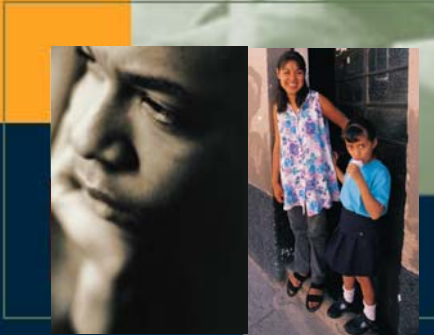




The National HMIS Data Standards and the Arizona Self-Sufficiency Matrix: Collecting Uniform Information on Homeless Persons

September 20, 2005



Solving problems, guiding decisions – worldwide

Goals of Today's Meeting

1. Review the Universal and Program-Specific data elements in HUD's National Data and Technical Standards Notice.
2. Provide guidance on how to collect information for Arizona's Self-Sufficiency Matrix.
3. Highlight the importance of collecting good quality data to promote progress toward your program's goals.

National Data and Technical Standards Notice

National Data Standards

Universal Data Elements

- All providers, all clients
- Understand extent, characteristics, and patterns of service use

Program-Specific Data Elements

- Mandated for all Maricopa HMIS Agencies
- Record entry and exit assessments and report outcomes

Key Reporting Requirements

1. When Data Elements Are Collected
2. Subjects
3. Definition and Instructions
4. Response Categories

Universal Data Elements

1. Name
2. Social Security Number
3. Date of Birth
4. Ethnicity and Race
5. Gender
6. Veterans Status
7. Disabling Condition
8. Residence Prior to Program Entry
9. Zip Code of Last Permanent Address
10. Program Entry Date
11. Program Exit Date
12. Person ID Number*
13. Program ID Number*
14. Household ID Number*

* System Generated

Universal Data Elements

Goal: To produce an accurate count of homeless persons and to increase the use of main stream programs by homeless persons. Date of birth can also be used to calculate a person's age.

1. **Name**
2. **Social Security Number**
3. **Date of Birth**

Universal Data Element: Name

Name

- *When Data Is Collected:* Upon initial program entry.
- *Subjects:* All clients served.
- *Definition and Instructions:* In four separate fields record:
 - The legal first name, middle initial, last name, and any suffixes (avoid aliases or nicknames)
 - Any other name used to receive services previously
- *Response Category:* e.g., John D Doe Jr.

Universal Data Element: SSN

Social Security Number

- *When Data Is Collected:* Upon initial program entry.
- *Subjects:* All clients served.
- *Definition and Instructions:* In two separate fields record:
 - Nine-digit Social Security Number
 - Quality of the data (Full SSN, Partial SSN, Don't Know or Don't Have, Refused)
- *Response Category:* e.g., 123456789

Universal Data Elements: Date of Birth

Date of Birth

- *When Data Is Collected:* Upon initial program entry.
- *Subjects:* All clients served.
- *Definition and Instructions:* Collect the month, day, and year of birth for every person served.
 - If a client cannot remember the year of birth, ask their age and calculate the approximate year of birth using “01” for month and day.
- *Response Category:* e.g. 08/31/1965

Universal Data Elements

Goal: To understand who is homeless and to identify persons who may qualify for other types of programs.

4. **Ethnicity and Race**
5. **Gender**
6. **Veterans Status**
7. **Disabling Condition**

Universal Data Elements: Ethnicity and Race

Ethnicity and Race

- *When Data Is Collected:* Upon initial program entry.
- *Subjects:* All clients served.
- *Definition and Instructions:* In separate fields record both the self-identified Hispanic or Latino ethnicity and the self-identified race(s) of each client served.
 - Allow clients to identify multiple racial categories.
 - Staff observation should *NOT* be used to collect information.

Universal Data Elements: Ethnicity and Race (con't)

Ethnicity and Race

- *Response Category:*

Ethnicity
Hispanic/Latino
Other (Non-Hispanic/Latino)
Race
American Indian or Alaskan Native
Asian
Black or African-American
Native Hawaiian or Other Pacific Islander
White
Other Multi-Racial

Universal Data Elements: Gender

Gender

- *When Data Is Collected:* Upon initial program entry.
- *Subjects:* All clients served.
- *Definition and Instructions:* In separate fields record the gender and if the client is transgendered for each client served.
- *Response Categories:*
 - Gender: Female, Male
 - Transgender: No, Yes, Don't Know, Refused

Universal Data Elements: Veterans Status

Veterans Status

- *When Data Is Collected:* Upon each program entry.
- *Subjects:* All adults served.
- *Definition and Instructions:* A veteran is someone who has served on active duty in the Armed Forces of the United States.
 - This does not include inactive military reserves or the National Guard unless the person was called up to active duty.
- *Response Category:* No, Yes, Don't Know, Refused

Universal Data Elements: Disabling Condition

Disability of Long Duration

- *When Data Is Collected:* Any time after the client has been admitted into the program.
- *Subjects:* All adults served.
- *Definition and Instructions:* A disabling condition means:
 1. A disability as defined in Section 223 of the Social Security Act.
 2. A physical, mental, or emotional impairment which is of long-continued and indefinite duration, substantially impedes ones ability to function independently, and of such a nature that such ability could be improved by more suitable housing conditions.

Universal Data Elements: Disabling Condition (con't)

- *Definition and Instructions (con't):*
 3. A developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act.
 4. The disease of AIDS or any conditions arising from the etiological agency of AIDS.
 5. A diagnosable substance abuse disorder.
- *Response Category:* No, Yes, Don't Know, Refused

Universal Data Elements

Goal: To understand the mobility of homeless persons and service use patterns.

- 8. Residence Prior to Program Entry**
- 9. Zip Code of Last Permanent Address**
- 10. Program Entry Date**
- 11. Program Exit Date**

Universal Data Element: Residence Prior to Program Entry

Residence Prior to Program Entry

- *When Data Is Collected:* Any time after the client has been admitted into the program.
- *Subjects:* All adults and unaccompanied youth served.
- *Definition and Instructions:* In two separate fields record the type of living arrangement the night before entry into the program and the length of time the client spent in that living arrangement.

Universal Data Element: Residence Prior to Program Entry (con't)

Type of Residence
Emergency Shelter (including a youth shelter, hotel, motel, or campground paid for with emergency shelter voucher)
Transitional Housing for Homeless persons (including homeless youth)
Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)
Psychiatric hospital or other psychiatric facility
Substance abuse treatment facility or detox center
Hospital (non-psychiatric)
Jail, prison, or juvenile detention facility
Room, apartment, or house that you rent
Apartment or house that you own
Staying or living in a family member's room, apartment, or house
Staying or living in a friend's room, apartment, or house
Hotel or motel paid for without emergency shelter voucher
Foster care home or foster care group home
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport, or anywhere outside)
Other
Don't know
Refused

Universal Data Element: Residence Prior to Program Entry (con't)

Length of Stay in Previous Place

One week or less

More than one week, but less than one month

One to three months

More than three months, but less than one year

One year or longer

Universal Data Element: Zip Code of Last Permanent Address

Zip Code of Last Permanent Address

- *When Data Is Collected:* Upon each program entry.
- *Subjects:* All adults and unaccompanied youth served.
- *Definition and Instructions:* In two separate fields record the five-digit zip code of the apartment, room, or house where the client last lived for 90 days or more, and the zip data quality code.

Universal Data Element: Zip Code of Last Permanent Address (con't)

- *Response Category:*

Zip Code
______ (example: 12345)
Zip Data Quality Code
Full Zip Code Recorded
Don't Know
Refused

Universal Data Element: Program Entry Date

Program Entry Date

- *When Is Are Collected:* Upon each program entry.
- *Subjects:* All clients served.
- *Definition and Instructions:* Record the month, day, and year of first day of service of program entry.
 - For a shelter visit, this date would represent the first day of residence in a shelter program following residence outside of the shelter or in another program.
 - For services, this date may represent the day of program enrollment, the day a service was provided, or the first date of a period of continuous participation in a service (e.g., daily, weekly, or monthly).
- *Response Category:* e.g., 01/30/2004

Universal Data Element: Program Exit Date

Program Exit Date

- *When Data Is Collected:* Upon each program exit.
- *Subjects:* All clients served.
- *Definition and Instructions:* Record the month, day, and year of last day of service.
 - For a program providing housing or shelter, this date would represent the last day of residence in the program's housing before the client transfers to another residential program or leaves the shelter.
 - For services, the exit date may represent the last day a service was provided or the last date of a period of continuous service.
- *Response Category:* e.g., 01/30/2004

Universal Data Element: Program Exit Date (con't)

Missing Exit Dates!

- Documented as the most missing variable across the nation—especially for overnight shelters.
- Use a nightly bed register to audit entries and exits.
- Heighten staff awareness to missing exit dates—training, training, and more training.

Program-Specific Data Elements

1. Income and Sources
2. Non-Cash Benefits
3. Physical Disability
4. Developmental Disability
5. HIV/AIDS
6. Mental Health
7. Substance Abuse
8. Domestic Violence
9. Services Received
10. Destination
11. Reasons for Leaving
12. Employment
13. Education
14. General Health Status
15. Pregnancy Status
16. Veterans Information
17. Children's Education

Program-Specific Data Elements

Goal: To understand a client's level of self-sufficiency and use of main stream resources.

1. **Income and Sources**
 2. **Non-Cash Benefits**
- This information is tracked in one sub-assessment in ServicePoint.

Program-Specific Data Element: Income and Sources

Income and Sources

- *When Data Is Collected:* In the course of the client assessment and at exit.
- *Subjects:* All clients served.
- *Definition and Instructions:* In two separate fields, record:
 - (1) record each source of income received in the past 30 days and
 - (2) the amount of income received from each source identified by the client.

Identify all sources of income.

Program-Specific Data Element: Income and Sources (con't)

Sources of Income	
Earned Income	\$ _____.00
Unemployment Insurance	\$ _____.00
Supplemental Security Income or SSI	\$ _____.00
Social Security Disability Income or SSDI	\$ _____.00
A veteran's disability payment	\$ _____.00
Private disability insurance	\$ _____.00
Worker's compensation	\$ _____.00
Temporary Assistance for Needy Families (TANF)	\$ _____.00
General Assistance	\$ _____.00
Retirement Income from Social Security	\$ _____.00
Veteran's pension	\$ _____.00
Pension from a former job	\$ _____.00
Child support	\$ _____.00
Alimony or other spousal support	\$ _____.00
Other	\$ _____.00
No financial resources	\$ _____.00
Total Monthly Income	
\$ _____.00 (System generated)	

Program-Specific Data Element: Non-Cash Benefits

Non-Cash Benefits

- *When Data Is Collected:* In the course of the client assessment and at exit.
- *Subjects:* All adults and unaccompanied youth served.
- *Definition and Instructions:* Determine if the client received any of the non-cash benefits in the past month (30 days).

Allow clients to identify multiple sources. When tracking non-cash benefits, record “0” for the 30 day non-cash amount.

Program-Specific Data Element: Non-Cash Benefits (con't)

Sources of Non-Cash Benefit
Food stamps or money for food on a benefits card
MEDICAID health insurance program (AHCCCS)
MEDICARE health insurance program
State Children's Health Insurance Program (SCHIP)
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
Veteran's Administration (VA) Medical Services
TANF Child Care services
TANF transportation services
Other TANF-funded services
Section 8, Public Housing, or other rental assistance
Other

Program-Specific Data Elements

Goal: To understand who is homeless, determine eligibility for certain types of benefits, and assess the need for services.

3. **Physical Disability**
4. **Developmental Disability**
5. **HIV/AIDS**
6. **Mental Health**
7. **Substance Abuse**
8. **Domestic Violence**
9. **Services Received**

Program-Specific Data Elements (Cont.)

Physical disability, developmental disability, HIV/AIDS, mental health, substance abuse, and other disabilities are tracked in one sub-assessment in ServicePoint.

Record if the disability is of long duration for all disabilities.

Program-Specific Data Element: Physical Disability

Physical Disability

- *When Data Is Collected:* In the course of the client assessment once the client is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All clients served.
- *Definition and Instructions:* A physical disability includes an impairment which is:
 1. Expected to be of long-continued and indefinite duration;
 2. Substantially impedes an individual's ability to live independently; and
 3. Of such a nature that such ability could be improved by more suitable housing conditions.

Program-Specific Data Element: Developmental Disability

Developmental Disability

- *When Data Is Collected:* In the course of the client assessment once the client is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All clients served.
- *Definition and Instructions:* A developmental disability includes a:
 1. Severe, chronic disability that is attributed to a mental and/or physical impairment;
 2. Occurs before 22 years of age; and
 3. Limits the capacity for independent living & economic self-sufficiency.

Program-Specific Data Element: HIV/AIDS

HIV/AIDS

- *When Data Is Collected:* In the course of the client assessment once the client is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All adults and unaccompanied youth served.
- *Definition and Instructions:* Determine if the client has been diagnosed with AIDS or has tested positive for HIV.

If the client does not provide the information and it is not in case manager records, do not record it.

Program-Specific Data Element: Mental Health

Mental Health

- *When Data Is Collected:* In the course of the client assessment once the client is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All adults and unaccompanied youth served.
- *Definition and Instructions:* In separate fields, record:
 - If the client has a mental health problem;
 - Whether the problem is expected to be of long-continued and indefinite duration, and substantially impedes a client's ability to live independently.

A mental health problem may include serious depression, serious anxiety, hallucinations, violent behavior, or thoughts of suicide.

Program-Specific Data Element: Substance Abuse

Substance Abuse

- *When Data Is Collected:* In the course of the client assessment once the client is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All adults and unaccompanied youth served.
- *Definition and Instructions:* In separate fields, record:
 - If the client has an alcohol or drug abuse problem, or both;
 - Whether the problem is expected to be of long-continued and indefinite duration, and substantially impedes a client's ability to live independently.

Program-Specific Data Element: Domestic Violence

Domestic Violence

- *When Data Is Collected:* In the course of the client assessment.
- *Subjects:* All adults and unaccompanied youth served.
- *Definition and Instructions:* In separate fields, record:
 - If the client has ever been a victim of domestic violence, and if so,
 - How long ago did the client have the most recent experience.

Program-Specific Data Element: Domestic Violence (con't)

- *Response Category:*

Domestic Violence Experience
No
Yes
(If yes) When Experience Occurred
Within the past three months
Three to six months ago
From six to twelve months ago
More than a year ago
Don't Know
Refused

Program-Specific Data Element: Services Received

Services Received

- *When Data Is Collected:* In the course of the client assessment and at appropriate points during the program stay.
- *Subjects:* All clients served.
- *Definition and Instructions:* For each service encounter, two types of information must be recorded in two separate fields:
 - The date of service as the two-digit month, two-digit day, and four-digit year, and
 - The type of service (listed on next slide).

Program-Specific Data Element: Services Received (con't)

Date of Service	
e.g. 08/31/1965	
Type of Service	Example
Food	Emergency food programs & pantries
Housing/shelter	Shelter stay or housing placement
Material goods	Clothing and personal hygiene items
Temporary housing aid & other financial aid	Rent payment or deposit assistance
Transportation	Bus pass and mass transit tokens
Consumer assistance and protection	Money management counseling and ID help
Criminal justice/legal service	Legal counseling and immigration services
Education	GED instruction and bilingual education
Health care	Disability screening & health care referrals
HIV/AIDS-related services	HIV testing, AIDS treatment and counseling
Mental health care/counseling	Telephone hotlines and psychiatric care
Substance abuse services	Detoxification and alcohol/drug counseling
Employment	Job development and job search assistance
Case/care management	Develop plans for evaluating/serving clients
Day care	Child care centers and infant care centers
Personal enrichment	Life skills education & social skills training
Outreach	Street outreach
Other	

Program-Specific Data Elements

Goal: To understand where homeless people go to following service and to identify the barriers and issues clients face in completing a program or staying in a residential facility.

10. Destination

11. Reasons for Leaving

Program-Specific Data Element: Destination

Destination

- *When Data Is Collected:* At program exit.
- *Subjects:* All clients served.
- *Definition and Instructions:* Record in three separate fields:
 - Where the client will be staying after they leave the program;
 - If this move is permanent or transitional (i.e., temporary); and
 - Does the move involve a HUD subsidy or other subsidy.

Program-Specific Data Element: Destination (con't)

Destination
Emergency Shelter (including a youth shelter, hotel, motel, or campground paid for with emergency shelter voucher)
Transitional Housing for Homeless persons (including homeless youth)
Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)
Psychiatric hospital or other psychiatric facility
Substance abuse treatment facility or detox center
Hospital (non-psychiatric)
Jail, prison, or juvenile detention facility
Room, apartment, or house that you rent
Apartment or house that you own
Staying or living in a family member's room, apartment, or house
Staying or living in a friend's room, apartment, or house
Hotel or motel paid for without emergency shelter voucher
Foster care home or foster care group home
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport, or anywhere outside)
Other
Don't Know
Refused

Program-Specific Data Element: Destination (con't)

Tenure
Permanent
Transitional (or temporary)
Don't Know
Refused
Subsidy Type
Public Housing
Section 8
S+C
HOME program
HOPWA program
Other housing subsidy
Don't Know
Refused

Program-Specific Data Element: Reason for Leaving

Reason for Leaving

- *When Data Is Collected:* At program exit.
- *Subjects:* All clients served.
- *Definition and Instructions:* Record the reason why the client left the program. If the client left for more than one reason, record only the primary reason.

Program-Specific Data Element: Reason for Leaving (con't)

Reason for Leaving
Left for a housing opportunity before completing program
Completed program
Non-payment of rent/occupancy charge
Non-compliance with project
Criminal activity/destruction of property/violence
Reached maximum time allowed by project
Needs could not be met by project
Disagreement with rules/persons
Death
Unknown/disappeared

Program-Specific Data Element: Employment

Employment

- *When Data Is Collected:* In the course of the client assessment once the individual is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All clients.
- *Definition and Instructions:* In separate fields, determine: (1) If the client is currently employed; (2) if currently employed, how many hours did the client work in the last week; (3) if currently employed, is the work permanent, temporary, or seasonal; and (4) if the client is not currently working, if they are currently looking for work.

Program-Specific Data Element: Education

Education

- *When Data Is Collected:* In the course of the client assessment once the individual is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All clients.
- *Definition and Instructions:* In four separate fields, determine: (1) If the client is currently in school or working on any degree or certificate; (2) whether the client has received any vocational training or apprenticeship certificates; (3) what is the highest level of school that the client has completed; and (4) if the client has received a high school diploma/GED, what degrees has the client earned.

Program-Specific Data Element: Education

Highest Level of School Completed	Degrees Earned (If applicable)
No schooling completed	Associates Degree
Nursery school to 4th grade	Bachelors Degree
5th grade or 6th grade	Masters Degree
7th grade or 8th grade	Doctorate
9th grade	Other graduate/professional degree
10th grade	
11th grade	
12th grade, No diploma	
High school diploma	
GED	
Post-secondary school	
Other source	

Program-Specific Data Element: General Health

General Health Status

- *When Data Is Collected:* In the course of the client assessment once the individual is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All clients.
- *Definition and Instructions:* Determine how the client assesses their health in comparison to other people of their age.
- *Response Categories:* Excellent, Very Good, Good, Fair, Poor, or Don't Know.

Program-Specific Data Element: Pregnancy Status

Pregnancy Status

- *When Data Is Collected:* In the course of the client assessment once the individual is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All females of child-bearing age served.
- *Definition and Instructions:* In separate fields, determine (a) if a client is pregnant and (b) if so, what is the due date. The due date field is in the format of mm/dd/yy. If the day is unknown, programs are encouraged to record “01” as a default value. If the month is unknown, programs should leave the data field blank.

Program-Specific Data Element: Veterans' Info

Veteran's Information

- *When Data Is Collected:* In the course of the client assessment once the individual is admitted, unless this information is needed prior to admission to determine program eligibility.
- *Subjects:* All persons who answered "Yes" to the Veterans Status data element.
- *Definition and Instructions:* In separate fields, determine: (1) Which military service era did the client serve; (2) how many months did the client serve on active duty in the military; (3) if the client served in a war zone; (4) if the client served in a war zone, the name of the war zone;

Program-Specific Data Element: Veterans' Info

Veteran's Information

- *Definition and Instructions (continued)*: (5) if the client served in a war zone, the number of months served in the war zone; (6) if the client served in a war zone, whether the client received hostile or friendly fire; (7) what branch of the military did the client serve in; and (8) what type of discharge did the client receive

Program-Specific Data Element: Children's Education

Children's Education

- *When Data Is Collected:* In the course of the client assessment.
- *Subjects:* All children between 5 and 17 years of age.
- *Definition and Instructions:* For each child, determine in separate fields: (1) If the child is currently enrolled in school; (2) if the child is currently enrolled, the name of the school; (3) if the child is currently enrolled, the type school; (4) if the child is not currently enrolled in school, what date was the child last enrolled in school; and (5) what problems has the head of household had in getting the child enrolled into school. If the day is unknown, programs are encouraged to record "01" as a default value. If the month is unknown, programs should leave the data field blank.

Arizona Self-Sufficiency Matrix

Key Features in Self-Sufficiency Matrix

Three Key Features:

1. 17 domains in the Self-Sufficiency Matrix
2. Client's status on each domain is measured by a 5-point scale
3. Not Applicable (N/A) and Don't Know (Unknown) are available for all domains

Domains and Scale

Domain	Scale
Income	1 = In Crisis
Employment	
Shelter	
Food	2 = Vulnerable
Childcare	
Children's Education	
Adult Education	3 = Safe
Legal	
Health Care	
Life Skills	4 = Building Capacity
Mental Health	
Substance Abuse	
Family Relations	5 = Empowered
Mobility	
Community Involvement	
Safety	Don't Know (Unknown)
Parenting Skills	
	N/A = Not Applicable

Calculating the AZEP Performance Measures: Self-Determination and Skills

17 Domains of Participant Self-Sufficiency

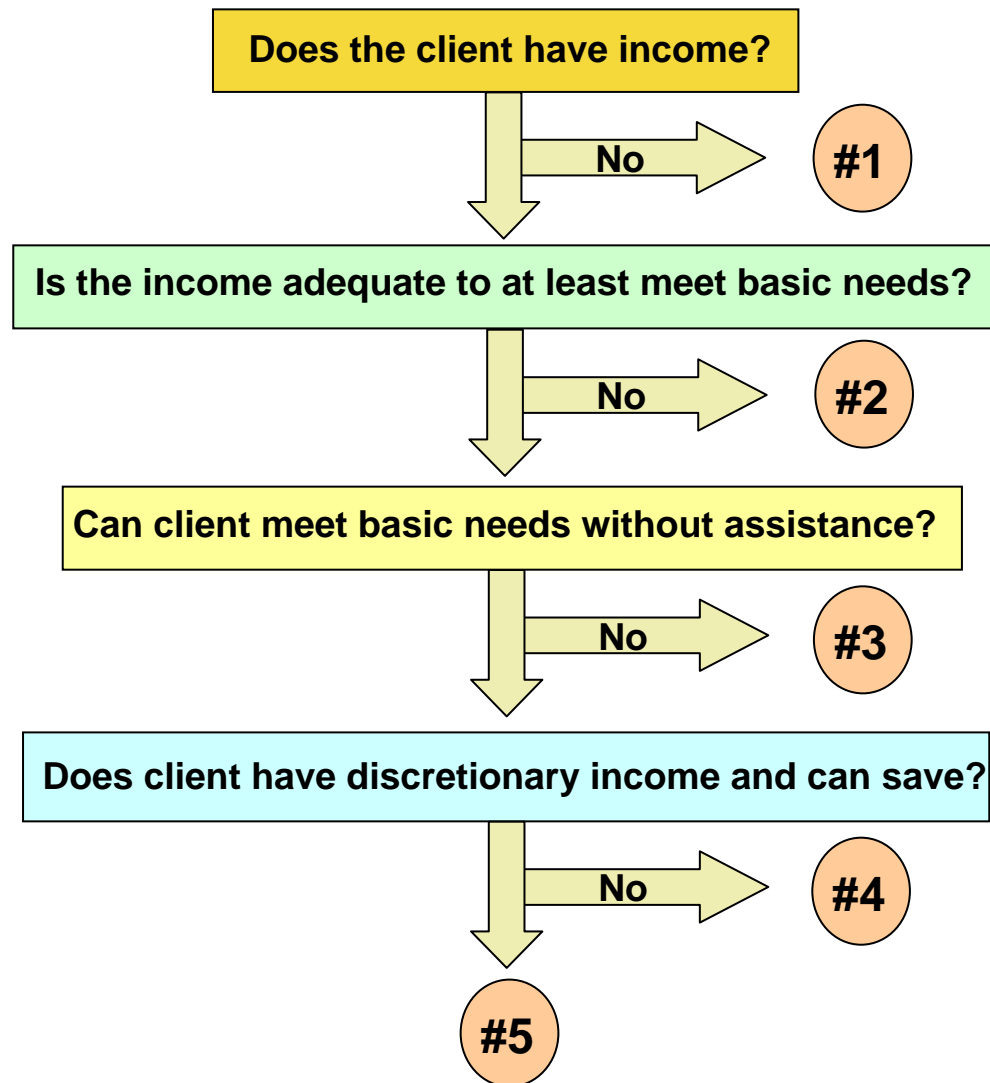
- *When Data Is Collected:* Upon any program entry and at each program exit. Transitional housing programs must also collect the information every six months after entry. Permanent housing programs must also collect the information every 12 months after entry.
- *Subjects:* All adults and unaccompanied youth
- *Definition and Instructions:* Select one and only one status level in each of the 17 domains.

Self-Determination and Skills - Income

1. Income

- 1. No Income
- 2. Inadequate income and/or spontaneous or inappropriate spending
- 3. Can meet basic needs with subsidy; appropriate spending
- 4. Can meet basic needs and manage debt without assistance
- 5. Income is sufficient, well managed; has discretionary income and is able to save

Self-Determination and Skills - Income

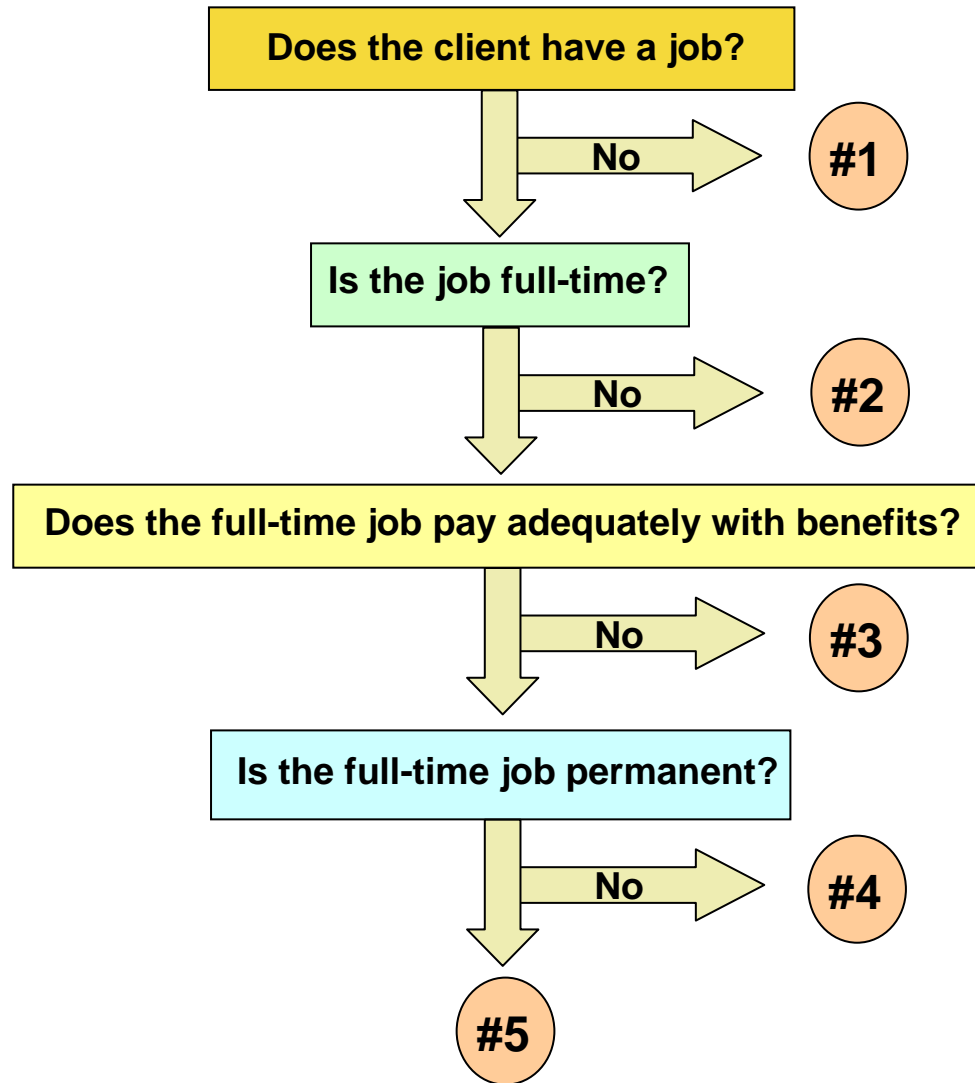


Self-Determination and Skills - Employment

2. Employment

- 1. No Job
- 2. Temporary, part-time or seasonal; inadequate pay; no benefits
- 3. Employed full-time; inadequate pay; few or no benefits
- 4. Employed full-time with adequate pay and benefits
- 5. Maintains permanent employment with adequate income and benefits

Self-Determination and Skills - Employment



Self-Determination and Skills - Shelter

3. Shelter

- 1. Homeless or threatened with eviction
- 2. In transitional, temporary, or substandard housing; and/or current rent/mortgage payment is unaffordable
- 3. In stable housing that is safe but only marginally adequate
- 4. Household is safe, adequate, subsidized housing
- 5. Household is safe, adequate, unsubsidized housing

Self-Determination and Skills - Shelter

Is the client housed and not at imminent risk of losing that housing?

No

#1

Is the housing stable and/or affordable?

No

#2

Is the housing adequate?

No

#3

Is the housing unsubsidized?

No

#4

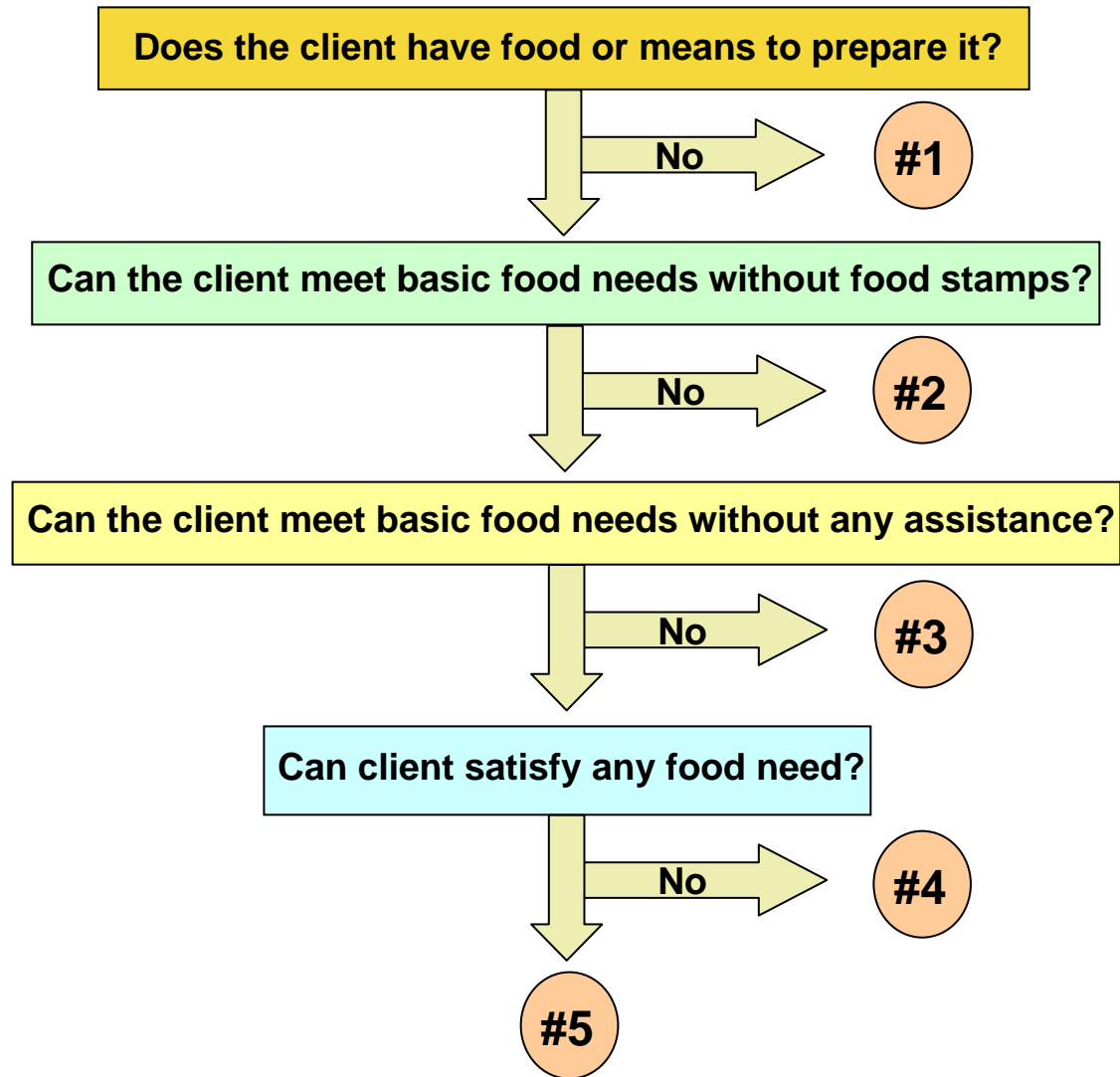
#5

Self-Determination and Skills - Food

4. Food

- 1. No food or means to prepare it. Relies to a significant degree on other sources of free or low-cost
- 2. Household is on food stamps
- 3. Can meet basic food needs but requires occasional assistance
- 4. Can meet basic food needs without assistance
- 5. Can choose to purchase any food household desires

Self-Determination and Skills - Food

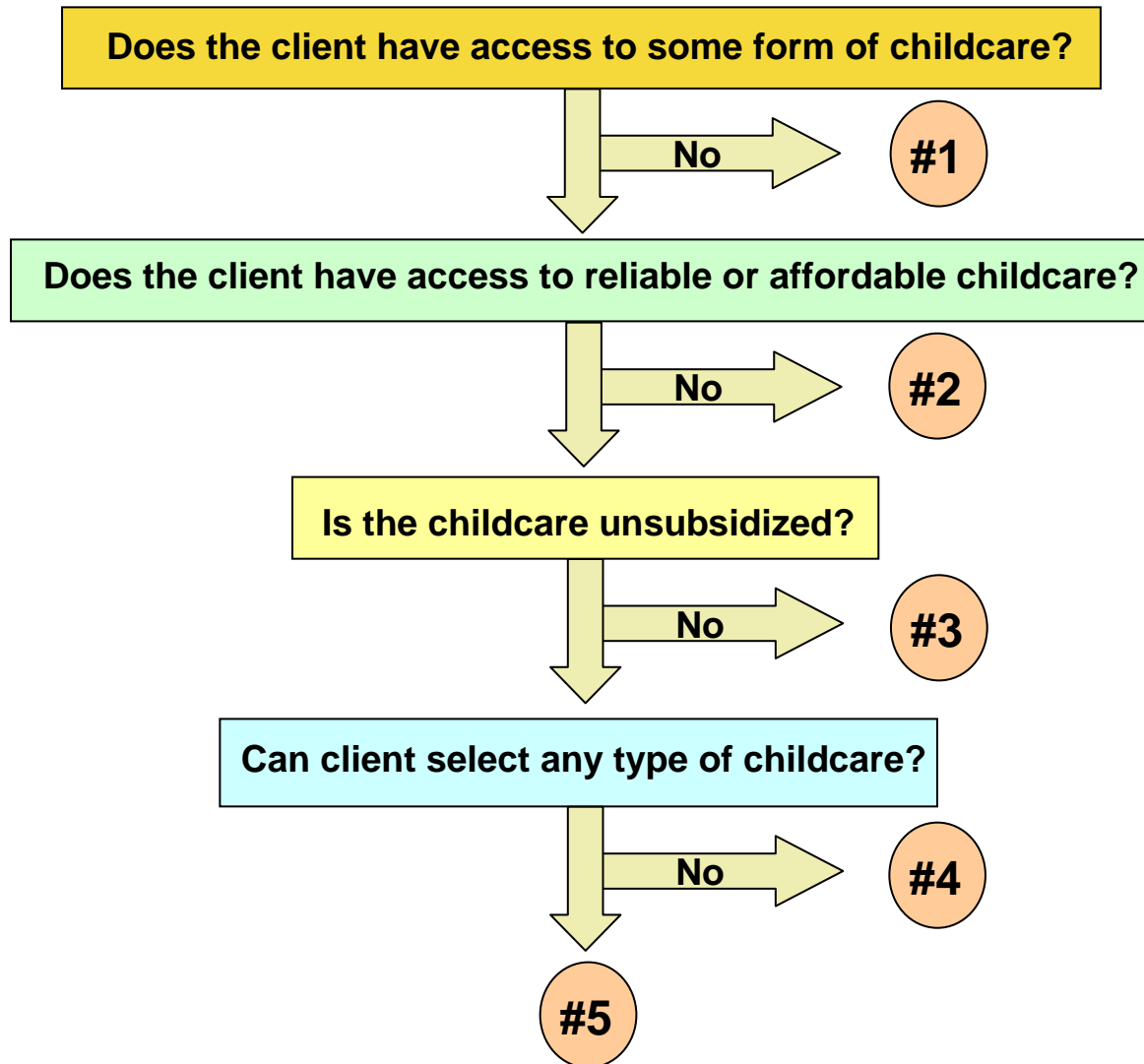


Self-Determination and Skills - Childcare

5. Childcare

- 1. Needs childcare, but none is available/accessible and/or child is not eligible
- 2. Childcare is unreliable or unaffordable; inadequate supervision is a problem for childcare that is available
- 3. Affordable subsidized childcare is available but limited
- 4. Reliable, affordable childcare is available; no need for subsidies
- 5. Able to select quality childcare of choice

Self-Determination and Skills - Childcare

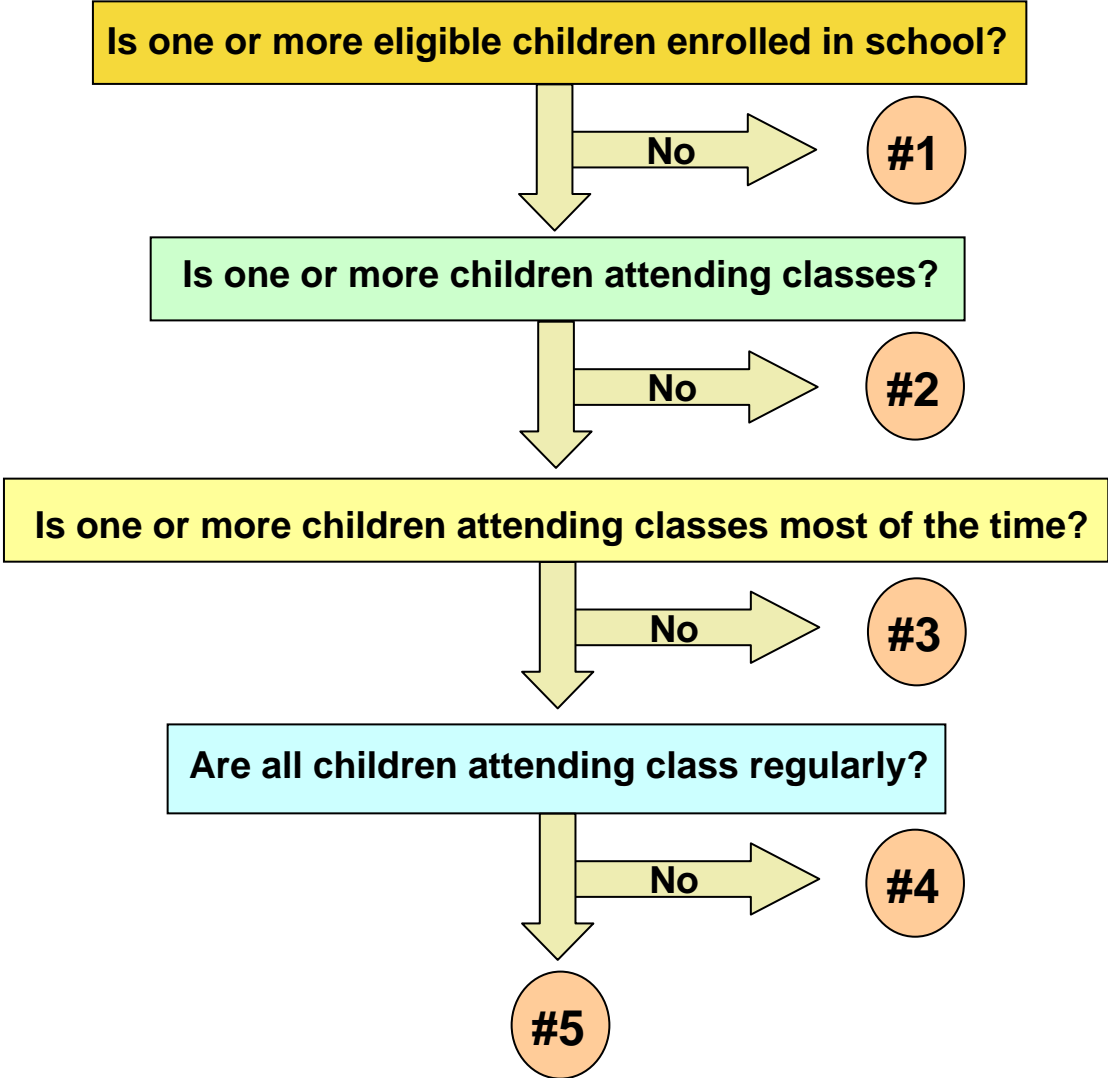


Self-Determination and Skills – Children’s Education

6. Children’s Education

- 1. One or more school-aged children not enrolled in school
- 2. One or more school-aged children enrolled in school but not attending classes
- 3. Enrolled in school, but one or more children only occasionally attending classes
- 4. Enrolled in school and attending classes most of the time
- 5. All school-aged children enrolled and attending on a regular basis

Self-Determination and Skills – Children’s Education

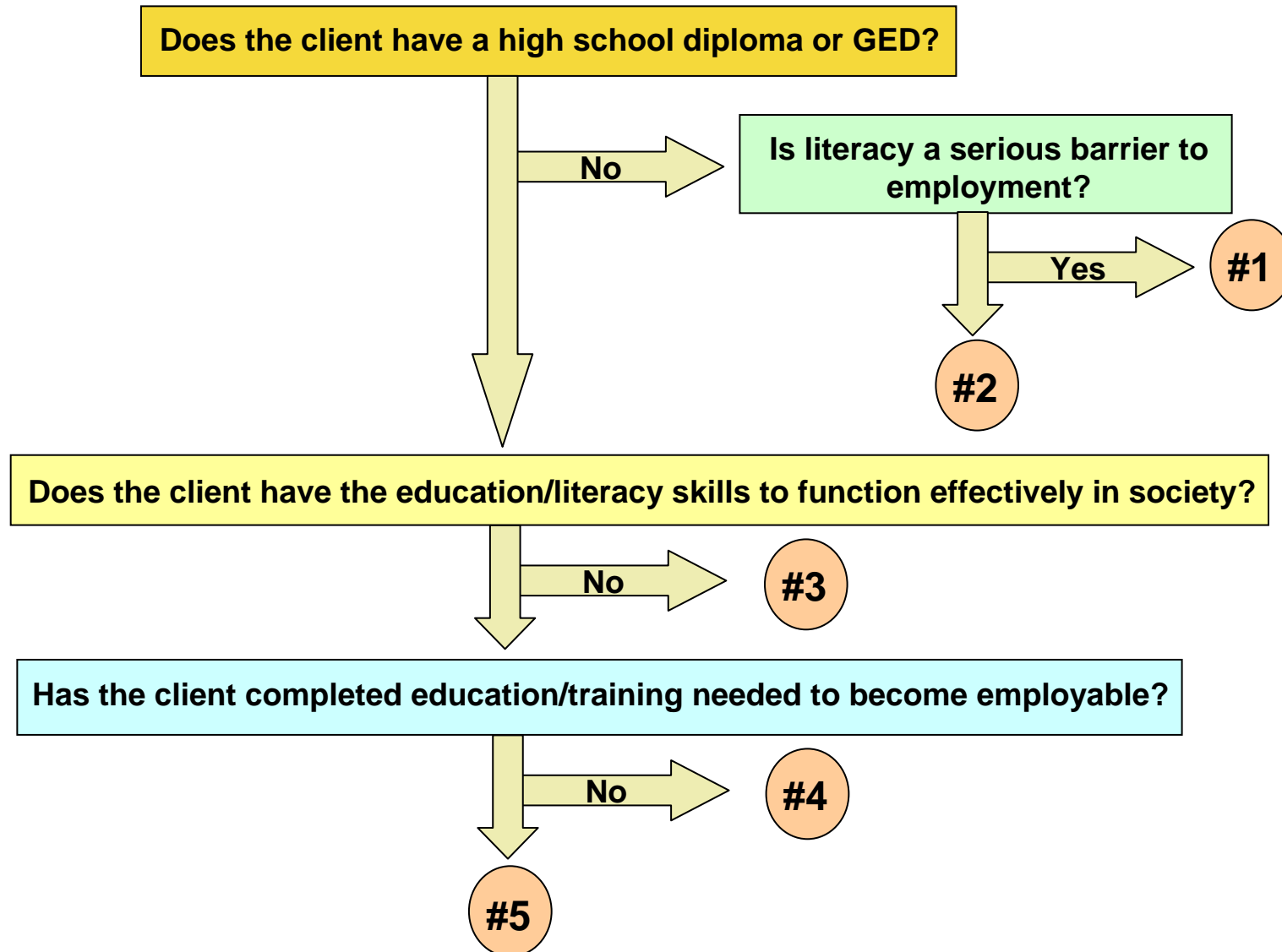


Self-Determination and Skills – Adult Education

7. Adult Education

- 1. Literacy problems and/or no high school diploma/GED are serious barriers to employment
- 2. Enrolled in literacy and/or GED program and/or has sufficient command of English to where language is not a barrier to employment
- 3. Has high school diploma/GED
- 4. Needs additional education/training to improve employment situation and/or to resolve literacy problems to where they are able to function effectively in society
- 5. Has completed education/training needed to become employable. No literacy problems

Self-Determination and Skills – Adult Education

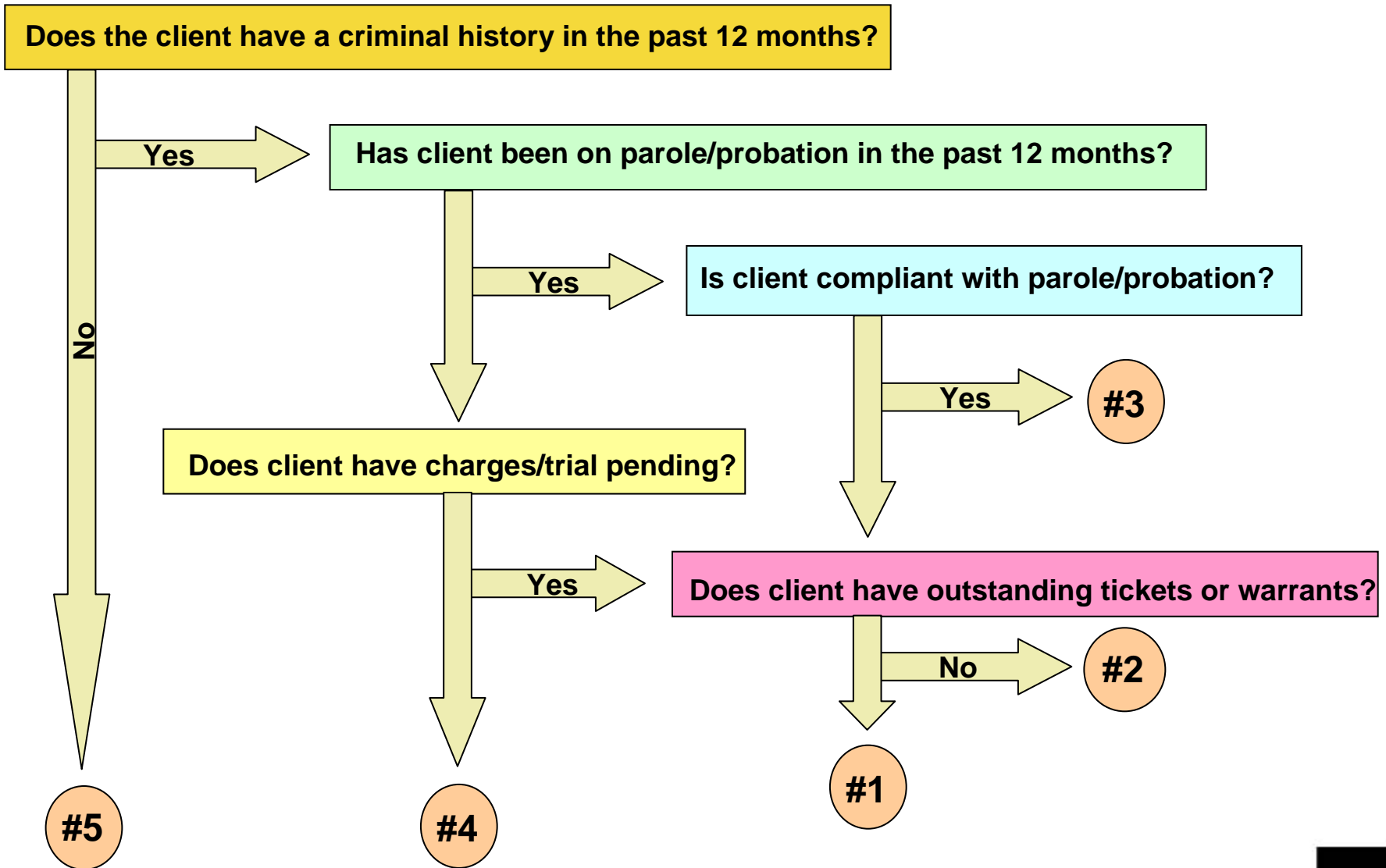


Self-Determination and Skills – Legal

8. Legal

- 1. Current outstanding tickets or warrants
- 2. Current charges/trial pending; noncompliance with probation/parole
- 3. Fully compliant with probation/parole terms
- 4. Has successfully completed probation/parole within past 12 months; no new charges filed
- 5. No active criminal justice involvement in more than 12 months and/or no felony criminal history

Self-Determination and Skills – Legal

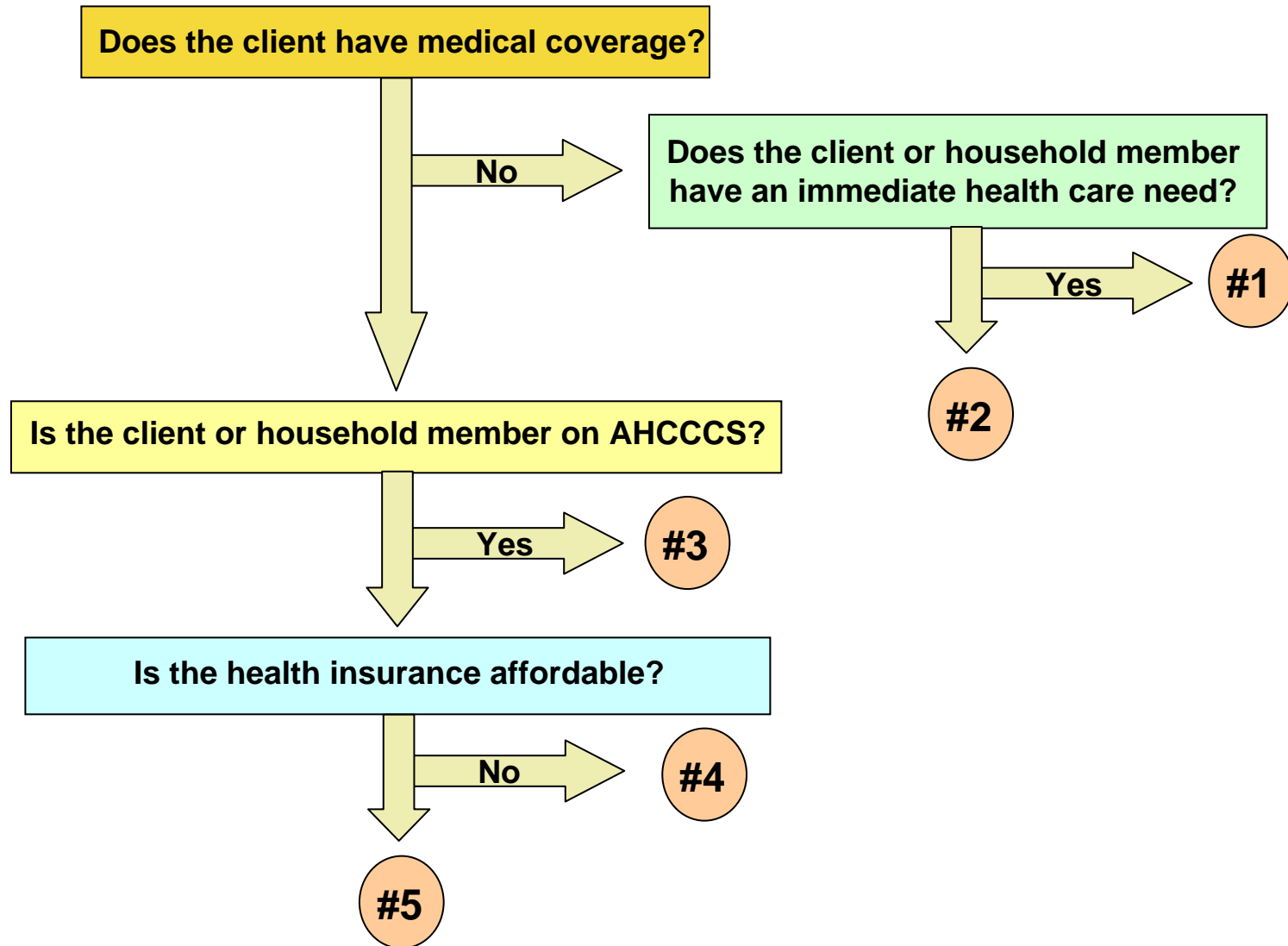


Self-Determination and Skills – Health Care

9. Health Care

- 1. No medical coverage with immediate need
- 2. No medical coverage and great difficulty accessing medical care when needed. Some household members may be in poor health
- 3. Some members (e.g. children) on Arizona Health Care Cost Containment System (AHCCCS)
- 4. All members can get medical care when needed but may strain budget
- 5. All members are covered by affordable, adequate health insurance

Self-Determination and Skills – Health Care

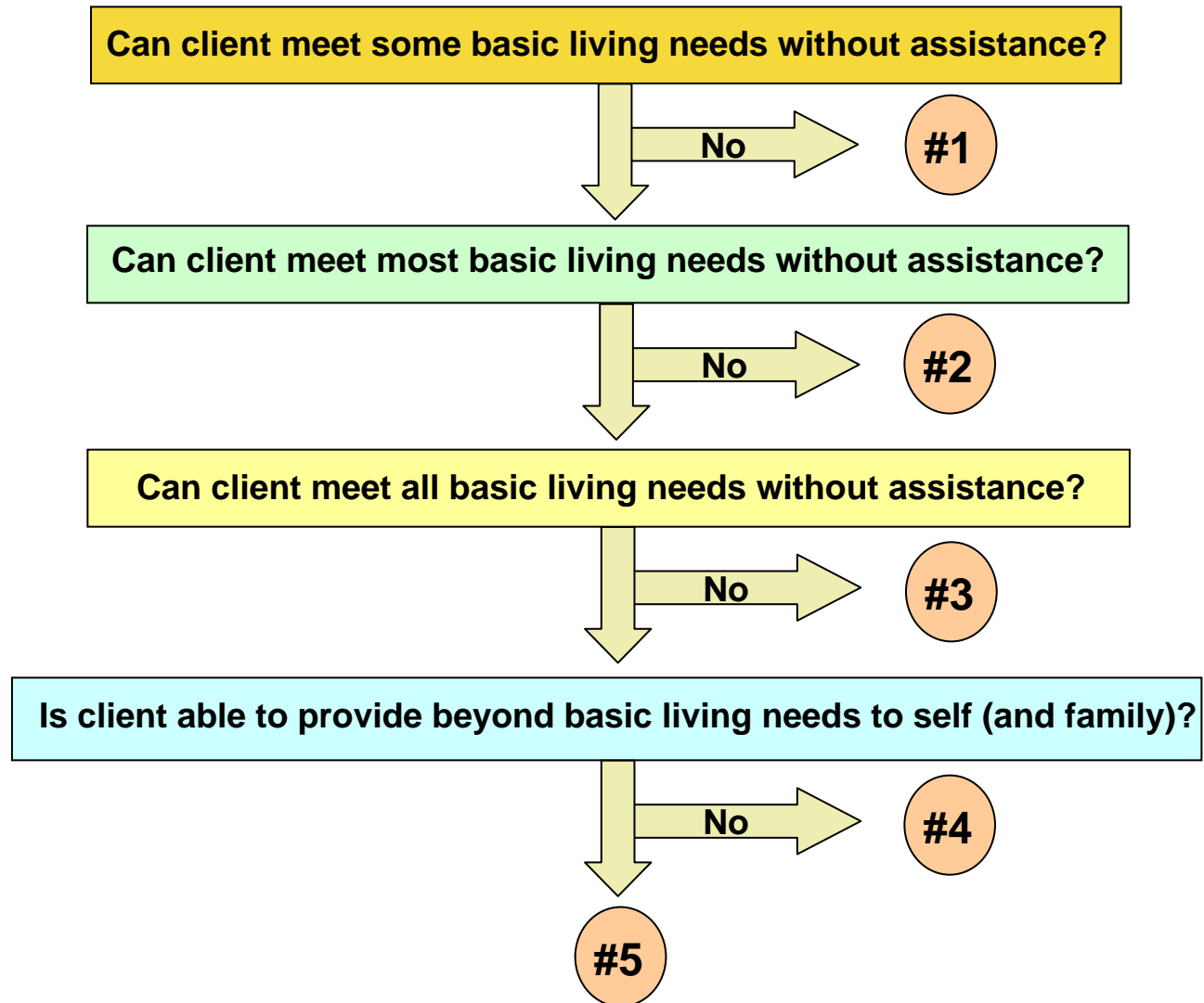


Self-Determination and Skills – Life Skills

10. Life Skills

- 1. Unable to meet basic needs such as hygiene, food, and other activities of daily living
- 2. Can meet a few but not all needs of daily living without assistance
- 3. Can meet most but not all daily living needs without assistance
- 4. Able to meet all basic needs of daily living without assistance
- 5. Able to provide beyond basic needs of daily living for self and family

Self-Determination and Skills – Life Skills



Self-Determination and Skills – Mental Health

11. Mental Health

- 1. Danger to self or others; recurring suicidal ideation; experiencing severe difficulty in day-to-day life due to psychological problems
- 2. Recurrent mental health symptoms that may affect behavior but not a danger to self/others; persistent problems with functioning due to mental health symptoms
- 3. Mild symptoms may be present but are transient; only moderate difficulty in functioning due to mental health problems
- 4. Minimal symptoms that are expectable responses to life stressors; only slight impairment in functioning
- 5. Symptoms are absent or rare; good or superior functioning in wide range of activities; no more than every day problems or concerns

Self-Determination and Skills – Mental Health

Does client have mild or no mental health symptoms?

* See Note

No

Is the client a danger to self or others?

Yes

#1

#2

Do the symptoms impair functioning only slightly?

No

#3

Are the symptoms rare and does the client have good/superior functioning?

No

#4

#5

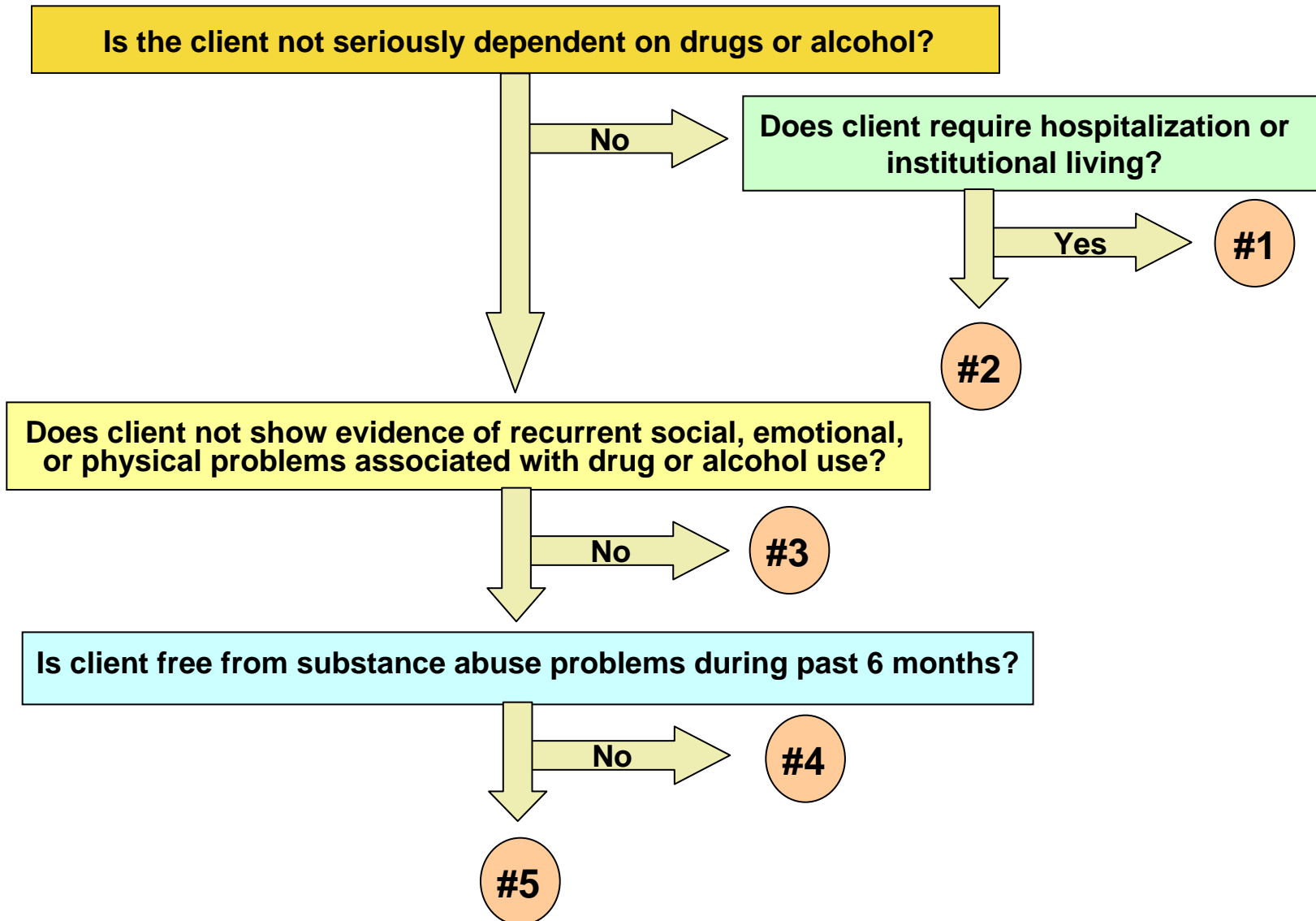
*Some clinician licensure mandates may require that evidence of physical abuse be reported to the proper authorities.

Self-Determination and Skills – Substance Abuse

12. Substance Abuse

- 1. Meets criteria for severe abuse/dependence; resulting problems so severe that institutional living or hospitalization may be necessary
- 2. Meets criteria for dependence; preoccupation with use and/or obtaining drugs/alcohol; withdrawal or withdrawal avoidance behaviors evident; use results in avoidance or neglect of essential life activities
- 3. Use within last 6 months; evidence of persistent or recurrent social, occupational, emotional, or physical problems related to use (such as disruptive behavior or housing problems); problems that have persisted for at least one month
- 4. Client has used during last 6 months but no evidence of persistent or recurrent social, occupational, emotional, or physical problems related to use; no evidence of recurrent dangerous use
- 5. No drug use/alcohol abuse in last 6 months

Self-Determination and Skills – Substance Abuse



Self-Determination and Skills – Family Relations

13. Family Relations

- 1. Lack of necessary support from family or friends; abuse (DV, child) is present or there is child neglect
- 2. Family/friends may be supportive but lack ability or resources to help; family members do not relate well with one another; potential for abuse or neglect
- 3. Some support from family/friends; family members acknowledge and seek to change negative behaviors; are learning to communicate and support
- 4. Strong support from family or friends; household members support each other's efforts
- 5. Has healthy/expanding support network; household is stable and communication is consistently open

Self-Determination and Skills – Family Relations

Does client have support from family/friends?

* See Note

No

#1

Do family/friends relate well and are active in changing negative behaviors?

No

#2

Does client have strong support from family/friends and do family/friends support one another?

No

#3

Is the support network expanding?

No

#4

#5

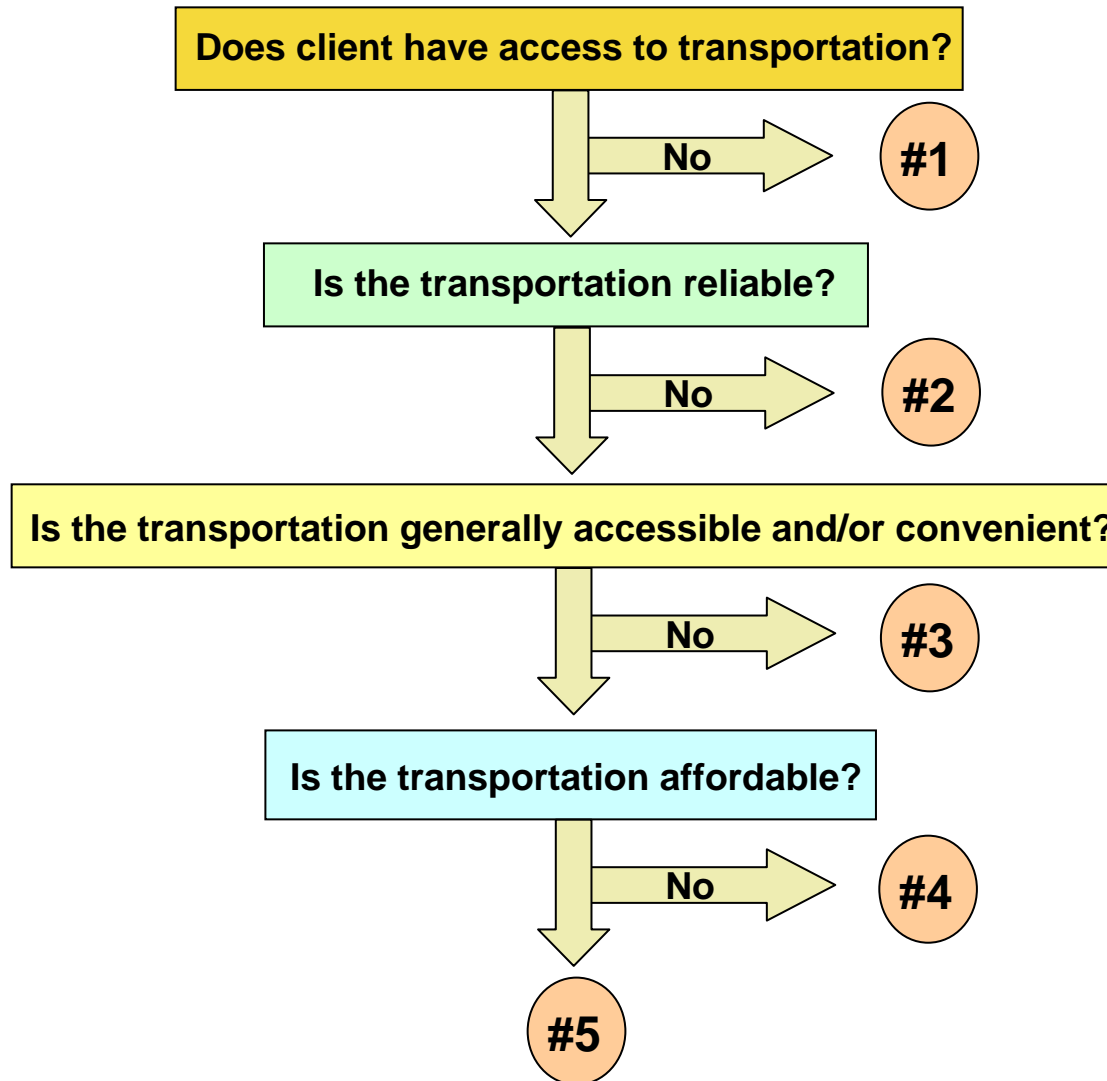
*Some clinician licensure mandates may require that evidence of physical abuse be reported to the proper authorities.

Self-Determination and Skills – Mobility

14. Mobility

- 1. No access to transportation, public or private; may have car that is inoperable
- 2. Transportation is available but unreliable, unpredictable, unaffordable; may have car but no insurance, license, etc
- 3. Transportation is available and reliable but limited and/or inconvenient; drivers are licensed and minimally insured
- 4. Transportation is generally accessible to meet basic travel needs
- 5. Transportation is readily available and affordable; car is adequately insured

Self-Determination and Skills – Mobility

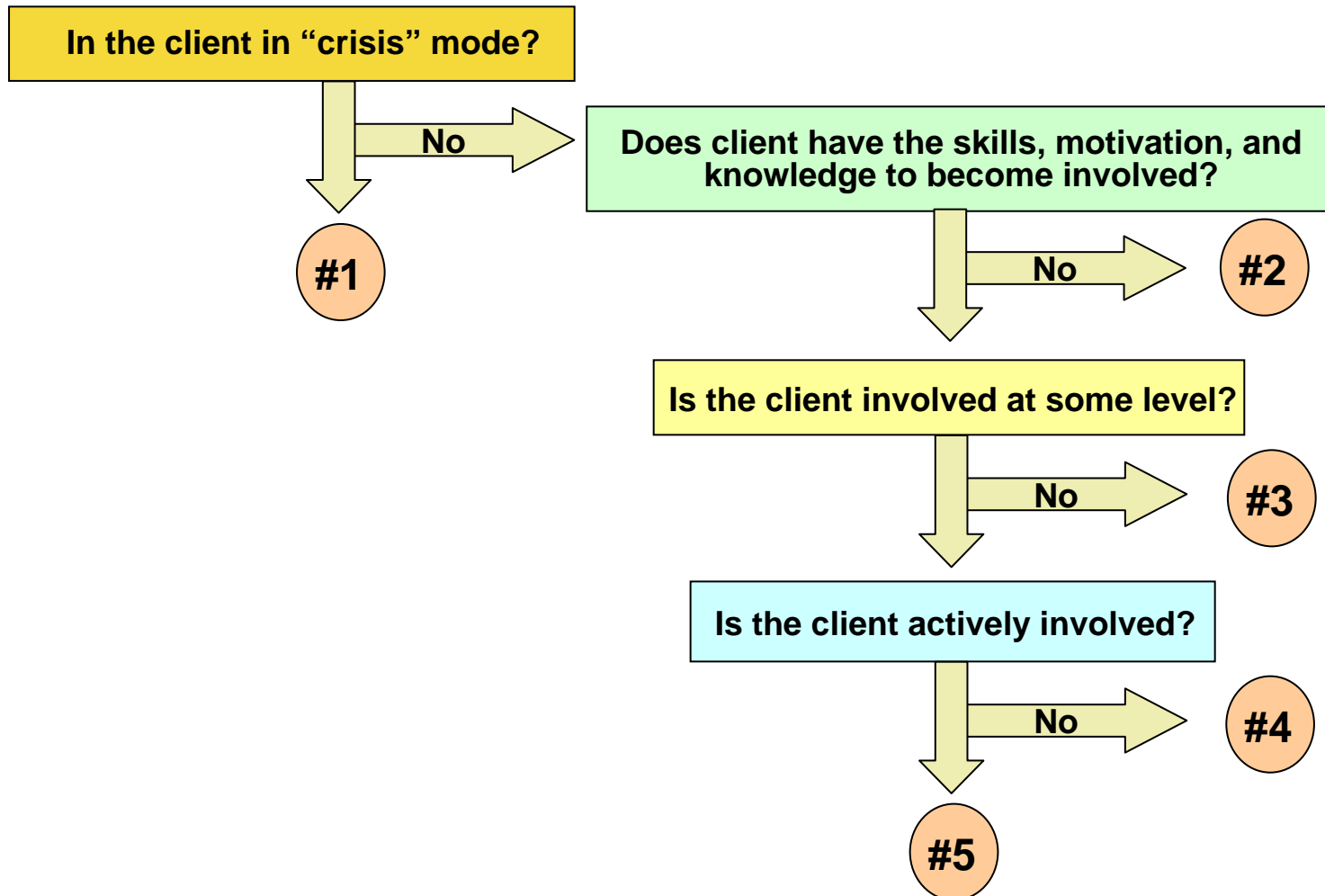


Self-Determination and Skills – Community Involvement

15. Community Involvement

- 1. In “crisis” mode
- 2. Socially isolated and/or no social skills and/or lacks motivation to become involved
- 3. Lacks knowledge of ways to become involved
- 4. Some community involvement (advisory group, support group) but has barriers such as transportation, childcare issues
- 5. Actively involved in community

Self-Determination and Skills – Community Involvement



Self-Determination and Skills – Safety

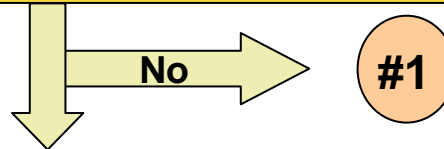
16. Safety

- 1. Home or residence is not safe; immediate level of lethality is extremely high; possible CPS involvement
- 2. Safety is threatened/temporary protection is available; level of lethality is high
- 3. Current level of safety is minimally adequate; ongoing safety planning is essential
- 4. Environment is safe, yet future of such is uncertain; safety planning is important
- 5. Environment is apparently safe and stable

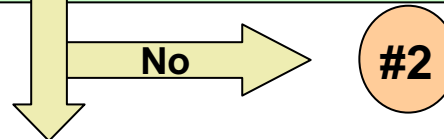
Self-Determination and Skills – Safety

Is client safe; is the physical environment of the children secure?

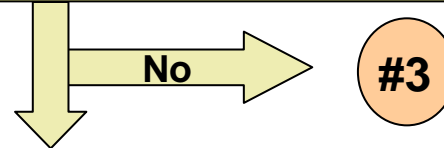
* See Note



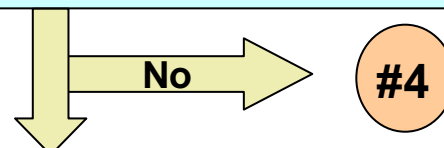
Is the safety of the household threatened, but temporary protection is available?



Is the current safety environment minimally adequate?



Is the current environment safe yet the future is uncertain?



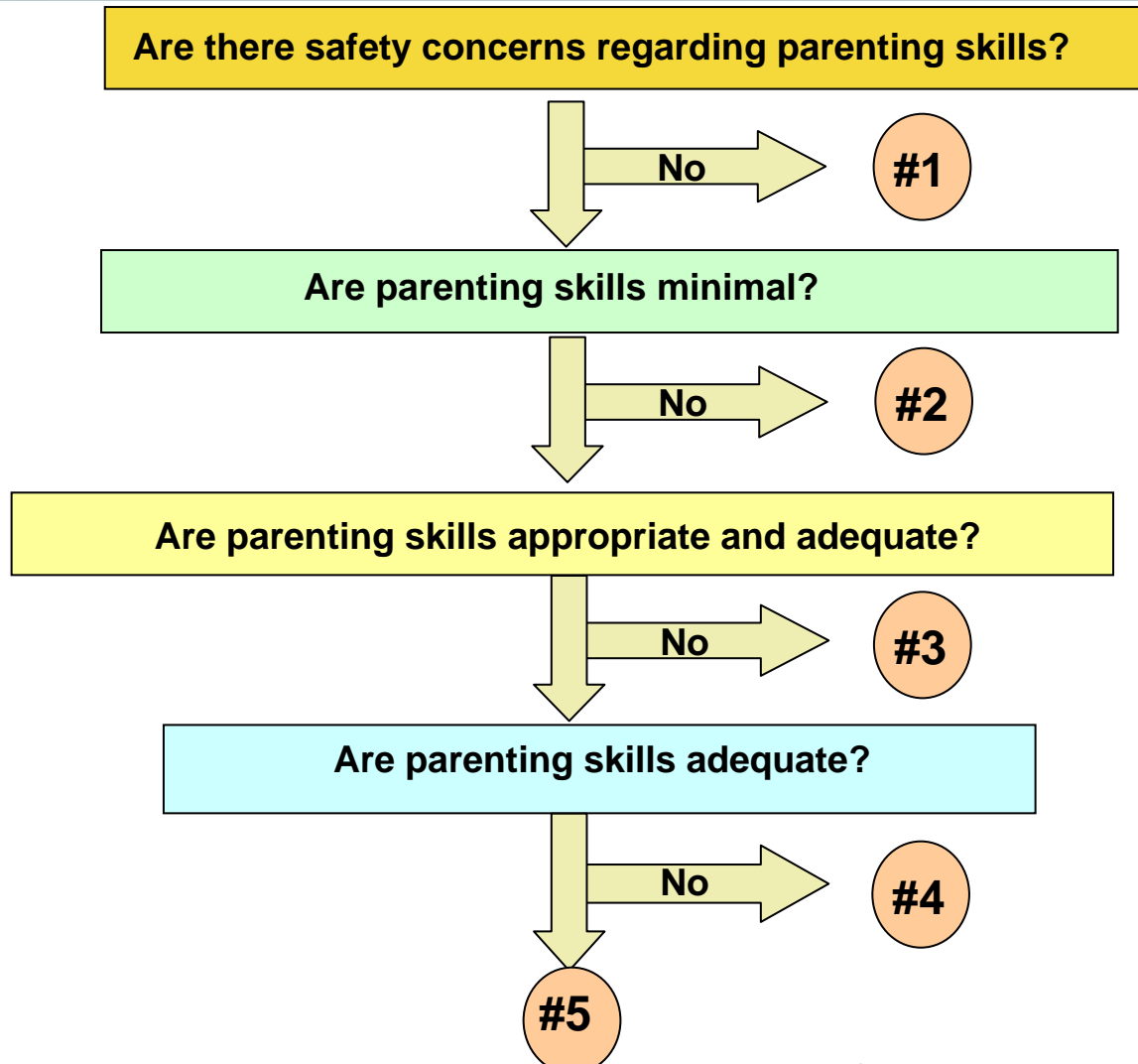
*Some clinician licensure mandates may require that evidence of physical abuse be reported to the proper authorities.

Self-Determination and Skills – Parenting Skills

17. Parenting Skills

- 1. There are safety concerns regarding parenting skills
- 2. Parenting skills are minimal
- 3. Parenting skills are apparent but not adequate
- 4. Parenting skills are adequate
- 5. Parenting skills are well developed

Self-Determination and Skills – Parenting Skills



* See Note

*Some clinician licensure mandates may require that evidence of physical abuse be reported to the proper authorities.

Collecting Good Quality Data

Effective Services and Data Quality

The ability of your program and CoC to address the needs of homeless persons depends largely on the quality of information collected at intake.



“Garbage in.....garbage out!”

Effective Services and Data Quality

Is your program...

1. ...entering participant information as soon as possible?
 - Data quality can diminish the longer you wait to enter the data.
2. ...entering data on all participants served by your program?
 - Missing participants from our HMIS data will misrepresent service use patterns and need, and in turn, misinform program approaches and CoC policy.
3. ...entering all the information for each participant?
 - Missing data can result in an inaccurate count of homeless persons and provide a misleading picture of homelessness in your community.

Conclusion

Questions or comments?