



Runaway and Homeless Youth – Homeless Management Information System

User Guide

Data Collection & Reporting

March 2024
Aligns with FY 2024 Reporting Specifications
Aligns with FY 2024 HMIS Data Standards

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Revision History

Date	Version	Description
03-26-2020	1.0	First document matched to Comma Separated Values (CSV) Specifications v1.7 for Data Standards from FY2020
06-17-2020	1.1	Added RHY-HMIS System Use Details
03-22-2021	1.2	Updated to reflect latest enhancements to the RHY-HMIS Repository <ul style="list-style-type: none"> 1. Grantee Users and Grantee Managers can add project information to grants 2. Additional guidance for Grantee Managers to manage user accounts for their organization
11-08-2021	1.3	Updated to align with FY 2022 HMIS Data Standards and Reporting Specifications
03-01-2024	1.4	Updated to <ul style="list-style-type: none"> 1. Align with FY 2024 HMIS Data Standards and Reporting Specifications 2. Provide guidance on the Report Dashboard in the RHY-HMIS Repository

Overview

This RHY-HMIS Data Collection & Reporting User Manual is intended to serve as a reference tool to provide basic guidance on data collection for the Family and Youth Services Bureau's (FYSB) Runaway and Homeless Youth (RHY) Program grantees who are using Homeless Management Information Systems (HMIS) locally to capture youth data and using the RHY-HMIS Repository to report data to FYSB to satisfy grant agreements. Using HMIS locally and then uploading data to the RHY-HMIS Repository as described in this manual is the primary means for recording and reporting information about the needs, critical issues, and support received by the runaway and homeless youth who are served by the program.

The Street Outreach, Basic Centers, Transitional Living, and Maternity Group Home Programs are legislatively required to capture and report data to the Administration on Children, Youth and Families (ACYF) by the Runaway and Homeless Youth Act (P.L. 108-96) which was reauthorized in 2008 and more recently through the Juvenile Justice Reform Act, reauthorized through FY 2019. The Act governs the basic requirements for this data collection, stating that grantees:

shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth. 34 U.S.C. § 11212.

Collected data are categorized in two parts: Universal Data Elements (UDE) and RHY Program Specific Data Elements (PSDE). Universal Data Elements are data required to be collected by all federal programs participating in HMIS, regardless of funding agency.

- UDEs serve as the basis for producing unduplicated estimates of the number of people experiencing homelessness and accessing services from homeless services providers, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.
- RHY PDSEs allow the FYSB to capture critical information about the employment and educational status, critical issues, services, and outcomes that are unique to the unaccompanied youth that RHY programs have served for over 45 years.

RHY Resources

RHY-HMIS Service Desk: To ask a question or report a problem with uploading your RHY-HMIS data from your local HMIS into the RHY-HMIS Repository, or regarding the RHY-HMIS Data Dashboard, go to the [RHY-HMIS Service Desk](https://rhymisservicedesk.atlassian.net/servicedesk/customer/portal/1) at <https://rhymisservicedesk.atlassian.net/servicedesk/customer/portal/1>. You can create a ticket and RHY-HMIS TA staff will work to resolve any data upload issue. You will need to create a username and password the first time you login.

RHYTTAC: The Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) website has numerous resources related to RHY-HMIS. Visit the [RHYTTAC RHY-HMIS](https://www.rhyttac.net/rhy-hmis) page at www.rhyttac.net/rhy-hmis to access user manuals, video training recordings, frequently asked questions (FAQs) and other regularly updated resources.

Ask A Question: To ask a question about any RHY-HMIS data collection requirement go to the [Ask A Question](#) section of the HUD Exchange. Please be sure to select “HMIS” for your question under “My Question is Related To.” HUD and RHY program staff work together to answer questions that come in on Ask A Question related to RHY and HMIS.

Additional HMIS Resources

- There are a variety of documents available on the HUD Exchange [HMIS](#) page that detail all HMIS Data and Technical Standards, Federal Partner Information, and information about HMIS forums for HMIS Leads, System Administrators, and Vendors.
- The [HMIS Data Standards](#) page contains a suite of HMIS Data Standard resources, which are briefly described below. Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all the documents and collectively use them as their HMIS reference materials along with specific materials provided by the software provider.
 - [FY 2024 HMIS Data Manual](#) represents the foundation for the data contained within an HMIS, project setup instructions, and data collection instructions.
 - [FY 2024 HMIS Data Dictionary](#) Table Shells contain the data element tables with relevant programming instructions, system logic and other issues to be used by vendors for HMIS programming. The information in the table shells aligns with the information contained herein.
 - [FY 2024 CSV Programming Specifications](#) provides specifications for a standard set of comma-separated values (CSV) files that include all data elements and fields defined by the FY2024 HMIS Data Standards, along with information that describes an exported data set.
 - [HMIS Federal Partner Participation Resources](#) Each link on this page contains resources and materials for following the HMIS requirements of HUD and other federal partners.
 - [HMIS Project Setup Tool](#) provides a general framework to support project setup in HMIS by system administrators. It assists system administrators in ensuring that all HMIS participating projects are set up using the appropriate HMIS project types and are collecting the required data elements.

RHY Grantee Requirements and Expectations Regarding RHY-HMIS Data Collection

Using the CoC-Designated HMIS Software Package

All active RHY grantees are required to use their Continuum of Care (CoC)-designated web-based HMIS. The HMIS lead in each CoC is expected to set up all RHY projects and user access in HMIS and provide training to RHY grantees on how to use HMIS to enter data and generate reports. To find contact information for the HMIS lead in your CoC, use the [HUD Exchange Contact CoC](#) page.

As HMIS users in their CoC, RHY grantees are expected to pay for costs related to HMIS use, including HMIS licensing fees, CoC membership fees, Internet access, and computer hardware and software. These costs associated with the use of HMIS may be covered by the RHY program grant funding. Contact the RHYMIS/HMIS help account at RHYMIS@acf.hhs.gov for any questions or concerns related to HMIS cost eligibility.

RHY grantees operating several programs over multiple CoC jurisdictions need to join the Continuums of Care that correspond to the location of each program and use the HMIS software in that CoC in order to maximize coordination with other local service providers. This also ensures that housing availability and service volumes are accurately reflected for the local area. In cases where an individual RHY program spans multiple COCs, grantees should contact the [RHY-HMIS Service Desk](#).

RHY grantees will continue to use definitions as specified in the Runaway and Homeless Youth Act which was reauthorized through FY 2019 through the Juvenile Justice Reform Act. (34 U.S.C. §11279).

Data quality is an important aspect of RHY data collection. To maximize accuracy, RHY grantees are expected to enter and update records as soon as possible after collecting information. This is especially important as it pertains to shelter entries and exits which allow administrators to maintain ‘real-time’ shelter utilization and availability.

Rules on Confidentiality of Data Collection and Sharing

No Consent Required for Data Collection

Data collection refers to the process of entering information in an HMIS by program staff or another authorized user. All RHY projects are required to collect all the Universal Data Elements and the RHY-Program Specific Data Elements for the type of project (Street Outreach Program, Basic Center Program-prevention, Basic Center Program-emergency shelter, and Transitional Living Program, including Maternity Group Homes). Detailed information about each data element is found in this manual. The Runaway and Homeless Youth Act requires that a RHY grantee “keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services).”

RHY programs funded by FYSB are not required to obtain youth or parental consent to collect and enter youth data into HMIS or upload to the RHY-HMIS Repository

Note: In a few states, consent to *enter* data into RHY-HMIS data may be required, however it is not required by federal law or by the RHY Program.

Consent Needed for Data Sharing

Data sharing refers to the electronic sharing of client information via an HMIS. Data sharing can have some important advantages for communities who want to learn more about the experiences of their homeless population and can help improve coordination of services for youth. However, data can only be shared if written consent is obtained from the parent or legal guardian of a youth who is under age 18 or with written consent from a youth who is eighteen and older. RHY grantees are encouraged to share identifiable data with other programs using the same HMIS system within a CoC where there is consent but are not required to do so.

The RHY rule states the following regarding data sharing:

Pursuant to the Act, no records containing the identity of individual youth, including but not limited to lists of names, addresses, photographs, or records of evaluation of individuals served by a Runaway and Homeless Youth project may be disclosed or transferred to any individual or to any public or private agency except:

- (1) For Basic Center Program grants, records maintained on individual runaway and homeless youth shall not be disclosed without the informed consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records, or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth.
- (2) For Transitional Living/Maternity Group Home Program, records maintained on individual homeless youth shall not be disclosed without the informed consent of the individual youth to anyone other than an agency compiling statistical records.
- (3) Research, evaluation, and statistical reports funded by grants provided under section 343 of the Act are allowed to be based on individual data, but only if such data are de-identified in ways that preclude disclosing information on identifiable individuals.
- (4) Youth served by a Runaway and Homeless Youth project shall have the right to review their records; to correct a record or file a statement of disagreement; and to be apprised of the individuals who have reviewed their records.
- (5) State law protection. HHS policies regarding confidential information and experimentation and treatment shall not apply if HHS finds that state law is more protective of the rights of runaway or otherwise homeless youth.
- (6) Procedures shall be established for the training of project staff in the protection of these rights and for the secure storage of records. 45 CFR §1351.21.

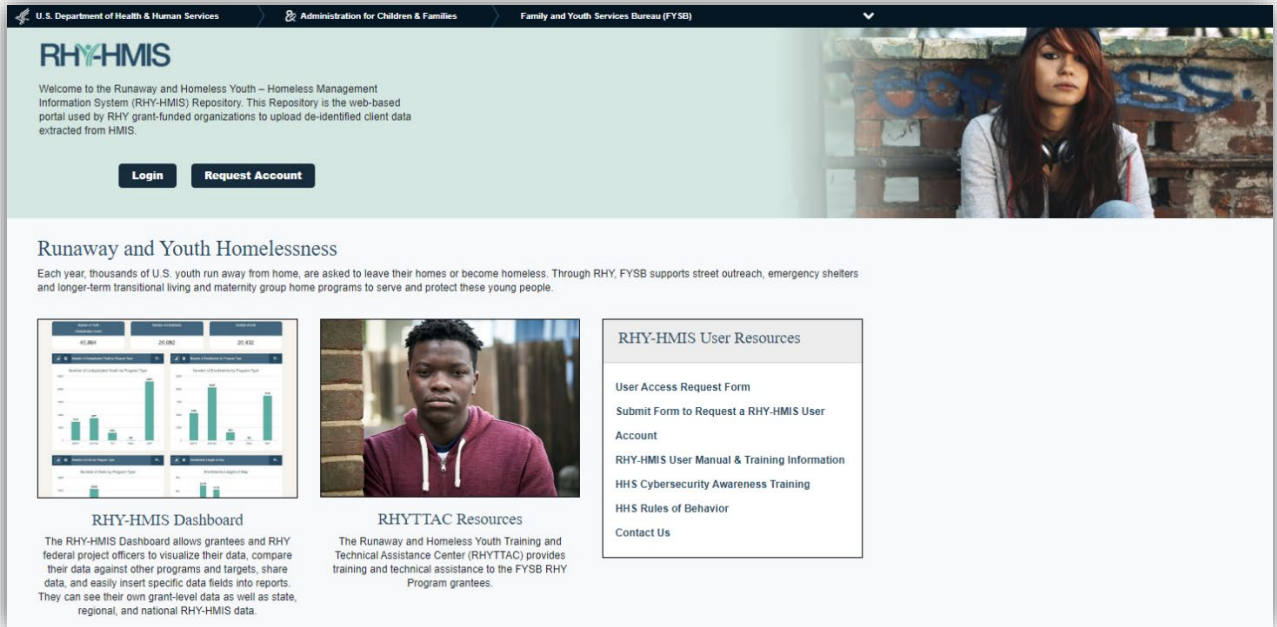
HMIS System Administration Application

HMIS Leads are required to work collaboratively with their Continuum of Care (CoC) to establish data sharing protocols as part of their HMIS policies and procedures. Established protocols must address requirements for all programs using the HMIS. These protocols for projects receiving RHY funding must conform to the data sharing requirement of the RHY regulations as follows:

- The RHY Act requires that RHY grantees agree not to disclose records on individual youth (with a limited exception of sharing de-identified data for purposes of compiling statistics). See Sec 312(b)(7) and 322(a)(13) of the RHY Act.
- Thus, absent consent, multiple agencies sharing a single HMIS implementation should not share identifying information between them.
- In CoCs where data are shared automatically after they entered (i.e., an open system), RHY client records CANNOT be shared unless written consent is obtained.

RHY-HMIS Repository

On the [RHY-HMIS Repository home page](#), RHY Grantees will be able to find a login link to the RHY-HMIS data collection site, links to RHY-HMIS User Resources, and RHYTTAC Resources. Additionally, RHY Grantees will be able to contact the [RHY-HMIS Service Desk](#) and other FYSB contacts from the RHY-HMIS Repository home page.



U.S. Department of Health & Human Services Administration for Children & Families Family and Youth Services Bureau (FYSB)


RHY-HMIS

Welcome to the Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS) Repository. This Repository is the web-based portal used by RHY grant-funded organizations to upload de-identified client data extracted from HMIS.

[Login](#) [Request Account](#)


Runaway and Youth Homelessness

Each year, thousands of U.S. youth run away from home, are asked to leave their homes or become homeless. Through RHY, FYSB supports street outreach, emergency shelters and longer-term transitional living and maternity group home programs to serve and protect these young people.



RHY-HMIS Dashboard

The RHY-HMIS Dashboard allows grantees and RHY federal project officers to visualize their data, compare their data against other programs and targets, share data, and easily insert specific data fields into reports. They can see their own grant-level data as well as state, regional, and national RHY-HMIS data.



RHYTTAC Resources

The Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) provides training and technical assistance to the FYSB RHY Program grantees.

RHY-HMIS User Resources

- [User Access Request Form](#)
- [Submit Form to Request a RHY-HMIS User Account](#)
- [RHY-HMIS User Manual & Training Information](#)
- [HHS Cybersecurity Awareness Training](#)
- [HHS Rules of Behavior](#)
- [Contact Us](#)

RHY-HMIS User Account Management

RHY-HMIS Roles and Permissions

The table below outlines permissions each user type has in the repository.

Permission	Grantee User	Grantee Manager	Federal Project Officer (FPO)
Upload data	x	x	x
View reports (Data Quality, Status Summary Report, and Report Dashboard)	x	x	x
Create or remove Grantee Users within agency/organization		x	
Unlock/lock Grantee User accounts		x	
View grant(s)	x	x	
Add project-specific information to agency grant	x	x	

Review the RHY-HMIS [Frequently Asked Questions \(FAQs\)](#) for more specific questions on each role/permission.

Requesting a RHY-HMIS Account

View <https://rhy-hmis.acf.hhs.gov/request-account> for step-by-step instructions to request an account.

Due to the system's security requirements, all new users are required to submit a 'User Access Request Form' and take a security awareness training and submit the certificate of completion to gain access to the system.

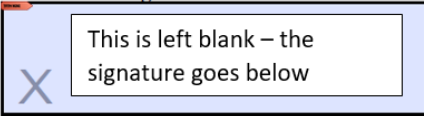
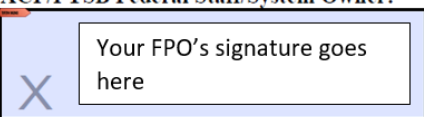
1. Step 1: User Access Request Form:

- All new users - download and complete the [User Access Request Form](#)
- Who approves Part D on my form?
 - If you request a Grantee User account → your agency's designated Grantee

Account Type	Approver's Signature	Date
Grantee User account	Grantee Manager: 	Date: Select Date

Manager or the Grantee Administrative Official (GAO)/Grantee Authorizing Representative (ADO) in Grant Solutions will sign and approve.

- ii. If you request a Grantee Manager account → your regional Federal Project Officer (FPO) will sign and approve.

Account Type	Approver's Signature	Date
Grantee User account	Grantee Manager:  <p>This is left blank – the signature goes below</p>	Date: Select Date
Grantee Manager account Federal Project Officer account (FPO) FYSB Lead account	ACF/FYSB Federal Staff/System Owner:  <p>Your FPO's signature goes here</p>	Date: Select Date

If you are not sure of who your Grantee Manager or FPO is, please reach out to the [RHY-HMIS Service Desk](#) to inquire.


2. **Step 2: Security Training/Certificate:** Obtaining an account with the RHY-HMIS requires you to take the [HHS Cybersecurity Training](#) and submit a certificate upon completion. If your grantee organization offers a different security training, you can also complete and submit that certificate.
3. **Step 3: Submit Documents**
 - a. For new users requesting a Grantee User account:
 - i. If there is a Grantee Manager account holder in your organization, submit your documents to them. They will approve, upload your documents, and create a Grantee User account for you.
 - ii. If there is not a Grantee Manager account holder in your organization, submit both documents for review and approval to the [RHY-HMIS Service Desk](#).
 - b. For new users requesting a Grantee Manager account: Submit both documents for review and approval to the [RHY-HMIS Service Desk](#).

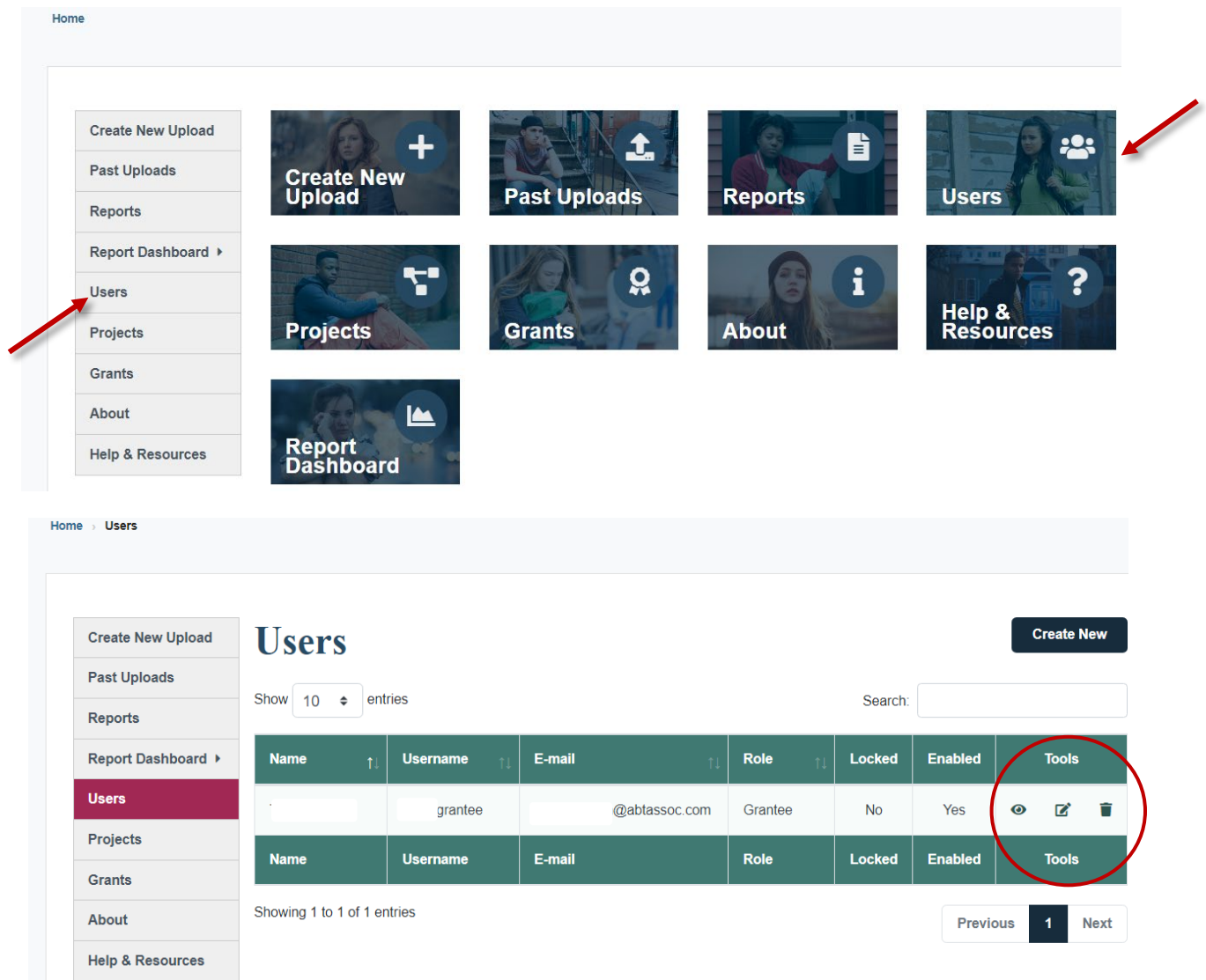
***If you have not used the [RHY-HMIS Service Desk](#), you will need to create a username and password the first time you visit. This username and password will be different than your RHY-HMIS Repository username and password.*

Account Management

1. **Grantee Managers:** Grantee Managers can view, edit, add, and remove the Grantee User accounts for their organization.

a. Once logged in, click on 'Users.'

b. To view the account information for a specific user in your organization, click on the  icon under 'Tools.'



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
Users Create New

Show 10 entries Search:

Name	Username	E-mail	Role	Locked	Enabled	Tools
	grantee	@abtassoc.com	Grantee	No	Yes	  

Showing 1 to 1 of 1 entries

Previous **1** Next

c. To edit the account information for a specific user in your organization, click on the  icon under 'Tools.'

d. To delete the account information for a specific user in your organization, click on the



icon under 'Tools.'

Creating a RHY-HMIS Account: Grantee Managers have the function to create Grantee User accounts for their organization. Once Grantee managers have received the completed the User Access Request form and the certificate of completion for security training, they can create a Grantee User account.

a. Navigate to the 'Users' page. Click on 'Create New.'

Home > Users

Create New Upload

Past Uploads

Reports

Report Dashboard >

Users

Projects

Grants

About

Help & Resources

Users

Show 10 entries

Search:

Name	Username	E-mail	Role	Locked	Enabled	Tools
	grantee	@abtlassoc.com	Grantee	No	Yes	

Showing 1 to 1 of 1 entries

Previous 1 Next

b. Complete the requested information on the form.

c. Upload the required documents.

d. Click 'Create'

Create New Upload

Past Uploads

Reports

Report Dashboard >

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Users » Create New

Complete information

Name

Username

E-mail

Phone

2FA Method ☐ E-mail ☐ Call ☐ SMS (mobile only)

Role

Organizations

Upload documents

Do you confirm the user has completed the required annual security awareness training?
Security Awareness Training is a RHY-HMIS user requirement prior to account creation.

☐ No ☐ Yes: Completion Date No file chosen

Do you confirm the user completed (with all necessary signatures) the required user access request form and RHY-HMIS rules of behavior?
A complete user access request form and rules of behavior with signatures is a requirement prior to account creation.

☐ No ☐ Yes

☐ Locked

☐ Enabled

☒ Send a Welcome Email

2. **Account Lockout:** If you lock yourself out: please open a ticket at the [RHY-HMIS Service Desk](#) and navigate to the category 'User Accounts & MFA/Passwords' then 'Blocked Account.'
3. **Reset Your Password:** You can reset your own password using the “Forgot Your Password?” functionality provided on the login screen, which will allow you to reset your account and login with a new password.

Login

Username

Password

Login

[Forgot Your Password?](#)

This warning provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

RHY-HMIS Security & Privacy Protocols

There are several security protocols that have been established for the RHY-HMIS Repository:

- RHY Grantee Users *cannot* have a RHY-HMIS account without their Grantee Manager’s approval.
- Grantee Managers *cannot* have a RHY-HMIS account without their Federal Project Officer’s approval.
 - Completing the [User Access Request Form](#) (see [Account Request](#)) is the proper protocol for establishing the appropriate approvals for each authorized user account.
- RHY-HMIS accounts are one-way uploads of client data from the local HMIS. In other words, authorized users will not be able to extract client level data from RHY-HMIS.
- Two factor authentication (2FA) is required for RHY-HMIS Repository access. Two Factor Authentication is often described as “something you know” (Factor 1) and “something you have” (Factor 2). The two factors are “linked” to the RHY-HMIS Repository through the user interface, resulting in a double-verification of each User. This is far superior security to single factor authentication.

Identity Verification

A message with a verification code has been sent to (XXX) XXX-XX35.

Verify

[Resend the code](#)

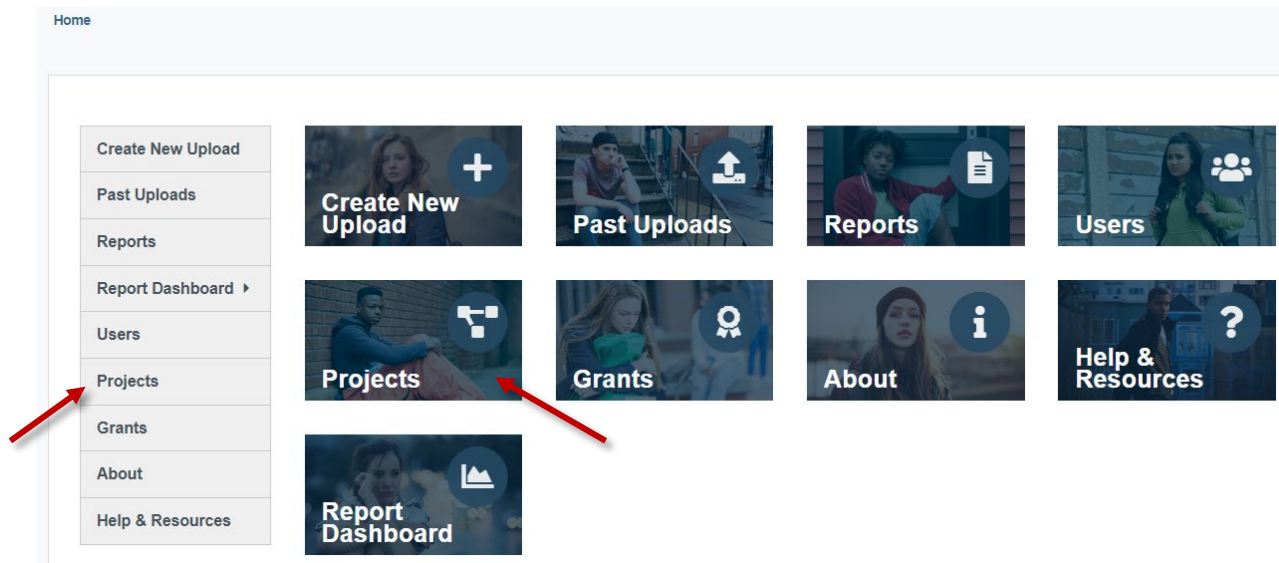
If you wish to update your phone number (different from what you originally provided when onboarding through the Service Desk), you can change your phone number in your user profile upon logging in. If you have any issues with two-factor authentication (2FA), please raise an issue request at the [RHY-HMIS Service Desk](#) or for immediate assistance, please dial 1-800-883-3179.

- Documentation of your **User Access Request Form** and the certificate with the date you took the Security Awareness Training (a local requirement of HMIS) will be stored in the RHY-HMIS alongside your account information.
- Your username/password is valid for 60 days. The password must be at least fifteen characters long and contain at least one character from each of the four lists of characters:
 - Uppercase alphabet: A through Z
 - Lowercase alphabet: a through z
 - Numbers: 0 through 9
 - Special Characters: !@#\$%^&*
- All users receive “Reminder Password Reset” notifications from the system to their emails at set intervals (14-7-3 days) reminding them to reset their password.

- An account will get locked out if a user fails to reset their password after 60 days regardless of how long it has been since they have last logged into RHY-HMIS. At any point in time, users have the option to 'Reset Password' on their own thereby eliminating their need to contact the Service Desk for assistance unless their account gets disabled (i.e., they have not logged into the application within the last 60 days due to the automatic account disabling).
- An account will become locked after 3 unsuccessful login attempts.
- An account will become inactive if you have not logged in in 120 days. Only a RHY-HMIS Admin can re-enable a disabled user account; a user will have to put this request in to the [RHY-HMIS Service Desk](#) for assistance.
- The system will log you out after 15 minutes idle.
- As privileged users, all Grantee Managers are required to login to the RHY-HMIS data upload repository every 90 days to review and assess the current list of users who have accounts for their organization. This is to ensure security compliance with the Family and Youth Services Bureau's Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS). Grantee managers will remove users that no longer need access and ensure remaining users are still active for their organization and require a RHY-HMIS account.

Grant/Project Dropdown Management

- Reporting Periods, Grants and Organizations information are imported from the Grant Solutions database to coincide with fiscal reporting year/quarter information.
- Before each grantee can upload their data, Grantee Managers or Grantee Users will need to log into the RHY-HMIS Repository and establish Project dropdown slot option(s) for every HMIS Project within their organization that the RHY Program funds.
- If a project has been set up previously, do not create a new project for each upload period. This will only create duplicates that will be deleted.**
- Click “Projects” from either the left-hand menu or the “Projects” button on the home page.



- Either edit an existing item displayed in the table by clicking on the ‘edit’ icon under Tools or click on the ‘Create New’ button in the upper right-hand side of that screen. Remember to establish a Project for every HMIS Project that the RHY Program funds. Users will not be able to upload their data files if the project-type information is missing for each grant.

[Create New](#)

Show 10 entries Search:

Organization	Grant	Project Name	Project Type	Tools
1736 Family Crisis Center	90YO2332 YO - Street Outreach	SOP Test Project	Transitional Housing	
Organization	Grant	Project Name	Project Type	Tools

Showing 1 to 1 of 1 entries

[Previous](#)
[1](#)
[Next](#)

Projects » Create New

Project Name

Project Type

Organization

Grant

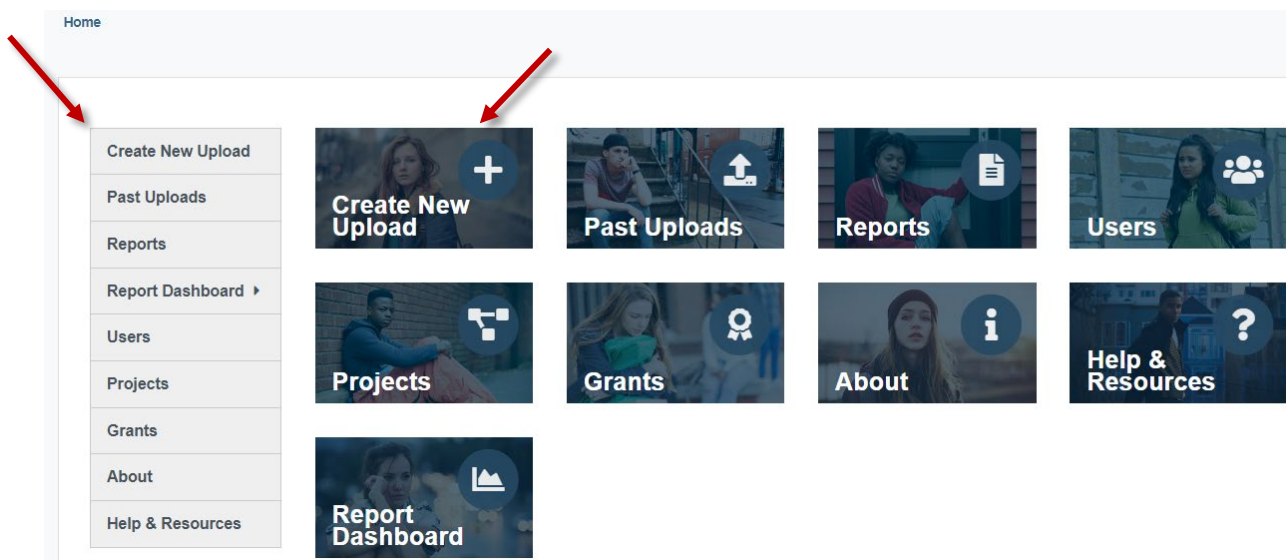
Cancel **Create**

Uploading RHY-HMIS CSV Files

- Once you have a file extracted from your HMIS, saved locally, and named using this suggested naming convention, you may begin the upload process:

File Name Part 1	File Name Part 2	File Name Part 3	File Name Part 4	File Name Part 5
Grantee ID	RHY Program Name	HMIS Project Type	Report Period	User

- Example file name: 100_TLP_TH_FY2024Fall_JDoe
- Click “Create New Upload” from either the left-hand menu or the button on the home page or the “Create New” button on the top right of the “Past Uploads” page.



Home > Uploads

- Create New Upload
- Past Uploads**
- Reports
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Past Uploads

Welcome to the Past Uploads page of the RHY-HMIS Repository where you can create a new upload and view uploaded datasets. A summary of progress for all dataset submissions is displayed below.

In the table, you can see the status for each uploaded dataset as either accepted or rejected. To review the Data Quality Report Summary for each uploaded dataset, click the "View" icon.

To upload a new dataset in this reporting period, click on "Create New Upload". When the reporting period has closed, you are not permitted to upload any new datasets. The "Create New Upload" button will be no longer visible until the next reporting period.

Filter by Reporting Year: FY2023_4a

Show 10 entries

Search:

Create New Upload

Uploaded At	File Name	Reporting Period	Uploaded By	Organization	Grant	Status	View
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- Either "Drag and Drop a File" OR click "Select a File"

Home > Uploads > Create New

Create New Upload

Past Uploads

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Uploads » Create New

Step 1: Upload ZIP File

Step 2: Data Processing

Step 3: Completion



Drag and drop a file

Select a file

Select a project

⚠ One or more projects for your grant(s) in your organization are not yet set up. Please click the 'Add Project' button below which will take you to the 'Projects' page. This is where you can add the necessary projects in order to select an option from the dropdown. Please do not add any project that will not have data uploaded to it. Once you have added a project, navigate back to the 'Create New Upload' page and the dropdown option will populate. If you require immediate assistance, please open a ticket at the [RHY-HMIS Service Desk](#).

Add Project

- Choose the correct file from your local computer (matched to the project type you will upload to)
- Choose the correct "project" option from the drop down (by project type, matched to the file you have chosen) to upload file into (Note: The project must be set up ahead of time. If not, click 'Add Project').

Home » Uploads » Create New

Create New Upload

Past Uploads

Reports


About

Help

Report Dashboard

Uploads » Create New

Step 1: Upload ZIP File



123_BCP_ES_FY2020_MaryS.zip

Select a file

MFS_Test_ESProject

Upload

Step 2: Data Processing

Step 3: Completion

Last Upload:

Project	File	Uploaded At	Uploaded By	Status
123MFS: MFS_Test_ESProject	ES2.zip	2020-06-24 16:30:14	mfsgrantee2	Accepted

- Once you have paired/associated the correct file with the correct upload/grant/project, click "Upload."
- Pro Tip:** Did you forget something? Need to fix something? Mess something up? You can start over; just click "Create New Upload" again on the menu on the left to reset the file upload page.

The upload process will follow three steps:

1. Uploading the file to the data validation/data processing step.

Home » Uploads » Create New

Create New Upload

Past Uploads

Reports


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Uploads » Create New

Step 1: Upload ZIP File



123_BCP_ES_FY2020_MaryS.zip

Select a file

MFS_Test_ESProject

Upload

Step 2: Data Processing

Step 3: Completion

Last Upload:

Project	File	Uploaded At	Uploaded By	Status
123MFS: MFS_Test_ESProject	ES2.zip	2020-06-24 16:30:14	mfsgrantee2	Accepted

2. Processing the data for validation & completion.

Home » Uploads » 123_BCP_ES_FY2020_MaryS.zip » View

Create New Upload
Past Uploads
Reports
About
Help
Report Dashboard

Uploads » View

Step 1: Upload ZIP File

123_BCP_ES_FY2020_MaryS.zip

- Uploaded By: mfsgrantee2
- Uploaded At: 2020-06-24 16:59:39
- Organization: MFS Organization
- Grant Number: 123MFS
- Grant Program: MFS_Grant1
- Project: MFS_Test_ESProject

Step 2: Data Processing

In Progress

Once the data processing is complete, you will be sent a notification via email.

Step 3: Completion

3. Completing the upload. The “Data Quality Report” will appear whether you have an “Accepted” or “Rejected” upload.

Home » Uploads » 123_BCP_ES_FY2020_MaryS.zip » View

Create New Upload
Past Uploads
Reports
About
Help
Report Dashboard

Uploads » View

Step 1: Upload ZIP File

123_BCP_ES_FY2020_MaryS.zip

- Uploaded By: mfsgrantee2
- Uploaded At: 2020-06-24 16:58:47
- Organization: MFS Organization
- Grant Number: 123MFS
- Grant Program: MFS_Grant1
- Project: MFS_Test_ESProject

Step 2: Data Processing

Completed

You will be sent a notification via email.

Step 3: Completion

Accepted


[Review Data Quality Report](#)

Home > Uploads > 123_BCP_ES_FY2020_MaryS - Reject.zip > View

[Create New Upload](#)
[Past Uploads](#)
[Reports](#)
[About](#)
[Help](#)
[Report Dashboard](#)

Uploads » View


Step 1: Upload ZIP File



123_BCP_ES_FY2020_MaryS - Reject.zip

- Uploaded By: mfsgrantee2
- Uploaded At: 2020-06-24 17:22:42
- Organization: MFS Organization
- Grant Number: 123MFS
- Grant Program: MFS_Grant1
- Project: MFS_Test_ESProject


Step 2: Data Processing



Completed

You will be sent a notification via email.

Step 3: Completion



Rejected

[Review Data Quality Report](#)

'0' Clients Served During the Reporting Period

If no clients were served during the reporting period, you will still need to upload a file with zero clients. The Repository will accept files with zero clients.

Uploads » View

Data Quality Report Summary


Organization: Vendor Organization #10

Grant Number: AAAAAAAA

Grant Program: Test A Grant

Project: A: Street Outreach

Project Type: Street Outreach

Status:  **Accepted : Empty Dataset**

File Name: 074cde9e-empty-4e13-ac8d-7d3a6be63262.zip

Uploaded By: Bongwook Lee

Uploaded At: 2024-02-16 15:25:10

Processing Started: 2024-02-16 15:25:12

Processing Ended: 2024-02-16 15:25:20

[Export](#)
[Export Log](#)

[Data Files](#)
[Data Validation](#)
[Data Quality](#)

No data found

You will need to notify your FPO that zero clients were served for the project and provide an explanation why 0 clients were served during the reporting period. Then contact the [RHY-HMIS Service Desk](#) to explain that 0 clients were served for the project and that the FPO has been notified. Attach the email exchange with your FPO to the ticket submitted to the [RHY-HMIS Service Desk](#).

Unable to Upload Data During the Reporting Period

You will need to notify your FPO that an upload will not be completed for the reporting period and provide an explanation why no upload will be made. Then contact the [RHY-HMIS Service Desk](#) that the FPO has been notified that no upload will be made for the project. Attach the email exchange with your FPO to the ticket submitted to the [RHY-HMIS Service Desk](#). The Service Desk will mark the project as not having an upload for the reporting period.

RHY-HMIS Repository Reports

Either during the upload process, or by going to the menu item(s): “Past Uploads” or “Reports,” you can view the upload status or data quality reports to help get you to 100% successful data submissions. You can “Export” results to MS Excel for easier viewing/tracking and you can navigate back to your data quality reports anytime.

“Data Files” Report

This report will tell you what files were present in the CSV file you uploaded. This can give insight into a Rejected file or give insight about the size of your upload for an Accepted file.

- Any discrepancy with your expectations for clients included in the upload file needs to be addressed locally with the HMIS Lead/Admin. There is either a data collection, project set up, or export issue.
- Pro Tip:** Count of Client.csv (minus one) should roughly match your client counts of people served by that project Grant Year to Date (GTD).

Accepted File Example:

Uploads » View

Data Quality Report Summary

Organization: Avenues
Grant Number: 90CX7
Grant Program: CX - Transitional Living Program
Project: Emergency Shelter Project
Project Type: Emergency Shelter

File Name: ES.zip
Uploaded By: RHY-HMIS Administrator
Uploaded At: 2020-06-23 10:02:56
Processing Started: 2020-06-23 10:02:59
Processing Ended: 2020-06-23 10:03:06

Status: ✔ Accepted

Export

Data Files
Data Validation
Data Quality

The Data Files view displays the csv files and record counts contained in your uploaded ZIP file. For more information about this view, please refer to the **RHY-HMIS User Guide**.

File	Message
Client.csv	10 records found in file.
CurrentLivingSituation.csv	10 records found in file.
Disabilities.csv	95 records found in file.
EmploymentEducation.csv	19 records found in file.

Rejected File Example:

Create New Upload
Past Uploads
Reports
About
Help
Report Dashboard

Uploads » View

Data Quality Report Summary

Organization: MFS Organization
Grant Number: 123MFS
Grant Program: MFS_Grant1
Project: MFS_Test_ESProject
Project Type: Emergency Shelter
Status: ✖ Rejected

File Name: 123_BCP_ES_FY2020_MaryS - Reject.zip
Uploaded By: mfsgrantee2
Uploaded At: 2020-06-24 17:22:42
Processing Started: 2020-06-24 17:22:45
Processing Ended: 2020-06-24 17:22:48

Export

Data FilesData ValidationData Quality

The Data Files view displays the csv files and record counts contained in your uploaded ZIP file. For more information about this view, please refer to the [RHY-HMIS User Guide](#).

File	Message
* Client.csv	File is missing.
CurrentLivingSituation.csv	10 records found in file.
Disabilities.csv	95 records found in file.
EmploymentEducation.csv	10 records found in file.

- Pro Tip:** The project type of the CSV file uploaded must match the project type slot selected in the repository. For example: an ES CSV file will be rejected when uploaded to a TLP project slot in the repository.

Create New Upload
Past Uploads
Reports
Users
Projects
Grants
About
Help & Resources
Report Dashboard

Uploads » View

Data Quality Report Summary

Organization:
Grant Number: T
Grant Program: YO - Street Outreach
Project: Thuan Test Outreach 03.04.21
Project Type: Street Outreach
Status: ✖ Rejected

File Name: Test 3 - ES Project Only but NO clients or enrolls.zip
Uploaded By:
Uploaded At: 2021-03-04 17:55:33
Processing Started: 2021-03-04 17:55:33
Processing Ended: 2021-03-04 17:55:34

Export

Data FilesData ValidationData Quality

The Data Files view displays the .csv files and counts of the numbers of records contained in each .csv file in your uploaded ZIP file. The numbers of records in the "Client.csv" should roughly correspond to the number of clients you served in this project in FY 2020. If it does not, you'll need to find out from your HMIS Lead/HMIS Vendor why your exported file doesn't contain the right dataset for your project upload. For more information about this view, please refer to the [RHY-HMIS User Guide](#).

File	Message
Client.csv	0 records found in file.
CurrentLivingSituation.csv	0 records found in file.
Disabilities.csv	0 records found in file.
EmploymentEducation.csv	0 records found in file.
Enrollment.csv	0 records found in file.
EnrollmentCoC.csv	0 records found in file.
Exit.csv	0 records found in file.
Export.csv	0 records found in file.
Funder.csv	1 record found in file.
HealthAndDV.csv	0 records found in file.
IncomeBenefits.csv	0 records found in file.
* Project.csv	1 record found in file. You have uploaded a file with the wrong project type for your grant program. Please check your export filters and upload a corrected file.
ProjectCoC.csv	1 record found in file.
Services.csv	0 records found in file.

* denotes a file with critical errors.

“Data Validation” Report

This report will look at an Accepted or Rejected file and compare it to the expectations established in the RHY Program HMIS Manual (and HMIS Data Standards and CSV Programming Specifications).

- Any issue on “Data Validation” means a standard expectation for the data was not followed (date out of format, data element missing, etc.) and may cause a file to be rejected.
- “Data Validation is the key to a successful upload. It will tell you what is missing or wrong with your data.

Name of the .csv file in your extract

Column header of the .csv file in your extract

Current “wrong” value

Why the value is considered “wrong” for this upload

PersonalID should be your HMIS ID, EnrollmentID tells you which project enrollment (in case there’s more than one in HMIS to find)

File	Column	Value	Message	Personal ID	Enrollment ID
Enrollment.csv	DateToStreetESSH	4/1/2017	Value has a wrong date format.	22	22
Enrollment.csv	DateToStreetESSH	4/2/2017	Value has a wrong date format.	24	24

“Data Quality” Report

- “Data Quality” looks at the overall completeness of the data elements and provides a score (up to 100%) for complete data.
- The view displays the overall **quality** of the data submitted. Files will not be uploaded with more than 5% missing data. These scores represent either missing data (up to 5%) or “Unknown” data (things like “Client Refused,” “Client Doesn’t Know,” and “Data Not Collected”).
- A score of 75% or greater is highly recommended**, and up to 100% complete is the goal for each grantee.
- Data may be missing from an upload but not cause the file to be rejected. “Data Quality” serves a different purpose than “Data Validation” in the sense that you will not get your “Data Quality” score without first passing the “upload test.”

Data Files

Data Validation

Data Quality

The Data Quality view displays the overall quality of the data submitted. To view the issue details, reference the Data Validation view. For more information about this view, please refer to the [RHY-HMIS User Guide](#).

Field	Demographics	Total	Match	Score
Name	All Clients	82	66	80.5%
* Social Security Number (SSN)	All Clients	82	45	54.9%
Date of Birth	All Clients	82	80	97.6%

Exporting Data Quality Reports

You can export all of the Data Quality reports into an Excel file and save to your computer. The exported Excel file has the Summary, Data Files, Data Validation, and Data Quality reports. Additionally, the file also has a Data Quality Errors report that has the Personal ID for you to locate the client record in your local HMIS.

Uploads » View

Data Quality Report Summary

Organization: `

Grant Number: 90CY

Grant Program: CY - Basic Centers

Project: Thuan Test 5 03.04.21

Project Type: Emergency Shelter

File Name: 38d406a1-c5bf-450d-8090-58004bc49a9c.zip

Uploaded By:

Uploaded At: 2021-09-03 10:13:56

Processing Started: 2021-09-03 10:13:58

Processing Ended: 2021-09-03 10:14:07

Export

1	Field	Group	File	Line #	Personal ID	Enrollment ID
2	Social Security Number (SSN)	All Clients	Client.csv	41	172523	8DD5A11-A512-4A78-9D51-E9238225
3	Social Security Number (SSN)	All Clients	Client.csv	36	171882	0F117807-CC67-4C8D-B8E3-CA754689
4	Social Security Number (SSN)	All Clients	Client.csv	41	172523	0391E44-D8CB-43E9-A81B-387D20C7
46	Race	All Clients	Client.csv	85	49205	8892D1F4-2A61-4516-80B5-3BF539C2
47	Date of Engagement	HoH and Adults	Enrollment.csv	9	173887	501E5A1-5CDE-48B7-9260-0D55238A
62	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	33	81007	5F69023-E6F1-4E44-B303-D8E81DB1
63	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	62	91653	608C94D-FAB8-477D-84EA-819EFA57
64	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	122	157693	6585A5F-48D0-4EC2-855A-83F19679
65	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	135	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1
66	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	205	91653	608C94D-FAB8-477D-84EA-819EFA57
67	School Status	HoH and Youth	EmploymentEducation.csv	33	81007	5F69023-E6F1-4E44-B303-D8E81DB1
68	School Status	HoH and Youth	EmploymentEducation.csv	62	91653	608C94D-FAB8-477D-84EA-819EFA57
69	School Status	HoH and Youth	EmploymentEducation.csv	122	157693	6585A5F-48D0-4EC2-855A-83F19679
70	School Status	HoH and Youth	EmploymentEducation.csv	135	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1
71	School Status	HoH and Youth	EmploymentEducation.csv	205	91653	608C94D-FAB8-477D-84EA-819EFA57
72	Employment Status	HoH and Youth	EmploymentEducation.csv	33	81007	5F69023-E6F1-4E44-B303-D8E81DB1
73	Employment Status	HoH and Youth	EmploymentEducation.csv	62	91653	608C94D-FAB8-477D-84EA-819EFA57
74	Employment Status	HoH and Youth	EmploymentEducation.csv	122	157693	6585A5F-48D0-4EC2-855A-83F19679
75	Employment Status	HoH and Youth	EmploymentEducation.csv	135	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1
76	Employment Status	HoH and Youth	EmploymentEducation.csv	205	91653	608C94D-FAB8-477D-84EA-819EFA57
77	General Health Status	HoH and Youth	HealthAndDV.csv	63	81007	5F69023-E6F1-4E44-B303-D8E81DB1
78	General Health Status	HoH and Youth	HealthAndDV.csv	66	91653	608C94D-FAB8-477D-84EA-819EFA57
79	General Health Status	HoH and Youth	HealthAndDV.csv	220	81007	5F69023-E6F1-4E44-B303-D8E81DB1
80	General Health Status	HoH and Youth	HealthAndDV.csv	235	91653	608C94D-FAB8-477D-84EA-819EFA57
81	General Health Status	HoH and Youth	HealthAndDV.csv	275	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1
82	Dental Health Status	HoH and Youth	HealthAndDV.csv	63	81007	5F69023-E6F1-4E44-B303-D8E81DB1
83	Dental Health Status	HoH and Youth	HealthAndDV.csv	66	91653	608C94D-FAB8-477D-84EA-819EFA57
84	Dental Health Status	HoH and Youth	HealthAndDV.csv	220	81007	5F69023-E6F1-4E44-B303-D8E81DB1
85	Dental Health Status	HoH and Youth	HealthAndDV.csv	235	91653	608C94D-FAB8-477D-84EA-819EFA57
86	Dental Health Status	HoH and Youth	HealthAndDV.csv	275	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1

Summary

Data Files

Data Validation

Data Quality

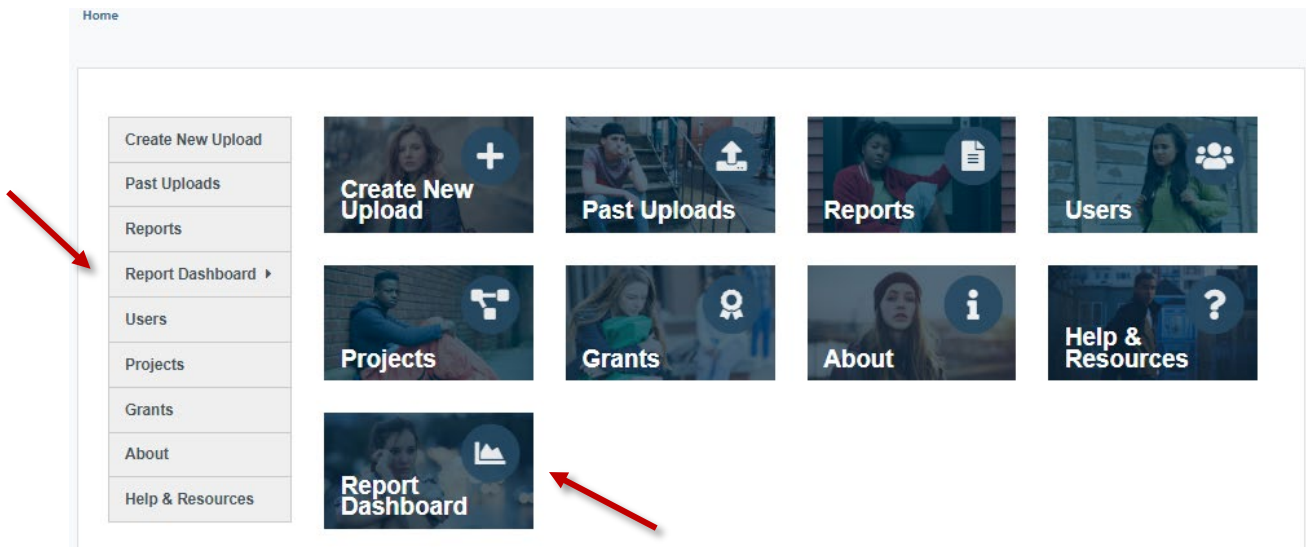
Data Quality Errors

+

Report Dashboard

The Report Dashboard allows users to visualize data that has been uploaded to the Repository. The Dashboard creates charts and graphs to help users analyze performance trends, data quality, and equity in the provision of services through RHY funded programs. Any data uploaded can be viewed in the Report Dashboard as soon as it is accepted by the Repository.

To access the reports in the Dashboard, log into the RHY-HMIS Repository. Click on “Report Dashboard” from either the left-hand menu or the “Report Dashboard” button on the home page.



The Dashboard has six pages:

- Summary
- Outcomes and Outputs
- Trends
- Overview
- Exits
- Characteristics

All Repository users can view all six pages. Grantee and Grantee Managers account holders can only run reports from data for their organization. Federal Project Officers (FPOs) can run reports from data for all the grantees in their region. On all the pages, users can run reports for data from each year that data has been uploaded.

Summary

The landing page for the Report Dashboard is the Summary. It provides the number of:

- Clients served by project type - TLP, BCP-ES, BCP-P, MGH, and SOP
- Clients exited by project type
- Grants by project type

Home > Report Dashboard

Report Dashboard Summary

FY 2020 All Grantees

In FY 2020,
59 clients entered TLP projects.
374 clients entered SOP projects.
1 clients entered BCP-P projects.

59 Clients were served by TLP	26 Clients exited from TLP	6 Grants for TLP
374 Clients were served by SOP	50 Clients exited from SOP	2 Grants for SOP
1 Clients were served by BCP-P	0 Clients exited from BCP-P	1 Grants for BCP-P

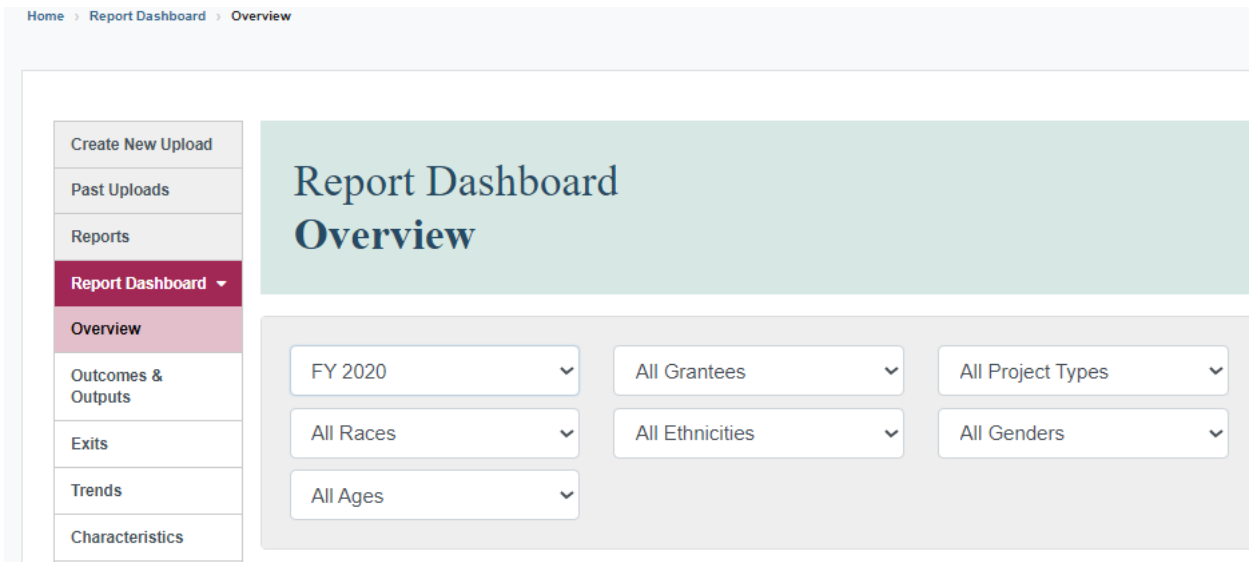
Transitional Living Program (TLP) is a transitional housing project.
Basic Center Program - ES (BCP-ES) is an emergency shelter project.
Basic Center Program - P (BCP-P) is a homelessness prevention project.
Maternity Group Home (MGH) is a transitional housing project.
Street Outreach Program (SOP) is a street outreach project.
For more information on project types, please see the [HMIS Data Manual](#).

Users can see the numbers for each fiscal year that has uploaded data. FPOs can see the total numbers for all the grantees in their region or by each grantee organization. Grantees can only see data for their organization.

Overview

On the Overview page, users can select to run reports by:

- Fiscal year (FY)
- Project Types - TLP, BCP-ES, BCP-P, MGH, and SOP
- Ethnicities
- Ages
- Organization – For FPOs, by all grantee organizations or a specific grantee organization in their region
- Races
- Genders



There are five sections in Overview. The first section reports on:

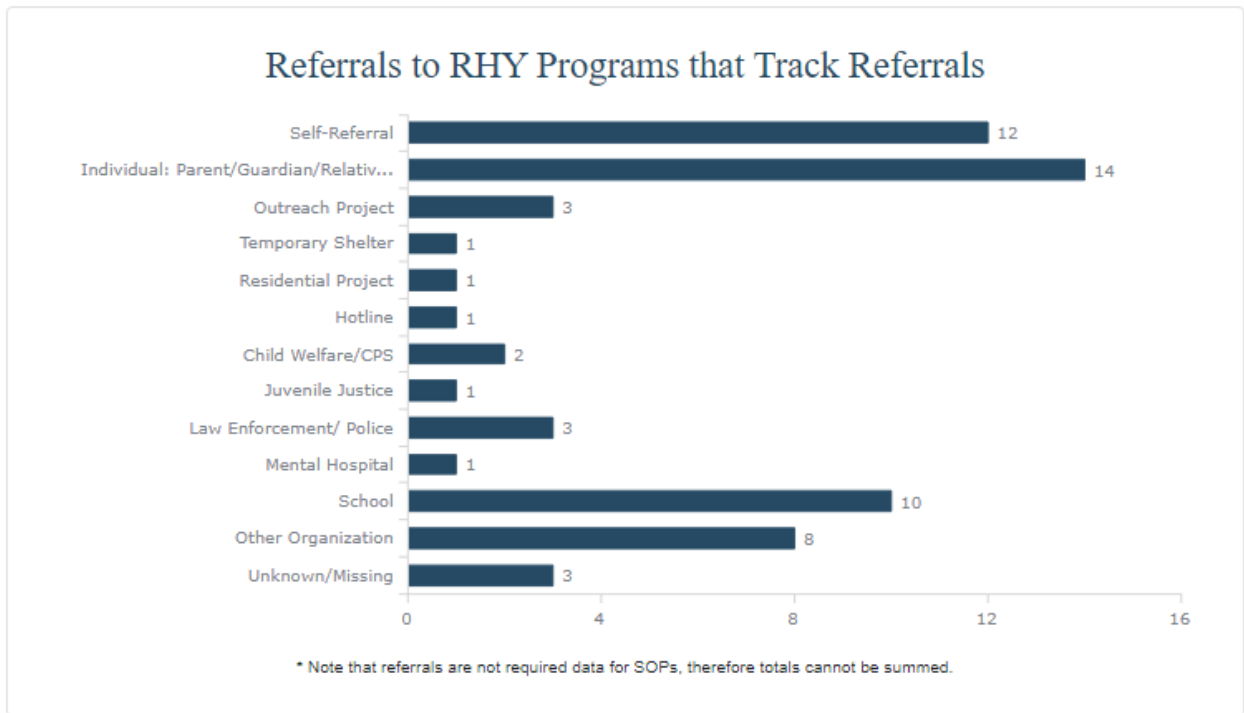
- Total clients served by RHY during the FY
- Clients entered prior to the FY and still being served by RHY
- Clients entered during the FY
- Clients entered, exited, and entered again during the FY

The numbers below the top line will not sum to the top line because clients can appear in more than one 2nd line sum, but the top line is a deduplicated count of youth regardless of entry, exits, and re-enrollments.

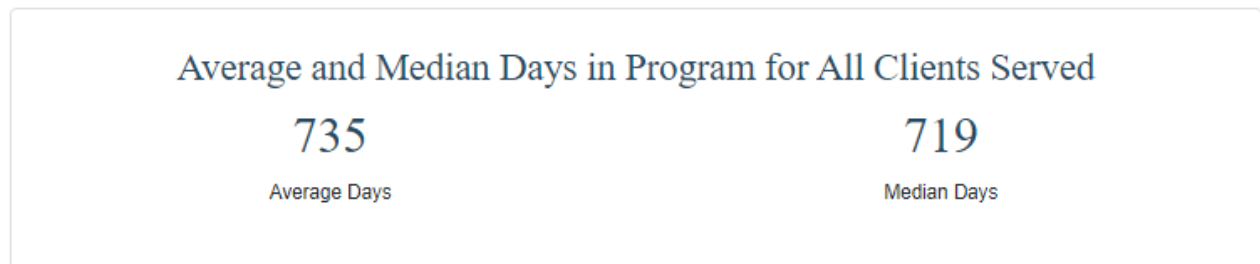
Please note, this data cannot be exported to Excel. Should you need this detailed data, please contact your HMIS Lead for available HMIS reporting locally. All data in the RHY Dashboard comes directly from HMIS data uploaded by RHY Grantees and should be available locally.

434		
Total clients served by RHY during the FY		
358	76	1
Clients entered prior to the FY and still being served by RHY	Clients entered during the FY	Clients entered, exited, and entered again during the FY

The second section is a bar graph reporting on the Referrals to RHY Programs that Track Referrals.



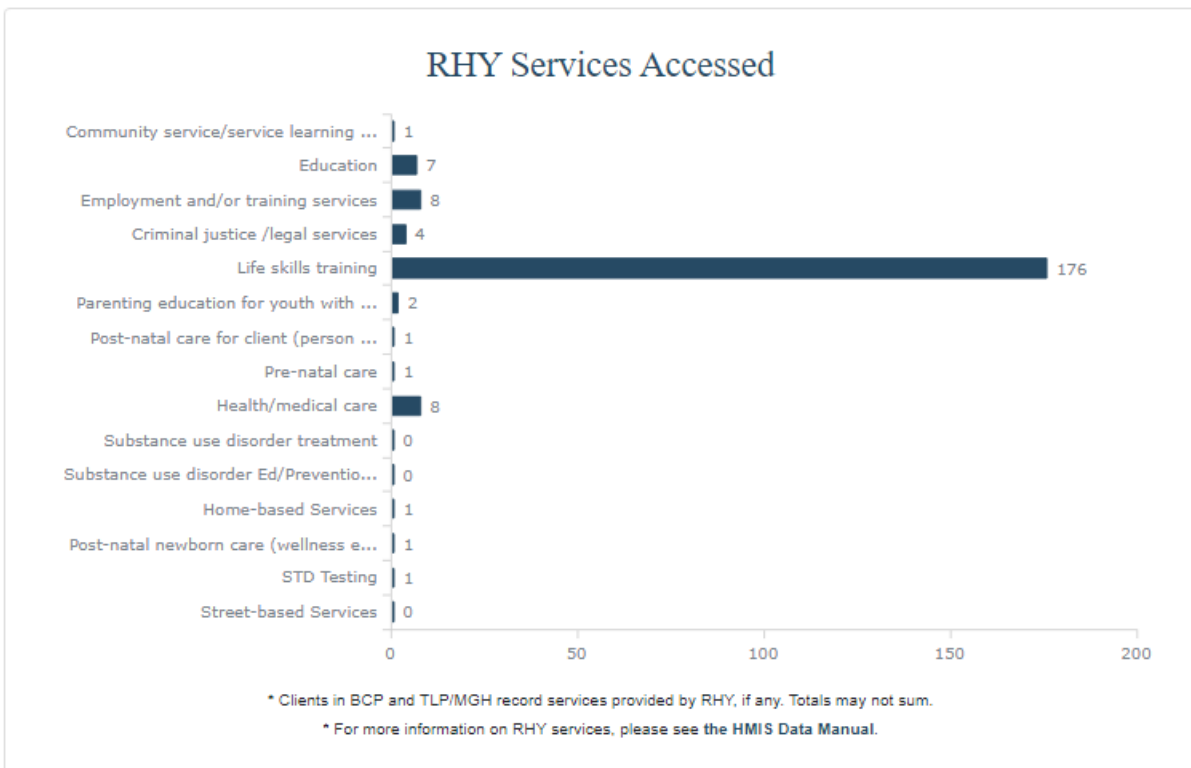
The third section reports on Average and Median Days in Program for All Clients Served.



The fourth section reports on Prior Living Situation at Project Entry and Length of Stay in Prior Living Situation at Project Entry.



The fifth section reports on RHY Services Accessed.



Outcomes & Outputs

On the Outcomes and Outputs page, users can select to run reports by:

- Fiscal year (FY)
- Project Types - TLP, BCP-ES, BCP-P, MGH, and SOP
- Ethnicities
- Ages
- Organization – For FPOs, by all grantee organizations or a specific grantee organization in their region
- Races
- Genders

Home > Report Dashboard > Outcomes & Outputs

Create New Upload

Past Uploads

Reports

Report Dashboard ▾

Overview

Outcomes & Outputs

Exits

Trends

Characteristics

Report Dashboard Outcomes & Outputs

FY 2020 ▾

All Grantees ▾

All Project Types ▾

All Races ▾

All Ethnicities ▾

All Genders ▾

All Ages ▾

There are three sections in Outcomes and Outputs. The first section reports on:

- Number of clients exiting from BCP-ES and TLP/MGH that were living in a safe and appropriate setting and with a permanent positive community connections
- Number of clients exiting from BCP-ES and TLP/MGH that were attending school regularly, graduated from high school, or obtained a GED, and employed or looking for work.

In FY 2020, 26 clients exited BCP-ES and TLP/MGH projects and of those, 26 were living in a safe and appropriate setting for a 100% successful exit rate, and 22 exited with a permanent positive community connection (84.6%).

In FY 2020, 26 clients exited BCP and TLP/MGH projects and of those, 16 were attending school regularly (61.5%), graduated from high school, or obtained a GED, and 21 were employed or looking for work (80.8%).

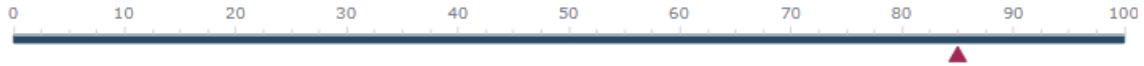
The second section is Outputs. It reports on the percentages of client with the following outcomes:

- Clients living in safe and appropriate settings after exit
- Clients that are attending school regularly, have graduated from high school, or obtained a GED at exit
- Clients that are employed or looking for work at exit
- Positive ongoing attachments to families, communities, schools, and other social networks

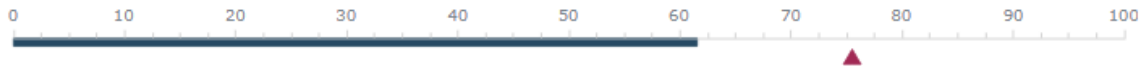
The success of RHY funding for BCP and TLP/MGH is measured in part by client outcomes such as safe exits, increases in education, and increases in employment. These data are reported annually to Congress.

Outcomes

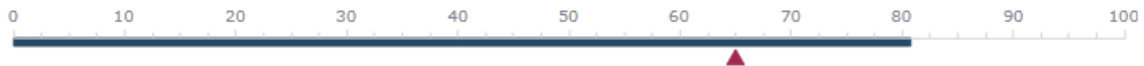
Increase the proportion of clients living in safe and appropriate settings after exit.



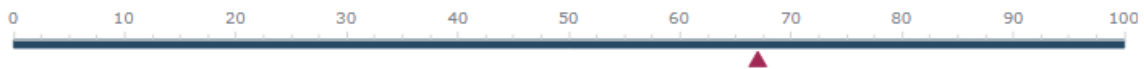
Increase the percentage of clients that are attending school regularly, have graduated from high school, or obtained a GED at exit.



Increase the number of clients that are employed or looking for work at exit.



Increase positive ongoing attachments to families, communities, schools, and other social networks.



* Red triangles represent the targets set by the RHY Program Office.

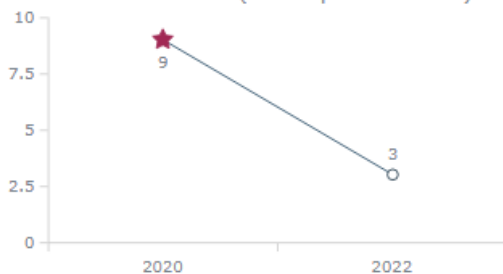
* The top section includes data from only the project types available included in the filters (and will not match the overall exit numbers from the Exit page of the dashboard as such); the subsequent sections are specific to project types those outcomes are applicable to regardless of filters selected. Only TLP, MGH, and BCP-ES projects collect safe and appropriate exit information and only TLP, MCH, BCP-ES and BCP-P collect school information and employment information.

The third section is Outputs. It reports on 1) the Number of Grants with Upload Data and 2) Number of Youth Served, providing a trend analysis across fiscal years.

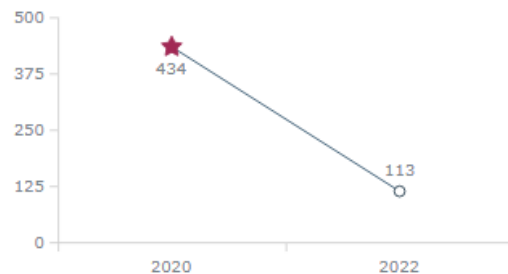
Outputs

* The red star marker indicates the selected fiscal year.

Number of Grants (With Uploaded Data)



Number Of Youth Served

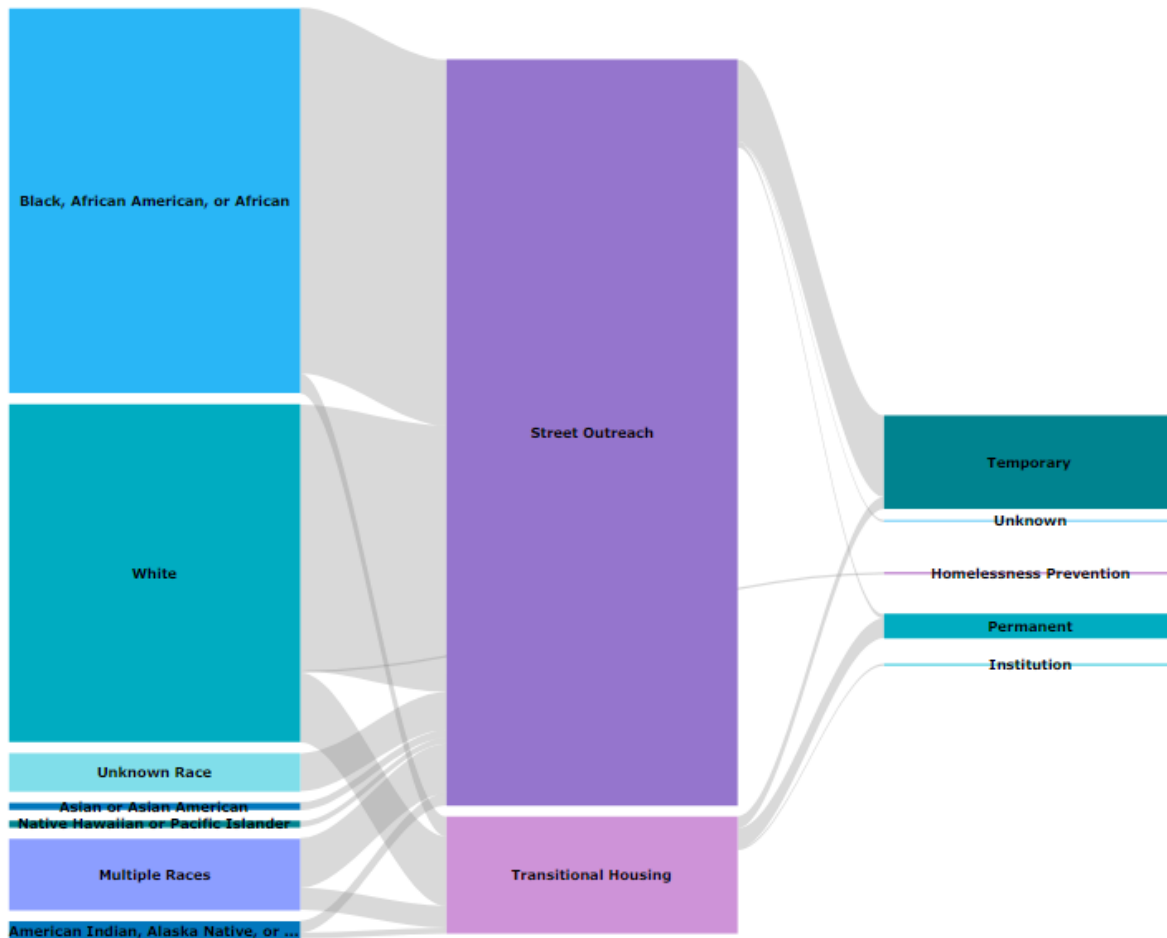
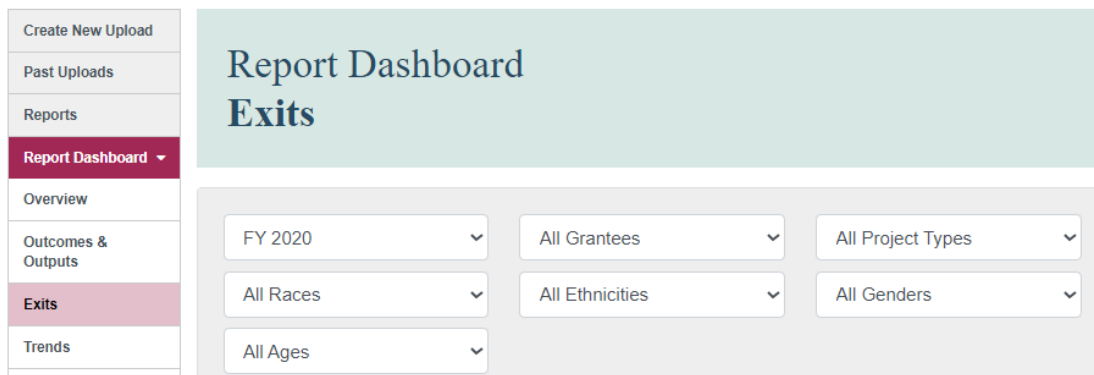


* All projects are included in Outputs counts.

Exits

The Exits page has a Sankey diagram and shows flow through a system for clients exited from RHY funded projects. The middle column is the RHY Program and interventions offered. The left side shows inputs into the different projects by race. The right side shows outputs from the different projects by destination. Users can select to filter the graph by:

- Fiscal year (FY)
- Project Types - TLP, BCP-ES, BCP-P, MGH, and SOP
- Ethnicities
- Ages
- Organization – For FPOs, by all grantee organizations or a specific grantee organization in their region
- Races
- Genders



* All projects are included in Exits analysis.

Trends

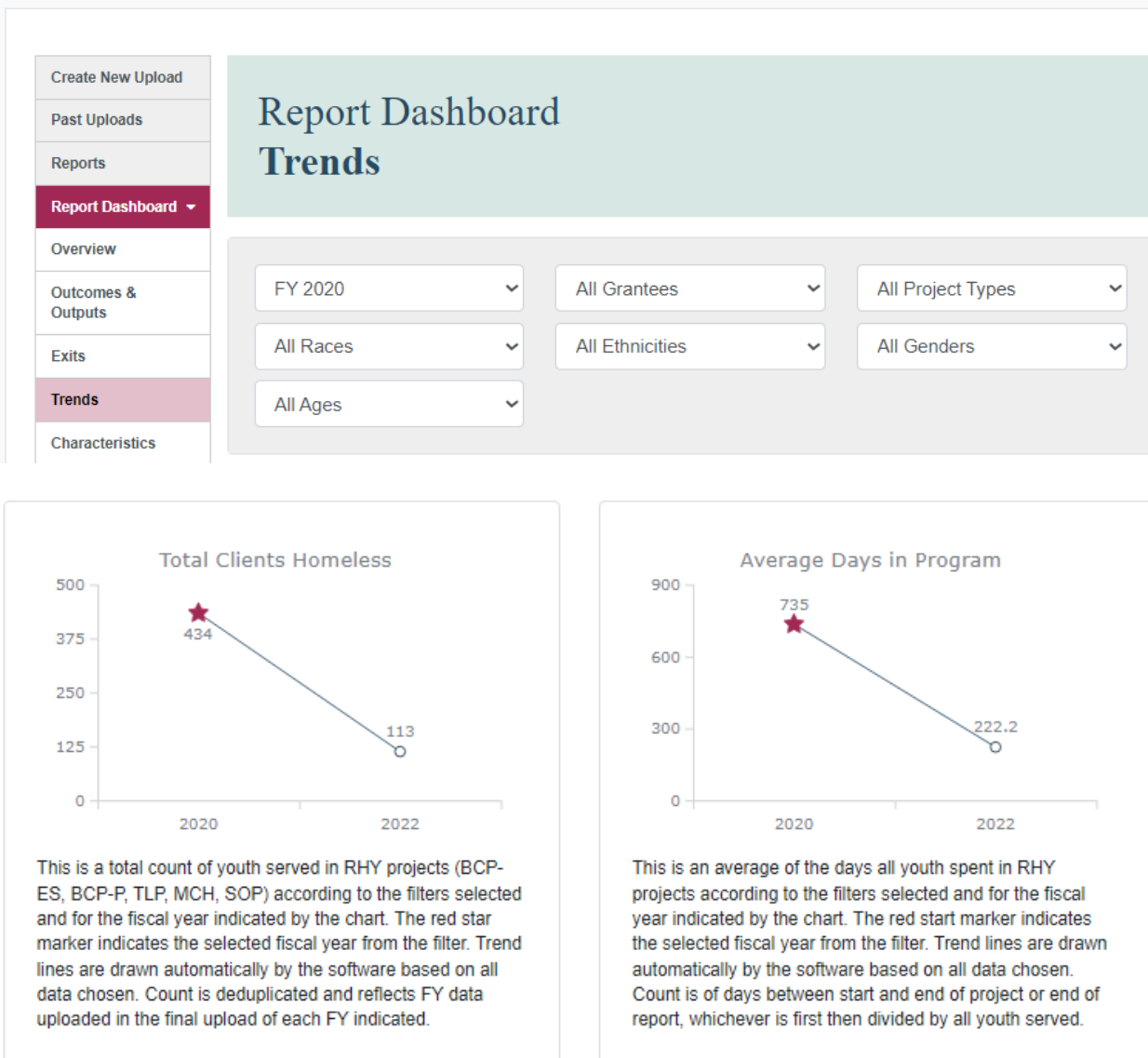
The Trends page has six charts that provide analysis across fiscal years for:

- Total Clients Homeless
- Median Days in Program
- Exits with Education Improvements
- Average Days in Program
- Exits to Permanent Destinations
- Exits with Employment Improvements

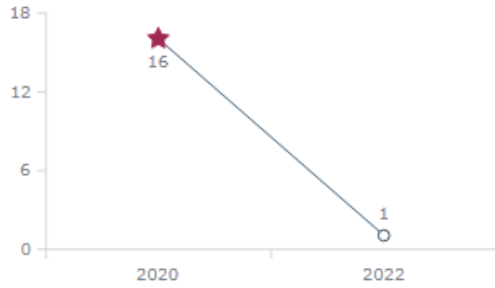
Users can filter the charts by:

- Fiscal year (FY)
- Project Types - TLP, BCP-ES, BCP-P, MGH, and SOP
- Ethnicities
- Ages
- Organization – For FPOs, by all grantee organizations or a specific grantee organization in their region
- Races
- Genders

Home > Report Dashboard > Trends

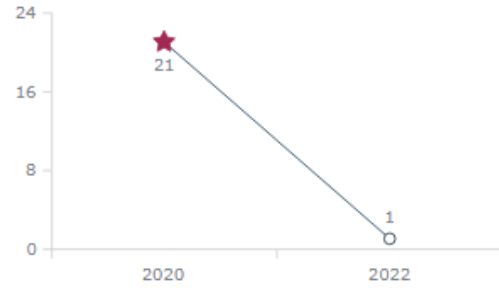


Exits with Education Improvements



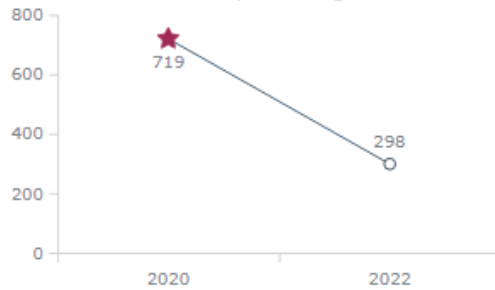
This is a measure of all exits from RHY programs indicated by the filter for the specified fiscal year that had a higher grade completed at exit than at start. Red start indicates Fiscal Year selected in filter.

Exits with Employment Improvements



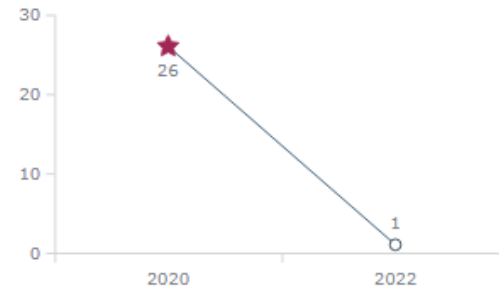
This is a measure of all exits from RHY programs indicated by the filter for the specified fiscal year that had a higher Employment status at exit than at start. Red start indicates Fiscal Year selected in filter.

Median Days in Program



This is the median of the days all youth spent in RHY projects according to the filters selected and for the fiscal year indicated by the chart. The red start marker indicates the selected fiscal year from the filter. Trend lines are drawn automatically by the software based on all data chosen. Count is of days between start and end of project or end of report, whichever is first then divided by all youth served.

Exits to Permanent Destinations



This is a measure of all exits from RHY programs indicated by the filter for the specified fiscal year that were to a permanent housing destination. Red start indicates Fiscal Year selected in filter.

Characteristics

The Characteristics page has three charts: Characteristics, Entry Information, and Health Information at Entry. Users can filter the charts by:

- Fiscal year (FY)
- Project Types - TLP, BCP-ES, BCP-P, MGH, and SOP
- Ethnicities
- Ages
- Organization – For FPOs, by all grantee organizations or a specific grantee organization in their region
- Races
- Genders

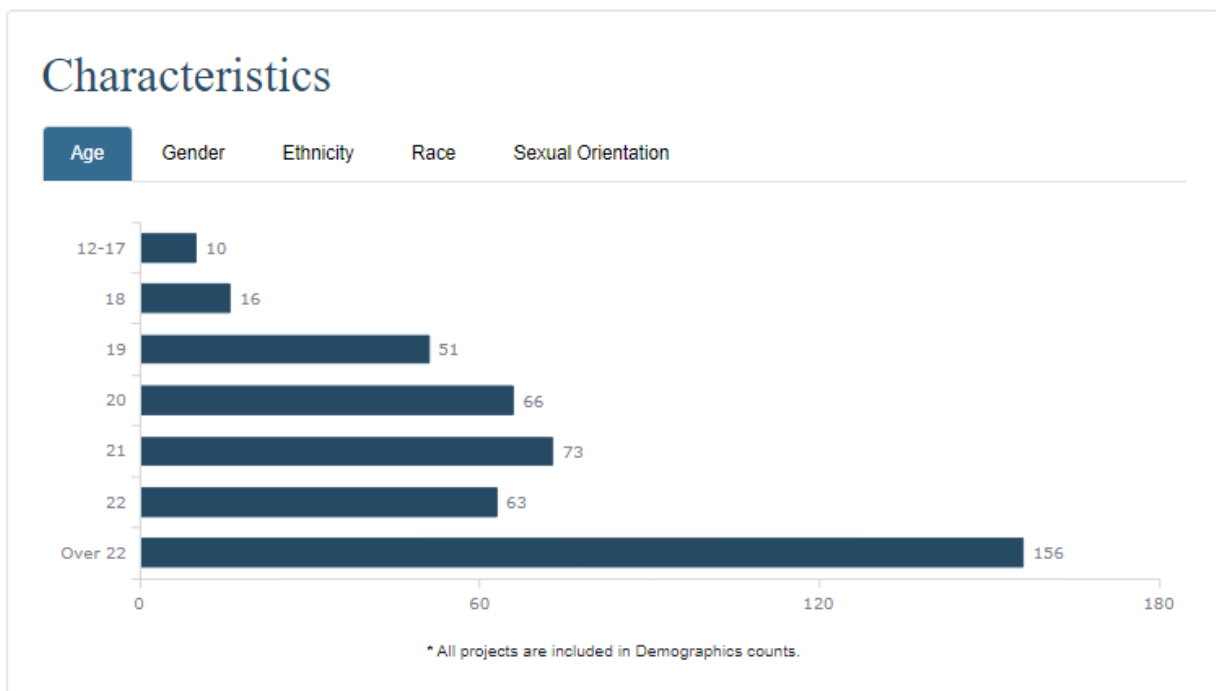
Home > Report Dashboard > Characteristics

Create New Upload
Past Uploads
Reports
Report Dashboard ▾
Overview
Outcomes & Outputs
Exits
Trends
Characteristics

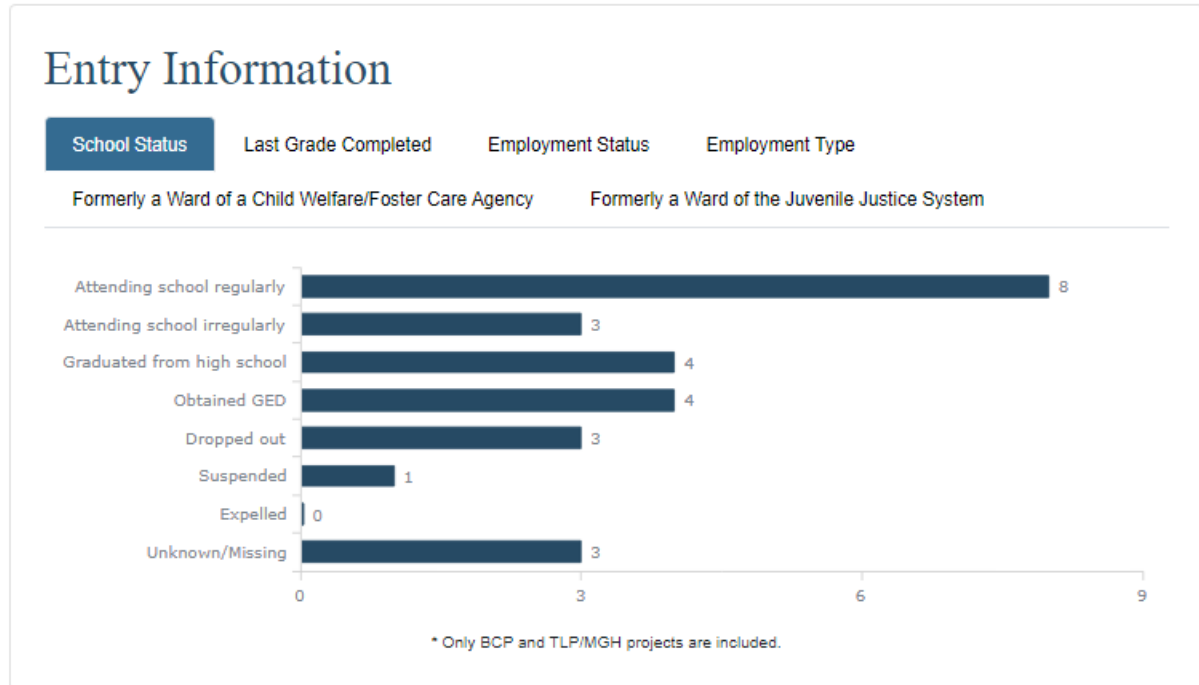
Report Dashboard Characteristics

FY 2020 ▾ All Grantees ▾ All Project Types ▾
All Races ▾ All Ethnicities ▾ All Genders ▾
All Ages ▾

The first chart is Characteristics. It provides the Age, Gender, Ethnicity, Race, and Sexual Orientation for clients served for the selected fiscal year.



The second chart is Entry Information. It provides School Status, Last Grade Completed, Employment Status, Employment Type, Formerly a Ward of a Child Welfare/Foster Care Agency, and Formerly A Ward of the Juvenile Justice System collected for all clients in BCP and TLP/MGH at entry for the selected fiscal year.



The third chart is Health Information at Entry for all clients for the selected fiscal year. It has charts for Disability, General Health Status, Dental Health Status, Mental Health Status, and Pregnancy Status.

