Supportive Services for Veteran Families (SSVF) Program

National Grantee Call

"Veterans Benefits Administration and Monthly Dashboard Reporting"

October 11, 2012

I. **Program Office Updates**

Robert Thompson, SSVF Regional Coordinator

II. **Homeless Veterans Outreach Program**

Allison Calabro, Veterans Benefits Administration

III. **Loan Guaranty Service Homeless Shelter Program**

Elysium Drumm and Mary Mills, Veterans Benefits Administration

IV. **Monthly Dashboard Reporting**

Sarah Mahin, SSVF Regional Coordinator

Monthly Dashboard Reporting

Sarah Mahin, Regional Coordinator

SSVF National Grantee Call

October 11, 2012

Monthly Reporting Requirements

Submit to Regional Coordinator

- Dashboard Report
- HPRP APR for the reporting period (i.e., 6/1/13 – 6/30/13)
- HPRP APR for grant-to-date (i.e., 10/1/12 – 6/30/13)

Submit to VA Repository

- Data Upload – *information on the monthly upload to the VA repository was provided during the Post-Award Conference*

All monthly reports are due by the 5th business day of the month

Completing the Dashboard Report

1 - Summary

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		Explanation of Variances
	Report period	GTD	Report period	GTD	Report period	GTD	
Persons screened but not enrolled							
Households served							
New households enrolled							
Persons served							
Persons exiting							
Veterans served							
Female Veterans served							
Afghanistan/Iraq Veterans served							
Households served with less than 30% AMI							
Households with dependents							
Children served		0		0		0	

Report Period: Period of time for which the report is being submitted (e.g., 6/1/13 – 6/30/13)

GTD: Period beginning on the first day of the grant year and ending on the last day of the reporting period (e.g., 10/1/12 – 6/30/13)

Tips for the October 2012 Report

- **New SSVF Grantees:** Report period entry = GTD entry for <u>the first month of program operations</u>.

- **Renewal Grantees:** Report period and GTD entries should <u>include information on all persons served during 10/1/12 – 10/31/12</u>, even if they enrolled before 10/1/12.

Persons screened but not enrolled

- **Definition:** A count of persons with whom the program screened for participation but did not enroll, regardless of the reason. Not expected to include other household members of the persons screened.

- **Source:** Program records. Not included in the HPRP APR.

Example:

October: 10 Veterans screened but not enrolled.

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Persons screened but not enrolled					10	10	n/a

November: 23 Veterans screened but not enrolled.

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Persons screened but not enrolled					23	33	n/a

Households served

- **Definition:** An unduplicated count of households that were served during the reporting period

- **Source:** HPRP APR Question 8a (Prevention), 8b (Rapid Re-housing) and 8c (unduplicated total), use "Total Served" row

  Tip: ensure <u>all</u> households enrolled in the program receive a service in HMIS each month

Example:

October: 5 households served in Prevention (1 exited),10 in Rapid Re-housing (2 exited)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Households served	5	5	10	10	15	15	n/a

November: 14 households served in Prevention (4 carryover from October + 10 new), 28 in Rapid Re-housing (8 carryover from October + 20 new)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Households served	14	15	28	30	42	45	n/a

New households enrolled

- **Definition:** Households with a program entry date during the reporting period. ONLY REPORT ONCE PER HOUSEHOLD, EVER.

- **Source:** HMIS and/or other program records. Not included in the HPRP APR

Example:

October: 5 new households in Prevention, 10 in Rapid Re-housing

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
New households enrolled	5	5	10	10	15	15	n/a

November: 10 new households in Prevention, 19 in Rapid Re-housing (1 household first entered in October and returned in November)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
New households enrolled	10	15	19	29	29	44	1 RRH first entered in 10/12

Persons served

- **Definition:** An unduplicated count of persons who are enrolled in the program during the reporting period

- **Source:** HPRP APR Question 8a (Prevention), 8b (Rapid Re-housing) and 8c (unduplicated total), use "Total Served" row

  Tip: ensure all households/persons enrolled in the program receive a service in HMIS each month

Example:

October: 10 persons in Prevention (2 exited), 20 in Rapid Re-housing (4 exited)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Persons served	10	10	20	20	30	30	n/a

November: 28 persons in Prevention (8 carryover from October + 20 new), 56 in Rapid Re-housing (16 carryover from October + 40 new)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Persons served	28	30	56	60	84	90	n/a

Persons exiting

- **Definition:** Persons with a program exit date during the reporting period and who had not re-entered the program as of the last day of the reporting period

- **Source:** HPRP APR Question 18, use "Total" row

Example:

October: 2 persons exited Prevention, 4 exited Rapid Re-housing

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Persons exiting	2	2	4	4	6	6	n/a

November: 5 persons exited Prevention, 10 exited Rapid Re-housing

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Persons exiting	5	7	10	14	15	21	n/a

Veterans served

- **Definition:** Persons served who have served on active duty in the Armed Forces of the United States

- **Source:** HPRP APR Question 14, use "Total" column for unduplicated total count. The count for Prevention and Rapid Re-housing is not included in the HPRP APR; this information may be derived from HMIS and/or other program records.

Example:

October: 5 Veterans served in Prevention (1 exited), 10 in Rapid Re-housing (2 exited)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Veterans served	5	5	10	10	15	15	n/a

November: 14 Veterans served in Prevention (4 carryover from October + 10 new), 29 in Rapid Re-housing (8 carryover from October + 21 new)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Veterans served	14	15	29	31	43	46	1 RRH had 2 Veterans

Female Veterans served

- **Definition:** Persons served who served on active duty in the Armed Forces of the United States with a recorded gender of 'Female'
- **Source:** HMIS and/or other program records. Not included in the HPRP APR

Example:

October: 1 Female Veteran served in Prevention, 2 in Rapid Re-housing (1 exited)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Female Veterans served	1	1	2	2	3	3	n/a

November: 3 Female Veterans served in Prevention (1 carryover from October + 2 new), 5 in Rapid Re-housing (1 carryover from October + 4 new)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Female Veterans served	3	3	5	6	8	9	n/a

Afghanistan/Iraq Veterans served

- **Definition:** Persons served who served on active duty in the Armed Forces of the United States in Afghanistan and/or Iraq after September 11, 2001 (i.e, OEF/OIF/OND)

- **Source:** Other program records. Not included in the HPRP APR

Example:

October: 1 Afghanistan/Iraq Veteran in Prevention (1 exited), 2 in Rapid Re-housing

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Afghanistan/Iraq Veterans served	1	1	2	2	3	3	n/a

November: 2 Afghanistan/Iraq Veteran in Prevention (0 carryover from October + 2 new), 6 in Rapid Re-housing (2 carryover from October + 4 new)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Afghanistan/Iraq Veterans served	2	3	6	6	8	9	n/a

Households served with less than 30% of AMI

- **Definition:** Households served who had a household income of less than 30% of Area Median Income (AMI) at the time of program entry
- **Source:** HMIS and/or other program records. Not included in the HPRP APR

Example:

October: 2 households below 30% of AMI in Prevention, 8 households in Rapid Re-housing (1 exited)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Households served with less than 30% of AMI	2	2	8	8	10	10	n/a

November: 10 households below 30% of AMI in Prevention (2 carryover from October + 8 new), 22 households in Rapid Re-housing (7 carryover from October + 15 new)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Households served with less than 30% of AMI	10	10	22	23	32	33	n/a

Households with dependents

- **Definition:** Households served with a household member who is under 18 years of age at program entry

- **Source:** HPRP APR Question 6, use "Total" column for Unduplicated Total count. The count for Prevention and Rapid Re-housing is not included in the HPRP APR; this information may be derived from HMIS and/or other program records.

Example:

October: 3 households with dependents in Prevention (1 exited), 6 in Rapid Re-housing (1 exited)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Households with dependents	3	3	6	6	9	9	n/a

November: 10 households with dependents in Prevention (2 carryover from Oct + 8 new), 20 in Rapid Re-housing (5 carryover from Oct + 15 new)

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Households with dependents	10	11	20	21	30	32	n/a

Children Served

- Enter this information into Section 2, which will auto-populate these cells.

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		
	Report period	GTD	Report period	GTD	Report period	GTD	Explanation of Variances
Children served		3		8		11	n/a

October Sample Dashboard, Section 1

1 - Summary

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		Explanation of Variances
	Report period	GTD	Report period	GTD	Report period	GTD	
Persons screened but not enrolled					10	10	n/a
Households served	5	5	10	10	15	15	n/a
New households enrolled	5	5	10	10	15	15	n/a
Persons served	10	10	20	20	30	30	n/a
Persons exiting	2	2	4	4	6	6	n/a
Veterans served	5	5	10	10	15	15	n/a
Female Veterans served	1	1	2	2	3	3	n/a
Afghanistan/Iraq Veterans served	1	1	2	2	3	3	n/a
Households served with less than 30% AMI	2	2	8	8	10	10	n/a
Households with dependents	3	3	6	6	9	9	n/a
Children served		3		8		11	n/a

November Sample Dashboard, Section 1

1 - Summary

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total		Explanation of Variances
	Report period	GTD	Report period	GTD	Report period	GTD	
Persons screened but not enrolled					23	33	n/a
Households served	14	15	28	30	42	45	n/a
New households enrolled	10	15	19	29	29	44	1 RRH first entered in 10/12
Persons served	28	30	56	60	84	90	n/a
Persons exiting	5	7	10	14	15	21	n/a
Veterans served	14	15	29	31	43	46	1 RRH had 2 Veterans
Female Veterans served	3	3	5	6	8	9	n/a
Afghanistan/Iraq Veterans served	2	3	6	6	8	9	n/a
Households served with less than 30% AMI	10	10	22	23	32	33	n/a
Households with dependents	10	11	20	21	30	32	n/a
Children served		15		25		35	n/a

Section 2A – Persons Served by Household Type – Homelessness Prevention

2A – Persons Served by Household Type – Homelessness Prevention

	In households without children	In households with children and adults	In households with only children	In unknown household type	Total
Adults	4	11			15
Children		15			15
Don't Know/Refused					0
Missing Information					0
Total	4	26	0	0	30

- **Source:** GTD HPRP APR Question 5a

Tip: The Total Number of Persons in Section 2A should match the GTD amount for Prevention in Section 1

Section 2B – Persons Served by Household Type – Rapid Re-housing

2B – Persons Served by Household Type – Rapid Re-housing				
	In households without children	**In households with children and adults**	**In households with only children**	**In unknown household type**	**Total**
Adults	13	22			35
Children		25			25
Don't Know/Refused					0
Missing Information					0
Total	13	47	0	0	60

- **Source:** GTD HPRP APR Question 5b

Tip: The Total Number of Persons in Section 2B should match the GTD amount for Rapid Re-housing in Section 1

Section 2C – Persons Served by Household Type – Unduplicated Total

2B – Persons Served by Household Type – Unduplicated Total				
	In households without children	In households with children and adults	In households with only children	In unknown household type	Total
Adults	17	33			50
Children		40			40
Don't Know/Refused					0
Missing Information					0
Total	17	73	0	0	90

- **Source:** GTD HPRP APR Question 5c

Tip: The Total Number of Persons in Section 2C should match the GTD amount for Unduplicated Total in Section 1

Section 3 – Persons Who Exited by Destination Type

3 – Persons Who Exited by Destination Type			
	Homelessness Prevention	Rapid Re-housing	Total
Permanent	6	12	18
Temporary	1	0	1
Institutional	0	0	0
Other	0	2	2
Total	7	14	21
Successful Housing Outcome Rate	86%	86%	86%

- **Source:** GTD HPRP APR Question 20a1 and 20a2 combined (Prevention), Questions 20b1 and 20b2 combined (Rapid Re-housing)

Section 4 – Average Length of Participation for Persons Who Exited

4 – Average Length of Participation for Persons Who Exited			
	Homelessness Prevention	**Rapid Re-housing**	
Number of days	41	37	

- **Source:** GTD HPRP APR Question 18

Section 5 – Total Amount of Temporary Financial Assistance

5 - Total Amount of Financial Assistance						
	Homelessness Prevention		Rapid Re-housing		Total	
	Report period	GTD	Report period	GTD	Report period	GTD
Total	5,678.90	6,678.90	9,876.54	10,876.54	15,555.44	17,555.44

- **Source:** Other program records – *see the June 2012 National Call slides for a sample TFA tracking spreadsheet shared by Centerstone*

Veteran Households that Exit and Re-Enter

	Homelessness Prevention		Rapid Re-housing		Unduplicated Total	
	Report period	GTD	Report period	GTD	Report period	GTD
Questions fully answered with the HPRP APR: • Households served • Persons served • Persons exiting	Use the corresponding HPRP APR questions to complete these entries					
Questions partially answered with the HPRP APR: • Veterans served • Households with dependents	Include those who re-enter	Do not include unless previous stay was Rapid Re-housing	Include those who re-enter	Do not include unless previous stay was Prevention	Use the corresponding HPRP APR questions to complete these entries	
Questions that cannot be answered with the HPRP APR : • Female Veterans served • Afghanistan/Iraq Veterans served • Households served with less than 30% AMI	Include those who re-enter	Do not include unless previous stay was Rapid Re-housing	Include those who re-enter	Do not include unless previous stay was Prevention	Do not include those who re-enter	Do not include those who re-enter

Only report on "New Households Enrolled" once per household, even if a household re-enters in another housing category or in a subsequent grant year

Helpful Reminders

- **Data Collection, Data Entry, Data Quality**
  - Develop a data quality plan for your program that addresses how data is collected (by whom, when, using what forms, etc.), how data is entered (by whom, when, into HMIS vs. internal tracking systems, etc.), and how data quality is monitored (by whom, using what mechanisms, frequency, etc.).
  - The HPRP APR can be used to answer most Dashboard questions. Run the report regularly, compare against other program data to identify errors, and make corrections. The earlier, the better.

- **Ensure that all households/participants enrolled in your program receive a service in HMIS each month, at a minimum.**

- **Report Period and GTD numbers should match only during the program's first month of operations due to households exiting and new households enrolling.**

- **Have someone review your reports before submitting.**

- **Ask questions, explain variances, and submit early!**

Thank you for participating!

Questions?
Contact your Regional Coordinator or email **SSVF@va.gov**

This presentation will be posted at
http://www.va.gov/homeless/ssvf.asp