

## 2016 CoC Project Renewal Application

### Data Source Guidance

#### SECTION I: CoC Priority Populations

3. What percentage of the households served were chronically homeless? (HMIS Report)

Use **Demographics > Homeless Demographics > 2015-2016 Count Reports > 2015 CHRONIC Homeless Count Report - Provider –FINAL**. Use the start and end dates of your most recently completed HUD contract. (Note: If there are Category 2 clients in the Provider Detail Tab/Section, there is probably some data cleanup that needs to be done. Contact JimT if you need assistance.) Also run the “stock” **Entry/Exit Report**.

In the Chronic report, refer to the Client List tab/section. Count the number of singles in column B (5, in the example below). Divide that into the **Number of Singles Not in Families** entering during the operating year from the Entry/Exit Report (7, in the example below). Report the result as:

**Singles – 71% (5/7)**

In the Chronic report, refer again to the Client List tab/section. Count the number of families in column B (1, in the example below). Divide that into the **Number of Families** entering during the operating year from the Entry/Exit Report (6, in the example below). Report the result as:

**Families – 17% (1/6)**

A	B	C	D	E	F
Provider.Provider	Family or Single2	Client HMIS ID	Literally Homeless	Chronic Homeless (2015)	Chronic Homeless (2016)
[REDACTED]	Single	143194	Literally	Yes	No
	Single	563706	Literally	Yes	Yes
	Single	566854	Literally	Yes	Yes
	Single	576333	Literally	Yes	Yes
	Family	935825	Literally	Yes	Yes
	Single	1092996	Literally	Yes	Yes

2. Persons Served during the operating year.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a. Number on the first day of the operating year.	77	42	59	33
b. Number entering program during the operating year.	7	6	14	6
c. Number who left the program during the operating year.	17	11	11	5
d. Number in the program on the last day of the operating year. (a+b-c=d)	67	37	62	34

4. What percentage of the households included at least one Veteran? (APR 21)

Divide the Total **Veterans** (27, in the example below) by the **Total Total** (135, in the example below). Report the result as:

**20% (27/135)**

**21. Veteran Status**

Veteran Status Number of Adults in Households				
	Total	Without Children	With Children and Adults	Unknown HH Type
Veteran	27	21	6	0
Not a Veteran	108	73	35	0
Don't Know/Refused	0	0	0	0
Information Missing	0	0	0	0
<b>Total</b>	<b>135</b>	<b>94</b>	<b>41</b>	<b>0</b>

5. What percentage of the households were headed by a youth aged 18-24? (APR 16)

This question is getting at whether or not the project is 100% dedicated for youth aged 18-24. The number from **With Children and Adults, 18-24** (4, in the example below) may be used as a reference, recognizing that some of those youth might not be heads of households.

**16. Age**

Age Number of Persons in Households					
	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Under 5	27	0	27	0	0
5 - 12	30	0	30	0	0
13 - 17	13	0	13	0	0
18 - 24	15	11	4	0	0
25 - 34	15	5	10	0	0

6. What percentage of the households served were families with children? (APR 9)

Divide the number of Households **With Children and Adults** (27, in the example below) by the **Total Households** (104, in the example below). Report the result as:

**26% (27/104)**

**9. Households Served During the Operating Year**

Number of Households Served During the Operating Year					
	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Households	104	77	27	0	0

7. What percentage of the households served had experienced domestic violence? (APR 19.a.)

Divide the Total **Yes** (20, in the example below) by the Total **Total** (135, in the example below). Report the result as:

**15% (20/135)**

**19a. Victims of Domestic Violence**

Past Domestic Violence Experience  
Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Yes	20	11	9	0	0
No	114	82	32	0	0
Don't Know/Refused	1	1	0	0	0
Information Missing	0	0	0	0	0
<b>TOTAL</b>	<b>135</b>	<b>94</b>	<b>41</b>	<b>0</b>	<b>0</b>

**Targeting Hard to Serve Populations**

14. What percentage of participants had:

- a. One(1) or more physical or mental health conditions known at entry (APR 18.b. add totals for one, two and three or more conditions then divide by total):

Report the result as (using example below):

**56% (57+33+25/205)**

- b. Two (2) or more physical or mental health conditions known at entry (APR 18.b. add totals in two and three or more conditions divided by total):

Report the result as (using example below):

**28% (33+25/205)**

- c. Three (3) or more physical or mental health conditions known at entry (APR 18.b. total in three or more conditions divided by total):

Report the result as (using example below):

**16% (25/205)**

**18b. Physical and Mental Health Known Conditions at Entry**

Number of Known Conditions  
Number of Persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
None	87	11	76	0	0
1 Condition	57	35	22	0	0
2 Conditions	33	27	6	0	0
3+ Conditions	25	19	6	0	0
Condition Unknown	3	2	1	0	0
Don't Know / Refused	0	0	0	0	0
Information Missing	0	0	0	0	0
<b>TOTAL:</b>	<b>205</b>	<b>94</b>	<b>111</b>	<b>0</b>	<b>0</b>

15. What percentage of the adults served had less than \$500 income a month at entry? (APR 23. Add values for No Income through \$251-\$500 and divide by Total in last row):

Report the result as (using example below):

**45% (35+3+5+18/135)**

23. Cash Income Range	Number of Adults		
	Income at Entry	Income at Latest Follow-up for Stayers	Income at Exit for Leavers
No Income	35	24	7
\$1 - \$150	3	1	2
\$151 - \$250	5	1	0
\$251 - \$500	18	2	4
\$501 - \$1,000	64	53	11
\$1,001 - \$1,500	8	17	5
\$1,501 - \$2,000	1	2	1
\$2,001 +	1	2	0
Don't Know/Refused	0	0	0
Information Missing	0	3	0
<b>Total</b>	<b>135</b>	<b>105</b>	<b>30</b>

#### Section IV. Project Performance

##### Performance Data

17. What is the project's utilization rate? (Quarterly Point-in-Time Counts in APR 9. New Projects will only use average of last two quarters in the operating year.)

Add the four Total Counts (170+165+155+177, in the example below) by 4. Divide that total by the total number of beds reported for the project (from Housing Inventory Count – ask JimT if unsure). Report the result as:

**109% (167/153)**

Point-in-Time Count of Persons on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	170	77	93	0	0
April	165	74	91	0	0
July	155	74	81	0	0
October	177	85	92	0	0

18. Did 100% of project head of households enter from an eligible homeless situation? (APR 20.a.1-3)

Review APR 20.a.2 and 20.a.3 and be prepared to explain why any persons in these sections are actually entering from an eligible homeless situation. (This is entirely possible if a person was not the head of the household or, for example, the person was homeless prior to an institutional stay of less than 90 days.)

19. What percentage of project Leavers Exited to a known destination? ( $APR\ 29.a.1-2 \div Total\ Leavers\ APR\ 7.$ )

Add all the Total Subtotals from 29.a.1 and 29.a.2 and divide by the Total number of records for Leavers from 7. Report the result as:

**100% (39/39)**

20. What percentage of program participants Exited to a permanent housing destination?

Add the **Permanent Destinations** Total Subtotals from 29.a.1 and 29.a.2 (31+1, in the examples below) and divide by the Total number of records for Leavers from 7, minus Institutional Settings and Deceased (3+3, in the examples below). Report the result as:

**97% (31+1/39-6)**

Number of Leavers in Households						Number of Leavers in Households					
Permanent Destinations	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type	Permanent Destinations	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Owned by Client, no Ongoing Subsidy	0	0	0	0	0	Owned by Client, no Ongoing Subsidy	0	0	0	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0	Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing Subsidy	11	4	7	0	0	Rental by Client, no Ongoing Subsidy	0	0	0	0	0
Rental by Client, with VASH Subsidy	0	0	0	0	0	Rental by Client, with VASH Subsidy	0	0	0	0	0
Rental by Client, with other Ongoing Subsidy	3	3	0	0	0	Rental by Client, with other Ongoing Subsidy	0	0	0	0	0
PSH for Homeless Persons	0	0	0	0	0	PSH for Homeless Persons	1	1	0	0	0
Living with Family, Permanent Tenure	10	4	6	0	0	Living with Family, Permanent Tenure	0	0	0	0	0
Living with Friends, Permanent Tenure	7	3	4	0	0	Living with Friends, Permanent Tenure	0	0	0	0	0
<b>Subtotal</b>	<b>31</b>	<b>14</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Temporary Destinations</b>						<b>Temporary Destinations</b>					
Emergency Shelter	0	0	0	0	0	Emergency Shelter	0	0	0	0	0
TH for Homeless Persons	0	0	0	0	0	TH for Homeless Persons	0	0	0	0	0
Staying with Family, Temporary Tenure	0	0	0	0	0	Staying with Family, Temporary Tenure	0	0	0	0	0
Staying with Friends, Temporary Tenure	1	1	0	0	0	Staying with Friends, Temporary Tenure	0	0	0	0	0
Place Not Meant for Human Habitation	0	0	0	0	0	Place Not Meant for Human Habitation	0	0	0	0	0
Safe Haven	0	0	0	0	0	Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	0	0	0	0	0	Hotel or Motel, Paid by Client	0	0	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Institutional Settings</b>						<b>Institutional Settings</b>					
Foster Care	0	0	0	0	0	Foster Care	0	0	0	0	0
Psychiatric Facility	0	0	0	0	0	Psychiatric Facility	0	0	0	0	0
Substance Abuse or Detox Facility	0	0	0	0	0	Substance Abuse or Detox Facility	0	0	0	0	0
Hospital (non-Psychiatric)	0	0	0	0	0	Hospital (non-Psychiatric)	0	0	0	0	0
Jail or Prison	3	3	0	0	0	Jail or Prison	0	0	0	0	0
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Destinations</b>						<b>Other Destinations</b>					
Deceased	3	2	1	0	0	Deceased	0	0	0	0	0
Other	0	0	0	0	0	Other	0	0	0	0	0

21. All Projects: What percentage of project leavers had increased earned income [changed to "total income"] at project Exit? ( $APR\ 24.b.2.total / 7. Total\ Leavers$ )

Add **Retained Income Category and Increased \$ at Exit** (14, in the example below) and **Did Not Have Income Category at Entry and Gained it at Exit** (4, in the example below) for **Adults Any Income** and divide by **Total Adults** (30, in the example below). Report the result as:

**60% (14+4/30)**

24.b.2 Income Change by Income Category (Universe: Adult Leavers with Income Info at Entry and Exit)	Had Income Category at Entry and Did Not Have at Exit	Retained Income Category But Had Less \$ at Exit	Retained Income Category and Same \$ at Exit	Retained Income Category and Increased \$ at Exit	Did Not Have Income Category at Entry and Gained it at Exit	Did Not Have the Income Category at Entry or at Exit	Total Adults (Including those with no Income)
Adults with Earned Income	2	0	2	1	3	22	30
Avg Change in Earned Income	(\$294.00)	0		\$1,450.00	\$766.93		
Adults with Other Income	0	1	4	12	5	8	30
Avg Change in Other Income	0	(\$143.00)		\$175.08	\$898.80		
Adults Any Income	1	1	4	14	4	6	30
Avg Change in Overall Income	(\$188.00)	(\$143.00)		\$263.92	\$911.00		\$233.60

22. All Projects: What percentage of project leavers were receiving mainstream [changed to “non-cash”] benefits at project Exit? (APR 26.a.2. total / 7. Total Leavers)

Divide **1+ Sources for Adults** (25, in the example below) by **Total Adults** (30, in the example below). Report the result as:

**83% (25/30)**

**26a2. Non-Cash Benefits by Exit Status - Leavers**

Client Non-Cash Benefits by Exit Status  
Number of Non-Cash Benefits by Number of Persons - Leavers

	Total	Adults	Children	Age Unknown
No Sources	5	5	0	0
1+ Source(s)	25	25	0	0
Don't Know / Refused	0	0	0	0
Missing this Information	0	0	0	0
<b>TOTAL</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>0</b>

23. PSH Projects Only: What percentage of participants leaving the project [project leavers] remained in the project 6 months or longer? (APR 27)

Add Leavers who stayed more than 180 days (7+3+12+3+1+12, in the example below) and divide by Total Leavers (39, in the example below). Report the result as:

**97% (38/39)**

**27. Length of Participation by Exit Status**

Length of Participation by Exit Status  
Number of Persons

	Total	Leavers	Stayers
Less than 30 days	11	0	11
31 to 60 days	1	1	0
61 to 180 days	13	0	13
181 to 365 days	10	7	3
366 to 730 days (1-2 Yrs)	28	3	25
731 to 1095 days (2-3 Yrs)	26	12	14
1096 to 1460 days (3-4 Yrs)	31	3	28
1461 to 1825 days (4-5 Yrs)	15	1	14
More than 1825 Days (>5 Yrs)	70	12	58
Information Missing	0	0	0
<b>Total</b>	<b>205</b>	<b>39</b>	<b>166</b>

**HMIS Participation**

24. Within HMIS, what is the number of Universal Data Elements (UDE) with 5% or more null or missing values?

Use APR Question 7, calculate any that look close.

## 7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	205
Total number of records for Adults Only	135
Total number of records for Unaccompanied Youth	0
Total number of records for Leavers	39

Data Element	Don't Know or Refused	Missing Data
First Name	0	0
Last Name	0	0
SSN	1	0
Date of Birth	0	0
Race	0	3