



Annual Homeless Assessment Report (AHAR)

Webinar Part 2: Steps to a Successful
Data Submission

October 2016



Presenters

Korrin Bishop
Galen Savidge-Wilkins
Marissa Personette

Abt Associates



Submitting Questions

- Questions after the presentation?
- 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 2016 AHAR data collection process
- Identify common data quality issues
- Demonstrate methods to overcome these common issues



AHAR 2016

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



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
 - 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
- All other reporting categories are the same as last year



HMIS 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



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, 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



The AHAR Process

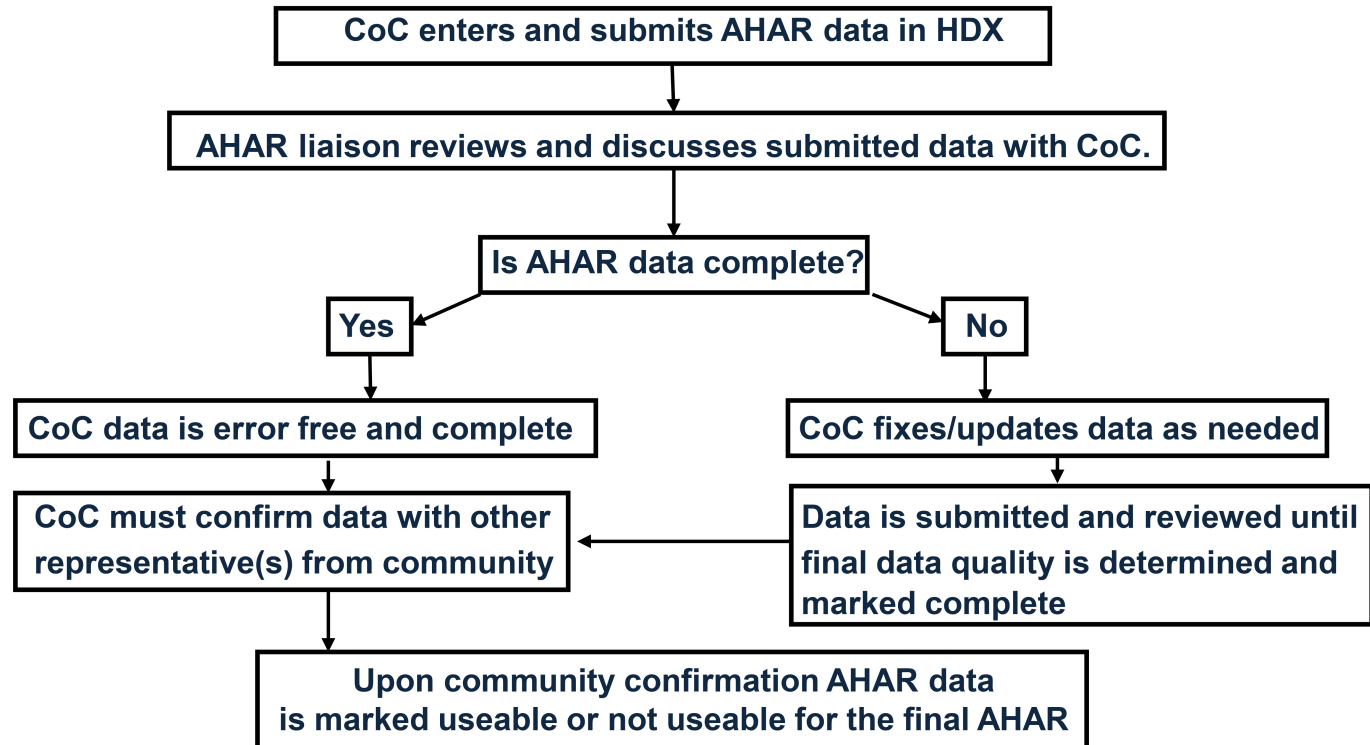


Preparing for the AHAR

- 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



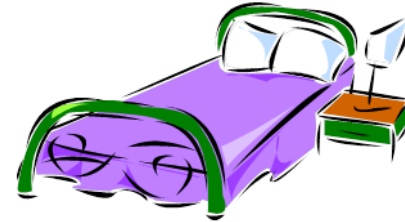
The AHAR Bed Inventory

- The AHAR collects a 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?

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 #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



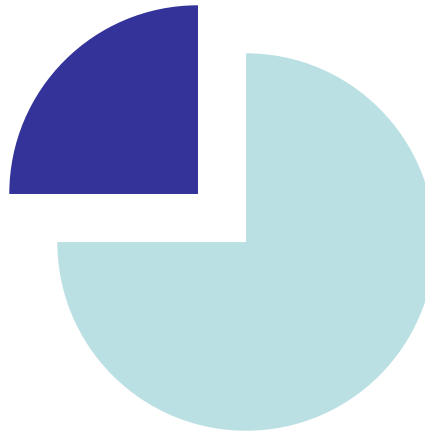
Counting Your Bed Inventory: Beds Floating between Household Types

- **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/

- **Data Quality Presentation**

www.hudexchange.info/resources/documents/CleanData_DataQualityPlan_Presentation.pdf



Next Steps



AHAR Resources

The following resources are found at www.hudhdx.info:

- AHAR FAQs (**updated October 2016**)
- Introductory Guide to the AHAR (**updated October 2016**)
- AHAR Part 1: An Introduction to the Data Collection Process



The 2016 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/
- **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 >



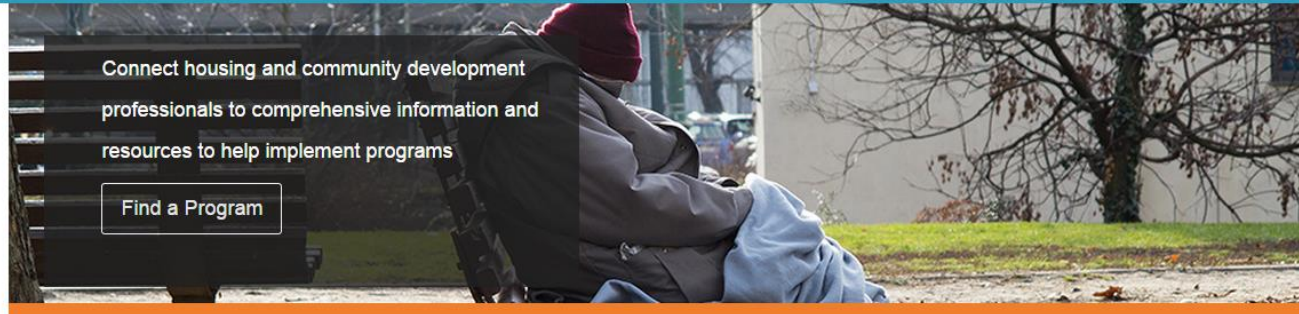
HUD Exchange

▶ [Login to My HUD Exchange](#) [About](#) [Email Updates](#) [Contact Us](#)

GO

[Advanced Search](#)

[Home](#) | [Manage a Program](#) | [News](#) | [Training & Events](#) | [Get Assistance](#) | [About Grantees](#)



 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](#)