

2019 FHPAP RFP DATA SOURCES

This tip sheet is provided by ICA as a resource to assist FHPAP applicants when completing grant applications for the 2019 Request for Funding Proposals. While this is not official MHFA guidance, MHFA was consulted by ICA in the development of these recommendations as applicants consider what data sources to utilize.

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REQUESTING HMIS DATA FOR YOUR RFP

Once you review this document and determine which reports (search [ICA REPORTcollection](#)) you would like to utilize when crafting your grant application, contact your Regional System Administrator and include the following details in your request:

- Report title(s)
- Provider(s) and/or Reporting Group(s) to include
- Date range(s)

A NOTE ON DATES

MHFA does not describe specific date ranges to display, therefore we recommend that you clearly note what date ranges you use as well as the rationale when running HMIS reports in preparation for your Needs Assessment. If 3-4 years of historical data are requested, be sure to include appropriate reporting groups that correspond with each biennium.

State Fiscal Biennium 16-17	7/1/15-6/30/17
State Fiscal Biennium 18-19	7/1/17-6/30/19

NEEDS ASSESSMENT

MHFA instructs grant applicants to conduct a needs assessment of their region. The RFP makes the following charge:

B. Needs Assessment

Conduct a needs assessment of homelessness and those at risk of homelessness in your community, including the use of multiple data sources, analysis of trends, and comparison of homeless numbers and population types past to present, including those populations disparately impacted by homelessness. Communities should consider using data sources that provide a comparative analysis of resources versus community need. In addition, communities should consider analyzing their HMIS data over the past few years to determine if:

- 1 • The percentage stably housed at exit has increased or decreased
- 2 • The number of days from application to housing appears reasonable
- 3 • The rate of return to homelessness has decreased
- 4 • The outcomes for those households disparately impacted by homelessness are equitable.

Note that MHFA encourages the use of multiple data sources beyond HMIS. You can find the four HMIS data points referenced above in the following reports:

SHP-50-SAG-019 - FHPAP Entry Exit and Income Report

MIN-00-SAG-054 – Returns to Homelessness

MIN-01-SAG-030 MN Core Homeless Programs

ICA Racial Disparities Dashboard (note: this is a dashboard, not an ART report, located here: https://hmismn.org/__mndata/)

METRIC 1: PERCENTAGE STABLY HOUSED AT EXIT

Data Source: SHP-50-SAG-019 - FHPAP Entry Exit and Income Report

Tab: Exit Data

Who can run this: HMIS users at the agency level; regional data must be pulled by an ICA Regional System Administrator

Stably housed is a determination captured by the **Housing Status** data element. It should be consistent with **Exit Destination** = permanent. In the table below, percent = percent of total exited Heads of Household and Adults in the time period. If you choose to pursue further data analysis, you may find the Exit Detail tab helpful.

Destination at Program Exit (HoH and Singles)								
Exit Destination Type	Count	%	Percent of Income Spent on Rent	Count	%	Housing Status	Count	%
Homeless	1	1.20%	30% or less of income	24	28.92%	At-risk of homelessness	1	1.20%
Non-Homeless	1	1.20%	31% to 50% of income	31	37.35%	Category 1 - Homeless	5	6.02%
Other	6	7.23%	51% to 65% of income	5	6.02%	Category 2 - At imminent risk of losing housing	1	1.20%
Permanent	75	90.36%	66% to 80% of income	9	10.84%	Data not collected	1	1.20%
Sum:	83	100.00%	More than 80% of income	2	2.41%	Stably housed	75	90.36%
			Not housed at exit	4	4.82%	Sum:	83	100.00%
			Not paying rent	7	8.43%			
			x-Missing	1	1.20%			
			Sum:	83	100.00%			

METRIC 2: NUMBER OF DAYS FROM APPLICATION TO HOUSING

Data Source: SHP-50-SAG-019 - FHPAP Entry Exit and Income Report

Tab: Exit Data

Who can run this: HMIS users at the agency level; regional data must be pulled by an ICA Regional System Administrator

For existing grantees who provide Rapid Re-housing services, you may reference the table below to demonstrate the **average or median number of days** between the date a client completes a housing application to the date the client moves into housing.

TOTAL ALL PROJECTS**Time between Application Submission Date and Housing Move-In Date
(Required for RRH Clients ONLY)**

Count of Clients: 31

Average # Days: 50.48

Median # Days: 5

METRIC 3: RATE OF RETURN TO HOMELESSNESS*Data Source: MIN-00-SAG-054 – Returns to Homelessness**Tabs: Summary – All Exits, Summary – Perm Exits*

Who can run this: this report must be run by ICA at the System Administration level; contact your RSA or the Helpdesk at mnhmis@icalliances.org to obtain a copy.

ICA confirmed with MHFA that the report should be run at the CoC level*, *to understand the potential gaps within the region, not specific outcomes from an individual agency, so that you might craft a proposal that responds to those gaps. This is getting at need, not performance. For example, if the data showed an uptick in clients exiting TH and returning to homelessness, you might use that information in your proposal to strategically address that gap.*

Due to visibility restrictions, ICA can only provide summary data (not client- or provider-level) in this report. If you run the report with your providers, it will only show you clients that returned to your agency (or within the bounds of your providers' visibility).

The Summary tabs in this report break down exits (all exits, regardless of destination on the first tab, and only returns from exits to permanent destinations on the second) and returns. This is by total number of persons, not households. It does so by project type, gender, race, ethnicity, and household type.

For more information regarding the logic of this report, see [Returns to Homelessness manual](#) (note folder location in this manual is outdated). Below is an example of the layout:

Returns to Homelessness Summary			
Summary (All Exits)			
Qualifying Entry Date Range: 7/1/2014 - 6/30/2016 Reappear Date Range: 7/1/2014 - 12/31/2016			
Report Information: Of clients who exited a project during the entry date range, regardless of exit destination, show rate of return to the homeless system (ES, Street Outreach, or TH) anywhere statewide.			
Note: logic follows HUD specifications regarding returns. See quick manual for full details.			
	Total Number of Persons Exited	Total Returns in Report Period	Percentage of Returns in Report Period
Exits from SO	26	3	11.54%
Exits from ES	1025	181	17.66%
Exits from TH	331	26	7.85%
Exits from All PH	707	28	3.96%
Exits from SS	2641	54	2.04%
Exits from HP	168	12	7.14%

Race	Total Number of Persons Exited	Total Returns in Report Period	Percentage of Returns in Report Period
American Indian or Alaska Native	31	3	9.68%
Asian	17	0	0.00%
Black or African-American	845	25	2.96%
Don't Know/Refused	5	1	20.00%
Missing Information	5	1	20.00%
Multiple Races	183	4	2.19%
Native Hawaiian or Other Pacific Islander	9	0	0.00%
White	2706	72	2.66%
Ethnicity	Total Number of Persons Exited	Total Returns in Report Period	Percentage of Returns in Report Period
Client doesn't know (HUD)	1	0	0.00%
Client refused (HUD)	2	1	50.00%
Data not collected (HUD)	1	0	0.00%
Hispanic/Latino (HUD)	519	18	3.47%
Non-Hispanic/Non-Latino (HUD)	3278	87	2.65%
Household Type	Total Number of Persons Exited	Total Returns in Report Period	Percentage of Returns in Report Period
Adult Child	2899	57	1.97%
Adult ONLY	849	46	5.42%
Child ONLY	52	5	9.62%
Unknown	1	0	0.00%

ICA will provide CoC-level data to any agency who requests this report so everyone has equal access to the same information.

**One exception to this is the MN Tribal Collaborative (MTC), which spans several CoCs. ICA is working directly with MTC on this to provide the most comparable data.*

Note that MHFA does not determine at this juncture what the time periods should be. Whatever time periods you determine to use, be sure to note the qualifying entry date range and range of reappearance in your narrative.

METRIC 4: OUTCOMES FOR HOUSEHOLDS DISPARATELY IMPACTED

Data Source: MIN-01-SAG-030 MN Core Homeless Programs

Tab: Summary Demo HoH, Summary Outcomes, Detail

Who can run this: HMIS users at the agency level; regional data must be pulled by an ICA Regional System Administrator

The Core Homeless Programs report provides a range of program information to explore that may be helpful, particularly when comparing inflow (client situation and demographics at program entry) and outflow (outcome information captured upon exit). You may find several of these cross tabulations helpful when crafting your needs assessment. These include:

- Exit Destination by Residence Prior
- Exit Destination by MN Extent of Homelessness
- Exit Destination by Length of Time in Program
- Exit Destination by Family Type
- Exit Destination by Race
- Exit Destination by Subpopulations

Here is an example of the layout of the Summary Outcomes tab:

Family Type (HoH ONLY)	Exited to Temporary Destinations			Exited to Permanent Destination	Exited to Other Destinations				Total Leavers	Stagers (No Exit)
	Homeless	Non-Homeless	Institutional		Deceased	Other	Don't Know /	Missing		
Singles Adults 25+	0	0	0	17	0	0	0	1	18	2
Single Youth 18-24	1	1	0	14	0	0	0	1	17	7
Single Children <18	0	0	0	0	0	0	0	0	0	0
Families 25+ with Children	0	0	0	35	0	1	0	1	37	10
Families 18-24 with Children	0	0	0	7	0	0	0	1	8	6
Families <18 with Children	0	0	0	1	0	0	0	0	1	0
Total (HoH ONLY)	1	1	0	74	0	1	0	4	81	25

If, for example, you wanted to demonstrate the percent of exited households (leavers) that exited to a permanent destination, you can compare the two highlighted columns above as follows:

Single Adults 25+	17 exited to perm 18 total leavers 17/18 = 95% of single adults 25+ exited to a permanent destination after program exit in the time period.
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You could also demonstrate exit outcomes for specific barriers that were determined at program start.

Subpopulations (Adults and HoH)	Exited to Temporary Destinations			Exited to Permanent Destination	Exited to Other Destinations				Total Leavers	Stayers (No Exit)
	Homeless	Non-Homeless	Institutional		Deceased	Other	Don't Know / Refused	Missing		
Chronically Homeless	1	1	0	6	0	0	0	1	9	3
Long-Term Homeless (MN)	1	1	0	24	0	1	0	3	30	13
Veteran	0	0	0	1	0	0	0	0	1	1
Domestic Violence *Yes at any point in period	0	0	0	40	0	1	0	2	43	11
Fleeing DV *Yes at any point in period	0	0	0	6	0	1	0	0	7	2
Any Disability of Long Duration	1	1	0	38	0	0	0	2	42	11

In the example above, of the 9 chronically homeless clients who exited in the time period, 6 (or 67%) exited to a permanent destination.

Chronically Homeless	6 exited to perm 9 total leavers $6/9 = 67\%$ of chronically homeless exited to a permanent destination after program exit in the time period.
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Note that the Summary Outcomes tab is limited to Heads of Household and Adults (as many of these data elements are not required for all clients).

If these cross tabulations do not get at the exact data you hope to describe, you may also find the *Demographic Detail*, *EE Detail* and *Destination Detail* useful. If you choose this route, you can explore this data in Excel using pivot tables.

Here is an example of the *Destination Detail* layout:

Unique Id	Group Id	Client Id	H	Entry Exit Provider Id	Age at Entry	Exit Destination	Res Prior to Project Entry	Extent Homelessness MN Definition	LOT Category	HUD Race	Fam Type
125	106		H		19	Rental by client, no ongoing	Rental by client, no ongoing	Not currently homeless	0 - 6	White	YAC
			H		21	Permanent - Rental by client, no ongoing	Trans/Perm - Rental by client, with other	Not currently homeless	92 - 182	Black or	sY
			H		18	Stayer	Homeless - Place not meant for habitation	Long term: At least 1 year OR at least 4 times in past 3 years	183 - 365	Black or	sY
			H		22	Stayer	Trans/Perm - Rental by client, no ongoing	Not currently homeless	31 - 91	Black or	sY

ICA DASHBOARDS

You may also consider these ICA-produced dashboards when crafting your needs assessment. The dashboards described below are available through our data portal here:

https://hmismn.org/__mndata/.

RACIAL DISPARITIES

ICA recently published a [racial disparities dashboard](#) that compares general population estimates from the U.S. Census Bureau to HMIS data by CoC.

POINT-IN-TIME

ICA has historical [Point-in-Time data](#) available by region.

SYSTEM PERFORMANCE MEASURES

ICA also has historical [System Performance Measure data](#) available by region through Federal Fiscal Year 2017.

OUTCOMES

MHFA describes administrative requirements for grant recipients once awarded, including collecting data in HMIS to ensure progress toward 5 outcomes in the next biennium. These are not specifically in reference to the RFP, but instead ongoing requirements once the program is underway.

As mentioned in MHFA's FAQ, ICA will work with MHFA to provide clarity on how these will be best pursued.