response only propagates if the children have the same project start date as the HOH. Any child who entered the household after the HoH will be reported in 'Data Not Collected'.

For **permanent housing projects** (RRH, PSH, and PH – housing only)-

- The housing move-in date determines when a client is housed.
- If a client is active in a permanent housing project but either has a) not moved into housing or b) does so after the report end date, then that client will be reported under *Not yet moved into housing*.

SECTION 1B: FOR PERMANENT HOUSING PROJECTS ONLY (RRH/PSH/OPH) - Answer for all clients, including children

Housing Move-in Date 02 / 01 / 2022 G

For **all other project types** (emergency shelter, transitional housing, safe haven, PH – housing with services) –

- The project start date determines when a client is housed.
- If a client is missing their approximate date homelessness started, or the date occurs after the person has moved into housing, then that client will appear under 'Data Not Collected'.

23c – Exit Destination – All Persons

This section reports on the exit destinations for all leavers (total should match 5a.5).

23c - Exit Destination - All persons	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	1	1	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	13	2	11	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	5	0	5	0	0
Rental by client, with HCV voucher (tenant or project based)	5	2	3	0	0
Rental by client in a public housing unit	2	2	0	0	0
Subtotal	26	7	19	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	1	1	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	1	1	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	7	3	0	0	4
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	1	0	1	0	0
Host Home (non-crisis)	0	0	0	0	0
Subtotal	10	5	1	0	4
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	1	0	1	0	0
Hospital or other residential non-psychiatric medical facility	1	1	0	0	0
Jail, prison, or juvenile detention facility	3	2	1	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	5	3	2	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	141	136	3	0	2
Subtotal	141	136	3	0	2
Total	182	151	25	0	6
Total persons exiting to positive housing destinations	26	7	19	0	0
Total persons whose destinations excluded them from the calculation	1	1	0	0	0
Percentage	14%	5%	76%	0%	0%

At the bottom of this section, the situations that are considered for *exiting to positive housing destination* and *destinations excluding clients from the calculation* both change slightly depending on the project that a client is enrolled in. For example, clients exiting from street outreach to projects to emergency shelters is positive; however, clients exiting from rapid rehousing projects to emergency shelters is not considered positive in this section.

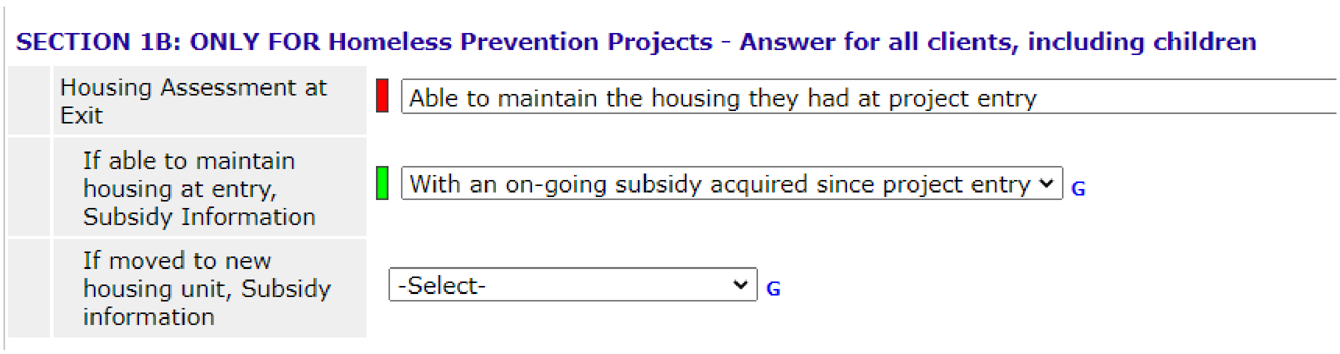
A full chart detailing the relationship of housing destination compared to project type can be found in the HMIS Programming Specifications – CoC -APR and ESG-CAPER, Appendix A. Positive destinations are indicated with a green checkmark, and destinations removing clients from percentage calculations are marked with an x.

24 – Homelessness Prevention Housing Assessment at Exit *(only on CAPER)*

This section reports on the information recorded in the Homelessness Prevention Housing Assessment at a client's exit. Only leavers from homelessness prevention projects are included in this section.

24 - Homeless Prevention Housing Assessment at Exit	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start--Without a subsidy	493	88	404	1	0
Able to maintain the housing they had at project start--With the subsidy they had at project entry	13	0	13	0	0
Able to maintain the housing they had at project start--With an on-going subsidy acquired since project entry	3	1	2	0	0
Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	252	70	180	0	2
Moved to new housing unit--With on-going subsidy	6	3	3	0	0
Moved to new housing unit--Without an on-going subsidy	26	10	16	0	0
Moved in with family/friends on a temporary basis	2	1	1	0	0
Moved in with family/friends on a permanent basis	1	1	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless - moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	1	1	0	0	0
Client doesn't know/Client refused	2	0	2	0	0
Data Not Collected (no exit interview completed)	138	22	116	0	0
Total	937	197	737	1	2

If you notice any errors in this section, you can make the appropriate corrections in a client's exit assessment in the section shown below.


SECTION 1B: ONLY FOR Homeless Prevention Projects - Answer for all clients, including children

Housing Assessment at Exit	Able to maintain the housing they had at project entry
If able to maintain housing at entry, Subsidy Information	With an on-going subsidy acquired since project entry G
If moved to new housing unit, Subsidy information	-Select- G

Institute for Community Alliances

Veteran-Specific Sections

This section contains information specifically regarding the veteran population of clients who were served during the reporting period. All sections are only found on the APR, except for 25a, which is also found on the CAPER.

25a – Number of Veterans

This section analyzes the adults served during the reporting period, separating them based on their veteran status. It further separates veterans experiencing chronic homelessness at the project start with those who were not.

25a - Number of Veterans	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	1	1	0	0
Non-Chronically Homeless Veteran	3	3	0	0
Not a veteran	179	170	9	0
Client Doesn't Know/Client Refused	1	1	0	0
Data Not Collected	4	4	0	0
Total	188	179	9	0

25b – Number of Veteran Households

This reports the same information as 25a but focuses on households. In order to be considered a 'veteran household', at least one of the household members must be a veteran.

25b - Number of Veteran Households	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	1	1	0	0
Non-Chronically Homeless Veteran	3	3	0	0
Not a veteran	156	151	5	0
Client Doesn't Know/Client Refused	1	1	0	0
Data Not Collected	3	3	0	0
Total	**164**	**159**	**5**	**0**

25c – Gender – Veterans

Section 10a filtered by veteran status.

25d – Age – Veterans

Section 11 filtered by veteran status. Excludes the rows and columns that apply to only children.

25e – Physical and Mental Health Conditions – Veterans

Sections 13a1, 13b1, and 13c1 filtered by veteran status, without regard to household type.

25f – Cash Income Category – Income Category – by Start and Annual / Exit Status – Veterans

Section 18 filtered by veteran status.

25g – Type of Cash Income Sources – Veterans

Section 17 filtered by veteran status.

25h – Type of Non-Cash Benefit Sources – Veterans

Section 20a filtered by veteran status.

25i – Exit Destination – Veterans

Section 23c filtered by veteran status.

Chronically Homeless Specific Sections

This section contains information specifically regarding the chronically homeless population of clients who were served during the reporting period. All sections are only found on the APR, except for 26b, which is also found on the CAPER.

26a – Chronic Homeless Status – Number of Households w/at least one or more CH person

This section counts the total number of households served, separated by whether they have an adult or HoH (including unaccompanied youth) who were chronically homeless at the project start.

26a - Chronic Homeless Status - Number of Households w/at least one or more CH person	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	63	62	1	0	0
Not Chronically Homeless	91	89	2	0	0
Client Doesn't Know/Client Refused	2	2	0	0	0
Data Not Collected	12	10	2	0	0
Total	**168**	**163**	**5**	**0**	**0**

- **Chronically homeless –** the household has an adult or HoH who was chronically homeless at project start.
- **Not Chronically Homeless –** the household does not have a HoH nor any other adults who were chronically homeless at the project start.
- **Client Doesn't Know / Client Refused –** a household not reported in the rows above, where the HoH or at least one other adult has a chronically homeless status of 'Client Doesn't Know' / 'Client Refused'.
- **Data Not Collected** – a household not reported in the rows above, where the HoH or at least one other adult has a chronically homeless status of missing or 'Data Not Collected'.

26b – Number of Chronically Homeless Persons by Households

This section analyzes the number of clients according to their chronic homelessness status at the project start, separated by their household type.

26b - Number of Chronically Homeless Persons by Household	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	69	65	4	0	0
Not Chronically Homeless	122	99	23	0	0
Client Doesn't Know/Client Refused	2	2	0	0	0
Data Not Collected	22	13	4	4	1
Total	**215**	**179**	**31**	**4**	**1**

26c – Gender of Chronically Homeless Persons

Section 10a filtered by chronicity for all clients and not just adults.

26d – Age of Chronically Homeless Persons

Section 11 filtered by chronicity.

26e – Physical and Mental Health Conditions – Chronically Homeless Persons

Sections 13a1, 13b1, and 13c1 filtered by chronicity, without regard to household type.

26f – Client Cash Income – Chronically Homeless Persons

Section 18 filtered by chronicity.

26g – Type of Cash Income Sources – Chronically Homeless Persons

Section 17 filtered by chronicity.

26h – Type of Non-Cash Benefit Sources – Chronically Homeless Persons

Section 20a filtered by chronicity.

Youth Specific Sections

This section contains information specifically regarding the unaccompanied youth population of clients who were served during the reporting period. Many of these sections are analogous to previous sections. All sections are only found on the APR. Please note that this section is focused entirely on unaccompanied youth, so any households that have any member who is above 24 years old will be excluded from these sections.

27a – Age of Youth

Section 11 filtered by youth

27b – Parenting Youth

This section looks at the number of parenting youth, children of parenting youth, and total numbers of parenting youth households and the persons therein. Parenting youth households are separated by the age of the youth; whether or not they're under 18 or are aged 18 – 24 years old.

27b - Parenting Youth	Total Parenting Youth	Total Children of Parenting Youth	Total Persons	Total Households
Parenting youth < 18	0	0	0	0
Parenting youth 18 to 24	0	0	0	0

27c – Gender – Youth

Section 10a filtered by youth for all clients and not just adults.

27d – Living Situation – Youth

Section 15 filtered by youth. This section only includes youth who are the head of a household.

27e – Length of Participation – Youth

Section 22a1 filtered by youth.

27f – Exit Destination – Youth

Section 23c filtered by youth.

27g – Cash Income Sources – Youth

Section 17 filtered by youth. This section includes youth adults and youth HoHs even if they are not adult.

27h – Client Cash Income Category – Earned/Other Income Category – by Start and Annual Assessment/Exit Status – Youth

Section 18 filtered by youth. This section includes youth adults and youth HoHs even if they are not adult.

27i – Disabling Conditions and Income for Youth at Exit

Section 19b filtered by youth. This section includes youth and youth HoHs even if they are not adults.

Definitions

Adult – any client 18 years old or older, regardless of any other household members.

Child – is any client under the age of 18, regardless of any other household members.

Head of Household (HoH) – anyone whose *Relationship to Head of Household* on the entry assessment is listed as 'Self'. This also includes unaccompanied children who are their own heads of household

Household – the individual or group of people who are served by a project. A household can consist of only one person, or it can consist of multiple individuals. Household members do not need to be related and can enroll in a project at different times (i.e., have different start dates or different exit dates) to still be considered a part of the same household.

Household with children and adults – a household with at least one adult and one child (aged under 18) present, regardless of whether the child or children are present for the full project stay.

Household with only children – a household composed of only children.

Household without children – a household composed of only adults aged 18 and older

Leaver – a client that has been exited from the project prior to the end of the reporting period

Stayer – a client that has not been exited from the project prior to the end of the reporting period

Youth – unless otherwise specified, this refers to unaccompanied youth. This means that any client between the ages of 12 and 24 (inclusive) who are not enrolled with at least one household member 25 years old or older. Accompanied youth includes all youth between ages 12 and 24 (inclusive) who are enrolled with at least one household member 25 years old or older.

Reference Materials

These are the materials that were referenced in the creation of this document. These links will be updated in concurrence with any updates made to this document itself; it is expected that all documents will be updated roughly every 2 years, as HUD data standards are updated.

HMIS Standard Reporting Terminology
https://files.hudexchange.info/resources/documents/HMIS-Standard-Reporting-Terminology-Glossary.pdf

HMIS Programming Specifications – CoC -APR and ESG-CAPER
https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

2022 HMIS Data Standards Dictionary
https://files.hudexchange.info/resources/documents/FY-2022-HMIS-Data-Dictionary.pdf

2022 HUD Geocodes – the geocodes for Iowa start on page 62
https://www.hud.gov/sites/dfiles/CPD/documents/FY-2022-GeoCodes-Report.pdf