Annual Homeless Assessment Report (AHAR)

Part 1: An Introduction to the Data Collection Process

October 2015
Presenters

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Submitting Questions

• Submit to HUD Exchange Ask A Question at www.hudexchange.info/get-assistance/my-question/

- Select HDX as the Reporting System in Step 2
Learning Objectives

• Understand the importance & usefulness of AHAR data

• Understand the data quality requirements for inclusion in the final report to Congress

• Understand how to navigate the Homelessness Data Exchange (HDX) & submit data for AHAR
Agenda

• AHAR Overview: Key Terms and Dates

• The AHAR Process: Overview of Data Collection

• Homelessness Data Exchange (HDX) Overview: How to Submit Data in the HDX
Acronyms for the AHAR

- **AHAR**: Annual Homeless Assessment Report
- **HIC**: Housing Inventory Count
- **PIT**: Point-in-Time Count
- **HMIS**: Homeless Management Information System
- **HDX**: Homeless Data Exchange [www.hudhdx.info](http://www.hudhdx.info)
What is the AHAR?

• Annual report to Congress that provides:
  – National estimates of sheltered and unsheltered homeless individuals and families on a single night (Point-in-Time count)
  – 12-month count of sheltered homelessness
  – Nationwide trends in homelessness
  – Characteristics and service-use patterns of sheltered people and those residing in PSH programs
  – The size and use of the housing inventory of residential programs for homeless people

• Past reports available for download at www.hudexchange.info
Why is the AHAR important?

• Primary data source on the extent and nature of homelessness nationwide
  – AHAR data measure progress against the nation’s strategic plan to end homelessness

• Communities learn about their homeless population

• HUD considers AHAR participation a benchmark of a high-quality HMIS implementation
AHAR Reporting Deadlines

• **October 1, 2015:**
  – AHAR data collection begins in the HDX

• **December 2, 2015:**
  – Deadline - draft data on both All Persons and Veterans

• **December 23, 2015:**
  – Deadline - final data on both All Persons and Veterans completed *and* confirmed by communities
AHAR Data Sources

- **HMIS Data**
  - Clients served between **October 1st and September 30th** of the following year
  - Universal data elements
    - E.g. Age, Race, Veteran status, etc.
    - Some program specific elements for PSH
  - HMIS data provided for several subpopulations
    - All persons, individuals, people in families, veterans, people in PSH
  - Data from emergency shelter, transitional housing, and permanent supportive housing programs

- **CoC Exhibit 1 Data**
  - Housing Inventory Count
  - Point-in-Time Counts
The 2015 AHAR is based on the March 2010 HMIS data standards, as it was last year.

New HMIS data standards went into effect on October 1\textsuperscript{st}, 2014 and will be used in future AHARs.

A tool to map the 2014 HMIS data standards to the 2010 is available & a revised XML Schema is posted.
AHAR Data Mapping

• Age 18-30 is now divided into two categories: 18-24 & 25-30
  – Updated AHAR XML Schema is available
    http://www.hudhdx.info/VendorResources.aspx
  – This change will not prevent your data from properly uploading into HDX

• Zip Code is no longer viewable on the HDX
  – Data can be uploaded, but will not be reviewed

• All other reporting categories are the same as the 2014 AHAR
Who reports to the AHAR?

• All CoCs nationwide provide Housing Inventory (HIC) and Point-in-Time (PIT) data

• 2 types of communities report HMIS data:
  1. Sample Sites
  2. Contributing Communities

• CoCs meeting data quality standards can be included in the final report to Congress
Sample Site vs Contributing Community

- Sample Sites: **102**
  - Community Development Block Grant (CDBG) jurisdictions randomly selected to represent the nation

- Contributing Communities: **391 in 2014 AHAR**
  - CoCs that volunteer to provide CoC-wide data

- **493 total communities in 2014 AHAR**
AHAR Reporting Categories

- **ES-FAM**: All people in families served in emergency shelter
- **ES-IND**: All people served in emergency shelter for individuals
- **TH-FAM**: All people in families served in transitional housing
- **TH-IND**: All people served in transitional housing for individuals
- **PSH-FAM**: All people in families served in permanent supportive housing
- **PSH-IND**: All people served in permanent supportive housing for individuals
Each set of reporting categories are submitted separately for:
- All persons
- Veterans

All questions in the Veterans data submission are limited to the homeless veterans themselves and do not include other members of the veterans’ households.
Data Quality Thresholds

• CoCs can report in all or a few categories—it’s not all or nothing!

• Reporting categories are assessed independently for data quality, using three thresholds:
  1. 50% HMIS bed coverage
  2. Reasonable bed utilization rates
      • Between 65%-105%
  3. Reasonable missing data rates
The Sandbox Feature

• The Sandbox is a “dummy” HDX site designed to help communities test their AHAR data uploads and to preview possible data errors or warnings

• Sandbox is available year-round

• We encourage communities to enter data prior to **Oct. 1** to anticipate potential problems during data collection & monitor data quality.

• To access the Sandbox site go to [http://sandbox.hudhdx.info](http://sandbox.hudhdx.info)

• Data entered into the Sandbox cannot be transferred to the live HDX site for regular submission
Examples of unusable AHAR data:

A. 40% HMIS bed coverage in ES-FAM

B. Bed utilization rate of 160% in ES-IND

C. 55% of clients are missing information for Question 3 (age) in TH-IND
Example #1

Problems can be fixed!

A. 3 more ES-FAM programs were identified that participated in HMIS, bringing bed coverage up

B. An ES-IND program did not exit clients properly throughout the year, but the program back-entered the missing exit dates

C. Missing data were obtained for a large percentage of clients
The AHAR Process
Preparing for the AHAR

• Run local HMIS reports and begin cleaning data
  – Check bed utilization rates
  – Identify missing data
  – Test data in Sandbox

• Review resources posted online (HDX homepage)
  – Trainings (like this one) – we offer 2!
  – AHAR Introductory Guide
  – AHAR FAQ
Preparing for the AHAR cont...

- Update bed counts and review bed coverage in the HDX
  - Note changes in bed counts from your HIC

- Prepare notes for your AHAR Liaison
  - Use the Notes tool early and often!

- Be aware of the reporting deadlines
  - Your Liaison can only help before the final deadline
Submitting HMIS data to AHAR

CoC enters and submits AHAR data in HDX

AHAR liaison reviews and discusses submitted data with CoC.

Is AHAR data complete?

Yes

CoC data is error free and complete

CoC must confirm data with other representative(s) from community

No

CoC fixes/updates data as needed

Data is submitted and reviewed until final data quality is determined and marked complete

Upon community confirmation AHAR data is marked useable or not useable for the final AHAR
Homelessness Data Exchange (HDX)
Registration and Login Process

- **Website:** [http://hudhdx.info](http://hudhdx.info)

- **Log in:** To access the HDX, you use the same username and password as you did for [www.HMIS.info](http://www.HMIS.info)

- If you do not have an existing account, get one:

- **Rights:** The CoC Primary Contact must assign “rights” to people. Every CoC has a primary contact in HDX – identify in HDX Admin
• Be sure you know who has submission rights for your CoC before the deadline!

• Check the validation report at the end of each reporting category before submitting
Demonstration of HDX
Welcome to the Homelessness Data Exchange website

Requests to make edits to HIC and/or PIT submitted data must be submitted through the Ask a Question page on HUD Exchange. To submit your request, select HUD (HIC, PIT, AHAR, Pulse) for the Program/System under Your Details, then under Question Details, choose either HIC or PIT as the topic and subtopic. Please include a specific reason for your request in the question narrative.

The Homelessness Data Exchange (HDX)

The Homelessness Data Exchange is an on-line tool designed to allow Homeless Continuums of Care to submit data to the U.S. Department of Housing and Urban Development for:

- The Annual Housing Inventory Count
- Homeless Point-in-Time Counts
- The Annual Homeless Assessment Report

These reports are based primarily on data collected and maintained in Homelessness Management Information Systems (HMIS).

Users who are the designated contact for submitting their community data may log on using their HUD.info account.

To view and test the HIC, PIT, and AHAR data collection screens, go to the HDX Sandbox.

Annual Homeless Assessment Report (AHAR)

The Annual Homeless Assessment Report (AHAR) is a report to the U.S. Congress on the extent and nature of homelessness in America. The report is prepared by the Department of Housing and Urban Development (HUD) and provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based primarily on Homelessness Management Information Systems (HMIS) data about persons who experience homelessness during a 12-month period.

The Housing Inventory Count (HIC)

The Housing Inventory Count collects information about all of the beds and units in each Continuum of Care homeless system, categorized by Provider Project Types.

Point-in-Time Homeless Persons Count (PIT)

The Point-in-Time Counts provide counts of sheltered and unsheltered people experiencing homelessness on a single night. Counts are provided by household type (individuals, families, and child-only households), and are further broken down by subpopulation categories, such as homeless veterans and people who are chronically homeless.

DEADLINES

AHAR Data Entry

- October 1, 2015: HDX Opens for Data Entry
- December 2, 2015: Deadline for draft data on both All Persons and Veterans
- December 15, 2015: Deadline for final data on both All Persons and Veterans

Register as an AHAR site

HDX RESOURCES

- HMIS XML and CSV Schema
- HMIS Data Exchange Resources
- AHAR Resources
  - Introductory Guide to the AHAR
  - AHAR FAQ
  - AHAR Part 2: Steps to a Successful Data Submission Webinar - 2014
  - HIC and PIT Resources
    - 2014 HIC and PIT Data Collection Guidance
    - Preparing for Your 2014 Housing Inventory and Point-in-Time Counts Webinar

Additional HIC and PIT resources can be found on the US Department of Housing and Urban Development website.
HDX Admin (cont’d)
### AHAR My Data Page

#### HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

**Homelessness Data Exchange**
Now viewing data for: Testsite for galensw - All
Contact: galensw  AHAR Liaison: test33

#### AHAR My Data Page

<table>
<thead>
<tr>
<th>Reporting Type</th>
<th>% Complete</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES-FAM</td>
<td>0%</td>
<td>0 Errors, 0 Warnings</td>
</tr>
<tr>
<td>ES-IND</td>
<td>0%</td>
<td>0 Errors, 0 Warnings</td>
</tr>
<tr>
<td>TH-FAM</td>
<td>0%</td>
<td>0 Errors, 0 Warnings</td>
</tr>
<tr>
<td>TH-IND</td>
<td>0%</td>
<td>0 Errors, 0 Warnings</td>
</tr>
<tr>
<td>PSH-FAM</td>
<td>0%</td>
<td>0 Errors, 0 Warnings</td>
</tr>
<tr>
<td>PSH-IND</td>
<td>0%</td>
<td>0 Errors, 0 Warnings</td>
</tr>
</tbody>
</table>

- **Set: Not Reporting**
- **Set: Zero Provider**
- **Enter Data**

**Footer:**
United States Department of Housing and Urban Development

**Sandbox**
Welcome, galensw | Log Out
### Entering Data

**HUD.gov**

**U.S. Department of Housing and Urban Development**

**Secretary Shaun Donovan**

**Homelessness Data Exchange**

**Now viewing data for:** [CT-043 - CoC for galensw]

**Year:** 2013  **Site/Type:** Testsite for galensw - All

#### Total Counts

<table>
<thead>
<tr>
<th>Total Counts</th>
<th>Demographics</th>
<th>Prior Living Situation</th>
<th>Length of Stay</th>
<th>Household Counts</th>
<th>Validation Report</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 of 2</td>
<td>0 of 8</td>
<td>0 of 3</td>
<td>0 of 2</td>
<td>0 of 1</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

#### Most Recent Note:

No notes yet

**ES-FAM: Emergency Shelter for Families**

**ES-FAM Question 1:** Total Number of Persons in Families Who Used Emergency Shelters During Covered Time Period (Click to hide all errors/warnings)

- **a.** Unduplicated number of persons in families that used Emergency Shelters participating in HMIS
  - **# of Persons / Beds**
  - Value: ___ / ___

- **b.** Number of emergency, year-round equivalent shelter beds for persons in families included in HMIS (i.e., bed capacity for participating providers)
  - **# of Beds**
  - Value: 0.00

- **c.** Number of emergency, year-round equivalent shelter beds for persons in families at providers not participating in HMIS (i.e., bed capacity for non-participating providers)
  - **# of Beds**
  - Value: 0.00

- **d.** Number of persons in families who used more than one HMIS participating emergency shelter as part of a family
  - **# of Persons**
  - Value: ___

---

**Save & Next**

**View/Edit Notes (0)**
Notes

No notes for this question
In Progress

Homelessness Data Exchange

Year: 2013  Site/Type: Testsite for galensw - All  Contact: galensw  AHAR Liaison: test33

<table>
<thead>
<tr>
<th>Reporting Type</th>
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<th>Validation</th>
<th>Reporting Status</th>
<th>Status</th>
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<td>16 Errors 0 Warnings</td>
<td>Not Selected</td>
<td>In Progress</td>
</tr>
<tr>
<td>ES-IND</td>
<td>0%</td>
<td>0 Errors 0 Warnings</td>
<td>Not Selected</td>
<td>Not Started</td>
</tr>
<tr>
<td>TH-FAM</td>
<td>0%</td>
<td>0 Errors 0 Warnings</td>
<td>Not Selected</td>
<td>Not Started</td>
</tr>
<tr>
<td>TH-IND</td>
<td>0%</td>
<td>0 Errors 0 Warnings</td>
<td>Not Selected</td>
<td>Not Started</td>
</tr>
<tr>
<td>PSH-FAM</td>
<td>0%</td>
<td>0 Errors 0 Warnings</td>
<td>Not Selected</td>
<td>Not Started</td>
</tr>
<tr>
<td>PSH-IND</td>
<td>0%</td>
<td>0 Errors 0 Warnings</td>
<td>Not Selected</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

Agents:
- Set: Zero Provider
- Edit/Continue Data Entry
- Submit For Review

Final Usability in AHAR: TBD
Validation Report

Year: 2013  Site/Type: Testsite for galewsw - All ES-FAM: Emergency Shelters for Families

<table>
<thead>
<tr>
<th>Total Counts</th>
<th>Demographics</th>
<th>Prior Living Situation</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 of 2</td>
<td>0 of 8</td>
<td>0 of 3</td>
<td>0 of 2</td>
<td>0 of 3</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Validation Report

**Warnings**

<table>
<thead>
<tr>
<th>Section</th>
<th>Question #</th>
<th>Question</th>
<th>Field</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Counts</td>
<td>1</td>
<td>Total Number of Persons in Families Who Used Emergency Shelters During Covered Time Period</td>
<td>Beds in HMS</td>
<td>The bed coverage rate is low (0%). Bed Coverage rates lower than 50% may affect whether your data is usable in the AHAR. If you haven’t already, please include an explanation for this rate in the Notes section (Fix This) or Add/Edit Note.</td>
</tr>
</tbody>
</table>

**Validation Errors**

Show All Questions (whether there are errors or not)

<table>
<thead>
<tr>
<th>Section</th>
<th>Question #</th>
<th>Question</th>
<th>Field</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Counts</td>
<td>1</td>
<td>Total Number of Persons in Families Who Used Emergency Shelters During Covered Time Period</td>
<td>Beds in HMS</td>
<td>Question not complete. Missing: Unduplicated count of persons. Persons in multiple shelters (Fix This)</td>
</tr>
<tr>
<td>Demographics</td>
<td>10</td>
<td>Disability Status</td>
<td></td>
<td>Question not complete. Missing fields required to calculate: Sum of disabled persons (Fix This)</td>
</tr>
<tr>
<td>Demographics</td>
<td>8</td>
<td>Persons by Household Type</td>
<td></td>
<td>Question not complete. Missing fields required to calculate: Sum of persons by household type (Fix This)</td>
</tr>
<tr>
<td>Prior Living Situation</td>
<td>11</td>
<td>Living arrangement the night before program entry</td>
<td></td>
<td>Question not complete. Missing fields required to calculate: Sum of persons by previous living arrangement (Fix This)</td>
</tr>
<tr>
<td>Prior Living Situation</td>
<td>12</td>
<td>Length of stay the night before program entry</td>
<td></td>
<td>Question not complete. Missing fields required to calculate: Sum of persons by stability of previous living arrangement (Fix This)</td>
</tr>
<tr>
<td>Prior Living Situation</td>
<td>13</td>
<td>Location of last permanent residence</td>
<td></td>
<td>Question not complete. Missing fields required to calculate: Sum of persons by last permanent residence (Fix This)</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>14</td>
<td>Number of Nights - Adults</td>
<td></td>
<td>Question not complete. Missing fields required to calculate: Sum of persons by last permanent residence (Fix This)</td>
</tr>
<tr>
<td>Household Counts</td>
<td>16</td>
<td>How many Family Households Staying in Emergency Shelters</td>
<td></td>
<td>Question not complete. Missing: households at any point during the covered time period, households on Wednesday of the last week in October, households on Wednesday of the last week in January, households on Wednesday of the last week in April, households on Wednesday of the last week in July (Fix This)</td>
</tr>
<tr>
<td>Total Counts</td>
<td>2</td>
<td>How many Persons in Families were using Emergency Shelters</td>
<td></td>
<td>Question not complete. Missing: Persons on average night, Persons on October night, Persons on January night, Persons on April night, Persons on July night (Fix This)</td>
</tr>
<tr>
<td>Demographics</td>
<td>3</td>
<td>Age</td>
<td></td>
<td>Question not complete. Missing fields required to calculate: Sum of persons by age. Sum of children by age. Sum of adults by age (Fix This)</td>
</tr>
</tbody>
</table>

Export to Excel
Resources

These reports are based primarily on data collected and maintained in Homeless Management Information Systems (HMIS).

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Register as an AHAR site

HDX RESOURCES

- HMIS XML and CSV Schema
- HMIS Data Exchange Resources

AHAR Resources
- Introductory Guide to the AHAR
- AHAR FAQ
- AHAR Part 2: Steps to a Successful Data Submission Webinar - 2014

HIC and PIT Resources
- 2014 HIC and PIT Data Collection Guidance
- Preparing for Your 2014 Housing Inventory and Point-in-Time Counts Webinar

Additional HIC and PIT resources can be found on the HUD Exchange under the Find A Resource section.

GENERAL RESOURCES

- Department of Housing and Urban Development (HUD)
  - HUDexchange.info – information and resources for providers who are assisting persons who are homeless or at risk of becoming homeless.
The Reports option in the HDX provides access to various reports for your community.

These reports include:
- Data Summary
- Extrapolated Counts
- Demographics Report
- Prior Living Situation
- Length of Stay
Next Steps and Resources
AHAR Part 2: Steps to a Successful Data Submission

• Second training available for download: www.hudexchange.info

• Topics to be covered:
  – HUD guidance for the 2015 AHAR
  – Tips for reviewing and cleaning your data
  – How to work with your AHAR Liaison
The 2015 AHAR

• Data collection for the 2015 AHAR begins **October 1st**! check to see if your CoC has:
  
  – Expanded HMIS bed coverage?
  – Improved data quality?
  – Simplified the AHAR reporting process?
  – Identified CoC data review processes?
HUD Exchange

Connect housing and community development professionals to comprehensive information and resources to help implement programs.

Find a Program

10,000+
Resources for 30+ HUD programs, cross cutting requirements, and reporting systems.

800+
Training and events covering a broad range of topics on community planning and development.

Hundreds
Organizations get assistance from HUD experts to implement their programs.

$6+ Billion
Awards given to organizations in all states and territories in the past year. Millions of individuals get assistance from HUD-funded organizations.

Grantee Tools

CPD Income Eligibility Calculator
The interactive Income Calculator helps grantees determine income eligibility for beneficiaries of CPD programs. Grantees enter the requested data and the calculator works behind the scenes to generate a summary of results for each beneficiary.

Housing Assistance

- Find homelessness assistance
- Find veterans assistance
- Buy a home
- Avoid foreclosure