DHS Youth Transitions Data Entry Basics

When completing data entry and preparing for reports, this document will walk through some basics to help make sure your data is as accurate as possible. If you have further questions, please contact the HMIS helpline: hmis@wilder.org or 651-280-2780 (toll free at 1-800-328-2972)

Data entry:

1. Client Profile

All demographic information is very important, especially the birth date. Please make sure to complete the "Date of Birth Type" field as well. If youth have only one race, only the Primary Race field needs to be completed. Make sure to complete the "Ethnicity" question.

2. Households

The primary data entry is focused on the youth served by your program. If youth are on their own, no household needs to be created. The reports will interpret no household information as a single person household.

Please create a household and enter basic demographic information on other household members living with the youth, especially their children. If siblings are served together, they can also be linked together in a household of "other." Information on parents or other adults that youth may be connected to do not need to be recorded.

3. Entry/Exit

The Entry/exit must be completed for youth to show up on the reports. Make sure to include children of the youth on the entry/exit so they are counted in the reports by selecting the check boxes next to their names. If you serve both youth in Foster Care and Healthy Transitions youth, make sure to pick the appropriate "Provider" which should be clearly labeled.

4. Assessments: DHS Youth Transitions has two separate Assessments. Make sure to complete both using the following steps

Assessments Part 1: MN: DHS Youth Step 1
When youth enter the program, first complete the "MN: DHS Youth Step 1" Assessment. You will need to match this data to the program entry date listed in the Entry/Exit section for accurate reporting of the information. To make sure these dates match up correctly, use the Back Date Mode feature.

- Back Date mode: Just under the Assessment name, enter the entry date in the "Assessment date" box and hit the "Back Date" button. Back Date links your date to the correct date (matched to your program entry-click on the orange Entry/exit box to confirm date). Once you are in Back Date Mode, you will then see a yellow bar at the top of the assessments. Once you have completed your data entry, make sure to save and click "return to live mode" in the yellow bar since only the information in the DHS Youth Step 1 Assessment needs to be completed this way.
- Tip: To make sure your data has been entered with the correct date, click on the H next to a question and it will show you the date and other details.

All the assessment questions should be answered based on the youth's situation the day before they start your program. The assessment is divided into two sections. First are the more general questions about your clients' living situation and a few other key questions about their life experiences. The most commonly missed questions in previous reporting periods include: "Living Situation Last night", "Length of stay (in prior living situation)", and "How long since client had a permanent place to live?" Please make an extra effort complete these data elements correctly.

The second section of the "MN: DHS Youth Step 1" assessment covers your client's barriers. There are two sets of barriers. If your client has any of the barriers in either section (Tenant Screening or Income), you will select "Barriers (complete below)." There is an option to select "Barriers not assessed" although this should only be used rarely in situations where a client disappears or other situations where you are unable to meet with the client to understand the answers to these questions. If you know an answer to the questions based on your discussions with the client, you can record the answer appropriately. It isn't necessary to ask the clients for an exact answer for each of these questions, but to gather the information as you see fit and record it in this section of the system. Once you have completed the assessment, remember to save and exit "back date mode."

Assessments Part 2: MN: DHS Youth Outcomes

This section is used to track a client's completion of the milestones or outcomes they start and achieve while in your program. You do not need to be in "Back Date Mode" to complete this assessment. Please make sure you are keeping track of the actual dates that youth start and complete outcomes and recording them in the Outcomes Assessment.

The start date and completed date fields are most important to pulling information into the Outcomes report. Make sure that the dates are accurate. The reports pull information on dates entered during the reporting period, so make sure the months and years are accurate and there is data recorded for each outcome the youth is working on or has completed.

Based on these dates, outcomes are counted in the reports in four different ways.

- No: A start date hasn't been recorded
- Yes: A start date was entered and the completion date is in the report period
- In Process: A start date was entered before the end of the current report period and no completion date has been entered
- Previously Completed: Both start and completion dates fall prior to the current report period

Other key data entry steps:

Make sure if you enter information for a particular milestone you also complete any extra questions related to that milestone. This information is pulled onto the report for the report period that includes the completion date for that milestone.

Special data entry step: Sub-assessments for Advanced Independent Living Skills Group Training (#2) and Rental Assistance (#11).

Use these two sections to track the totals per quarter for these questions. If a youth has received either of these per quarter, these same data entry rules apply:

- Start date: first date of the quarter
- End date: End of the quarter
- For Advanced Independent Living Skills Group Training record the total number of sessions received in the quarter. Starting July 1st 2011, also record when the youth has completed the training sessions.
- For Rental Assistance record the TOTAL amount of rent assistance received in the quarter. Do not record the amounts separately or they will not report correctly.

For forms and additional information see the DHS Youth section of the HMIS web site: http://www.hmismn.org/forms/DHS-Youth.php

Previously recorded DHS Youth webinars can also be accessed through a link in the "Newsflash" section of ServicePoint.

Reports

All required reports are located in ART. There are two sets of reports, both with data check and counting reports. One is focused on the Demographics and other data entered in the DHS Youth Step 1 Assessment. The other set is focused on the Outcomes. Please make sure you regularly run both the data check and counting reports to prepare for your report due dates.

When you run the data check reports, make sure that all the youth who should be reported on appear on the report. Make sure those that have exited in prior quarters aren't still showing up and that all the new clients have been added. You are the only check to make sure that a youth isn't missed. If someone isn't showing up, it is likely a problem with the program entry date or the provider.

On the data check report, missing information is highlighted in most fields by a red box with "missing" in the middle. There are a few fields such as Secondary Race and Household Type where a response may not be needed. For households, single people have no household type recorded in the system.

You will also need to check the outcomes data to make sure that each youth has the outcomes dates in the correct sections and that start and end dates are correct.

For both Outcomes and Demographics reports, usually using the data check and counting reports together will help you identify missing information or other problems.

Email the Outcomes and Demographics summary reports to DHS staff as PDFs. Excel reports are best used for data checking. If you have more than one Youth Transitions program, make sure to include both providers when you send in your reports. Wilder runs reports summarizing the two groups of programs separately and sends them on to DHS.

For additional information on ART reporting, including basic instructions on ART see the HMIS Data Entry and ART reporting Instructions document on the HMIS web page located in the Help for Users section: http://www.hmismn.org/help