



# Annual Homeless Assessment Report (AHAR)

Part 2: Steps to a Successful Data  
Submission

**October 2014**





# Presenters

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# Submitting Questions

- Questions after the presentation?
  - Submit to HUD Exchange Ask A Question at [www.hudexchange.info/get-assistance/my-question/](http://www.hudexchange.info/get-assistance/my-question/)
  - Select **HDX** as the Reporting System in Step 2



# Learning Objectives

- Understand the 2015 AHAR data collection process
- Identify common data quality issues
- Demonstrate methods to overcome these common issues



# AHAR 2015

## Data Collection Process



# 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)



# HDX Sandbox Site

To access the Sandbox site go to:

<http://sandbox.hudhdx.info>

- Communities are strongly encouraged to use Sandbox year-round to monitor AHAR data quality
- Data entered into the Sandbox cannot be transferred to the live HDX site



# 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





# Programs Not Included in AHAR

- Programs that serve victims of domestic violence
- Homelessness Prevention and Rapid Re-Housing Programs (HPRP)
- Rapid Re-Housing (RRH)
- Safe Havens (SH)
- Supportive Services for Veteran Families (SSVF)



# 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



# HMIS Data Standards

- This year's AHAR is based on the March 2010 HMIS data standards
- New HMIS data standards **went into effect on October 1<sup>st</sup>, 2014**
- If you have any questions about mapping data elements for the 2015 AHAR please reach out to your HMIS vendor or your AHAR Liaison



# Data Quality Thresholds

- CoCs can participate in all or a few categories—it's not all or nothing!
- Each reporting category is assessed independently for data quality, using three thresholds:
  1. 50% HMIS bed coverage
  2. Reasonable bed utilization rates
    - Typically between 65—105%
  3. Reasonable missing data rates



# 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



# The AHAR Process

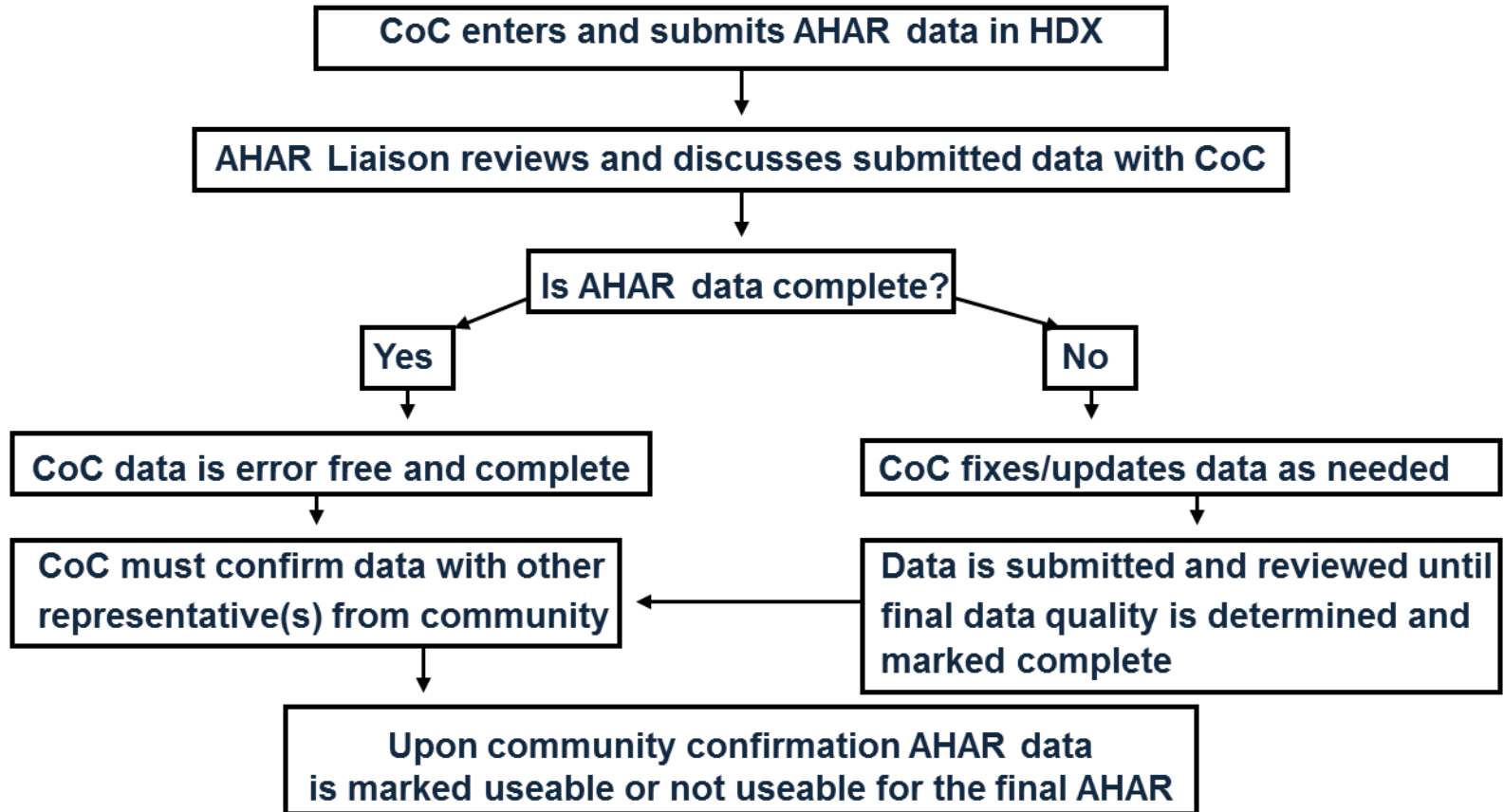


# Preparing for the AHAR

- Run local HMIS reports and begin cleaning data
- Download and read AHAR Introductory Guide and FAQs from the HDX
- Update HIC bed numbers and bed coverage in the HDX
- Prepare notes for meetings with your AHAR data liaison, and add notes within the HDX system along the way
- Be aware of the reporting deadlines



# Submitting HMIS data to AHAR







# Common Data Quality Issues and Solutions



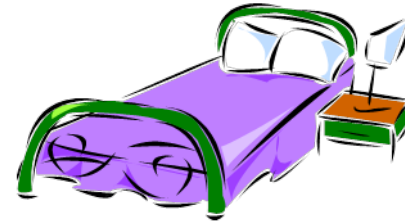
# The AHAR Bed Inventory

- The AHAR collects an annualized inventory of beds for:
  - Calculating HMIS bed coverage
  - Assessing bed capacity and utilization rates
  - Extrapolating homeless counts to account for non-HMIS beds
- Key issues to address when looking at your inventory
  - Different types of beds
  - Counting those beds consistently



# Identifying Your Bed Inventory: Year-Round and Seasonal Beds

**1. Year-round beds:**  
available to homeless persons year-round



**2. Year-round equivalent beds:**  
offered for some portion of the reporting period





# Equivalent Inventory Examples

- Types of year-round equivalent beds
  - Seasonally available beds (e.g. winter shelters)
  - Voucher program beds
  - Beds that open or close during the year
  - Beds that “float” between being available for Individuals and for Families during the year



# Counting Your Bed Inventory: Year-Round Equivalents

- **Year-round equivalent beds:** beds that are not available throughout the year must be prorated
  - AHAR Questions 1 may require CoCs to calculate year-round equivalent beds

$$\text{Year-Round Equivalent} = [(\text{Number of days beds are available} \div 365 \text{ days}) \times \text{nonyear round beds}] + \text{year-round beds}$$



# Counting Bed Inventory Example #1

- How many year-round ES-FAM beds are in this CoC?

1. 60
2. 25
3. 85
4. None

Red Soxville CoC: Year-round and Seasonal beds						
Shelter	Emergency Shelter year-round individual beds	Emergency Shelter year-round family beds	Transitional Housing year-round individual beds	Transitional Housing year-round family beds	Seasonal beds (individual)	Dates seasonal beds are open
A	40	60	15	10	25	1/1-3/31
B	12	15	5	100	50	11/1-3/31
C	25	10	50	45	35	12/15-3/15



# Counting Bed Inventory Example #1

- How many year-round ES-FAM beds are in this CoC?

- 60
- 25
- 85
- None

Red Soxville CoC: Year-round and Seasonal beds						
Shelter	Emergency Shelter year-round individual beds	Emergency Shelter year-round family beds	Transitional Housing year-round individual beds	Transitional Housing year-round family beds	Seasonal beds (individual)	Dates seasonal beds are open
A	40	60	15	10	25	1/1-3/31
B	12	15	5	100	50	11/1-3/31
C	25	10	50	45	35	12/15-3/15

$(60 + 15 + 10)$  year-round beds = 85



# Counting Bed Inventory Example #2

- How many seasonal year-round equivalent beds does Shelter B have?

1. 21
2. 50
3. 40
4. None

Red Soxville CoC: Year-round and Seasonal beds						
Shelter	Emergency Shelter year-round individual beds	Emergency Shelter year-round family beds	Transitional Housing year-round individual beds	Transitional Housing year-round family beds	Seasonal beds (individual)	Dates seasonal beds are open
A	40	60	15	10	25	1/1-3/31
B	12	15	5	100	50	11/1-3/31
C	25	10	50	45	35	12/15-3/15





# Counting Bed Inventory Example #2

- How many seasonal year-round equivalent beds does Shelter B have?

- 21
- 50
- 40
- None

Red Soxville CoC: Year-round and Seasonal beds						
Shelter	Emergency Shelter year-round individual beds	Emergency Shelter year-round family beds	Transitional Housing year-round individual beds	Transitional Housing year-round family beds	Seasonal beds (individual)	Dates seasonal beds are open
A	40	60	15	10	25	1/1-3/31
B	12	15	5	100	50	11/1-3/31
C	25	10	50	45	35	12/15-3/15

$$(50 \text{ seasonal beds}) \times (5/12 \text{ months of operation}) = 21$$



# Counting Bed Inventory Example #3

- How many year-round equivalent ES-IND beds are in this CoC?

- 21
- 50
- 40
- None

Red Soxville CoC: Year-round and Seasonal beds						
Shelter	Emergency Shelter year-round individual beds	Emergency Shelter year-round family beds	Transitional Housing year-round individual beds	Transitional Housing year-round family beds	Seasonal beds (individual)	Dates seasonal beds are open
A	40	60	15	10	25	1/1-3/31
B	12	15	5	100	50	11/1-3/31
C	25	10	50	45	35	12/15-3/15



# Counting Bed Inventory Example #3

Step 1: Calculate the number of year-round ES-IND beds that are in this CoC

1. 150
2. 187
3. 113
4. 77

Red Soxville CoC: Year-round and Seasonal beds						
Shelter	Emergency Shelter year-round individual beds	Emergency Shelter year-round family beds	Transitional Housing year-round individual beds	Transitional Housing year-round family beds	Seasonal beds (individual)	Dates seasonal beds are open
A	40	60	15	10	25	1/1-3/31
B	12	15	5	100	50	11/1-3/31
C	25	10	50	45	35	12/15-3/15

$(40 + 12 + 25) = 77$  year-round beds



# Counting Bed Inventory Example #3

Step 2: Calculate the number of year-round equivalent seasonal ES-IND beds that are in this CoC

1. 150
2. 187
3. 113
4. 77

Red Soxville CoC: Year-round and Seasonal beds						
Shelter	Emergency Shelter year-round individual beds	Emergency Shelter year-round family beds	Transitional Housing year-round individual beds	Transitional Housing year-round family beds	Seasonal beds (individual)	Dates seasonal beds are open
A	40	60	15	10	25	1/1-3/31
B	12	15	5	100	50	11/1-3/31
C	25	10	50	45	35	12/15-3/15

$$25 \times (3/12) = 6 \text{ in A}$$
$$50 \times (5/12) = 21 \text{ in B}$$
$$35 \times (3/12) = 9 \text{ in C}$$

$$(6+21+9) = 36 \text{ seasonal equivalent beds}$$



# Counting Bed Inventory Example #3

Step 3: Add your year-round and seasonal year-round equivalent ES-IND beds to produce the total

1. 150
2. 187
3. 113
4. 77

Red Soxville CoC: Year-round and Seasonal beds						
Shelter	Emergency Shelter year-round individual beds	Emergency Shelter year-round family beds	Transitional Housing year-round individual beds	Transitional Housing year-round family beds	Seasonal beds (individual)	Dates seasonal beds are open
A	40	60	15	10	25	1/1-3/31
B	12	15	5	100	50	11/1-3/31
C	25	10	50	45	35	12/15-3/15

77 year-round + 36 seasonal equivalent = 113 year-round beds



# Counting Your Bed Inventory: Voucher Beds

## Calculate:

- **Individuals**

$$\frac{\text{Total \# of household voucher nights provided during the AHAR reporting year}}{365 \text{ days}}$$

- **Families**

$$\left( \frac{\text{Total \# of household voucher nights provided during the AHAR reporting year}}{365 \text{ days}} \right) * \text{Average family size}$$



# Counting Bed Inventory Example #4

- PSH-IND program served 100 clients for an average of 9 months each

$$\frac{27,000 \text{ Household Voucher Nights}}{365 \text{ days}} = 74 \text{ equivalent beds}$$

- PSH-FAM program served 100 households for an average of 9 months (270 days) each

$$\frac{27,000 \text{ Household Voucher Nights}}{365 \text{ days}} \times 2.5 \text{ avg family size} = 185 \text{ equivalent beds}$$



# Counting Your Bed Inventory: Beds Floating between Household Types

- Providers often have beds that serve both people in families and individuals throughout the reporting year
- The bed count is determined by applying the proportion of individuals and people in families served during the AHAR reporting period to the bed inventory





# Counting Your Bed Inventory: Beds Floating between Household Types

- **Step 1:** Generate a list of clients served throughout the AHAR reporting period
- **Step 2:** Figure out how many people were in families vs. individuals
- **Step 3:** Calculate the proportion of people in families and individuals against the total population for the reporting period
- **Step 4:** Multiply those proportions by the total number of beds at the program



# Floating Bed Example #1

- Total of 50 beds that float among individuals and people in families
- Served 200 people; 25 percent were individuals, 75 percent were people in families
- **How many beds should be reported for individuals and families?**





# Floating Bed Example #1

- Total of 50 beds that float among individuals and people in families.
- Served 200 people; 25 percent were individuals, 75 percent were people in families
- **How many beds should be reported for individuals and families?**

50 beds x .25 proportion for individuals = 12.5 for IND

50 beds x .75 proportion for families = 37.5 for FAM



## 2. Understanding Bed Utilization Rates

- Utilization rates—or bed occupancy rates—represent the percentage of beds that are occupied
- Can be calculated on a given night or on an average night over a period of time
- Can be calculated at the program-, program-type, or CoC-levels



## 2. Understanding Bed Utilization Rates

- To calculate the overall bed utilization rate for a community on a given night:

$$\frac{\text{\#people served on that night}}{\text{\#beds available on that night}}$$

- AHAR thresholds for bed utilization are between 65-105%



## 2. Understanding Bed Utilization Rates

- **Below 65% is usually due to:**
  1. The program did not enter all their clients into the HMIS and thus appears to be under-utilized
  2. The program was genuinely under-utilized
- **Above 105% is usually due to:**
  1. The program did not capture exit dates for all their clients
  2. The program offered overflow beds—e.g., cots or mattresses—sporadically throughout the year to accommodate high-demand nights



## 2. Understanding Bed/Unit Utilization Rates

- Always ask yourself: ***Does this utilization rate make sense?***





# Bed Utilization Example

- What is the bed utilization rate for a provider with 200 beds if they serve 180 individuals on a given night?
  1. 90 %
  2. 45%
  3. 180%
  4. 100%





# Bed Utilization Example

- What is the bed utilization rate for a provider with 200 beds if they serve 180 individuals on a given night?

1. 90 %
2. 45%
3. 180%
4. 100%

$$\frac{180 \text{ Individuals}}{200 \text{ Beds}}$$



### 3. Correctly Reporting the # of Households

- By definition, a family in the AHAR is comprised of at least one adult and one child
  - The number of people in households should be at least twice the number of households in a reporting category
  - Check the ratio of people to households.
    - If this ratio is less than 2, you have a data problem
    - If this ratio is very large, e.g. greater than 5, then you *may* have a data problem



# Reporting Household Count Example

- Which household count for people in families is incorrect and why?
  1. 35 households, 100 people
  2. 10 households, 10 people
  3. 20 households, 62 people
  4. 15 households, 40 people



# Reporting Household Count Example

- Which household count for people in families is incorrect and why?
  1. 35 households, 100 people
  2. 10 households, 10 people
  3. 20 households, 62 people
  4. 15 households, 40 people

1 person/household ?



# Be Aware of Data Quality Issues throughout the Year

- Monitor data quality issues that surface during the year that may affect your AHAR data
- Review PIT methodology and counts each year to be sure they are as accurate as possible
- Make note of any problems that may affect your data in the HDX



# Data Quality Resources

- **Data Quality Monitoring Toolkit for CoC**

[www.hudexchange.info/resource/1216/hmis-data-quality-monitoring-tool/](http://www.hudexchange.info/resource/1216/hmis-data-quality-monitoring-tool/)

- **Data Quality Presentation**

[www.hudexchange.info/resources/documents/CleanData\\_DataQualityPlan\\_Presentation.pdf](http://www.hudexchange.info/resources/documents/CleanData_DataQualityPlan_Presentation.pdf)



# Next Steps



# AHAR Resources

The following resources are found at [www.hudhdx.info](http://www.hudhdx.info):

- AHAR FAQs (**updated October 2015**)
- Introductory Guide to the AHAR (**updated October 2015**)
- AHAR Part 1: An Introduction to the Data Collection Process





# 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?



# Questions/Comments?

- Review the AHAR Introductory Guide and FAQ documents. The Intro Guide has a Tips Sheet at the end to outline how Liaisons check your data for quality.
- Ask your AHAR Liaison!
- Submit question through the Ask a Question function at [www.hudexchange.info/get-assistance/my-question/](http://www.hudexchange.info/get-assistance/my-question/)
- **Select “HDX”** as your Program/System when asking the question

# Ask A Question



Step 1 of 2

1 of 2

## Requestor Information

*\* Required fields*

\* First Name

\* Last Name

\* State

\* County (or Independent City)

\* Phone Number  
(xxx-xxx-xxxx)

\* Email Address

\* Confirm Email

\* I am a

Step 2 >



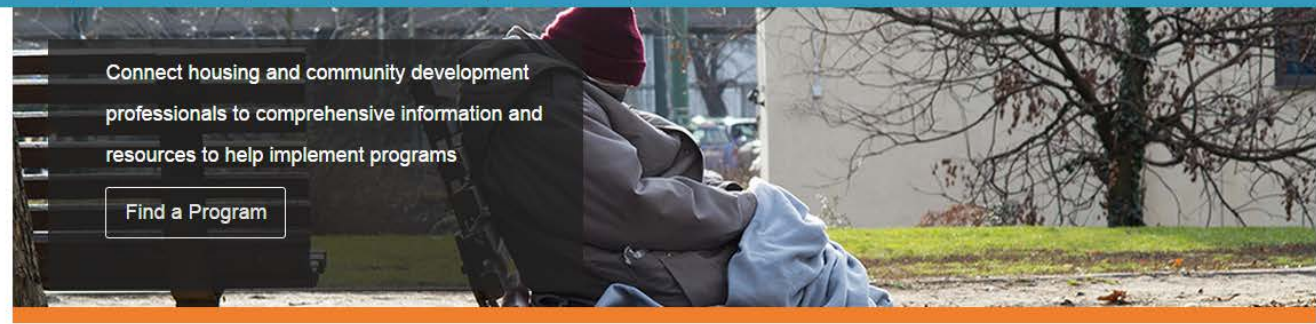
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