

Chicago Department of Family & Support Services 2018 CDGA RFP Applications: *HMIS ART Report Documentation and Instructions*

How to Run the DFSS CDGA RFP Report in HMIS

Current homeless service providers will run the **2018 DFSS CDGA RFP Evaluation Report** to submit as part of their applications for the following Spring 2018 DFSS CDGA RFPs:

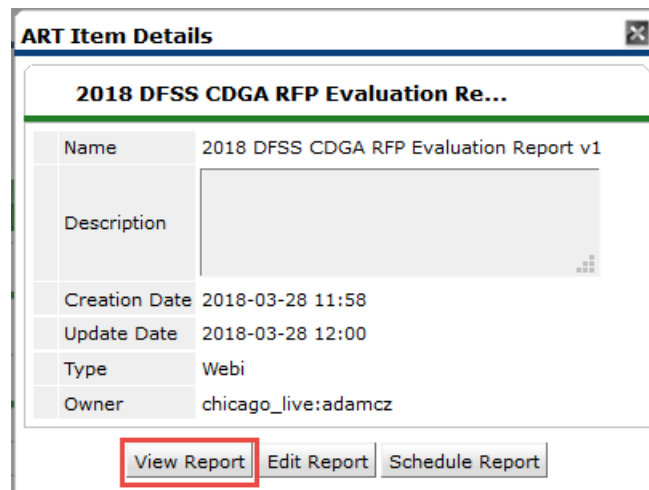
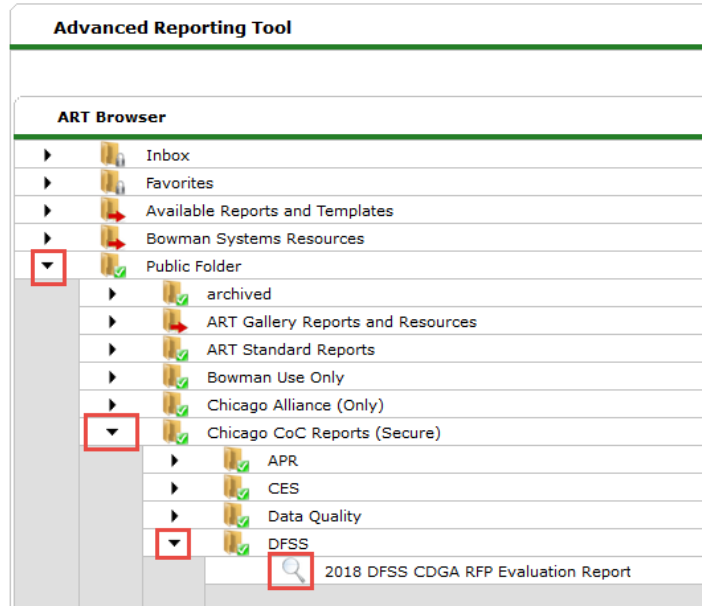
- Shelter RFP (*Interim Housing projects only*)
- Permanent Housing with Short-Term Supports RFP
- Permanent Supporting Housing Support Services (including Safe Havens) RFP
- Youth Intentional Housing Supports RFP

The report is generated from ServicePoint's Advanced Reporting Tool (ART). **Please note only Agency Technical Administrators (ATAs) have the ability to run this report.**

The formulas for the calculations in the report are included below.

Accessing ART

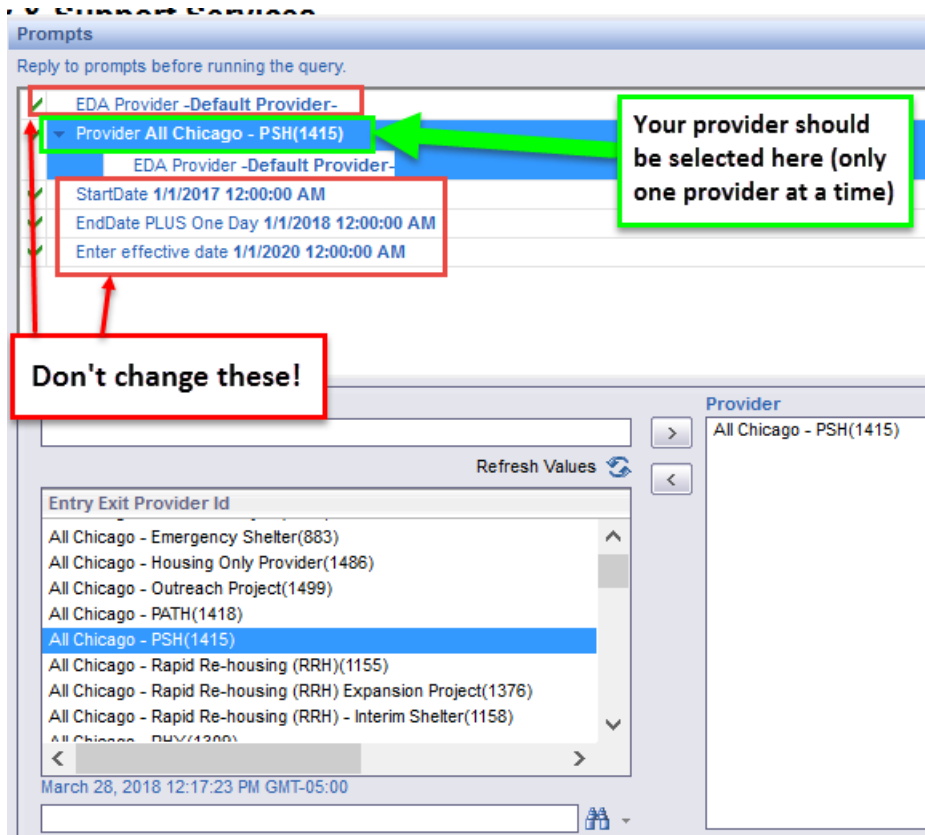
1. Log in to ServicePoint, and navigate to the Advanced Reporting Tool section in either of the following ways:
 - a. Reports -> Under Custom Reports click on **ART**
 - b. Top right corner under Mode: -> click on **Connect To ART**
2. Once connected to ART:
 - a. Navigate to **Public Folder > Chicago CoC Reports (Secure) > DFSS > DFSS CDGA RFP Evaluation Report**
 - b. Click on the magnifying glass to the left of the report name. In the resulting pop-up window, select "View Report" to open the ART report-running dialog.



A new tab will open in your browser where the report will load.

REPORT PROMPTS

1. Please only respond to a single prompt, **Provider**. The others should be set for you. *Do NOT enter anything for the EDA Provider prompt.*
 - a. **Provider:** Run the report for your SINGLE project (*not* all your agency's projects). If you do not see any providers to select, click the *Refresh Values* button to populate the list.



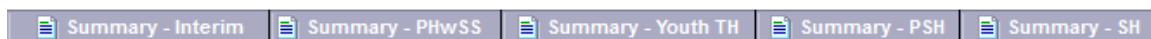
2. After you have selected the single provider to be included in the report, click on **Run Query** in the bottom right to generate the report.
3. You will be submitting the report both as an Excel file (.xlsx) and as a PDF. To download the report, click on **Document** in the upper-left of your window, select **Save to my computer as...**, and click **Excel 2007** for the .xlsx version or **PDF** for the .pdf version.
 Note: Do NOT select *Save report to my computer as...*, for this will only give you the current tab you are looking at.

How to Interpret the DFSS CDGA RFP Report

Please note for PSH projects, the report will only consider clients with a Housing Move-in Date entered. Additionally, many of the metrics are concerned with complete households as opposed to the many individuals in a household.

QUESTION RESPONSES

The five "Summary" tabs of the report are similar in structure. **For aggregate numbers, you only need to look at the tab that corresponds to your program type.** The tab with your program type will contain all the information you need to submit to DFSS with your application as evidence of prior performance. The remaining tabs exist to help you understand your data.



INFO ONLY – SYS PRIORITY

The **Info Only – Sys Priority** tab has been created to provide DFSS with data about priorities for the Chicago CoC system as a whole that will only be used for informational purposes. This will not be considered for the purposes of evaluation.

CLIENT DETAILS

The **Client Details** tab has been created to provide you with information on the source data for the aggregate numbers. This tab provides details on the numbers you see in the utilization section and in those that relate to numbers for individual households.

Specifically, this tab provides information on the participants whom are counted as adults, unaccompanied youth, leavers, whether they were enrolled during the four selected Point In Time Count dates, and if the client is an adult.

This tab will also show when there is an issue with the number of clients marked as the Head of Household within a group. If there are no clients in the group marked as the Head of Household or if there is more than one client in the group marked as the head of household, then this will cause significant issues within the report. As such, the clients in these groups are highlighted in pink on the **Client Details** tab.

Client ID	Entry Exit ID	Entry Exit Group UID	Client Unique ID	Adult	Leaver	UAY	Enrolled ForPIT1	Enrolled ForPIT2	Enrolled ForPIT3	Enrolled ForPIT4	Chronically Homeless	Health Insurance	Relationship to HoH
292021	320833	320833	pknm0311199	1	0	0	1	1	1	1	0	1	Other
306588	327848	327848	tesm0101195	1	0	0	1	1	1	1	1	1	HoH
308444	327849	327849	dsem0000000	0	0	0	1	1	1	1	1	1	Other

HOUSEHOLD DETAILS

The information on the **Household Details** tab is provided to help determine the client data that is reflected in the aggregate numbers. The questions in the report that refer to households are supported by data in this tab, except for data relating to income and follow ups.

This tab includes data on groups that are enrolled are households, and details on the head of household including:

- Experience with a disabling condition
- Age
- Veteran Status

The Tab also includes information on:

- Total number of households in the project
- Number of households who exited
- Performance questions that include exits to permanent destinations, obtaining of non-cash benefits, and number remaining housed in the project

For an example of how the coding works, let's focus on the Group ID 462688:

CH DETAILS

The **CH Details** tab is used to identify the clients included the aggregate numbers. The tab includes data for each head of household and whether the group associated with them is considered to be experiencing chronic homelessness. If a group does not have a head of household listed, they will be excluded from this tab. This data supports the chronic homelessness aggregates on the **Info Only - Sys Priority** tab of the report.

REFERRAL DETAILS

Client details are included on the Referrals Details Tab to indicate the source of the aggregate responses to the questions found on the **Info Only - Sys Priority** tab of the report.

Details include the head of household who was housed after 9/1/2017 and the referral information for that head of household.

How DFSS will use this information

DFSS is focused on using quality data both to make more informed funding and policy decisions and to understand and improve program performance with providers over time. DFSS will use this data to assess and score applicants on the basis of absolute and relative performance for their program's key performance outcomes for each project. The table below provides more information about providers who should submit reports and which reports will be assessed:

Providers currently administering these projects...	... will be assessed using data from this summary tab...	...as part of their application for the following RFP
Interim Housing	Interim	Shelter RFP
Permanent Housing with Short-term Supports	PHwSS	Permanent Housing with Short-Term Supports RFP
Permanent Supportive Housing	PSH	Permanent Supportive Housing Support Services (including Safe Havens) RFP
Safe Havens	SH	
Youth Intentional Transitional Housing (project-based or scattered-site)	Youth TH	Youth Intentional Housing Supports RFP
Youth Permanent Supportive Housing (PSH)	PSH	

Formulas

Overall Project Operations	
Is your project at or above 80% capacity? (total average)	$\frac{\text{Sum of the length of stay of each client in the program during the reporting year}}{\text{Average of beds available on each PIT date}^5}$
Is your project at or above 80% capacity? (for each date)	$\frac{\text{Number of clients enrolled on each PIT date}^5}{\text{Number of beds available on each PIT date}^5}$
Key Performance Outcomes	
Interim A. Of the households who left the project, what percentage went into permanent housing within 180 days?	$\frac{\text{Number of households whose head of household exited the project to a permanent destination}^1 \text{ within 180 of entering the project}}{\text{Number of households whose head of household exited the project}^2}$
Interim B. Of the households who left the project, what percentage went into permanent housing after any amount of time in the project?	$\frac{\text{Number of households whose head of household exited the project to a permanent destination}^1}{\text{Number of households whose head of household exited the project}^2}$
Interim C. What percentage of households without income at entry obtained employment?	$\frac{\text{Number of households who had no total income at project entry and who either enrolled in the project prior to 1/1/17 or exited during the reporting period and obtained employment}}{\text{Number of households who had no total income at project entry and who either enrolled in the project prior to 1/1/17 or exited during the reporting period}}$
Interim D. Of the households who left the project, what percentage went into permanent housing within 120 days?	$\frac{\text{Number of households whose head of household exited the project to a permanent destination}^1 \text{ within 120 of entering the project}}{\text{Number of households whose head of household exited the project}^2}$
PHwSS A. Of the households who left the project, what percentage exited to permanent housing and/or assumed	$\frac{\text{Number of households whose head of household exited the project to a permanent destination}^1 \text{ within 731 days of entering the project}}{\text{Number of households whose head of household exited the project}^2}$

responsibility for their lease within 2 years?	
PHwSS B. What percentage of households without income at entry obtained employment?	$\frac{\text{Number of households who had no total income at project entry and who either enrolled in the project prior to 1/1/17 or exited during the reporting period and obtained employment}}{\text{Number of households who had no total income at project entry and who either enrolled in the project prior to 1/1/17 or exited during the reporting period}}$
Youth TH A. Same as Interim B.	Same as Interim B.
Youth TH B. Of the households who left the project, what percentage exited to permanent housing and/or assumed responsibility for their lease within 2 years?	$\frac{\text{Number of households whose head of household exited the project to a permanent destination}^1 \text{ within 731 days of entering the project}}{\text{Number of households whose head of household exited the project}^2}$
PSH A. What percentage of households remained permanently housed for 12 months or exited to permanent destination within the first 12 months of enrollment?	$\frac{\text{Number of households whose head of household has either been enrolled for at least 365 days or exited the project to a permanent destination}^1}{\text{Number of households whose head of household has either been enrolled for at least 365 days or exited the project}^3}$
PSH B. Of the households who left the project, what percentage who have been in the project for at least 12 months exited to permanent destinations?	$\frac{\text{Number of households whose head of household exited the project more than 365 days after entry and exited to a permanent destination}^1}{\text{Number of households whose head of household exited the project more than 365 days after entry}}$
SH A. Same as PSH B.	Same as PSH B.
SH B. Same as PSH A.	Same as PSH A.
All Y. What percentage of households without source of non-cash benefits at entry, obtained non-cash benefits through mainstream resources?	$\frac{\text{Number of households for which no member has a non cash benefit}^4 \text{ at program entry and the head of household has either been enrolled for at least 365 days or exited the project during the reporting year and at least one member has obtained a non cash benefit}^4}{\text{Number of households for which no member has a non cash benefit}^4 \text{ at program entry and the head of household has either been enrolled for at least 365 days or exited the project during the reporting year}}$

<p>All Z. What percentage of households maintained or increased their income through cash benefits, earned income, or combination of both?</p>	<p><i>Number of households for which the head of household has either been enrolled for at least 365 days or exited the project during the reporting year and the total income within the household is greater than zero and is greater than or equal to the total income within the household at project entry</i></p> <hr/> <p><i>Number of households for which the head of household has either been enrolled for at least 365 days or exited the project during the reporting year</i></p>
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Informational Only - System Priority Metrics

<p>1A. How many households have you served from January 1, 2017 to December 31, 2017 that meet HUD's definition of chronically homeless?</p>	<p><i>Total number of heads of households served during the reporting period who were classified as chronically homeless⁶ at program entry</i></p>
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<p>1B. How many total households did you serve from January 1, 2017 to December 31, 2017?</p>	<p><i>Total number of heads of households served during the reporting period</i></p>
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<p>2. 2A How many households have you served from January 1, 2017 to December 31, 2017 that have the following conditions:</p> <ul style="list-style-type: none"> i. Have a HUD defined disability (Head of Household) ii. Are youth Heads of Households (ages 14-24) iii. Are Veterans (Head of Household) <p>2B How many total households did you serve from January 1, 2017 – December 31, 2017?</p>	<ul style="list-style-type: none"> i. <i>Number of heads of household entered into the project between 1/1/2017 and 12/31/2017 with a "Yes" response to the question, "Does the client have a disabling condition?"</i> ii. <i>Number of heads of households entered into the project between 1/1/2017 and 12/31/2017 with an age between 14 and 24 at Entry.</i> iii. <i>Number of heads of household entered into the project between 1/1/2017 and 12/31/2017 with a household designation that includes "w/child" and includes a household member 18 years of age or older and an individual under 18 years of age)</i> iv. <i>Number of heads of household entered into the project between 1/1/2017 and 12/31/2017 with Veteran Status marked as "Yes".</i> <p><i>Number of heads of household entered into the project between 1/1/2017 and 12/31/2017</i></p>
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<p>4. How many unit vacancies did you fill during the time period of 9/1/17 to 12/31/17?</p>	<p><i>Number of heads of households with a Housing Move – in Date between 9/1/2017 and 12/31/2017</i></p>
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<p>4. How many households did the project receive from CES during the time period of 9/1/17 to 12/31/17?</p>	<p><i>Number of heads of households with a Housing Move-in Date between 9/1/2017 and 12/31/2017 who have a referral through CES</i></p>
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5. What is the average number of days from match to housing?

Of the heads of households with a Housing Move-in Date and have a referral through CES, the average number of days between referral and housing

1: The following are considered permanent destinations: “Moved from one HOPWA funded project to HOPWA PH”, “Owned by client, no ongoing housing subsidy”, “Owned by client, with ongoing housing subsidy”, “Permanent housing (other than RRH) for formerly homeless persons”, “Rental by client, no ongoing housing subsidy”, “Rental by client, with RRH or equivalent subsidy”, “Rental by client, with GPD TIP subsidy”, “Rental by client, with other ongoing housing subsidy”, “Rental by client, with VASH subsidy”, “Staying or living with family, permanent tenure”, “Staying or living with friends, permanent tenure”, “Rental by client, with other ongoing housing subsidy”

2: This excludes clients exiting to “Deceased”, “Hospital or other residential non-psychiatric medical facility”, “Foster care home or foster care group home” or “Long-term care facility or nursing home”. For Street Outreach projects, this includes clients who exited to “Foster care home or foster care group home” or “Long-term care facility or nursing home”, but excludes clients exiting to “Residential project or halfway house with no homeless criteria”

3: This excludes clients exiting to “Deceased”

4: Non-cash benefits include: Supplemental Nutritional Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), TANF Child Care Services, TANF transportation services, Other TANF-funded services, or other source. Non-cash benefits do not include health insurance.

5: The PIT dates are 1/25/2017, 4/26/2017, 7/26/2017, 10/25/2017

6: A client is considered to be experiencing chronic homelessness if the client:

- a) Has a disabling condition
- b) AND the client has either
 - i. Been on the streets, in ES, or in SH 4 or more times in the past three years for a total of at least 12 months
 - ii. Been continuously homeless for the immediate 365 days before entering the project

Questions?

If you have questions about how to run the report, please submit a ticket at the HMIS Helpdesk at <https://hmis.allchicago.org> or email hmis@allchicago.org. **Be sure the subject of your message uses the wording “DFSS RFP ART report”.**

All Chicago’s HMIS Helpdesk is available to help you from April 16 to May 1. Providers are encouraged to pull and review their data for accuracy during that time. After May 1, providers should conduct their final report pull for projects and submit their reports in excel and PDF as part of their RFP applications in the City’s eProcurement system.