

2008-09 FHPAP Outcomes Report: HMIS Instructions

Your 2008-09 FHPAP Outcomes Report requires you to use HMIS data to complete Outcomes Tables 1 and 3. Outcomes Table 2 cannot be completed with data from HMIS. These instructions will help you find the necessary data to complete Tables 1 and 3.

I. Run the FHPAP Demographics and Entry Report in ART

- 1) Log in to ServicePoint. Click on “Advanced Reporting Tool (ART)” on the home page.
- 2) Select the FHPAP Demographics and Entry Data report:
 - Click on the plus (+) sign next to “Public Folders.” Additional folders will appear.
 - Click on the plus (+) sign next to “minnesota_live.” Additional folders will appear.
 - Click on the FHPAP folder’s name to display the available reports on the right-hand window.
 - Move the cursor over the FHPAP Demographics and Entry Data report and click on it. A prompt box will open.
- 3) Respond to report prompts:
 - *Start Date*: type 07/01/2008 in the prompt box (do not use the calendar feature)!
 - *End Date*: type 07/01/2009 in the prompt box (do not use the calendar feature)!
 - *Service Provider(s)*: Click on a provider from the list to select it and click the button to include it in the report. You may repeat this process for as many providers as you like. To remove a provider, click the button.
 - *Effective Date*: Change to today’s date.
 - Click . The requested report will display.
- 5) Save the report to your computer:
 - Click and select “Save to my computer as”
 - Choose Excel as your file type
 - **Troubleshooting tip**: If you try to save the report and nothing happens, you most likely have a pop-up blocker problem. See the “Technical FAQ” tab on www.hmismn.org or contact the HMIS helpline for assistance.

II. Identify and correct missing data

1) Locate the FHPAP Demographics and Entry Data report:

- *If your report is saved as an Excel file:*
 - Open the report in Excel. Go to the “Entry Data” tab.
 - Locate the first table on the tab: Extent of Homelessness (at entry) by Minnesota’s definition.
- *If your report is saved as a PDF file:*
 - Go to the “Entry Data – Head of Households/Singles” section of the report.
 - Locate the first table on the tab: Extent of Homelessness (at entry) by Minnesota’s definition.

2) Identify clients with missing data:

- Look across the 4th row of the table (directly below “Not currently homeless.”) If there are any numbers across the rows, you have clients with missing data. See the example below:

Extent of Homelessness (at entry) by Minnesota’s definition	Adult (22+) headed family	Percentage	Single Adult (22+)	Percentage	Youth (21 or under) headed HH)	Percentage
1st time homeless and less than 1 year without home	32	31.68%	38	33.33%	6	25.00%
Long term: At least 1 year OR at least 4 times in past 3 years	0		1	0.88%	0	
Multiple times homeless, but NOT meeting LTH definition	15	14.85%	42	36.84%	10	41.67%
Not currently homeless	50	49.50%	33	28.95%	6	25.00%
	4	3.96%	0		2	8.33%
Total:	101	100.00%	114	48.10%	24	100.00%

- If you do have clients missing data, go back into ART and run the Demographics and Entry Data Check report to identify those clients by ID number.

3) Correct missing data in ServicePoint:

- Look up the clients with missing data by client ID in ServicePoint.
- Click on the “Assessments” tab and go to the “FHPAP All-Inclusive Assessment.”
- Backdate the assessment to the program entry date (make sure you see a yellow bar after doing so).
- Record the answer to the “extent of homelessness” question, and click “save changes.”
- Repeat for additional clients missing data.

4) Re-run the FHPAP Demographics and Entry Data report the following day.

- You must wait until the following day because data entered into ServicePoint is uploaded overnight into ART.

III. Complete Outcomes Table 1: Prevent Homelessness

- 1) Locate the data you will use:
 - Open your FHPAP Demographics and Entry Data report in Excel. Go to the “Entry Data” tab.
 - Locate the first table on the tab: Extent of Homelessness (at entry) by Minnesota’s definition.
- 2) Determine the number of **adult-headed families** who are not currently homeless:
 - Go to Row 4 of the “Extent of Homelessness by Minnesota’s Definition” table. Record the number of adult-headed families who are not currently homeless (see example):

Extent of Homelessness (at entry) by Minnesota's definition	Adult (22+) headed family	Percentage	Single Adult (22+)	Percentage	Youth (21 or under) headed HH	Percentage
1st time homeless and less than 1 year without home	32	13.50%	38	16.03%	6	3.38%
Long term: At least 1 year OR at least 4 times in past 3 years	0		1	0.42%	0	
Multiple times homeless, but NOT meeting LTH definition	15	6.33%	42	17.72%	10	4.22%
Not currently homeless	50	21.10%	33	13.92%	6	2.53%
Total:	97	40.93%	114	48.10%	24	10.13%

- Enter this number in Outcomes Table 1:
 - Go to the first row (“% of families served will not be homeless...”)
 - Go to the last column (“Number of households...”)
 - Enter the number in part B. (Served #)

- 3) Determine the number of **youth** served who are not currently homeless:
 - Go to Row 4 of the “Extent of Homelessness by Minnesota’s Definition” table. Record the number of youth who are not currently homeless (see example):

Extent of Homelessness (at entry) by Minnesota's definition	Adult (22+) headed family	Percentage	Single Adult (22+)	Percentage	Youth (21 or under) headed HH	Percentage
1st time homeless and less than 1 year without home	32	13.50%	38	16.03%	6	3.38%
Long term: At least 1 year OR at least 4 times in past 3 years	0		1	0.42%	0	
Multiple times homeless, but NOT meeting LTH definition	15	6.33%	42	17.72%	10	4.22%
Not currently homeless	50	21.10%	33	13.92%	6	2.53%
Total:	97	40.93%	114	48.10%	24	10.13%

- Enter this number in Outcomes Table 1:
 - Go to the second row (“% of youth served will not be homeless...”)
 - Go to the last column (“Number of households...”)
 - Enter the number in part B. (Served #)

- 4) Determine the number of **single adults** served who are not currently homeless:
- Go to Row 4 of the “Extent of Homelessness by Minnesota’s Definition” table. Record the number of single adults who are not currently homeless (see example):

Extent of Homelessness (at entry) by Minnesota's definition	Adult (22+) headed family	Percentage	Single Adult (22+)	Percentage	Youth (21 or under) headed HH)	Percentage
1st time homeless and less than 1 year without home	32	13.50%	38	16.03%	6	3.38%
Long term: At least 1 year OR at least 4 times in past 3 years	0		1	0.42%	0	
Multiple times homeless, but NOT meeting LTH definition	15	6.33%	42	17.72%	10	4.22%
Not currently homeless	50	21.10%	33	13.92%	6	2.53%
Total:	97	40.93%	114	48.10%	24	10.13%

- Enter this number in Outcomes Table 1:
 - Go to the last row (“% of single adults served will not be homeless...”)
 - Go to the last column (“Number of households...”)
 - Enter the number in part B. (Served #)

IV. Complete Outcomes Table 3: Eliminate Repeat Episodes of Homelessness

1) Locate the FHPAP Demographics and Entry Data report:

- *If your report is saved as an Excel file:*
 - Open the report in Excel. Go to the “Entry Data” tab.
 - Locate the first table on the tab: Extent of Homelessness (at entry) by Minnesota’s definition.
- *If your report is saved as a PDF file:*
 - Go to the “Entry Data – Head of Households/Singles” section of the report.
 - Locate the first table on the tab: Extent of Homelessness (at entry) by Minnesota’s definition.

2) Determine the number of **adult-headed families** who were previously homeless (see example):

Extent of Homelessness (at entry) by Minnesota's definition	Adult (22+) headed family	Percentage	Single Adult (22+)	Percentage	Youth (21 or under) headed HH	Percentage
1st time homeless and less than 1 year without home	32	32.99%	38	33.33%	6	25.00%
Long term: At least 1 year OR at least 4 times in past 3 years	0		1	0.88%	0	
Multiple times homeless, but NOT meeting LTH definition	15	15.46%	42	36.84%	10	41.67%
Not currently homeless	50	51.55%	33	28.95%	6	25.00%
Total:	97	100.00%	114	48.10%	24	100.00%

- Record your answers in the following worksheet to calculate the total of previously homeless adult-headed families:

Worksheet for Outcomes Table 3: Adult-Headed Families

Extent of Homelessness (at entry) by Minnesota's definition	Adult (22+) headed family
A. 1st time homeless and less than 1 year without home	
B. Long term: At least 1 year OR at least 4 times in past 3 years	
C. Multiple times homeless, but NOT meeting LTH definition	
TOTAL # of previously homeless adult-headed families (A+B+C)	

- Enter the number you calculated in the **TOTAL** in Outcomes Table 3:
 - Go to the first row (“% of families served who were previously homeless...”)
 - Go to the last column (“Number of households...”)
 - Enter the number in part B. (Served #)

3) Determine the number of **youth** served who were previously homeless (see example):

Extent of Homelessness (at entry) by Minnesota's definition	Adult (22+) headed family	Percentage	Single Adult (22+)	Percentage	Youth (21 or under) headed HH	Percentage
1st time homeless and less than 1 year without home	32	32.99%	38	33.33%	6	25.00%
Long term: At least 1 year OR at least 4 times in past 3 years	0		1	0.88%	0	
Multiple times homeless, but NOT meeting LTH definition	15	15.46%	42	36.84%	10	41.67%
Not currently homeless	50	51.55%	33	28.95%	6	25.00%
Total:	97	100.00%	114	48.10%	24	100.00%

- Record your answers in the following worksheet to calculate the total of previously homeless youth:

Worksheet for Outcomes Table 3: Youth

Extent of Homelessness (at entry) by Minnesota's definition	Youth (21 or under) headed HH
A. 1st time homeless and less than 1 year without home	
B. Long term: At least 1 year OR at least 4 times in past 3 years	
C. Multiple times homeless, but NOT meeting LTH definition	
TOTAL # of previously homeless youth-headed households (A+B+C)	

- Enter this number in Outcomes Table 3:
 - Go to the second row (“% of youth served who were previously homeless...”)
 - Go to the last column (“Number of households...”)
 - Enter the number in part B. (Served #)

4) Determine the number of **single adults** served who were previously homeless (see example):

Extent of Homelessness (at entry) by Minnesota's definition	Adult (22+) headed family	Percentage	Single Adult (22+)	Percentage	Youth (21 or under) headed HH	Percentage
1st time homeless and less than 1 year without home	32	32.99%	38	33.33%	6	25.00%
Long term: At least 1 year OR at least 4 times in past 3 years	0		1	0.88%	0	
Multiple times homeless, but NOT meeting LTH definition	15	15.46%	42	36.84%	10	41.67%
Not currently homeless	50	51.55%	33	28.95%	6	25.00%
Total:	97	100.00%	114	48.10%	24	100.00%

- Record your answers in the following worksheet to calculate the total of previously homeless single adults:

Worksheet for Outcomes Table 3: Single Adults

Extent of Homelessness (at entry) by Minnesota's definition	Single Adult (22+)
A. 1st time homeless and less than 1 year without home	
B. Long term: At least 1 year OR at least 4 times in past 3 years	
C. Multiple times homeless, but NOT meeting LTH definition	
TOTAL # of previously homeless youth-headed households (A+B+C)	

- Enter this number in Outcomes Table 3:
 - Go to the last row (“% of single adults served who were previously homeless...”)
 - Go to the last column (“Number of households...”)
 - Enter the number in part B. (Served #)