



*AHAR
Continuum of Care
Guide*

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What is the AHAR

The Annual Homeless Assessment Report is a report to the U.S. Congress on the extent and nature of homelessness in the United States. It provides counts on the homeless population and describes their demographic characteristics and service use patterns. The AHAR is based primarily on data from the Homeless Management Information Systems. For more information go to www.ahar.hmis.info.

The HUD AHAR Timeline

Data Collection period each year	October 1-Sept 30
AHAR First Draft (All Persons and Veterans)	November 15, 2011
AHAR Final Draft (All Persons)	January 13, 2012
AHAR Final Draft (Veterans)	January 20, 2012
Data Analyzed by Abt	January - March
Final Report Released	June

Data Monitoring Timeline

October – December – Communities should focus on compiling their data, running HMIS queries, submitting the data via the AHAR Exchange, resolving any data quality issues, and finalizing the data submission.

January – September – Communities should focus on expanding their HMIS implementation to increase provider coverage in their HMIS, conducting routine data quality checks, and participating in AHAR trainings as needed.

For additional information, go to www.ahar.hmis.info or www.hudhdx.info.

AHAR Participants

Communities participate in the AHAR as either a sample site or a contributing community. Sampling sites are nationwide and each site is a Community Development Block Grant (CDBG) jurisdiction that was selected randomly to be part of a nationally representative sample of communities. CDBG jurisdictions include large cities, medium-sized cities, urban counties, and non-entitlement areas. Contributing communities are CoC's that voluntarily submit their data to be included in the AHAR. Both sample sites and contributing communities must meet certain criteria to participate in the AHAR.

- Generate their AHAR data from an HMIS with client-level data that are entered consistently and accurately into the HMIS.
- Communities must have at least 50 percent of their community-wide inventory (i.e., HUD and non-HUD funded providers) represented in HMIS.
- Communities are expected to have reasonable bed utilization (or occupancy) rates, typically above 65 percent or below 105 percent .

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- Relatively low percent of missing values.

Note: The 50 percent bed coverage rate is calculated separately for each AHAR reporting category, and a community must achieve this threshold in one or more categories to participate in the AHAR.

Participation in the AHAR is beneficial to local communities because data gathered for the AHAR helps quantify the number, characteristics, and service needs of those who accessed homeless services. This provides a data-driven understanding of the community's homeless population to inform local homeless assistance planning. Communities can also use AHAR data for the CoC application, community planning, strategic plans to end homelessness, consolidated plans, and funding applications. Continuums also receive points in the NOFA application for AHAR participation.

Reference www.ahar.hmis.info.

Continuum of Care Responsibilities

Previously, communities have worked directly with the Pathways Systems Team who have run and provided AHAR TA. The requests for the AHAR reports were generally initiated by the jurisdictional management, HMIS Coordinators or by Pathways. After each report group (generally 7 reports) was run, it was transmitted to the jurisdiction manager for review and corrections. This process normally was repeated once a month throughout the second half of the year. It was generally repeated several more times after the end of the reporting period for final corrections before the actual AHAR data was submitted. This process represented a tremendous amount of time and did not provide our communities with the ability to monitor the data more frequently. Also missing was the ability to have overall control of the process, including the data quality. Therefore, Pathways has added functionality that allows HMIS Coordinators and jurisdictional managers the ability to run on demand AHAR reports and additional reports that will assist in monitoring for data quality.

While Pathways will provide assistance such as AHAR webinars, an AHAR Guide and other tools, it will be the responsibility of each Continuum Lead for ensuring:

- Agencies are entering data (accurately, completely, and timely)
- Agencies are cleaning the data on an ongoing basis

Additionally, the Continuum Lead will be responsible for:

- Running the AHAR Reports in PATHWAYS COMPASS
- Submitting request for raw data from Pathways Team
 - o Make a request via email to the Support Team.
- Submitting the AHAR data in the Homelessness Data Exchange (HDX).

Overview of Data Reported for AHAR

The data represents any person who enters an emergency shelter, transitional housing, or permanent supportive housing program. Data are reported separately for individuals and persons in families in these program types. A separate AHAR will include only Veterans.

What Data are Reported in AHAR

The AHAR focuses on six Table Shells plus a Program Summary Table Shell. The Vet AHAR also focuses on these same six Table Shells plus a Summary Table Shell. You cannot submit a Vet AHAR without first submitting the (regular) AHAR.

1. **ES-IND:** This table shell captures data for all persons served in Emergency Shelters for individuals.
2. **ES-FAM:** This table shell captures data for all persons in families served in emergency shelters.
3. **TH-IND:** This table shell captures data for all persons served in transitional housing for individuals.
4. **TH-FAM:** This table shell captures data for all persons in families served in transitional housing.
5. **PSH-IND:** This table shell captures data for all persons served in Permanent Supportive Housing.
6. **PSH-FAM:** This table shell captures data for all persons in families served in Supportive Housing.
7. **SUMMARY:** This table shell aggregates selected information from the six (6) reporting categories.

Annual Homeless Assessment Report Changes for 2011

This document describes the changes to the reporting requirements for the 2011 Annual Homeless Assessment Report (AHAR). The changes update the response categories for Gender, Residence Prior to Program Entry, and Destination to conform to the HMIS Data Standards¹ published in March 2010.

Changes to individual questions are outlined below. For each question, the following information is provided:

- Question name
- A table that lists the report subsections and provides the question number for each subsection
- A brief description of the change
- A sample of the way the question will look in 2011.

¹ Homeless Management Information System (HMIS) Data Standards, Revised Notice. US Department of Housing and Urban Development. March 2010.

http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf

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The updated XML schema may be found at: http://www.hmis.info/schema/ahar/2_0_3/.

Gender

"All Persons" AHAR	AHAR Veterans Report
ES-IND Q4	Veterans ES-IND Q4
ES-FAM Q4	Veterans ES-FAM Q4
TH-IND Q4	Veterans TH-IND Q4
TH-FAM Q4	Veterans TH-FAM Q4
PSH-IND Q5	Veterans PSH-IND Q5
PSH-FAM Q5	Veterans PSH-FAM Q5

The gender reporting categories have been expanded to include additional response categories required by the March 2010 HMIS Data Standards.

	<i># of children</i>		<i># of adults</i>	
Female	<input type="text"/>	Log	<input type="text"/>	Log
Male	<input type="text"/>	Log	<input type="text"/>	Log
Transgendered male to female	<input type="text"/>	Log	<input type="text"/>	Log
Transgendered female to male	<input type="text"/>	Log	<input type="text"/>	Log
Other	<input type="text"/>	Log	<input type="text"/>	Log
Missing this information	<input type="text"/>	Log	<input type="text"/>	Log

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Persons by household type and Length of stay

"All Persons" AHAR	AHAR Veterans Report
ES-IND Q8, Q14, Q15	Veterans ES-IND Q12
ES-FAM Q8, Q14, Q15	Veterans ES-FAM Q12
TH-IND Q8, Q14, Q15	Veterans TH-IND Q12
TH-FAM Q8, Q14, Q15	Veterans TH-FAM Q12
PSH-IND Q9, Q19, Q20, Q21, Q22	Veterans PSH-IND Q17, Q18
PSH-FAM Q9, Q19, Q20, Q21, Q22	Veterans PSH-FAM Q17, Q18

The AHAR reporting categories for these questions have not changed; however, gender is a factor in cross-tabulating data and – as identified in the section on gender (above) – the March 2010 HMIS Data Standards added three new gender categories: Transgendered male to female, Transgendered female to male, and Other. The table below identifies how the HMIS response categories for gender should be grouped for these questions:

HMIS Value	AHAR Gender Category
Female or Transgendered male to female	Female
Male or Transgendered female to male	Male
Other, Don't Know or Refused	Missing gender

Note that although persons in the 'Other' gender category will be included in the 'Missing this information' reporting categories on these questions, it will be possible for the AHAR data analysts to compare the number of clients reported in the 'Other' gender category in Question 4 to the number of

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clients in the 'Missing this information' category and identify how many of them actually fell into the 'Other' category.

Living arrangement the night before program entry

"All Persons" AHAR	AHAR Veterans Report
ES-IND Q11	Veterans ES-IND Q9
ES-FAM Q11	Veterans ES-FAM Q9
TH-IND Q11	Veterans TH-IND Q9
TH-FAM Q11	Veterans TH-FAM Q9
PSH-IND Q14	Veterans PSH-IND Q12
PSH-FAM Q14	Veterans PSH-FAM Q12

The reporting categories have been altered to include response categories required by the March 2010 HMIS Data Standards.

	<i># of persons</i>	
Emergency shelter	g.	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/> Log
Transitional housing	h.	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/> Log
Permanent supportive housing	i.	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/> Log
Psychiatric facility	j.	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/> Log
Substance abuse treatment center or detox	k.	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/> Log
Hospital (non-psychiatric)	l.	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="text"/> Log

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Jail, prison, or juvenile detention	m.	<input type="text"/>	Log
Rental by client (VASH subsidy)	n.	<input type="text"/>	Log
Rental by client (other subsidy)	o.	<input type="text"/>	Log
Rental by client (no subsidy)	p.	<input type="text"/>	Log
Owned by client (with subsidy)	q.	<input type="text"/>	Log
Owned by client (no subsidy)	r.	<input type="text"/>	Log
Staying with family	s.	<input type="text"/>	Log
Staying with friends	t.	<input type="text"/>	Log
Hotel or motel (no voucher)	u.	<input type="text"/>	Log
Foster care home	v.	<input type="text"/>	Log
Place not meant for habitation	w.	<input type="text"/>	Log
Safe Haven	x.	<input type="text"/>	Log
Other living arrangement	y.	<input type="text"/>	Log
Missing this information	z.	<input type="text"/>	Log
Total		0	

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Destination

“All Persons” AHAR	AHAR Veterans Report
PSH-IND Q18	Veterans PSH-IND Q16
PSH-FAM Q18	Veterans PSH-FAM Q16

The reporting categories have been modified to include response categories required by the March 2010 HMIS Data Standards.

		<i># of persons</i>	
Emergency shelter	a.	<input type="text"/>	Log
Transitional housing	b.	<input type="text"/>	Log
Permanent supportive housing	c.	<input type="text"/>	Log
Psychiatric facility	d.	<input type="text"/>	Log
Substance abuse treatment or detox	e.	<input type="text"/>	Log
Hospital (non-psychiatric)	f.	<input type="text"/>	Log
Jail, prison, or juvenile detention	g.	<input type="text"/>	Log
Rental by client (VASH subsidy)	h.	<input type="text"/>	Log
Rental by client (other subsidy)	i.	<input type="text"/>	Log
Rental by client (no subsidy)	j.	<input type="text"/>	Log
Owned by client (with subsidy)	k.	<input type="text"/>	Log
Owned by client (no subsidy)	l.	<input type="text"/>	Log
Staying with family, temporary tenure	m.	<input type="text"/>	Log
Staying with family, permanent tenure	n.	<input type="text"/>	Log

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Staying with friends, temporary tenure	o.	<input type="text"/>	Log
Staying with friends, permanent tenure	p.	<input type="text"/>	Log
Hotel or motel (no voucher)	q.	<input type="text"/>	Log
Foster care home	r.	<input type="text"/>	Log
Place not meant for habitation	s.	<input type="text"/>	Log
Safe Haven	t.	<input type="text"/>	Log
Deceased	u.	<input type="text"/>	Log
Other living arrangement	v.	<input type="text"/>	Log
Missing this information	w.	<input type="text"/>	Log

Questions

Vendors and CoCs may submit questions at the Virtual Help Desk at HUD's Homelessness Resource Exchange at <http://hudhre.info/helpdesk>. The Program / System should be 'HDX (PIT, HIC, AHAR, PULSE)', and the Topic and Subtopic should both be 'AHAR'.

Preparing to Run Your AHAR reports

Verifying agencies in your Community Group

The current reports are based on programs within a Community Group that represents a single jurisdiction, normally a CoC. Such a group is currently built by manually adding Agency Sites to it. All ES, PSH and TH programs within the agency are associated with the group. This process results in many omitted and extraneous programs in the group. Therefore, the program list within a group must be reconciled.

AHAR Reports in PATHWAYS COMPASS

Each of the six Table Shells has its own individual report that must be run. Below are the names of each Report you will need to run. To run each report, you select one of the seven reports (including the summary report). All ES, TH and PSH reports must be run in order to build up the data in a temporary file, once you have run all six reports, you can then run the Summary report. If the Summary report is run before any of the other reports, the data in the temporary file may be incomplete and the Summary report may be incorrect; therefore, the Summary report should be the last report that is run.

With each report you are able to select if you want directly enrolled only clients. If you select **Yes**, only those clients who were directly enrolled such that they occupied the program at any point in time within the reporting period are counted. If you select **No**, all individuals in the household where at least one household member occupied the program at any point in time within the reporting period will be counted.

If your community has not consistently enrolled all clients directly into the program, you may want to run both reports to see the extent of the gap. Running both reports may also help you to decide the more accurate number you will want to use to report in HDX. It is best to run all seven (7) reports with the same option of Direct or Indirect enrollment.

Parameters entered by the User for each report include: Begin Date, End Date, Community Group Identification, Program Type (i.e. ES, TH or PSH), Directly Enrolled Only or Indirect (filter).

Below are the AHAR reports and the suggested order in which they should be run in order to properly populate the necessary temporary files.

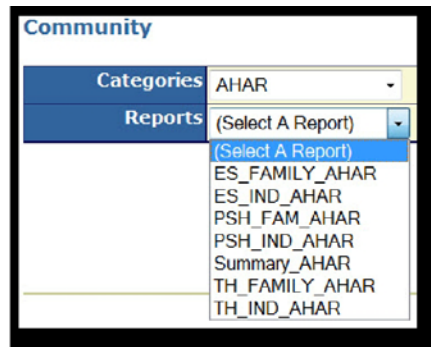
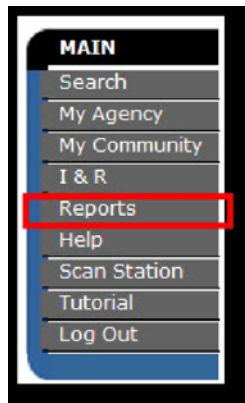
- ES_IND_AHAR
- ES_FAM_AHAR
- TH_IND_AHAR
- TH_FAM_AHAR
- PSH_IND_AHAR
- PSH_FAM_AHAR
- SUMMARY

Note: If Don't Know, Refused, Blank, Null or Anonymous have been used in recording the client's information, then these are counted as missing data.


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


Running your AHAR Reports in PATHWAYS COMPASS

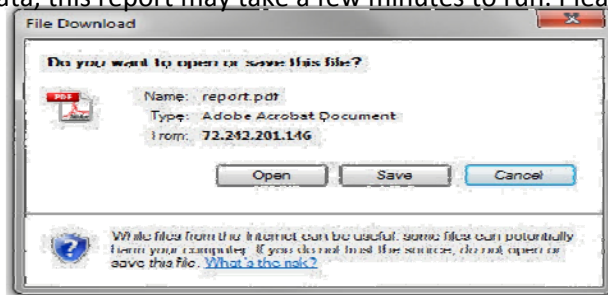
All of the reports run in a similar manner. Select the desired report from the list. The reports are created as .pdf files. Data exports are created in a spreadsheet that can be sorted in different ways to facilitate data correction.




Select using the items below from the Report menu, Category, and Report Name

Menu Item	Community
Category	AHAR I
Report Name	Select from the list.
Format	PDF or CSV
Begin Date	MM/DD/YYYY (10/01/2010)
End Date	MM/DD/YYYY (09/30/2011)
Group	Select from the 
Directly Enrolled Only	Yes or No. Mouse over the ? to see the definition for directly enrolled.

Click . The report is run and the box below displays. Select,   . Given the potential volume of data, this report may take a few minutes to run. Please be patient.



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These are multi-page reports. Each section of the report gives a total of records with missing data. The report can be printed by clicking . The report can be saved after viewing for use at a later time.

To run the 2011 Annual Homeless Assessment Reports, select in the following sequence:

Main Menu > Report Menu > Community > AHAR > ES_IND_AHAR

Annual Homeless Assessment Report (AHAR)	
ES-IND	- 501 -
	Directly Enrolled Only
Report run Date: 11/27/2011 11:07:09 PM	Reporting Period: 10/01/2010 Thru 09/30/2011
Question 1: Total Number of Individuals Who Used Emergency Shelters During Covered Time Period	
	# of Persons / Beds
Unduplicated number of Individuals that used Emergency Shelters participating in HMIS:	a. <input type="text" value="3733"/>
Number of emergency, year-round equivalent shelter beds for Individuals included in HMIS (i.e., bed capacity for participating providers):	b. <input type="text"/>

To run the 2011 Annual Homeless Assessment Summary Report, select in the following sequence:

Main Menu > Report Menu > Community > AHAR > Summary_AHAR

Ensure you have run all six of the other reports to build the temporary file prior to running the Summary Report.

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**Annual Homeless Assessment Report (AHAR)
Summary**

Report run Date: 11/28/2011 06:24:49 AM Reporting Period:

Question S1: Number of Persons in your HMIS who appeared in...*

All four program-household types:
* Individual in emergency shelter (ESIND),
* Family member in emergency shelter (ESFAM),
* Individual in transitional housing (THIND), and
* Family member in transitional housing

a.

...these 3 program-household types only: ESIND, ESFAM, and THIND:

b.

...these 3 program-household types only: ESIND, ESFAM, and THFAM :

c.

...these 3 program-household types only: ESIND, THIND, and THFAM :

d.

...these 3 program-household types only: ESFAM, THIND, and THFAM:

e.

What makes a “Good” AHAR?

A target for having a good AHAR consists of:

- Low % of missing data
- 100% provider participation (you must have a minimum of 50% in each category to submit the data.
- Bed Utilization rates between 65% to 105%

Additional Tutorials have been developed to assist with each of the areas listed above.

Data Quality

Data Quality includes:

- Completeness - Information is entered on all consumers and information on the consumer is complete.
- Accuracy - Data is entered correctly (reflects what we know) and is valid (what we “know” makes sense).
- Consistency - Performance information is consistent across time

Who is responsible for correcting bad or missing data?

Whoever has the client’s physical file and a signed authorization from the client should be the one updating the client’s record.

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Common Data Quality Issues:

- **Missing Program Entry Dates:** This can result in an under count of people served. Clients are not entered into the HMIS upon entering the program. Program incorrectly appears to be underutilized.
- **Missing Program Exit Dates:** This can result in over count of people served. Clients appear in the system, but are not currently receiving services. Program incorrectly appears to be over capacity.
- **Missing Data:** Missing data creates an incomplete picture of homelessness. Communities may need to work with their providers to ensure all the universal data elements are captured.
- **Low Provider Coverage:** This occurs when the bed coverage rates are less than 50%. Any data extrapolated from this limited information is not considered reliable enough to use in the AHAR.

Note: A high number of Don't Know, Refused, blank and anonymous values contribute to the percentage of missing data.

Cleaning the Data

Reports within PATHWAYS COMPASS for data monitoring are in both CSV (Exports), and PDF reports, referred to as canned reports. Below are the key reports that can be utilized for finding missing data, bad data or incomplete data.

Cleaning the data refers to finding high occurrences of Don't know/have, Refused, Null values, blank fields, or data that appears to be wrong and correcting that information in the client's record. It may be necessary to refer to the hard copy file for that client. Therefore, after reviewing the reports, it is necessary to work with the agency to get the information corrected in the system. It is worth noting, Don't Know/have, Refused are counted as Missing Values even though they are allowed based upon the 2010 HUD Data Standards.

When running the various reports you should immediately look for blank fields (missing data), null values, Don't Know/have, Refused or what appears to be incorrect data. When you have identified these instances, note the client key and what is missing or incorrect. Contact the agency (generally the Agency Admin) via phone or email and provide them the information that they will need to update for that client record in the system.

Note: Whoever has the client's physical file and a signed authorization from the client should be the one updating the client's record.

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Key Data That Contributes to AHAR

Although there are several exports, most will use the same column heading information. Below are the key column headings.

Client Key: System generated key for each individual in the system. It is required to obtain unduplicated counts.

DOB: This column indicates the Date of Birth is for the Client. This field is used to determine client age. An individual's age is as of the person's program entry date or the reporting period start date, whichever is greater. If the person is not directly enrolled in the program (Indirect report only), then the age is as of the earliest directly enrolled entry date in the household, or the reporting period start date, whichever is greater.

Gender: This column indicates the sex of the client. Responses include: Male, Female, Male to Female, Female to Male, Other, Don't Know and Refused. The Male to Female and Female to Male choices should be how the client identifies themselves currently (not by appearances).

Race: This column indicates what race the client identifies themselves as. The client checks all that apply. Responses include: Asian, Black or African American, American Indian or Alaska Native, White, Native Hawaiian or Other Pacific Islander, Other, Don't Know, Refused.

Ethnicity: Hispanic/Latino or non-Hispanic/Latino. **Veteran:** Selected Yes or No. This is used in both the regular AHAR and in the Vet AHAR.

Disabling Condition: Selected Yes or No.

Age At Entry: Calculated from the DOB.

Days In Program: Calculated from the date of program entry.

Individual Children in Housing Program: Calculated from Household record.

Number of Children in Household: Calculated from Household record.

Last Night's Stay: Entered on the General Information page. Edited on the Programs Page

Stability of Last Night's Stay: Selected on the General Information page. Edited on the Programs Page.

Zip Code at Last Permanent Address: Entered on the General Information page. Edited on the Programs Page.

Location Where Data Can Be Updated Within the System

Client General Information Page:

SSN, First Name or Last Name, Date of Birth, Gender, Race, Ethnicity, Veteran, Disabling Condition

Client Visit Menu – Programs Page:

Individual Children In Housing Program, Entry Date, Exit Date, Last Night's Stay, Stability of Last Night's Stay, Zip Code (Last Permanent Address)

Household Page:

Number of Children in Family

Reports

Data Quality Reports and Exports

Parameters entered by the User for each Export includes: Begin Date, and End Date, (10/01/2010 and 09/30/2011) for the 2011 AHAR and Vet AHAR reports.

Initial Data Quality Report

- ▣ AHAR Community Alerts Export

Community Reports

- Community Program Utilization Report (Export)
- Bed & Unit Inventory Export

Exports - Agency Level Data Quality Reports

- Zero or Negative Program Length of Stay Export
- Program Enrollment and Discharge Export
- Agency Monitoring

The export reports create a .csv file that is used by most standard spreadsheet programs. Once opened, the file can be sorted by the column headings to find information more quickly.

Note: Don't Know/Have or Refused, partial SSN and anonymous are counted as missing data on the AHAR reports.

AHAR Community Alerts Report

The AHAR Community Alerts is an export report that provides the first step for cleaning the data. From this report, you can sort the data to see the records with blank, null, Don't Know and Refused fields. After sorting, you will have a better picture of how much data needs to be revised and easy access to the client keys. Contact the agency (generally the Agency Admin) via phone or email and provide them the information that they will need to update for that client record in the system.

To run the report, select in this sequence:

Main Menu > Report Menu > Data Export > AHAR > AHAR Community Alerts

Data Export

Categories	AHAR
Reports	AHAR Community Alerts
Format	CSV
Begin Date	10/01/2010
End Date	09/30/2011
Group	GA - 501 - Georgia Balance of State CoC

This export report is designed to be the initial report that is used to show or "alert" the Continuum of Care of potential issues that may have an impact on the AHAR reports.

In the examples below, the report shows fields that are marked as Don't have, Don't Know, or as in the third screen below, both Don't know and blank fields are items counted as missing in the AHAR.

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A	B	C	D	E	F	G	H	I	J	K	L	M	N
CLIENT_KEY	HOUSEHOLD_KEY	PROGRAM_KEY	PROGRAM_NAME	PROGRAM_TYPE	AGENCY_KEY	AGENCY_NAME	SSN	ID_TYPE	HAS_BOTH_NAMES	DOB	DOB_TYPE	GENDER	RACE
999099	405267	1910	TH-SMF-MAG	TH	4286	Cobb/Douglas Co	OK	Full SSN	YES	15-Oct-69	Full DOB R	Female	White
999123	94558	3070	TH-FC- LTF5	TH	4286	Cobb/Douglas Co	Miss	Don't ha	YES	24-Feb-95	Full DOB R	Male	Black
999321	100248	3109	ES YR MIX Elizabet	ES	1349	MUST - Marietta	OK	Full SSN	YES	10-Aug-67	Full DOB R	Female	White
999543	100604	3700	PH-SMF-SPC9/#1	PSH	7346	Marietta Housin	OK	Full SSN	YES	27-May-59	Full DOB R	Male	Black
999125	5992	3109	ES YR MIX Elizabet	ES	1349	MUST - Marietta	OK	Full SSN	YES	2-May-61	Full DOB R	Male	Black

O	P	Q	R	S	T	U	V	W
ETHNICITY	VETERAN	DISABLED	ENROLLMENT	ENTRY_DATE	EXIT_DATE	LENGTH_OF_STAY	AGE_AT_ENTRY	INDIVIDUAL_CHILD
Non-Hispa	Not Veter	YES	D	13-Aug-09	23-Aug-09	10	48	No
Non-Hispa	Not Veter	Don't Know	D	28-Oct-08	29-Oct-08	1	46	No
Non-Hispa	Not Veter	Don't Know	D	18-Nov-08	19-Nov-08	1	46	No
Non-Hispa	Veteran	YES	D	23-Apr-09	30-Apr-09	7	46	No

X	Y	Z	AA
HOUSING_STATUS_DATE	PRIOR_RESIDENCE	HOW_LONG_IN_RESIDENCE	ZIP_CODE_PERM
6-Mar-09	OK	Don't know	OK
6-Mar-09	OK	Don't know	OK

How to use this report:

1. Verify the report for accuracy.
2. Look for null values, blank fields, contact and provide the necessary information for the Agency to update the client's record.
3. Look for unusually high numbers of Don't Know/Don't Have, these options will contribute to the percent of missing data. Contact the Agency to determine if additional action is needed to address this issue.

Community Program Enrollment & Discharge

Categories	Community
Reports	Program Enrollment and Discharge (Group)
Format	CSV
Begin Date	10/1/2010
End Date	9/30/2011
Group	GA-501 - Georgia Balance of State CoC

RUN

Pathways AHAR CoC Guide

New

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
CLIENT_K	HOUSEHO	HOUSEHOL	ID_TYPE	DATE_OF_	APR_	GENDER	MARITAL	VETERAN	ETHNICITY	RACE	DISABLING	RELATIO	AGENCY_NAME	PROGRAM_NAME	PROGRAM_	PROGRAM
XXXXXX	XXXX	XXXXX	Full SSN	01-Apr-52	58	Female		Don't know	Other Rac	No	Head	Calvary Refuge, Inc.	Emergency Night Shelter	ES		
XXXXXX	XXXX	XXXXX	Full SSN	06-Jun-67	43	Male	Single	No	Non-Hisp	Other Rac	Yes	Head	Brother Charlie Rescue Cent	Brother Charlie Emergen	ES	
XXXXXX	XXXX	XXXXX	Full SSN	08-Sep-61	49	Male	Single	No	Non-Hisp	Black or A	Yes	Head	The Salvation Army - Gain	Emergency Shelter	ES	
XXXXXX	XXXX	XXXXX	Full SSN	16-Jul-67	43	Male		No	Non-Hisp	Black or A	No	Head	Calvary Refuge, Inc.	Emergency Night Shelter	ES	

R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
ENTRY_DATE	EXIT_DATE	HOUSING_	LAST_PERM	CHRON_H	PRIOR_	LENGTH_	INCOME_	INCOME_	INCOME_	BENEFITS	BENEFITS_	HOUSING	INCOME_
				OMELESS_	NIGHTS	OF_STAY	ANS_AT_	AT ENTRY	SOURCES_	_ANS_AT	SOURCES_	STATUS	ANS_AT_
24-Sep-09				STATUS_AT	_RESIDE		ENTRY	AT ENTRY	AT ENTRY	ENTRY	AT ENTRY	AT EXIT	EXIT
28-Sep-09		Literally ho		ENTRY	NCE	one week or less							
02-Sep-09		Literally ho	31794	Y		Emergen	one week or less						
23-Sep-09			30601	N									
28-Aug-09													

AF	AG	AH	AI	AJ	AK	AL	AM
INCOME_	INCOME_	BENEFITS	BENEFITS_	SPECIAL_N	APR_NIG		REASON_
AT_EXIT	SOURCES_	_ANS_AT	SOURCES_	EEDS_AT_	HTS_IN_P	DESTINA	FOR_LEA
	_AT_EXIT	_EXIT	AT_EXIT	ENTRY	ROGRAM	TION	VING
					737		
					733		
					759		
					738		
					764		

How to use this report:

This new report is similar to the Agency Level Program Enrollment & Discharge with the added column of the Name of the Agency. This allows the CoC's to view all residential information for each agency within their specific CoC.

1. Look for low numbers of people enrolled; this may indicate that this program is not in use.
2. Look for low numbers in any given area; this may indicate low activity or data that is not being captured.
3. Look for blank fields and verify they should be blank (for instance if a client has not been discharged from a Program, the Program Exit Date should be blank).
4. Verify the number of persons enrolled does not exceed the capacity for that program type. For example, if the ES Program capacity is 15 individual beds, you should not have 30 individuals currently enrolled in that ES Program. This contributes to over utilization.
5. Verify children are not in households by themselves (when they should not be).

This report can also be used to identify areas where additional training may be needed. Contact the Agency Administrator to discuss areas of concern.

Community Program Utilization Export

To run the report, select in this sequence:

Main Menu > Reports > Data Export > Community > Community Program Utilization Report Summary (Export)

Community

Categories	Community
Reports	Community Program Utilization Summary Report
Format	PDF
Begin Date	10/1/2010
End Date	9/30/2011
Group	GA - 501 - Georgia Balance of State CoC

This report provides a “snapshot” or overview of all the agencies represented within the Community Group. A majority of this report is helpful for data quality in general, while several highlighted columns should be of greater focus for monitoring for the AHAR.

Pathways AHAR CoC Guide

	A	B	C	D	E	F	G	H	I	J	K
1	GROUP_NAME										
2	DCA - AHAR Test										
3	AK	BHSA	GOALS_CREATE_D	GOALS_UPDATED	STATUS_INDICATOR_UPDATES	AGENCY_NAME	AGENCY_DISPLAY_NAME	ACTIVE_USER	NEW_AUTHORIZATIONS	SERVICE_TRANSACTIONS	PROGRAM_DESCRIPTION
4	8988	0	0	0	0	DCA Compliance	DCA	1	2	0	dca es(5125)
5	8988	0	0	0	0	DCA Compliance	DCA	1	2	0	dca th(5140)
6	8988	0	0	0	0	DCA Compliance	DCA	1	2	0	HPRP Test 2(4671)
7	8988	0	0	0	0	DCA Compliance	DCA	1	2	0	Test HPRP(4663)

	L	M	N	O	P	Q	R	S	T	U
1										
2										
3	AGENCY_KEY	PROGRAM_TYPE	BED_CAPACITY	PEOPLE_ENROLLED_AS_OF	PEOPLE_ENROLLED_AS_OF_OTHER	AVERAGE_UTILIZATION	CS_ACTIVE_USER	CS_NEW_AUTH	CS_SERVICE	CS_BED_CAPACITY
4	8988	Emergency Shelter	50	1			2	1	2	0
5	8988	Transitional housing	77	0						
6	8988					1				
7	8988					1				

	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
1											
2											
3	CS_PEOPLE_ENROLLED	CS_PEOPLE_ENROLLED_OTHER	CF_AVERAGE_UTIL	CS_BHSA	CS_GOALS_CREATED	CS_GOALS_UPDATES	CS_STATUS_INDICATOR				
4	1	2	1	0	0	0	0				
5											
6											

How to use this report:

This report can be used as a general gauge of the activities within an agency. Key areas are tracked in this report.

1. Look for low numbers of people enrolled; this may indicate that this program is not in use.
2. Look for low numbers in any given area; this may indicate low activity or data that is not being captured.

This report can also be used to identify areas where additional training may be needed. Contact the Agency Administrator to discuss areas of concern.

Pathways AHAR CoC Guide

Bed & Unit Inventory Export

This report should mirror the 2010/2011 HIC (Housing Inventory Chart).

To run the report, select in this sequence:

Main Menu > Reports > Data Export > Community > Bed Inventory Export

Data Export

Categories	AHAR
Reports	Bed Inventory Export
Format	CSV
Begin Date	10/1/2010
End Date	09/01/2011
Group	GA - 501 - Georgia Balance of State CoC

RUN

This report will display all the information recorded on the Bed & Unit Inventory page within the system.

	A	B	C	D	E	F	G
1	AGENCY_KEY	AGENCY_NAME	PROGRAM_TYPE	PROGRAM_KEY	PROGRAM_NAME	MULTI_COUNTY	COC
2	6786	Cobb County CoC Compl	Permanent Supportive H	5059	Bed program	NO	GA-506 - Marietta/Cobb Cou
3	6786	Cobb County CoC Compl	Permanent Supportive H	5059	Bed program	NO	GA-506 - Marietta/Cobb Cou
4	6786	Cobb County CoC Compl	Permanent Supportive H	5059	Bed program	NO	GA-506 - Marietta/Cobb Cou
5	6786	Cobb County CoC Compl	Permanent Supportive H	5040	CCC Test	NO	GA-506 - Marietta/Cobb Cou
6	6786	Cobb County CoC Compl	Emergency Shelter	5104	test ES	NO	GA-506 - Marietta/Cobb Cou
7	6786	Cobb County CoC Compl	Permanent Supportive H	5059	Bed program	NO	GA-506 - Marietta/Cobb Cou
8	6786	Cobb County CoC Compl	Transitional housing	5112	Testing	NO	GA-506 - Marietta/Cobb Cou

	H	I	J	K	L	M	N	O
1	PRIMARY_SITE_KEY	PRIMARY_SITE_NAME	POPULATION_A	POPULATION_B	B_U_SITE_KEY	B_U_SITE_NAME	HOUSEHOLD_TYPE	BED_TYPE
2	440	Default Site	SM - Single Male	VET: Veterans			Households without c	Facility-based
3	440	Default Site	SM - Single Male	VET: Veterans			Households with child	Voucher
4	440	Default Site	SM - Single Male	VET: Veterans			Households without c	Other
5	440	Default Site	SM - Single Male	N/A: Not Applicable			Households without c	Facility-based
6	440	Default Site	SM - Single Male	DV: Domestic Violence	440	Default Site	Households with child	Other
7	440	Default Site	SM - Single Male	VET: Veterans			Households without c	Facility-based
8	440	Default Site						

	O	P	Q	R	S	T	U	V	W
1	BED_TYPE	AVAILABILITY	BED_INVENTORY	UNIT_INVENTO	INVENTORY_START_DATE	INVENTORY_END_DATE	HMIS_PARTICIPATING_BEDS	HMIS_PARTICIPATION_START_DATE	HMIS_PARTICIPATION_END_DATE
2	Facility-based	Year-round	5	2	1/1/2009		5	1/1/2010	
3	Voucher	Seasonal	15	15	4/8/2010		0	1/1/2008	
4	Other	Overflow	100	2	1/1/2009	4/8/2010	100	1/1/2009	
5	Facility-based	Year-round	10	1	1/1/2005		10	1/1/2005	
6	Other	Year-round	2	2	1/1/2009		2	1/1/2009	
7	Facility-based	Year-round	1	1	1/1/2000	1/1/2013	0	1/1/2000	1/1/2012

Pathways AHAR CoC Guide

How to use this report:

The accuracy of this report is paramount.

1. Review the report for information that is inaccurate and/or incomplete
2. Work with the Agency to correct inaccurate data
3. Use this report to verify all beds are accounted for in the PATHWAYS COMPASS system and on the Housing Inventory Chart (HIC). If any beds/programs are not in the system or are incorrect in the system, this could impact your bed coverage utilization and possibly impact some or all of your threshold numbers.

Agency Level Data Quality Reports

Use the **Switch to Agency** link (from the Community Link on the Main Menu) or log in at the agency (if you have an account) to run the Agency Level Data Quality reports.

Zero or Negative Length of Stay

This report is driven by Program Enrollment. If a client is not present in a Program within the reporting period, their record will not appear on this export.

To run the report, select in this sequence:

Main Menu > Reports > Data Exports > Alerts for Clients in Programs > Zero or Negative Length of Stay

Pathways AHAR CoC Guide

MAIN

- Search
- My Agency
- My Region
- My Community
- I & R
- Reports
- Help
- Scan Station
- Tutorial
- Switch User
- Log Out

Reports

Data Export

Categories	Alerts for Clients in Programs
Reports	Zero or Negative Program Length of Stay
Format	CSV
Begin Date	10/1/2010
End Date	09/01/2011

REPORTS

- Lists
- Summary
- Funds
- Statistical
- Agency
- Region
- Data Export

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	A	B	C	D	E
1	CLIENT KEY5	PROGRAM_NAME	PROGRAM_TYPE	ENTRY_DATE	EXIT_DATE
2	221608	HPRP	Emergency Shelter	30-Nov-09	30-Nov-09
3	551353	HPRP	Emergency Shelter	30-Nov-09	30-Nov-09
4	715734	Non HPRP Prog.	Emergency Shelter	7-Jan-10	7-Jan-10
5	221608	AL Test	Homeless Outreach	6-Jan-10	6-Jan-10
6	715734	ATL Test	Homeless Outreach	7-Jan-10	7-Jan-10
7	529812	HPRP-Jeanette	Homelessness Prevention and Rapid Re-Housing	4-Mar-10	4-Mar-10
8	529812	HPRP-Jeanette	Homelessness Prevention and Rapid Re-Housing	16-Mar-10	16-Mar-10
9	715734	Non HPRP Prog.	Homelessness Prevention and Rapid Re-Housing	7-Jan-10	7-Jan-10
10	759692	HPRP-Jeanette	Homelessness Prevention and Rapid Re-Housing	18-Nov-09	18-Nov-09
11	898516	HPRP-Jeanette	Homelessness Prevention and Rapid Re-Housing	16-Mar-10	16-Mar-10
12	898517	HPRP-Jeanette	Homelessness Prevention and Rapid Re-Housing	16-Mar-10	16-Mar-10

How to use this report:

1. Scan the Entry Date and Exit Date column, if a client has an entry date and exit date that are the same, then that is a zero length of stay.
2. Scan the Entry Date and Exit Date column. If the exit date is prior to the entry date, this is a negative length of stay; this will indicate the client exited the program prior to entry into the program.
3. Look for values that data seems "suspect".
4. Contact the Agency and provide them with the information to update the client record.

Pathways AHAR CoC Guide

Program Enrollment and Discharge Export (Agency Level)

The Program Enrollment and Discharge Export shows the clients who have been enrolled and left programs at an agency. This report is driven by Program Enrollment and Discharge. If a client is not present in a Program within the reporting period, their record will not appear on this export.

To run the report, select in this sequence:

Main Menu > Data Export > Program Information > Program Enrollment and Discharge

MAIN

- Search
- My Agency
- My Region
- My Community
- I & R
- Reports
- Help
- Scan Station
- Tutorial
- Switch User
- Log Out

Reports

Data Export

Categories	Program Information
Reports	Program Enrollment and Discharge
Format	CSV
Begin Date	10/1/2010
End Date	09/01/2011

REPORTS

- Lists
- Summary
- Funds
- Statistical
- Agency
- Region
- Data Export

RUN

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This export is from column A – AF.

	A	B	C	D	E	F	G	H	I	J	K	L
	CLIENT KEY	HOUSEHOLD KEY	FIRST_NAME	MIDDLE_NAME	LAST_NAME	SUFFIX	ID_TYPE	IDENTIFICATION	DATE_OF_BIRTH	AGE_AT_ENTRY	GENDER	MARITAL_STATUS
1	615438	393224	Aiesha	Patrice	Lovett		Don't have/know		25-Nov-81	25	Female	Single
3	715734	456075	mover		test1		Don't have/know		11-Nov-52	57	Female	Single
4	715734	456075	mover		test1		Don't have/know		11-Nov-52	57	Female	Single
5	715734	456075	mover		test1		Don't have/know		11-Nov-52	57	Female	Single
6	715734	456075	mover		test1		Don't have/know		11-Nov-52	57	Female	Single

Pathways AHAR CoC Guide

	M	N	O	P	Q	R	S	T	U	V
1	VETERAN	ETHNICITY	RACE	DISABLING_CONDITION	RELATIONSHIP	PROGRAM_NAME	ENTRY_DATE	EXIT_DATE	HOUSING_STATUS_AT_ENTRY	CHRONICALLY_HOMELESS
2	No	Non-Hispanic/No	Black	Yes	Other	Street 2 Home	3-Jul-07		Literally homeless	Y
3	No	Non-Hispanic/No	White	No	Other	Non HPRP Pr	7-Jan-10	13-Jan-10	Literally homeless	N
4	No	Non-Hispanic/No	White	No	Other	Non HPRP Pr	7-Jan-10	7-Jan-10	Literally homeless	N
5	No	Non-Hispanic/No	White	No	Other	Non HPRP Pr	1-Feb-10		Literally homeless	N

	W	X	Y
1	PRIOR_NIGHTS_RESIDENCE	INCOME_AT_ENTRY	INCOME_SOURCES_AT_ENTRY
2	Place not meant for habitation	0	Other source
3	Other		Earned Income (i.e.,
4	Other		Earned Income (i.e.,
5	Other		Earned Income (i.e.,

	Z	AA
1	BENEFITS_SOURCES_AT_ENTRY	INCOME_AT_EXIT
2		
3	Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps);MEDICAID health insurance program	
4	Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps);MEDICAID health insurance program	
5	Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	

	AB	AC	AD	AE	AF
1	INCOME_SOURCES_AT_EXIT	BENEFITS_SOURCES_AT_EXIT	DAYS_IN_PROGRAM	DESTINATION	REASON_FOR_LEAVING
2			1186		
3	Earned Income (i.e., err	Supplemental Nutrition	7	Owned by client, no housing subsidy	
4	Earned Income (i.e., err	Supplemental Nutrition	1	Hospital (non-psychiatric)	
5			242		

How to use this report:

1. Scan for missing (Null or blank values) and suspect data in these key areas: Entry Date, Exit Date, Housing Status at Entry, Prior Night's Residence, and Days In Program.
2. Note the client key associated with the row in which the data is incorrect.
3. Contact the Agency and provide them with the information to update the client record.

Note: If Days_In_Program is less than 1, the Entry or Exit Dates are probably incorrect. (1 Day=Zero Nights.)

The AHAR Sandbox

The Sandbox is a “dummy” AHAR site which is designed for public viewing and testing the AHAR data collection screens for generating and testing uploaded files. Communities may use the Sandbox year round to monitor AHAR data quality. This is not the place to submit a community’s official AHAR data.

The 2011 Sandbox can be accessed at www.sandbox.hmis.info.

Data Submission via the Homeless Data Exchange (HDX)

The Homeless Data Exchange is an on-line tool designed to allow homeless Continuums of Care to submit data to the U.S. Department of Housing and Urban Development for: The Annual Housing Inventory Count (HIC), Homeless Point-In-Time Counts (PIT), The Annual Homeless Assessment Report (AHAR), and Quarterly Homeless Counts (PULSE).

HDX is the Homeless Data Exchange. The website for HDX is www.hudhdx.info.

Potential/common “Alerts?” in HDX

For additional information on Alerts and validations when entering your data in HDX go to www.hudhdx.info > HDX FAQ

Reports Available in the HDX

Local Report: This report provides a comprehensive look at the data submitted by a community. It features tables, graphs, and charts that present the data reported for the year, as well as comparisons to previous year’s data (if available). The report includes a cover, introduction, and table of contents, making it ideal for distribution to local stakeholders.

Data Summary Report: This report is designed to help communities review their AHAR data; this report provides unduplicated counts of homeless person, bed and family unit utilization rates, and length of stay data for each of the four reporting categories.

Extrapolated Counts: For those jurisdictions that do not have 100 percent bed coverage, this report provides homeless counts that include estimate for those providers that do not participate in HMIS. Communities should also review this report as part of the data confirmation process.

Demographics Report: For jurisdictions that do not have 100 percent bed coverage, this report provides homeless counts that include estimates for those providers that do not participate in HMIS.

Pathways AHAR CoC Guide

Prior Living Situation: This report categorizes the prior living situations of the homeless people counted in AHAR data for the community.

Length of Stay Report: This report focuses on client's length of stay during the AHAR reporting period.

Long Term Stay Report: This report presents demographic data on individuals who used emergency shelter for more than 180 days during the AHAR reporting period and compares these numbers to the total number of homeless people that used homeless shelters in the community during the AHAR reporting period.

Additional Resources Found at the hudhdx.info Website

- HDX Training Modules I-V
- HDX FAQ
- Introductory Guide to the AHAR

Appendix A

AHAR Checklist at the CoC Level

- Verify all agencies and programs are included in your Community group Run ES, TH, PSH and Summary AHAR reports
- Run the Community Alerts Data Export Verify all Programs are being included Verify Bed & Unit Inventory Export
- Contact Agencies regarding Missing or Invalid Data, give timeline for corrections Determine a timeframe to re-run ES, TH, PSH and Summary AHAR reports Have Agencies run Agency Level Data Quality Reports

Repeat the steps above as needed until the data for the AHAR is acceptable.

Appendix B

Summary of Basic Business Rules Used for the 2010 AHAR - Important Notes for ES-FAM, ES IND, TH-FAM and TH-IND:

The above reports remain as they have been in the past, with the following changes:

- The parameters entered by the user and the general operation of the reports is altered to include the Direct parameter, as described in Section 4.1.
- “Question 3: How many persons used some other program type during the covered period?” is deleted for these four reports. (The question remains in the two PSH reports.) For consistency, the next question will continue to be numbered “Question 4”.

In its place, displays the following text: “Question 3 is not used in this report. Its number is skipped for consistency with the other AHAR reports.”

- The “Median Length of Stay” calculation is deleted for all four reports. (It is also not included in the PSH reports.)

Pathways AHAR CoC Guide

Important Notes for PSH-IND and PSH-FAM –these reports were implemented for the 2010 AHAR:

- An individual's age is as of that person's program entry date or the reporting period start date, whichever is greater. If the person is not directly enrolled in the program (Indirect report only), then the age is as of the earliest directly enrolled entry date in the household, or the reporting period start date, whichever is greater.
- Q1: Answers b and c are left blank. It is intended that, when the data is submitted to HUD, these fields will be pre-populated using the housing inventory data from the Homeless Data Exchange (HDX), which in turn will have been populated using the Bed and Unit Inventory Export. These pre-populated fields will also be editable by the user.
- Q2: For PSH-FAM, substitute the words "Persons in Families" for each occurrence of the word "Individuals" in questions 1 and 2.
- Q3: For PSH-FAM, in the question text substitute "Persons in Families" for "Individuals" and in answer category e substitutes "an individual" for "a person in a family".
- Q5: Some gender response categories are not included in the table shell. They may be added later. In the mean time, if the client's gender is "Transgendered female to male" count the client as a male. If the client's gender is "Transgendered male to female" count the client as a female. If the client's gender is "Other," "Don't Know" or "Refused" count the client as Missing this Information.
- Q6: If the client's ethnicity is "Don't Know" or "Refused" count the client as Missing this Information.
- Q7: If race(s) do not match any response category a thru f, count the client in category g. Count the client in category **h: Missing this information** only if all races are null or if the client's race is "Don't Know" or "Refused".
- Q8: For IND, only category A is relevant. For FAM, only categories b thru e are relevant. Category f should always be zero.
- Q12: Count a client in response category g only if the data for ALL response categories a thru f are null.
- Q13: Count clients with program entry date equal to or greater than reporting period start date and less than or equal to the report period end date.
- Q14: Report the living arrangement associated with the first program entry during the AHAR reporting period. (If the person entered prior to the start of the AHAR reporting period, report the living arrangement associated with the program entry closest to the start of the AHAR reporting period.)

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- Once the program entry date has been determined, then use the As Of date field to determine the response category. Use the most recent As Of date equal to or less than the program entry date, up to one year before. If no record is found then search for the first As Of date from the program entry date plus one up to the program entry date plus thirty. If still no record is found, then count the client as “missing this information.”
- Q15: For clients, who entered the program during the reporting period, report those who were 18 or older as of their program entry date. For those who entered the program before the reporting period, report those who were 18 or older as of the report period begin date.
- Q17: Count clients with program exit date equal to or greater than reporting period start date and less than or equal to the report period end date.
- Q20: For each response category the word “to” should be read as “through” rather than “up to”. For example, count a client in category c if the number of nights is equal to or greater than 31 and less than or equal to 60.
The number of nights is the exit date or the report period end date, whichever is less, minus the entry date or the report period start date, whichever is greater.
- Q22: To calculate length of stay if the program exit date is null, use the reporting period ending date plus one. Otherwise, use the program exit date or the reporting period ending date plus one, whichever is less.
- Q23 is for the family report (PSH-FAM) only.

Important Notes for the Summary Report:

The above report remains as it has been in the past, with the following change:

- Question 5 is deleted. This question asked about the number of people missing Date of Birth, Full Social Security Number, Gender, First Name, or Last Name.

Renumber the remaining questions in the Summary report. (We have not received guidance from HUD for this, but it seems reasonable for this report.)