

HUD Standards for Success Pilot

Data Integrity and Collection

Virtual Conference
February 27, 2017

Today's Presenter

D. Rob Haley PhD, MBA, MHS
Co-Founder and Executive
Vice President
StrategyGen



Objectives of Session

1. Increase understanding of data integrity and collection
 - a. Grant Award data elements
 - b. Participant Descriptive data elements
2. Review reference resources
3. Answer questions

At the end of this session, you will:

1. Increase your knowledge of data integrity and collection
2. Understand data elements in the following categories
 - a. Grant award
 - b. Participant Descriptive

Background

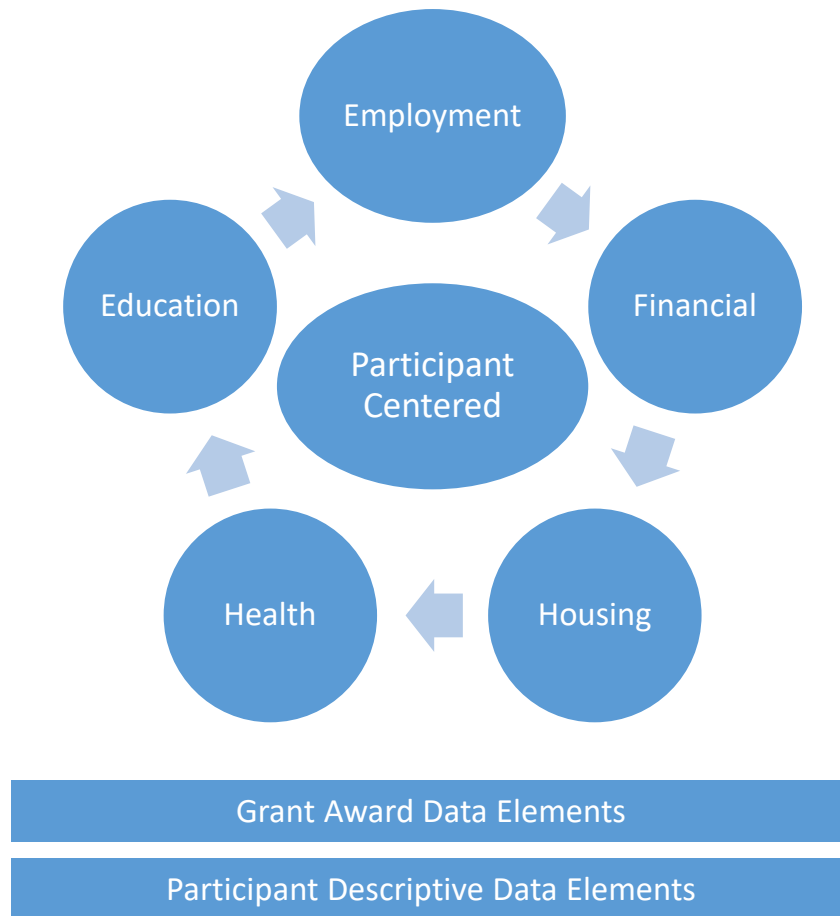
Standards for Success Framework

HUD's new data collection and reporting framework for its discretionary grants

- Standardization of data elements, definitions, data collection, and reporting
- One reporting tool for multiple types of grants eliminating duplicative requirements across programs
- Improvements in the reporting tool
- Reduced frequency of reporting
- Option of data extracts from current technology systems
- Protection of privacy of Participants
- De-identified, record-level data collection allows for aggregation at different levels and more extensive and valuable data analysis

Participant Centered Data Elements

Focus Areas for Participant Self Sufficiency



Standards for Success Pilot Program – Grantees’ Role

1. Maintain data Integrity - Ensuring the accuracy and consistency of the data
2. Collect data elements for each grant
3. Report Standards for Success data elements
4. Protect the privacy of participants’ personal health and identifiable information
5. Provide feedback to strengthen future refinements of the Standards for Success framework

Standards for Success Reference Materials

Data Integrity and Collection

1. Data Integrity Reference Manual
2. Frequently Asked Questions
3. Fact Sheets
4. Shortcuts
5. Quick References
6. Virtual Conference Recordings and Presentation Documents

Charts Specific to Grant Award Program

1. Participant Record-Level (PRL) Information
2. Chart A – Success Indicators Organized by HUD’s Five Fundamental Questions
3. Chart B – Success Indicators Calculations
4. Chart C – Success Indicators with Program Highlighted

Data Reporting - TBD

1. Data Reporting Reference Manual
2. Frequently Asked Questions
3. Fact Sheets
4. Shortcuts
5. Quick References
6. Virtual Conference Recordings and Presentation Documents

Reference materials will be available on the HUD Exchange portal.

Data Collection – Grant Award Data Elements

Grant Award Data Elements - General

- All Grant Award data elements apply to all grants.

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

- Information entered once for each award year
- Notice of Award is source for information
- Select Grant Award data elements may be automatically populated by your data management tool.

Grant Award Data Elements - List

Title	Description
Grant Number	Grant ID
Grantee DUNS Number	Grantee ID
Catalog of Federal Domestic Assistance Number	CFDA number
Grant Appropriation Fiscal Year	Grant year
Reporting Period Beginning Date	Date reporting begins
Reporting Period End Date	Date reporting ends

Notice of Award – Source Document

1. DATE ISSUED MM/DD/YYYY 02/07/2017	2. CFDA NO. 14.870	ASSISTANCE TYPE Project Grant
1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded		
4. GRANT NO. ROSS170001-01-00	5. ACTION TYPE New	
6. PROJECT PERIOD From 02/01/2017	Through 01/31/2020	
7. BUDGET PERIOD From 02/01/2017	Through 01/31/2020	

The Department of Housing and Urban Development
THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 451 7th Street S.W.,
 Washington, DC, DC 20410

NOTICE OF AWARD

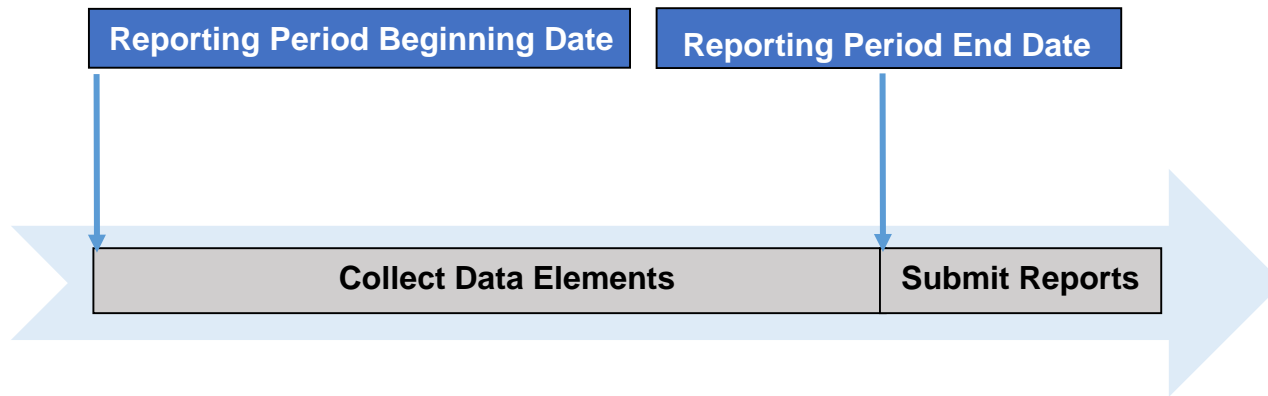
8. TITLE OF PROJECT (OR PROGRAM) CHA's 2016 ROSS SC Program	
9a. GRANTEE NAME AND ADDRESS Smallville County Housing Authority 123 Allen St Smallville, CT XXXXX-XXXX	9b. GRANTEE PROJECT DIRECTOR Mr. John Doe 123 Aspen Street Smallville, CT XXXXX-XXXX Phone: XXX-XXX-XXXX
10a. GRANTEE AUTHORIZING OFFICIAL Mr. John Doe 123 Aspen Street Smallville, CT XXXXX-XXXX Phone: XXX-XXX-XXXX	10b. FEDERAL PROJECT OFFICER Mr. John Doe 123 Aspen Street Smallville, CT XXXXX-XXXX Phone: XXX-XXX-XXXX

ALL AMOUNTS ARE SHOWN IN USD

11. AWARD COMPUTATION FOR GRANT		14. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:		b
a. Amount of HUD Financial Assistance	241,476.00	a. DEDUCTION		
b. Less Unobligated Balance From Prior Budget Periods	0.00	b. ADDITIONAL COSTS		
c. Less Cumulative Prior Award(s) This Budget Period	0.00	c. MATCHING		
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	241,476.00	d. OTHER RESEARCH (Add / Deduct Option)		
12. Total Federal Funds Awarded to Date for Project Period	241,476.00	e. OTHER (See REMARKS)		
13. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):		15. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, HUD ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:		
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS	
a. 2		d. 5		
b. 3		e. 6		
c. 4		f. 7		

REMARKS (Other Terms and Conditions Attached - Yes No)

Reporting Period Beginning Date and Reporting Period End Date



Reporting Period Beginning Date - start date for the reporting period

Reporting Period End Date - end date for the reporting period

Notice of Award – Source Document

16. OBJ CLASS 4120	17a. VENDOR CODE 366006678	17b. EIN XXXXXXXXX	18. DUNS 091775981	19. CONG. DIST. 17
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
20. a. 16FRO01	b. ROSS170001	c. ROSS	d. \$113,341.00	e.
21. a. 15FRO01	b. ROSS170001	c. ROSS	d. \$128,135.00	e.
22. a.	b.	c.	d.	e.

Notice of Award – Source Document

**FISCAL YEAR 2016 RESIDENT OPPORTUNITIES AND SELF-SUFFICIENCY (ROSS)
GRANT AGREEMENT**

ROSS - SERVICE COORDINATORS

ARTICLE I: BASIC GRANT INFORMATION AND REQUIREMENTS

1. Award type: This is a cost-reimbursable, performance-based grant.
2. This agreement shall be effective immediately upon signature of **both parties**.

Grant Term: The term of the FY16 ROSS grant is 36 beginning 02/01/2017. The grant term

Participant Descriptive Data Elements

Participant Descriptive Data Elements

- All Participant Descriptive data elements apply to all grants.

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

- In general, Participant Descriptive data is collected at intake.
- Capture the Data Collection Date for *every* piece of information you gather for Participants.
- Personal identifiable information (PII) is not reported to HUD.

Participant Descriptive Data Elements - List

Title	Description
Household Identifier	Unique identifier for households
Person Household Identifier	Participant ID
Data Collection Date	Date that Participant data is collected
Age	Participant's age
Gender Code	Participant's gender
Race Code	Participant's race
Ethnicity Code	Participant's ethnicity
Head of Household Code	Participant is the head of the household
Veteran Status Code	Participant is a veteran
Service start date	Date services began
Service end date	Date services ended

Household Identifier

Title: Household Identifier

Question: What is the Participant's Household Identifier?

Focus Area: Participant

Purpose: Data Integrity Key

Data Collection Dates: Participant Enrollment

PRLI Fixed ID: 8

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

Household Identifier

✓ Enter

Alpha-Numeric Identifier

Person Identifier

Title: Person Identifier (Participant-ID)

Question: What is the Participant's Person Identifier?

Focus Area: Participant

Purpose: Data Integrity Key

Data Collection Dates: Participant Enrollment and every subsequent data collection date

PRLI Fixed ID: 7

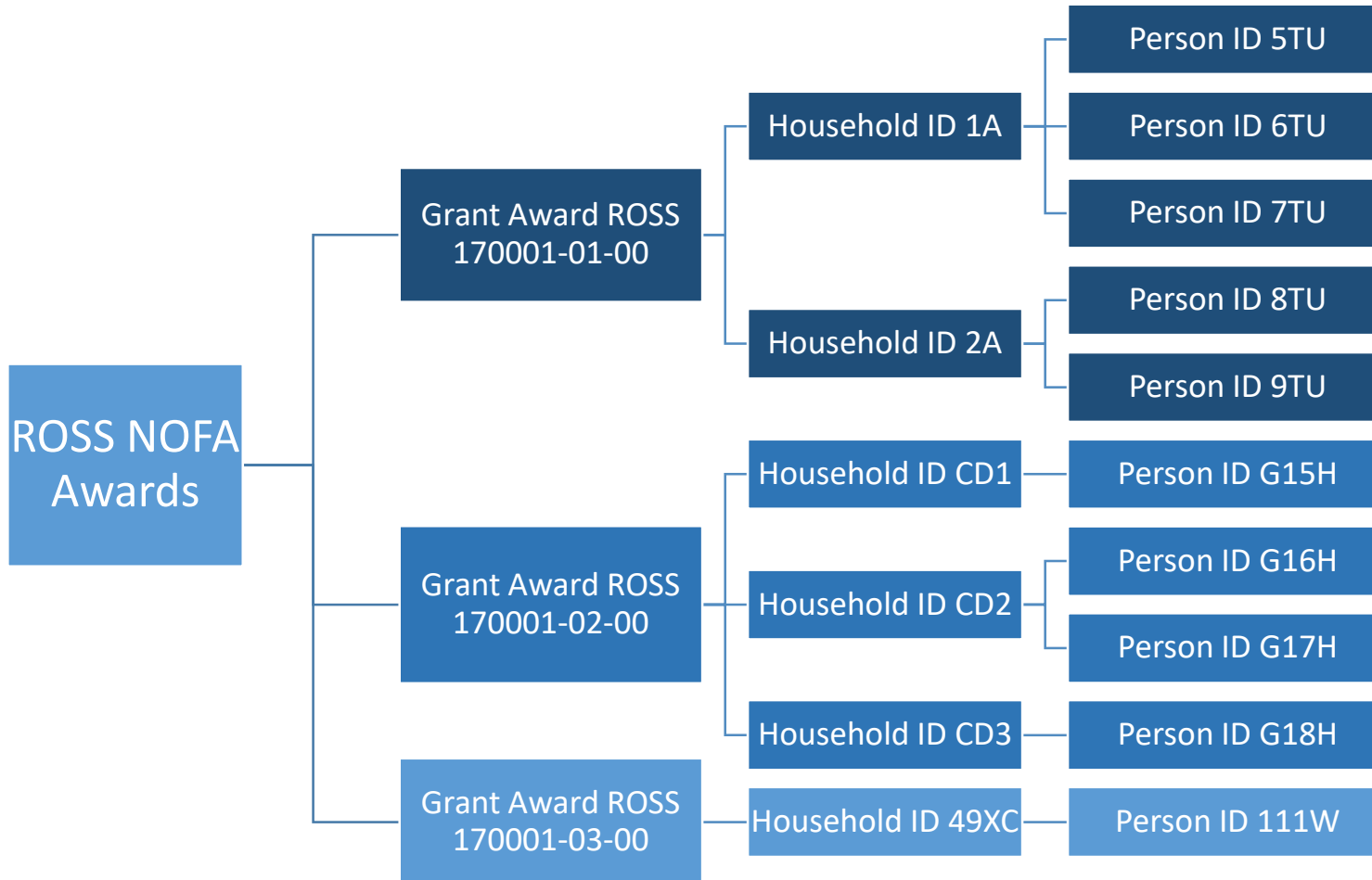
Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Person Identifier

✓ Enter

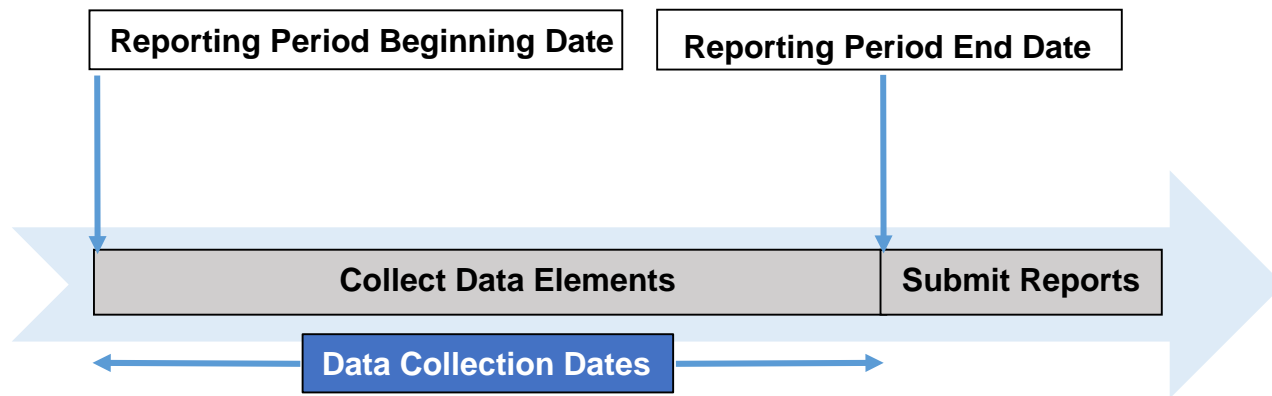
Alpha-Numeric Identifier

Household and Person Identifiers Unique within each Grant Award



Data Collection Date

Data Collection Date - date when the Participant provides the information relevant to the specific data element



Hypothetical Participant – Katie

Meet Katie, A Hypothetical Participant

- **32-year-old single female living in an apartment outside Denver, Colorado with her two children**
- **Self-identifies as Caucasian Latino**
- **Employed at the local market**
- **Left the United States Army 2 years ago with an honorable discharge**



Age

Title: Age
Question: How old are you?
Focus Area: Participant
Purpose: Descriptive
Data Collection Dates: Participant Enrollment
PRLI Fixed ID: 10

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

Participant's Age

✓ Enter

Number

Age

Title: Age
Question: How old are you?
Focus Area: Participant
Purpose: Descriptive
Data Collection Dates: Participant Enrollment
PRLI Fixed ID: 10

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

Participant's Age

✓ Enter

32

Gender Code

Title: Gender Code
Question: With what gender do you identify?
Focus Area: Participant
Purpose: Descriptive
Data Collection Dates: Participant Enrollment
PRLI Fixed ID: 11

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

Gender Code

✓ Select

- 1 = Male.
- 2 = Female.
- 3 = Transgendered Male to Female.
- 4 = Transgendered Female to Male.
- 5 = Other.
- 88 = Individual refused.
- 99 = Individual does not know.

Gender Code

Title: Gender Code
Question: With what gender do you identify?
Focus Area: Participant
Purpose: Descriptive
Data Collection Dates: Participant Enrollment
PRLI Fixed ID: 11

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

Gender Code

✓ Select

- 1 = Male.
- 2 = Female.
- 3 = Transgendered Male to Female.
- 4 = Transgendered Female to Male.
- 5 = Other.
- 88 = Individual refused.
- 99 = Individual does not know.

Race Code

Title: Race Code

Question: What is your race?
Do you identify as more than one race?
If yes, with what races do you identify?

Focus Area: Participant

Purpose: Descriptive

Data Collection Dates: Participant Enrollment

PRLI Fixed ID: 13

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

Race Code

✓ Select

- 1 = American Indian or Alaska Native.
- 2 = Asian.
- 3 = Black or African American.
- 4 = Native Hawaiian or Other Pacific Islander.
- 5 = White.
- 88 = Individual refused.
- 99 = Individual does not know.

Race Code

Title: Race Code

Question: What is your race?
Do you identify as more than one race?
If yes, with what races do you identify?

Focus Area: Participant

Purpose: Descriptive

Data Collection Dates: Participant Enrollment

PRLI Fixed ID: 13

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

Race Code

✓ Select

- 1 = American Indian or Alaska Native.
- 2 = Asian.
- 3 = Black or African American.
- 4 = Native Hawaiian or Other Pacific Islander.
- 5 = White.
- 88 = Individual refused.
- 99 = Individual does not know.

Ethnicity Code

Title: Ethnicity Code
Question: Are you Hispanic/Latino?
Focus Area: Participant
Purpose: Descriptive
Data Collection Dates: Participant Enrollment
PRLI Fixed ID: 12

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

Ethnicity Code

✓ Select

- 1 = Hispanic/Latino.
- 2 = Not Hispanic/Latino.
- 88 = Individual refused.
- 99 = Individual does not know.

Ethnicity Code

Title: Ethnicity Code
Question: Are you Hispanic/Latino?
Focus Area: Participant
Purpose: Descriptive
Data Collection Dates: Participant Enrollment
PRLI Fixed ID: 12

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

Ethnicity Code

✓ Select

1 = Hispanic/Latino.

2 = Not Hispanic/Latino.

88 = Individual refused.

99 = Individual does not know.

Head of Household Code

Title: Head of Household Code

Question: Are you the head of your household for HUD grant purposes?

Focus Area: Participant

Purpose: Descriptive

Data Collection Dates: Participant Enrollment

PRLI Fixed ID: 14

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

Head of Household Code

✓ Select

- 1 = Yes
- 2 = No
- 88 = Individual refused.
- 99 = Individual does not know.

Head of Household Code

Title: Head of Household Code

Question: Are you the head of your household for HUD grant purposes?

Focus Area: Participant

Purpose: Descriptive

Data Collection Dates: Participant Enrollment

PRLI Fixed ID: 14

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

Head of Household Code

✓ Select

1 = Yes

2 = No

88 = Individual refused.

99 = Individual does not know.

Veteran Status Code

Title: Veteran Status Code

Question: Are you a veteran?
Did you have an honorable discharge?
If no, what kind?
Do you have your DD214?

Focus Area: Participant

Purpose: Descriptive

Data Collection Dates: Participant Enrollment

PRLI Fixed ID: 16

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

Veteran Status Code
✓ Select
1 = Yes
2 = No
88 = Individual refused.
99 = Individual does not know.

Veteran Status Code

Title: Veteran Status Code

Question: Are you a veteran?
Did you have an honorable discharge?
If no, what kind?
Do you have your DD214?

Focus Area: Participant

Purpose: Descriptive

Data Collection Dates: Participant Enrollment

PRLI Fixed ID: 16

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

Veteran Status Code

✓ Select

1 = Yes

2 = No

88 = Individual refused.

99 = Individual does not know.

Service Start Date and Service End Date

Service Start Date

- Date Participant begins receiving service

Service End Date

- Date the Participant's grant-funded services or benefits were completed or terminated

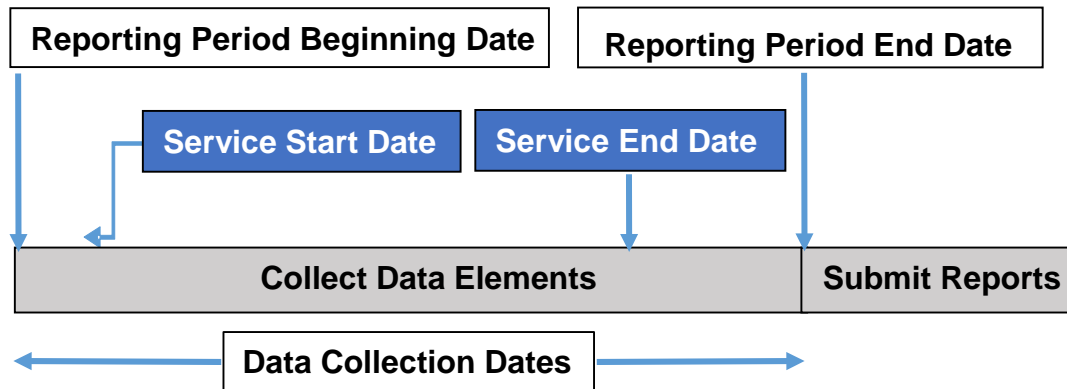
Title: Service Start Date
Question: When did Participant begin receiving services?
Focus Area: Participant
Data Collection Dates: Participant Enrollment
PRLI Fixed ID: 33

Title: Service End Date
Question: When did Participant stop receiving services?
Focus Area: Participant
Data Collection Dates: Participant Enrollment
PRLI Fixed ID: 34

Service Start and End Date – Applicable Services

- ESL Class Service
- Career Guidance Service
- Self-Directed Job Search Assistance Service
- Work Readiness Assistance Service
- Occupational Skills Training Service
- Job Development Service
- Job Retention Service
- Fair Housing and Civil Rights Assistance Service
- Tax Preparation Service
- Financial Account Creation Service
- Legal Assistance Service
- Financial Education Service
- Pre-Housing Counseling Service
- Post-Housing Counseling Service
- Food and Nutrition Service
- Conflict Resolution Service
- Translation/Interpretation Service
- Housing Retention Service
- Household Skills/Life Skills Service
- Needs Assessment Service
- Service Coordination Service
- Parenting Skills Service
- 3 to 5 Years Childhood Education Service
- High School/GED Preparation Service
- Post-Secondary/College Education Service
- Shelter Placement Service
- Temporary Housing Placement Service
- Permanent Housing Placement Service
- Independent Living Service
- Transportation Assistance Service
- HIV/AIDS Service
- Adult Personal Assistance Service
- Legal Assistance Type Service

Dates



Data Collection Date - generally the date on which the Grantee receives the relevant information for the specific data element

Reporting Period Beginning Date - start date for the reporting period

Reporting Period End Date - end date for the reporting period

Service Start Date - date the Grantee enrolls the Participant in the first grant-funded services or benefits that the Participant's receives

Service End Date - date grant-funded services or benefits were completed or terminated

Pilot Program Dates

Grant Program	Initial Date for Data Collection (Reporting Period Beginning Date)	Final Date for Data Collection (Reporting Period End Date)	First Date for Submitting Data (for Reporting)	Final Date for Submitting Data (for Reporting)
HOPWA	January 1, 2017	September 30, 2017	October 1, 2017	October 30, 2017
MFSC, Budget-based SC Using AASC Online	January 1, 2017	September 30, 2017	October 1, 2017	October 30, 2017
FY16 ROSS Grantees	February 1, 2017	September 30, 2017	October 1, 2017	October 30, 2017
FY16 ROSS who Receive Funds from Previous Year (FY13) Grant Awards	February 1, 2017	September 30, 2017	October 1, 2017	October 30, 2017

Summary

Summary

- All Grant Award and Participant Descriptive data elements apply to all grants.
- Grant award information can be found in the Notice of Award. Select Grant Award data elements may be automatically populated by your data management tool.
- The majority of Participant Descriptive data is collected at enrollment.
- Reference information to identify if a data element applies to a grant program include the:
 - Data Integrity Reference Manual
 - Shortcuts
 - Quick References
 - Participant Record Level Information

Questions and Answers

Questions or Feedback Contact Information

HUD e-mail: askgmo@hud.gov



HUD Standards for Success Virtual Conference 2 – Data Collection – Grant Award, Participant (Descriptive) Data Elements

Page 1: Cover Page

- Welcome to HUD’s standards for Success Pilot Program’s Virtual Conference addressing Data Integrity and Collection.

Page 2: Today’s Presenter Page

- My name is Dr. Rob Haley and I am the Executive Vice President of StrategyGen. StrategyGen is an 8(a), women-owned business that specializes in quality and performance improvement. StrategyGen is contracting with 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, Grants Management and Oversight. Many of you participated in the Standards for Success Pilot Overview and Training resources virtual conference. You may have also participated in Mr. Wincek’s Standards for Success Pilot Kick-Off virtual conference. If not, I encourage you to listen to those presentations located on the HUD Portal.
- The Standards for Success Pilot Program is important because it will allow us to better communicate the extent of the great services and benefits you are providing to your participants.

Page 3: Objectives of Session

- There are three objectives for this session
 - Our first objective is to understand data integrity and collection. We will start rolling up our sleeves to get into some specifics related to data collection and specific data elements that many of you are already very familiar;
 - We will also review reference resources; and
 - As always, save a bit of time to answer some of your questions.

Page 4: At the end of this session

- At the conclusion of this virtual conference I really hope you will have a much deeper understanding:
 - What is involved to help ensure data integrity and data collection; and

- The Data elements pertaining to the areas of Grant Award and Participant Descriptive.

Page 5: Background

- While I know many of you participated in a previous virtual conference, I want to take a quick moment to provide some background and to bridge with the previous two sessions.

Page 6: Standards for Success Framework

- Standards for Success is a framework to measure HUD participant's self-sufficiency and their ability to obtain and maintain housing. It is a means to gather valid information to help us support and showcase the many activities that you do and to help us effectively communicate your great work and accomplishments.
- To be able to do this, the Standards for Success Framework includes:
 - Standardized data elements (and their definitions) and a common approach to collect and report data. This session begins to get into the definitions of data elements.
 - The Framework provides an improved, reporting tool to help many of you eliminate reporting duplication. Some of you were certainly not shy when you told us that you were so happy about this.
 - The Framework allows us to extract data from current systems so we do not have to keep coming back to you and ask. This way you can spend more of your time concentrating on the people you serve.
- As a reminder, the Framework does not include:
 - Personally Identifiable Information (PII);
 - Does not require Grantees to meet benchmarked performance;
 - Year 1 of the Pilot does not include financial performance information at the Program level

Page 7: Participant Centered Data Elements

- As mentioned in the previous session, the Standards for Success Indicators and related data elements are organized in the focus areas pictured in this graphic.
- Today we are just going to focus on the Grant Award Data Elements and the Participant Descriptive Data Elements, pictured at the bottom of the page.
- Again, the great news is that while there are 18 success indicators and 98 data elements you will only be asked to collect data on indicators relative to your program. For most

Grantees, the number is significantly less than the total numbers of 98 data elements and 18 indicators.

Page 8: Grantees' Roles

- **Data Integrity** – Ensuring the accuracy and consistency of the data you collect. I am going to take a moment on this one. Data integrity, or making sure that we all understand and use the same data definitions is so important because it:
 - Improves the comparability of the resulting information and provides an apples to apples comparison;
 - Facilitates the collection and reporting of accurate, consistent, and complete Participant information; and
 - The standardized data collection and reporting helps HUD to justify the continued funding of programs when developing budgets that are sent to Congress for consideration.
- **Data Collection**
- **Data Reporting**
- **Privacy** – Protecting the privacy of Participants' Personally Identifiable Information (PII) by not reporting PII to HUD.
- **Feedback** – Provide feedback for refining the Standards for Success framework to best serve your Participants' and your needs.

Page 9: Standards for Success Reference Materials

- The following sets of reference materials are or will be available for *both* of your major activities of (1) Data Collection; and (2) Data Reporting:
 - Reference Manuals
 - Frequently Asked Questions
 - Fact Sheets
 - Shortcuts
 - Quick References
 - Virtual Conference Recordings and Presentation Documents
- For specific guidance regarding which data elements are relevant to your Program, which data elements you collect, there are several options for you:
 - The new Inform tool will only present data elements relevant for your program and the case management tool you currently use may also have that functionality.

- The Data Integrity Reference Manual provides clear guidance about what data elements a Grant Program collects; for each data element, it shows if the Program collects that specific data element.
- HUD’s Participant Record Level (PRL) information chart identifies the Programs that collect each data element.
- There are additional reference materials, documents specific to your Grant Program, that list the data elements relevant to your program.
 - The Quick References provide a concise checklist of the data elements your Program collects to quickly identify the all the data elements you collect in your Program.
 - The Shortcut tailored to your Program lists only the data elements relevant to your program.
- HUD provides additional sets of reference materials, tailored to each of the Grant Programs reviewed in detail in the Standards for Success Kickoff on-line conference and are summarized in this graphic in the box on the right titled “Charts Specific to Grant Award Programs.”
 - Supporting documents provided as part of on-line conferences. These documents can be downloaded when participating in the on-line conference.
 - Attachments to HUD e-mails regarding on-line conferences.
 - HUD Portal which HUD is currently developing and HUD will notify you when it is completed.

Page 10: Data Elements - Grant Award Data Elements

- HUD has awarded your organization a Discretionary Grant.
 - As a Grantee, your organization is responsible for providing the services described in your Grant application.
 - HUD also requires that you report the benefit of your services to each person who participates in your program.
- This reporting may not seem important at times – in fact, sometimes it may seem to take more time than you want to spend. But it truly is important. It provides you with a means to consistently communicate the many benefits and services that you provide Participants. It could be a springboard or justification for more resources.

Page 11: Grant Award Data Elements – General

- As a reminder from our previous virtual conference, the “Applies to Grants” box or table on this page quickly helps you identify if the data element is relevant to your Grant Program and if you need to collect the data element.

- The description of each metric in the manual contains an indicator, yes (Y) or no (N) indicating which Grantees must report which metrics.
- This “Applies to Grants” box pictured here contains all “yesses” (Y’s) indicating every Grantee must collect these data elements for the organization winning the Grant Award.
- The Grant Award information should be entered once for each award year and is located in your Grant Notice of Award.
- Some Grant Award data elements may be automatically populated if you input data directly into the Reporting Tool.

Page 12: Grant Award Data Elements - List

- There are six (6) Grant Award Data Elements. These Grant Award Data Elements are anticipated to be prepopulated within the new InForm tool; however, to ensure Data Integrity we are asking Grantees to ensure the prepopulated information is correct and they know how to find this information from their Grant Notice of Award.
- Detailed information regarding each Data Element is in the Data Integrity Reference Manual and the Manual is the “go to reference” for clearly understanding each data element.

Page 13: Notice of Award – Source Doc

- CFDA NO: Take a look at the top of the page of this example. Looking at the form, item #2 CFDA NO is circled in red. It is the CFDA Number, also referred to as the Catalog of Federal Domestic Assistance Number. In this example the CFDA Number is 14.870.
- Grant Number: Continuing down the page, you see item number 4 is GRANT NO or the Grant Number. This Notice of Award is for Grant Number ROSS170001-01-00. As previously mentioned, this number was assigned to you by HUD.
- Reporting Period Beginning Date and End Date: The next row starts with #6 PROJECT PERIOD. These entries correspond to the Reporting Period Beginning Date and Reporting Period End Date. For the purpose of our Pilot, the Reporting Period Beginning Date and End Date differ from this example.

Page 14: Report Period Beginning Date and Report Period End Date

- The Reporting Period Beginning Date corresponds with the first date that you could potentially collect data. It continues through the year to September 30, 2017 which is our Pilot Period End Date. In future years, the end date will correspond to the final date of the fiscal year of the Grant Award.

- The Reporting Period is the time in which your Grant is in force and you are collecting data.
- In the Standards for Success Pilot the dates are assigned by HUD: For example,
 - Multi-Family Housing Service Coordinators (MFSC) and Budget-based Service Coordinators Using AASC (**pronounced ASK**) and HOPWA - the Reporting Period beginning date is January 1, 2017.
 - Fiscal Year 16 (FY16) ROSS Grantees including Fiscal Year 16 ROSS Grantees who receive funds from previous (FY13) year Grant Awards is February 1, 2017.
- Dates are entered in a Month/Day/Year format, i.e., 2/1/2017

Page 15: Notice of Award Source Document

- DUNS Number: Box 18 DUNS contains a nine (9) digit Number and is unique to your organization.
- A DUNS number is required for federal grants and contracts and also appears in the Grant application.

Page 16: Notice of Award Source Document

- Grant Appropriation Fiscal Year: It is found on the top of page three (3) of the Notice of Award. This example shows the Grant Appropriation Fiscal Year is Fiscal Year 2016.

Page 17: Participant Descriptive Data Elements

- Participant Descriptive data elements demonstrate Standards for Success focus on the individual Participant. These data elements provide information describing the individual Participants in your program and it does not include Personally Identifiable Information (PII).
- Collecting Participant descriptive data elements enables you to communicate the following:
 - How many people you served and who are they for each Year of your Grant Award.
 - How many people experienced a direct and measurable benefit from participating in your grant.
 - The services Grantees deliver that help their Participants achieve positive outcomes.

Page 18: Participant Descriptive Data Elements

- The most important first step for every Grantee is to identify the people who participate in your Grant. All Participant data elements apply to all grants.
- The intake interview, or enrollment, is a prime source for collecting Participant data elements.
- Each time you collect a data element regarding a Participant, you also capture the Data Collection Date.
- Grantees may be required to collect Personal Health Information (PHI) and other Personal Identifiable Information in some instances, whether to enroll Participants or identify the services they need. However, HUD does not ask Grantees to report any PHI or PII and is not extracted from third party case management software.

Page 19: Participant (Descriptive) Data Elements-List

- You can see from this list of Participant Data Elements that it includes crucial information to identify and describe the Participant and the start and end date of the services the Participant receives.

Page 20: Household Identifier

- Household Identifier can be found on page 21 of the Manual.
- You may be familiar with Household Identifiers as you have been creating and collecting this identifier and is also referred to as HHLID-ID.
 - A household includes all the people who occupy a housing unit.
 - A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters.
 - Separate living quarters are those in which the occupants live separately from any other people in the building and have direct access from the outside of the building or through a common hall.
 - The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated people who share living arrangements. Therefore, for situations other than one person living alone, multiple Participants living in a household will be assigned to a single Household ID.
- The Household Identifier provides a unique identifier, or record identification code, for a single household. It is alpha-numeric, containing both letters and numbers.

- Grantees shall create a system to uniquely identify each household, that does not include the actual address or other Personally Identifiable Information.
- Household Identifiers can be carried across years.

Page 21: Person Identifier

- Person Identifier is also referred to as the Participant-ID and this is the most important first step for every Grantee to identify the people who participate in their Grant.
- This Person Identifier tells HUD who the individuals are that you serve and provides the basis for communicating:
 - How many people you served;
 - The services Grantees deliver that help their Participants achieve positive outcomes, for example, enrolled in a GED review course; and
 - How many people experienced a direct and measurable benefit from participating in your grant.
- The Person Identifier is a unique record identification code for the Participant assigned by the Grantee.
 - Grantees shall create a system to uniquely identify each Participant that does not include any personally identifiable information. For example, no portion of social security number, birthdate, or address can be included.
 - You must assign a unique identifier to each Participant in your Grant and everyone in their household over the age of sixteen (16). The exception is for Lead-focused Grantees who will also assign unique Participant identifiers to children.
 - The identifier is Alpha-numeric and similarly to Household Identifiers, Person Identifiers can be carried across years.

Page 22: Household and Person Identifiers Unique Within each Grant Award

- There are three Grant Awards illustrated in this example. Each Grant Award is represented by a different shade of blue.
 - Grant Award ROSS 170001-01-00 that is at the top of your page, it is the darkest shade of blue. Two households are represented in this example and each household has a unique number. The first was assigned Household ID 1A and second household immediately below it was assigned Household ID 2A. The alpha-numeric Household IDs of 1A and 2A were created and assigned by the Grantee.

- Continuing to look at the top of the page on the right, you can see Household ID 1A has 3 Participants living in the household. Each Participant is assigned a unique Person ID. The Grantee assigned the first Participant in the household the Person ID 5TU, the second Participant is 6TU, and the third is Participant Person ID 7TU.
- In the second Household, represented by the box Household ID 2A, there are 2 Participants living in the household. Each of these individuals has their own Person ID - Person ID 8TU and Person ID 9TU.
- Grant Award ROSS 170001-02-00 is represented in the medium shade of blue. It has three households, with each household having a unique Household Identifier.
 - Each Participant, or individual within a household has a unique Person Identifier. For this Grant Award, its first Household, represented by Household ID CD1 has one Participant and the Participant has its own Person ID G15H.
- Best Practice: You must have unique Household Identifiers that differ from Participant Identifiers; Unique Household Identifier within each Grant and Unique Participant Identifier within each Grant.

Page 23: Data Collection Date

- All data each Grantee collects from Participants will have a specific Data Collection Date. Consistent reporting for the data collection date is critical to the integrity of the data that is later reported to HUD.
- The Data Collection Date: date which the Grantee receives the relevant information for the specific data element and each time a Grantee collects data about a Participant, the Data Collection Date corresponds to the actual calendar date.
- First Data Collection Date: first date Grantees begin collecting data about Participants such as intake interviews.
- Data Collection: occurs several times during the year leading to multiple data collection dates for the same Participant and is most effective if done regularly, monthly.
- Reporting Period Beginning Date and Reporting Period End Date: valid Data Collection Dates for everything regarding a Participant must be within this date range. Although Data Collection may occur several times during the year, the Data Reporting Beginning date is a single date representing the start of the period in which you begin collecting data. Similarly, the Data Reporting End date is a single date, September 30, the end of the period in which you collect data.

Page 24: Hypothetical Participant – Katie

Hypothetical Example:

- Grantee: Katie, can you tell everyone a little about yourself.
- Participant: I am a single female living in a tiny apartment outside Denver, Colorado. I have two young children that can be quite a handful at times. My father is Caucasian and lives in Florida with my mother. Mom was born in Brazil. I was born in Florida and I self-identify myself as Caucasian. Prior to being employed at the local super market, I served in the United States Army and left 2 years ago with an honorable discharge. I joined the Army after completing high school. I am looking for a job that pays more but I am having a difficult time finding a better paying job. I feel like I work every second of the day to ensure that my children grow up not wanting but I have fallen on hard times!

Page 25: Age

- Age: The Participant’s age is the age of the participant on the date that you collect the data and can be found in the Data Integrity Reference Manual, page 23.
- The box on the right side of the slide titled “Applies to Grants” that tells you all Grant Programs are “Yes”, indicated by the letter “Y” to collect the data element.
- Under the name of the data element, you see a question that can be used to solicit the requested information-“How old are you?”
- Next is the identification of the focus area: Participant
- When do you collect this information? Generally, at intake or enrollment.
- PRLI Fixed ID: refers to the Participant Record Level Information (PRL or PRLI) chart from HUD, which summarizes details regarding the data elements. The PRL is included as an appendix in your manual; has been distributed by HUD and will be on the HUD portal. Within the manual, this PRLI fixed ID number helps you locate the specific data element in the chart in the manual as the data elements are numbered sequentially.
- The box at the bottom of the page shows how you enter the response for this question. In the case of “age,” it is a number.

Hypothetical Example:

- Grantee: Hello Katie, it is great to see you today.
- Katie: Hello, it is good to be here.
- Grantee: Katie, I want to make sure I have sufficient information so I can help identify, provide, or provide referrals to the appropriate services for each member of your household. Is this a still good time to ask a few questions?
- Katie: Sure, this is a good time.

- Grantee: I need to write down or enter your answers to make sure I accurately capture the information. Bear with me as I mark down your answers, OK?
- Katie: OK
- Grantee: Katie, How old are you?
- Katie: I am 32 years old.

Page 26: Age

- For this hypothetical, the appropriate age response is 32 and to protect the identity of the Participant, you will only report the age of the Participant and not their birthdate.

Page 27: Gender Code

Hypothetical Example:

- Grantee: Katie, the next question addresses your gender. With what gender do you identify?
- Katie: I am a female.

Page 28: Gender Code

- For this hypothetical, the appropriate gender response is Katie's self-identified gender, Female.

Page 29: Race Code

- Race Code is the Participant's self-identified race and the Participant may select more than one race with which they identify, it can be found on page 26 of the Manual.

Response options include:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Hypothetical Example:

- Grantee: Katie, our next question involves race. What is your race? If you self-identify with more than one race, with what race do you most identify?

- Katie: My family has a long history. I loved to hear my parents talk about their ancestors. My father's family is Caucasian. His family tree goes all the way back to the early settlers in Colonial times. His ancestors came from England and settled in the area that is now Massachusetts.
- Grantee: Wow Katie, your family has a long history here.
- Katie: My father lives in Florida. He said the winters up north are too cold for him!
- My mother was originally from Brazil. She immigrated to the United States with her parents. She was born in Brazil. My mother remembers her grandmother had white hair and a lovely singing voice. My mother joked that she did not inherit her grandmother's good singing voice. However, that did not stop my mother from singing!
- Grantee: Katie, with such an interesting family, what is your race?
- Katie: Oh, I am a white Latino.

Page 30: Race Code

- The selected response option for Katie's Race Code is "#5 White." White includes Origins in any of the original peoples of Europe and Latinos are included in the definition of "White." Latinos do not fit under the definitions of the other races.
- Consider if a Participant gives a different response - What if Katie had any tribal cultural connections and maintained cultural tribal identification; then Katie could have self-identified "American Indian or Alaskan Native" and "White."

Page 31: Ethnicity Code

- The Standards for Success data elements do include a data element specific to the Latino ethnicity. To determine if an individual does or does not self-identify as a Latino, you can ask the question: Are you Latino? Or do you consider yourself Latino?
- Once again, this is self-identified information. It is not the Grantee's role to assume information.

Page 32: Ethnicity Code

- In the hypothetical with Katie, Katie said "I am a white Latino." Even though Katie's father is Caucasian and her mother is of Latino descent; Katie's self-identified Ethnicity is Latino. Therefore, the selected response option is #1 Hispanic/Latino

Page 33: Head of Household Code

- Head of Household Code: Every household must have a Participant identified as the head of the household for the purpose of eligibility for services and can be found on page 27 of the Manual. For example, if a couple has three (3) children, someone must be identified as the head of the household, it would be the person who meets the following criteria:
 - Participant is an adult who is considered the head of the household to determine income eligibility and rent
 - The head of the household must ensure the household fulfills all its responsibilities under the program in conjunction with a co-head or spouse
 - Any qualified member of the household can be designated as the head of the household
 - The head of household must have legal capacity to enter in to a lease under state and local law and an emancipated minor may be designated as the head of the household
 - An emancipated minor assumes most adult responsibilities before reaching the age of eighteen (18) and is no longer considered to be under the care and control of their parents.

Hypothetical Example:

- Katie: We have talked a lot about my ancestors. How about the here and now? My two children live with me. Boy, do they have a lot of energy! They sleep well at night after being active all day.
- Grantee: Katie, for the purpose of this program, we need to identify who is the head of your household. The head of household: Makes sure the household meets all of its responsibilities associated with participating in this program and must have the legal capacity to enter in to a lease under state and local law. Katie, Are you the head of your household for HUD grant purposes?
- Katie: Yes, I am the head of the household for all purposes. There is no one else in my household who can do those things. It is up to me!

Page 34: Head of Household Code

- For this hypothetical, the appropriate Head of Household Code response is “#1 Yes.”

Page 35: Veteran Status Code

- Veteran Status Code: This data element describes an individual who initiated services under the grant is a person who served on active duty in the armed forces and was discharged or released from such service under conditions other than dishonorable. For

the purpose of this data element, the Participant was not dishonorably discharged or released from the armed forces

Hypothetical Example:

- Grantee: Katie, Are you a veteran?
- Katie: Yes I am. I joined the Army when I was 20 and completed basic training at Fort Benning, Georgia. My first assignment was to make sure the inventory of supplies was up to date or identify what supplies were needed. My unit was even deployed to Afghanistan and I spent a year overseas. I left the Army two years ago.
- Grantee: Katie, thank you for your service.
- Katie: I appreciate that.
- Grantee: Did you have an honorable discharge?
- Katie: Oh yes, I left the Army with an honorable discharge.
- Grantee: Do you have your DD214 discharge form?
- Katie: I will have to look for it.

Page 36: Veteran Status Code

- For this hypothetical, the appropriate Veteran Status Code response is “#1 Yes.” Katie stated she served on active duty, initially in supply management and was honorably discharged. Providing the DD214 discharge form can further validate the information.

Page 37: Service Start Date and Service End Date

- Service Start Date: the date the Grantee enrolls the Participant in the first grant funded services or benefits that the Participant receives.
- Service End Date: the date grant-funded services or benefits were completed or terminated. It is important to note that the Service Start and End Dates apply to a distinct set of services.
- Service Start and End Dates are entered in the Month/Day/Year format, i.e., 2/1/2017

Page 38: Service Start Date and Service End Date – Applicable Services

- The first date that one of these services occurs, or the Participant is enrolled in one of these services is the Service Start Date.
- The Service End Date can be the last date of any Service on this list. It can be service that differs from the service associated with the Service Start Date. For example, a Participant may receive Housing Retention Services immediately upon entering a

Program. The service start date will be the date of that service. The Participant could also then begin receiving legal assistance which lasts several months and through the end of the reporting period. The Service End Date can be the last date of the reporting period if the Participant is still receiving services or the date that services are terminated if the Participant is no longer part of the program.

Page 39: Dates

- If, at the time of intake the Grantee also enrolls the Participant in a service, then the Service Start Date and the first data collection date are identical. Depending on the program, it may take a few days, or longer, before Participants are enrolled in services, which means the Service Start Date would be later than the first Data Collection Date. Naturally, the Service End Date will not be known until months after intake and will likely be identical to the Grant Reporting Period End Date for many Participants.
- If the Service End Date does not occur prior to the end of the Grant Award, then the Grantee should enter the Report End date for the Service End Date. In other words, the service ends on or before the date that the grant ends.

Page 40: Pilot Program Dates

- This is an additional slide that compiles information discussed during this conference. It contains the various dates related to each Program.
- In the Standards for Success Pilot, the Reporting Period Beginning Date for:
 - Multi-Family Housing Service Coordinators (MFSC) and Budget-based Service Coordinators Using AASC (**pronounced ASK**) and HOPWA - is January 1, 2017.
 - Fiscal Year 16 (FY16) ROSS Grantees including Fiscal Year 16 ROSS Grantees who receive funds from previous (FY13) year Grant Awards is February 1, 2017.
- The final date for collecting data for all programs in the Standards for Success Pilot is September 30, 2017. After data collection concludes, you move into submitting data for reporting. For all Programs, the first date for submitting data for reporting is October 1, 2017.

Page 41-42: Summary

- All Grant Award and Participant descriptive data elements apply to all grants.
- Grant award information can be found in the Notice of Award. Select Grant Award data elements may be automatically populated by your data management tool.
- The majority of Participant descriptive data is collected at enrollment.

- Reference information to identify if a data element applies to a grant program include the:
 - Data Integrity Reference Manual
 - Shortcuts
 - Quick References
 - Participant Record Level Information
- The Standards for Success Pilot Program includes data related to the Participants' financial situation. The first year of the Pilot does not include financial reporting at the Grant Program level.

Page 43: Questions and Answers

- Would you like to ask questions or provide feedback regarding the Standards for Success framework and methodology?
- Contact HUD by e-mail at askgmo@hud.gov to:
 - Provide feedback regarding the Standards for Success framework, methodology and tools;
 - Share information that you think other Grantees could benefit from; and
 - Submit questions regarding Standards for Success.
- Include Standards for Success in the e-mail's subject line.