

HUD Standards for Success Pilot

Data Collection: Participant Housing Data Elements

Virtual Conference
May 15th, 2017

Today's Presenter

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Objectives of Session

1. Increase understanding of data integrity and collection
 - a. Participant Housing data elements
2. Answer questions

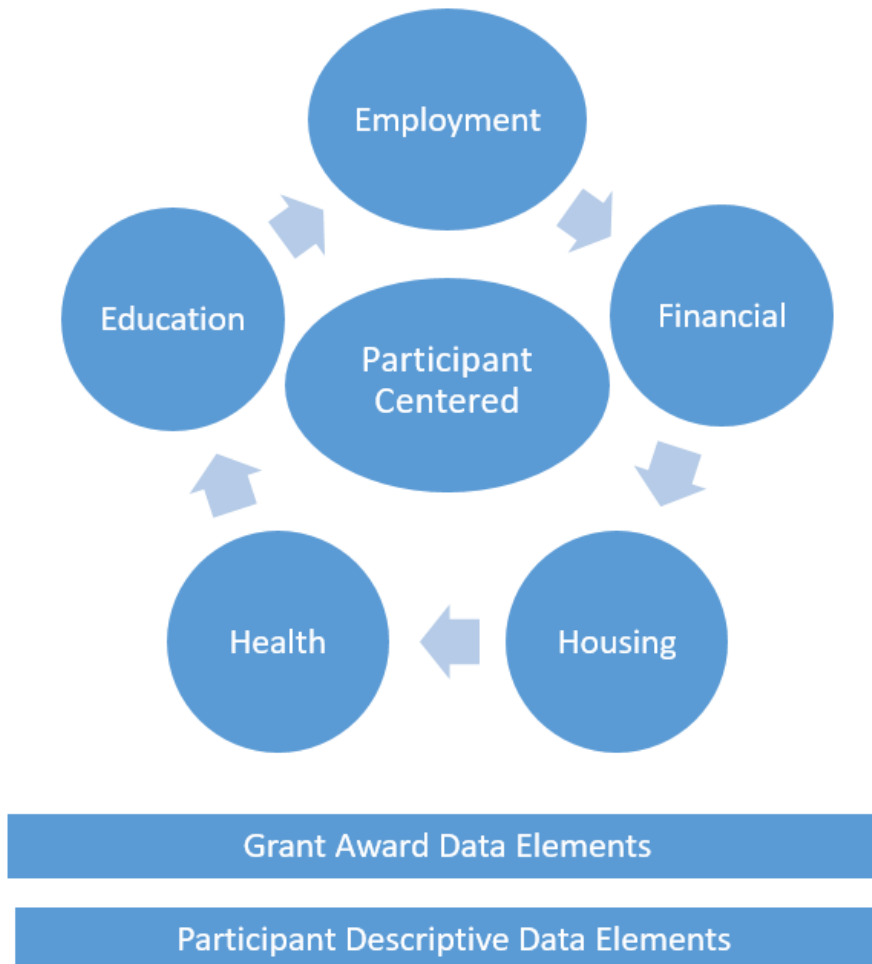
At the end of this session, you will:

1. Receive HUD's updated information regarding Standards for Success
2. Understand Participant Housing data elements including:
 1. A deeper understanding of terminology related to housing status and housing options; and
 2. Increased knowledge regarding services to obtain housing and self-sufficiency

Background

Participant Centered Data Elements

Focus Areas for Participant Self Sufficiency



Previous Virtual Conference- Participant Health Data Elements

- No Personal Identifiable Information is reported to HUD.
- The Health Coverage Code includes identifying: (1) if the Participant has insurance; and (2) the organization that provides the insurance.
- Data elements identify if the Participant:
 - Has a primary care provider;
 - Had a routine medical exam by a health care provider; and
 - Received medical services and mental health services.
- Select Substance Abuse Services are also Mental Health Services.
- The Activities of Daily Living (ADL) Code and the Instrumental Activities of Daily Living (IADL) Code record the number of activities the Participant cannot perform at the time of assessment.

Participant Housing Data Elements

Participant Housing Data Elements – List

Data Element	Data Element
Needs Assessment Service Code	Chronically Homeless Status Code
Homeless Status Code	Weeks Homeless Count
Prior Night Residence Code	Returning Citizen/Ex-Offender Code
Housing Status Code	Hard to House Code
Years in Subsidized Housing Number	Transportation Assistance Service Code

Participant Housing Data Elements – List (continued)

Data Element	Data Elements
Shelter Placement Service Code	Pre-Housing Counseling Service Code
Temporary Housing Placement Service Code	Post-Housing Counseling Service Code
Intermediate Housing Service Code	Residence Census Tract
Permanent Housing Placement Service Code	Opportunity Area Census Tract
Permanent Housing Placement Date	Fair Housing and Civil Rights Assistance Service Code
Independent Living Service Code	

Applies to Grants:

B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

Needs Assessment Service Code

Documented assessment or Individual Services and Training Plan (ISTP) to determine appropriate housing and support services

- Must include a document identifying Participant's housing and supportive service needs
- Reveals the past and current details of Participant's strengths and needs to match Participant to appropriate housing and supportive services
- Can occur either at initial screening or at time of entry to a housing program and is documented in Participant's case record

Needs Assessment Service Code

HUD Update

Information related to
Budget-based Service
Coordinators applies to
202.

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

Needs Assessment Service Code

Needs Assessment Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.
- N/A
- Information not collected.

Applies to Grants:

B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

HUD Update

Response option of
“Information not collected”
added to responses that
include “N/A”.

Meeting of Service Coordinators – John and Kathy



Hypothetical Example - Meet Ned – Program Participant

- Resident of Washington, DC
- 28 years old
- U.S. Army Veteran
- Lacks a fixed, regular adequate living environment
- Lived on the streets for 10 of the last 12 months
- Has no disability
- Has no criminal record



Homeless Status Code

Applies to Grants:

B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Homeless

Lack a fixed, regular, adequate night time residence:

Primary night time residence is:

- Public or private shelter used for temporary accommodation;
- Institution providing temporary residence for those intended to be institutionalized; or
- Other place not ordinarily used as a regular sleeping accommodation.

A Participant under 18 is considered homeless if they left home without permission of family (runaway youth)

Not Considered Homeless

A Participant is not considered homeless if they are:

- Sleeping in a temporary residence while away from home;
- Imprisoned; or
- Detained under an Act of Congress or State law.

Homeless Status Code

Title: Homeless Status Code
Question: Where do you usually or regularly sleep?
Focus Area: Housing
PRLI Fixed ID: 50

Applies to Grants:			
B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Homeless Status Code

Select

- 1 = Homeless.
- 2 = Runaway youth.
- 3 = Neither homeless or a runaway youth.
- 88= Individual refused.
- 99= Individual does not know.
- N/A
- Information not collected.

Homeless Status Code

Title: Homeless Status Code
Question: Where do you usually or regularly sleep?
Focus Area: Housing
PRLI Fixed ID: 50

Applies to Grants:			
B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Homeless Status Code

Select

- 1 = Homeless.
- 2 = Runaway youth.
- 3 = Neither homeless or a runaway youth.
- 88= Individual refused.
- 99= Individual does not know.
- N/A
- Information not collected.

Shelter Placement Service Code

EMERGENCY SHELTER

Any facility with primary purpose of providing a temporary shelter for the homeless and does not require occupants to sign leases or occupancy agreements

Applies to Grants:

B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Housing and Support Services

Support

Supervision

Safe Place to Live

Structures



Group Homes



Clusters of Apartments



Network of Homes

Prior Night Residence Code

Applies to Grants:

B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Title: Prior Night Residence Code

Question: Where did you sleep before receiving grant services?

Focus Area: Housing

PRLI Fixed ID: 53

Prior Night Residence Code

Select

- 1 = Emergency shelter including hotel/motel voucher.
- 2 = Foster care home or foster care group home.
- 3 = Hospital or other residential non-psychiatric medical facility.
- 4 = Hotel or motel paid for without emergency shelter voucher.
- 5 = Jail, prison or juvenile detention facility.
- 6 = Long-term care facility or nursing home.
- 7 = Owned by individual, no ongoing housing subsidy.
- 8 = Owned by individual, with ongoing housing subsidy.
- 9 = Permanent housing for formerly homeless persons.
- 10 = Place not meant for habitation.
- 11 = Psychiatric hospital or other psychiatric facility.
- 12 = Rental by individual, no ongoing housing subsidy.
- 13 = Rental by individual, with ongoing housing subsidy.
- 14 = Safe Haven.
- 15 = Staying or living in a family member's room, apartment or house.
- 16 = Staying or living in a friend's room, apartment or house.
- 17 = Substance abuse treatment facility or detox center.
- 18 = Transitional housing for homeless persons (including homeless youth).
- 88 = Individual refused.
- 99 = Individual does not know.
- N/A

Housing Status Code

Title: Housing Status Code

Question: What type of residence do you live in and how is it paid for?

Focus Area: Housing

PRLI Fixed ID: 36

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	N

Housing Status Code

Select

- 1 = Identifies as a public housing resident.
- 2 = Receives a tenant-based rental voucher.
- 3 = Receives a project-based rental voucher.
- 4 = Privately subsidized housing.
- 5 = Unsubsidized (market rate) housing.
- 6 = Owns a home.
- 7 = Homeless.
- 8 = Refused.
- 99= Does not know.
- N/A
- Information not collected.

Years in Subsidized Housing Number

Title: Years in Subsidized Housing Number
Question: How many years did you spend in subsidized housing?
Focus Area: Housing
PRLI Fixed ID: 17

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

Years in Subsidized Housing Number

Enter

Number of years

N/A

Information not collected.

Hypothetical Example – Ned – Additional Details

- 4 episodes of homelessness in 3 years
 - Lived on streets and shelter
- Has been alone on the streets 10 months before being admitted to the hospital for the last 35 days
- Prior to the last 12 months, 3 homeless episodes consisting of:
 - 5 days
 - 20 days
 - 14 days



Chronically Homeless Status Code

Requirements to be considered chronically homeless include:

1. Homeless
2. Unaccompanied homeless
3. Disabling condition
- 4a. Continuously homeless for a year or more
OR
- 4b. Four episodes of homelessness in the past 3 years, each lasting a minimum of 15 days
5. Meets the conditions for being chronically homeless before being institutionalized for fewer than 90 days

Applies to Grants:

B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Ned – Chronically Homeless Status

Requirements	Supporting Facts	Analysis
1. Homeless?	<ul style="list-style-type: none"> No fixed, regular, adequate night time residence and sleeps in the streets 	Yes
2. Unaccompanied homeless?	<ul style="list-style-type: none"> Individual, or adult or minor head of household who is alone while homeless 	Yes
3. Disabling condition?	<ul style="list-style-type: none"> No disabling condition 	No
4a. Continuously homeless for a year or more? OR	<ul style="list-style-type: none"> Has been homeless for 10 months 	No
4b. Four episodes of homelessness in the past 3 years, each lasting a minimum of 15 days?	<ul style="list-style-type: none"> Has been homeless four times, but one instance was 14 days 	No
5. Meets the conditions for being chronically homeless before being institutionalized fewer than 90 days?	<ul style="list-style-type: none"> Does not meet the conditions for chronically homeless 	No

Is Ned chronically homeless?

No

Weeks Homeless Count

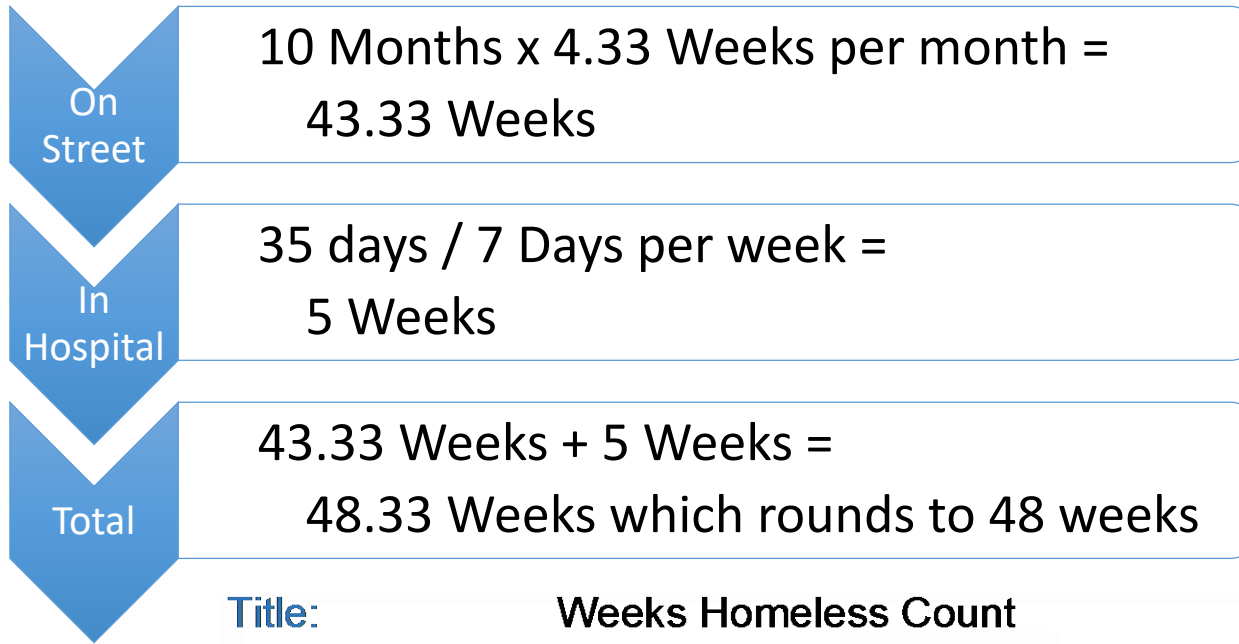
Applies to Grants:			
B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Question: How many weeks have you been homeless in the past 12 months?

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Weeks Homeless Count



Applies to Grants:			
B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Title: Weeks Homeless Count

Question: How many weeks have you been homeless in the prior twelve (12) months?

Focus Area: Housing

PRLI Fixed ID: 51

Weeks Homeless Count
<input type="text" value="Enter"/>
48.33

Returning Citizen/Ex-Offender Code

Title: Returning Citizen/Ex-Offender Code

Question: Do you have an active criminal record or were you charged with committing a crime in the prior twelve (12) months?

Focus Area: Housing

PRLI Fixed ID: 22

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	N	MFSC	Y
JOBS+	Y	ROSS	N

Returning Citizen/Ex-Offender Code

Select

- 1 = Individual is currently a subject involved in the CJS.
- 2 = The individual is not currently subject to any phase of the CJS, but has been in the previous 12 months.
- 3 = The individual is not currently subject to any phase of the CJS, and has not been in the previous 12 months.
- 88= Individual refused.
- 99= Individual does not know.
- N/A
- Information not collected.



Returning Citizen/Ex-Offender Code

Title: Returning Citizen/Ex-Offender Code

Question: Do you have an active criminal record or were you charged with committing a crime in the prior twelve (12) months?

Focus Area: Housing

PRLI Fixed ID: 22

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	N	MFSC	Y
JOBS+	Y	ROSS	N

Returning Citizen/Ex-Offender Code

Select

- 1 = Individual is currently a subject involved in the CJS.
- 2 = The individual is not currently subject to any phase of the CJS, but has been in the previous 12 months.
- 3 = The individual is not currently subject to any phase of the CJS, and has not been in the previous 12 months.
- 88= Individual refused.
- 99= Individual does not know.
- N/A
- Information not collected.



Hard to House Code

Title: Hard to House Code

Question: Is the Participant a high risk to house?

Focus Area: Housing

PRLI Fixed ID: 21

Applies to Grants:			
B-b SC	Y	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	N	ROSS	Y

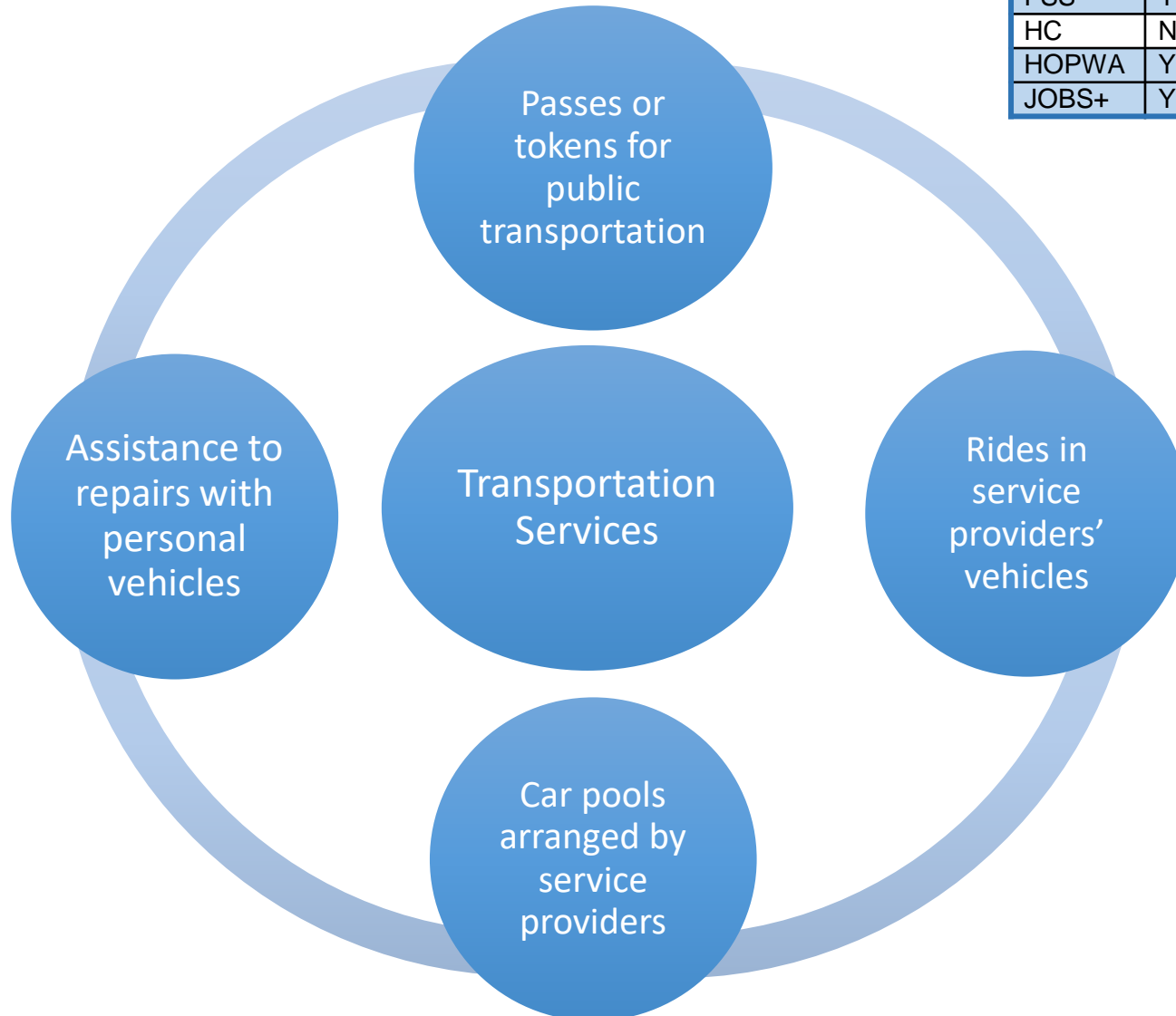
Hard to House Code

Select

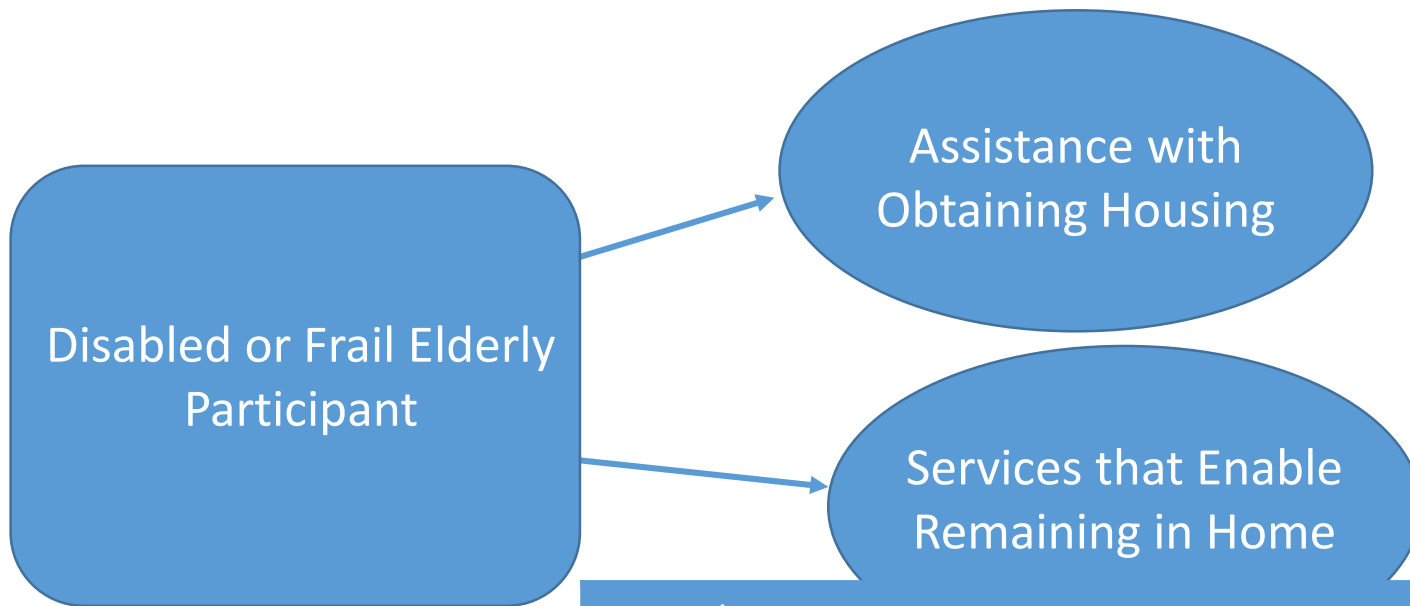
- 1 = Head of household has lived in public housing for more than 10 years.
- 2 = Head of household does not have a high-school diploma or GED.
- 3 = Three or more minors in the household.
- 4 = One or more household members has a criminal record.
- 5 = The head of household is not disabled, but one or more other household members is disabled.
- 6 = The head of household is a single, elderly adult who is the primary caregiver for one or more children.
- 88= Individual refused.
- 99= Individual does not know.
- N/A
- Information not collected.

Transportation Assistance Service Code

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y



Independent Living Service Code



Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	N

Examples:

- Cleaning the home or laundry
- Shopping
- Cooking
- Budgeting
- Referrals to services or supports to assist Participants with keeping, managing, and maintaining all aspects of their home other than home-making
- Paying bills
- Reading mail
- Organizing personal records

Independent Living Service Code

Title: Independent Living Service Code

Question: Did Participant receive services to enable them to remain in their home?

Focus Area: Housing

PRLI Fixed ID: 92

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	N

Independent Living Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.
- N/A
- Information not collected.

Independent Living Service Code

Title: Independent Living Service Code

Question: Did Participant receive services to enable them to remain in their home?

Focus Area: Housing

PRLI Fixed ID: 92

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	N

Independent Living Service Code

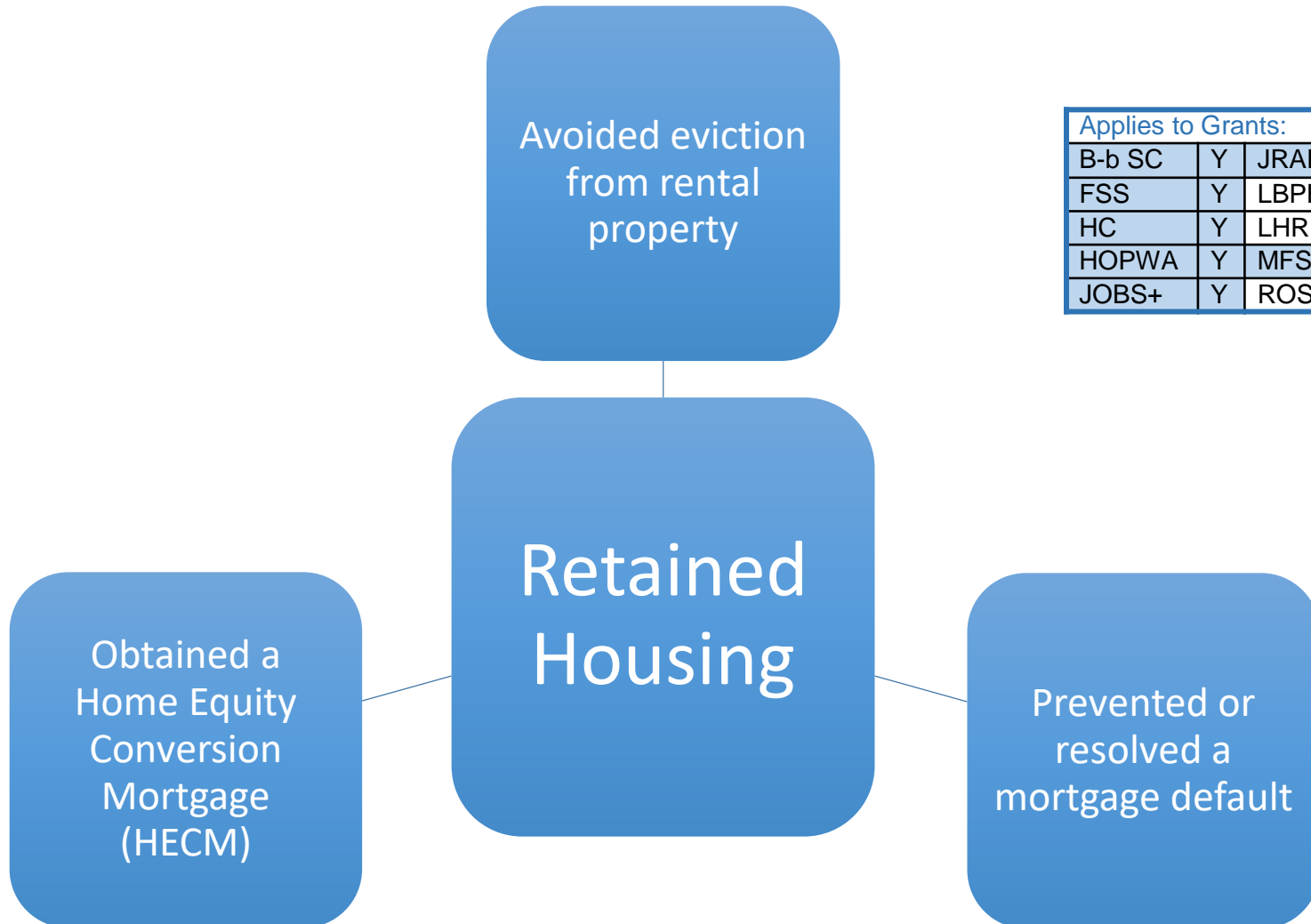
▮ Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.

N/A

Information not collected.

Intermediate Housing Status Code



Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	Y	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	N

Intermediate Housing Status Code

Title: Intermediate Housing Status Code

Question: Did you retain your housing and what method did you utilize?

Focus Area: Housing

PRLI Fixed ID: 54

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	Y	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	N

Intermediate Housing Status Code

☐ Select

- 1 = Avoided eviction from rental property.
- 2 = Obtained a Home Equity Conversion Mortgage (HECM).
- 3 = Prevented or resolved a mortgage default.
- 88= Individual refused.
- 99= Individual does not know.
- N/A
- Information not collected.

Intermediate Housing Status Code

Title: Intermediate Housing Status Code
Question: Did you retain your housing and what method did you utilize?
Focus Area: Housing
PRLI Fixed ID: 54

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	Y	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	N

Intermediate Housing Status Code

Select

1 = Avoided eviction from rental property.
2 = Obtained a Home Equity Conversion Mortgage (HECM).
3 = Prevented or resolved a mortgage default.
88= Individual refused.
99= Individual does not know.
N/A
Information not collected.

Temporary Housing Placement Service Code

Short-term Transfer



Another property



Different unit within the property



Alternative care facility

Applies to Grants:

B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Permanent Housing Placement Service Code

Long-term Transfer



Another property



Different unit within the property



Alternative care facility

Applies to Grants:

B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Permanent Housing Placement Service Code

Title: Permanent Housing Placement Service Code
Question: Did the Participant receive assistance with securing permanent housing?
Focus Area: Housing
PRLI Fixed ID: 90

Applies to Grants:			
B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Permanent Housing Placement Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.
- N/A
- Information not collected.

Permanent Housing Placement Service Code

Title: Permanent Housing Placement Service Code
Question: Did the Participant receive assistance with securing permanent housing?
Focus Area: Housing
PRLI Fixed ID: 90

Applies to Grants:			
B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Permanent Housing Placement Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.
- N/A
- Information not collected.

Permanent Housing Placement Date

Title: Permanent Housing Placement Date
Question: What is the date Participant was placed in permanent housing?
Focus Area: Housing
PRLI Fixed ID: 91

Applies to Grants:			
B-b SC	N	JRAP	N
FSS	N	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC	N
JOBS+	N	ROSS	N

Permanent Housing Placement Date

Select

November

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
2015	2016	2017				

Pre-Housing Counseling and Post-Housing Counseling

Pre-Housing Counseling

Includes:

- Identifying mortgage assistance options;
- Creating a budget that supports paying for housing; and
- Explaining required documents

Excludes:

- Bank-sponsored mortgage seminars open to the public;
- A bank guiding the Participant through the purchasing process; and
- Sweat-equity programs in which Participants use their own and volunteer labor to construct their homes

Post-Housing Counseling

Includes:

- Meeting rent requirements;
- Avoiding default and foreclosure;
- Managing credit issues; and
- Changing a mortgage

Residence Census Tract

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

Census Bureau's
online tool converts
physical addresses to
census tract numbers



<https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>

Residence Census Tract (1)

Step 1: Click the link for the Census Bureau's tool to convert addresses to census tract numbers:

<https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml>

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

The screenshot shows the American FactFinder search results page. The URL in the browser is <https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml>. The page has a navigation bar with links: MAIN, COMMUNITY FACTS, GUIDED SEARCH, ADVANCED SEARCH (highlighted), and DOWNLOAD CENTER. Below the navigation bar, there is a search instruction: "Search - Use the options on the left (topics, geographies, ...) to narrow your search results". On the left side, there is a "Your Selections" box showing "Your Selections' is empty" and buttons for "load search" and "save search". Below this, there are five search options: "Topics (age, income, year, dataset, ...)", "Geographies (states, counties, places, ...)", "Race and Ethnic Groups (race, ancestry, tribe)", "Industry Codes (NAICS industry, ...)", and "EEO Occupation Codes (executives, analysts, ...)". On the right side, there is a section titled "To search for tables and other files in American FactFinder:". It contains a numbered list of steps: 1. Enter search terms and an optional geography and click GO. Below this is a search form with two input fields: "topic or table name" and "state, county or place (optional)", a "GO" button, and a help icon. Below the input fields are radio buttons for "topics", "race/ancestry", "industries", and "occupations". 2. Next, select Geographies (states, counties, cities, towns, etc.). 3. Select one or more Search Results and click View. Below the numbered list, there is a section titled "-- or --" with the text "Select from Topics, Race and Ethnic Groups, Industry Codes, EEO Occupation Codes." and a bulleted list: "these are added to 'Your Selections'" and "the Search Results are updated".

Residence Census Tract (2)

Step 2: Select Geographies to activate a dropdown box.

United States Census Bureau **AMERICAN FactFinder** [Feedback](#) [FAQs](#) [Glossary](#) [Help](#)

[MAIN](#) [COMMUNITY FACTS](#) [GUIDED SEARCH](#) [ADVANCED SEARCH](#) [DOWNLOAD CENTER](#)

Search - Use the options on the left (topics, geographies, ...) to narrow your search results

Your Selections
'Your Selections' is empty
[load search](#) | [save search](#)

Search using the options below:

- Topics** (age, income, year, dataset, ...)
- Geographies** (states, counties, places, ...) **[Highlighted]**
- Race and Ethnic Groups** (race, ancestry, tribe)
- Industry Codes** (NAICS industry, ...)
- EEO Occupation Codes** (executives, analysts, ...)

To search for tables and other files in American FactFinder:

- Enter search terms and an optional geography and click **GO**

topic or table name
 state, county or place (optional)

☒ topics
 ☐ race/ancestry
 ☐ industries
 ☐ occupations

-- or --

Select from [Topics](#), [Race and Ethnic Groups](#), [Industry Codes](#), [EEO Occupation Codes](#).

- these are added to 'Your Selections'
- the Search Results are updated

- Next, select **Geographies** (states, counties, cities, towns, etc.) **[Highlighted]**
 - these are added to 'Your Selections'
 - the Search Results are updated
- Select one or more Search Results and click **View**

Residence Census Tract (3)

Step 3: In the “Select Geographies” dropdown box, click on the Address tab. Input the Participant’s address into the dropdown and click “Go”.

The screenshot shows the American FactFinder interface. On the left, there are filters for 'Your Selections' (empty), 'Topics' (age, income, year, dataset, ...), 'Geographies' (states, counties, places, ...), 'Race and Ethnic Groups' (race, ancestry, tribe), 'Industry Codes' (NAICS industry, ...), and 'EEO Occupation Codes' (executives, analysts, ...). The main area has a search bar and a 'Select Geographies' dropdown menu. The 'Address' tab is selected in the dropdown. Below the dropdown, there are input fields for 'street address', 'city', 'state' (a dropdown menu), and 'zip'. A 'GO' button is next to the zip field. A note states: 'Note: address search will use the latest available address data beginning with 2016 and working backwards, based on the contents of Your Selections.' Below the search area, there are three numbered steps: 1. Enter search terms and an optional geography and click GO. 2. Next, select Geographies (states, counties, cities, towns, etc.). 3. Select one or more Search Results and click View.

Search - Use the options on the left (topics, geographies, ...) to narrow your search results

Your Selections
'Your Selections' is empty
load search | save search

Search using the options below:

Topics
(age, income, year, dataset, ...)

Geographies
(states, counties, places, ...)

Race and Ethnic Groups
(race, ancestry, tribe)

Industry Codes
(NAICS industry, ...)

EEO Occupation Codes
(executives, analysts, ...)

To search for tables and other files in American FactFinder:

Enter search terms and an optional geography and click **GO**

Select Geographies

List | Name | Address | Map

Enter a street address, city and state, or a street address and ZIP code. Click 'Go'.

Note: address search will use the latest available address data beginning with 2016 and working backwards, based on the contents of Your Selections.

street address | city | state | zip | GO

-- select a state --

- these are added to 'Your Selections'
- the Search Results are updated

2 Next, select **Geographies** (states, counties, cities, towns, etc.)

- these are added to 'Your Selections'
- the Search Results are updated

3 Select one or more Search Results and click **View**

Residence Census Tract (4)

Step 4: Locate the column titled “Geography Type” and the row with “Census Tract”. Click the icon with the letter “i” in the far-right column titled “About”. The letter “i” will say “About this Geography” when highlighted.

ILLUSTRATIVE EXAMPLE

Search - Use the options on the left (topics, geographies, ...) to narrow your search results

Your Selections
"Your Selections" is empty
[load search](#) | [save search](#)

Search using the options below:

- Topics** (age, income, year, dataset, ...)
- Geographies** (states, counties, places, ...)
- Race and Ethnic Groups** (race, ancestry, tribe)
- Industry Codes** (NAICS industry, ...)
- EEO Occupation Codes** (executives, analysts, ...)

To search for tables and other files in American FactFinder:

Enter search terms and an optional geography and click **GO**

Select Geographies 1 CLOSE X

List **Name** **Address** **Map**

Enter a street address, city and state, or a street address and ZIP code. Click 'Go'. ?

Note: address search will use the latest available address data beginning with **2016** and working backwards, based on the contents of Your Selections.

street address city state zip

4561 Salisbury Rd Jacksonville Florida 32256 **GO**

Geographies containing **4561 Salisbury Rd, JACKSONVILLE, FL, 32216:**

Select geographies to add to Your Selections

Geography Results:

Geography Name	Geography Type	Geography Code	About
South Region	Region	020	i
South Atlantic Division	Division	030	i
Florida	State	040	i
Duval County, Florida	County	050	i
Jacksonville East CCD, Duval County, Florida	County Subdivision	060	i
Block 2034, Block Group 2, Census Tract 159.24, Duval County, Florida	Block	100	i
Census Tract 159.24, Duval County, Florida	Census Tract	140	i
Block Group 2, Census Tract 159.24, Duval County, Florida	Block Group within Census Tract	150	i
Jacksonville city, Florida	Place within State	160	i

Residence Census Tract (5)

Step 5: In the popup window, locate the column with the current year and the row titled “Code.” The Residence Census Tract number is the eleven (11) digit number that appears after US.

Census Tract 159.24, Duval County, Florida

Geographic Identifiers

Map View

ILLUSTRATIVE EXAMPLE

	2016	2015	2014	2013	2012	2011
Census Tract	015924	015924	015924	015924	015924	015924
Code	1400000US12031015924	1400000US12031015924	1400000US12031015924	1400000US12031015924	1400000US12031015924	1400000US12031015924
Combined Statistical Area	300	300	300	300	999	999
Core Based Statistical Area	27260	27260	27260	27260	27260	27260
County (FIPS)	031	031	031	031	031	031
Division	5	5	5	5	5	5
Geographic Change User Note Indicator	!	!	!	!	!	!
Geographic Component Code	00	00	00	00	00	00
Geographic Variant Code	00	00	00	00	00	00
Land Area (Square Miles)	2.208	2.208	2.208	2.208	2.208	2.208
Legal/Statistical Area Description Code	CT	CT	CT	CT	CT	CT
Legal/Statistical Area Description Name	Census Tract 159.24	Census Tract 159.24	Census Tract 159.24	Census Tract 159.24	Census Tract 159.24	Census Tract 159.24

Residence Census Tract

Title: Residence Census Tract
Question: What is the address where you live?
Focus Area: Housing
PRLI Fixed ID: 15

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

Residence Census Tract

Enter

Census Tract Number
 N/A
 Information not collected.

Residence Census Tract

Title: Residence Census Tract
Question: What is the address where you live?
Focus Area: Housing
PRLI Fixed ID: 15

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

Residence Census Tract

Enter

1231015924

Opportunity Area Census Tract

- Select communities completed a Regional Fair Housing Equity Assessment (FHEA) that identifies Opportunity Area Census tracts based on:
 - Segregated areas and areas of increasing diversity and/or racial/ethnic integration;
 - Racially/ethnically concentrated areas of poverty;
 - Access to existing areas of high opportunity;
 - Major public investments; and
 - Fair housing issues, services, and activities.

Applies to Grants:			
B-b SC	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

Title:

Opportunity Area Census Tract

Question:

Does the Participant live in an opportunity area according to the community's FHEA?

Focus Area:

Housing

PRLI Fixed ID: 35

Opportunity Area Census Tract

|| Select

1 = Yes

2 = No

N/A

Information not collected.

Fair Housing and Civil Rights Assistance Service Code

Promote

- Communities with diversity along multiple dimensions
- Integrated living patterns

Avoid

Areas of:

- High poverty
- Lacking accessible services
- Not integrated in terms of income, race, color, religion, familial status, national origin, or disability status

Applies to Grants:

B-b SC	Y	JRAP	N
FSS	N	LBPHC	N
HC	Y	LHRD	N
HOPWA	Y	MFSC	Y
JOBS+	N	ROSS	N

Summary

Summary

- HUD provided the following updates:
 - Information for Budget-based Service Coordinators applies to 202.
 - A new response option of “Information not collected” is added to response options that include “N/A”.
- Needs Assessment documents reveal the past and current details of a Participant’s strengths and needs to match the Participant to appropriate housing and supportive services.
- A person is considered homeless if the person lacks a fixed, regular, adequate night time residence. The primary residence is:
 - Public or private shelter used for temporary accommodation;
 - Institution providing temporary residence for those intended to be institutionalized; or
 - Other place not ordinarily used as a regular sleeping accommodation.
- Permanent Housing Placement Services describe assistance for a permanent or long-term transfer to another property, a different unit within the same property, or alternative care facilities.
- Fair housing and civil rights assistance promotes:
 - Communities with diversity along multiple dimensions; and
 - Integrated living patterns.

Questions and Answers

Questions or Feedback Contact Information

HUD e-mail: askgmo@hud.gov



Include:

- Standards for Success in the e-mail's subject line
- Name of Program in e-mail

HUD Standards for Success Virtual Conference 5 – Data Collection Participant Housing Data Elements – Speaker’s Comments

Page 1: Cover Page

- Welcome to HUD’s Standards for Success Pilot Program’s Virtual Conference addressing Participant Housing Data Elements.
- If you are participating in a scheduled virtual conference I want to provide a few Technology Reminders:
 1. Audio is through your computer not the telephone conference call number. Make sure your computers’ speakers are not on mute.
 2. To increase the viewing size of the presentation document:
At the top of your screen, there is a gray options bar. Click on the box of arrows on the right side to increase the size of the screen.
 3. The presentation is available for download from the Adobe Acrobat platform. See the lower left side of your screen.
 4. Feel free to submit questions throughout the session using the Q&A box on the lower right corner of your screen. It is helpful to include the name of your Grant Program with the question as clarifying information. Do you have a specific topic or need that you would like to hear more information regarding? We welcome your suggestions and requests for additional training topics. You can submit that information via questions also.
 5. Please complete the evaluation form of this session before you leave the virtual conference. The [link to the evaluation can be accessed at the right side of your screen, middle of the page.](#)

Page 2: Today’s Presenter Page

- My name is Dr. Rob Haley and I am the Co-Founder and Executive Vice President of StrategyGen. StrategyGen is an 8(a), woman-owned business that specializes in quality and performance improvement. StrategyGen is contracting with Housing and Urban Development (HUD) to facilitate the HUD Standards for Success Pilot Program.
- We are working with Thaddeus Wincek who is with HUD’s Office of Strategic Planning and Management.
- This virtual conference is part of a series of training sessions regarding the Standards for Success framework and methodology.
- Recordings of previous virtual conferences are available through:
 - Links that HUD e-mailed to you; and
 - On the HUD Portal. HUD indicates the HUD portal should be completed in the near future.
- Now, let’s move on to today’s discussion topic of Participant Housing Data Elements.

Page 3: Objectives of Session

- There are two objectives for this session.
 - Our first objective is to understand the Participant Housing Data Elements. Understanding these topics will facilitate your collecting the data for subsequent submission to HUD. Like the last virtual conference, practical data integrity and collection tips are included as part of the discussion.
 - As always, we are glad to answer your questions.

Page 4: At the end of this session, you will:

- At the end of this session, you will:
 - Have HUD's updated information regarding Standards for Success
 - Understand Participant Housing data elements including:
 - A deeper understanding of terminology related to housing status and housing options; and
 - Increased knowledge regarding collecting data on services to obtain housing and self-sufficiency.

Page 5: Background

- Before we begin, let's quickly revisit major points from the preceding virtual conference.
- There have been five virtual conferences discussing HUD's Standards for Success Pilot Program including Thaddeus Wincek's Kickoff conference.
 - We understand that the experience level of Grantees and Service Coordinators varies as it relates to collecting and reporting data. The virtual conferences attempt to include information for the novice to the experienced.
- I want to take a few moments to review some of the major points from the previous virtual conference.
- Reminder: if you would like a more detailed review of any previous virtual conference, I encourage you to view the recording of any of the training sessions presented to date.

Page 6: Participant Centered Data Elements

- To review, the Standards for Success Indicators and related Data Elements are organized in the focus areas pictured in this graphic.
- The data elements pertaining to Participants' Health situations, represented in the circle on the lower left, were covered in the last virtual conference.
- Today we are focusing on the Housing Data Elements, pictured in the circle on the bottom right of the graphic.

Page 7: Previous Virtual Conference – Participant Health Data Elements

- Here are the key points from our previous discussion of Participant Health data elements.
- No Personal Identifiable Information is reported to HUD.

- The Health Coverage Code includes identifying: (1) if the Participant has insurance; and (2) the organization that provides the insurance.
- Data elements identify if the Participant:
 - Has a primary care provider;
 - Had a routine medical exam by a health care provider; and
 - Received medical services and mental health services.
- Select Substance Abuse Services are also Mental Health Services. Examples include mental health workers treating substance abuse and a Participant receiving services from an alcohol or drug treatment facility.
- The Activities of Daily Living (ADL) Code and the Instrumental Activities of Daily Living (IADL) Code record the number of activities the Participant cannot perform at the time of assessment.
- Also, updated information that we received from HUD:
 - For the Disability Status Code, Service Coordinators receive that information from the third party who determined the individual is disabled. It is not something to ask the Participant.
- By the way, there are reference materials that are available to help you.
- Detailed information regarding all Data Elements can be found in the Data Integrity Reference Manual. The manual provides comprehensive information for understanding and collecting all Data Elements.
- We also provide reference materials such as:
 - Fact Sheets;
 - Quick References;
 - Shortcuts;
 - Frequently Asked Questions; and
 - Links to previous recordings.
- These references will also be found on the HUD portal.
 - HUD informs us that the portal is forthcoming and you will all be receiving e-mails when it is available for use. The HUD portal will have all reference materials for your convenience.
- In addition, HUD has e-mailed reference materials and they are available for download from each virtual conference with live Q&A.

Page 8: Data Elements – Participant Housing Data Elements

- Now, on to today's topic. The focus area Participant Housing Data Elements will be explored in this session.

Page 9: Housing Data Elements – List

- There are 21 Participant Housing Data Elements.
- These data elements pertain to individual Participants.

Page 10: Housing Data Elements – List (continued)

- We will describe each data element in detail and will answer any questions you have.
- Please, feel free to enter any questions you may have in the Q&A box on the Adobe Connect screen during the presentation. We will discuss the questions and answers at the conclusion of this presentation.

Page 11: Needs Assessment Service Code

- Our first data element for discussion addresses one of your initial actions with a Participant, the Needs Assessment Service Code.
- This identifies a Participant who received a documented assessment or Individual Services and Training Plan (ISTP) to determine appropriate housing and supportive services.
- The assessment must include a document identifying a Participant's housing and supportive service needs.
- The assessment reveals the past and current details of the Participant's strengths and needs to match the Participant to appropriate housing and supportive services.
- The assessment can occur either at initial screening or at time of entry to a housing program and documented in the Participant's case record.

Page 12: Needs Assessment Service Code

- The Needs Assessment Service Code provides a good example for communicating updated information from HUD's Office of Strategic Management.
- HUD has new information regarding Standards for Success and data elements.
- The information related to Budget-based Service Coordinators, also relates to 202.
- This change is reflected in the Applies to Grants box. 202 is now included with Budget-based (B-b) Service Coordinators. You will no longer see references to 202.
- As a reminder, B-b Service Coordinators collect and report the same Data Elements as Multi-Family Service Coordinators (MFSC).

Page 13: Needs Assessment Service Code

- Another change: HUD is adding the response option of "Information not collected" to any set of response options that include the "N/A" or "Not Applicable" option.
- In some programs, a Service Coordinator may not receive information from a Participant about a data element. It is not a situation where the individual refused to provide an answer. When a Service Coordinator or a Grantee does not receive information from a Participant about a data element, the appropriate response option is "Information not collected."
- This new response option is incorporated into the InForm tool that HUD will be delivering in the future. AASC Online made this change in their system as well.

- The response option box shows us that response options now include “Information not collected” at the bottom of the response options box.
- It is important to collect data to quantify:
 - Needs for services;
 - The number of individuals served; and
 - Services delivered.
- It is a means to communicate your work.
- The aggregated information provides additional support for requests for funding. This will further support the good work you do.

Page 14: Hypothetical Example – John and Kathy – Service Coordinator Meeting

- If you participated in our last virtual conference, you were introduced to Service Coordinators named John and Kathy. John is new to his role as a Service Coordinator. Kathy has 7 years’ experience and is helping John learn his new role. John and Kathy are back today to help illustrate how to collect the data elements related to housing.
- The conversations between John and Kathy are used to illustrate data elements. Standards for Success is not recommending you change the way you conduct your work. We understand that you rely on information volunteered by the Participants in your program and may not be asking questions directly of the Participants.

Page 15: Hypothetical Example - Meet Ned

- For today’s discussion, we will be using our friend Ned as a hypothetical example to help explain data elements.
- Let’s listen in on Kathy and John’s discussion about information that Ned volunteered to John regarding his history prior to enrolling in the housing program.

-
- Kathy: Hello John. How are things going?
 - John: Pretty well. I am so busy. The days go by very quickly.
 - Kathy: The last time we talked, you were getting more acquainted with collecting data about the Participants. How is that coming along?
 - John: I am getting more and more familiar with the data elements, their definitions and guidelines for collecting. I still have a few questions. Do you have time to answer them?
 - Kathy: Sure.
 - John: I’ll start with a Participant who I am working with and developed what I believe is a good relationship with him. I’ll call him Ned. Ned told me he is 28 years old and lives in Washington, D.C. He said he didn’t have a home prior to joining the program. He usually slept in the streets or at a one of the local homeless shelters. He volunteered that he did not have a criminal record, just didn’t have much good luck after getting out of the Army.

- Kathy: John, did Ned say how long he had been living on the streets or what factors contributed to his situation?
 - John: Ned just said he had not had the best luck. He told me he was on the streets and in shelters for 10 months out of the last year.
 - Kathy: John, do you know if Ned is diagnosed as disabled?
 - John: No, a third party told me he has no disability. Ned says he just has bad luck.
-

- This is a great way to start off our discussion. Ned volunteered some valuable information to John that we will be able to use to help understand some of the data elements.

Page 16: Homeless Status Code

- The next two data elements I will discuss provide a definition of terms that you will see in a few response options related to housing.
- The data element, Homeless Status Code, provides a definition of “homeless”.
 - The Homeless Status Code identifies a Participant who lacks a fixed, regular, adequate night time residence.
 - A Participant is considered homeless if their primary night time residence is:
 - A public or private shelter operated for temporary accommodation;
 - An institution providing temporary residence for individuals intended to be institutionalized; or
 - Other place not ordinarily used as a regular sleeping accommodation.
 - A Participant under age 18 is considered homeless if they left home without the permission of their family (runaway youth).
 - A Participant is not considered homeless if the Participant is:
 - Sleeping in a temporary residence while away from home;
 - Imprisoned; or
 - Detained under an Act of Congress or State law.
- Let’s check on the information provided by Ned regarding his living situation to determine if he is homeless.

Page 17: Homeless Status Code

- As you can see, there are a few response options for the Homeless Status Code.

Page 18: Homeless Status Code

- Regarding Ned, he stated he has been on the streets or in homeless shelters for 10 months of the last year.
- Ned is in fact, homeless.

Page 19: Shelter Placement Service Code

- Another data element that provides definitional information is Shelter Placement Service Code. It provides the definition of an emergency shelter.
- Let's look at our graphic for an explanation of this.
- As you can see, an emergency shelter is any facility which the primary purpose is to provide a temporary shelter for the homeless and does not require occupants to sign leases or occupancy agreements
- Emergency shelters include housing and support services for the homeless.
- A shelter provides support, supervision, and a safe place to live in structures such as:
 - A group home;
 - Clusters of apartments; or
 - A network of homes that integrate housing and services for low-income individuals and families.

Page 20: Prior Night Residence Code

- Let's discuss the Prior Night Residence Code, which is meant to identify the type of location where a homeless Participant slept the night before receiving grant-funded services.
- If a Participant slept in an institution for less than 30 days immediately prior to receiving grant-funded services, then respond with the location where Participant slept prior to being institutionalized.
- As you see on this slide, the list of response options is lengthy. There are 18 of them so I will not read off the entire list.
- I want to expand on two of our response options for further clarification:
 - Option 14, or safe havens, are programs or shelters where a person resides for a longer period of time. For example, an individual may be in a safe haven for pregnant women, so the person may be there for 6 months. This differs from an emergency shelter (option 1), where an individual may stay for a few days.
 - Option 18, or transitional housing for homeless persons (including homeless youth), refers to housing with paid rent and mandatory participation in services. For instance, as a condition of receiving paid rent, the individual must receive employment training, counseling, etc. The goal with transitional housing programs is to help get the person into independent living.
- You can also find this list in the Data Integrity Reference Manual on Page 118.
- As a reminder, detailed information regarding all Data Elements is in the Data Integrity Reference Manual. The manual provides comprehensive information for understanding and collecting all Data Elements.

Page 21: Housing Status Code

- Next is Housing Status Code. This identifies a Participant's current type of housing and, if applicable, how the housing is paid for.
- I want to touch on a few of response options.
- Option 1. Identifies as a Public Housing Resident. You probably know public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. HUD administers Federal aid to local housing agencies that manage the housing for low-income residents at rents they can afford.
- Option 2, Tenant Based Rental Voucher, is a housing voucher that is issued to an individual or family, most often by a housing authority, for renting housing of a Participant's choice. The voucher must be accepted by the owner of the rental property. The rental property can be a house, apartment, trailer, multi-family unit, etc.
- Option 3. A Project Based Rental Voucher is a subsidized rental unit. The "project", or property, determines eligibility and subsidy under HUD guidelines.
- As you can see, response options vary from "Identifies as a public housing resident" all the way to "Owns a home" to "Homeless".

Page 22: Years in Subsidized Housing Number

- As we continue, our next data element is Years in Subsidized Housing Number.
 - This element identifies the number of years a Participant lived in public or private subsidized housing.
 - If a Participant has been in subsidized housing for durations less than 365 days, (a complete year), total the number of these days and then round the number.
 - Remember, when recording this data, you must count each episode, even if it was not in consecutive years and round to the nearest whole year.

Page 23: Hypothetical Example – Ned – Additional Details

- We can take this opportunity to listen in on a discussion between John and Kathy regarding some additional details related to the hypothetical Participant, Ned.

-
- Kathy: John, you told me a few things about Ned. Did Ned talk about any additional details that will help you understand his situation?
 - John: He does talk quite a lot. What other information were you thinking of?
 - Kathy: First off, did Ned give you other details about specific episodes of homelessness? I use the word "episode" to refer to a period when an individual did not have a fixed, regular night-time residence. The streets or a homeless shelter are examples.
 - John: Yes, Ned said he experienced 4 episodes of homelessness in the last 36 months. This included living place-to-place in locations such as the streets and homeless shelters. So,

they would be considered as episodes. In the previous year, Ned was on the streets for 10 months before being admitted to the hospital for the last 35 days.

- Kathy: Okay, that is helpful. You say Ned has been homeless 4 times in the past 36 months. Prior to the last year, how long were each of those episodes?
 - John: Let's see, prior to the last year, which we have already discussed, Ned's first experience was quite short lasting about 5 days. After that, Ned had two more episodes. One of those lasted 20 days, the other was 14 days. That led to his more recent episode of 10 months.
-

- As you can see from Kathy and John's discussion, these are some key factors that will be able to use to determine Ned's homeless status. You will understand this more with the next data element.

Page 24: Chronically Homeless Status Code

- So, after the discussion of additional details for Ned, we will look at the Chronically Homeless Status Code.
- The chart on this slide summarizes the requirements to be considered chronically homeless. These include:
 1. Is homeless;
 2. An individual is an unaccompanied homeless;
 3. Has a disabling condition;
 - 4.a. Is continuously homeless for a year or more, OR
 - 4.b. Had at least four episodes of homelessness in the past 3 years, each lasting a minimum of 15 days; and finally
 5. Meets the conditions for being chronically homeless before residing in an institutional facility such as jail, substance abuse or mental health treatment facility, hospital or similar facility for fewer than ninety (90) days.
- Just a reminder, this information is available within the Chronically Homeless Fact Sheet, a reference material that we provide to you.

Page 25: Ned – Chronically Homeless Status Code

- Let's apply this to Ned's situation.

- First, homeless, meaning Ned lacks a fixed, regular, adequate night time residence because he lived in areas not deemed to be suitable sleeping places for human habitation such as the streets and a homeless shelter. Ned does meet this requirement.
- Next, unaccompanied homeless, Ned is a homeless individual who is alone while homeless.
- Next, a disabling condition, Ned does not suffer from a substance abuse disorder, serious mental illness, developmental disability, PTSD, cognitive impairments resulting from brain injury, or chronic physical illness or disability.
- The duration of homelessness must be continuous for a year or more or four episodes of homelessness in the past 3 years, each lasting a minimum of 15 days. From our additional details, Ned informed John that he has experienced 4 episodes of homelessness in the past 3 years, but one episode only lasted 14 days.
- Finally, does Ned meet the conditions for being chronically homeless before being institutionalized for fewer than 90 days? As we can determine, Ned does not meet the requirements for being chronically homeless before being hospitalized for fewer than 90 days. He does not meet all the requirements on our chronically homeless chart.
- The conclusion:
 - Is Ned chronically homeless?
 - No, Ned is not chronically homeless.

Page 26: Weeks Homeless Count

- Next, we have our Weeks Homeless Count. The appropriate question that would pertain to this data element is, “How many weeks has the Participant been homeless in the past 12 months?”
- If a Participant has homeless episodes for durations less than 7 days (a complete week), total the number of these days and then round to the nearest whole week.
- Use whole numbers.
- Now remember, this is out of a 12-month period. It is very important to report only on that time frame.

Page 27: Weeks Homeless Count

- Ned’s history gives a great example of how to calculate the Weeks Homeless Count data element.
- As you can see on this slide, the formula for the Weeks Homeless Count will be the number of months multiplied by 4.33, which is the average number of weeks in a month. This calculation will give you the number of how many weeks the Participant was homeless prior to being hospitalized. Ned told us he was on the streets and in shelters for 10 months prior to being hospitalized. 10 months multiplied by 4.33 weeks equals 43.33 weeks.

- Next, we must take the 35 days that Ned was admitted into the hospital and determine how many weeks this represents. To do this, we take the 35 days and divide by 7 days per week to determine that Ned was in the hospital for 5 weeks.
- Finally, we add the 5 weeks to our pre-existing 43.33 weeks to obtain a total of 48.33 weeks homeless. Rounding 48.33 to a whole number gives us a total of 48 weeks.

Page 28: Returning Citizen/Ex-Offender Code

- For the next housing data element, we will discuss the Returning Citizen/Ex-Offender Code.
- The Returning Citizen/Ex-Offender Code identifies a Participant's status with the criminal justice system or (CJS).
- It identifies a Participant who has active criminal records or was charged with committing a crime in the prior twelve (12) months.
- It includes individuals charged with a crime, through the stages of the criminal justice system, to the time an individual is released from probation.
- There is no need to include a Participant who has never been charged with committing a crime.
- Note the response options for this data element include a time element of the previous 12 months.
- Kathy and John have a great example we can use to determine how best to respond to this data element.

-
- Kathy: John, it is important for us to have a brief discussion regarding Ned's experiences with the Criminal Justice System (CJS). It will help us answer the data element Returning Citizen/Ex-Offender Code. Did he volunteer any of this information to you?
 - John: Yes, he did. Ned was very open about discussing any matters regarding the Criminal Justice System. Like I said before, he is a U.S. Army veteran who prides himself on doing the right thing.
 - Kathy: That's great to hear. Does Ned have an active criminal record or was he charged with committing a crime in the prior 12 months?
 - John: No Kathy, Ned doesn't have a criminal record and has never been committed of a crime. He prides himself on following the laws that have been put in place. He continued to emphasize he enrolled in the Army to protect this land and the laws we all live by.
-

Page 29: Returning Citizen/Ex-Offender Code

- The previous conversation shows us that John would be choosing Option 3, the individual is not currently subject to any phase of the CJS, and has not been in the previous 12 months.

Page 30: Hard to House Code

- Hard to House Code is meant to identify a Participant who is hard to house due to the high risk of losing their housing and any factor contributing to being a high risk to house.
- A few of our response options for this data element include:
 - Head of household has lived in public housing for more than 10 years;
 - Head of household does not have a high-school diploma or GED; and
 - The head of household is a single, elderly adult who is the primary caregiver for one or more children.

Page 31: Transportation Assistance Service Code

- Transportation Assistance Service Code is a pretty interesting housing data element.
- This includes identifying a Participant who received transportation services.
- As you can see from our graphic, transportation services include:
 - Passes or tokens for public transportation;
 - Rides in service providers' vehicles;
 - Car pools arranged by service providers; and
 - Assistance with repairs to personal vehicles.

Page 32: Independent Living Service Code

- Independent Living Service Code is the next data element on our list. It applies to Participants who are disabled or elderly.
- For this data element, elderly is an individual age 62 and older. Frail is described as needing assistance with 3 or more Activities of Daily Living (ADLs).
- We discussed Activities of Daily Living in our last virtual conference. You can also find the definition of Activities of Daily Living in the Data Integrity Reference Manual on page 90.
- When frail elderly is referenced in the Independent Living Service Code, it pertains to elderly residents age 62 or older with 3 or more ADLs.
- This data element involves identifying disabled or frail elderly Participants who:
 - 1. Received assistance obtaining housing, or
 - 2. Received services that enable them to remain in their home.
- Services that enable a disabled or frail elderly Participant to remain in the home include:
 - Cleaning the home or laundry;
 - Cooking;
 - Paying bills;
 - Organizing personal records; and
 - Utility company issues.
- Services that enable a disabled or frail elderly Participant to remain in the home also include referrals to services or supports to assist the Participants with:
 - Keeping;
 - Managing; and

- Maintaining all aspects of their home other than homemaking.
- We understand that most of you Service Coordinators are not involved in homemaking. Just for some clarification, homemaking includes:
 - Beautifying the home;
 - Home decorating;
 - Organizing the home;
 - Gardening;
 - Holiday decorations;
 - Crafts;
 - Message forums; and
 - Recipe databases.

Page 33: Independent Living Service Code

- The hypothetical example between John and Kathy regarding Ned provides information for collecting this data element.

Page 34: Independent Living Service Code

- John told us Ned is 28 years old and is not disabled. Since Ned is not disabled or elderly, the appropriate response option is “N/A”, not applicable.
- Remember, when a Service Coordinator or a Grantee does not receive information from a Participant about a data element, the appropriate response option is “Information not collected”. This is an alternative option for when information regarding a data element was not received.

Page 35: Intermediate Housing Status Code

- The main question for Intermediate Housing Status Code is, “Did a Participant retain Participant’s housing and what method did the Participant utilize?”
- This involves identifying a Participant’s method for retaining housing.
- The methods focus on approaches to meet rent or mortgage responsibilities. This includes:
 - Avoided eviction from rental property;
 - Obtained a Home Equity Conversion Mortgage (HECM);
 - You may be wondering what this is. A Home Equity Conversion Mortgage is something that was created by The Federal Housing Administration (FHA). Known by some as a reverse mortgage, it allows mortgage insurance borrowers, who meet the age requirement of 62, to transfer the equity of their home into monthly payments to the mortgage insurance borrower.
 - Another method that may be used for this data element is preventing or resolving a mortgage default.

Page 36: Intermediate Housing Status Code

- Let's see what information Kathy and John can share with us regarding this data element.
 - We move into a future time when the next sets of discussions focus on services Ned received as a program Participant.
-

- John: Hey Kathy, I wanted to give you some updates that Ned reported to me.
 - Kathy: That sounds great John. I'm glad that Ned continues to volunteer updates to you.
 - John: I had a few questions related to the information he gave me. Things have been complicated with Ned since we last met.
 - Kathy: How so?
 - John: Well, things started looking up for him for a while. He had finally gotten off the streets, obtained a part-time job, and was living in a small rental property in D.C. Shortly after, he was having trouble paying the rent in full and the landlord was threatening to evict him. Ned doesn't receive a large amount of pay with his part-time job, so it was difficult for him to manage the full month's rent upfront.
 - Kathy: So, what happened?
 - John: Luckily, he could sit down with his supervisor at work and receive more hours. Ned was extremely excited to tell me they allow him to work overtime some weeks.
 - Kathy: That's great, so he wasn't evicted from the rental property?
 - John: No, he was not evicted. He was able to have a meeting with his landlord and now he's ahead of his rent by a full month.
 - Kathy: John, that's great news for Ned. Regarding the Intermediate Housing data element, the correct response here is option 1, avoided eviction.
-

Page 37: Intermediate Housing Status Code

- That was a great example given by Kathy and John.
- Ned secured more hours at his job resulting in increased pay. This helped ease the burden of his rent expense and in turn he avoided being evicted.

Page 38: Temporary Housing Placement Service Code

- The next Housing Data Element is Temporary Housing Placement Service Code.
- This starts with identifying a Participant who received *temporary* or *short-term* transfer to:
 - Another property;
 - A different unit within the property; or
 - An alternative care facility.

- Alternative care facilities are best described as assisted living facilities
- This data element includes information and assistance provided to the Participant and/or family members regarding temporary housing options. It also includes assistance with an individual's transition back to their apartment from short-term care facility or hospital.

Page 39: Permanent Housing Placement Service Code

- Similar, but not the same, the next Housing Data Element is Permanent Housing Placement Service Code.
- This starts with identifying a Participant who received *permanent* or *long-term* housing assistance.
- Services include providing information regarding long-term housing or assistance for a permanent or long-term transfer to:
 - Another property;
 - A different unit within the property; or
 - An alternative care facility.

Page 40: Permanent Housing Placement Service Code

- Once again, let's check in with John and Kathy for some more detailed information regarding this data element.
- The conversation we are about to hear occurred a few months after Kathy and John's discussion of Intermediate Housing Status Code.

-
- Kathy: John, it's good to be back with you. How are things going?
 - John: Hey Kathy, things are great. I feel like I'm getting the hang of my duties as a Service Coordinator. I was able to meet with Ned again and had a great update for you. Thanks to the help of the program, he could move out of the studio apartment. He received a raise in salary at his job, which allowed him to move into something a bit more spacious. The old place was only a studio apartment with little room to maneuver around. Ned did end up staying at the same apartment complex, but he moved into a 1 bedroom 1 bath. He happily volunteered this information to me at our last meeting.
 - Kathy: That's great to hear, John. I'm glad the program assisted him in upgrading his housing situation.
 - John: So, regarding the Permanent Housing Placement Service Code, since the program helped Ned move within his complex the correct response would have to be received services directly through the grant, correct?
 - Kathy: That's right John. Ned received services directly from the program which is option 1.
-

Page 41: Permanent Housing Placement Service Code

- Kathy and John continue to use Ned’s hypothetical situation to provide great examples of these data elements. We can see the correct response option here is option 1, received services directly through the grant.

Page 42: Permanent Housing Placement Date

- Permanent Housing Placement Date is a straightforward data element.
- This includes identifying the date a Participant was placed in a different unit within the property, a long-term transfer to another property, or to an alternative care facility.

Page 43: Pre-Housing Counseling and Post-Housing Counseling

- Continuing, we have Pre-Housing Counseling and Post-Housing Counseling Service Codes.
- Pre-Housing Counseling entails identifying a Participant who received counseling services prior to purchasing or renting housing.
- These counseling services address topics such as:
 - Identifying mortgage assistance options;
 - Creating a budget that supports paying for housing; and
 - Explaining required documents.
- Excluded counseling services are:
 - Bank-sponsored mortgage seminars open to the public;
 - A bank guiding the Participant through the purchasing process; and
 - Sweat-equity programs in which Participants use their own and volunteer labor to construct their homes.
- As you can see, there are several counseling services that are available to be received through the grant or from grant-facilitated referral.
- Post-Housing counseling includes identifying a Participant who received counseling or services after purchasing or renting housing.
- Post-housing counseling services address topics such as:
 - Meeting rent requirements;
 - Avoiding default and foreclosure;
 - Managing credit issues; and
 - Changing a mortgage.

Page 44: Residence Census Tract

- The next data element is Residence Census Tract.
- Census Tracts are small, relatively permanent statistical subdivisions of a county or equivalent entity. The primary purpose of census tracts is to provide a stable set of geographic units for the presentation of statistical data.
- The data element identifies the 11-digit census tract number for a Participant's residence.

- You will find the information for this data element through an on-line tool located on the Census Bureau's website. The web address for the tool is on this slide and at the top of the next slide.

Page 45: Residence Census Tract (1)

- For the next few minutes, I want to speak with you about Residence Census Tract. I want to walk you through the steps of this data element. All the steps to collect this data originate from the Census Bureau's website. The references you are about to see are summarized from our Residence Census Tract Fact Sheet.
- Just a reminder, if you are attending this virtual conference with live Q&A, you can download the Fact Sheet from Adobe Connect. It is in the lower left corner of your screen.
- This data element identifies Participant's 11-digit residence census tract number by using the Census Bureau's online tool to convert physical addresses to census tract numbers.
- Homeless Participants may designate a fixed location as their residence such as a homeless shelter or other location where the homeless Participant may spend time or return to for sleep.
- The Census Bureau developed an online tool for converting physical addresses to census tract numbers. It is located at the web address listed at the top of the slide.
- Let's get started with the steps to collect this data element.
- Step 1 is to access the Census Bureau's tool to convert addresses to census tract numbers at the web address provided.
- The slide presents the screen you will see when you access the Census Bureau's tool.

Page 46: Residence Census Tract (2)

- In step 2, you will select "geographies", on the left side of the screen.
- On this slide, "geographies" selection is shown in a green box.
- A dropdown menu will appear, which you will see on the next slide.

Page 47: Residence Census Tract (3)

- Within the dropdown box, "Select Geographies", click on Address tab and enter the Participant's address.

Page 48: Residence Census Tract (4)

- A table of "Geography Results" for the entered address will appear.
- Next, locate the second column titled "Geography Type" and the row with "Census Tract".
- Click the icon with the letter "i" in the far-right column titled "About".

- As you can see on the slide, the appropriate row is shown in a green box. A green arrow points to the letter “i”.
- Click on the letter “i” in this row.

Page 49: Residence Census Tract (5)

- This is the final step in our illustrative example. As I’m sure you can see, there is a lot of information on this page. Your duties are simple, so don’t let this overwhelm you.
- In the popup window, locate the column with the most recent year and the row titled “Code.”
- See the number where the column for the most recent year and the row titled “Code” intersect. The number contains “US” within it.
- The Residence Census Tract number is the eleven (11) digit number that appears after US. The Residence Census Tract number is 12031015924.
- On this slide, the number is indicated by a green box.

Page 50: Residence Census Tract

- Response options for Residence Census Tract include entering:
 1. The Census Tract Number;
 2. N/A; OR
 3. Information not collected.

Page 51: Residence Census Tract

- As shown in our illustrative example, the correct response option would be to enter the number 1231015924.
- It is important to remember that the numbers following “US” will be considered your Residence Census Tract Number.

Page 52: Opportunity Area Census Tract

- Let’s talk a little about the Opportunity Area Census Tract.
- The reason for this data element is to identify a Participant who lives in an Opportunity Area in the community’s Regional Fair Housing Equity Assessment (FHEA).
- Selected communities have completed a Regional Fair Housing Equity Assessment of a region looking across multiple components to gain a full picture of regional equity and access to opportunity.
- An Opportunity Area meets all the following criteria:
 - Segregated areas and areas of increasing diversity and/or racial/ethnic integration;
 - Racially/ethnically concentrated areas of poverty;
 - Access to existing areas of high opportunity;

- Major public investments; and
 - Fair housing issues, services, and activities.
- According to HUD, if you don't know if the community in which the Participant resides completed a Regional Fair Housing Equity Assessment, or if the property is in an Opportunity Area Census Tract, please leave this field as N/A.

Page 53: Fair Housing and Civil Rights Assistance Service Code

- As we bring this virtual conference to a close, there is one final Housing Data Element to discuss.
- The Fair Housing and Civil Rights Assistance Service Code identifies a Participant who received services consistent with the Fair Housing and Service Act.
- Services are designed to promote:
 - Integrated living patterns; and
 - Communities that are diverse along multiple dimensions.
- Services are designed to avoid:
 - Patterns where a Participant is forced to live in high poverty areas;
 - Areas suffering from a lack of accessible services; or
 - Areas which lack integration in terms of income, race, color, religion, familial status, national origin, or disability status.
- Efforts to promote integrated living patterns and communities that are diverse are a good way to end today's discussion of data elements!

Page 54: Summary

- This concludes our Data Elements for Housing. Let's review some key components before we get to our Q&A session.

Page 55: Summary

- HUD provided the following updates:
 - Information for Budget-Based Service Coordinators applies to 202.
 - A new response option of "Information not collected" is added to response options that include "N/A". This is appropriate to use when the service coordinator does not receive information about a data element from a Participant.
- Needs Assessment documents reveal the past and current details of a Participant's strengths and needs to match the Participant to appropriate housing and supportive services.
- A person is considered homeless if the person lacks a fixed, regular, adequate night time residence.
- Permanent housing includes:
 - Another property;
 - Different unit within the same property; and
 - Alternative care facilities.

- Fair housing and civil rights assistance promotes:
 - Communities with diversity along multiple dimensions
 - Integrated living patterns.
- Collecting and reporting data allows identification of the number of individuals you serve, the need for services, and services delivered. It communicates the hard work you do. Providing this data allows for additional information to support the importance of and need for funding. This will further support the good work you do.

Page 56: Questions and Answers

- We welcome your questions and feedback! Contact HUD by e-mail at askgmo@hud.gov to:
 - Provide feedback regarding the Standards for Success framework, methodology and tools; and
 - Submit questions. It is helpful to identify your Grant Program with the question as clarifying information.
- Make sure to Include Standards for Success in the e-mail's subject line.

For those of you participating in a group virtual conference on Adobe Connect, we will respond to questions submitted through the Q&A dialogue box on Adobe Connect.

I will ask my StrategyGen colleagues, Bridget Booth and Soulis Lindsey-Pangalos to help with the answers to your questions. Please submit all questions through the Q&A box on the lower right corner of your screen.