



Methodology Used in Quarterly Narrative Reports

Overview – All Programs

- **Number served:** Client records within the report are unduplicated and based on most recent admission
- **Residential versus Supportive Service only programs:** For the purposes of this report, Residential Programs include: Emergency Shelter, Transitional Housing, Permanent Housing and Rapid Rehousing. Supportive Services programs include all programs without a residential component
- **Percentage of Households by Size (graph):** Calculated based on number of individual with the same Household ID. For example, if three individuals belong to the same household, that household is counted as a 3-person household regardless of the **Household Type Breakdown** (see below)
- **Household Type Breakdown:** “Real-time” analysis of current household compositions (as opposed to Household Type at admission) where “Households without Children” includes households where every individual is over 18, “Households Containing Adults and Children” includes those households with at least one member over 18 and one member under 18 where the minor’s Relationship to Primary Client includes either “son”, “daughter”, “step-son” or “step-daughter” and “Households Containing Only Children” (unaccompanied minors) includes households where all members are under 18. Household Type Breakdowns may be affected by data quality (see [Data Completeness Report](#) for null/missing percentage under Date of Birth, Household ID, and/or Relationship to Primary Client)
- **Gender, Race, and Ethnicity:** Totals of all categories may not equal **Number Served** due to responses within the category that are null or missing (see [Data Completeness Report](#))
- **Prior Residence (graph):** Visual representation of responses to “Residence Prior to Program Entry” collapsed into categories for Adults/Heads of Household. The “All Other” category includes entries such as jail, foster care, motel without subsidy, etc. Null/missing responses are included in this chart but may differ from percentages reported on the [Data Completeness Report](#) due to the inclusion of non-engaged Street Outreach clients in this data set (if included). For the percent of null/missing data that will be used for the purposes of evaluation by HUD, please review the [Data Completeness Report](#)
- **Number/percentage of Adults/HOH indicating prior residence of ES, the streets or Safe Haven:** Calculated based on the “Residence Prior to Program Entry” data element as opposed to the “Client entering from ES, the streets or Safe Haven” data element
- **Number/percentage of times homeless for Adults/HOH with a prior residence of ES, the streets or Safe Haven:** Breakdown of number of times homeless in the last three years for those Adults/HOH who indicated a prior residence of ES, the streets or Safe Haven, including the percentage of included clients who did not report number of times (see [Data Completeness Report](#) for null/missing percentage under Number of Times Homeless in the Past Three Years)
- **Number/percentage of Adults/HOH with annual assessment:** Adult/HOH stayers in program more than a year who received an annual assessment
- **Number/percentage of Adults/HOH with increased income at annual assessment:** Of those Adults/HOH who received an annual assessment, the number/percentage that saw an increase in income between admission and updates

- **Number/percentage of Adults/HOH with increased income at annual assessment:** Of those Adults/HOH who received an annual assessment, the number/percentage who had an income of greater than zero at admission and maintained that income level at annual update (no increase and no decrease). This does not include individuals who reported no income at admission
- **Total number of individual discharged:** Count of adults and children discharged during reporting period
- **Number/percentage of Adults/HOH with increased income at discharge:** Of those Adults/HOH who were discharged during the reporting period, the number/percentage that saw an increase in income between admission and discharge
- **Number/percentage of Adults/HOH with increased income at discharge:** Of those Adults/HOH who were discharged the number/percentage who had an income of greater than zero at admission and maintained that income level at discharge (no increase and no decrease). This does not include individuals who reported no income at admission
- **Destination Outcomes (graph):** Outcome Categories for discharged clients (please note that this differs from the Destination at Discharge data element which includes a more nuanced breakdown of where project leavers are exiting to). “Other” includes responses such as “No Exit Interview Completed”, “Other”, “Data Not Collected”, and write in responses that are not included in the standard drop-down list of options within HMIS (see [Data Completeness Report](#) for null/missing percentage under Destination)
- **Percent discharged to Permanent Destination:** The percentage of clients discharging to a permanent destination Category (see **Destination Outcomes [graph]**)

Special Needs – HUD and HHS Funded Programs Only

- **Percent of adults and children in HUD or HHS funded projects reporting any Special Need(s):** Percent of all adults and children (respectively) self-reporting any condition(s) regardless of documentation or whether the condition is serious enough to impact housing stability. *Note: Special Needs are a Program Specific data element and are not required of all individuals in all projects. The percentage of clients reporting a special need is taken out of the total number of individuals served in HUD or HHS funded projects*
- **Special Needs (graph):** A breakdown of individual Yes/No responses for each Special Need, as well as the percentage of not applicable/missing/null data for HUD and HHS funded projects (*for example, RHY funded projects are not required to ask about HIV/AIDS*). Please note that Yes responses do not necessarily indicate that that condition has become serious enough to be considered disabling
- **Mental Health/Substance Abuse comorbidity:** Number of individuals who self-reported both Mental Health and Substance Abuse conditions
- **Number of Adults Reporting a Disabling Condition:** Total number of individuals over 18 who’s admission record indicates “Yes” for Disabling Condition due to a Special Need that is expected to be of long and continued duration and impacts the individual’s ability to live independently (please note that [Data Completeness](#) impacts the calculation of this field and that null/missing values within the Special Needs section of the intake may result in null/missing values for the Disabling Condition)

Sub-Populations – All Programs

- **Number/percent of adults who are chronically homeless:** Individuals over 18 who meet the definition of chronic homelessness as calculated within HMIS. This measure is utilizing the new definition of Chronic Homelessness effective in HMIS as of 10/1/2015
- **Veterans:** Number/percent of individuals over 18 who report being a veteran, as well as number/percent of individuals reporting they are a veteran and have a disabling condition and/or are chronically homeless