

# Housing Cost & Subsidy Data Check

**Provider(s):** Wilder: Long-term homeless program-LTH(1412)

**Report Dates:** 7/1/2007 to 11/8/2007

**Run Date:** 11/12/07 11:27 AM **Effective date:** 11/12/2007

## Data Check Table - Rent and Income Amounts

This table shows all clients served during the report period, sorted by household. The data shown reflects the most current information as of the effective date of the report. Check their Last 30 Day Income and Client Portion of Rent.

Household Checks: Make sure rent assistance information (Subsidy Start and End Dates, Client Portion of Rent, Subsidy Source and Contract Rent) is recorded in the record of all clients with an "H" in the "Head" field. An "H" will appear in the record of all Household Heads and singles on their own. Subsidy information that is recorded in a different household member's record will not get included with all the counts.

If a client appears in this table by themselves (not grouped with other household members) and does NOT have an "H" in the Head field, check their record in ServicePoint. Often this is a household member that did not get entered into the program with the rest of the family, or an individual that was recorded as a household of one person, but no Head of Household was recorded.

The Subsidy Amount is calculated by subtracting the Client's Portion of Rent from the Contract Rent. If the Monthly Subsidy Amount is in parentheses, that means that the client portion of the rent is larger than the contract rent. Negative subsidy amounts will also appear in red, with a border around the cell. Doubled check the Client's Portion of Rent and the Contract Rent. The Client's Portion should be smaller than or equal to the Contract Rent.

Current subsidies include the most recent set of subsidy information without an end date for clients currently in the program. For clients who have exited, as long as the subsidy end date equals the program exit date, or if the subsidy end date is blank, their subsidy information will also be included.

ID2	Client ID	Last Name	First Name	Head	Program Entry Date	Program Exit Date	Subsidy Start Date	Subsidy End Date	Included in Current Subsidy Count?	Subsidy Source	Contract Rent	Client Portion of Rent	Subsidy Amount
41332	147207	turkey	fat	H	9/1/07				No				
	147208	turkey	brown		9/1/07				No				
1										Current totals:			

ID2	Client ID	Last Name	First Name	Head	Program Entry Date	Program Exit Date	Subsidy Start Date	Subsidy End Date	Included in Current Subsidy Count?	Subsidy Source	Contract Rent	Client Portion of Rent	Subsidy Amount
-----	-----------	-----------	------------	------	--------------------	-------------------	--------------------	------------------	------------------------------------	----------------	---------------	------------------------	----------------

147204	147204	Usergroup	LTH	H	11/6/07		11/6/07		Yes	S+C, Other	400	200	200
1										Current totals:	400	200	200

2													
---	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Total number of households served in the reporting period</b>	<b>2</b>
<b>Total Number of Households (or individuals on their own) with a current subsidy</b>	<b>1</b>
This number will only include subsidies that meet the following criteria:	
1. Sub-assessment Start Date is less than the Report End Date	
2. The Sub-assessment End date is later than the ReportStart Date, there is no Sub-assessment End Date, or sub-assessment end date equals exit date	
3. Each household is counted only once, even if they were given multiple subsidies during the report period.	
4. Subsidy information will only be included for households with one person signified as Head of Household	
5. If the number households served and the number households with a current subsidy is not the same(these numbers are at the top of these instructions), please make sure you know why and make any data updates to correct the difference, if appropriate.	

**Percent of Income Paid for Rent Data Check Table**

This data check table shows the Client Portion of Rent and Monthly Income. Check to make sure that all income sources are recorded and that income sources that have ended have end dates entered for them. Income records that ended before the end of the report period will not be included.

ID2	Client U	Last Name	First Name	Head	Income Start Date	Income End Date	Monthly Income	Client Portion of Rent	% of Income Paid for Rent
41332	147207	turkey	fat	H	9/1/07		400		
	147208	turkey	brown						
						Sum:	400		0.0%

ID2	Client U	Last Name	First Name	Head	Income Start Date	Income End Date	Monthly Income	Client Portion of Rent	% of Income Paid for Rent
147204	147204	Usergroup	LTH	H	11/6/07			200	
						Sum:	0	200	0.0%

2									
---	--	--	--	--	--	--	--	--	--

## Percent of Income Paid for Rent

If the total of the following two tables is higher than your number of 'ID2', check to see if you have "Client Portion of Rent" recorded for more than 1 person in a household. This information should be recorded ONLY for the Head of Household, if the client is part of a household. The total of these two tables should be equal to the number of households with a current subsidy during reporting period.

<b>Households Excluded from 'Percent of Income Paid for Rent' Count</b>	
Client Portion of Rent is null	
Client Portion of Rent > 0 AND Income = 0 or is null	1
<b>Total Households With Subsidy NOT included in Percent of Income Paid for Rent Table</b>	<b>1</b>

<b>Households Included in 'Percent of Income Paid for Rent' Count</b>	
Client Portion of Rent = 0	0
Client Portion of Rent >0 and Income > 0	0
<b>Total Clients Included in Percent of Income Paid for Rent Table</b>	<b>0</b>

### Counting Report: Percent of Income Paid for Rent

<b>Category</b>	<b># of HH's</b>	<b>% of HH's included in table</b>
<b>Paid 0 for Rent</b>	0	0.0%
<b>Paid 30% or less for Rent</b>	0	0.0%
<b>Paid Over 30%, up to 50%, for Rent</b>	0	0.0%
<b>Paid More than 50% for Rent</b>	0	0.0%
<b>Total Households Included in Table:</b>	<b>0</b>	

## Client Portion of Rent

The following two tables show the breakdown of records for the Client Portion of Rent count. The first table shows households that are NOT included in the count. The total of the two tables should be equal to the number of households with current subsidies during the report period.

Households With Assistance Excluded from 'Client Portion of Rent' Count	
Client Portion of Rent is null	0

Households Included in 'Client Portion of Rent' Count	
Number of Households with Client Portion of Rent Recorded:	1

### Counting Report: Client Portion of Rent

Category	# of HH's	% of HH's Included n Table
0 Rent	0	0.0%
\$1 - \$50	0	0.0%
\$51 - \$100	0	0.0%
\$101 - \$150	0	0.0%
\$151 - \$200	1	100.0%
\$201 - \$250	0	0.0%
\$251 - \$300	0	0.0%
\$301 - \$350	0	0.0%
\$351 - \$400	0	0.0%
\$401 - \$450	0	0.0%
\$451 - \$500	0	0.0%
\$501 - \$550	0	0.0%

### Counting Report: Client Portion of Rent

Category	# of HH's	% of HH's Included in Table
\$551 - \$600	0	0.0%
\$601 - \$650	0	0.0%
\$651 - \$700	0	0.0%
\$701 - \$750	0	0.0%
\$751 - \$800	0	0.0%
\$801 - \$850	0	0.0%
\$851 - \$900	0	0.0%
\$901 - \$950	0	0.0%
\$950 - \$1,000	0	0.0%
Over \$1,000	0	0.0%
Total Households Included in Table:	1	

## Contract Rent

The following tables show the breakdown of records for the Contract Rent count. The first table shows households that are NOT included in the count. The total of the two tables should be equal to the number of households with current subsidies during the report period.

### Households With Subsidies Excluded from 'Contract Rent' Count

Number of Households with No Contract Rent Recorded or Contract Rent = 0	0
--	---

### Households Included in 'Contract Rent' Count

Number of Households Showing Contract Rent More than 0	1
--	---

## Counting Report: Contract Rent

Category	# of HH's	% of HH's Included in Table
\$1 - \$300	0	0.0%
\$300 - \$400	1	100.0%
\$401 - \$500	0	0.0%
\$501 - \$600	0	0.0%
\$601 - \$700	0	0.0%
\$701 - \$800	0	0.0%
\$801 - \$900	0	0.0%
\$900 - \$1,000	0	0.0%
\$1,001 - \$1,100	0	0.0%
\$1,101 - \$1,200	0	0.0%
\$1,201 - \$1,300	0	0.0%
\$1,301 - \$1,400	0	0.0%
\$1,401 - \$1,500	0	0.0%
\$1,501 - \$1,600	0	0.0%
\$1,601 - \$1,700	0	0.0%
\$1,701 - \$1,800	0	0.0%

## Counting Report: Contract Rent

Category	# of HH's	% of HH's Included in Table
<b>\$1,801 - \$1,900</b>	0	0.0%
<b>\$1,901 - \$2,000</b>	0	0.0%
<b>\$2,001 - \$2,500</b>	0	0.0%
<b>\$2,501 - \$3,000</b>	0	0.0%
<b>Over \$3,000</b>	0	0.0%
Total Households Included in Table:	1	

## Subsidy Amounts-any Subsidy Amount in reporting period

The following tables show the breakdown of records for the Subsidy Amount count. The first table shows households that are NOT included in the count. The total of the two tables should be equal to the number of households with current subsidies during the report period.

### Households With Subsidies Excluded from 'Subsidy Amount' Count

Households with No Contract Rent Recorded and/or No Client Portion of Rent Recorded:	0
Households with Client Portion of Rent larger than Contract Rent	0
Households with no subsidy amount	0
Total Number of Households not Included in Subsidy Amount count	<b>0</b>

### Households Included in 'Subsidy Amount' Count

Number of Households Showing Subsidy > \$0	<b>1</b>
--	----------

### Counting Report: Subsidy Amount

Category	# of HH's	% of HH's Included in Table
<b>\$1 - \$100</b>	0	0.0%
<b>\$101 - \$200</b>	1	100.0%
<b>\$201 - \$300</b>	0	0.0%
<b>\$301 - \$400</b>	0	0.0%
<b>\$401 - \$500</b>	0	0.0%
<b>\$501 - \$600</b>	0	0.0%
<b>\$601 - \$700</b>	0	0.0%
<b>\$701 - \$800</b>	0	0.0%
<b>\$801 - \$900</b>	0	0.0%
<b>\$901 - \$1,000</b>	0	0.0%
<b>\$1,001 - \$1,100</b>	0	0.0%

**Counting Report: Subsidy Amount**

<b>Category</b>	<b># of HH's</b>	<b>% of HH's Included in Table</b>
<b>\$1,101 - \$1,200</b>	0	0.0%
<b>\$1,201 - \$1,300</b>	0	0.0%
<b>\$1,301 - \$1,400</b>	0	0.0%
<b>\$1,401 - \$1,500</b>	0	0.0%
<b>\$1,501 - \$1,600</b>	0	0.0%
<b>\$1,601 - \$1,700</b>	0	0.0%
<b>\$1,701 - \$1,800</b>	0	0.0%
<b>\$1,801 - \$1,900</b>	0	0.0%
<b>\$1,900 - \$2,000</b>	0	0.0%
<b>\$2,001 - \$2,500</b>	0	0.0%
<b>\$2,501 - \$3,000</b>	0	0.0%
<b>Over \$3,000</b>	0	0.0%
Total Households Included in Table:	<b>1</b>	

# Housing Cost & Subsidy Data Check

**Provider(s):** Wilder: Long-term homeless program-LTH(1412)

**Report Dates:** 7/1/2007 to 11/8/2007

**Run Date:** 11/12/07 11:27 AM **Effective date:** 11/12/2007

## Data check Table - Subsidy Information

This table will show all Households served during the report period.. The subsidy information MUST be recorded on the head of household's record to be included in this count. Also, if a household is recorded for a client, there MUST be a head recorded for the household.

Any household that does NOT have the "Head of Household" field completed, or has the subsidy information recorded in the the wrong record will NOT be included in the Source of Subsidy count.

Look for households that have no "Head of Household" recorded and that have the Source of Rent Assistance information recorded on the wrong household member's record. If there is more than one member in an "ID2" grouping, there must be one and only one client in the household with the answer "Yes" for head of household. If an individual is on their own, a household does not need to be formed for that household. If a household IS formed, that individual must be listed as the head of household. If a household is not formed for that client, then the "Head of Household" field should not be completed.

If the Subsidy Start Date or Source appears in RED, check the Household Head field in the record. Red text indicates a problem; here it means that the information has been put in a client's record who is not the head of household.

If Subsidy Start Date has been filled in, there should be a corresponding Subsidy Source. If the Source is 'Other', the Other Source should be specified in the next column.

If you have recorded multiple instances of the Source of Rent Assistance Assessment for a client (for this reporting period), each will be counted as a separate "Source of Subsidy", even if both instances had the same souce. A common example of this will be when multiple records of a subsidy are made because the amount of subsidy or the Client's Portion of Rent changes.

ID2	ClientID	Last Name	First Name	Head	Entry Date	Exit Date	Subsidy Start Date	Subsidy End Date	SubsidySource	Other Source of Subsidy	Included in Current Subsidy Count
41332	147207	turkey	fat	H	9/1/07						No
	147208	turkey	brown		9/1/07						No
1											

ID2	ClientID	Last Name	First Name	Head	Entry Date	Exit Date	Subsidy Start Date	Subsidy End Date	SubsidySource	Other Source of Subsidy	Included in Current Subsidy Count
147204	147204	Usergroup	LTH	H	11/6/07		11/6/07		S+C, Other		Yes
1											

2	3											
---	---	--	--	--	--	--	--	--	--	--	--	--

**Sources of Subsidy**

This count includes Heads of Household (or individuals not part of a household) who participated in the program during the report period. The subsidy information **MUST** be recorded on the head of household's record to be included in this count. Also, if a household is recorded for a client, there **MUST** be a head recorded for the household. If a household has no 'head of household' recorded, their data will not be included in this count.

The next two tables show the breakdown of records included in the Sources of Subsidy count. The total of the two tables should be equal to the number of Households (or individuals on their own) who participated in the LTH Program during the report period.

<b>Number of Households (or Individuals on their own)</b>	<b>2</b>
---	----------

<b>Households Excluded from 'Source of Subsidy' Count</b>	
Number of Clients with No Source of Subsidy Recorded	0

<b>Households Included in 'Source of Subsidy' Count</b>	
Number of Clients with Source of Subsidy Recorded	1

<b>Records Included in 'Source of Subsidy' Count</b>	
If a client has more than one record for the Housing Cost & Subsidy Subassessment; there could be multiple records included in this count for that household. This should be the total of the sources listed below, including records where no Source of Subsidy was selected, but "Other Source of Subsidy" was specified..	2

**Counting Table: Sources of Subsidy**

Bridges	0
---------	---

County-funded	0
---------------	---

FHPAP	0
GRH	0
HOME	0
HOPWA	0
MHFA	0
Section 8	0
S + C	1
SHP	0
Sons of Bridges	0
Other	1

**Other Sources of Subsidy**

--

# Housing Cost & Subsidy Data Check - Reason Subsidy Ended

**Provider(s):** Wilder: Long-term homeless program-LTH(1412)

**Report Dates:** 7/1/2007 to 11/8/2007

**Run Date:** 11/12/07 11:27 AM **Effective date:** 11/12/2007

## Data check Table - Reason Subsidy Ended for Clients Still in the Program

This table will show all Households who have participated in the LTH Program during the report period.. The subsidy information MUST be recorded on the head of household's record to be included in this count. Also, if a household is recorded for a client, there MUST be a head recorded for the household.

Any household that does NOT have the "Head of Household" field completed, or has the subsidy information recorded in the the wrong record will NOT be included in the "Reason Subsidy Ended" count.

If the Subsidy Start Date or Source appears in RED, check the Household Head field in the record. Red text means there is a problem; here it indicates that the information has been put in a client's record who is not the head of household.

If a record has a "Subsidy End Date", there should also be a "Reason Subsidy Ended" recorded.

Answers recorded for "Reason Subsidy Ended" will be included in this count when the following conditions are true:

- \*The "Entry Exit Exit Date" is null.
- \*The "Subsidy End Date" is not null
- \*The "Subsidy End Date" is after both the" Report Start Date" and the "Entry Exit Entry Date"
- \*The Subsidy End Date is before the Report End Date

"Reasons Subsidy Ended" for clients who have exited the program will be counted in the Exit Report.

ID2	ClientID	Last Name	First Name	Head of	Entry Exit Entry Date	Entry Exit Exit Date	Subsidy Start Date	Subsidy End Date	Reason Subsidy Ended	Other Reason Subsidy Ended	Included in Count for "Reason Subsidy Ended"	CRisNull
41332	147207	turkey	fat	H	9/1/07						0	
	147208	turkey	brown		9/1/07						0	
1										Sum:	0	

ID2	ClientID	Last Name	First Name	Head of	Entry Exit Entry Date	Entry Exit Exit Date	Subsidy Start Date	Subsidy End Date	Reason Subsidy Ended	Other Reason Subsidy Ended	Included in Count for "Reason Subsidy Ended"	CRisNull
-----	----------	-----------	------------	---------	--------------------------	-------------------------	--------------------------	---------------------	-------------------------	-------------------------------	--	----------

0
0

--





**Reasons Subsidy Ended**

"Reasons Subsidy Ended" will count all "Reasons Subsidy Ended" recorded during the report period for clients who are still in the program.

<b>Number of Households (or Individuals on their own)</b>	<b>2</b>
Number of Households (or Individuals on their own) that have not exited the program, but have Ended a Subsidy.	0
EXCLUDED: Number of Households that have not exited the program, have ended a subsidy, but not recorded a "Reason Subsidy Ended".	0
Number of Households (or Individuals on their own) Included in counting table for "Reason Subsidy Ended".	0
<b>Number of Total Records Included in counting table for "Reason Subsidy Ended". Some clients may have more than 1 subsidy record included.</b>	<b>0</b>

**Counting Table: Reasons Subsidy Ended**

Subsidy Changed due to income or rent change	0
Now receiving Section 8 or other permanent housing subsidy	0
Changed type of temporary housing subsidy	0
Transitioned to unsubsidized housing	0
Purchased a home	0
Gross monthly income exceeds program limits	0
Failure to report all income, additional adults, etc.	0
Refusal to cooperate with annual re-certification or inspection	0
(For Bridges) Failure to apply, accept or use Section 8	0
Cannot afford rent	0
Discharged or reached time limit	0
Hospitalized or moved to residential treatment program	0
Incarcerated	0
Legal eviction/UD for criminal/drug activity	0
Legal eviction/UD for lease violations, other than criminal or drug	0



Legal eviction/UD for non payment of rent	0
Notice to vacate or non-renewal for criminal/drug activity	0
Notice to vacate or non-renewal for lease violations, other than criminal or drug	0
Notice to vacate or non-renewal for non payment of rent	0
Left service area or residential program	0
Death	0
Unknown/disappeared	0
Other (specify)	0

<b>Other Reasons Subsidy Ended (Specified)</b>

