

2008-09 FHPAP Outcomes Report: Instructions for Non-HMIS Users

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. Complete Outcomes Table 1: Prevent 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 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 #)

II. 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 #)