Annual Homeless Assessment Report (AHAR)

Webinar Part 1: An Introduction to the Data Collection Process

October 2016
Presenters

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Abt Associates
Submitting Questions

• Submit to HUD Exchange Ask A Question (AAQ) 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
AHAR Overview
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, 2016:
  – AHAR data collection begins in the HDX

• October 25, 2016:
  – Deadline - draft data on both All Persons and Veterans

• December 1, 2016:
  – Deadline - final data submission for both All Persons and Veterans

• December 2, 2016:
  – Deadline – communities confirm their data submission
AHAR Data Sources

- **HMIS Data**
  - Clients served between **October 1\text{st}** and **September 30\text{th}** 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 (ES), transitional housing (TH), and permanent supportive housing (PSH) programs

- **CoC Exhibit 1 Data**
  - Housing Inventory Count
  - Point-in-Time Counts
AHAR Data Mapping

• Age 18-30 is now divided into two categories: 18-24 & 25-30
  – 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 visible on the interface or reviewed
AHAR Data Standards

• Although new HMIS Data Standards went into effect in 2014, the AHAR is largely unchanged.

• The 2014 HMIS Data Standards introduced new responses, but these can be mapped to existing AHAR categories
  – Updated AHAR XML Schema is available http://www.hudhdx.info/VendorResources.aspx

• If you have any questions about mapping data elements for the 2016 AHAR please reach out to your HMIS vendor or your AHAR Liaison
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:** 380 in 2015 AHAR
  - CoCs that volunteer to provide CoC-wide data

- **394 total communities in 2015 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.
Example #1

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:

  ![HDX Welcome Page](welcome.png)

  **Homelessness Data Exchange**

  Welcome to the Homelessness Data Exchange website

• **Rights:** The CoC Primary Contact must assign “rights” to people. Every CoC has a primary contact in HDX – identify in HDX Admin
Tips for Using HDX

• 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 HDX Exchange.

To submit your request, select HDX (PIT, HIC, 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, and
- The Annual Homeless Assessment Report.

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

Users who are the designated contact for submitting their community data may login 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 Homeless 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 23, 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 – 2016
- 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 HDX Exchange website. For AHAR, contact AHARhelp@hud.gov.
HDX Admin (cont’d)
### Reporting Status for CT-643 - CoC for galensw

**As primary contact for this CoC, you may access the HDX Admin Click here to update your account information.**

#### Housing Inventory Counts
- **Report Due:** 4/30/2014
- **Errors:** n/a
- **Warnings:** n/a

- **Date of Inventory Count:** n/a
- **Total Organizations:** n/a
- **Total Projects:** n/a
- **Total Year-Round Beds:** n/a
- **Total Sheltered PIT:** n/a
- **Utilization Rate:** n/a
- **Updated By:** n/a
- **Updated On:** n/a

**Copy data from 2013 View HIC**

#### Point-in-Time Counts
- **Report Due:** 4/30/2014
- **Errors:** n/a
- **Warnings:** n/a

- **Sheltered Populations (most recent count)**
  - **Date of Count:** n/a
  - **Total Persons:** n/a
  - **Total Households:** n/a

- **Unsheltered Populations (most recent count)**
  - **Date of Count:** n/a
  - **Total Persons:** n/a
  - **Total Households:** n/a

**View PIT**

#### AHAR²
- **Final Data Due:** 12/13/13
- **Errors:** n/a
- **Warnings:** n/a

No AHAR Sites for this CoC or not participating in 2013 AHAR.

#### PULSE
- **Report Due:** 05/11/2012
- **Errors:** n/a
- **Warnings:** n/a

- **Quarterly Count All Clients (most recent count)**
  - **Reporting Quarter:** n/a
  - **Total Persons:** n/a
  - **Total Households:** n/a

- **New Clients During Quarter (most recent count)**
  - **Reporting Quarter:** n/a
  - **Total Persons:** n/a
  - **Total Households:** n/a

**View PULSE**
<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>% Complete</th>
<th>Errors</th>
<th>Warnings</th>
<th>Reporting Status</th>
<th>Status</th>
<th>Final Usability in AHAR</th>
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<tr>
<td>ES-FAM</td>
<td>Emergency Shelters for Families</td>
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<td>0</td>
<td>0</td>
<td>Not Selected</td>
<td>Not Started</td>
<td>TBD</td>
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<td>Emergency Shelters for Individuals</td>
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<td>0</td>
<td>0</td>
<td>Not Selected</td>
<td>Not Started</td>
<td>TBD</td>
</tr>
<tr>
<td>TH-FAM</td>
<td>Transitional Housing for Families</td>
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<td>0</td>
<td>0</td>
<td>Not Selected</td>
<td>Not Started</td>
<td>TBD</td>
</tr>
<tr>
<td>TH-IND</td>
<td>Transitional Housing for Individuals</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>Not Selected</td>
<td>Not Started</td>
<td>TBD</td>
</tr>
<tr>
<td>PSH-FAM</td>
<td>Permanent Supportive Housing for Families</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>Not Selected</td>
<td>Not Started</td>
<td>TBD</td>
</tr>
<tr>
<td>PSH-IND</td>
<td>Permanent Supportive Housing for Individuals</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>Not Selected</td>
<td>Not Started</td>
<td>TBD</td>
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No notes for this question
In Progress

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<td>15 Errors</td>
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<td>Print Answers</td>
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<td>0 Errors</td>
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<td>Set: Not Reporting</td>
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<tr>
<td>Emergency Shelters for Individuals</td>
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<td>0 Warnings</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Last Update: na</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TH-FAM</td>
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<td>0 Errors</td>
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<td>0 Warnings</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>0 Warnings</td>
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<td></td>
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</table>

(You must complete each category before you can confirm data.)
## Validation Report

**Year:** 2013  **Site/Type:** Testsite for galensw - All ES-FAM. Emergency Shelters for Families

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<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>
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<td>0 of 3</td>
<td>0 of 2</td>
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### 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>
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</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 HMIS</td>
<td>This best coverage rate is low (9%). 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>
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<td>Demographics</td>
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<td>Usability Status</td>
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<td>Question not complete. Missing fields required to calculate: Sum of disabled persons. (Fix This)</td>
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<td>4</td>
<td>Persons by Household Type</td>
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<td>Living arrangement the night before program entry</td>
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<tr>
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<td>Length of stay the night before program entry</td>
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<td>Question not complete. Missing fields required to calculate: Sum of persons by stability of previous living arrangement. (Fix This)</td>
</tr>
<tr>
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<td>13</td>
<td>Location of last permanent residence</td>
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<td>Question not complete. Missing fields required to calculate: Sum of persons by last permanent residence. (Fix This)</td>
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<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></td>
<td>15</td>
<td>Number of Nights - Children</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 Stayed in Emergency Shelters</td>
<td></td>
<td>Question not complete. Missing households at any point during the covered time period. (Fix This)</td>
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<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

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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
- HUDExhange.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 webinar is available at: www.hudexchange.info

• Topics to be covered:
  – HUD guidance for the 2016 AHAR
  – Tips for reviewing and cleaning your data
  – How to work with your AHAR Liaison
The 2016 AHAR

• Data collection for the 2016 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