

SPM REFERENCE GUIDE: MEASURES, REPORTS, & DATA QUALITY



FFY 2017

Purpose of this document: This guide is designed as a quick reference to assist HMIS System Administrators navigate System Performance Measures: how to quickly interpret what the measures calculate, for which clients in which project types, which data quality issues affect which measure, and what reports can address them.

How to use this document: Familiarize yourself with the chart below. The columns indicate the 7 SPMs (excluding Measure 6). The rows provide a quick description of what the measure does, what affects them, and what System Administrators should be conscious of in their data quality approach.

0700 SERIES SYSTEM PERFORMANCE MEASURES

		M1	M2	M3	M4	M5	M7
What Does the Measure Do?	Measure	<i>Length of Homelessness</i>	<i>Returns to Homelessness</i>	<i>Number of People</i>	<i>Income</i>	<i>First-time Homelessness</i>	<i>Successful Placements</i>
	Mediware 0700 Series Report	0700 - Length of Time Persons Homeless-Metric 1 0700.1b - Length of Time Persons Homeless-Metric 1b	0701 - Exits to Permanent Housing with Return to Homelessness, Metric 2	0702 - Number of Homeless Persons-Metric 3.2	0703 - Employment and Income Growth for CoC Funded Projects Metric 4	0704 - Number of Persons First Time Homeless, Metric 5	0706 - Permanent Housing Placement-Retention Metric 7
	Client universe	All clients	Clients <i>who exited to perm</i> 2 yrs prior from SO, ES, SH, TH	3.1 PIT ct. from HDX 3.2 All clients	All adults Stayers > 365 days Leavers	Clients who enter in time period	7a. All leavers 7b1: Leavers 7b2: Leavers to Perm & Stayers
	Project Types	M1 ES SH M1b ES SH TH	First Exit: ES, SO, SH Reappearance: ES, SO, SH, TH	3.1 HDX 3.2 ES, SH, TH	CoC-funded: SH, TH, RRH, or PSH	ES, SH, TH ES, SH, TH, any PH	7a: SO 7b1: ES, SH, TH, RRH 7b2: PH types (except RRH)
	What 0700 report does	M1 counts stays M1b counts stays + 3.917 reported time homeless prior to entry	% reappeared in CoC <6mo, 6-12mo, 13-24mo, within 24mo	3.1 Δ sheltered & unsheltered PIT (not HMIS) 3.2 Δ annual ct. ES, SH, TH	Stayers: 4.1 Δ earned \$ 4.2 Δ non-emplmt \$ 4.3 Δ total \$ Leavers (from proj start > annual assessment (if >365 days) > exit): 4.4 Δ earned \$	Count persons in HMIS in CoC in time period who were <i>not</i> in CoC in prior 24 months	7a: Calculates % leavers from SO exited to perm, temp (except streets), and some institutions (no jail, SH) 7b1: Calculates % leavers from ES, SH, TH, RRH exit to perm.

					4.5 Δ non-emplmt \$ 4.6 Δ total \$		7b2: PH stayers OR leavers exited to perm.
	Desired outcome	Reduction in average & median LOT homeless	Reduction in percent who return to homelessness	Reduction in number of persons who are homeless	Increase % of adults who gain or increase income	Reduction in number homeless for the first time	7a: increase % of successful placements 7b: increase % who exit to or retain perm. housing
What Affects the Measure?	DQ Focus: What negatively affects performance?	Falsely inflated LOS Outlier stays Unexited clients	-Increased returns -Untimely data entry -Exit Destination = Data Not Collected	Increase in annual ct.	-Unrecorded or incorrectly dated annual assessments -Missing income & sources at proj. start or proj. exit Incorrect provider set up for CoC funded PSH projects	Falsely unexited clients	Exit Destination = Data Not Collected PH types: Housing Move-In Date falls outside proj. start & end
	DQ Focus: What positively affects performance?	Reduction over time in LOT	-Timely data entry (exits) -Decreased returns	-Decrease in annual ct. -Timely data entry	-Accurate, complete recording of income & sources -Increases in income from start to exit	Decrease in new entries	-Timely, complete recording of project exits -Increase exits to perm -PH/PSH/OPH Stayers with Housing Move-In Date
	What users can fix	Incorrectly open or lengthy stays	-Incorrectly open or lengthy stays -Exit Destination = Data Not Collected	-Incongruent shelter stays and EEs	Income & sources missing: -at proj. start -at interim, AND annual assessments correctly recorded +/- 30 days anniversary of proj. start -at proj. exit	Incorrectly open or lengthy stays	-Exit Destination = Data Not Collected -Housing Move-In Date = Proj. Start if not correctly mapped
	DQ Report	<i>M1 Clients Exceeding Max Length of Stay v2018.1</i>	<i>M2 0640 - HUD Data Quality Framework - v6 Project Type Prompt (MN v2018.1)</i>	<i>M3 Transaction Detail</i>	<i>M4 CoC Funded Projects DQ v2018.1</i> <i>703 Tab D – Review Accuracy</i>	-	<i>0706 - Permanent Housing Placement-Retention Metric 7 – Tab B Detail</i>
	DQ Report Will	Identify stays by provider: ES > 90 days; >200 days TH > 720 days; >1000 days	Flag % error rate for Exit Destination	Flag incongruent stays based on provider admin Ex. EE provider, clients have only shelter stays	Alerters: -Flag missing annual assessments -Flag annual assessments outside +/-	-	Alerters: -RRH stays where Housing Move-In is null prior to 10/1/14 -RRH stays where Housing Move-In is null

				NbN provider, clients missing umbrella EE	30 days of anniversary date -Flag if >1 annual assessment recorded in 1 yr -Flag if annual assessment is correctly in +/-30 day range, but on wrong side of FFY to be counted (rare)		AND >60 days after proj. start -PSH/OPH stays where Housing Move-In is null (should have been automapped on 10/1 to match proj. start)
What to Consider	Clients will be excluded from this 700-series report if	Conflicting enrollments: -ES & RRH (w/ Housing Move-In Date) -ES/SH/TH & PSH	-	Provider admin transaction does not match client stays	Client counted, but no Δ income will reflect if: >1 annual assessment in FFY, or NO annual assessment	-	
	Known report limitations	Clients with appropriate overlapping stays excluded (i.e. multiple funding sources). Manual fix may be required.	-	-	When anniversary date falls near FFY threshold (10/1) AND annual assessment is +/- 30 days BUT on wrong side of FFY, not counted.	-Does not include persons that might otherwise intuitively be considered as 'homeless' (i.e. unsheltered, other CoC) -HCC dataset too large to run,	7a. Exit Dest. = Deceased excluded
	Housing Move-In Date considerations		-	-	-	-	Appears to be automap issue with some Housing Move-In Dates for PH types.

Attending core project documents:

- SPM Measures, Reports, & DQ Reference Chart – An overview of each measure, what affects it, and how the reports calculate
- SPM Step-by-Step Guidance for RSAs - Targeted instructions for RSAs to complete project successfully
- SPM Data Corrections Guide - available soon
- SPM FFY17 Report Prompts – dates and available prompts for all SPM reports
- SPM FFY17 Data Quality Report Navigator – description of each DQ report available, where in the report to identify relevant SPM DQ issues (no more, no less), how decipher and address each