# HMIS Forum
## First Quarter 2016

Harris County Child Protective Services

Thursday, March 17, 2015

9:00 – 11:00 am

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# Your HMIS Team

- **Erol Fetahagic – System Administrator/Analyst**

- **Karen Flores – HMIS Support Specialist**

- **Kelita Beechum – Support Manager**

- **Ryan R. Clay – Reporting Manager**

- **Yvette Fuentes – HMIS Trainer**

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# Agenda

- AHAR Update

- Funder Panel Discussion

- Site Visits

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# AHAR Factoids

- The ***central*** resource for national data on homelessness used by federal, state, and local policymakers to inform their policies and understand trends in homelessness.
- Based on local data from Point in Time counts, Housing Inventory, and HMIS Data Standards
- Reporting period is from October 1 to September 30
- Contains six reporting categories and a summary
  - Emergency Shelter for Families
  - Emergency Shelter for Individuals
  - Transitional Housing for Families
  - Transitional Housing for Individuals
  - Permanent Housing for Families
  - Permanent Housing for Individuals
- Participation in the AHAR is now a scoring factor in the funding application that CoCs submit to HUD each year
  - Houston is a Sample Site (reporting required)
  - Harris County reporting category includes Ft. Bend, Baytown, and Pasadena

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# AHAR Factoids

## Houston

| | |
|---|---|
| AIDS Foundation Houston | Northline SRO |
| Asset Building Network | Open Door Mission |
| | |
| Brentwood Community Foundation | Santa Maria Hostel Inc. |
| Career & Recovery Resources | SEARCH Homeless Services |
| Catholic Charities | Star of Hope Mission |
| Change Happens! | Stop Turning Entering Prison |
| | |
| Covenant House Texas | Temenos Community Development |
| Goodwill Industries of Houston | The Beacon |
| Harmony House | The Housing Corporation |
| | |
| Harris County Community Services | The Salvation Army |
| Haven of Hope | The Women's Home |
| | |
| Houston Area Community Services | U.S. Dept of Veteran Affairs |
| Houston Housing Authority | U.S. Veterans Initiative |
| Memorial Assistance Ministries | Wellsprings Village |
| MHMRA | Wesley Community Center |
| Mission of Yahweh | Wheeler Avenue 5C's |

## Harris County

| |
|---|
| A Caring Safe Place |
| AIDS Foundation Houston |
| Bay Area Homeless Services |
| Houston Housing Authority |
| Northwest Assistance Ministries |
| Parks Youth Ranch |
| Sarah's House |
| SEARCH Homeless Services |
| U. S. Department of Veteran Affairs |

# Funder Panel Discussion

City of Houston

Ft. Bend County

Harris County

HUD Continuum of Care



From left to right: Concetta Scerbo (HUD CoC), Karen Bringol (Ft. Bend), Carol Borrego (Ft. Bend), Esmeralda Gonzalez (Harris County), Antoinette Boone (City of Houston) and Robin James (City of Houston)

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# FUNDER:
# CITY OF HOUSTON

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# "Emergency Solutions Grants (ESG)" "Housing Opportunities for Persons with AIDS (HOPWA)" Programs

## "The Data Matters"

## ESG & HOPWA HMIS 2016

# Emergency Solutions Grants (ESG) Program

The Data Matters

# Emergency Solutions Grants (ESG) Program Objectives

Engage homeless individuals and families living on the streets.

Improve the number and quality of emergency shelters for homeless individuals.

Help operate these shelters.

Provide essential services to shelter residents.

Rapidly re-house homeless individuals and families.

Prevent families/individuals from becoming homeless.

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# ESG Eligible Program Components

Street Outreach

Emergency Shelter

Homelessness Prevention

Rapid-Rehousing

HMIS

Administration

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# ESG Beneficiary Eligibility

**The minimum eligibility criteria for ESG beneficiaries are as follows:**

- For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the "homeless" definition under § 576.2.

- For emergency shelter, beneficiaries must meet the "homeless" definition in 24 CFR 576.2.

- For essential services related to emergency shelter, beneficiaries must be "homeless" and staying in an emergency shelter (which could include a day shelter).

- For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103par.

- For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104.

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# ESG EXPENDITURES BY PROGRAM COMPONENT
## (City of Houston July 1, 2014 - June 30, 2015)

**Program Components**

**ESG Program Spending**

| Program Component | ESG Program Spending |
|---|---|
| Administration | $48,153.25 |
| Data Collection | $99,541.39 |
| Emergency Shlter & Street Outreach | $677,259.55 |
| Rapid Re-Housing | $355,987.12 |
| ESG Homelessness Prevention | $299,136.40 |
| Childcare Council | $18,147.94 |

■ ESG Program Spending

$0.00    $500,000.00    $1,000,000.00

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# Number of Persons Assisted
## *(City of Houston July 1, 2014 - June 30, 2015)*

**1,058** • Homelessness Prevention

**382** • Rapid Re-Housing

**3,157** • Emergency Shelter

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# Special Populations Served

| Subpopulations Served | Total |
|---|---|
| Veterans | 242 |
| Victims of Domestic Violence | 1110 |
| Elderly | 114 |
| HIV/AIDS | 15 |
| Chronically Homeless | 77 |
| Persons with Disabilities | 0 |
| Severely Mentally Ill | 699 |
| Chronic Substance Abuse | 489 |
| Other Disability | 574 |
| **TOTAL** | **3,001** |

# New ESG Requirements

- Starting with their 2015 CAPER submissions, ESG recipients will report aggregated ESG program report information at the subrecipient level, using the newly-developed eCart.
- ESG recipients will obtain data from all ESG subrecipients through a special CSV export.
- This information will be used to populate the eCart tool for submission to HUD.
- eCart is a Microsoft Excel spreadsheet that is configured to load report level, aggregate information from a Homeless Management Information System (HMIS) and produce all statistical information required by HUD on clients served in projects funded under ESG.

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# ESG HMIS Data Reporting

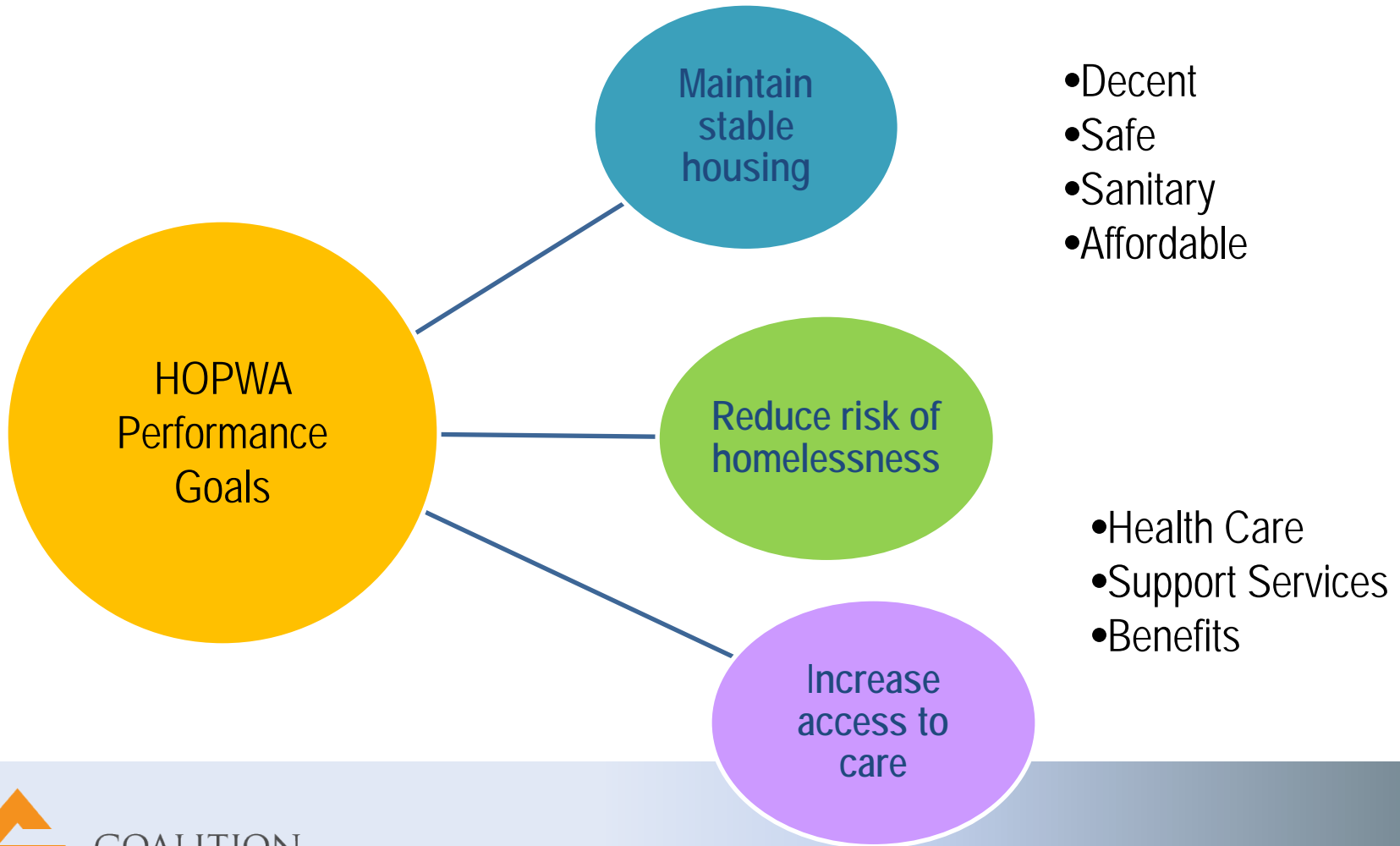| Program Specific Data Element | Emergency Shelter Night by Night | Emergency Shelter – All Others | Homelessness Prevention | Rapid - Rehousing | Street Outreach |
|---|---|---|---|---|---|
| Income and Sources | | X | X | X | X |
| Non-Cash Benefits | | X | X | X | X |
| Health Insurance | | X | X | X | X |
| Physical Disability | X | X | X | X | X |
| Developmental Disability | X | X | X | X | X |
| Chronic Health Condition | X | X | X | X | X |
| HIV/AIDS | X | X | X | X | X |
| Mental Health Problem | X | X | X | X | X |
| Substance Abuse | X | X | X | X | X |
| Domestic Violence | X | X | X | X | X |
| Contact | X | | | | X |
| Date of Engagement | X | | | | X |
| Residential Move-in Date | | | | X | |
| Housing Assessment at Exit | | | X | | |

# *HOPWA*

- **Housing Opportunities for Persons with AIDS** *is a federally administered grant program for state & local governments that provides housing assistance and related supportive services for low-income persons with HIV/AIDS and their families.*

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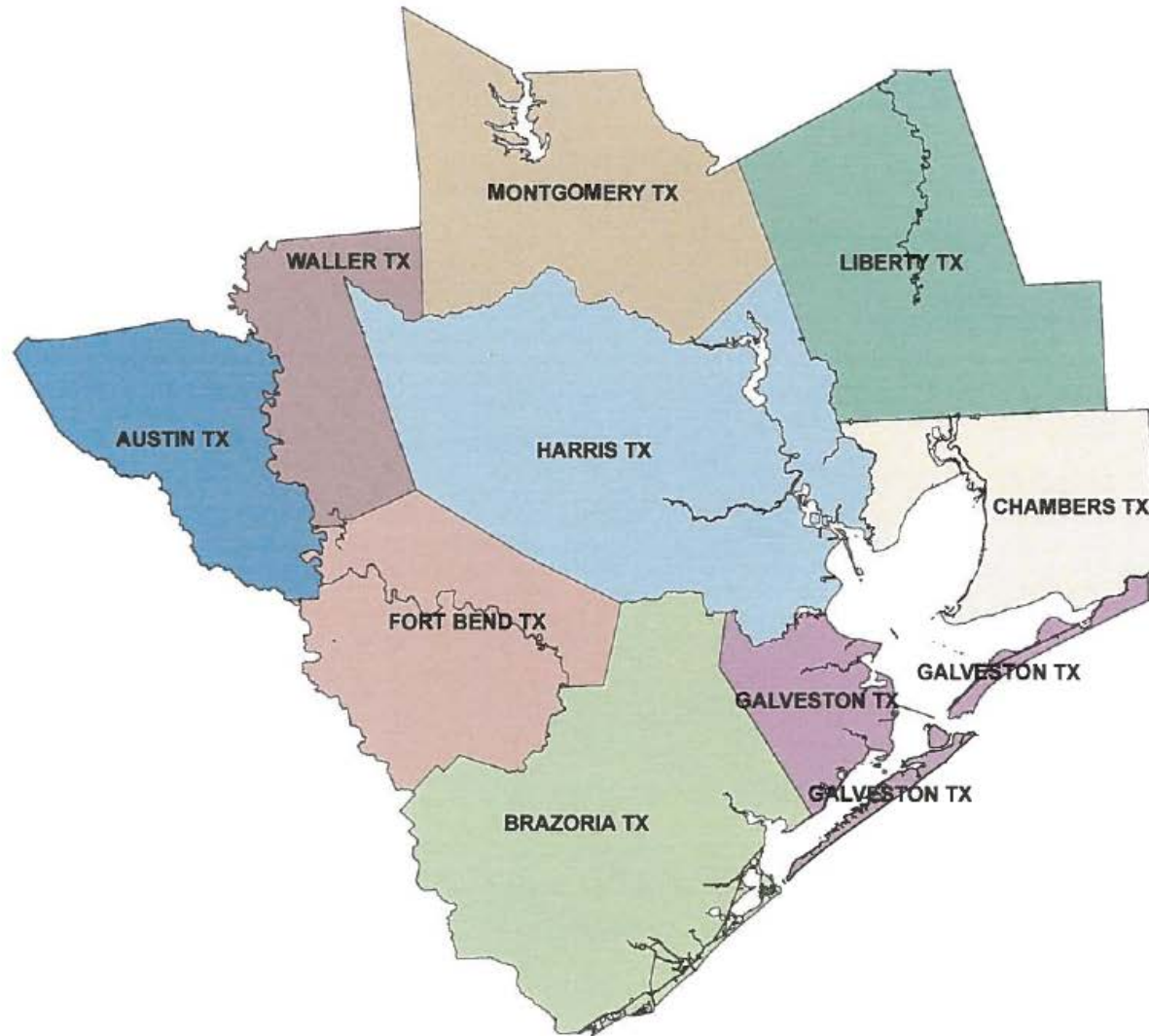HOMELESS
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# Top Six Reasons for HIV Housing

1. **Need:** PLWHA are significantly more vulnerable to becoming homeless during their lifetime.

2. **HIV Prevention:** Housing stabilization can lead to reduced risk behaviors and transmission.

3. **Improved treatment adherence and health:** Homeless PLWHA provided HOPWA housing support demonstrated improved medication adherence and health outcomes.

4. **Reduction in HIV transmission:** Stably housed PLWHA demonstrated reduced viral loads resulting in significant reduction in HIV transmission.

5. **Costs Savings:** Homeless or unstably housed PLWHA are more frequent users of high-cost hospital-based emergency service, shelters, and criminal justice system.

6. **Discrimination and stigma:** AIDS-related stigma and discrimination add to barriers and disparities in access to appropriate housing and care along with adherence to HIV treatment.

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# HOPWA Performance Goals



- Maintain stable housing
  - Decent
  - Safe
  - Sanitary
  - Affordable

- Reduce risk of homelessness

- Increase access to care
  - Health Care
  - Support Services
  - Benefits

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# HOPWA
# Eligible Metropolitan Statistical Areas



**Legend**

- AUSTIN TX
- BRAZORIA TX
- CHAMBERS TX
- FORT BEND TX
- GALVESTON TX
- HARRIS TX
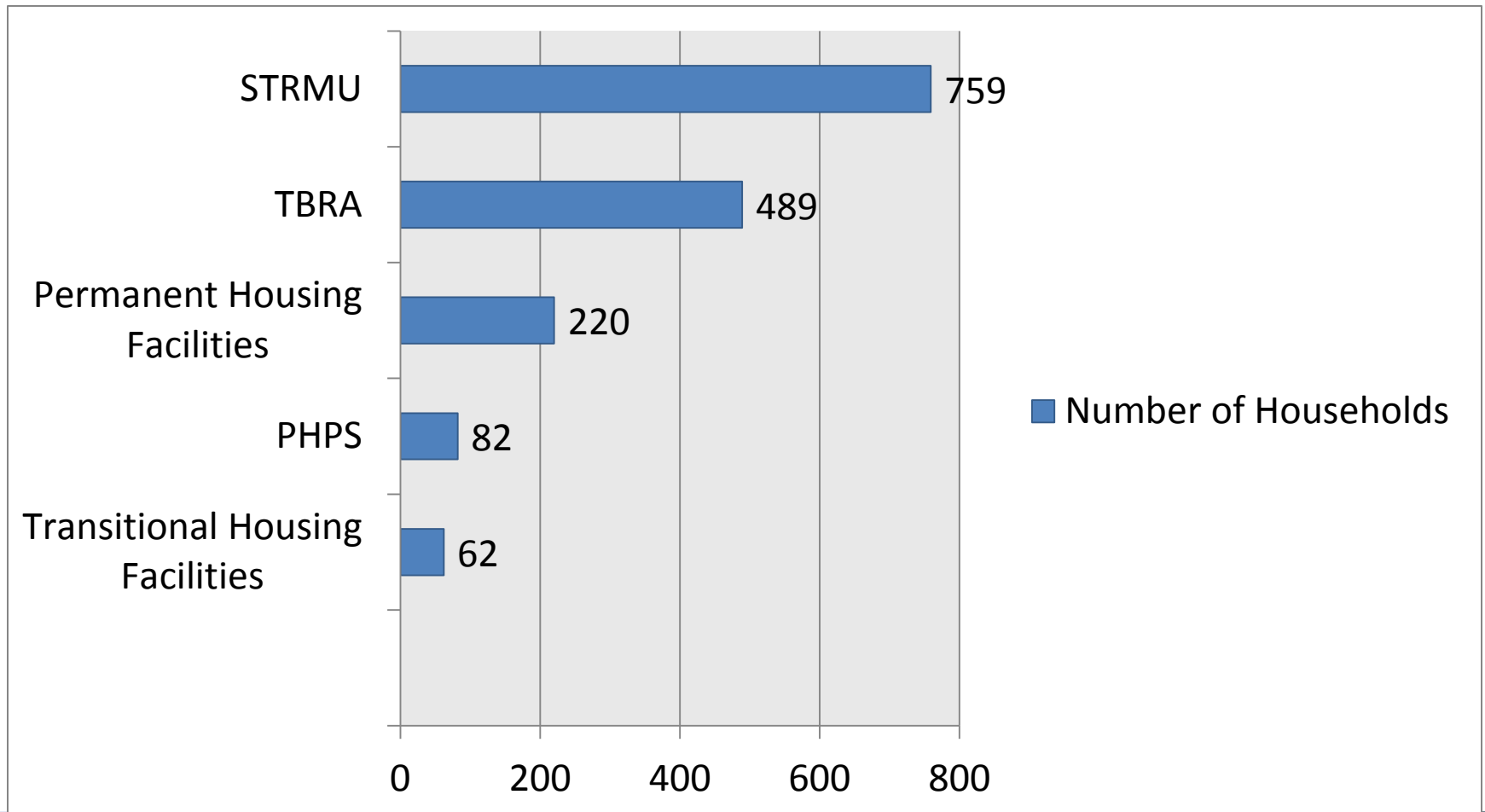- LIBERTY TX
- MONTGOMERY TX
- WALLER TX

Publication Date 02/26 / 2016

Data Source: HUD Low/Moderate Income Summary Data
(LMISD) released 7.1.14 HCDD Data & COHGIS

COHGIS data is prepared and made available
for general reference purposes only and should
not be used or relied upon for specific applications,
without independent verification. The City of Houston
neither represents, nor warrants COHGIS data accuracy,
or completeness, nor will the City of Houston accept
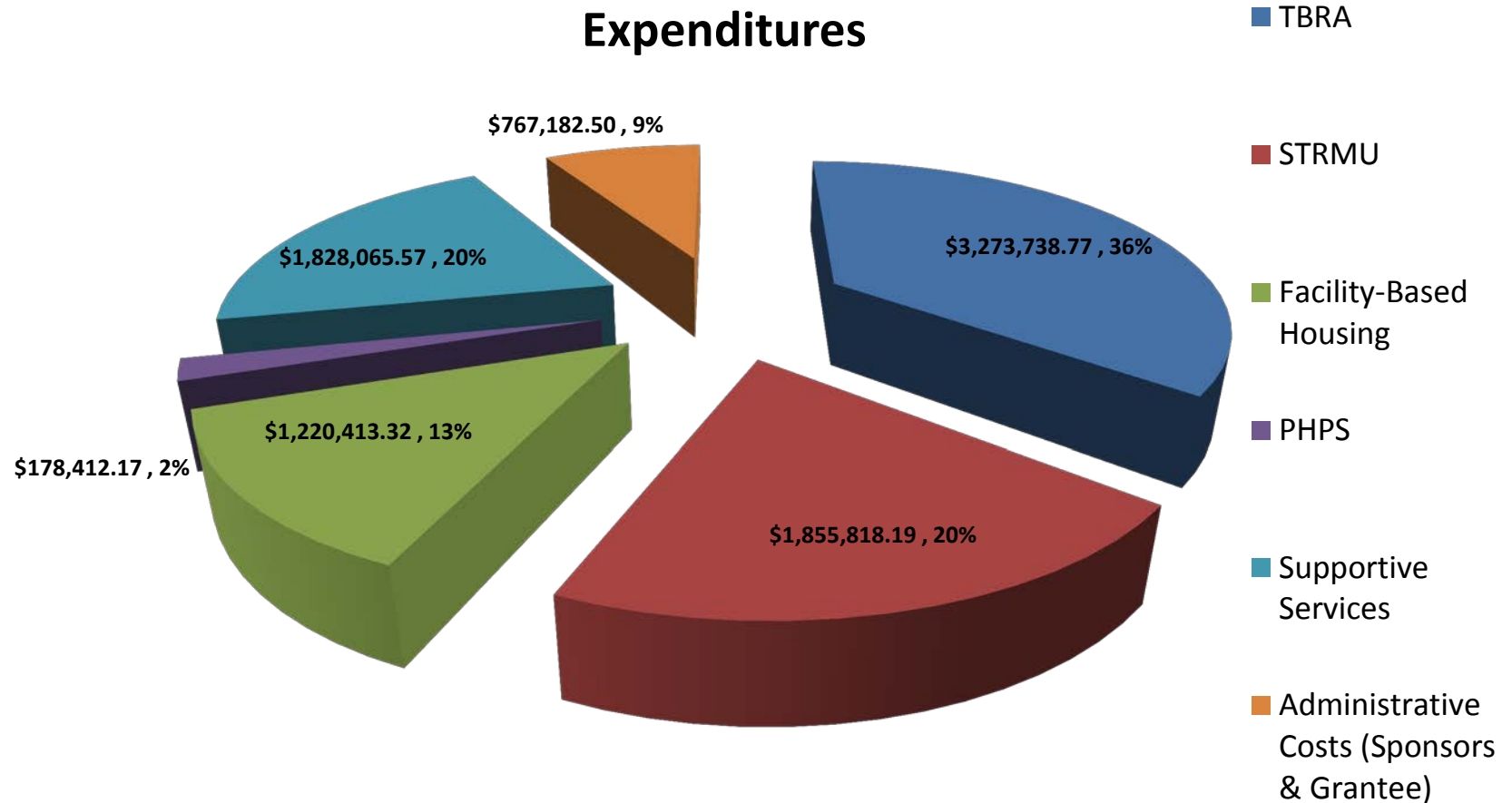liability of any kind in conjunction with its use.

0  5  10      20 Miles

# Number of Households by Type of Housing Assistance
## *(City of Houston July 1, 2014 - June 30, 2015)*

| Type | Number of Households |
|------|---------------------:|
| STRMU | 759 |
| TBRA | 489 |
| Permanent Housing Facilities | 220 |
| PHPS | 82 |
| Transitional Housing Facilities | 62 |

■ Number of Households

# Expenditures by Type of Activity
## City of Houston, July 1, 2014 – June 30, 2015

### Expenditures



Legend:
- TBRA
- STRMU
- Facility-Based Housing
- PHPS
- Supportive Services
- Administrative Costs (Sponsors & Grantee)

Pie chart values:
- $767,182.50 , 9%
- $1,828,065.57 , 20%
- $1,220,413.32 , 13%
- $178,412.17 , 2%
- $3,273,738.77 , 36%
- $1,855,818.19 , 20%

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# HOPWA HMIS REPORTING

| HMIS Program Specific Data Element | TH | H/M | HI | PH | PHP | STH | STRMU |
|---|:--:|:--:|:--:|:--:|:--:|:--:|:--:|
| • 4.1 Housing Status | X | X | X | X | X | X | X |
| • 4.2 Income and Sources | X | X | X |  | X | X | X |
| • 4.3 Non-Cash Benefits | X | X | X |  | X | X | X |
| • 4.4 Health Insurance | X | X | X |  | X | X | X |
| • 4.5 Physical Disability | X | X | X |  | X | X | X |
| • 4.6 Developmental Disability | X | X | X |  | X | X | X |
| • 4.7 Chronic Health Condition | X | X | X |  | X | X | X |
| • 4.8 HIV/AIDS | X | X | X | X | X | X | X |
| • 4.9 Mental Health Problem | X | X | X | X | X | X | X |
| • 4.10 Substance Abuse | X | X | X |  | X | X | X |
| • 4.11 Domestic Violence | X | X | X |  | X | X | X |
| • 4.14 C Services Provided – HOPWA | X | X | X | X | X | X | X |
| • 4.15 A Financial Assistance – HOPWA |  |  |  |  | X |  | X |
| • 4.19 Housing Assessment at Exit | X | X | X | X | X | X | X |
| • 4.39 Medical Assistance | X | X | X | X | X | X | X |

# HOPWA Eligible Activities

- Housing Information Services
- Resource Identification
- Lease, Rehabilitation, Acquisition and Repairs
- New Construction (Community Residences & SROs)
- Short-term Rent, Mortgage and Utilities Assistance
- Tenant-based Rental Assistance
- Supportive Services
- Operating Costs
- Technical Assistance
- Administrative Expenses

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# The Consolidated Plan

- ESG and HOPWA are both HUD Formula Grants Programs covered by the Consolidated Plan, which include:
  - Community Development Block Grant (CDBG)
  - Emergency Solutions Grants (ESG)
  - Home Investment Partnerships Program (HOME)
  - Housing Opportunities for Persons With AIDS (HOPWA)

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# THE DATA MATTERS!

- Reporting is required by the Regulations.
- HUD uses the CAPER and IDIS data to obtain essential information on grant activities, project sponsors, housing sites, units and households, and beneficiaries.
- Information obtained from the reports enables HUD to have data to support its requests for needed resources.

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# Why is Performance Reporting Important?
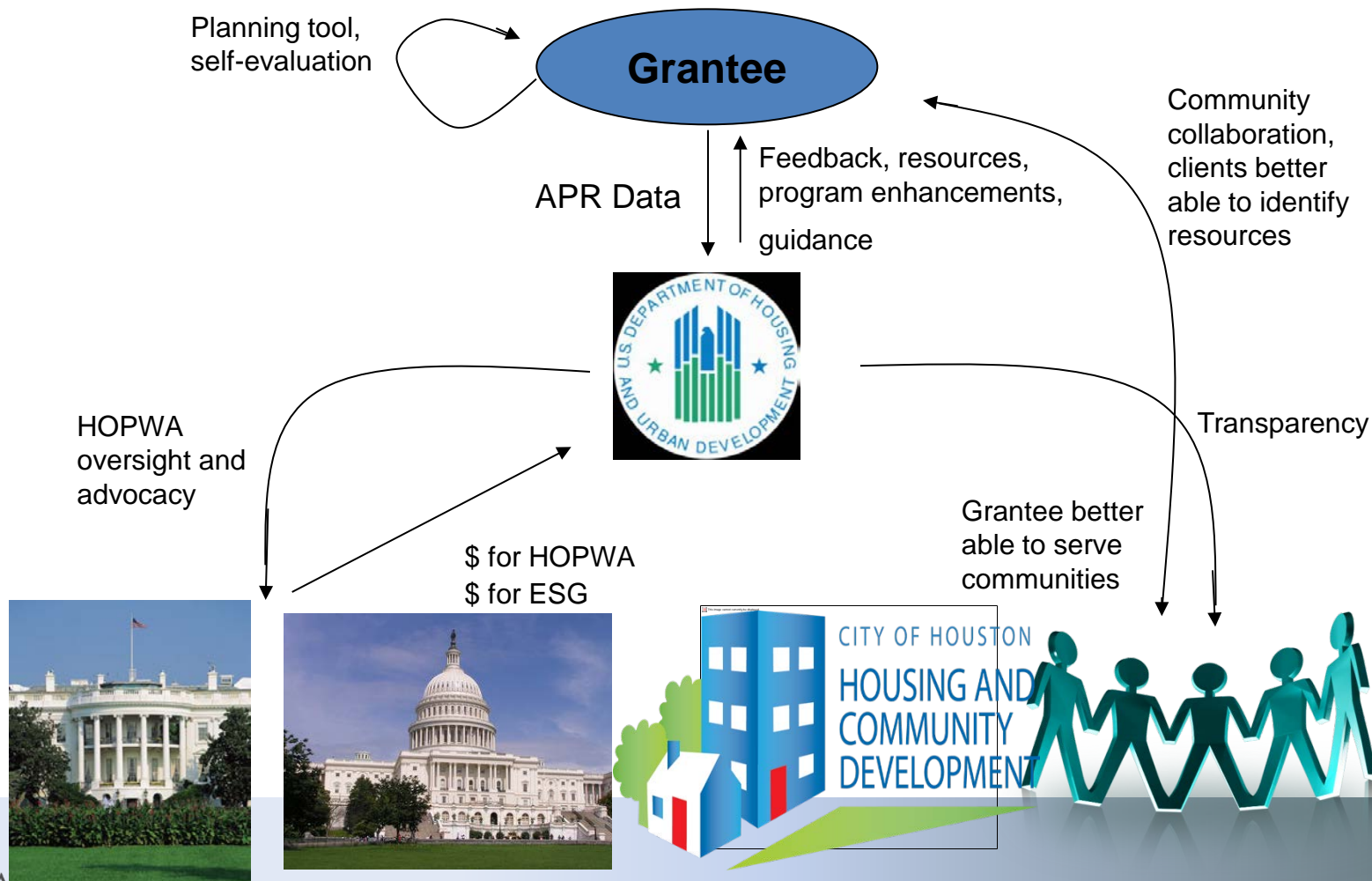
# REMEMBER GIGO!
## (Please review your data quality reports for errors.)

# FUNDER: FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

Carol Borrego, AICP, Planner
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**Fort Bend County, Texas**

- No.1 Fastest Growing County of the Ten Largest Counties in Texas Current Population of 606,953.

- Consistently Ranked in the Top 3% of the Nation's Counties in 5 Key Demographic Measures.

- Regional Leadership in Secondary Education; Exceptionally Educated and Skilled Resident Workforce.

- A Leading Example of Successful Diversity in the Community and in the Workplace.

- There is a consistent and dominant element woven throughout everything in Fort Bend County. It is the 20+ year on-going deliberate investment and strategy into Quality and Excellence. Fort Bend delivers on the promise of being a "Best Place to Live and Work."

- Source: Greater Fort Bend Economic Development Council

Fort Bend County
Low & Moderate Income Areas
Fort Bend County GIS - 2015

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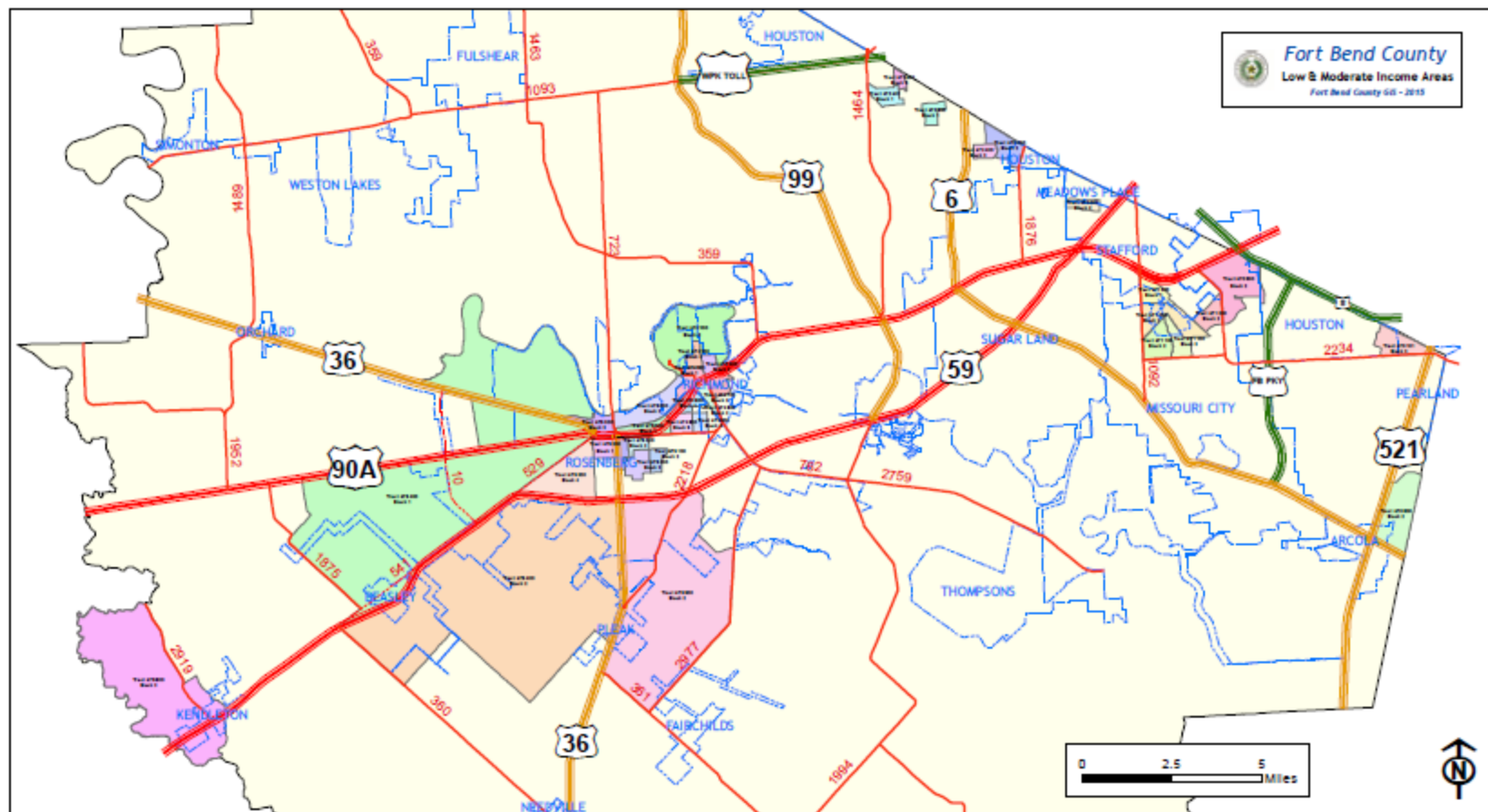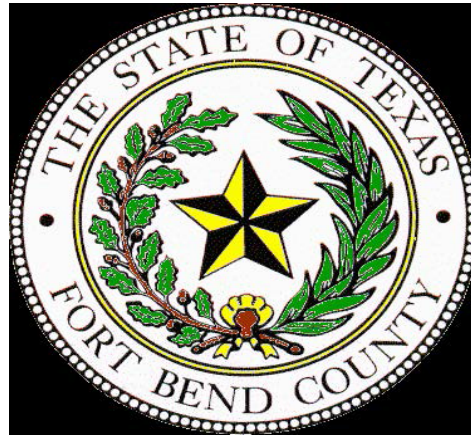
The Fort Bend County service area includes the cities of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Needville, Orchard, Pleak, Richmond, Rosenberg, Stafford, and Thompsons. The service area does not include **the cities of Houston, Katy, Missouri City, Pearland, Simonton, Sugar Land and Weston Lakes.**

Low and Moderate Income Population= 396,120
Exception criteria = 45.58%
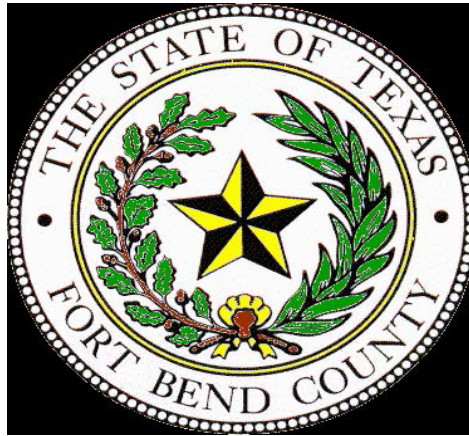
Issues:

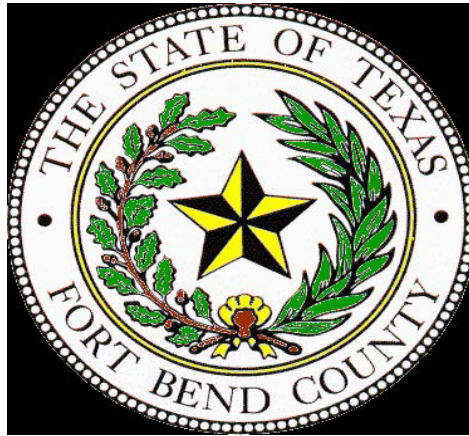Some towns very small, 400 persons or less

Only 2 shelters:
- **FBCWC - domestic violence**
- **Parks Youth Ranch – youth**

**No transitional or permanent supportive housing.**

**Two other entitlement areas Sugar Land and Missouri City do not receive ESG Program funds directly from HUD.**

**No Mass Transit (County Transportation Program)**

Example:  City of Kendleton

United Way Directory website will show no shelter services when you do a search;

Closest: Transitional Housing = Harris County 34 miles away.

| | Houston* | Harris Co. | FB Co. | Pasadena* |
|---|---|---|---|---|
| Population | 2,134,707 | 4,182,285 | 608,939 | 150,785 |
| Housing Units | 907,494 | 1,616,961 | 202,621 | 53,374 |
| Size (Sq. Miles) | 627 | 1,778 | 886 | 45 |
| 2015 PIT | | 4,355 | 254 | |
| 2015 CDBG | $22,352,814 | $11,932,841 | $2,222,391 | $1,593,820 |
| 2015 HOME | $6,507,862 | $2,717,525 | $436,211 | $386,059 |
| 2015 ESG | $2,027,628 | $1,055,755 | $195,277 | $146,635 |
| 2015 HOPWA | $10,343,492 | $0.00 | $0.00 | $0.00 |
| Total | $41,231,796 | $15,706,121 | $2,853,879 | $2,126,514 |
| PY Start Date | July 1 | March 1 | Sept .1 | Oct. 1 |
| *located w/in Harris County | | | | |

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Harris County and Fort Bend County Size:
**2,664 Square Miles**

Harris County and Fort Bend County Population:
**4,791,224 Persons**

Harris County and Fort Bend County Housing Units:
**1,819,582**

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# Harris County and Fort Bend County Homeless

## 4,609 Persons

## Unsheltered

# 1,950 Persons

## (42 Percent)

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# Houston/Harris County Continuum of Care Rapid Re-Housing Funding Collaborative
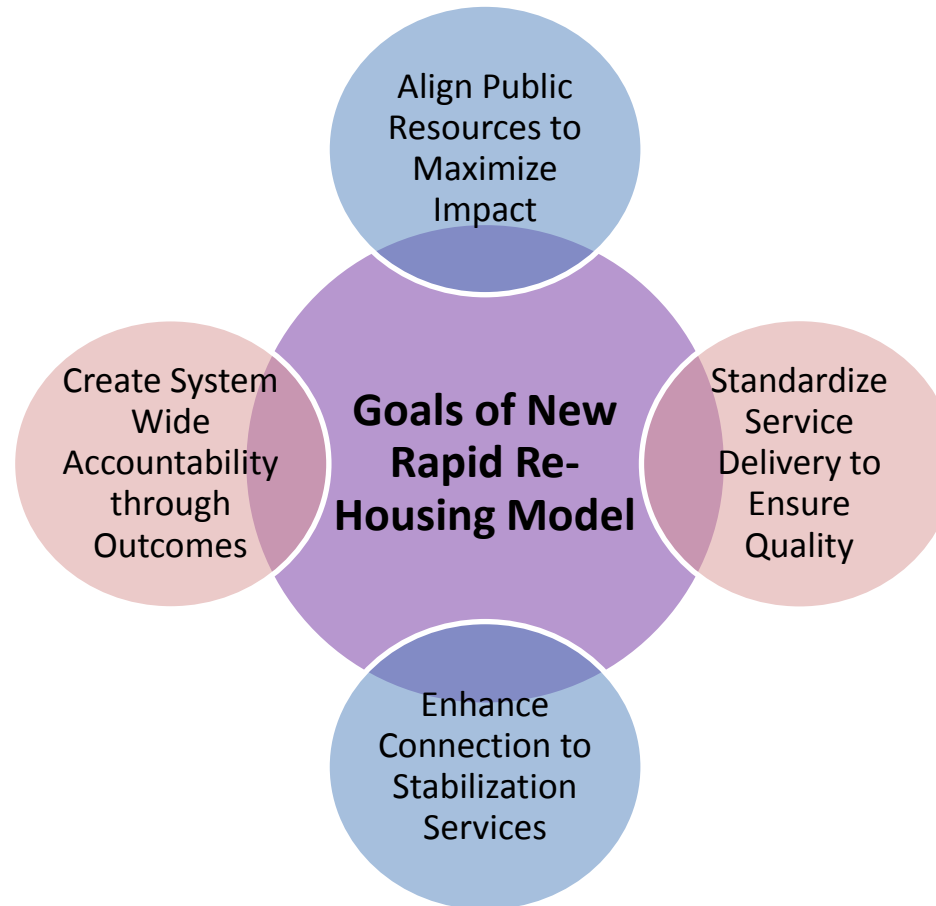
# ESG Program Guides, Tools, and Webinars

- [https://www.hudexchange.info/programs/esg/guides/](https://www.hudexchange.info/programs/esg/guides/)

# Checklist of Requirements for the Homelessness Portions of Consolidated Plan Annual Action Plan

Action Plan Outline

A.   BACKGROUND INFORMATION AND GENERAL GUIDANCE

The annual action plan provides a yearly update of jurisdictions' proposed action steps and priorities for the next program year. The recent changes to the consolidated plan regulations introduce a number of new required elements for the annual action plan that are relevant to reducing and ending homelessness. The textbox below contains a brief outline of the complete annual action plan with the expanded homelessness-related sections, which are the main focus of this checklist, in bold.

# Checklist Requirements

Action Plan Outline
- a) SF-424
- b) Executive Summary
- 1) Objectives & Outcomes
- 2) Evaluation of Past Performance
- 3) Summary of Citizen Participation & Consultation Process
- 4) Summary of Comments or Views
- 5) Summary of Comments or Views Not Accepted & Reasons Therefore
- c) Resources and Objectives
- 1) Federal Resources
- 2) Other Resources
- 3) Annual Objectives
- d) Activities to be Undertaken
- e) Outcome Measures
- f) Geographic Distribution
- g) Affordable Housing One-Year Goals
- h) Public Housing

# Checklist Requirements

i) **Homeless & Other Special Needs Activities**
  1) One-Year Goals & Action Steps
      i. Outreach
      ii. Emergency Shelter & Transitional Housing Needs
      iii. Transition to Permanent Housing & Independent Living
      iv. Prevention Among Individuals & Families:
           A. Being Discharged from Publicly-funded Institutions
           B. Receiving Assistance from Public & Private Agencies

  2) Activities Addressing Housing & Supportive Service Needs of Persons with Special Needs

l) **Program Specific Requirements for ESG**
  1) <u>Written Standards</u>
  2) Description of CoC
  3) Process for Making Subawards
  4) Homeless Participation Requirement
  5) <u>Performance Standards</u>
  6) Consultation with CoC

# FY 2014:   Consolidated Annual Performance and Evaluation Report (CAPER):

CR-60 - ESG 91.520(g) (ESG Recipients only)

1.    Recipient Information—All Recipients Complete (Basic Grant Information)

2.    Reporting Period—All Recipients Complete

3.    Subrecipient Form – Complete one form for each subrecipient

# CAPER Breakdown

CR-65 - Persons Assisted

4.       Persons Served

4a.      Complete for Homelessness Prevention Activities

| Number of Persons in Households | Total |
|---|---|
| Adults | 2 |
| Children | 2 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 4 |

# CAPER Breakdown

4b.　　Complete for Rapid Re-Housing Activities

| Number of Persons in Households | Total |
|---|---:|
| Adults | 27 |
| Children | 23 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 50 |

**Table 15 – Household Information for Rapid Re-Housing Activities**

# CAPER Breakdown

4c.      Complete for Shelter

| Number of Persons in Households | Total |
|---|---|
| Adults | 40 |
| Children | 178 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 218 |

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# CAPER Breakdown

**4d.** **Street Outreach**

| Number of Persons in Households | Total |
|---|---|
| Adults | 0 |
| Children | 0 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 0 |

# CAPER Breakdown

4e.    Totals for all Persons Served with ESG

| Number of Persons in Households | Total |
|---|---|
| Adults | 69 |
| Children | 203 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 272 |

# CAPER Breakdown

### 5. Gender—Complete for All Activities

|  | Total |
|---|---|
|  |  |
| Male | 113 |
| Female | 159 |
| Transgender | 0 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 272 |

### 6. Age—Complete for All Activities

|  | Total |
|---|---|
|  |  |
| Under 18 | 203 |
| 18-24 | 9 |
| 25 and over | 60 |
| Don't Know/Refused/Other | 0 |
| Missing Information | 0 |
| Total | 272 |

# CAPER Breakdown

7. Special Populations Served—Complete for All Activities

| Subpopulation | Total | Total Persons Served – Prevention | Total Persons Served – RRH | Total Persons Served in Emergency Shelters |
|---|---|---|---|---|
| Veterans | 0 | 0 | 0 | 0 |
| Victims of Domestic Violence | 89 | 89 | 89 | 89 |
| Elderly | 3 | 2 | 2 | 1 |
| HIV/AIDS | 0 | 0 | 0 | 0 |
| Chronically Homeless | 0 | 0 | 0 | 0 |

Number of Persons in Households

# CAPER Breakdown

| Persons with Disabilities: | | | | |
|---|---|---|---|---|
| Severely Mentally Ill | 0 | 0 | 0 | 3 |
| Chronic Substance Abuse | 0 | 0 | 0 | 0 |
| Other Disability | 7 | 7 | 3 | 0 |
| Total (Unduplicated if possible) | 99 | 98 | 94 | 93 |

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# CAPER Breakdown

## CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

| | |
|---|---|
| Number of New Units - Rehabbed | 0 |
| Number of New Units - Conversion | 0 |
| Total Number of bed-nights available | 31,755 |
| Total Number of bed-nights provided | 25,044 |
| Capacity Utilization | 78.87% |

10. Shelter Utilization

# Expenditures

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

CR-75 – Expenditures

11.   Expenditures

11a. ESG Expenditures for Homelessness Prevention

|  | Dollar Amount of Expenditures in Program Year | | |
|---|---|---|---|
|  | 2012 | 2013 | 2014 |
| Expenditures for Rental Assistance | 0 | 8,535 | 2,954 |
| Expenditures for Housing Relocation and Stabilization Services - Financial Assistance | 0 | 290 | 0 |
| Expenditures for Housing Relocation & Stabilization Services - Services | 0 | 0 | 0 |
| Expenditures for Homeless Prevention under Emergency Shelter Grants Program | 0 | 0 | 0 |
| Subtotal Homelessness Prevention | 0 | 8,825 | 2,954 |

# Expenditures

11b.    ESG Expenditures for Rapid Re-Housing

| | Dollar Amount of Expenditures in Program Year | | |
|---|---|---|---|
| | 2012 | 2013 | 2014 |
| **Expenditures for Rental Assistance** | 0 | 33,679 | 41,847 |
| **Expenditures for Housing Relocation and Stabilization Services - Financial Assistance** | 0 | 8,541 | 7,124 |
| **Expenditures for Housing Relocation & Stabilization Services - Services** | 0 | 0 | 0 |
| **Expenditures for Homeless Assistance under Emergency Shelter Grants Program** | 0 | 0 | 0 |
| **Subtotal Rapid Re-Housing** | 0 | 42,220 | 48,971 |

# Expenditures

## 11c. ESG Expenditures for Emergency Shelter

|  | Dollar Amount of Expenditures in Program Year | | |
|---|---|---|---|
|  | 2012 | 2013 | 2014 |
| Essential Services | 0 | 3,294 | 28,212 |
| Operations | 0 | 5,470 | 39,153 |
| Renovation | 0 | 0 | 0 |
| Major Rehab | 0 | 0 | 0 |
| Conversion | 0 | 0 | 0 |
| Subtotal | 0 | 8,764 | 67,365 |

## 11d. Other Grant Expenditures

|  | Dollar Amount of Expenditures in Program Year | | |
|---|---|---|---|
|  | 2012 | 2013 | 2014 |
| HMIS | 0 | 0 | 0 |
| Administration | 0 | 0 | 12,591 |
| Street Outreach | 0 | 0 | 0 |

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# 11e.  Total ESG Grant Funds

| Total ESG Funds Expended | 2012 | 2013 | 2014 |
|---|---|---|---|
| 191,690 | 0 | 59,809 | 131,881 |

# 11f.  Match Source

| | 2012 | 2013 | 2014 |
|---|---|---|---|
| Other Non-ESG HUD Funds | 0 | 0 | 0 |
| Other Federal Funds | 0 | 5,724 | 26,567 |
| State Government | 0 | 0 | 12,350 |
| Local Government | 0 | 40,370 | 13,764 |
| Private Funds | 0 | 0 | 84,930 |
| Other | 0 | 0 | 7,002 |
| Fees | 0 | 0 | 0 |
| Program Income | 0 | 0 | 0 |
| Total Match Amount | 0 | 46,094 | 144,613 |

# 11g.       Total

| Total Amount of Funds Expended on ESG Activities | 2012 | 2013 | 2014 |
|---|---|---|---|
| 382,397 | 0 | 105,903 | 276,494 |

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# eCart (ESG-CAPER Annual Reporting Tool) and Guide

Date Published: January 2016

Description

Emergency Solutions Grants (ESG) recipients will use this tool to report aggregated ESG Program report information. eCart is a Microsoft Excel spreadsheet that is configured to load report level, aggregate information from a Homeless Management Information System (HMIS) and produce all statistical information required by HUD on program participants served in ESG-funded projects. The information in eCart replaces all data previously collected on screen CR-65 in the eCon Planning Suite.

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# eCart (ESG-CAPER Annual Reporting Tool) and Guide

eCart v1.2 includes a fix that corrects the way data is pulled into tables Q10d (Gender by Age), 22d (Length of Participation by Household Type), Q23b (Homeless Prevention Housing Assessment at Exit), and 26b (Number of Chronically Homeless Persons by Household) on the "Combined Reports" tab. Recipients should discard older versions of eCart and use the newly-released eCart v1.2 for their 2015 CAPER submission.

**This is a macro-enabled Excel workbook (.XLSM). After you download and open this file, you will see a warning message in yellow at the top of the workbook warning you about the macros. You must click "Enable content" to allow eCart to function properly.**

Note: The eCart Guide is embedded on the first tab of eCart and available in the eCart Guidebook below.

Resource Links:
eCart (ESG-CAPER Annual Reporting Tool) (ZIP)
eCart Guidebook (PDF)

https://www.hudexchange.info/resource/4785/ecart-esg-caper-annual-reporting-tool-and-guide/

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# eCart (ESG-CAPER Annual Reporting Tool) and Guide

Emergency Solutions Grant

CAPER Reporting and eCart Guide

ESG recipients will obtain data from their subrecipients through a special Comma Separated Value (CSV) export; which the recipients will use to populate the eCart tool for submission to HUD. The information in eCart replaces all data previously collected on screen CR-65. Recipients must attach the eCart to their CAPER submission to fulfill the new requirement and will no longer be required to enter the data manually onto screen CR-65.

# Monthly reports include:

Invoices:          Financial information and back-up documentation

Data:              Client data sheets: new and duplicates
                   Employee data sheets

Annual reports include: Year End Report and Self Evaluation
                        (Goals, Accomplishments, Issues, Problems)

# Issues

Financial:     addition, percentages and other errors
               budget items not in contract
               missing deadlines

Data:          blanks or missing data/information
               addition and other errors
               consistency from project planning to
               implementation
               missing deadlines

Other:         new staff
               lack of organizational capacity

# Annual Performance Report:

Last monthly reports for year due on fifteenth day of following month.

Contract period:       January 1st to December 31$^{st}$.
Program year:       September 1$^{st}$ to August 31$^{st}$.

**Need data for 9 months from one program year and three months from another program year. Monthly data extremely important!**

Due: 60 days after end of program year

Requires minimum 15 day public comment period.

Lose 30 days awaiting end of year data and comment period.

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# HMIS Forum

We need to be able to add up and break down data in order to complete reports.  Monthly reports, HMIS, CAPER data all must match.

Errors result in lost staff time for both sub-recipients and entitlement jurisdictions.

Inconvenient: Working on statutory deadline requires staff to stop whatever they are doing and get missing or inconsistent information.

Application review and evaluation looks at organization's staff capacity to provide services and to administer HUD Program funds.

# FUNDER: HARRIS COUNTY

Esmeralda Gonzalez

[Esmeralda.Gonzalez@csd.hctx.net](mailto:Esmeralda.Gonzalez@csd.hctx.net)

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- Timeliness in entering data/application
- Matching information from HMIS to CSD reports
  - Clients in Program
  - Outreach Services
  - Annual Performance Reports (CoC programs)
    - Item Q7. Data Quality (disability, exit dates, income, destination)

# FUNDER: HUD CONTINUUM OF CARE (COC)

Concetta Scerbo
cscerbo@homelesshouston.org
832.531.6024

# Data Importance for NOFA

| Weight | Criteria Category | Renewal Evaluation Criteria | Source of Criteria | Calculation | 10/Full points | 5 Points/10 Points on 15 Scale | 0 Points | Total |
|---|---|---|---|---|---|---|---|---|
| | | **2015 NOFA Scoring Tool** | | | | | | |
| 40% | APR | 1. Occupancy / Average Daily Unit Utilization* | Q9 | Unit Utilization Rate | 90% | 80-89% | <90% | 10 |
| | | 2a. PSH Programs: Percentage of stayers who gained or increased earned income from entry to exit | Q24b1 1st Row | % | 20% | 15-20% | <15% | 10 |
| | | 2b. TH Programs: Percentage of stayers who gained or increased earned income from entry to exit | Q24b1 1st Row | % | 40% | 24-39% | <24% | |
| | | 3a. PSH Programs: Percentage of stayers who gained or increased other (non-employment) income from entry to exit | Q24b1 3rd Row | % | 30% | 24-29% | <23% | 10 |
| | | 3b. TH Programs: Percentage of stayers who gained or increased other (non-employment) income from entry to exit | Q24b1 3rd Row | % | 10% | 5-10% | <5% | |
| | | 4a. PSH Percentage of leavers with earned income | Q24b2 1st Row | % | 20% | 15-20% | <15% | 10 |
| | | 4b. TH Percentage of leavers with earned income | Q24b2 1st Row | % | 40% | 24-39% | <24% | |
| | | 5a. PSH Percentage of leavers with cash income other than employment | Q24b2 3rd Row | % | 50% | 49-50% | <49% | 10 |
| | | 5b. TH Percentage of leavers with cash income other than employment | Q24b2 3rd Row | % | 30% | 24-29% | <24% | |
| | | 6a. PSH Programs: Percentage of participants who remain in PSH or exited to permanent housing[1] | Q36-1 | The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year. | 80% | 70-79% | <70% | 15 |
| | | 6b. TH Programs: Exits to Permanent Housing[1] | Q36-1 | The % of persons who exited to permanent housing (subsidized or unsubsidized) during the operating year. | 80% | 70-79% | <70% | |
| | | 7. Leavers who exit to shelter, streets or unknown | Q29 | (Subtotal of Temporary Destinations)/(Total Leavers - Deceased) | <10% | 11-15% | >15% | 15 |

# Differences in Data

APR scored on based on data in HMIS

**Q8. Persons Served**

### Number of Persons in Households Served During the Operating Year

|  | Total | Without Children | With Children and Adults | With Only Children | Unknown Household Type |
|---|---|---|---|---|---|
| Adults | 0 | 0 | 0 |  | 0 |
| Children | 0 |  | 0 | 0 | 0 |
| Don't Know / Refused | 0 |  | 0 |  | 0 |
| Missing Information | 0 |  | 0 |  | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |

APR submitted in eSnaps by agency

### Number of Persons in Households Served During the Operating Year

|  | Total | Without Children | With Children and Adults | With Only Children | Unknown Household Type |
|---|---|---|---|---|---|
| Adults | 14 | 14 | 0 |  | 0 |
| Children | 0 |  | 0 | 0 | 0 |
| Don't Know/Refused | 0 | 0 | 0 | 0 | 0 |
| Information Missing | 0 | 0 | 0 | 0 | 0 |
| Total | 14 | 14 | 0 | 0 | 0 |

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# Differences in Data

Q24b3. Client Cash Income Change - Income Source by Entry and Latest Status / Exit

| Income Change by Income Category | Had Income Category at Entry and Did Not Have It at Follow-up/Exit | Retained Income Category But Had Less $ at Follow-up/Exit as at Entry | Retained Income Category and Same $ at Follow-up/Exit than at Entry | Retained Income Category and Increased $ at Follow-up/Exit | Did Not Have the Income Category at Entry and Gained the Income Category at Follow-up/Exit | Did Not Have the Income Category at Entry or at Follow-up/Exit | Total Adults (including those with no income) | Performance Measures: Adults who gained or increased income from entry to follow-up/exit, Average Gain | |
|---|---|---|---|---|---|---|---|---|---|
| Number of Adults with Earned Income | 3 | 1 | 3 | 5 | 11 | 28 | 51 | 16 | 31.37% |
| Average Change in Earned Income | -$839.00 | -$750.00 | | $664.00 | $694.00 | | | | $684.64 |
| Number of Adults with Other Income | 0 | 1 | 3 | 7 | 6 | 34 | 51 | 13 | 25.49% |
| Average change in Other Income | | -$64.00 | | $94.00 | $2,100.00 | | | | $1,019.99 |
| Number of Adults Any Income | 3 | 2 | 6 | 12 | 17 | 11 | 51 | 29 | 56.86% |
| Average Change in Overall Income | -$839.00 | -$407.00 | | $332.00 | $1,190.00 | | $409.00 | | $834.97 |

APR scored on based on data in HMIS

APR submitted in eSnaps by agency

| Income Change by Income Category (Universe: Total Adults with Income Information at Entry and Follow-up/Exit) | Had Income Category at Entry and Did Not Have It at Follow-up/Exit | Retained Income Category But Had Less $ at Follow-up/Exit Than at Entry | Retained Income Category and Same $ at Follow-up/Exit as at Entry | Retained Income Category and Increased $ at Follow-up/Exit | Did Not Have the Income Category at Entry and Gained the Income Category at Follow-up/Exit | Did Not Have the Income Category at Entry or at Follow-up/Exit | Total Adults (including those with No Income) | Performance Measures: Adults who Gained or Increased Income from Entry to Follow-up/Exit | Performance Measures: Adults who Gained or Increased Income from Entry to Follow-up/Exit, Average Gain |
|---|---|---|---|---|---|---|---|---|---|
| Number of Adults with Earned Income (i.e., Employment Income) | 4 | 1 | 3 | 4 | 10 | 33 | 55 | 14 | 25% |
| Average Change in Earned Income | ($930) | ($246) | | $7,303 | $941 | | | | $2,759 |
| Number of Adults with Other Income | 0 | 0 | 2 | 6 | 9 | 38 | 55 | 15 | 27% |
| Average Change in Other Income | $0 | $0 | | $105 | $1,569 | | | | $983 |
| Number of Adults with Any Income (i.e., Total Income) | 4 | 1 | 5 | 10 | 19 | 16 | 55 | 29 | 53% |
| Average Change in Overall Income | ($930) | ($246) | | $2,984 | $1,238 | | $898 | | $1,840 |

# Exit Destinations

| Permanent Destinations | Total |
|---|---|
| Owned by Client, no Ongoing Subsidy | 0 |
| Owned by Client, with Ongoing Subsidy | 0 |
| Rental by Client, no Ongoing Subsidy | 3 |
| Rental by Client, VASH Subsidy | 0 |
| Rental by Client, Other Subsidy | 3 |
| PSH for Homeless Persons | 0 |
| Living with Family, Permanent | 0 |
| Living with Friends, Permanent | 0 |
| **Subtotal** | **6** |

| Temporary Destinations | Total |
|---|---|
| Emergency Shelter | 0 |
| TH for Homeless Persons | 0 |
| Staying with Family, Temporary | 0 |
| Staying with Friends, Temporary | 2 |
| Place Not Meant For Human Habitation | 0 |
| Safe Haven | 0 |
| Hotel or Motel, Paid by Client | 0 |
| **Subtotal** | **2** |

| Institutional Settings | Total |
|---|---|
| Foster Care | 0 |
| Psychiatric Facility | 0 |
| Substance Abuse or Detox Facility | 0 |
| Hospital (non-Psychiatric) | 0 |
| Jail or Prison | 0 |
| **Subtotal** | **0** |

| Other Destinations | Total |
|---|---|
| Deceased | 0 |
| Other | 3 |
| Don't Know / Refused | 0 |
| Information Missing | 1 |
| **Subtotal** | **4** |
| **Total** | **18** |

Let's talk about this OTHER destination…

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# HMIS Site Visit Scoring

| Weight | Criteria Category | Renewal Evaluation Criteria | Source of Criteria | Calculation | For 50/Full Points | For 25 Points | For 0 Points | Total |
|---|---|---|---|---|---|---|---|---|
| 50% | HMIS** & Data Quality | 10. HMIS Data Quality Standards | Site Visit Scoresheet | Site Visit Scoresheet | >9 | 6-8 | <6 | 50 |
| | | 11. HMIS Site Visit | Site Visit Scoresheet | Site Visit Scoresheet | >10 | 6-9 | <6 | 50 |

- Our first year completing the HMIS Site Visits
- Almost all agencies received full points
- All agencies felt prepared and knew the information

# Important (Data) Points

- The RIGHT data DOES matter
- Scoring APR versus eSnaps APR
  - Different time periods
- Coordinated Access Scoring Future
  - Bonus this year…hoping to be more permanent scoring in the future

| | | | | | | |
|---|---|---|---|---|---|---|
| **B1. Coordinated Access Enrollments** | Coordinated Access Report | Number of Enrollments through CA / Total Number of Enrollments | 90-100% | | <90% | 5 |
| **B2. Program Denials** | Coordinated Access Report | Number of Denied Referrals through CA / Number of Referrals through CA | 0-15% | | >15% | 5 |
| **B2. Length of Time from Referral to Move-In** | Coordinated Access Report | Days from Referral to Move-In | <90 Days | | >90 Days | 5 |

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# SITE VISITS & TRAINING

# 2016 HMIS Forum Dates

- ## Mark your calendars!

June 16, 2016

September 15, 2016

December 15, 2016

Same spot – thanks Harris County!

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