

Homelessness Prevention and Rapid Re-Housing Program

HMIS Programming Instructions for QPR Section 2: Program Performance

I. Introduction

This document provides Homeless Management Information System (HMIS) Vendors with specific requirements for generating reports on the Homelessness Prevention and Rapid Re-Housing Program (HPRP) of the American Recovery and Reinvestment Act of 2009. By following these instructions, vendors can ensure that reporting is generated based on the correct factors and algorithms. HUD does not require HMIS vendors to develop HPRP reports that mirror the QPR table shells included in these instructions. However, HMIS vendors must be able to generate aggregated HPRP participant data in the example tables. Vendors may optionally program the automatically calculated cells, as identified in the tables, but this is not required as these will be automatically calculated in *e-snaps* once data is entered by the grantee. Please send questions or clarification requirements to the HPRP helpdesk at www.HUDHRE.info/HPRP/.

Section II of this document provides general information for all QPR report programming. Section III describes how to create detailed filters for two tables that are part of the HPRP Quarterly Performance Report (QPR): “Number of Persons and Households Served, and “Housing Outcomes of Persons Served.”

II. General Requirements for Grantee Reporting on Program Performance

Report Date Range

In order to generate data for QPR Section 2, Program Performance, the HMIS application must be able to generate data for a variety of date ranges. Each report must be able to generate aggregated, unduplicated client data for two date ranges: the quarterly period (Q) and the grant-to-date (GTD) period. To provide the best guidance, these instructions make the following three assumptions: (1) the beginning and ending dates of the reporting ranges are supplied by the user executing the report; (2) the end dates of both the quarterly and GTD periods will always be the same for a given report generated, and (3) the beginning date of the grant is a constant for all GTD periods for a given HPRP program.

“Grant-to-date” in these report sections indicates a date range from the beginning date of the grant through the end date provided by the user (the end of a quarter for which a report is being generated). The beginning date of the grant will naturally vary from program to program.

Unduplication Requirements

The QPR must provide an unduplicated count of persons and households. If multiple programs are providing HPRP assistance under a single grantee (i.e. multiple HPRP subgrantees and subgrantees with multiple HPRP programs) and using the same HMIS, the HMIS application should be able to run a single report and unduplicate persons and households across all programs based on a common Grantee Identifier (see HMIS Data and Technical Standards, July 2009, Program Descriptor Data Element 2.13). The HMIS application should also be able to run the report at the level of an individual program to permit providers to evaluate their own performance and analyze data.

HMIS Data Elements Required for IPR/QPR Programming in HMIS

Following is a list of HMIS data elements required to complete Section 2, Program Performance, in QPR.

HMIS Data Element Number	HMIS Data Element	Applicable HMIS Data Element Response Categories	Applicability to IPR/QPR
2.4	Program Name		Required to enable e-snaps identification
2.7	Continuum of Care Code		
2.8	Program Type	(5) Homelessness Prevention & Rapid Re-Housing	
2.13	Grantee Identifier		
3.11	Housing Status	(1) Literally Homeless	Equals those persons and households served under "Homeless Assistance"
		(2) Housed and at imminent risk of losing housing	Equals those persons and households served under "Homelessness Prevention"
		(3) Housed and at-risk of losing housing	
		(4) Stably housed	
		(8) Don't Know	
		(9) Refused	Program participants for whom "don't know" or "refused" is entered SHOULD NOT be included in QPR reporting.
3.12	Program Entry Date		Required to generate reports based on time periods
3.13	Program Exit Date		
4.13	Financial Services Provided		Required to generate reports based on time periods and data on financial assistance provided
	-Start Date of Financial Assistance		
	-End Date of Financial Assistance		
	-Financial Assistance Type	(1) Rental assistance	
		(2) Security deposits	
		(3) Utility deposits	
		(4) Utility payments	
		(5) Moving cost assistance	
		(6) Motel & hotel	
4.14	Housing Relocation & Stabilization Services Provided		Required to generate reports on time periods and data on housing relocation & stabilization services provided
	-Start Date of Service		
	-End Date of Service		
	-Type(s) of Service	(1) Case management	
		(2) Outreach/engagement	
		(3) Housing search and placement	
		(4) Legal services	
		(5) Credit Repair	

III. Detailed Programming Instructions for Reporting on Program Performance

The instructions below provide a detailed set of filters for the two IPR/QPR program performance questions and should be used by HMIS vendors to populate the cells in each question.

Section 2: Program Performance: Number of Persons and Households Served

1. Total Persons and Households Served												
	Homelessness Prevention				Homeless Assistance				TOTAL			
	Persons		Households		Persons		Households		Persons		Households	
	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD
Total Served												

2. Total Persons and Households Served by Service Provided												
	Homelessness Prevention				Homeless Assistance				TOTAL			
	Persons		Households		Persons		Households		Persons		Households	
	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD
Financial Assistance												
Rental assistance												
Security and utility deposits												
Utility payments												
Moving cost assistance												
Motel & hotel vouchers												
Total-Financial Assistance												
Housing Relocation & Stabilization Services												
Case management												
Outreach and engagement												
Housing search and placement												
Legal services												
Credit repair												
Total-Housing Relocation & Stabilization Services												

In this section, the three total rows (“Total Served” in the top table section and “Total – Financial assistance” and “Total – House Relocation & Stabilization Services” in the bottom table section) should count **unique** persons and households in the preceding rows. In other words, the totals in these rows will not necessarily equal the direct sum of the preceding rows.

Similarly, the TOTAL columns at the right should count unique persons and households across each column, and thus will not necessarily add up to the direct sum across each cell in the Homelessness Prevention and Homeless Assistance columns.

In no instance should data reported in any cell for this question include persons and households for whom the Housing Status at program entry is entered as “don’t know” or “refused” or for whom no value has been entered OR persons and households for whom no HPRP Financial Assistance or

HPRP Housing Relocation & Stabilization Services has been provided during the report date ranges (Q or GTD), per the criteria below. A program enrollment, therefore, is determined by the presence of a program entry date, an identified Housing Status at program entry (responses 1,2,3,4 only), and a Financial Assistance Provided and/or a Housing Relocation & Stabilization Services Provided record.

Apply these three sets of criteria together to determine the persons/households to count for each cell of the table. HMIS Vendors may alternatively be able to generate counts of persons and households served using only the housing status and service criteria listed below, depending on the query structure established by the Vendor.

1. Housing status criteria. Apply the following criteria in addition to the relevant date criteria.
 - a. For the Homelessness Prevention columns, select persons/households with a Housing Status at entry (Universal Data Element 3.11) of 2 (Housed and at imminent risk of losing housing), 3 (Housed and at-risk of losing housing), or 4 (Stably housed).
[Housing status at entry] in (2,3,4)
 - b. For the Homeless Assistance columns, select persons/households with a Housing Status at entry (Universal Data Element 3.11) of 1 (Literally homeless).
[Housing status at entry] = 1
 - c. For the Total columns, select persons/households with a Housing Status at entry (Universal Data Element 3.11) of 1 (Literally homeless), 2 (Housed and at imminent risk of losing housing), 3 (Housed and at-risk of losing housing), or 4 (Stably housed).
[Housing status at entry] in (1,2,3,4).
 - d. If a person/household was served by more than one HPRP provider or had more than one program enrollment with the same provider (as determined by multiple program entry dates) within the report date range, they may have more than one value for Housing Status at entry and thus may be counted in more than one column (Homelessness Prevention and Homeless Assistance). However, persons/households should be counted only once within the Total columns, even if they had multiple distinct statuses.
 - e. If a person/household had two instances of the same type service (e.g. rental assistance, case management) as part of the same program enrollment or as part of a different program enrollment within the same report date range, they would only be counted once.
2. Service criteria. Apply the following criteria in addition to the relevant date and housing status criteria (1 and 2). The underlying rule of counting unique persons/households applies, so a person/household is only counted once regardless of how many times they received the same service (e.g. rental assistance, case management) with other criteria being the same. For example, if a single person who is identified as literally homeless received three distinct hotel vouchers in the report date range, all as part of the same or different program enrollments, they are counted only once in the “Motel and hotel vouchers” cell.
 - a. For the Financial Assistance rows (the first five in the above chart) in the **Q** (quarter) columns, select persons/households with a Financial Assistance Provided record (Program-Specific Data Element 4.13) with a Start Date of Financial Assistance less than or equal to the ending date of the quarterly report date range and an End Date of Financial Assistance of blank/null or greater than or equal to the starting date of the quarterly report date range. Count persons/households in each cell for each Financial Assistance Type they received.

([Start Date of Financial Assistance] <= [Report end date]) and (([End Date of Financial Assistance] is null) or ([End Date of Financial Assistance] >= [Quarter start date]))

- b. For the Financial Assistance rows (the first five in the above chart) in the **GTD** (grant-to-date) columns, select persons/households with a Financial Assistance Provided record (Program-Specific Data Element 4.13) with a Start Date of Financial Assistance less than or equal to the ending date of the quarterly report date range and an End Date of Financial Assistance of blank/null or greater than or equal to the starting date grant. Count persons/households in each cell for each Financial Assistance Type they received.
([Start Date of Financial Assistance] <= [Report end date]) and (([End Date of Financial Assistance] is null) or ([End Date of Financial Assistance] >= [Grant start date]))
- c. For the Housing Relocation and Stabilization Services rows (the lower half in the above chart) in the **Q** (quarter) columns, select persons/households with a Housing Relocation & Stabilization Services Provided record (Program-Specific Data Element 4.14) with a Start Date of Service less than or equal to the ending date of the quarterly report date range and an End Date of Service of blank/null or greater than or equal to the starting date of the quarterly report date range. Count persons/households in each cell for each Type of Service they received.
([Start Date of Service] <= [Report end date]) and (([End Date of Service] is null) or
or
([End Date of Service] >= [Quarter start date]))
- d. For the Housing Relocation and Stabilization Services rows (the lower half in the above chart) in the **GTD** (grant-to-date) columns, select persons/households with a Housing Relocation & Stabilization Services Provided record (Program-Specific Data Element 4.14) with a Start Date of Service greater than or equal to the ending date of the quarterly report date range and an End Date of Service of blank/null or greater than or equal to the starting date of the grant. Count persons/households in each cell for each Type of Service they received.
([Start Date of Service] <= [Report end date]) and (([End Date of Service] is null) or
or
([End Date of Service] >= [Grant start date]))
- e. For the three total rows (Total Served, Total – Financial Assistance, and Total – Housing Relocation & Stabilization Services), re-select the relevant clients per the above instructions and count each person/household distinctly. These total rows will not necessarily add up to the sums of the cells above them.

Section 2: Housing Outcomes of Persons Served

(Note: Section 2 is divided into two questions, one for persons who are served with Homelessness Prevention and one for persons who are served with Homeless Assistance).

Housing Outcomes of Persons Served (All Leavers Only)						
Destination	Q			GTD		
	N	%	% of Total	N	%	% of Total
Permanent Destinations						
3 Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)						
10 Rental by client, no housing subsidy						
19 Rental by client, VASH housing subsidy						
20 Rental by client, other (non-VASH) housing subsidy						
11 Owned by client, no housing subsidy						
21 Owned by client, with housing subsidy						
22 Staying or living with family, permanent tenure						
23 Staying or living with friend, permanent tenure						
Total Persons Leaving for Permanent Destinations						
Temporary Destinations						
1 Emergency shelter, including hotel or motel paid for with emergency shelter voucher						
2 Transitional housing for homeless persons (including homeless youth)						
12 Staying or living with family, temporary tenure						
13 Staying or living with friend, temporary tenure						
14 Hotel or motel paid for without emergency shelter voucher						
16 Place not meant for human habitation						
18 Safe Haven						
Total Persons Leaving for Temporary Destinations						
Institutional Destinations						
4 Psychiatric hospital or other psychiatric facility						
5 Substance abuse treatment facility or detox center						
6 Hospital (non-psychiatric)						
7 Jail, prison or juvenile detention facility						
15 Foster care home or foster care group home						
Total Persons Leaving for Institutional Destinations						
17 Other						
24 Deceased						
8, 9 Don't know / refused						
Missing this information						
TOTAL PERSONS WHO LEFT THE PROGRAM						

This question is divided into two parts-one for Homelessness Prevention and one for Homeless Assistance-based on the Housing Status at entry of persons assisted and who subsequently exit the program prior to the end of the report date range. Since this question looks at data gathered when a person exits a program and a person could have more than one relevant program enrollment and subsequent exit (as determined by multiple program entry and exit dates) within each category (Homelessness Prevention and Homeless Assistance), use only their **last** set of exit data relevant to the report (i.e., destination data associated with the last program exit occurring nearest to, but not after, the end of the report date range). However, there may be duplication between reporting categories (Homelessness Prevention and Homeless Assistance) if a person has at least one relevant program enrollment and subsequent exit under both Homelessness Prevention and Homeless Assistance (based on Housing Status at program entry) within a report date range. The instructions below should be followed distinctly for each part of Section 2: Housing Outcomes of Persons Served.

In no instance should data reported in any cell for this question (whether Homelessness Prevention or Homeless Assistance) include persons for whom the Housing Status at program entry is entered as “don’t know” or “refused” or for whom no value has been entered OR persons for whom no HPRP Financial Assistance or HPRP Housing Relocation & Stabilization Services has been provided during the report date ranges (Q or GTD), per the criteria for Number of Persons and Households Served above.

The two “%” columns should be automatically calculated and show the percentages of persons with the specific exit destination out of the total of persons in the overall group (Permanent, Temporary, Institutional, or Other). For example, if in one quarter 10 people exited to “Rental by client, no housing

subsidy” and 100 people exited to one of the eight different permanent destinations in the same quarter, the % box would show 10% for the quarter. Or, (**[Rental by client, no housing subsidy] / [Total persons leaving for permanent destinations] * 100**). Similarly, the % column under GTD is calculated using the total number of people who exited as of their last program enrollment during the grant-to-date period.

The two “% of total” columns should be automatically calculated using the total number of people exited to all destinations in the quarter or grant-to-date periods as of their last program enrollment, as appropriate. For example:

(**[Rental by client, no housing subsidy] / [Total persons who left the program] * 100**) .

Since this question only looks at each person’s **last** relevant exit, the total rows (Total Persons Leaving for Permanent Destinations, Total Persons Leaving for Temporary Destinations, and Total Persons Who Left the Program) should be automatically calculated based on the sum of the relevant cells above. E.g. **[Total leaving for permanent destinations] = [Permanent supportive housing for formerly homeless persons] + [Rental by client, no subsidy] + [Rental by client, VASH housing subsidy] + [Rental by client, other (non-VASH) housing subsidy] + [Owned by client, no housing subsidy] + [Owned by client, with housing subsidy] + [Staying or living with family, permanent tenure] + [Staying or living with friend, permanent tenure].**

Detailed below are the criteria for counting persons for this question. Apply all the criteria together to count persons in the relevant category. Note that the criteria for Housing Status at program entry, per criteria for Number of Persons and Households Served above) must first be applied to distinguish persons between Homelessness Prevention and Homeless Assistance.

1. Date criteria

- a. Persons selected for this question must not be currently active in an HPRP program on the last date of the report range. In other words, they cannot have an open program enrollment, as determined by an HPRP program with a program entry date on or prior to the ending date of the report range AND a blank or null program exit date or program exit date occurring after the end of the report range.
- b. For the Q (quarter) column, select persons who have a Housing Status at program entry recorded and a Financial Assistance Provided or Housing Relocation & Stabilization Service Provided recorded (per criteria for Number of Persons and Households Served) and who meet the following criteria:
 - i. Have a program entry date (Universal Data Element 3.12) on or prior to the ending date of the report range for the quarter period (i.e. the end of a quarter as identified by the user). This should be the last program entry date prior to the end of the quarterly report period.
[Program entry date] <= [Report end date]
AND
 - ii. Have a corresponding program exit date (Universal Data Element 3.13) greater than or equal to the starting date of the report range for the quarter period (i.e. the beginning of a quarter as identified by the user) AND not greater than the end date of the report range for the quarter. If there is no corresponding program exit date occurring on or before the end of the quarterly report period then the person should be excluded.

([Program exit date] >= [Quarter start date]) and ([Program exit date] <= [Report end date])

AND

- iii. The maximum program exit date (Universal Data Element 3.13) that is less than or equal to the end date of the report range (i.e., **[Max program exit date in report range] = Max([Program exit date])** Where ([Program exit date] <= [Report end date]) is greater than or equal to the maximum program entry date (Universal Data Element 3.12) that is less than end date of the report range (i.e., **[Max program entry date in report range] = Max([Program Entry Date])** Where ([Program entry date] <= [Report end date]))
[Max program exit date in report range] >= [Max program entry date in report range]

- c. For the GTD (grant-to-date) column, select persons who have a Housing Status at program entry recorded and a Financial Assistance Provided or Housing Relocation & Stabilization Service Provided recorded (per criteria for Number of Persons and Households Served) and who meet the following criteria:
 - i. Have a program entry date (Universal Data Element 3.12) less than or equal to the ending date of the report range for the grant-to-date period (i.e. the end of a quarter as identified by the user). This should be the last program entry date prior to the end of the GTD report period.
[Program entry date] <= [Report end date]
and
 - ii. Have a corresponding program exit date (Universal Data Element 3.13) of greater than or equal to the starting date of the report range for the grant-to-date period (i.e. the beginning of the grant period as identified by the user) AND not greater than the end date of the report range for GTD period. If there is no corresponding program exit date occurring on or before the end of the quarterly report period then the person should be excluded.
([Program exit date] >= [Grant start date]) and ([Program exit date] <= [Report end date])
AND
 - iii. The maximum program exit date (Universal Data Element 3.13) that is less than or equal to the end date of the report range (i.e., **[Max program exit date in report range] = Max([Program exit date])** Where ([Program exit date] <= [Report End Date]) is greater than or equal to the maximum program entry date (Universal Data Element 3.12) that is less than end date of the report range (i.e., **[Max program entry date in report range] = Max([Program Entry Date])** Where ([Program Entry Date] <= [Report end date]))
[Max program exit date in report range] >= [Max program entry date in report range]

2. Destination criteria

In addition to the above date criteria, select persons based on their exit data in Destination (Program-Specific Data Element 4.10). The table at the top of this section has numbers to the

left of each destination corresponding to the appropriate Destination in the data standards. Most are self-explanatory, other than “Don’t know” and “Refused” are combined together into one category in this report. E.g. **[Total leaving for [Rental by Client, no housing subsidy] = (count (distinct persons) with [Destination] = 10)**.