

Homeless Management Information System Guidance for Exhibit 4 and Exhibit 6 of the FY 2013 Homeless Crisis Response Program Application

This guidance document includes excerpts from the grant application, along with explanations, clarifications and instructions interjected where relevant. All guidance will be in *blue italic* font, and all excerpts from the grant application will be in black font. This is not a complete copy of the grant application. It only includes guidance for the questions that require Homeless Management Information System (HMIS) data.

- For Balance of State Applicants: please run 0625.5 HUD Continuum of Care Annual Performance Report.
- For Entitlement Applicants using ServicePoint: please run the 0625 HUD Continuum of Care Annual Performance Report.
- For Entitlement Applicants NOT using ServicePoint: please run your HUD Continuum of Care Annual Performance Report.

Exhibit 4: Homeless Management Information System

C) For the following questions, enter data for the period **July 1, 2012 to June 30, 2013**:

- Include an HMIS-generated U.S. Department of Housing and Urban Development Continuum of Care Annual Performance Report for each program for which the agency is applying.

For all applicants:

Include a copy (or copies) of the HUD Continuum of Care Annual Performance Report with the application. An emergency shelter will run one Annual Performance Report. Region Leads will run the HUD Continuum of Care Annual Performance Report on their HCRP Homelessness Prevention and HCRP Rapid Re-housing projects separately for each provider in the region.

For those implementations using ServicePoint:

Following are the prompts to set in Advanced Reporting Tool for the 0625 Continuum of Care Annual Performance Report. If one of the prompts is missed, the results may show excessive errors or incorrect data.

Prompts

Reply to prompts before running the query.

1. Select Provider Group(s): -None Selected-
EDA Provider -Default Provider-

1. Select Provider(s): Greene - American Red Cross of Greene County - Eme... ← Remove unwanted providers and add your provider
EDA Provider -Default Provider-

2. Enter Start Date: 07/01/2012 for shelters, or 01/01/2013 for HCRP projects — Enter the start date

3. Enter End Date PLUS 1 Day: 07/01/2013 ← Enter the end date plus one day

4. Select Entry Type: HUD
EDA Provider -Default Provider-

5. Enter Adult Age: 18

EDA Provider -Default Provider - American Red Cross of Greene County - Eme... ← Set this to the same as the provider you selected above

Enter effective date: 07/01/2013 ← Set this to the same as the end date plus one from above

Is using the Disability Determination field part of your workflow for HUD reporting? No
EDA Provider -Default Provider-

Is using the Receiving Income Source field part of your workflow for HUD reporting? Yes
EDA Provider -Default Provider-

Is using the Receiving Benefit field part of your workflow for HUD reporting? Yes
EDA Provider -Default Provider-

- The start date is 7/1/2012 for shelters and 1/1/2013 for HCRP projects.
- The end date PLUS one day and the effective date are 7/1/13.
- If you began operating at the beginning of the 2013 calendar year, the report will cover a six-month period.

For those applying as Region Lead in the Balance of State: When submitting the application, run the 0625.5 HUD Continuum of Care Annual Performance Report for each of the providers you will use to implement the program in your region. The number of reports submitted should match the number of partner agencies listed in Exhibit 8.

For example, Region 16, a five-county region, would include five Annual Performance Reports: one for Clinton County Services for the Homeless, Inc., one for Community Action Commission of Fayette County covering Fayette County, one for CAC of Fayette County covering Highland County, one for Pickaway County Community Action Organization, and one for Ross County Community Action.

For Balance of State Shelters:

Please run the 0625.5 HUD Continuum of Care Annual Performance Report because it has the Shelter Nights calculation included on Tab L, which is required for Exhibit 9, Part E, Question 5 of the Emergency Shelter Budget spreadsheet.

- Provide the number of persons served:

This number should NOT come from HMIS, but another way you track the number of clients served, if you have one. If you do not have another way of tracking clients, then skip this question.

- Provide the number of persons served according to your Annual Performance Report (Section 8):

This will come from Question 7 or 8 on your HUD Continuum of Care Annual Performance Report. Please list each total separately if you are submitting more than one HUD Continuum of Care Annual Performance Report.

- Provide the number of households served:

This number should NOT come from HMIS, but another way you track the number of clients served, if you have one. If you do not have another way of tracking clients, then skip this question.

- Provide the number of households served according to your Annual Performance Report (Section 9):

This will come from Question 9 on your HUD Continuum of Care Annual Performance Report. Please list each total separately if you are submitting more than one HUD Continuum of Care Annual Performance Report.

- Provide the number of clients that were entered into Homeless Management Information System anonymously:

This question is optional. If you can get this information from your HMIS, please enter it, otherwise disregard.

- D) Include a Homeless Management Information System-generated Bed Utilization Report **for the last Wednesday of every month covering the period of July 2012 – June 2013.** For entitlement areas, please provide occupancy rates with supporting documentation.

This question should ONLY be completed by Shelter and not Rapid Re-housing or Prevention projects.

For Balance of State Shelters:

Include a copy of the HMIS Bed Utilization by Provider with Detail report. The report is located in the “As Needed” folder of Advanced Reporting Tool and it is set up to cover the period of July 2012 – June 2013. For entitlement areas, please provide occupancy rates with supporting documentation for the last Wednesday of every month covering the period of July 2012 – June 2013.

Exhibit 6: Project Description

*(This page to be completed by **Emergency Shelter Applicants** only)*

This is intended for HMIS implementations that use ServicePoint and refers to sections on the 0625 HUD Continuum of Care Annual Performance Report. It may or may not be useful to those HMIS implementations that do not use ServicePoint.

- c. Describe your current performance related to moving people from shelter into permanent housing. How will you meet the shelter goal of 30 percent of leavers moving into permanent housing? Please state your current percentage of leavers exiting into permanent housing. If your shelter is below 30 percent, please explain your improvement strategy.*

C. Permanent Destinations			
Permanent Destinations subtotal from 29a1		A	0
Permanent Destinations subtotal from 29a2		B	0
Total with Permanent Destinations		A+B=C	0
Total Leavers from Section 7		D	0
		C/D=E	#DIV/0!

Use the HUD Continuum of Care Annual Performance Report to fill in cells A, B, and D, then calculate C and E as shown above. If submitting multiple HUD Continuum of Care Annual Performance Reports please do a separate table for each provider. Providing just the percentage is acceptable, but we will be checking it with your HMIS Annual Performance Report.

- d. Describe your current efforts in achieving gainful employment with clients. How will you meet the shelter goal of 15 percent of leavers employed at exit? Please state your current percentage of leavers employed upon exiting the program. If your shelter is below 15 percent, please explain your improvement strategy.*

D. Employed at Exit			
Earned Income Total from 25a1		F	0
Total Leavers from Section 7		G	0
		F/G=H	#DIV/0!

Use the HUD Continuum of Care Annual Performance Report to fill in the cells F, and G, and then calculate H as shown above. If submitting multiple HUD Continuum of Care Annual Performance Reports please do a separate table for each provider. Providing just the percentage is acceptable, but we will be checking it with your HMIS Annual Performance Report.

- e. Describe your current performance in making sure clients receive at least one source of non-cash benefits at exit. How will you meet the shelter goal of 50 percent of leavers receiving at least one source of non-cash benefit at exit? If your shelter is below 50 percent, please explain your improvement strategy and how you will connect with clients to ensure all eligible non-cash benefits for which the client is eligible are being received.*

E. Non-Cash at Exit			
1+ Sources Total from 25a2		I	0
Total Leavers from Section 7		J	0
		I/J=K	#DIV/0!

Use the HUD Continuum of Care Annual Performance Report to fill in the cells I and J, then calculate K as shown above. If submitting multiple HUD Continuum of Care Annual Performance Reports please do a separate table for each provider. Providing just the percentage is acceptable, but we will be checking it with your HMIS Annual Performance Report.

- f. What is the average length of stay for residents of the emergency shelter program? If the average length of stay is greater than 30 days, please explain why the population served by the program needs to remain in the program for more than 30 days. Specifically address why, with the availability rapid re-housing funds, clients are residing in emergency shelter for more than 30 days.

The average length of stay can be found in Question 27 of your HUD Continuum of Care Annual Performance Report.

For Technical Assistance, please contact your HMIS Administrator.

For general application questions, please contact Jonathan McKay at the Ohio Development Services Agency at Jonathan.Mckay@development.ohio.gov or (614) 466-7381.
