

# System Performance Measures Programming Specifications

Office of Community Planning and Development

October 2021

Version 3.2



# Table of Contents

System Performance Measures Programming Specifications .....	1
Table of Contents .....	2
Acknowledgements.....	4
Revision History .....	4
Introduction .....	5
Brief Background on Performance Measures.....	5
Documentation Notes.....	5
Selecting Data for this Report.....	6
Measure 1: Length of Time Persons Remain Homeless.....	7
<b>Measure 1a</b> .....	7
<b>Measure 1b</b> .....	7
<b>Introduction</b> .....	7
<b>Reference Information</b> .....	7
<b>Programming Instructions</b> .....	8
Example .....	14
Additional test cases.....	15
Measure 2a and 2b: The Extent to which Persons Who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6, 12, and 24 months. ....	16
<b>Introduction</b> .....	16
Programming Instructions .....	17
Examples.....	19
Measure 3: Number of Homeless Persons .....	20
<b>Metric 3.1 – Change in PIT counts of sheltered and unsheltered homeless persons</b> .....	20
<b>Metric 3.2 – Change in annual counts of sheltered homeless persons in HMIS</b> .....	20
Introduction .....	20
Reference Information .....	21
Programming Instructions .....	21
Measure 4: Employment and Income Growth for Homeless Persons in CoC Program–funded Projects .....	22
<b>Metric 4.1 – Change in earned income for adult system stayers during the reporting period</b> .....	22
<b>Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period</b> .....	22
<b>Metric 4.3 – Change in total income for adult system stayers during the reporting period</b> .....	22

<b>Metric 4.4 – Change in earned income for adult system leavers</b> .....	22
<b>Metric 4.5 – Change in non-employment cash income for adult system leavers</b> .....	23
<b>Metric 4.6 – Change in total income for adult system leavers</b> .....	23
Introduction .....	23
Reference Information .....	23
Programming Instructions .....	24
Measure 5: Number of Persons who Become Homeless for the First Time .....	28
<b>Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS</b> .....	28
<b>Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS</b> .....	28
Introduction .....	28
Reference Information .....	29
Programming Instructions .....	29
Measure 6: Homeless Prevention and Housing Placement of Persons Defined by Category 3 of HUD’s Homeless Definition in CoC Program-funded Projects.....	30
<b>Metrics 6a.1 and 6b.1 – Returns to ES, SH, TH, and PH projects after exits to permanent housing destinations within 6 and 12 months (and 24 months in a separate calculation)</b> .....	30
<b>Metric 6c.1 – Change in exits to permanent housing destinations</b> .....	30
<b>Metric 6c.2 – Change in exit to or retention of permanent housing</b> .....	31
Introduction .....	31
Reference Information .....	31
Programming Instructions .....	31
Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing .....	32
<b>Metric 7a.1 – Change in exits to permanent housing destinations</b> .....	32
<b>Metric 7b.1 – Change in exits to permanent housing destinations</b> .....	32
<b>Metric 7b.2 – Change in exit to or retention of permanent housing</b> .....	32
Introduction .....	32
Reference Information .....	33
Programming Instructions .....	33
Appendix A: Exit Destinations .....	35

## Acknowledgements

This document was prepared by the U.S. Department of Housing and Urban Development (HUD), Office of Special Needs Assistance Programs in the Office of Community Planning and Development.

## Revision History

Date	Version	Description
5/5/2015	1.0	Programming specifications for the System Performance Measures
12/1/2015	1.1	Updated Measure 2a & 2b programming instructions for step 2a
3/7/2016	1.2	Updated Measure 2a & 2b programming instructions for step 5c
6/13/2016	1.2	No programming changes: Clarifications only Measure 1 – removed reference to Row 3 (there is not a row 3 in the measure) Measure 4 –Step 3, adding 3b to say, “For each client, remove all but the stay with the latest [project entry date]” and re-ordering the remaining bullets accordingly. This instruction was also found in other places in the measure.
11/1/2017	2	Programming Change to <a href="#">Measure 1b</a> to include persons with “pre-housing” time in a permanent housing project. Additional exit destinations added to <a href="#">Measures 2a</a> and <a href="#">2b</a> and <a href="#">Appendix A</a> . Appendix A also updated to include Safe Haven as a positive destination for Street Outreach projects. Programming Change to <a href="#">Measures 7b.1</a> and <a href="#">7b.2</a> to filter PH clients with / without housing move-in dates. Data Element re-naming and re-numbering in alignment with 2017 HMIS Data Standards
1/18/2018	2.1	Programming instructions revised for <a href="#">Measure 1b</a>
3/1/2018	2.2	Corrected instructions for <a href="#">Metric 7a1</a> steps 5 and 6 to accurately reflect exit destination in Appendix A.
12/6/2018	2.3	Clarification in <a href="#">Measure 1b</a> (step 5) that 3.917 data may extend prior to the lookback stop date. Add instruction in <a href="#">Measure 1b</a> to propagate children household members with 3.917 data from head of household. Edit the title of the Measure 2 to reflect “6, 12, and 24 months.”
2/25/2019	2.4	<a href="#">Measure 1b</a> : additional clarification added to programming instructions for how to determine if child should inherit 3.917 data from head of household. Also added guidance to prevent length of time homeless from going past client’s data of birth. <a href="#">Measure 5</a> – correct typo in in programming instruction step one. ( <a href="#">[&lt;=REPORT end date]</a> not <a href="#">[&lt;=project end date]</a> ).
08/2019	3	General update: element numbers updated to match FY2020 Data Standards. Include project selection guidance to Only include data from projects which are participating in the CoC for which the report is being run: [Continuum Project] (element 2.02.5) = 1 and [Continuum Code] (element 2.03.1) = the CoC for the report run. Measure 1: added general clarification that length of time homeless cannot extend prior to a client’s date of birth. <a href="#">Measure 1b</a> : updated list of living situations to match FY 2020 Data Standards. <a href="#">Measures 2a and 2b</a> : updated list of destinations to match FY 2020 Data Standards. Measure 4: added new funding sources when determining list of applicable projects.
10/2019	3.1	Removed “27” from list of applicable prior living situations when determining literal homelessness for <a href="#">Measure 1b</a> .
10/12/2021	3.2	Updated references to current Data Standards release (FY 2022) Corrected typo in description of tables in <a href="#">Measure 4</a> introduction.

## Introduction

This *System Performance Measures Programming Specifications* document explains how to code the System Performance Measures report.

## Brief Background on Performance Measures

The McKinney-Vento Homeless Assistance Act was amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) in 2009. The act codified into law the Continuum of Care (CoC) planning process, a longstanding part of HUD's CoC application process to assist persons experiencing homelessness by providing greater coordination in responding to their needs. A critical aspect of the amended Act is a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community. To facilitate this perspective, the Act now requires communities to measure their performance as a coordinated system, in addition to analyzing performance by specific projects or types. Therefore, the purpose of the System Performance Measures is to encourage CoCs, in coordination with ESG Program recipients and all other homeless assistance stakeholders in the community, to regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress to HUD.

For further information regarding the system performance measures please refer to the [System Performance Measures Introductory Guide](#).

## Documentation Notes

Unless otherwise noted, these report programming instructions reference the FY 2022 HMIS Data Standards. The specifications provide guidance for programming each HMIS-generated question within the *System Performance Measures Programming Specifications*. To accomplish this, the specifications for each question are broken up into the following components:

1. **Question Name** – this is the full name of the question as it appears on the Report Document used to submit results.
2. **Report Table** – the full table from the Report Document and includes color coding of cells to differentiate their intent. The breakdown of the color coding is as follows:
  - a. **White fields** are the fields containing counts that need to be generated by the HMIS.
  - b. **Grey fields** will be populated automatically by the reporting portal used to submit a specific report run. HMIS vendors may choose to generate the data for these fields when building their Report, but this is not required.
3. **Introduction** – this section explains the intent of each question and highlights any items to be aware of when preparing the programming logic.
4. **Data Standards and Reference Table**
  - a. **Project Types** – project types (as listed in the HMIS Data Dictionary) required to complete each question. This is in essence, a 'translation' of the Program Applicability from the terms used in the Report to the program types that the HMIS Data Standards require HMIS systems to store.
  - b. **HMIS Data Dictionary Fields**
  - c. **Universal Instructions or Explanations**
  - d. **HMIS Standard Reporting Terminology Glossary** (aka HMIS Reporting Glossary) – When appropriate, global definitions will be referenced to assist in programming.
5. **Programming Instructions** - these are the recommended steps to be taken to generate accurate report counts. They include the variables used, logic to select applicable client records, and the detail for how to populate each count within the question.

## Selecting Data for this Report

1. The Reporting Period is October 1 – September 30. However, a CoC should be able to run the report for any period of time to review progress toward meeting the system performance measures.
2. The term [\[Lookback Stop Date\]](#) refers to 10/1/2012. Unless otherwise indicated in instructions for a specific measure below, HUD will not require CoCs to report on data collected prior to October 1, 2012.
3. HMIS will only be required to generate the report for one year at a time. HUD understands live data changes over time and will pre-populate prior year responses for comparisons. These cells are indicated with a gray background in the table shells.
4. Only include data from projects which are participating in the CoC for which the report is being run: [\[Continuum Project\]](#) (element 2.02.5) = 1 and [\[Continuum Code\]](#) (element 2.03.1) = the CoC for the report run.
5. Some sections of this report include data from projects which may not be active in the report date range, e.g. when scanning backwards in time to search for clients' homeless history. Be sure to include all relevant projects in the date ranges indicated in the instructions, and that such projects have the correct setting in [\[Continuum Project\]](#) and [\[Continuum Code\]](#).
6. Some sections of this Report use the terms "system stayers" and "system leavers," building from the terms "project stayers" and "project leavers" in the HMIS Reporting Glossary.
  - a. System stayers are persons who were in one or more of the applicable project types listed in a specific measure as of the end of the reporting period.
  - b. System leavers are persons who are not system stayers and who exited from one or more of the applicable project types listed in a specific measure during the reporting period and was not enrolled in one of the applicable project types at the end of the reporting period.
7. Several Data Standards elements are required across this entire report and as such will not be listed at the start of each section in the reference table. These elements are:
  - a. [\[Client location\]](#) (element 3.16) – Used to filter clients such that only those physically present in the CoC appear in the report. Because this element is only recorded under the head of household's record, use [\[Household ID\]](#) and [\[Relationship to Head of Household\]](#) to propagate this data to other household members. Exclude any project stays where no portion of the stay was located in the given CoC code.
  - b. [\[Personal ID\]](#) (element 5.08) – Used to count unique / distinct persons.
  - c. [\[Enrollment ID\]](#) (element 5.06) – Used to link data together for a specific person / project stay.
  - d. The following elements are used in conjunction for propagating [\[Client Location\]](#) and [\[Destination\]](#) recorded under the head of household to other household members.
    - i. [\[Household ID\]](#) (element 5.09) – Used to link household members who are together on a specific project stay.
    - ii. [\[Relationship to Head of Household\]](#) (element 3.15) – Used to link household members who are together on a specific project stay. All household members "inherit" the [\[Client Location\]](#) of the head of household.
    - iii. [\[Date of Birth\]](#) (element 3.03) – Used to identify a child under 18 in a household so that the child "inherits" the [\[Destination\]](#) of the head of household.

## Measure 1: Length of Time Persons Remain Homeless

### Measure 1a

		A	B	C	D	E	F	G	H
		Previous FY Universe (Persons)	Current FY Universe (Persons)	Previous FY Average LOT Homeless	Current FY Average LOT Homeless	Difference	Previous FY Median LOT Homeless	Current FY Median LOT Homeless	Difference
1	Persons in ES and SH								
2	Persons in ES, SH, and TH								

### Measure 1b

		A	B	C	D	E	F	G	H
		Previous FY Universe (Persons)	Current FY Universe (Persons)	Previous FY Average LOT Homeless	Current FY Average LOT Homeless	Difference	Previous FY Median LOT Homeless	Current FY Median LOT Homeless	Difference
1	Persons in ES, SH, and PH								
2	Persons in ES, SH, TH, and PH								

## Introduction

The measures are the number of clients active in the report date range along with their average and median length of time homeless across the relevant universe of projects. This includes time homeless **during** the report date range as well as **prior** to the report start date.

### Measure 1a

This measure uses each client's start, exit, and bed night dates strictly as entered in HMIS, going back no further than the [\[Lookback Stop Date\]](#) (10/1/2012, or the client's [\[date of birth\]](#), whichever is later).

### Measure 1b

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. Measure 1b can include time homeless prior to the [\[Lookback Stop Date\]](#) under some circumstances but should never count a client's time homeless before their [\[date of birth\]](#).

Each of two measures is divided into two rows as shown in the table above, each row being a different universe of clients as described in the detailed instructions below.

## Reference Information

### Relevant Data Standards Fields

Field No	Field Name	Relevant Data
2.02.6	Project Type	1, 2, 3, 8, 9, 10, 13
2.02.C	Method for Tracking Emergency Shelter Utilization	
3.10	Project Start Date	mm/dd/yyyy
3.11	Project Exit Date	mm/dd/yyyy
3.917.3	Prior Living Situation - Approximate date homelessness started	mm/dd/yyyy
3.20	Housing Move-In Date	mm/dd/yyyy

## Universe

Measure 1a/Metric 1: Emergency Shelter (Project Type 1) and Safe Haven (Project Type 8) clients who are active in report date range.

Measure 1a/Metric 2: Emergency Shelter (Project Type 1), Safe Haven (Project Type 8), and Transitional Housing (Project Type 2) clients who are active in report date range.

Measure 1b/Metric 1: Emergency Shelter (Project Type 1), Safe Haven (Project Type 8), and Permanent Housing (Project Types 3, 9, 10, 13) clients who are active in report date range. For PH projects, only stays “literally homeless” at project start (as defined below) are included in time homeless.

Measure 1b/Metric 2: Emergency Shelter (Project Type 1), Safe Haven (Project Type 8), Transitional Housing (Project Type 2), and Permanent Housing (Project Types 3, 9, 10, 13) clients who are active in report date range. For PH projects, only stays “literally homeless” at project start (as defined below) are included in time homeless.

## HMIS Reporting Glossary Reference

Active clients

---

---

## Programming Instructions

There are two output tables required for this measure. Each of the two tables has two rows – each with a different universe of clients and corresponding universe of data. Effectively, there is a single row of output which must be produced four different ways, each using a different universe of data, as shown below:

- Measure 1a / Metric 1: Persons in ES and SH – **do not include** data from element 3.917.
- Measure 1a / Metric 2: Persons in ES, SH, and TH – **do not include** data from element 3.917.
- Measure 1b / Metric 1: Persons in ES, SH, and PH – **include** data from element 3.917 and time between [\[project start\]](#) and [\[housing move-in\]](#).
- Measure 1b / Metric 2: Persons in ES, SH, TH, and PH – **include** data from element 3.917 and time between [\[project start\]](#) and [\[housing move-in\]](#).

With this in mind, these instructions will not be repeated for each universe of clients. Additional steps for programming Measure 1b metrics are indicated by text color and edge borders as shown immediately below. When programming measure 1a, skip these steps entirely.

Per the 2022 HMIS Data Standards, element 3.917 is only required to be collected on heads of household and adults. If the HMIS also collects this element on children and unknown-age household members, their data should be used in measure 1b. If the HMIS does not collect this element on *child* household members:

- The data from the head of household’s response to 3.917 should be propagated to these children for the purposes of measure 1b.
- This applies to any household member whose age is  $\leq 17$  (calculated according to the HMIS Reporting Glossary), regardless of their relationship to the head of household, but not clients of unknown age.
- Only propagate the head of household’s data to children with the same [\[project start date\]](#) as the head of household.

For both measures, do not include a client’s time homeless dated prior to their [\[date of birth\]](#). Such data could be the result of bad data entry, or a child inheriting the head of household’s responses to 3.917.



Skip these steps for Measure 1a. Additional nights homeless included in Measure 1b should only be included for “literally homeless” clients at project start, as defined below. Instructions specific to Measure 1b will refer to this definition without repeating these instructions. Literally homeless requires the following to be true:

[project type] = 1, 4, 8

Or (

[project type] = 2, 3, 9, 10 13

And (

[living situation] = 16, 1, 18

Or (

[living situation] = 15, 6, 7, 25, 4, 5

And [Did you stay less than 90 days?] = 1

And [On the night before did you stay on the streets, ES or SH] = 1

)

Or (

[living situation] = 29, 14, 2, 32, 36, 35, 28, 19, 3, 31, 33, 34, 10, 20, 21, 11, 8, 9, 99

And [Did you stay less than 7 nights?] = 1

And [On the night before did you stay on the streets, ES or SH] = 1

)

)

)

Unlike many other HMIS-generated reports, this report section uses data on clients from across multiple projects and project types combined together into a single working dataset for each client. This dataset of dates defines each client’s time spent homeless and is used to answer the questions for Measures 1a and 1b. The construction of each client’s dataset requires multiple steps performed in sequence, detailed below.

**Neither this dataset nor the operations on it should be used to automatically alter original records in the HMIS system during the execution of the report.**

1. Select active clients across all projects of the relevant types in the CoC who have a bed night in the report range.
  - a. Refer to the HMIS Standard Reporting Terminology Glossary for determining active clients for entry-exit and night-by-night shelters.
  - b. In addition to the standard logic of active clients for entry-exit projects, the client must not be exited on the first date of the report range ([project exit date] must be > [report start date] or null). This ensures that every client in the initial client universe has a bed night during the report range.
  - c. Clients active in shelters using the night-by-night method of utilization must also have a bed night recorded during the report range to be considered active, as indicated in the HMIS Reporting Glossary.
  - d. Line 1 in Measure 1a and Measure 1b includes all clients active in emergency shelters (“ES”, project type 1) and safe havens (“SH”, project type 8).
  - e. Line 2 in Measure 1a and Measure 1b includes all clients active in emergency shelters (“ES”, project type 1), safe havens (“SH”, project type 8), and transitional housing (“TH”, project type 2).

- f. Measure 1b: Lines 1 and 2 include clients active in any permanent housing project (project types 3, 9, 10, 13) where all of the following are true:  
The [living situation] is “literally homeless” as defined above  
And (  
    ( [project start date] >= [report start date] and [project start date] <= [report end date] )  
    Or  
    ( [housing move-in date] >= [report start date] and [housing move-in date] <= [report end date] )  
    Or  
    ( [housing move-in date] is null and [project exit date] >= [report start date] and [project exit date] <= [report end date] )
- g. Preserve every relevant project bed night which caused the client to be considered active in the date range. This dataset is the basis for additional calculations in these measures.
- i. For ES, SH, and TH entry-exit projects, “bed night” means every separate date between the [project start date] up to and including the lesser of the ([project exit date] – 1) or [report end date]. The [project exit date] itself is not included because it does not represent a night spent in the project. If the client’s [project exit date] is null or the [project exit date] is > the [report end date], assume the client spent the night in the project on the [report end date].
  - ii. For night-by-night shelters, this means the separate bed night records dated between the client’s [project start date] and the lesser of the ([project exit date] – 1) or [report end date]. Bed night records dated on the client’s exit date represent an error in data entry.
  - iii. Measure 1b: For PH projects where the stay was literally homeless at project start (selected in step 1f above), this means every separate date between [project start date] up to but not including [housing move-in date].
  - iv. If the [housing move-in date] is > [report end date], include every date between [project start date] up to and including [report end date].
  - v. If the [housing move-in date] is null, include every date between [project start date] and the lesser of the ([project exit date] – 1) or [report end date].
2. Bed night dates selected in step 1 can be negated by overlapping HMIS records indicating more definitively that the client is in another type of housing “further along” in the CoC. For example, a client in emergency shelter may have actually moved into permanent housing *before* the [project exit date] from shelter. This HMIS record of permanent housing is considered more reliable than that of shelter. So, in this example the PH [housing move-in date] serves to truncate the client’s time in shelter such that the client’s [project exit date] from shelter effectively becomes the [housing move-in date] at the PH project. Use the rules below to delete bed nights from the dataset constructed in step 1.
- a. For measures 1a.1 and 1b.1, time spent by clients housed in TH or PH projects negates overlapping time spent in ES and SH projects.
  - b. For measures 1a.2 and 1b.2, time spent by clients housed in PH projects negates overlapping time spent in TH projects.
  - c. For all PH projects (project types 3, 9, 10, 13) – use clients’ [housing move-in date] to negate overlapping time spent homeless. Records where the [housing move-in date] is null (i.e. the client is not physically in permanent housing) or > the [report end date] should not negate the client’s time homeless.
  - d. After negating bed nights in the report date range, it is possible that some clients have now become irrelevant for the purposes of these measures because they have no relevant bed nights. Clients with zero bed nights in the report date range should be entirely deleted from the working dataset and all subsequent steps.

3. Utilizing data selected in step 1 and modified in step 2, determine each client’s latest homeless bed night which is  $\geq$  [report start date] and  $\leq$  [report end date]. This date becomes that particular client’s [client end date].
  - a. This date should be no later than the end date of the report ([client end date] must be  $\leq$  [report end date]), in the event a project stay extends past the [report end date].
  - b. For enrollments in entry-exit shelters this date should be one day prior to the client’s exit date, or the [report end date], whichever is earlier. It cannot be the client’s exit date since that date does not represent a bed night.
  - c. For enrollments in night-by-night shelters, this date must be based on recorded bed nights and not on the client’s start or exit date.
  - d. **Measure 1b:** Be sure not to include the [housing move-in date] itself, as this date does not represent a night spent homeless.
4. For each active client, create a [client start date] which is 365 days prior to the [client end date] going back no further than the [Lookback Stop Date].
  - a. [client start date] = [client end date] – 365 days.
  - b. A [client start date] will usually be prior to the [report start date].
5. **Measure 1b:** For each relevant project stay the client’s response to Data Standards element 3.917.3 – Approximate date homelessness started – also represents time the client has been homeless. Note that this data does not affect each client’s [client start date] which is based on the [client end date]. Include this data *only* for project stays that were literally homeless at project start, as defined above. Modify each client’s dataset to include this time as follows:
  - a. **For entry-exit based project stays**, if the [project start date] is  $\geq$  [Lookback Stop Date], then every night from [3.917.3] up to and including [project start date] should also be considered nights spent homeless, even if response in [3.917.3] extends prior to [Lookback Stop Date]. For example, a response in [3.917.3] of “2/14/2014” with a [project start date] of 5/15/2014 would cause every night from 2/14/2014 through and including 5/15/2014 to be included in the client’s dataset of nights homeless.
  - b. **For night-by-night based shelter stays**, determine the client’s [earliest bed night] dated  $\geq$  [project start date] and  $\leq$  [project exit date]. If [earliest bed night]  $\geq$  [Lookback Stop Date], then every night from [3.917.3] up to and including [earliest bed night] should also be considered nights spent homeless. For example, a response of “9/16/2014” with the client’s earliest bed night of 11/15/2014 would effectively include bed nights for 9/16/2014, 9/17/2014, 9/18/2014... up to and including 11/15/2014. Naturally this does not mean the client was physically present at this specific shelter on these nights, but these dates are nonetheless included in the client’s total time homeless.
  - c. **DO NOT ALTER ANY OF THE CLIENT’S ORIGINAL DATA IN THE HMIS SYSTEM** – only the temporary dataset created when executing the report.
  - d. In the event there is no response in element [3.917.3] or the response is not a usable date, make no change to the client’s data in the temporary dataset.
6. Using data from the relevant universe of projects for each line:
  - a. Work *forwards* in time from [client start date] to [client end date] and add to that client’s dataset all bed nights in the relevant universe of projects.
    - i. In this date range, the nights do not need to be contiguous in order to be included in the client’s dataset.
    - ii. As with step 1, for entry-exit projects “bed night” means every separate date between the greater of [project start date] and [client start date], up to and including the lesser of the ([project exit date] – 1) or [client end date].
      - iii. **Measure 1b:** include additional nights homeless based on the [project start date] going backwards in time as described in step 5a above.

- iv. As with step 1, for night-by-night shelters “bed night” means the separate bed night records recorded between the greater of [project start date] and [client start date], up to and including the lesser of the ([project exit date] – 1) or [client end date].
  - v. Measure 1b: include additional nights homeless based on the client’s earliest bed night going backwards in time as described in step 5b above.
  - vi. Apply the same logic as described in step 2 above which may negate some nights that would otherwise be included.
- b. Work *backwards* in time from [client start date] and add to that client’s dataset all contiguous nights going backwards to the [Lookback Stop Date] or the period of at least one day when a client is not homeless.
- i. To be contiguous, a date must be no more than one day earlier than another date already in the client’s dataset or the [client start date].
  - ii. As with step 1, for entry-exit projects bed nights are nights the client actually spent in the program. The [project exit date] itself should not be used in determining contiguous nights. Naturally, if the [client start date] occurs during a client’s project stay, include the nights spent in the project backwards in time up to the [project start date].
  - iii. If including [3.917.3] data, include additional nights homeless based on the response to [3.917.3] up to and including the [project start date] as described in step 5a above. These nights are treated as contiguous with the [project start date].
  - iv. For night-by-night shelters, use specific bed nights recorded.
  - v. If including [3.917.3] data, include additional nights homeless as described in step 5b above.
  - vi. Apply the same logic as described in step 2 above which may negate some nights that would otherwise be included. This logic applies when including bed nights between the [project start date] and the [project exit date] as well as bed nights included because of data in element [3.917.3].
- c. Remember to include data from projects of the relevant types which may have closed prior to the [report start date] but pertain to clients active during the date range. This applies both to the universe of projects directly reported in these measures as well as the universe of projects which can negate time reported in these measures (e.g. permanent housing).
7. Now each client has a dataset of bed nights based on documented time in literally homeless projects (ES, SH, and TH), and in the case of Measure 1b, additional time based on [3.917.3] plus time in PH between [project start date] and [housing move-in date].
- a. The first set of time comes from the initial selection of clients in step 1. Dates in this range may or may not be contiguous to each other.
  - b. The second set comes from the client’s additional time homeless constructed in step 6.
  - c. It is possible a client’s dataset of time homeless will have overlapping dates indicating the client was homeless in multiple projects simultaneously. For example, a client might be in both an entry-exit and night-by-night shelter with overlapping nights.
  - d. A client’s dataset should *not* include time homeless that is negated by the client’s presence in a project presumed to have more accurate data. For example, a client’s nights housed in PH always negates any nights indicated in an emergency shelter.
8. Using each client’s dataset of nights homeless from steps 1 through 6, calculate the **distinct** number of dates homeless for each client, i.e. count each date for a client only once even if the client was present in multiple projects on that date. This is the client’s [length of time homeless].
9. For each of the four universes of data:
- a. Report the number of active clients (cells B1 and B2 in the table shell).
  - b. Report the Current FY average LOT homeless (cells D1 and D2) by averaging the [length of time homeless] across the distinct number of clients active in the report date range. Round the number to 2 decimal places.

- c. Report the Current FY median LOT homeless (cells G1 and G2) by calculating the median of [length of time homeless] across the distinct number of clients active in the report date range. Round the number to 2 decimal places.

**Average LOT Homeless**

The [length of time homeless] for each distinct [Personal ID] in the current FY universe divided by the count of distinct [Personal ID]s in the client universe.

**Median LOT Homeless**

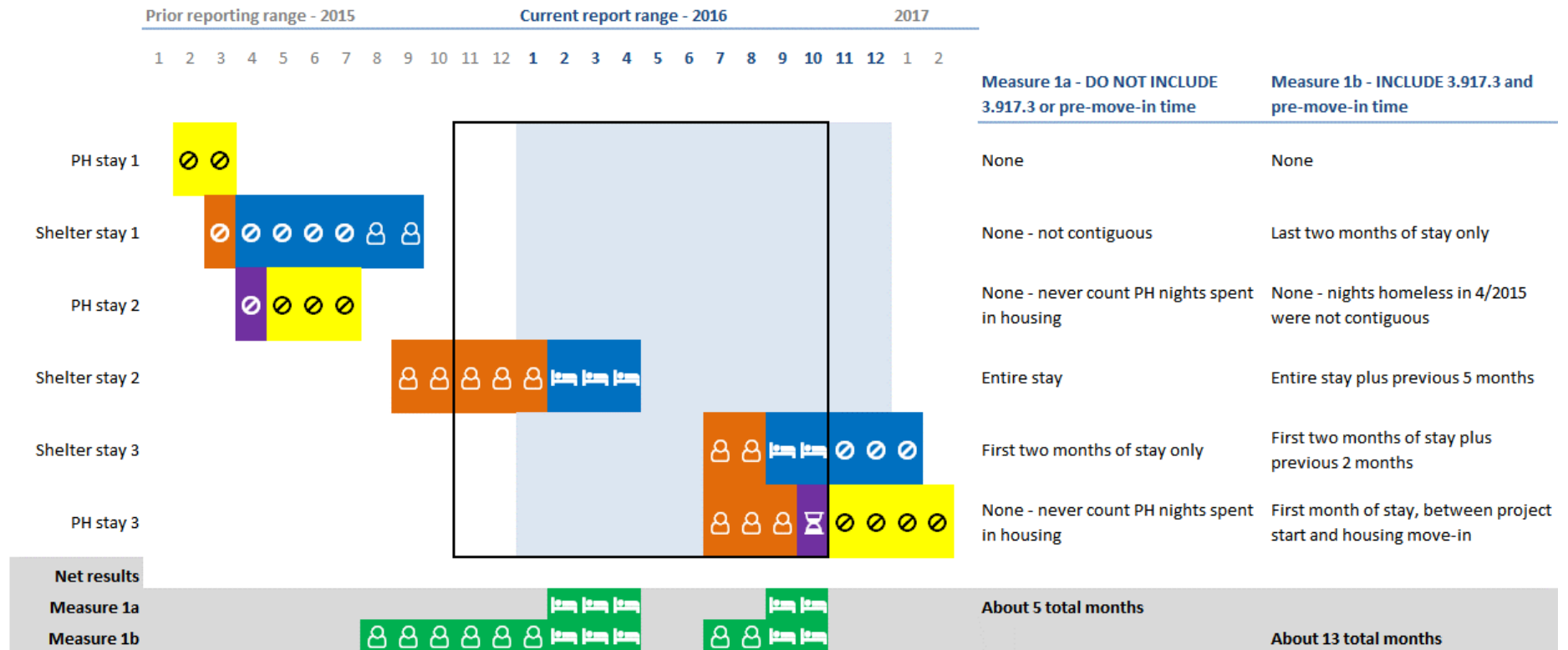
From a list of the [length of time homeless] for each distinct [Personal ID] in the current universe sorted by [length of time homeless]:

For lists with an odd number of [Personal ID]s, the [length of time homeless] value of the record in the list position equal to the count of distinct [Personal ID]s divided by two (rounded up to the closest integer).

For lists with an even number of Personal IDs, the average of the two [length of time homeless] values in the list positions equal to:

The count of [Personal ID]s divided by two, and that value plus 1.

# Example



Legend	Use this data in Measure...
Report date range	
Client's 365-day window based on latest night homeless	1a and 1b
Included time homeless: ES/SH/TH nights recorded in HMIS	1a and 1b
Excluded time homeless: ES/SH/TH nights overridden by PH or outside of range	1a and 1b
Included time homeless: ES/SH/TH nights recorded in HMIS but only relevant in 1b	1b only
Excluded time homeless: PH nights after housing move-in	1a and 1b
Included time homeless: Self-reported (3.917.3)	1b only
Excluded time homeless: Self-reported overridden or outside of range	1b only
Included time homeless: PH nights between project start and housing move-in	1b only
Excluded time homeless: Recorded PH nights between start and move-in outside of range	1b only
Net result of time homeless	1a and 1b
Net result of time homeless	1b only

The above example represents HMIS data from a single client. This data may not represent a real-world case but illustrates several key requirements of this measure. The client's project stays are in chronological order from top to bottom, but to program this measure it's necessary to start with the client's latest relevant data nearest the end of the report date range.

- Note how the presence of a client in a permanent housing program negates nights recorded as homeless as well as nights prepended based on the client's response to element [3.917.3].
- Because of this negation, the [client end date] is two months prior to the end of the report date range, even though the client was recorded in shelter all the way through the [report end date].
- Note that the client's time in shelter stay 1 is not included unless element [3.917.3] data is included. Using this data makes shelter stay 1 contiguous with shelter stay 2.
- Note the client's residence in PH stay 2 effectively puts a stop looking backwards further than 7/2015. Because the client had moved into housing on this stay, it negates much of shelter stay 1 and introduces a break in homelessness. PH stay 1 also negates some self-reported time homeless, but that time is irrelevant regardless because of the break introduced by PH stay 2.

### **Additional test cases**

The following test cases are not inclusive of all data possibilities but will help ensure correct report code.

1. Any metric in Measure 1a
  - a. A client with shelter bed nights in the report date range, all of which are negated by that client's residence in permanent housing as indicated by [housing move-in date]. The client should be completely excluded from the report.
  - b. A client with a [project exit date] in shelter which falls on the same date as that client's [housing move-in date] in PH. The client's shelter bed nights should be unaffected – the [project exit date] never counts as a bed night.
  - c. A client with a [project exit date] in shelter which falls one day after that client's [housing move-in date] into permanent housing. The [project exit date] from shelter is effectively back-dated one day such that the first day residing in PH does not count as a night spent homeless.
  - d. A client with a shelter [project start date] which falls in the report date range and one day prior to the client's [project exit date] from PH, with the client's [housing move-in date] set prior to that PH exit. The shelter [project start date] is effectively bumped forward one day to equal the permanent housing [project exit date], reducing the client's count of nights spent homeless by one.
  - e. A client with a shelter [project start date] which falls in the report date range and also on the same day as the client's [project exit date] from permanent housing. The shelter [project start date] should be unaffected.
  - f. A shelter stay where the [project start date] and [project exit date] are equal. This means the client did not spend a night homeless at the shelter, so that date is not included in the client's dataset.
2. Any metric in Measure 1b
  - a. A client whose [project start date] is 6/1/2014 and response to element [3.917.3] is 3/1/2014, effectively back-dating his/her [project start date] in shelter by 92 days. But 30 days before [project start date] the client has a [project exit date] from PH, with the client's [housing move-in date] set prior to that PH exit. The additional nights homeless for that client is 30 instead of 90. This also creates a break in homelessness when working backwards to include contiguous bed nights.

**Measure 2a and 2b: The Extent to which Persons Who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6, 12, and 24 months.**

	A	B	C	D	E	F	G	H	I	J
1		Total Number of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Number Returning to Homelessness in Less than 6 Months (0 - 180 days)	Percentage of Returns in Less than 6 Months (0 - 180 days)	Number Returning to Homelessness from 6 to 12 Months (181 - 365 days)	Percentage of Returns from 6 to 12 Months (181 - 365 days)	Number Returning to Homelessness from 13 to 24 Months (366 - 730 days)	Percentage of Returns from 13 to 24 Months (366 - 730 days)	Number of Returns in 2 Years	Percentage of Returns in 2 Years
2	Exit was from SO			=C2/B2*100.00		=E2/B2*100.00		=G2/B2*100.00	=C2+E2+G2	=I2/B2*100.00
3	Exit was from ES			=C3/B3*100.00		=E3/B3*100.00		=G3/B3*100.00	=C3+E3+G3	=I3/B3*100.00
4	Exit was from TH			=C4/B4*100.00		=E4/B4*100.00		=G4/B4*100.00	=C4+E4+G4	=I4/B4*100.00
5	Exit was from SH			=C5/B5*100.00		=E5/B5*100.00		=G5/B5*100.00	=C5+E5+G5	=I5/B5*100.00
6	Exit was from PH			=C6/B6*100.00		=E6/B6*100.00		=G6/B6*100.00	=C6+E6+G6	=I6/B6*100.00
7	<b>TOTAL Returns to Homelessness</b>	=SUM(B2..B6)	=SUM(C2..C6)	=C7/B7*100.00	=SUM(E2..E6)	=E7/B7*100.00	=SUM(G2..G6)	=G7/B7*100.00	=C7+E7+G7	=I7/B7*100.00

**Introduction**

This measure begins with clients who exited to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS system for up to two years after their initial exit.

**Reference Information**

**Relevant Data Standards Fields**

Field No	Field Name	Relevant Data
2.02.6	Project Type	1, 2, 3, 4, 8, 9, 10, 13
3.10	Project start Date	mm/dd/yyyy
3.11	Project Exit Date	mm/dd/yyyy
3.12	Destination	Selected destinations as described in <a href="#">Appendix A</a> (26, 11, 21, 3, 10, 28, 20, 19, 22, 23, 31, 33, 34)

**Universe**

Street Outreach (Project Type 4), Emergency Shelter (Project Type 1), Transitional Housing (Project Type 2), Safe Haven (Project Type 8) and Permanent Housing (Project Types 3, 9, 10, and 13) clients who exited to permanent housing destinations 2 years prior to the report date range.

**HMIS Reporting Glossary Reference**

None



## Programming Instructions

These instructions define the universe of clients and data for this measure. The selection and filtering of data must be done in the sequence described below. Otherwise, data relevant for this measure might be excluded or irrelevant data might be included. For example, “select each client’s earliest exit to permanent housing” is different from “select each client’s earliest exit and determine whether or not it was to permanent housing.”

1. Select clients across all projects in the COC of the relevant type (SO, ES, TH, SH, PH) with a project exit date 2 years prior to the report date range, going back no further than the [\[Lookback Stop Date\]](#).  
[\[project exit date\]](#) >= greater of ( [\[Lookback Stop Date\]](#) and ( [\[report start date\]](#) – 730 days ) )  
And  
[\[project exit date\]](#) <= ( [\[report end date\]](#) – 730 days )
2. Of the universe of project exits, determine each client’s earliest [\[project exit date\]](#) where the [\[destination\]](#) was permanent housing.
  - a. Use [\[destination\]](#) recorded separately in each client’s record. Data recorded under the 2014 Data Standards may not have this field present for child household members. In this case, use the [\[destination\]](#) of the head of household for these child household members.
  - b. Note this may not necessarily be each client’s earliest exit in the calculated date *without regard* to destination.
  - c. Reference the destinations of the project exits against [Appendix A](#). Include project exits with a permanent housing destination (values 26, 11, 21, 3, 10, 28, 20, 19, 22, 23, 31, 33, 34) and exclude project exits with destinations not indicated as “permanent”.
  - d. The project exits to permanent housing become the universe of data for this measure. Filtering out exits with non-permanent destinations may naturally cause some clients to be completely excluded from the entire measure.
3. Using data from step 2, report the distinct number of clients who exited to permanent housing destinations according to the project type associated with the client’s earliest applicable exit (cells B2-B6).
4. Using data from step 2, report the distinct number of clients who exited to permanent housing destinations without regard to the project type associated with the client’s earliest applicable exit (cell B7).
5. Using data from step 2, scan forward in time beginning from each client’s [\[project exit date\]](#) with a permanent housing destination to see if the client has a project start into a project indicating the client is now homeless again.
  - a. Use the same universe of projects as for the initial selection of data in step 2.
  - b. When scanning for the client’s reappearance in a transitional housing project, the [\[project start date\]](#) must be more than 14 days after the client’s original [\[project exit date\]](#) from step 2 to be considered a return to homelessness. This prevents accidentally counting clients who are proceeding through the Continuum of Care in a natural progression. See example 2 below.
  - c. When scanning for the client’s reappearance in a permanent housing project, the [\[project start date\]](#) must be more than 14 days after the client’s original [\[project exit date\]](#) from step 2 to be considered a return to homelessness AND must also be more than 14 days after any other permanent housing or transitional housing [\[project exit date\]](#) for the same client. This prevents accidentally counting clients who transition from transitional to permanent housing, or from one CoC permanent housing program to another PH project. See example 3 below.
  - d. For each client, work forwards in time beginning on the [\[project exit date\]](#) from step 2 and stop searching at the first [\[project start date\]](#) which is  
>= [\[project exit date\]](#)  
and  
<= [\[report end date\]](#)  
and meets the criteria describe in 5b. and 5c. above.

6. Use the [project start date] found in step 5 to calculate the number of days between the client's [project exit date] from step 2 until the client was identified as homeless again.
  - a. Each client should be reported either zero (no match found) or one time across columns C, E and G in the same row the client was reported on in step 3. Clients should not be reported multiple times in the event the client returned to homelessness multiple times.
  - b. Clients *without* a subsequent project start identifying them as homeless are reported only in column B.
  - c. For clients *with* a subsequent project start, also report the client in exactly one column – C, E, or G – according to the number of days elapsed since becoming homeless again.
7. Since each client may only be reported no more than once in columns C, E, or G, each cell in column I is simply a sum of cells in the same row. This is indicated in the above table shell with a simple formula.
8. Since each client may only be reported on one row (2, 3, 4, 5, or 6), cells B, C, E, and G in row 7 are simply a sum of the rows above. This is also indicated with a simple formula.
9. Columns D, F, H, and J are the percentages of clients who exited to a permanent housing destination but later returned to homelessness. This is also indicated with a simple formula. HMIS systems should calculate these percentages to 2 decimal places.

## Examples

	Two-years-prior range - 2013												One-year-prior range - 2014												Current report range - 2015												Client reported...				
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12					
1					S	S	E																												S	e					Not reported as returning to homelessness. Appearance at shelter in August 2015 is more than 2 years from original exit.
2	S	E	T	T	T	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	e		T	T	T	T	T	T	T	T	T	T	e					TH stay immediately after initial exit from shelter* as well as PH stay subsequent to that are not counted. Client reported as returning to homelessness in 9/2014, 366-730 days after exit.			
3	S	e		S	E	P	P	P	P	P	P	P	P	P	E	P	P	P	P	P	P	P	E										S	e					PH stays from 7/2013 to 3/2014 and again from 3/2014 to 10/2014 are not counted. Client reported as returning to homelessness in 5/2015, 366-730 days after exit in 6/2013.		
4													S	S	S	E		S	e																			Client not included in measure. Exit was after the two-years-prior window.			

Legend

- Report date range
- Two years prior to report date range
- E Exit to permanent housing
- e Exit, but not to permanent housing - IGNORED
- S Client present at a shelter
- T Client present at a transitional housing project
- P Client present in permanent housing project

\* This data clearly represents a data entry error since the destination entered was a permanent housing choice, but the client appeared at a TH project in the same HMIS.

### Measure 3: Number of Homeless Persons

#### *Metric 3.1 – Change in PIT counts of sheltered and unsheltered homeless persons*

	A	B	C	D
1		Previous FY PIT Count	Current FY PIT Count	Difference
2	Universe: Total PIT Count of sheltered and unsheltered persons			
3	Emergency Shelter Total			
4	Safe Haven Total			
5	Transitional Housing Total			
6	Total Sheltered Count			
7	Unsheltered Count			

#### *Metric 3.2 – Change in annual counts of sheltered homeless persons in HMIS*

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Unduplicated Total sheltered homeless persons			
3	Emergency Shelter Total			
4	Safe Haven Total			
5	Transitional Housing Total			

#### **Introduction**

This measure is divided in two tables:

1. Metric 3.1 - Counts of clients using PIT count data. This data should be manually entered from the appropriate point-in-time count data previously submitted. Due to ever-changing data, it is often difficult or impossible to run the same query months later and return the same results. Thus, this metric is not intended to be programmed into the HMIS as part of the System Performance Measures report.
2. Metric 3.2 - Counts of clients using HMIS data. Using HMIS data, determine the unduplicated counts of active clients for each of the project types throughout the reporting period:
  - a. Emergency Shelters
  - b. Safe Havens
  - c. Transitional Housing
  - d. Total unduplicated across all applicable project types

## Reference Information

### Relevant Data Standards Fields

Field No	Field Name	Relevant Data
2.02.6	Project Type	1, 2, 8
3.10	Project Start Date	mm/dd/yyyy
3.11	Project Exit Date	mm/dd/yyyy

### Universe

Metric 3.1: Clients counted as sheltered and unsheltered in the PIT count conducted in report date range.

Metric 3.2: Emergency Shelter (Project Type 1), Safe Haven (Project Type 8), and Transitional Housing (Project Type 2) clients who are active in report date range.

### HMIS Reporting Glossary Reference

Active Clients

---

---

### Programming Instructions

Only Metric 3.2 requires programming in the HMIS system.

1. Determine the unduplicated counts of active clients for each of the project types throughout the reporting period using the active clients methodology described in the HMIS Reporting Glossary.
  - a. Emergency Shelters (cell C3). Be sure to use the active clients method appropriate to the shelter type – either entry/exit or night-by-night.
  - b. Safe Havens (cell C4).
  - c. Transitional Housing (cell C5).
  - d. Total unduplicated across all applicable project types (cell C2).

## Measure 4: Employment and Income Growth for Homeless Persons in CoC Program–funded Projects

### Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Number of adults (system stayers)			
3	Number of adults with increased earned income			
4	Percentage of adults who increased earned income		=C3/C2*100.00	

### Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Number of adults (system stayers)			
3	Number of adults with increased non-employment cash income			
4	Percentage of adults who increased non-employment cash income		=C3/C2*100.00	

### Metric 4.3 – Change in total income for adult system stayers during the reporting period

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Number of adults (system stayers)			
3	Number of adults with increased total income			
4	Percentage of adults who increased total income		=C3/C2*100.00	

### Metric 4.4 – Change in earned income for adult system leavers

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Number of adults who exited (system leavers)			
3	Number of adults who exited with increased earned income			
4	Percentage of adults who increased earned income		=C3/C2*100.00	

**Metric 4.5 – Change in non-employment cash income for adult system leavers**

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Number of adults who exited (system leavers)			
3	Number of adults who exited with increased non-employment cash income			
4	Percentage of adults who increased non-employment cash income		=C3/C2*100.00	

**Metric 4.6 – Change in total income for adult system leavers**

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Number of adults who exited (system leavers)			
3	Number of adults who exited with increased total income			
4	Percentage of adults who increased total income		=C3/C2*100.00	

**Introduction**

This measure is divided into six tables as shown above. The project types reported in these metrics are the same for all metrics, but the type of income and universe of clients differs. Equally important, the projects reported on are limited to CoC-funded projects.

For system stayers (metrics 4.1, 4.2, and 4.3)

1. A “system stayer” is a client active in any one or more of the relevant projects as of the [\[report end date\]](#).
2. The client must have at least 365 days in latest stay to be included in this measure.
3. The client must be an adult to be included in this measure.
4. Use data from each system stayer’s latest assessment up to or on the [\[report end date\]](#) and compare this data to the client’s most recent assessment prior to that one. This may be either an annual assessment or project start data, whichever is later.

For system leavers (metrics 4.4, 4.5, and 4.6)

1. A “system leaver” is any client who has exited from one or more of the relevant projects between [\[report start date\]](#) and [\[report end date\]](#) and who is not active in any of the relevant projects as of the [\[report end date\]](#).
2. The client must be an adult to be included.
3. Use data from each system leaver’s income assessment at project exit and compare this data to the client’s income assessment at project start.

**Reference Information**

**Relevant Data Standards Fields**

Field No	Field Name	Relevant Data
2.02.6	Project Type	2, 3, 8, 9, 10, 13
2.06	Federal Partner Funding Sources	Federal Partner Programs and Components, Grant Start Date, Grant End Date
3.03	Date of Birth	mm/dd/yyyy
3.10	Project start Date	mm/dd/yyyy
3.11	Project Exit Date	mm/dd/yyyy
4.02	Income and Sources	Earned Income and all other sources

## Universe

Include projects funded with specific HUD: CoC funding sources (see instructions below).

## HMIS Reporting Glossary Reference

Active Clients

Date of Birth / Age

---

---

## Programming Instructions

1. The selection of relevant projects is critical to this measure. Build the universe of relevant projects for this measure as follows:

Select projects where

[Federal Partner Programs and Components] is 2, 3, 4, 5, 43, 44

and

[grant start date] <= [report end date]

and

( [grant end date] is null or [grant end date] >= [report start date] )

and

[project type] is 2, 3, 8, 9, 10, or 13

2. For metrics 4.1, 4.2 and 4.3 (adult system stayers), determine the relevant project stay and Income and Sources records attached to that stay for each client.

a. Select each client's project stays in which the client was active on the [report end date] in any of the relevant projects as determined in step 1. Since the universe of relevant projects may be large, it is not unusual for a client to be active in more than one project simultaneously.

[project start date] <= [report end date]

and

( [project exit date] is null or [project exit date] > [report end date] )

b. For each client, remove any stays where the [length of stay] is < 365 days. Use the calculation of [length of stay] as described in the HMIS Reporting Glossary, including time in the project prior to the [report start date].

c. For each client, remove all but the stay with the latest [project start date].

d. For each client, remove the stay if the client's age (as calculated according to then HMIS Reporting Glossary) is less than 18.

e. The application of these filters will result in a dataset of project stays with no more than one stay per client. It is expected that some clients initially selected in step a. may have been removed completely from the dataset and from the entire measure.



- f. For each client, determine the most recent Income and Sources record with a [data collection stage] of annual assessment (5) attached to the selected project stay where the [information date] of the record is no more than 30 days before or after the month and day of the associated [project start date]. This becomes the client's *later* data point for comparing income. It is necessary to determine this data point before determining the earlier point of comparison.

[information date] <= [report end date]

and

[data collection stage] = 5

- g. For each client, determine the most recent Income and Sources annual assessment attached to the selected project stay. If the client has no previous annual assessment records, use the client's Income and Sources at project start. This becomes the client's *earlier* data point for comparing income. Please note that for long-term permanent housing clients, the [project start date] may be before the [Lookback Stop Date]. This is the only exception when data collected before the [Lookback Stop Date] may be required.

[information date] < [information date of annual assessment from step 2g.]

and

[data collection stage] = 5 or 1

- h. Clients who are completely missing their earlier data point, i.e. clients missing Income and Sources at project start, are excluded entirely from the universe of clients. Report the total number of system stayers, excluding these clients, in cell C2.
- i. Clients who have been in the project 365 or more days but who are completely missing their later data point are included in the universe of clients (cell C2) but cannot be counted as having an increase in any type of income (cell C3).

- 3. For metrics 4.4, 4.5 and 4.6 (adult system leavers), determine the relevant project stay and Income and Sources records attached to that stay for each client.

- a. Select each client's project stays in which the client exited during the report date range in any of the relevant projects as determined in step 1. Since the universe of relevant projects may be large, it is not unusual for a client to have exited from more than one project in the date range.

[project exit date] >= [report start date]

and

[project exit date] <= [report end date]

and

The client is not active in any of the relevant projects as determined in step 2a above. This filter will cause some clients who are leavers to be completely excluded from metrics 4.4, 4.5 and 4.6 because they are stayers in other projects, even if those stays are less than 365 days.

- b. For each client, remove all but the stay with the latest [project start date].
- c. For each client, remove the stay if the client's age (as calculated according to then HMIS Reporting Glossary) is less than 18.
- d. Similar to the filtering performed on system stayers, these filters will result in a dataset of project stays with no more than one stay per client.
- e. For each client, determine the client's income assessment record at project exit. This becomes the client's *later* data point for comparing income.

[information date] = [project exit date]

and

[data collection stage] = 3

- f. For each client, determine the client's income assessment record at project start. This becomes the client's *earlier* data point for comparing income. Please note that for long-term permanent housing clients, the [project start date] may be before the [Lookback Stop Date]. This is the only exception when data collected before the [Lookback Stop Date] may be required.

[information date] = [project start date]

and

[data collection stage] = 1

- g. Clients who are completely missing their Income and Sources at project start are excluded entirely from the universe of clients. Report the total number of system leavers, excluding these clients, in cell C2.
  - h. Clients missing their Income and Sources at exit are included in the universe of clients (cell C2) but cannot be counted as having an increase in any type of income (cells C3 and C4).
4. Determine income dollar amounts attached to each data point.
    - a. Once specific income records are selected for the two comparison points for each client, follow the logic in [Chart A](#) below to calculate the client's [effective total monthly income] based on data in the record. This number is used directly in Metric 4.5 and 4.6 and is also used in calculating the client's non-employment income in Metrics 4.2 and 4.4.
    - b. The [earned income] for each income record is simply the dollar value in element [4.02.3.A].
      - i. A "yes" or "no" in element [4.02.3] has no bearing on [earned income]; it is strictly based on the dollar amount in element [4.02.3.A].
      - ii. A value of blank, null, or less than zero in [4.02.3.A] means the client has \$0 in [earned income].
      - iii. A value > 0 in [4.02.3.A] means the client has that dollar amount in [earned income].
    - c. The [non-employment cash income] for each income record is simply the [effective total monthly income] minus [earned income]. This logic is identical to the calculation of "other income" in the 2014 HUD APR.
  5. For each metric, compare the earlier data point against the later data point using the relevant income dollar amount as determined in step 4.
    - a. Any increase in the relevant dollar amount from earlier to later data points causes the client to be reported in cell C3.
    - b. Clients who have one or both data points completely missing, or with a null [effective total monthly income], cannot be reported as having an increase of any type of income.
    - c. Metrics 4.1 and 4.4: Report clients who increased [earned income] from earlier to later data points.
    - d. Metrics 4.2 and 4.5: Report clients who increased [non-employment cash income] from earlier to later data points.
    - e. Metrics 4.3 and 4.6: Report clients who increased [effective total monthly income] from earlier to later data points.
  6. Cell C4 = C3/C2 \* 100.00 (a percentage to two decimal places).

**Chart A**

Use the chart below to calculate the total income for each client assessment. Process the rules in order starting with #1 and stop processing when a match for the data is found. This logic mirrors that for the 2014 HUD APR but with the addition of the first rule.

	<b>Total Monthly Income</b>	<b>Income from any source</b>	<b>Individual Sources Specified?</b>	<b>Individual Source Amounts &gt;= 0.00 Entered?</b>	<b>[effective total monthly income]</b>
1	(any) And [total monthly income] is auto-calculated at data entry	(any)	(any)	(any)	Use [total monthly income] as calculated
2	> \$0.00	(any)	(any)	(any)	Use [total monthly income] as entered
3	(any)	(any)	Yes	Yes	Sum amounts for individual sources to get total monthly income
4	(any)	No	(any)	(any)	\$0.00
5	<= \$0.00	Yes or NULL	(any)	(any)	\$0.00
6	(any)	Don't Know or Refused	(any)	(any)	null
7	(any)	(any)	(any)	(any)	null

## Measure 5: Number of Persons who Become Homeless for the First Time

### **Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS**

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Person with entries into ES, SH, or TH during the reporting period.			
3	Of persons above, count those who were in ES, SH, TH, or any PH within 24 months prior to their start during the reporting year.			
4	Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		=C2-C3	

### **Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS**

	A	B	C	D
1		Previous FY	Current FY	Difference
2	Universe: Person with entries into ES, SH, TH or PH during the reporting period.			
3	Of persons above, count those who were in ES, SH, TH, or any PH within 24 months prior to their start during the reporting year.			
4	Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		=C2-C3	

### **Introduction**

This measure is divided in two tables:

1. Metric 5.1 – Clients entering in Emergency Shelter, Safe Haven, and Transitional Housing.
2. Metric 5.2 – Clients entering in Emergency Shelter, Safe Haven, Transitional Housing, and Permanent Housing.

For both measures, start with the client’s earliest start date in any of the relevant project types during the report date range. Working backwards in time, determine if the client was active in any shelter or housing project within 24 months prior to their earliest start date. If so, then the client is not newly homeless (cell C3). If not, then the client is newly homeless (cell C4).

## Reference Information

### Relevant Data Standards Fields

Field No	Field Name	Relevant Data
2.02.6	Project Type	1, 2, 3, 8, 9, 10, 13
3.10	Project start Date	mm/dd/yyyy
3.11	Project Exit Date	mm/dd/yyyy

### Universe

Metric 5.1 – Clients entering in Emergency Shelter (Project Type 1), Safe Haven (Project Type 8), and Transitional Housing (Project Type 2).

Metric 5.2 – Clients entering in Emergency Shelter (Project Type 1), Safe Haven (Project Type 8), Transitional Housing (Project Type 2), and Permanent Housing (Project Types 3, 9, 10, 13).

### HMIS Reporting Glossary Reference

None

---

---

### Programming Instructions

There are two output tables required for this measure, each with a different universe of clients and corresponding universe of data. The programming methodologies are identical except for the addition of PH projects into the initial universe of clients for Metric 5.2. The instructions will not be repeated for the second metric. Instead, use the instructions for Metric 5.1 but expanded to include additional projects in the initial universe of clients.

1. Select clients entering any of the applicable project types in the report date range.  
[project start date] >= [report start date] and [project start date] <= [report end date].
2. Report the total distinct number of clients in cell C2.
3. Of the project stay records selected in step 1, get the earliest [project start date] for each client. This becomes the [client start date].  
[client start date] >= [report start date] and [client start date] <= [report end date]
4. Working backwards in time using data from ES, SH, TH and PH projects, determine if the client was active in any project on or prior to the [client start date]. Look backwards up to ( [project start date] - 730 days ) or the [Lookback Stop Date], whichever is later.
  - a. In the case of metric 5.1, the projects scanned for client presence is different from the projects used in the initial selection of data in step 1. For metric 5.2, the projects scanned for client presence is the same.
  - b. Search for project stays where  
[project start date] < [client start date]  
and [project exit date] is null or [project exit date] >= greater of ( [Lookback Stop Date] and ( [client start date] – 730 days ) )
  - c. If a match is found, report the client in cell C3. Report the client no more than once regardless of how many prior project stays were found for the client.
5. Because each client may be counted no more than once in cells C2 and C3, cell C4 is a simple formula indicated in the table shell above.

## Measure 6: Homeless Prevention and Housing Placement of Persons Defined by Category 3 of HUD's Homeless Definition in CoC Program-funded Projects

**Metrics 6a.1 and 6b.1 – Returns to ES, SH, TH, and PH projects after exits to permanent housing destinations within 6 and 12 months (and 24 months in a separate calculation)**

	A	B	C	D	E	F	G	H	I	J
1		Total Number of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Number Returning to Homelessness in Less than 6 Months (0 - 180 days)	Percentage of Returns in Less than 6 Months (0 - 180 days)	Number Returning to Homelessness from 6 to 12 Months (181 - 365 days)	Percentage of Returns from 6 to 12 Months (181 - 365 days)	Number Returning to Homelessness from 13 to 24 Months (366 - 730 days)	Percentage of Returns from 13 to 24 Months (366 - 730 days)	Number of Returns in 2 Years	Percentage of Returns in 2 Years
2	Exit was from SO									
3	Exit was from ES									
4	Exit was from TH			=C4/B4*100.00		=E4/B4*100.00		=G4/B4*100.00	=C4+E4+G4	=I4/B4*100.00
5	Exit was from SH			=C5/B5*100.00		=E5/B5*100.00		=G5/B5*100.00	=C5+E5+G5	=I5/B5*100.00
6	Exit was from PH			=C6/B6*100.00		=E6/B6*100.00		=G6/B6*100.00	=C6+E6+G6	=I6/B6*100.00
7	<b>TOTAL Returns to Homelessness</b>	=SUM(B2..B6)	=SUM(C2..C6)	=C7/B7*100.00	=SUM(E2..E6)	=E7/B7*100.00	=SUM(G2..G6)	=G7/B7*100.00	=C7+E7+G7	=I7/B7*100.00

### Metric 6c.1 – Change in exits to permanent housing destinations

	A	B	C	D
1		Previous FY	Current FY	% Difference
2	Universe: Cat. 3 Persons in SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing			
3	Of the persons above, those who exited to permanent destinations			
4	% Successful exits		=C3/C2*100.00	

**Metric 6c.2 – Change in exit to or retention of permanent housing**

	A	B	C	D
1		Previous FY	Current FY	% Difference
2	Universe: Cat. 3 Persons in all PH projects except PH-RRH who exited after moving into housing, or who moved into housing and remained in the PH project			
3	Of persons above, count those who remained in PH-PSH projects and those who exited to permanent housing destinations			
4	% Successful exits/retention		=C3/C2*100.00	

**Introduction**

Metrics 6a.1 and 6b.1 mirror Measure 2 but with a universe of Category 3 persons.

Metric 6c.1 mirrors Measure 7b.1 but with a universe of Category 3 SH, TH, PH – RRH, and PH (without a housing move-in date) system leavers in the current reporting year.

Metric 6c.2 mirrors Measure 7b.2 but with a universe of Category 3 PH-PSH system stayers and leavers in the current reporting year, with a housing move-in date.

**Reference Information**

**Relevant Data Standards Fields**

Field No	Field Name	Relevant Data
2.02.6	Project Type	1, 2, 3, 4, 8, 9, 10, 13
3.10	Project start Date	mm/dd/yyyy
3.11	Project Exit Date	mm/dd/yyyy
3.12	Destination	Selected destinations as described in <a href="#">Appendix A</a>
n/a	System-specific tag for identifying projects serving Category 3 homeless	Dependent on specific HMIS product. No current HMIS Data Standards indicator.

**Universe**

All metrics are limited to all clients in projects serving Category 3 homeless, in addition to the filters below.

Metrics 6a.1 and 6b.1: Transitional Housing (Project Type 2), Safe Haven (Project Type 8) and Permanent Housing-Permanent Supportive Housing and Permanent Housing-Rapid Re-Housing (Project Types 3 and 13) clients who exited to permanent housing destinations 2 years prior to the report date range.

Metric 6c.1: Safe Haven (project type 8), Transitional Housing (Project Type 2), Permanent Housing-Rapid Rehousing (Project Type 13), and PH-PSH (Project Type 3, without a housing move-in date) clients who exited during the report range.

Metric 6c.2: Permanent Housing – Permanent Supportive Housing (Project Type 3, with a housing move-in date) clients who are active in the report range.

**HMIS Reporting Glossary Reference**

None

**Programming Instructions**

Re-use the same programming instructions from Measures 2 and 7 as described above. The universe of relevant projects varies for this measure as this measure is required only for CoC-program-funded projects in communities approved by HUD to serve Category 3 persons.

## Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

### Metric 7a.1 – Change in exits to permanent housing destinations

	A	B	C	D
1		Previous FY	Current FY	% Difference
2	Universe: Persons who exit Street Outreach			
3	Of persons above, those who exited to temporary & some institutional destinations			
4	Of the persons above, those who exited to permanent housing destinations			
5	% Successful exits		$= (C3 + C4) / C2 * 100.00$	

### Metric 7b.1 – Change in exits to permanent housing destinations

	A	B	C	D
1		Previous FY	Current FY	% Difference
2	Universe: Persons in ES, SH, TH, and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing			
3	Of the persons above, those who exited to permanent housing destinations			
4	% Successful exits		$= C3 / C2 * 100.00$	

### Metric 7b.2 – Change in exit to or retention of permanent housing

	A	B	C	D
1		Previous FY	Current FY	% Difference
2	Universe: Persons in all PH projects except PH-RRH who exited after moving into housing, or who moved into housing and remained in the PH project			
3	Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations			
4	% Successful exits/retention		$= C3 / C2 * 100.00$	

### Introduction

This measure is divided in three tables:

1. Metric 7a.1 – Counts leavers who exited SO during the report date range and how many of those exited to an acceptable destination.
2. Metric 7b.1 – Counts leavers who exited ES, SH, TH, PH – RRH, and PH (without moving into housing) during the report range and how many of those exited to permanent housing destinations.
3. Metric 7b.2 – Counts stayers and leavers with a housing move-in date in all PH projects except PH-RRH and how many of those were stayers or leavers who exited to permanent housing destinations.



## Reference Information

### Relevant Data Standards Fields

Field No	Field Name	Relevant Data
2.02.6	Project Type	1, 2, 3, 4, 8, 9, 10, 13
3.10	Project start Date	mm/dd/yyyy
3.11	Project Exit Date	mm/dd/yyyy
3.12	Destination	Selected destinations as described in <a href="#">Appendix A</a>
3.20	Housing Move-In Date	mm/dd/yyyy

### Universe

Metric 7a.1: Street Outreach (Project Type 4) clients who exited during the report range.

Metric 7b.1: Emergency Shelter (Project Type 1), Safe Haven (project type 8), Transitional Housing (Project Type 2), and Permanent Housing-Rapid Rehousing (Project Type 13) clients who exited during the report range, plus other PH (project types 3, 9, 10) clients who exited without moving into housing.

Metric 7b.2: Permanent Housing – Permanent Supportive Housing (Project Type 3), Permanent Housing-Housing Only (Project Type 9) and Permanent Housing-Housing Services only (Project Type 10) clients who are active in the report range with a housing move-in date.

### HMIS Reporting Glossary Reference

None

---

### Programming Instructions


There are three output tables for this measure – each with a different universe of clients and corresponding universe of data. The instructions will refer to [Appendix A](#) for which destinations are considered “acceptable” and “permanent” based on the project type from which the client exited.

If a relevant client is a household member under 18, assume the child has the same [\[destination\]](#) as the head of household if the child’s [\[destination\]](#) is missing.


#### Metric 7a.1

1. Select leavers across all SO projects in the in the report date range. A “leaver” in this metric means the client must have exited an SO project in the report date range and was not active in that or any other SO project as of the [\[report end date\]](#).
2. Of the project exits selected in step 1, determine the latest project exit for each client.
3. Reference the destinations of the project exits against [Appendix A](#) (row headers) and the “SO” column. Destinations indicated with an X (values 6, 29, and 24) cause leavers with those destinations to be completely excluded from the entire measure (all of column C).
4. Of the remaining leavers, report the distinct number of clients in cell C2.
5. Of the remaining leavers, report the distinct number of clients whose destination is “temporary or institutional” as indicated with a ✓ (values 1, 15, 14, 27, 4, 18, 12, 13, 5, 2, 25, 32) in [Appendix A](#) in cell C3.
6. Of the remaining leavers, report the distinct number of clients whose destination is “permanent” as indicated with a ✓ (values 26, 11, 21, 3, 10, 28, 20, 19, 22, 23, 31, 33, 34) in [Appendix A](#) in cell C4.
7. Because each client is reported only once in cell C2 and no more than once in cells C3 and C4, cell C5 is a simple formula indicated in the table shell. The HMIS system should still generate this number to 2 decimals places.

### Metric 7b.1

1. Select leavers across all ES, SH, TH, PH-RRH, and PH projects in the in the report date range. A “leaver” in this metric means the client must have exited from a project of one of the given types in the report date range and was not active in that or any other project among the given types as of the [report end date].
2. Of the project exits selected in step 1, determine the latest project exit for each client.
3. If the latest exit was from a PH project (types 3, 9 and 10) where the [housing move-in date] is <= [report end date], exclude the client completely from this measure (the client will be reported in measure 7b.2). If the latest exit was from project types 3, 9 and 10 and there is no [housing move-in date] for that stay, the client is included in this measure.
4. Reference the destinations of the project exits against [Appendix A](#) (row headers) using the project type from which the exit occurred (column headers). Destinations indicated with an X (values 15, 6, 25, 24) cause leavers with those destinations to be completely excluded from the entire measure (all of column C).
5. Of the remaining leavers, report the distinct number of clients in cell C2.
6. Of the remaining leavers, report the distinct number of clients whose destination is “permanent” as indicated with a  (values 26, 11, 21, 3, 10, 28, 20, 19, 22, 23, 31, 33, 34) in [Appendix A](#) in cell C3.
7. Because each client is reported only once in cell C2 and no more than once in cell C3, cell C4 is a simple formula indicated in the table shell. The HMIS system should still generate these numbers to 2 decimals places.

### Metric 7b.2

1. Select stayers and leavers across selected PH projects (types 3, 9 and 10). A “leaver” in this metric means the client must have exited from a project of one of the given types in the report date range and was not active in that or any other project among the given types as of the [report end date].
2. Data from PH-RRH projects is completely excluded from this metric.
3. Of the stayers selected in step 1, if the latest stay has no [housing move in date], or the [housing move-in date] is > [report end date], exclude the client completely from this measure.
4. Of the leavers selected in step 1, determine the latest project exit for each client. If there is no [housing move-in date] for that stay, the client is completely excluded from this measure (the client will be reported in 7b.1).
5. Reference the destinations of the project exits against [Appendix A](#) (row headers) and the “PH (all)” column. Destinations indicated with an X (values 15, 6, 25, 24) cause leavers with those destinations to be completely excluded from the entire measure (all of column C).
6. Of the selected clients, report the distinct number of stayers and leavers in cell C2.
7. Of the selected clients, report the distinct number of leavers whose destination is “permanent” as indicated with a  (values 26, 11, 21, 3, 10, 28, 20, 19, 22, 23, 31, 33, 34) in [Appendix A](#) + the distinct number of stayers in cell C3.
8. Because each client is reported only once in cell C2 and no more than once in cell C3, cell C4 is a simple formula indicated in the table shell. The HMIS system should still generate these numbers to 2 decimals places.

## Appendix A: Exit Destinations

Data Standards Response	Exit Destinations	Project type SO	Project type ES	Project type TH	Project type PH (all)	Project type SH	Project type SSO
<b>Temporary / Institutional</b>							
1	Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	✓					
15	Foster care home or foster care group home	✓	X	X	X	X	X
6	Hospital or other residential non-psychiatric medical facility	X	X	X	X	X	X
14	Hotel or motel paid for without emergency shelter voucher	✓					
7	Jail, prison, or juvenile detention facility						
27	Moved from one HOPWA funded project to HOPWA TH	✓					
16	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)						
4	Psychiatric hospital or other psychiatric facility	✓					
29	Residential project or halfway house with no homeless criteria	X					
18	Safe Haven	✓					
12	Staying or living with family, temporary tenure (e.g. room, apartment, or house)	✓					
13	Staying or living with friends, temporary tenure (e.g. room, apartment, or house)	✓					
5	Substance abuse treatment facility or detox center	✓					
2	Transitional housing for homeless persons (including homeless youth)	✓					
25	Long-term care facility or nursing home	✓	X	X	X	X	X
32	Host Home (non-crisis)	✓	✓	✓			
<b>Permanent</b>							
26	Moved from one HOPWA funded project to HOPWA PH	✓	✓	✓	✓	✓	✓
11	Owned by client, no ongoing housing subsidy	✓	✓	✓	✓	✓	✓
21	Owned by client, with ongoing housing subsidy	✓	✓	✓	✓	✓	✓
3	Permanent housing (other than RRH) for formerly homeless persons	✓	✓	✓	✓	✓	✓
10	Rental by client, no ongoing housing subsidy	✓	✓	✓	✓	✓	✓
28	Rental by client, with GPD TIP housing subsidy	✓	✓	✓	✓	✓	✓
20	Rental by client, with other ongoing housing subsidy	✓	✓	✓	✓	✓	✓
19	Rental by client, with VASH housing subsidy	✓	✓	✓	✓	✓	✓
22	Staying or living with family, permanent tenure	✓	✓	✓	✓	✓	✓
23	Staying or living with friends, permanent tenure	✓	✓	✓	✓	✓	✓
31	Rental by client, with RRH or equivalent subsidy	✓	✓	✓	✓	✓	✓
33	Rental by client, with HCV voucher (tenant or project based)	✓	✓	✓	✓	✓	✓
34	Rental by client in a public housing unit	✓	✓	✓	✓	✓	✓
<b>Other</b>							
24	Deceased	X	X	X	X	X	X
8	Client doesn't know						
9	Client refused						
99	Data not collected						
30	No exit interview completed						
17	Other						