ART Report – Chronic Homeless Report 2015 - Chronic Homeless Count for Clients

The Chicago Alliance to End Homelessness has created an additional Advanced Reporting Tool (ART) Report in ServicePoint to help gather information about the number of clients served who are Chronically Homeless. The **Chronic Homeless Report for 2015 Local Evaluation** will enable providers to answer the question of the number of clients served who meet HUD's definition of experiencing chronic homelessness. This report also provides details about the percentage of clients in the program who meet these criteria and those who are listed as missing the data.

Running the Report

Enter ART by selecting the "mode" at the top right hand corner of the ServicePoint screen. Next, locate the folder titled, "Public Folder." Expand the folder by clicking on the black arrow in front of it.

Once expanded, you will see a list of folders. Click on the one titled, "Common Share". Locate the folder "NOFA and Local Evaluation" within the Common Share folder and expand its contents.

Next, you will be able to locate the report that is entitled, "Chronic Homeless Report for 2015 Local Evaluation".

Click on the magnifying glass icon in front of the report and you will find a pop-up:

Click on the button (highlighted above) labeled "View Report".

A prompt box will appear as pictured below:

Prompts:

- **Do not** select or click on EDA Provider. Leave this prompt set to Default Provider.
- Select the appropriate **Start Date** (this date will be included in the Evaluation Guide)
- Select the appropriate **End Date** and include one additional day. For example, select the date 1/1/2015 if you want to run the report to include data through 12/31/2014. (The End Date will also be included in the details in the Evaluation Guide. Please add one day to the provided reporting period End Date.)

- Click on **Enter Provider** and select the program for which you will be running the report. Please note this report is designed to be run individually for each program.
- Once you have followed the above steps, you will be able to see all green check marks (✔) in front of the prompt option. Finally, click on **"Run Query"** to generate the report.

Locating and Assessing the Data

The report has one Tab/Report that will provide details regarding clients served and those who meet the definition and have been reported to be Chronically Homeless.

The top of the report includes a chart that lists the following details:
- Number of Chronically Homeless Clients
- Total Number of Clients Served
- Percentage of Clients Served who are Chronically Homeless

Number of Chronically Homeless Clients	6
Total Number of Clients Served	399
% of Clients Who Are Chronically Homeless	1.50%

The sections below include details regarding the client level data. Due to the changes to HUD Data Standards in October 2014, the clients are separated into two groups based on whether they were entered before or after October 1, 2014.

For clients entered* before *October 1, 2014

The first column includes the **Client ID** number for each client that was entered into the program during the specified reporting period. The report groups clients by **Household** and includes the associated ID number in the second column. The third column includes the **Provider** entered for the report. The fourth and fifth columns include the **Entry and Exit Date** for each client. You will then see the **Date Record Added**.

The next four columns (seventh through tenth columns) include data that need to be entered to appropriately designate a client as being Chronically Homeless.

- **Disability of long duration?** is answered **Yes (HUD)** if the client is disabled.
- **Disability Sub-Assessment** needs to be completed if the client does have a disability. This column will show if it has been appropriately completed.
- **Marked as Chronically Homeless**
- **Been homeless 4 times in past 3 years or continuously homeless for 1 year?**

To be counted as chronically homeless, a client needs to be in a family with someone who is 18 years of age or over and has affirmative responses in these four columns. Program staff members should review this listing to ensure all questions have been entered. For these clients entered before 10/1/2014, any errors can be fixed in the client's Entry assessment in the old Comprehensive Assessment.

The final column will include "Yes" or "No" responses to indicate whether the client has been counted as Chronically Homeless.

ClientID	Household Group ID	Provider	Project Entry Date	Project Exit Date	Date Record Added	Disability of long duration?	Disability Sub-Assessment?	Marked as Chronically Homeless	Been homeless 4 times in past 3 years or continuously homeless for 1 year?	Client Age at Entry	Counted as Chronically Homeless?
35338			5/12/14	5/16/14	5/15/14	Yes (HUD)	Yes	No	No	51	No
295262				5/14/14	5/15/14	No (HUD)	No	No	No	38	No
335495			5/13/14	5/15/14	5/15/14	No (HUD)	No	No	No	29	No
32019			5/16/14	8/9/14	5/19/14	No (HUD)	No	No	No	44	No
290156			5/16/14	5/28/14	5/19/14	No (HUD)	No	No	No	56	No
336002			5/19/14	5/20/14	5/21/14	No (HUD)	No	No	No	24	No
173769			5/19/14	6/25/14	5/21/14	Client doesn't know (HUD)	No	No	No	55	No
330785			5/20/14	8/18/14	5/21/14	No (HUD)	No	No	No	47	No
336007			5/20/14	5/23/14	5/21/14	Yes (HUD)	Yes	Yes	Yes	41	Yes

For clients entered **after** *October 1, 2014*

The first column includes the **Client ID** number for each client that was entered into the program during the specified reporting period. The report groups clients by **Household** and includes the associated ID number in the second column. The third column includes the **Provider** entered for the report. The fourth and fifth columns include the **Entry and Exit Date** for each client. You will then see the **Date Record Added**.

The next four columns (seventh through tenth columns) include data that need to be entered to appropriately designate a client as being Chronically Homeless.

- **Disability of long duration?** is answered **Yes (HUD)** if the client is disabled.
- **Disability Sub-Assessment** needs to be completed if the client does have a disability. This column will show if it has been appropriately completed.
- **Continuously Homeless for At Least One Year**
- **# Times Client Has Been Homeless in Past 3 Years**

To be counted as chronically homeless, a client needs to be in a family with someone who is 18 years of age and has affirmative responses in the first two columns and either a "**Yes (HUD)**" response in the Continuously Homeless column OR a "**4 or more**" response in the # Times Client Has Been Homeless in Past 3 Years column. Program staff members should review this listing to ensure all questions have been entered. Any errors can be fixed in the client's default Entry assessment (HUD CoC and ESG Entry).

The final column will include "Yes" or "No" responses to indicate whether the client has been counted as Chronically Homeless.

Client ID	Household Group ID	Provider	Project Entry Date	Project Exit Date	Date Record Added	Disability of long duration?	Disability Sub-Assessment?	Continuously Homeless for at Least One Year	# Times Client has been Homeless in Past 3 Years	Client Age at Entry	Counted as Chronically Homeless?
20758			5/28/14	5/29/14	12/3/14	Yes (HUD)	Yes	Missing	Missing	61	No
196246			9/20/14	12/28/14	10/1/14	No (HUD)	No	No (HUD)	0	32	No
274402			9/23/14	9/24/14	10/7/14	Yes (HUD)	No	No (HUD)	1	60	No
347039			9/29/14	9/30/14	10/1/14	No (HUD)	No	No (HUD)	0	54	No
207841			9/30/14	11/16/14	10/1/14	No (HUD)	No	No (HUD)	1	62	No
341173			10/2/14	10/4/14	10/3/14	No (HUD)	No	No (HUD)	1	25	No
347615			10/4/14	10/14/14	10/8/14	Yes (HUD)	No	No (HUD)	Data not collected	52	No
113717			10/4/14	10/6/14	10/9/14	No (HUD)	Yes	No (HUD)	0	32	No
347682			10/7/14	10/8/14	10/9/14	Yes (HUD)	No	No (HUD)	0	28	No

For additional information with running or interpreting the report, please contact the HMIS Team at hmis@allchicago.org.