



HMIS USER GUIDE FOR HHS RHY PROJECTS

Homeless Prevention (HP) | Emergency Shelter (ES) | Transitional Housing (TH) | Street Outreach (SO)

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DATA ENTRY QUICK REFERENCE

This section provides simplified instructions for common data entry tasks. For more information about entering data into HMIS, please refer to the [General HMIS Instructions](#) document available on the MN HMIS website.

CREATE A NEW CLIENT RECORD

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.
2. Make sure that the client is not already in HMIS by searching for 3 different combinations of their name using the Name fields.
 - a. If you are provisionally accepting a referral from your CoC's Coordinated Entry System for a housing opening, select your project provider (the project that has an opening the client may be filling at your agency) when entering EDA mode.
3. If no records match, fill out all of the search prompts and click on **Add New Client with This Information**.
 - a. If the client has consented to participate in statewide data sharing, enter the word **SHARED** in the **Alias** field.
 - b. If receiving a Coordinated Entry referral, you can go directly to the client's record using the client ID given to you by your CoC's Priority List Manager.
4. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, you can select **Current System Date**. (The date can be changed by clicking on **Back Date** in the top-right corner of the screen.)
 - a. If receiving a Coordinated Entry referral, you do not need to Back Date at this point. Please refer to the steps given in the "CES in HMIS Written Instructions" document for your CoC's workflow.
5. Select the **Client Profile** tab and enter any information missing from the **Universal Profile Assessment**.
 - a. If a client has agreed to statewide data sharing, enter a **Date of ROI Consent**.
6. If the client is being served with other household members, click on the **Households** tab and either add them to an existing household or create a new household.

ENTER A CLIENT INTO A PROJECT

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.
 - a. If entering data for a household, be sure to search for the head of household.
2. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, you can select **Current System Date**.
 - a. The date can be changed by clicking on **Back Date** in the top-right corner of the screen.
3. Click on the **Entry / Exit** tab and select **Add Entry / Exit**.
 - a. If entering a household, check the box next to each client included in the entry.
 - b. Select **RHY** from the **Type** drop-down menu.
 - c. If necessary, adjust the **project start date**, then select **Save & Continue**.
4. For each client included in the entry, complete the data elements on the **HHS RHY Entry for TH and HP (2017) + MN UDEs Assessment** or **HHS RHY Entry for SO and ES (2017) + MN UDEs** in the **Entry/Exit Data** pop-up.
 - a. If entering data for multiple household members, save time by clicking on **Add Household Data** and completing the **Household Data Sharing Assessment**.

ADD A SERVICE TRANSACTION

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**
2. To create a **service transaction**, navigate to the **Service Transactions** tab, then click on the **Services** tab and select **Add Service**.
3. Add the **service** from the **Head of Households** record.
 - a. If service benefits entire household, it may be recorded solely for the **Head of Household**.
4. Record the date of the initial service connection in the **Start Date** field and select the **Service Type**. **End Date** can be the same date as the **Start Date**. Click **Save & Continue**.
 - a. **Start and End Dates** of **Services** must fall between their **project start date** and **exit date** recorded in the **Entry / Exit** tab.
5. On the next screen, using the **Services Provided Crosswalk 2017**, choose the **Type of RHY Service** that matches the **Service Type**. Scroll to the bottom of the screen and click **Save & Exit**.

UPDATE A CLIENT'S INFORMATION	<p>Create Updates when data elements for the client change or to record continuing Outreach Contacts after Project Start Date (multiple PREVIOUS dates of contact may be added at each Interim Update).</p> <ol style="list-style-type: none"> 1. Enter EDA mode as the correct provider and open the client's record in ClientPoint. 2. Click on the Entry/Exit tab, then select the Interims icon for the correct Entry/Exit. 3. In the Interim Reviews pop-up, click on Add Interim Review. <ol style="list-style-type: none"> a. Select Update from the Interim Review Type drop-down menu. b. If serving a household, be sure to include all applicable household members in the entry by checking the boxes next to their names. 4. In the Entry/Exit Interim Review pop-up, review the HHS RHY Update (2017) - MN assessment answers. Update any answers that are no longer correct with the latest information.
EXIT A CLIENT FROM A PROJECT	<ol style="list-style-type: none"> 1. Enter EDA mode as the correct provider and open the client's record in ClientPoint. 2. Click on the Entry/Exit tab, then select the edit pencil (in the Exit Date column) next to the correct entry. <ol style="list-style-type: none"> a. If exiting a household, be sure to include all applicable household members in the exit by checking the boxes next to their names. b. Enter the correct Exit Date and Destination, then click on Save & Continue. 3. Complete the HHS RHY Exit (2017) - MN Assessment for each household member.
POST-EXIT	<ol style="list-style-type: none"> 1. Enter EDA mode as the correct provider and open the client's record in ClientPoint. 2. Click on the Entry/Exit tab, then select the Follow Ups icon for the correct Entry/Exit. 3. In the Follow Up Reviews pop-up, click on Add Follow Up Review. <ol style="list-style-type: none"> a. Select Update from the Follow Up Review Type drop-down menu. b. If serving a household, be sure to include all applicable household members in the entry by checking the boxes next to their names. c. Enter the correct Review Date, then click on Save & Continue. 4. Complete the HHS RHY Post-Exit (2017) for the Head of Household and Adult household members.

For more information about HHS RHY Reports, refer to the user guide section titled **Reporting Guidelines**.

Reports for Data Quality

1. In **Reports**, click on **ART**.
2. In **ART**, you will find the reports for RHY by clicking on:
 - a. Public Folder → SSA Report Gallery → RHY
3. Run the following reports:
 - a. 0263 - RHY Data Completeness- Quality Report - v3
 - b. RHY Services Data Check V.2015.1

Reports to Submit to Funder

1. Click on **Reports** to open the **Report Dashboard**. Select **Rhymis Export**.
2. Click the **Start New Export** button.
3. Fill out the prompts in the **Export Options** section, then click on **Run Export**.
4. Once the status of the export process is displayed as **Completed**, click the magnifying glass icon to view the **Export Details**.
5. Click on **Download** to get a zip archive containing the CSV files required for RHYPoint submission.

DATA COLLECTION FORMS

Data collection forms for HHS RHY projects can be found by following the links provided below or visiting the [Forms and Instructions](#) page on the Minnesota HMIS website. These forms may change as new data standards are released by HUD, so you should redownload them occasionally to ensure you are using the latest versions.

You are not required to use ICA’s data collection forms. Staff responsible for data collection should also be aware that their agency may require them to gather non-HMIS data that is not captured by these forms.

INDIVIDUALS

[RHY Single Entry/Exit Combined – BCP-Prevention/TLP/MGH Programs<HMIS](#)

[RHY Single Entry/Exit Combined – BCP-Emergency Shelter Programs](#)

[RHY Single Entry/Exit Combined – Street Outreach Programs](#)

PROGRAM-SPECIFIC DATA ELEMENTS

Program-specific data elements are chosen by your funder and are often unique to the types of projects they fund. More information about these data elements can be found in the [Runaway & Homeless Youth Program HMIS MANUAL](#).

CROSSWALK OF RHY PROGRAM COMPONENTS WITH HMIS PROJECT TYPES

RHY Program Component	HMIS Project Type
Street Outreach Program (SOP)	Street Outreach (SO)
Basic Center Program – Prevention (BCP-p)	Homelessness Prevention (HP)
Basic Center Program – Emergency Shelter (BCP-es)	Emergency Shelter (ES)
Transitional Living Program (TLP)	Transitional Housing (TH)
Maternity Group Home (MGH)	Transitional Housing (TH)
Demonstration Grant (DEMO)	Transitional Housing (TH)

R1 REFERRAL SOURCE

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults **Data Collection Point:** Project Start

Rationale: Referral sources indicate the person, place or organization that referred the youth to the project they are entering.

Data Collection Instructions: Enter one referral source that most closely matches the youth’s answer for each head of household. For example, for youth referred by a TLP or MGH program, the referral source would be “Residential Project.” If more than one organization provided a referral, enter only one that most closely matches the referral source. If entering from an outreach project, also enter the number of

times approached by outreach prior to entering the project. The response options have been streamlined since the 2014 *HMIS Data Standards* to reduce reporting burden.

Field	Dependency	Response Category/Data Type
A Referral Source	None	1 Self-Referral
		2 Individual: Parent/Guardian/Relative/Friend/Foster Parent/Other Individual
		3 Outreach Project
		4 Temporary Shelter
		5 Residential Project
		6 Hotline
		7 Child Welfare/CPS
		8 Juvenile Justice
		9 Law Enforcement/Police
		10 Mental Hospital
		11 School
		12 Other Organization
		13 Client doesn't know
		14 Client refused
		15 Data not collected
B If Outreach Project is selected, Number of times approached by outreach prior to entering the project	Field A; Response 3	1 [Integer]

R2 RHY: BCP STATUS

RHY Projects Requiring Collection: BCP-p, BCP-es

Data Collected About: All Clients

Data Collection Point: Project Start

Rationale: This element serves a three-fold purpose:

- A. Enables a BCP emergency shelter to record a youth that is not eligible under the FYSB-RHY program and collect information about them. Upon reporting to RHY for the federal transfer, RHY is then able to remove these youth from their program and congressional reports.
- B. Facilitates the local CoC and HMIS to utilize participation in BCP as part of their point-in-time and other counts and measures.
- C. Identifies the number of runaway youth.

Data Collection Instructions: The RHY-BCP status occurs on the date when eligibility for RHY Services has been determined. The RHY-BCP date of status determination may be on or after the project start date. If the status is identified as “No,” the worker must select one of the following reasons for not

being able to fund services using RHY funding. The project can continue to provide services to youth not eligible for RHY, as long as the funding does not come from the RHY grant.

1. "Out of Age Range": refers to youth who have reached the age of 18 and are thereby ineligible for Basic Center Program shelter per RHY program regulations.
2. "Ward of the State": pertains to youth who are currently the responsibility of child welfare or foster care services.
3. "Ward of the Criminal Justice system": defines youth who are currently under a court order to attend a residential juvenile facility.
4. "Other": youth who are not eligible for Basic Center Program shelter services for reasons not covered by other responses.

If the status is identified as "Yes," then identify if the youth is a runaway, meaning an individual under 18 years of age who absents himself or herself from home or place of legal residence without the permission of a parent or legal guardian. *42 U.S.C. §5701 et seq.*

Field	Dependency	Response Category/Data Type
A Date of BCP Status Determination	None	1 [Date]
B Youth Eligible for RHY Services	Field A; Response	1 Yes
		2 No
C If No for "Youth Eligible for RHY Services", Reason why services are not funded by BCP grant	Field B; Response 2	1 Out of age range
		2 Ward of the State - Immediate Reunification
		3 Ward of the Criminal Justice System - Immediate Reunification
		4 Other

R3 SEXUAL ORIENTATION

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, SOP, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start

Rationale The purpose is to identify the sexual orientation of all heads of household and adults served in RHY programs.

Data Collection Instructions: The response options include: heterosexual, gay, lesbian, bisexual, questioning/unsure, client doesn't know, and client refused. Any questions regarding a client's sexual orientation must be voluntary and clients must be informed prior to responding of the voluntary nature of the question and that their refusal to respond will not result in a denial of services. It is important that this measure be updated if a youth discloses this information at a later time when a trusting relationship is established.

Field	Dependency	Response Category/Data Type
A Sexual Orientation	None	1 Heterosexual
		2 Gay

3	Lesbian
4	Bisexual
5	Questioning/Unsure
6	Client doesn't know
7	Client refused
8	Data not collected

R4 LAST GRADE COMPLETED

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start, Project Exit

Rationale: The purpose is to identify the educational attainment of youth served in RHY projects as well as, when appropriate, measure a change in education from project start to project exit for all head of households and youth.

Data Collection Instructions: Choose one response category describing the last grade level completed by the client at the time of project start. At project exit, indicate the last grade completed by the client as of the date of exit.

Field	Dependency	Response Category/Data Type
A Last Grade Completed	None	1 Less than Grade 5
		2 Grades 5 – 6
		3 Grades 7 – 8
		4 Grades 9 – 11
		5 Grade 12 – High school diploma
		6 School Program does not have grade levels
		7 GED
		8 Some College
		9 Associate's degree
		10 Bachelor's degree
		11 Graduate degree
		12 Vocational Certification
		13 Client doesn't know
		14 Client refused
		15 Data not collected

R5 SCHOOL STATUS

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start, Project Exit

Rationale: The purpose is to identify the educational status of youth served in RHY projects as well as, when appropriate, measure a change in school status from project start to project exit for all head of households and youth.

Data Collection Instructions: Choose one response category describing the client’s school status. If the client is currently in school and school is not in session at the time of the client’s project start, this question pertains to the prior school year.

Field	Dependency	Response Category/Data Type	Descriptions
A School Status	None	1 Attending School Regularly	The youth is enrolled in an educational program and attends classes regularly, without extended absenteeism.
		2 Attending School Irregularly	The youth is enrolled in an educational program and attends classes 1-3 days per week on average.
		3 Graduated High School	The youth has earned a high school diploma.
		4 Obtained GED	The youth has earned a GED.
		5 Dropped Out	The youth has formally withdrawn from school prior to completing the course of study.
		6 Suspended	The youth has been temporarily removed from school through official school action.
		7 Expelled	The youth has been permanently removed from school through official school action.
		8 Client Doesn’t Know	The client did not know about their school status.
		9 Client Refused	The client refused to answer the question.

R6 EMPLOYMENT STATUS

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start, Project Exit

Rationale: The purpose is to assess a client’s employment status and need for employment services as well as, when appropriate, measure a change in employment from project start to project exit for all head of households and adults.

Data Collection Instructions: Enter the date that the information was collected from the client or to which the information is relevant. For example, if information is collected several days after project start, it may be entered using an Information date that is the same as the start date as long as the information accurately reflects the client’s income as of the start date. Select the response category that most accurately reflects the client’s employment status.

Field	Dependency	Response Category/Data Type	Descriptions
A Employed?	None	1 Yes	
		2 No	
		3 Client doesn’t know	
		4 Client refused	
		5 Data not collected	
B If Yes, Type of Employment	Field A; Response 1	1 Full-time	Youth is employed full-time.
		2 Part-time	Youth is employed part-time.
		3 Seasonal/sporadic (including day labor)	Youth is employed occasionally, with periods of unemployment interspersed with employment. This includes summer or holiday-specific employment.
		4 Data not collected	
C If No, Why not Employed	Field A; Response 2	1 Looking for work	Youth is not employed and is actively looking for work.
		2 Unable to work	Youth is not employed because he or she is unable to work due to a physical disability, a developmental disability, or an illness.
		3 Not looking for work	Youth is not employed and is not looking for employment. This would include persons who are not looking for work because of full-time education, under-age, etc.
		4 Data not collected	

R7, R8, R9 HEALTH STATUS

R7 General Health Status

R8 Dental Health Status

R9 Mental Health Status

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults **Data Collection Point** Project Start, Project Exit

Rationale: Information on health status (general health, dental health, and mental health) is a first step to identifying what types of health services a client may need. This element permits comparison between homeless youth to other youth their age as well as measure a change in status from project start to project exit for all heads of household and adults.

Data Collection Instructions: The general health status is a scale from 1 to 5, where 1 is excellent and 5 is poor. Thus, a lower health score at exit actually indicates an increase in well-being, and a higher score at exit indicates a decline in well-being.

Ask the youth to select the response which best describes their health: excellent, very good, good, fair, poor, client doesn't know, or client refused.

Field	Dependency	Response Category/Data Type
A General Health Status; Dental Health Status; Mental Health Status	None	1 Excellent
		2 Very good
		3 Fair
		4 Good
		5 Poor
		6 Client doesn't know
		7 Client refused
		8 Data not collected

R10 PREGNANCY STATUS

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, SOP, TLP, DEMO

Data Collected About: Female - Head of Household and Adults **Data Collection Point:** Project Start, Update

Rationale: The purpose is to determine the number of women starting projects while pregnant and to determine eligibility for benefits and need for services.

Data Collection Instructions: Indicate if the female head of household or youth age 18+ is pregnant and, if so, the expected due date. If the expected due date is unknown, projects are encouraged to record as much of the date as known. Default to January, the first day of the month, and current year for any part of the expected due date not known. If a youth becomes pregnant during their project stay, update the information to record the pregnancy.

Field	Dependency	Response Category/Data Type
A Pregnant?	None	1 Yes
		2 No
		3 Client doesn't know
		4 Client refused

			5	Data not collected
B	If pregnant, record due date for the birth of child	Field A; Response 1	1	[Date]

R11 FORMERLY A WARD OF CHILD WELFARE/FOSTER CARE AGENCY

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start

Rationale: The purpose is to identify clients with child welfare or foster care histories.

Data Collection Instructions: Choose the response category that indicates whether the client was formerly the responsibility of the child welfare or foster care agency at or before project start: no, yes, Client doesn't know, or Client refused.

Field	Dependency	Response Category/Data Type
A Formerly a Ward of Child Welfare/Foster Care Agency	None	1 Yes
		2 No
		3 Client doesn't know
		4 Client refused
		5 Data not collected
B If Yes, Number of Years	Field A; Response 1	1 Less than one year
		2 1 to 2 years
		3 3 to 5 or more years
		4 Data not collected
C If Less than one year, Number of Months	Field B; Response 1	1 1
		2 2
		3 3
		4 4
		5 5
		6 6
		7 7
		8 8
		9 9
		10 10
		11 11

R12 FORMERLY A WARD OF JUVENILE JUSTICE SYSTEM

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start

Rationale: The purpose is to identify clients with juvenile justice system responsibility histories.

Data Collection Instructions: Choose the response category to indicate whether the client was formerly the responsibility of the juvenile justice system at or any time before project start: no, yes, Client doesn't know, or Client refused.

Field	Dependency	Response Category/Data Type
A Formerly a Ward of Juvenile Justice System	None	1 Yes
		2 No
		3 Client doesn't know
		4 Client refused
		5 Data not collected
B If Yes, Number of Years	Field A; Response 1	1 Less than one year
		2 1 to 2 years
		3 3 to 5 or more years
		4 Data not collected
C If Less than one year, Number of Months	Field B; Response 1	1 1
		2 2
		3 3
		4 4
		5 5
		6 6
		7 7
		8 8
		9 9
		10 10
		11 11

R13 FAMILY CRITICAL ISSUES

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start

Rationale: The purpose is to identify specific family issues faced by youth in RHY programs that may have contributed to the youth's homelessness or is a factor in family reunification

Data Collection Instructions: Choose appropriate response categories to identify the family issues, as identified by staff and the young person for each head of household and adult. These issues should be

those of other family members in the household the youth absented, not of the youth themselves or of any of the youth's children.

Response Category Descriptions:

1. *"Unemployment"* – Issues associated with the inability to of an adult member in the youth's family to find and secure steady employment.
2. *"Mental Health Issues"* – Issues related to a family member's mental health status.
3. *"Physical Disability"* - Issues related to a family member's physical disability or impairment.
4. *"Alcohol or Substance abuse"* – Any misuse of alcohol, or legal or illegal drugs within the household.
5. *"Insufficient Income to support youth"* – Issues related to insufficient incomes of the parents/legal guardians to support the basic needs of the youth (e.g., food, clothing, and shelter).
6. *"Incarcerated Parent"* – Issues related to the incarceration of a parent or legal guardian.

Field	Dependency	Response Category/Data Type
A Family Critical Issues	None	1 Yes
		2 No
		3 Data not collected

R14 RHY SERVICE CONNECTIONS

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Occurrence Point (At First Service)

Rationale: The RHY service connections enable projects to report on the services that they either directly provided youth through their project or at their organization or which they facilitated being provided by another provider during the project stay for all heads of household and adults.

Data Collection Instructions Record the date of the initial service connection in the date field and indicate the type of service. Services which require repeat visits for the same kind of service (e.g. community service/learning, pre-natal care, etc.) are only required to enter the first service of the type (i.e. not one entry for each pre-natal care visit).

For Services Provided Crosswalk, see [Service Transactions](#) section.

Response Category Descriptions:

1. *"Community service/service learning (CSL)"*: Activities that involve youth in helping others or the community.
2. *"Criminal justice/legal services"*: Legal services or guidance provided through an attorney or an attorney-supervised paralegal.
3. *"Education"*: Includes learning disability assessment, tutoring, GED preparation, local school enrollment, vocational education, etc.

4. "Employment and training services": Includes services related to helping young people obtain and retain employment, such as assessment, coaching, filling out applications, interviewing, practicing and conducting job searches, referrals, and job maintenance skills.
5. "Health/medical care": Provision of general health care or surgical services by licensed medical practitioners.
6. "Home-based services": Includes any range of services offered at home, usually aimed at keeping a youth from running away or the family stabilized.
7. "Life skills training": Includes formal and informal coaching and training in communications skills, health promotion, conflict/anger management, assertiveness, goal setting, budgeting, life planning, nutrition, hygiene, etc.
8. "Parenting education for youth with children": Services designed to build improved parenting skills for RHY clients with children.
9. "Post-natal newborn care": Services and healthcare provided to the baby after birth, including wellness exams and immunizations.
10. "Post-natal care for mother": Services and healthcare provided to the mother after birth, including wellness exams and immunizations.
11. "Pre-natal care": Services and healthcare provided to expectant clients to ensure a healthy pregnancy, labor, and delivery.
12. "STD testing": Procedures to test for a range of Sexually Transmitted Infections (STIs)
13. "Street-based Services": Services provided to youth on the street, including gateway services, assessment, harm reduction, crisis stabilization, and continuum service linkages.
14. "Substance Abuse Treatment": Any research-based youth treatment service aimed at stopping substance use disorders and related problems.
15. "Substance Abuse Ed/Prevention Services": Comprehensive assessment of an individual's current or past involvement with alcohol and/or drugs and/or provision of treatment, including screening, aimed at stopping their substance abuse.

R15 COMMERCIAL SEXUAL EXPLOITATION/SEX TRAFFICKING

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, SOP, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Exit

Rationale: The purpose is to assess the extent of sexual exploitation among homeless youth.

Data Collection Instructions: *RHY* grantees are encouraged to use the following language to collect the fields in this data element:

Field	RHY preferred wording	Dependency	Response Category/Data Type
A Ever received anything in exchange for sex (e.g. money, food, drugs, shelter)	“Have you ever received anything in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?”	None	1 Yes
			2 No
			3 Client Doesn’t Know
			4 Client Refused
			5 Data Not Collected
B If yes for ever received anything in exchange for sex. In the past three months?	If they say “yes” to the question above, then ask “Has it been in the past three months?”	Field A; Response 1	1 Yes
			2 No
			3 Client Doesn’t Know
			4 Client Refused
			5 Data Not Collected
C If yes for ever received anything in exchange for sex. How many times?	“How many times have you received something in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?”	Field A; Response 1	1 1 – 3
			2 4 – 7
			3 8 – 11
			4 12 or more
			5 Client Doesn’t Know
			6 Client Refused
			7 Data Not Collected
D If yes for ever received anything in exchange for sex. Ever made/persuaded/forced to have sex in exchange for something?	“Did someone ever make you or persuade you to have sex with anyone else in exchange for something, such as money, food, drugs or shelter?”	Field A; Response 1	1 Yes
			2 No
			3 Client Doesn’t Know
			4 Client Refused
			5 Data Not Collected
E If yes for ever made/persuaded/forced to have sex in exchange for something. In the last three months?	If they say “yes” to the question above, then ask “Has it been in the past three months?”	Field D; Response 1	1 Yes
			2 No
			3 Client Doesn’t Know
			4 Client Refused
			5 Data Not Collected

R16 LABOR TRAFFICKING

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, SOP, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Exit

Rationale: The purpose is to assess the extent of labor exploitation among homeless youth.

Data Collection Instructions: *RHY* grantees are encouraged to use the following language to collect the fields in this data element:

Field	RHY preferred wording	Dependency	Response Category/Data Type
A Ever afraid to quit/leave work due to threats of violence to yourself, family, or friends?	“Have you ever been afraid to leave or quit a work situation due to fears of violence or other threats of harm to yourself, family or friends?”	None	1 Yes
			2 No
			3 Client Doesn’t Know
			4 Client Refused
			5 Data Not Collected
B Ever promised work where work or payment different than you expected?	“Have you ever been promised work where the work or payment ended up being different from what you expected?”	None	1 Yes
			2 No
			3 Client Doesn’t Know
			4 Client Refused
			5 Data Not Collected
C If yes for either "Workplace violence threats" or "Workplace promise difference" Felt forced, coerced, pressured, or tricked into continuing?	“Did you feel forced, pressured or tricked into continuing this job?”	Field A and/or B; Response 1	1 Yes
			2 No
			3 Client Doesn’t Know
			4 Client Refused
			5 Data Not Collected
D If yes for either "Workplace violence threats" or "Workplace promise difference" In the last three months?	“Have you had any jobs like these in the last 3 months?”	Field A and/or B; Response 1	1 Yes
			2 No
			3 Client Doesn’t Know
			4 Client Refused
			5 Data Not Collected

R17 PROJECT COMPLETION STATUS

RHY Projects Requiring Collection: BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults **Data Collection Point:** Project Exit

Rationale: The purpose is to identify whether the youth completed the project or exited without completion. This data is only collected on heads of household and adults at project exit.

Data Collection Instructions: Choose one response category that describes the youth’s project completion status. If the youth, was expelled or was otherwise involuntarily discharged from the project, choose the major reason for leaving.

Field	Dependency	Response Category/Data Type	Descriptions
A Project Completion Status	None	1 Completed project	The youth completed the project.

		2 Youth voluntarily left early	The youth voluntarily terminated from the project to pursue other opportunities. These could include: a safe appropriate independent living situation an educational or vocational opportunity; military service or any other positive disposition.
		3 Youth was expelled or otherwise involuntarily discharged from project	The youth was involuntarily terminated from the project with no plan or invitation to return.
B If expelled or involuntarily discharged, select the major reason	Field A; Response 3	1 Criminal activity/Destruction of Property/Violence	Youth left for displaying behavior that was a threat to safety to themselves, others, or property.
		2 Non-compliance with Project Rules	Youth refused to follow program rules or participate in activities as outlined in their plan.
		3 Non-payment of Rent/Occupancy Charge	Youth failed to make full or partial payments for their accommodations per rental or lease agreement.
		4 Reached Maximum Time Allowed by Projects	Youth reached maximum time allowed by the project without completing goals as out lined in their goal plan.
		5 Project Terminated	Youth required to exit the project prematurely as a result of a closure of the program or facility.
		Unknown/Disappeared	Youth was exited from the project after absenting themselves without developing an exit plan or providing notification of destination.

R18 COUNSELING

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Exit

Rationale: The purpose of this element is to identify the type and amount of counseling received by adults and heads of households enrolled in RHY projects.

Data Collection Instructions: Counseling per the RHY Rule [45 CFR §1351] means the provision of guidance, support, referrals for services including, but not limited to, health services, and advice to runaway or otherwise homeless youth and their families, as well as to youth and families when a young person is at risk of running away, as appropriate. These services are provided in consultation with clients and are designed to alleviate the problems that have put the youth at risk of running away or contributed to his or her running away or being homeless. Any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity, or gender expression is prohibited.

Indicate if the youth received counselling during their project say and the primary type of counseling received: individual, family, or group counseling. Group counseling may include topical counseling (e.g. substance abuse) and/or peer counseling.

For each youth that received counseling, indicate the total number of sessions the youth received between project start and exit. Also, indicate the number of sessions planned for in the youth's treatment or service plan, and whether a plan is in place to either start or to continue counseling after project exit.

Field	Dependency	Response Category/Data Type	
A Counseling received by client	None	1	Yes
		2	No
B Identify the type(s) of counseling received: Individual; Family; Group – including peer counseling	Field A; Response 1	1	Yes
		2	No
C Number of sessions received by exit	Field A; Response 1	1- 48	1, 2, 3...48+
D Total number of sessions planned in youth's treatment or service plan	Field A; Response 1	1- 48	1, 2, 3...48+
E Total number of sessions planned in youth's treatment or service plan	Field A; Response 1	1	Yes
		2	No

R19 SAFE AND APPROPRIATE EXIT

RHY Projects Requiring Collection: BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults

Data Collection Point: Project Exit

Rationale: The purpose of this element is to determine the number of youth who exited to safe and appropriate destinations as determined by the youth (head of household and adult) themselves and as determined by the project/caseworker.

Data Collection Instructions: Safe and Appropriate Exits per the RHY Rule [45 CFR §1351] means settings that reflect achievement of the intended purposes of the Basic Center and Transitional Living Programs as outlined in section 382(a) of the Act. Examples of Safe and Appropriate Exits are exits to:

1. Private residence of a parent, guardian, another adult relative, or another adult that has the youth's best interest in mind and can provide a stable arrangement, or

2. Another residential program if the youth's transition to the other residential program is consistent with the youth's needs, or
3. Independent living if consistent with the youth's needs and abilities.

Safe and appropriate exits are not exits to:

1. The streets;
2. Locked correctional institute or detention center if the youth became involved in activities that lead to this exit after entering the program;
3. Another residential program if the youth's transition to the other residential program is inconsistent with the youth's needs; or
4. An unknown or unspecified other living situation.

For each youth, identify if the exit destination is safe (as defined above); if the youth has a permanent positive adult connection outside of the RHY project; and if the youth has permanent positive community connections outside of the RHY project.

If the youth exits without completing this information, the worker is required to answer the question “Exit destination safe – as determined by the client” with “data not collected” and complete the remaining worker-based responses.

The worker response should be provided by the primary staff person/case worker for the youth served or the staff person the youth most engaged with in the project. The worker’s responses should be based on their knowledge of the youth and their situation and be a reflection of the workers best professional judgement. Where workers have not engaged with youth enough to feel comfortable with their knowledge of the young person to render an opinion, they may enter “worker does not know”.

Field	Dependency	Response Category/Data Type
A Exit destination safe – as determined by the client	None	1 Yes
		2 No
		3 Client Doesn’t Know
		4 Client Refused
		5 Data Not Collected
B Exit destination safe – as determined by the project/caseworker	None	1 Yes
		2 No
		3 Worker does not know
C Client has permanent positive adult connections outside of project	None	1 Yes
		2 No
		3 Worker does not know
D Client has permanent positive peer connections outside of project	None	1 Yes
		2 No
		3 Worker does not know
E	None	1 Yes

Client has permanent positive community connections outside of project	2	No
	3	Worker does not know

R20 AFTERCARE

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Data Collected About: Head of Household and Adults **Data Collection Point:** Post Exit

Rationale: The purpose is to identify the extent of aftercare plans which were executed post-exit from the project.

Data Collection Instructions: Aftercare per the RHY Rule [45 CFR §1351] means additional services provided beyond the period of residential stay that offer continuity and supportive follow-up to youth served by the program. Aftercare entries that will be considered are those entered from the date of project exit up to 180 days (6 months) after the date of exit. Each client must have at least one Aftercare record entered indicating if aftercare was provided (yes/no/client refused). If no aftercare was provided enter the information date as the date of project exit and “no” to aftercare was provided.

For each type of aftercare provided the information date should be the date of the first provision of aftercare service. Then indicate the method of aftercare provision as either:

- Via email or social media contact
- Via telephone
- In person – one-on-one contact
- In person – where the youth participated in a group

A record of each type of aftercare service should be made if a youth receives more than one type. Although after care services can be ongoing, this element only seeks to record the immediate provision of aftercare services. FYSB does not require the creation of a new project to track services beyond 180 days to clients offered after they leave a RHY-funded program.

Field	Dependency	Response Category/Data Type
A Aftercare was provided	None	1 Yes
		2 No
B Identify how it was provided: Via email/social media; Via telephone; In person – one-on-one; In person – group	Field A; Response 1	1 Yes
		2 No

SERVICE TRANSACTIONS

Record the date of the initial service connection in the date field and indicate the type of service. Services which require repeat visits for the same kind of service (e.g. community service/learning, prenatal care, etc.) are only required to enter the first service of the type (i.e. not one entry for each prenatal care visit).

R14 - SERVICES PROVIDED CROSSWALK 2017

Type of RHY Service	Service Type (name in ServicePoint)	Service Code	Project Type
Community service/service learning (CSL)	Community Service Work Programs	FF-0500.1300	TLP & MGH, DEMO
	Service Learning Programs	HH-7950	
Criminal justice/legal services	Criminal Justice and Legal Services	F and related	BCP-P, BCP-ES, TLP & MGH, DEMO
Education	Education	H and related	BCP-P, BCP-ES, TLP & MGH, DEMO
Employment and/or training services	Training and Employment Programs	ND-6500	TLP & MGH, DEMO
Health/medical care	Health Care	L and related	BCP-P, BCP-ES, TLP & MGH, DEMO
Home-based Services	At Risk/Homeless Housing Related Assistance Programs	BH-0500 and Related	BCP-P
Life skills training	Life Skills Education	PH-6200.4600	BCP-P, BCP-ES, TLP & MGH, DEMO
Parenting education for youth with children	Teen Expectant/New Parent Assistance	PH-6100.1800-900	BCP-P, BCP-ES, TLP & MGH, DEMO
Post-natal newborn care (wellness exams; immunizations)	Pediatric Evaluation	LF-7000 and Related	TLP & MGH, DEMO
Post-natal care for mother	Postpartum Care	LJ-5000.6500	TLP & MGH, DEMO
Pre-natal care	Prenatal Care	LJ-5000.6600	TLP & MGH, DEMO
STD Testing	Sexually Transmitted Disease Screening	LF-4900.8000	BCP-P, BCP-ES
Street-based Services	Street Outreach Programs	PH-8000	BCP-P
Substance abuse treatment	Substance Abuse Services	RX and related	BCP-P, BCP-ES, TLP & MGH, DEMO
Substance Abuse Ed/Prevention Services	Substance Abuse Education/Prevention	RX-8250	BCP-P, BCP-ES, TLP & MGH, DEMO

REPORTING GUIDELINES

This section introduces the data quality and funder-required reports for HHS RHY projects. Users should run data quality reports regularly to ensure that accurate information is being provided to funders and other agencies. For information about reporting periods, due dates, and changes to requirements, refer to communications from funders.

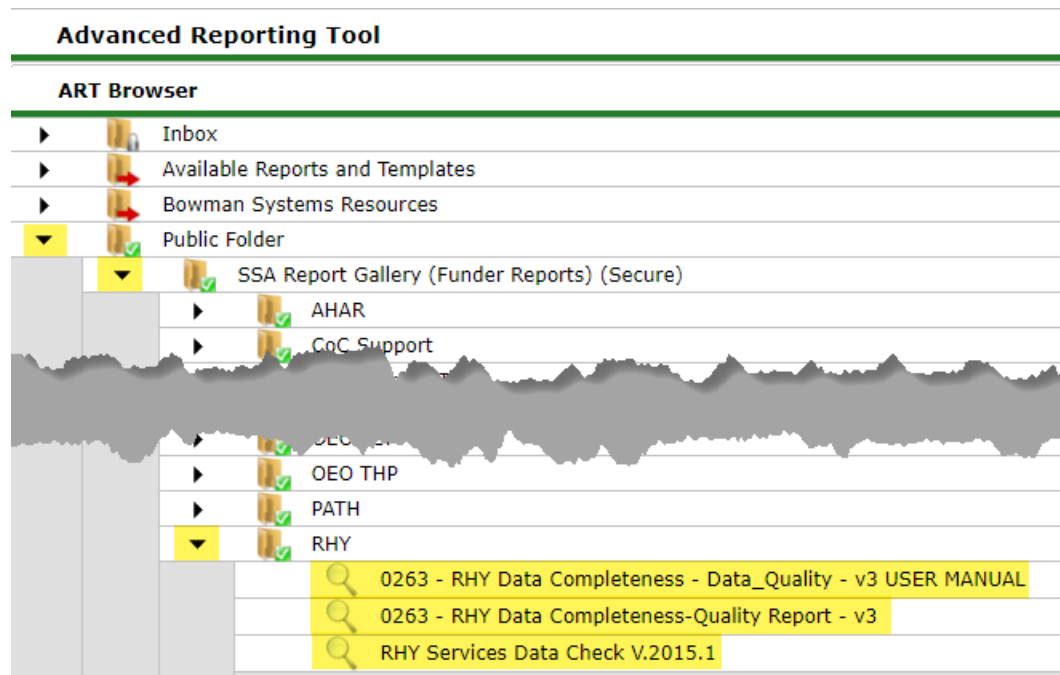
DATA QUALITY REPORTS

Names:

- 0263 - RHY Data Completeness - Data_Quality - v3 USER MANUAL
- 0263 - RHY Data Completeness- Quality Report - v3
- RHY Services Data Check V.2015.1

Location: In **Reports**, click on **ART**

Public Folder → SSA Report Gallery → RHY



Required Prompts:

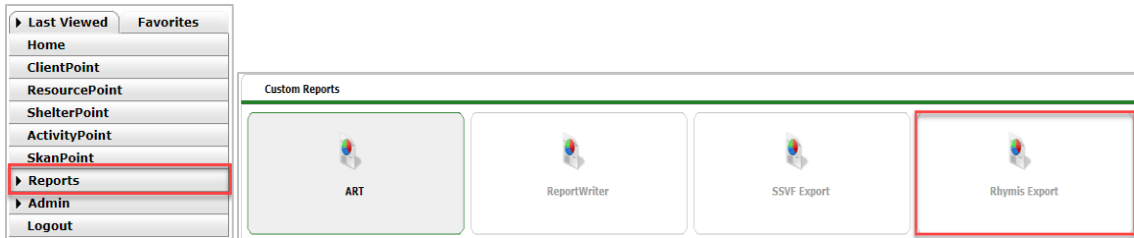
- Reporting Group, if not running by provider: *Can be left blank if not using a Reporting Group*
- Enter Effective Date: *The last day of the report period +1 day*
- Select Provider(s): *Choose the provider(s) you want to include in your report*
- EDA Provider: *Can be left blank except in rare cases*
- Select Entry Exit Type(s): *Select desired EE type (only RHY and HUD are allowable in the export function)*
- Enter Start Date: *The first day of the report period*
- Enter End Date (PLUS 1 Day): *The last day of the report period +1 day*

Data Quality Instructions: For complete data completeness and quality instructions, please download the User Manual referenced above.

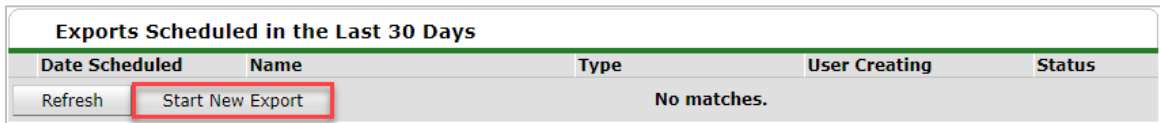
FUNDER-REQUIRED REPORTS

ACCESSING THE RHY EXPORT UTILITY

- To access the RHY export functionality within ServicePoint, click on the **Reports** module and navigate to the **Rhymis Export** dashboard tile located in the **Custom Reports** section.



- Name:** Rhymis Export
- Location:** Reports → Custom Reports → Rhymis Export
- Clicking on the Rhymis Export tile will take the user to the data export utility. To begin the process of creating an export file, click the **Start New Export** button.



EXPORT OPTIONS SCREEN

- Upon clicking the **Start New Export** button, the user will be presented with several fields to identify the export as well as filter the data included in the export file.

-
-
- Required Prompts:**
 - Name** – Allows the user to name the export file. This is a required field.
 - Description** – This optional field provides the user an area to further describe the export.

Entry Data Type – It is required that the user choose which data to include in the export. The checkboxes allow for the inclusion of RHY data, HUD data, or both.

Provider Type – Here the user can choose to run the export based on data belonging to a single provider which the user has access to, or a reporting group assigned to them.

Provider/Reporting Group – This required filter will adjust based on the **Provider Type** selection. If **Provider** was selected, the user can search for a provider they have access to per EDA configurations or their own provider. If **Reporting Group** was selected, the user can select a reporting group assigned to them.

Start Date – It is required that the user enter a start date to indicate how far back in time they wish to base the data export on.

End Date – It is required that the user enter an end date to complete the range of time they wish to base the export on.

4. Clicking the **Run Export** button will start the export process.

Note: *If a grantee has data at multiple providers for the same grant, a single Reporting Group containing all of those providers should be used for the export. If you feel like you have multiple providers, please contact your HMIS system administrator.*

RHY DATA EXPORT PROCESS

1. Once the **Run Export** button is clicked, the export will be displayed in the **Exports Scheduled in the Last 30 Days** screen. The **Status** column will indicate where the export is in the completion process.


Pending – Indicates that the export request is being sent to the export processing component for scheduling.

Scheduled – Will display when the threshold for concurrent RHY export processes has been met across SP installations indicating your request is in the processing queue.

Running – Indicates that the export process is running in the background.

Completed – The export process has completed and the file is ready for download.

2. Once the status of the export process is displayed as **Completed**, click the magnifying glass icon to view the **Export Details** and download the created file.

Exports Scheduled in the Last 30 Days				
Date Scheduled	Name	Type	User Creating	Status
 03/21/2018 (4:46 PM)	Sample Name	RHYMIS	Drew Klinkert (4158)	Completed

Refresh Start New Export Showing 1-2 of 2

DOWNLOADING THE RHY EXPORT FILE

1. The **Export Details** screen provides the user with detailed information on the export itself and the ability to download the compressed file.
2. A compressed data set will be downloaded and can be imported through the **RHY Import Portal**.

Export Details ✕

Name	Sample Name
Description	<div style="border: 1px solid gray; height: 40px;"></div>
Type	RHYMIS
User Creating	Drew Klinkert (4158)
Status	Completed
Date Scheduled	03/21/2018 (4:46 PM)
Date Completed	03/21/2018 (4:48 PM)
	Download Results (5.99 KB)
Entry Data Type	Yes
Entry Data Type	No
Reporting Group	RHY Test (524)
Start Date	10/01/2017
End Date	03/31/2018

Submission Frequency: Data uploads happen semi-annually, during specified periods in the spring and fall. For more information, please visit the [RHY-HMIS webpage](#), contact the [RHY-HMIS On-line Service Desk](#), or email FYSB/HHS staff at: <mailto:RHYMIS@acf.hhs.gov>.