HYA Reporting December 2014

Shelter Programs and Transitional/Permanent Programs have similar but separate reports. Each has their own folder in ART including both data check and counting reports.

Make sure to run the data check reports to review all the clients and make sure the right ones are showing up on the reports and to identify clients with missing or incorrect information and make the necessary data fixes.

Current versions of reports only include data elements required before October 1st 2014. Please make sure to continue to collect all required data elements as the next set of reports will include all required questions for all clients served.

All counting reports should be saved as PDFs and emailed to OEO staff.

Outcomes report is required for both Shelter and Transitional/Permanent program types:

This report is based on the DHS HTHP and OEO HYA Outcomes Assessment. All clients should have at least some outcomes currently in progress recorded in the system at this time and included in the report. If outcomes have been met during the clients program these should also be recorded and be part of the report.

The start date and completed date fields are most important to pulling information into the Outcomes report.

Make sure that the dates are accurate. The reports pulls information on dates entered during the reporting period, so make sure the months and years are accurate and there is data recorded for each outcome the youth is working on or has completed.

Based on these dates, outcomes are counted in the reports in four different ways.

- **No**: A start date hasn't been recorded
- **Yes**: A start date was entered and the completion date is in the report period
- **In Process**: A start date was entered before the end of the current report period and no completion date has been entered
- **Previously Completed**: Both start and completion dates fall prior to the current report period

Other key data entry steps:

Make sure if you enter information for a particular milestone you also complete any extra questions related to that milestone. This information is pulled onto the report for the report period that includes the completion date for that milestone.

Shelter Programs:

<u>Demographic and Entry Report:</u>

There are two versions of this report. Shelter programs can decide if they want to use services or entry/exits as their main method of tracking client enrollment start and end. Because of this, there is a report based on using services and a report based on entry/exits. Only one version needs to be run and submitted to OEO.

This report is based on the HYA Shelter Assessment questions and is similar to other state funder required reports. There are five tabs on the report that are similar between both versions:

- **Demographics**: summarizes basic demographics and household information for both all clients and heads of household
- **Entry data (two tabs)**: summarizes most housing related information from the assessment by heads of household/singles
- **Adults 18+**: Summarizes questions required for only adults
- **Exit**: summarizes number of households exited and their length of stay

The services based report has one additional tab:

- **Services**: provides a summary of services recorded

<u>Outcomes report:</u>

For shelter programs, this report is able to be designed to work for both the service and entry/exit enrollment workflows. There is only one version to run for both the data check and counting reports.

Transitional and Permanent Programs:

Transitional and Permanent programs have three reports required based on the program entry/exit and the HYA Transitional and Permanent Assessment (note: if you have used the OEO THP reports, these are the same design):

Demographics and Entry (includes disabilities): includes demographics and other key information about clients. The report includes five tabs:

- **Demographics**: summarizes basic demographics and household information for both all clients and heads of household
- **Entry data (2 tabs)**: summarizes most housing related information from the assessment by heads of household/singles
- **Adults 18+**: Summarizes questions required for only adults
- **Exit**: summarizes number of households exited and their length of stay

Exits: includes both current and exited clients for length of stay plus additional information for clients who have exited

Income (only for exited clients): focuses on income and non-cash benefits for clients who have exited the program comparing program entry and exit sources and amounts. Income and non-cash benefit information can be particularly difficult to enter and update. Please make sure you are looking closely at client level data to make sure the sources and amounts are correct for clients. Information is also broken out by reason for leaving the program. This report has seven tabs:

- **Income at Entry-Exit**: Summarizes Income information into categories and compares household income at entry and exit
- **Income Source Totals**: Groups different income sources into four main types: no income, wages (earned income), non-wage income (all other income sources), and both.
- **Income Source Counts**: Shows the count of each income source type at entry organized into four categories: no income, wage income (earned income), cash income (all other sources from the income sub-assessment and non-cash (from the non-cash benefits sub-assessment)
- **Income Source Counts at Exit**: the same as the previous tab, but focused on income sources at exit.
- **Income and Benefits Last 30 Days**: Counts at entry of general income received from any source in last 30 days and Benefits received from any income source in last 30 days
- **Income and Benefits Last 30 Days at exit**: Same as previous tab, only at exit
- **Income Changes Entry to Exit**: summarizes client income change to better understand whose income went up, stayed the same or decreased.

The outcomes report is also required (see first page of document).

Follow-up information based on 6 months after exit will be required for future reports.