

2018-19 FHPAP REPORT REVISIONS

PURPOSE OF THIS DOCUMENT

These instructions provide an *overview* of revisions to the FHPAP state homeless program HMIS reports for the 2018-2019 biennium, starting July 1, 2017. ICA has revised the suite of reports available in ServicePoint.

What follows is a crosswalk of the old reports with the new ones, describing the new look and feel, as well as an error key.

For a brief, [instructional video*](#) of these reports, see ICA Minnesota's website: hmismn.org.

***Note: in the spirit of continuous improvement, a few updates have been made to improve the Demographics Counting report since this video was recorded. Refer to the instructions inside the report for the most up-to-date information.**

KEY CHANGES

- * **Reports consolidated**
- * **Beta testing Summary and Detail tabs within the same reports (Data Check reports will be phased out, but remain available)**
- * **Project types now based on client or household Length of Stay (LOS)**

As a result of the FHPAP provider split (see [HMIS news articles](#) for context), ICA reports are now able to split out your Prevention, Homeless Assistance, and Rapid Re-Housing households automatically (no need to match based on Housing Status at Entry).

Throughout reports, you will see tables broken out by totals for all programs, then broken out by project type. Project types are:

Homelessness Prevention: indicated by provider project type.

***PH – Rapid Re-Housing – Homeless Assistance:** indicated by PH RRH provider AND days since project start date 30 OR LESS (regardless of whether client/household has exited)

***PH – Rapid Re-Housing – Short/Medium Term:** indicated by PH RRH provider AND days since project start date MORE THAN 30 days (regardless of whether client/household has exited)

Street Outreach: indicated by provider type.

Coordinated Assessment: indicated by provider type.

***Important Note:** because households may be in program for *less than 30 days* for one report period, then remain in program *beyond 30 days*, these tables will be dynamic from one quarter to the next (until the household has exited). When preparing MN Housing Expenditure Reports, please note that your households served may vary from between Homeless Assistance to Rapid Re-Housing from one quarter to another. This is expected.

REPORT REVISION SUMMARY

OLD REPORT	NEW REPORT	REVISIONS MADE																												
<p>FHPAP DEMOGRAPHICS & ENTRY COUNTING V.2017.1</p>	<p>FHPAP DEMOGRAPHICS COUNTING V.2017.3</p>	<p><i>Old structure maintained but several new features, including new summary and detail tabs added</i></p> <ul style="list-style-type: none"> • Existing tabs retitled for clarity • New tabs defined below • Totals tab: this tab is designed to match the FHPAP Expenditure report that grant administrators use each quarter. It counts Single and Family Households by project type. <ul style="list-style-type: none"> ○ The yellow text box flags zero day and negative day stays. <table border="1" data-bbox="823 821 1890 1052"> <tr> <th colspan="6">TOTAL ALL PROGRAMS</th> </tr> <tr> <td colspan="6">This dataset contains 84 zero day or negative day stays not included in the totals below. These are flagged in the 'Totals Detail' tab for correction.</td> </tr> <tr> <td colspan="6">Note: The counts below may not add up to total in the event that a client has multiple entries with different values for age or single/family status.</td> </tr> <tr> <th rowspan="2">Project Type Codes</th> <th colspan="2">Singles Households</th> <th colspan="2">Family Households</th> <th rowspan="2">Total</th> </tr> <tr> <th>Adults</th> <th>Youth</th> <th>Adults</th> <th>Youth</th> </tr> </table> <ul style="list-style-type: none"> ○ Project types are as follows: <ul style="list-style-type: none"> ▪ Homelessness Prevention ▪ PH – Rapid Re-Housing – Homeless Assistance ▪ PH – Rapid Re-Housing – Short/Medium Term ▪ Street Outreach ▪ Coordinated Assessment <ul style="list-style-type: none"> • Totals Detail tab: includes details for each Entry Exit, including: <ul style="list-style-type: none"> ○ Project Type ○ Provider ○ Entry Date ○ Exit Date ○ Length of Time in program (LOT) ○ Group ID 	TOTAL ALL PROGRAMS						This dataset contains 84 zero day or negative day stays not included in the totals below. These are flagged in the 'Totals Detail' tab for correction.						Note: The counts below may not add up to total in the event that a client has multiple entries with different values for age or single/family status.						Project Type Codes	Singles Households		Family Households		Total	Adults	Youth	Adults	Youth
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- **Client ID**
- **H = Head of Household**
- **Single or Family (S/F)**
 - Family = 1 adult, 1 child
- **Age at Entry**
- **If household was doubled up at entry**
- **Demographics tab:** no change.
- **Entry Data Tab:** no change to tables, but now includes Totals and subsections by project type.
- **Living Situation:** no change.
- **Entry UDEs:** no change.
- **Entry UDEs 18+:** no change.
- **Veterans:** no change.
- **FHPAP Services:** includes services ON OR AFTER 7/1/2017 ONLY
 - Totals table
 - Subsections broken out by each provider
 - Note: service expenditures are not broken out by project type in this report iteration. Updates are in development. To match HMIS service expenditures to budget, refer to the FHPAP Demographics & Entry Data Check report, total service cost by household, then match this to households on the FHPAP Entry Exit and Income Report, Exit Detail tab (which will show households by project type).
- **Services Count:** count of all FHPAP-approved services, including total count of services, regardless of cost.
- **Svs Not Counted:** displays services that fall outside the Entry Exit date range (Service Start Date prior to Entry date) OR the service is entered by a provider other than the Entry Exit Provider.
- **Services Detail:** this tab displays services by client, including:
 - **Client ID**
 - **Provider**
 - **County of Residence**
 - **Service Start Date**
 - **Service End Date**
 - **Source** (should only be entered through HoH)
 - **Cost**
 - **Project Type**
 - **Entry Date**
 - **Exit Date**
- **Assessment Data:** no change.
- **Additional Information:** no change.

<p>FHPAP EXIT COUNTING FHPAP EXIT DATA CHECK FHPAP INCOME COUNTING FHPAP INCOME DATA CHECK</p>	<p>FHPAP ENTRY EXIT AND INCOME V.2017.1 <i>These four reports have merged into one!</i></p>	<p style="text-align: center;"><i>Significant Structure changes Explained by tab.</i></p> <ul style="list-style-type: none"> • Length of Stay: LOS by all projects, then broken out by project type, stayers and leavers. • Exit Data: Includes Time Between Application Submission Date and Residential Move-in Date (formerly "Date Housed"), Destination at Program Exit (categorized by destination type rather than each picklist option). • Exit Detail: rather than a separate Data Check report, household and client detail are contained in this report. • Entry Income: Total monthly income by all projects, then broken out by project type. The top of the report counts the number of errors, and possible errors, contained in the detail tab. • Entry Source: By all projects, then project type, provides totals income source at entry by household type, counts income and non-cash benefits. The top of the report counts the number of errors, and possible errors, contained in the detail tab. • Income Detail: rather than a separate Data Check report, household and client income detail are contained in this report. Error Key at top. • Errors: this tab contains ONLY errors; if data clean up for Exits, Income, and NC Benefits is complete, this tab will be empty. • Benefit Detail: rather than a separate Data Check report, household and client income detail are contained in this report. Error Key at top. • Additional Information: report prompts, providers and client counts. When troubleshooting this report, ICA Helpdesk will want to know the information on this tab.
<p>FHPAP DEMOGRAPHICS AND ENTRY DATA CHECK</p>		<p>No change.</p>
<p>FHPAP SERVICES DATA CHECK</p>		<p>No change.</p>

Totals Detail Tab

The tables below are Error Keys that you will find at the top of the Detail tabs.

Data Element	Error	Cause
Entry Exit Columns	text	Entry Exits where exit date falls on entry date or before.
Age	Missing	Clients with a missing or negative age.
This detail tab shows entries by client. Zero and negative day stays are flagged as indicated.		
<i>Services Detail Tab</i>		
Data Element	Error	Cause
H / Source Columns	Source	Funding source applied to non-HoH

FHPAP ENTRY EXIT AND INCOME V.2017.1

For a brief, [instructional video](http://hmismn.org/forms-and-instructions/) of this report, see ICA Minnesota's website: <http://hmismn.org/forms-and-instructions/>.

DEFINITIONS AND ERROR KEYS

The Additional Information tab of the Entry, Exit, & Income Report has a list of definitions for terms used throughout the report.

Exit Detail Tab

Error Key		
Data Element	Error	Cause
Client ID	***DUP***	Duplicate Client ID.
EE Exit Destination	-- Stayer --	"----- Stayer -----" in a gray font = destination is not required because the client has not yet exited.
		Values in gray font = not required because the client has not yet exited.
Housing Status	x-Missing	Missing value
		Values in gray font = not required because the client has not yet exited.
% of income spent on rent	Missing	Missing value (Leavers only)
App Submit Date		Values in gray font = not required because the client is not in a RRH program.
Res Move-In		Values in gray font = the field is not required because the client is not in a RRH program and/or has not exited the program.

Income Detail and Income Errors Tab

Error Key		
Data Element	Error	Cause
Columns 1- 5	-1	Values in a red font indicates a client with a negative age.
H		Child only HH. This may or may not be an error.
Age at Entry	Missing	"H" indicated the client marked as Head of Household. Date of Birth is missing.
Income Columns	Gray	Values in gray font indicate the field is not counted because: * income is marked "No" for Receiving Income Source * income belongs to a child in a family
	Red	Red income error may be caused by a "Yes" for Receiving Income Source but no income recorded for adult clients or single/child only families.
Inc Y/N Receive Source		Values have been abbreviated as follows. Y = Yes N = No DK = Client Doesn't Know R = Client Refused DNC = Data Not Collected

Benefit Detail

Error Key		
Data Element	Error	Cause
Columns 1- 5	-1	Values in a red font indicates a client with a negative age.
H		Child only HH. This may or may not be an error.
Age at Entry	Missing	"H" indicated the client marked as Head of Household. Date of Birth is missing.
NC Benefit Columns	Gray	NC benefit is not marked Y for "Receiving"
Inc Y/N Receive Source		Values have been abbreviated as follows. Y = Yes N = No DK = Client Doesn't Know R = Client Refused DNC = Data Not Collected

ADDITIONAL RESOURCES

For data collection forms, program specific user guides, and data entry instructions, please visit the ICA Minnesota website:

- <http://hmismn.org/forms-and-instructions/>