August 2019

RHY-HMIS Data Dashboard: Grantee Version

User Guide v1.1

Family & Youth Services Bureau

Runaway & Homeless Youth Program

FYSB
Family & Youth
Services Bureau

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Document Change History

Version	Date	Pages Affected	Description
1.0	11/12/18	All	Initial version completed by AIR
1.1	8/20/19	2	Updates to creating your password.

Acknowledgements

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TABLE OF CONTENTS

1.0 Introduction

The Family and Youth Services Bureau (FYSB) is excited to introduce the RHY-HMIS Data Dashboard. Grantees of the Runaway and Homeless Youth (RHY) program can use the dashboard to visualize their data, compare their data against other programs and targets, share data, and easily insert specific data fields into reports.

The dashboard will be accessible by RHY grantees as well as the general public. Authorized grantees have special logon credentials that allow them to see their own grant-level data as well as state, regional, and national RHY data. The general public will not need to log on. Public access users will not be able to see any grantee-level data but will be able to access state, regional, and national data. This manual is for grantee users of the dashboard.

The data in the dashboard is updated every six months to incorporate the data most recently uploaded to the RhyPoint system by RHY grantees.

This User Guide is designed to provide RHY grantees with a quick and simple reference on how to use the dashboard.

2.0 Key Terminology

RhyPoint: The web-based portal that is used to upload de-identified RHY-HMIS data, extracted from HMIS, to the central RHY-HMIS repository found at www.RHYMIS.net.

RHY-HMIS: RHY-HMIS (Runaway and Homeless Youth-Homeless Management Information System) refers to the use of HMIS by RHY grantees to collect and electronically share data on youth served by RHY grant-funded organizations. (Prior to the implementation of RHY-HMIS, an RHY-specific management information system called RHYMIS was used to collect program data; with the adoption of RHY-HMIS, the use of RHYMIS was discontinued.)

> **Note**: As discussed in a September 2015 FYSB memo on RHY Data Sharing and Data Transfer for Local HMIS, the "sharing" of identifying information about youth served in RHY programs, including the electronic sharing of RHY-HMIS data with other agencies using HMIS, is subject to federal and state laws governing confidentiality protections. At a minimum, such sharing requires the consent of the youth (for youth age eighteen or older) or their parent or legal guardian (for youth under age eighteen). For this reason, all data accessed by the RHY-HMIS Data Dashboard has been be de-identified. In addition, because information about individual clients can sometimes be inferred from aggregate data about small programs, the RHY-HMIS Dashboard strictly limits access to provider-agency-specific data. Thus, provider-specific data can be accessed only by authorized staff from that provider agency.
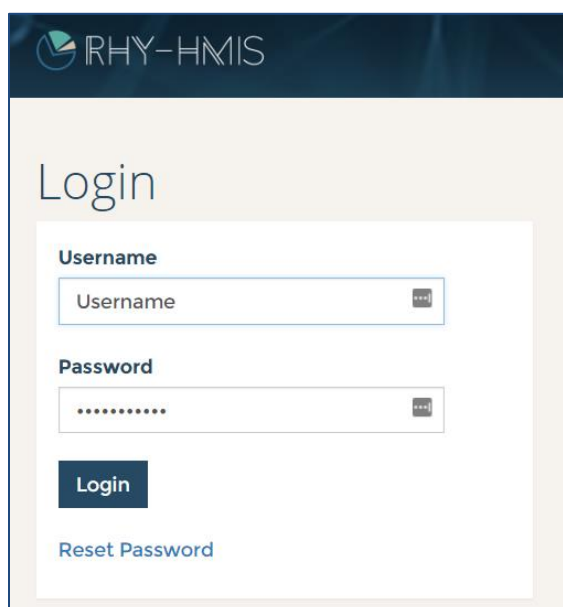
3.0 Using the Dashboard

3.1 Logging In

All RHY grantees accessing the dashboard will need a username and password. Please note that this username and password are NOT the same as the username and password used to access the RhyPoint system or the RHY-HMIS Online Service Desk.

Users will receive an email invitation at the email address that is preregistered with the dashboard system. The email will have instructions on how to perform a password reset.
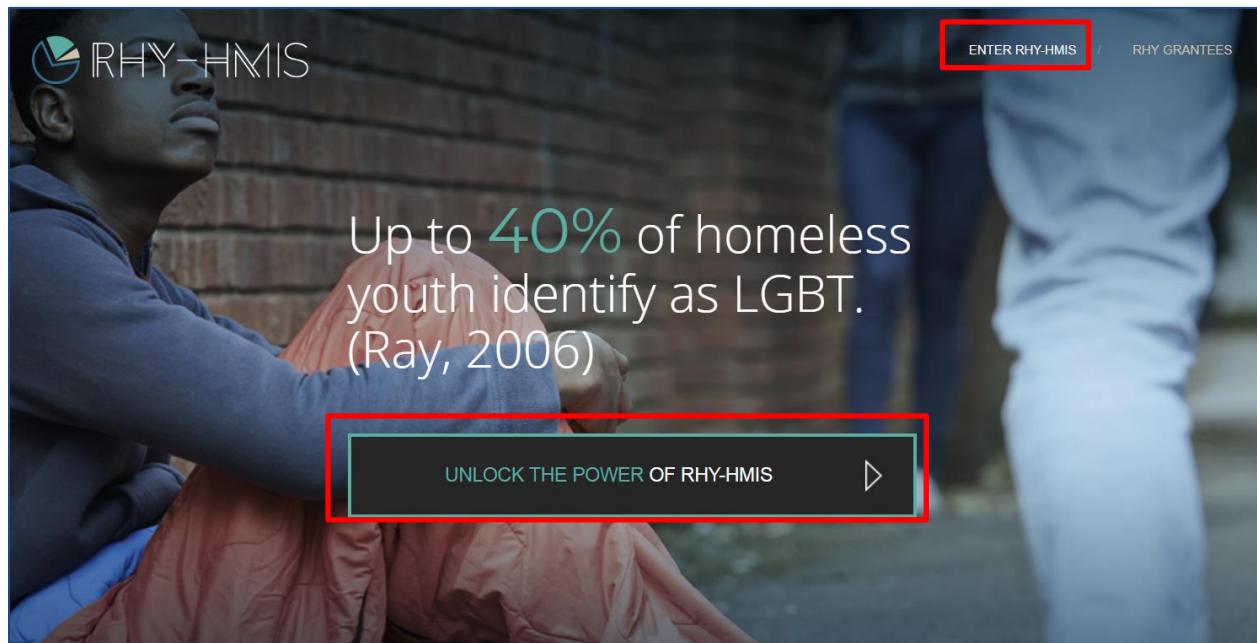
As a grantee-level user you have access to all data within the dashboard for your grantees which you are responsible for, as well as National-, Regional- and Statewide-level RHY data. To gain access:

1. Click on the Dashboard link here: http://rhy-hmis.acf.hhs.gov.
2. Click on <Reset Password>.
3. Enter your email address, and click <Reset Password>
4. A password reset request is emailed to you from noreply.rhy-hmis@acf.hhs.gov.
5. Click on the link in the email provided which will open your web browser and loads the "Change Password" page.
6. Enter your new password in the "Password" field, then again in the "Confirm Password field."
7. Click on <Change Password>.
8. You should see a message that says, "Password Change."
9. Click on the link that says, "Login to the RHY-HMIS Dashboard."
10. Login with your email and the password you just created and launch the Dashboard.

Once you have logged in, select either the button at the bottom center of the screen labeled "Unlock the Power of RHY-HMIS" or the words "Enter RHY-HMIS" at the top right.

Click "I Agree" to agree to the disclaimer.

You will then arrive at the dashboard landing page, which provides access to summary data.
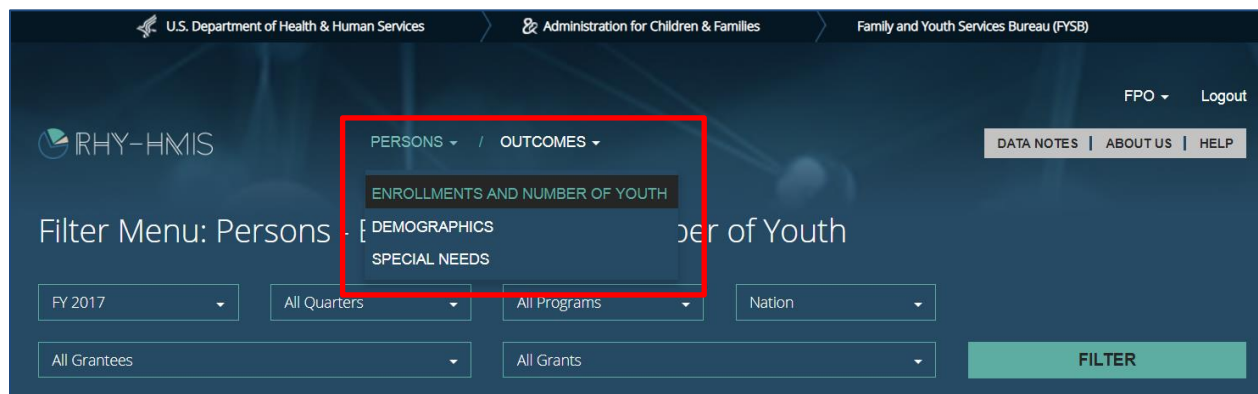
The "Data Notes" button describes the source of the data and the protocol in place to protect the anonymity and confidentiality of individual clients.
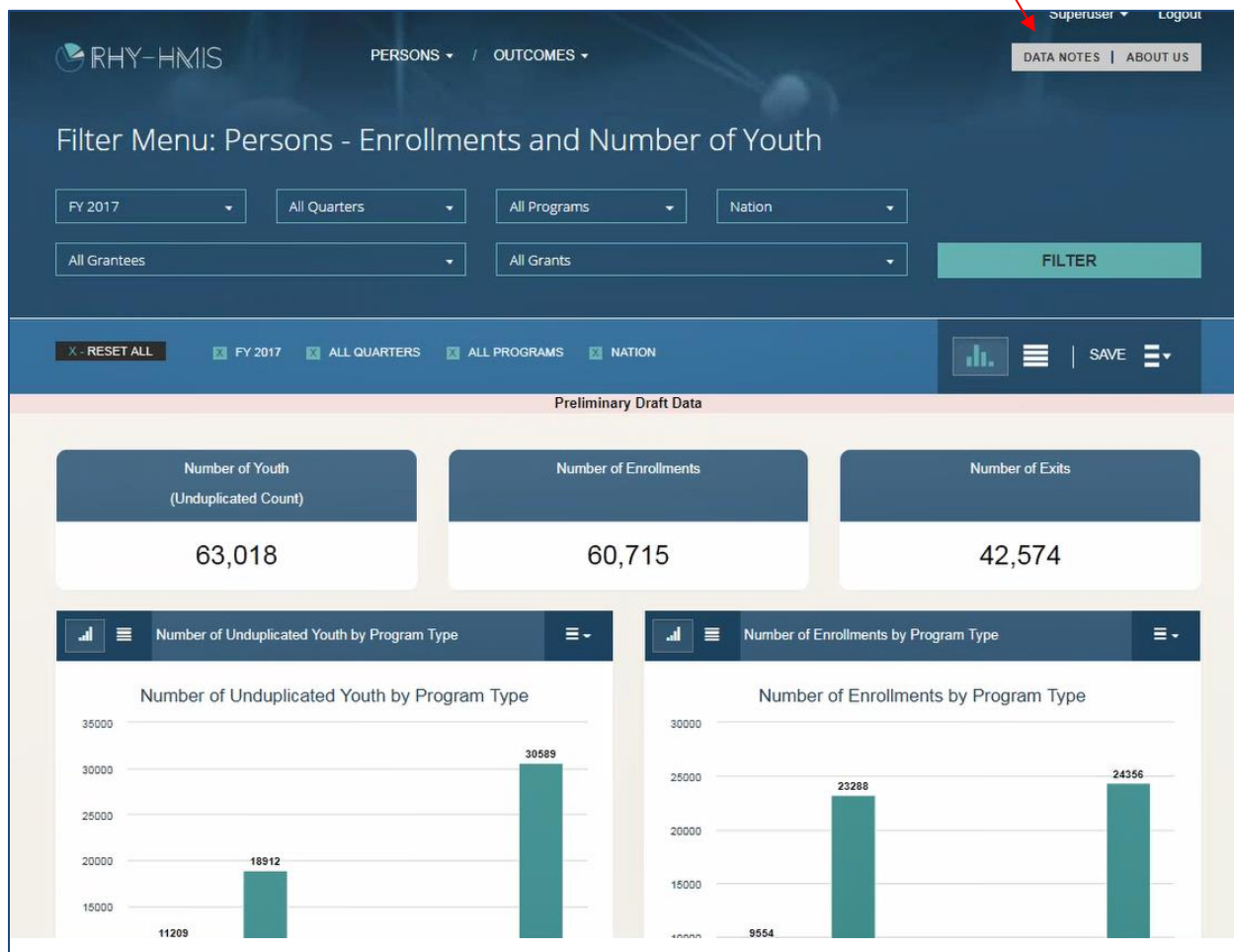
3.2 Enrollments and Number of Youth

Clicking the "Persons" dropdown field near the top of the dashboard landing page yields three options:

1. Enrollments and Number of Youth
2. Demographics
3. Special Needs

This section of the User Guide discusses the data displayed when you select the first option, "Enrollments and Number of Youth." Sections 3.3 ("Demographics") and 3.4 ("Special Needs") discuss the data displayed when you select the other two options. Note that the first option ("Enrollments and Number of Youth") is the default option for the landing page.

Select the first option: "Enrollments and Number of Youth."
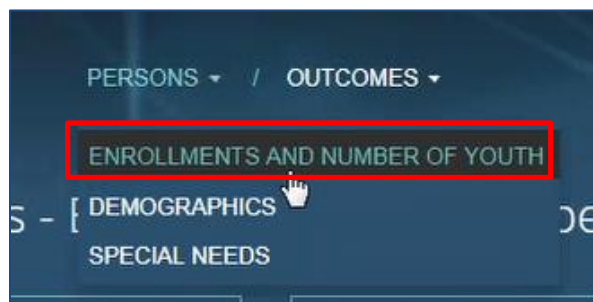
By default, the system will show you the data for all grantees for the latest fiscal year for which 12 months of data have been uploaded.
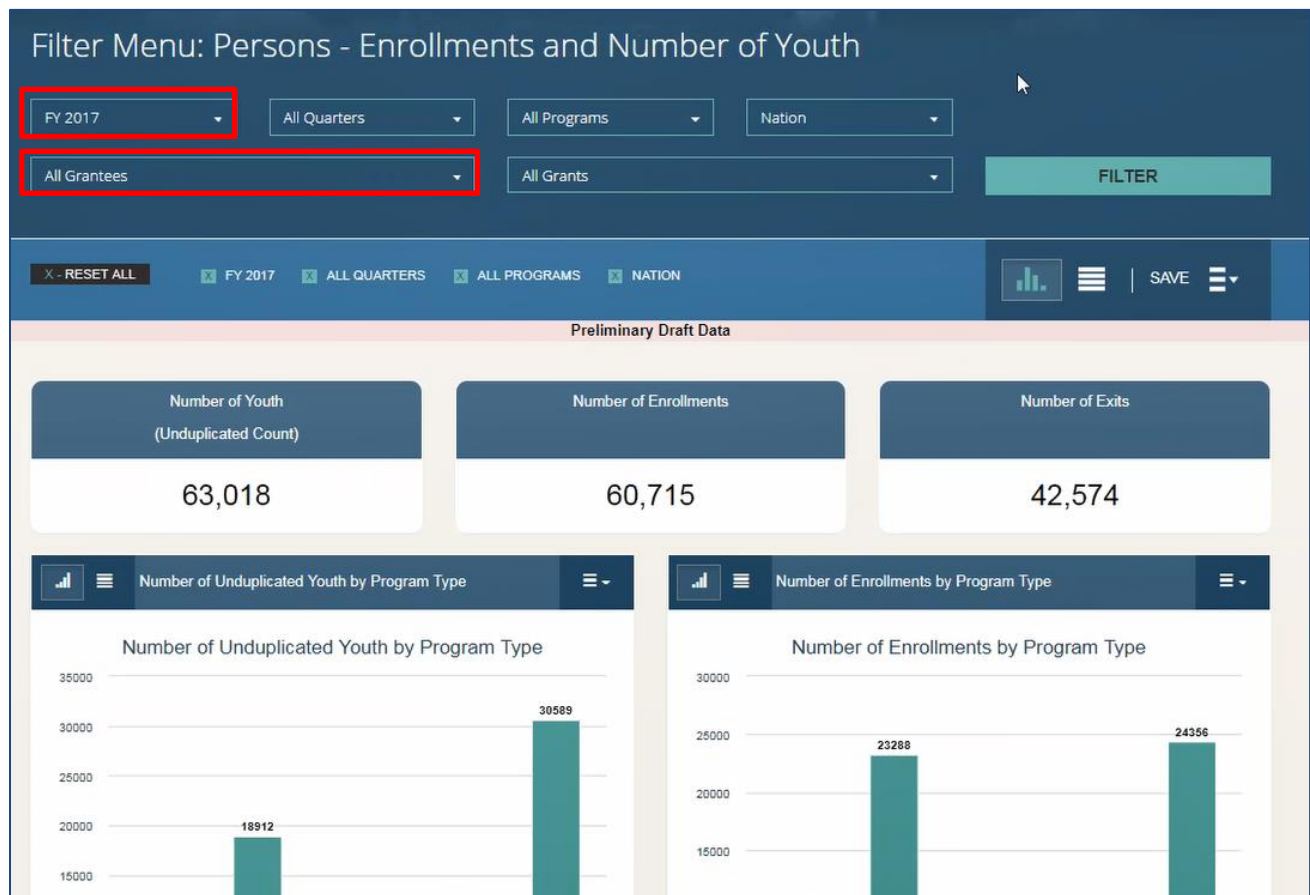
3.2.1 Filters

You can filter the data in a variety of ways:

- **By Timeframe and Geography**: You can filter the data by year, quarter, or month, and by region or state.

- **By Program Type**: You can use a filter to see data for "All Programs" or data for a specific program type(s) (e.g., Maternal Group Home [MGH], Street Outreach Program [SOP], etc.). Note that there may be overlap in the clienteles of various programs. That overlap can be readily seen, for example, by selecting the "BCP-P and BCP-ES Combined" dropdown option and by calculating the sum of the "Unduplicated Count" of youth in BCP-P programs and the "Unduplicated Count" of youth in BCP-ES programs, and comparing that sum to the smaller "Unduplicated Count" of youth who are in the combined program statistic.

- **By Grantee**: Authorized users from a specific provider agency can use a filter to see aggregate data for *their provider agency only* or for specific RHY grant-funded projects *operated by their provider agency*. Authorized users from one provider agency cannot use this filter to see aggregate data for any other provider agency's programs. Users without provider-specific credentials cannot use this filter to see aggregate data for any individual grantee.

Filter Menu: Persons - Enrollments and Number of Youth

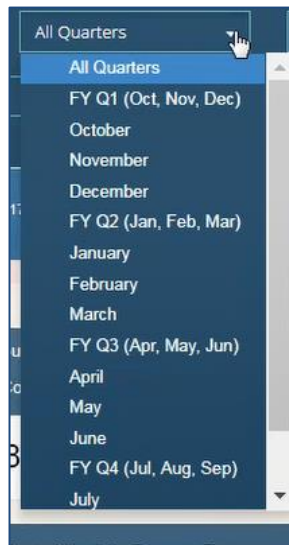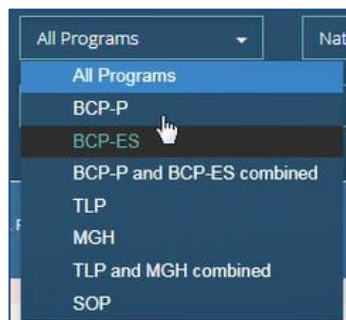| FY 2017 ▾	All Quarters ▾	All Programs ▾	Nation ▾
All Grantees ▾		All Grants ▾	**FILTER**

Fiscal year:

FY 2017 ▾
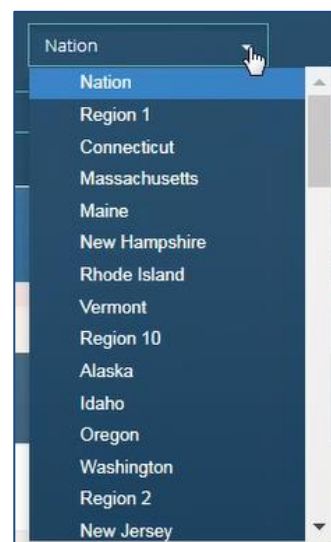FY 2015
FY 2016
FY 2017

Quarters or months:

Program:

Region:

Grantees:

If you are an authorized user from Agency XYZ, you can select Agency XYZ from the dropdown listing all grantees (default = "All Grantees") and then use the dropdown listing specific grants received by Agency XYZ (default = "All Grants") for which data have been uploaded. (Make sure that your filter choice for program type is set to the default value ("All Programs") to ensure that you see data pertaining to all the (selected) grant projects operated by Agency XYZ.)
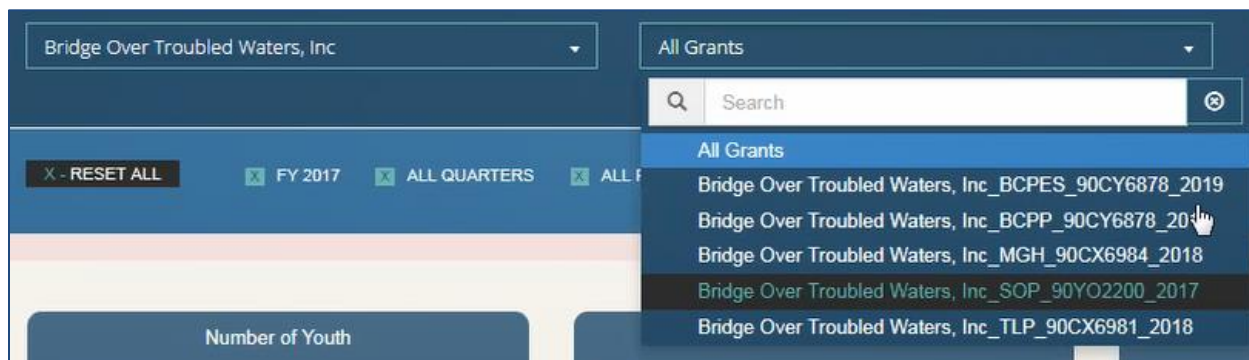
Once you have made your selections, click on the "Filter" button.
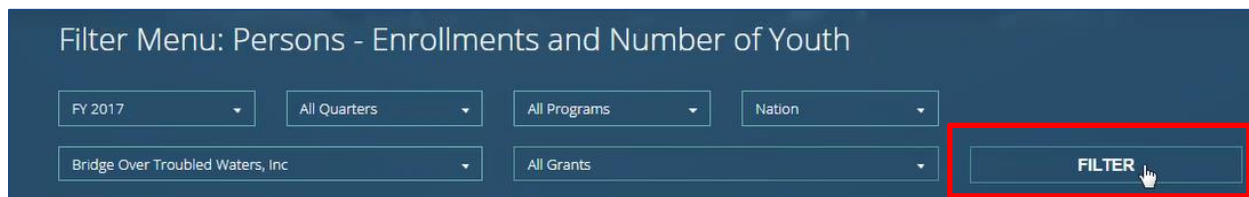
Note: If you filter at the grant or grantee level, the National, Regional, and State values shown will be for the program type that you have selected. For example, if you select a TLP grant, then the National, Regional, and State values will be the values as filtered for all TLP grants. If you select a grantee with more than one program type, then the National, Regional, and State values will not appear unless you narrow your filter selection down to a grant or single program type.

3.2.2 Enrollments and Number of Youth Fields

The data fields tracked for enrollments and number of youth are as follows:

- Number of Youth (Unduplicated Count)
- Number of Enrollments
- Number of Exits
- Number of Unduplicated Youth by Program Type
- Number of Enrollments by Program Type
- Number of Exits by Program Type
- Enrollments Length of Stay
- Average Number of Youth in Shelter per Night

3.2.3 Viewing, Printing, and Saving the Data

Controls for viewing, printing, and saving the data are shown in the following example:
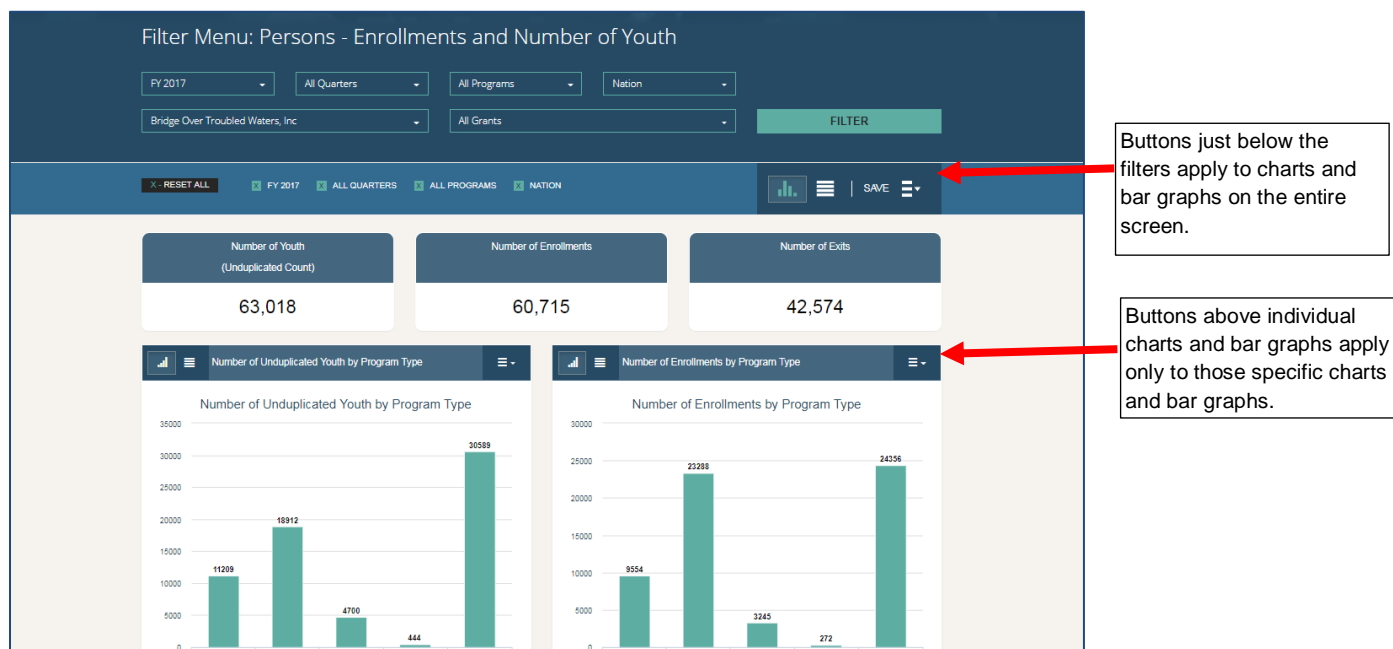
3.2.4 Data Views

By default, the data will be shown with bar graphs, but you have the option to change the view of all or some of your data to a chart view. The bar graphs display data in percentages, while charts provide actual numbers as well as percentages.

To change the view for **all** the data shown on the page, use the buttons that appear below the "Filter" button on the right side of the screen.

Bar graph view   Chart view
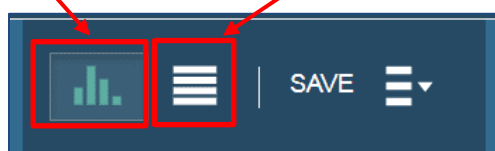
To change the view (chart versus bar graph) for an individual metric, use the buttons that appear to the left of the chart or bar graph summarizing the data pertaining to that metric.
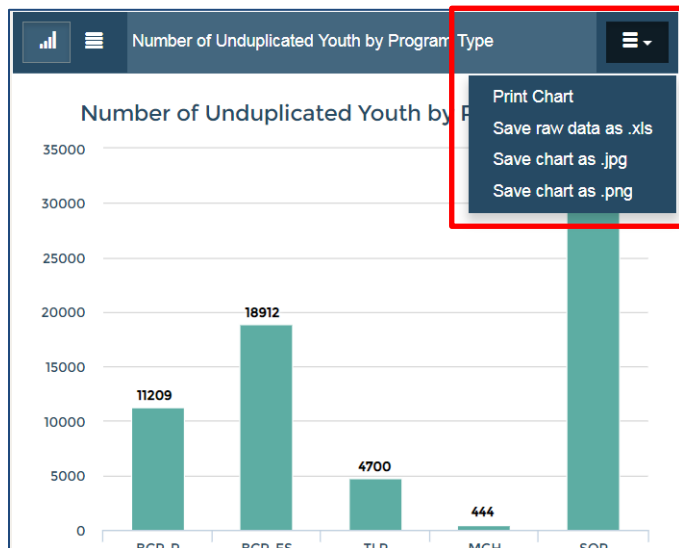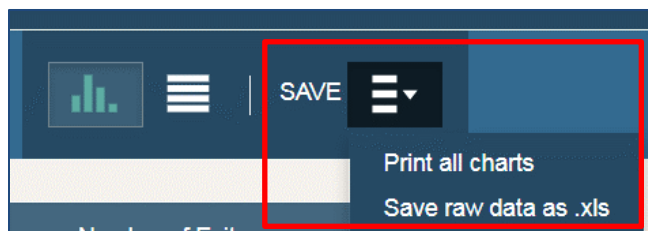
3.2.5 Printing and Saving the Data

You can also print and save individual data charts or all the data charts on the page.

Print or save individual chart:


Print or save all charts:

3.2.6 Hiding Data Fields

When filtering for a single grantee AND a specific grant-funded project operated by that grantee, authorized users who have specified the bar graph view will see a comparison of data from their agencies' grant-funded project with data from similar programs operated in the state, region, and nation.

At present, this is the only presentation of comparison data generated by the dashboard.

If users want to hide data from their agencies, the state, the region, or the nation, they can click on the color-coded word corresponding to the geography they want to hide. In the following example, the user clicked on "Nation" and "Region" to hide these data fields.

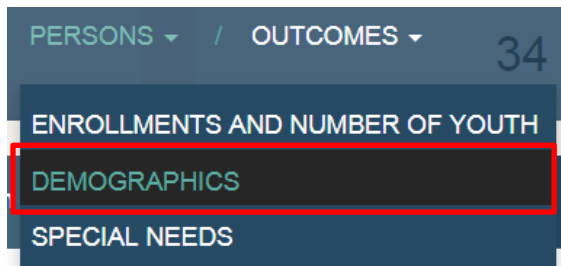Click on the data fields you would like to hide:
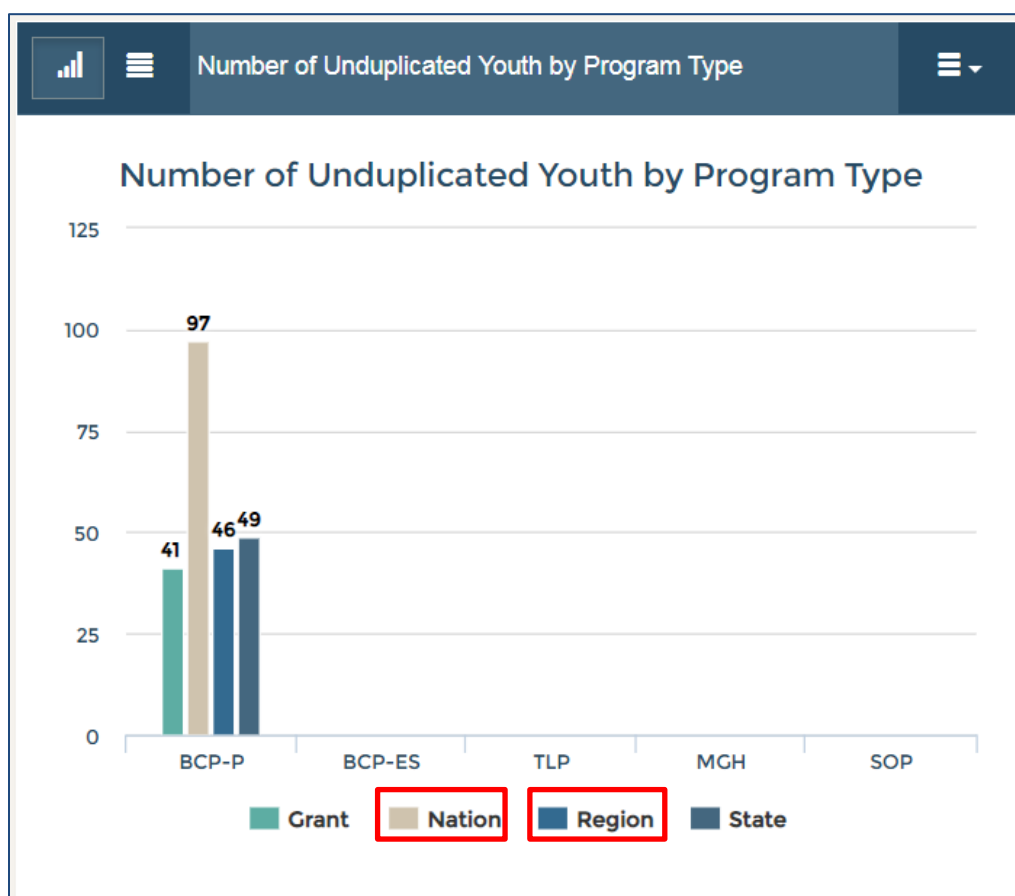
After clicking on "Nation" and "Region," we no longer see the bars relating to these fields:
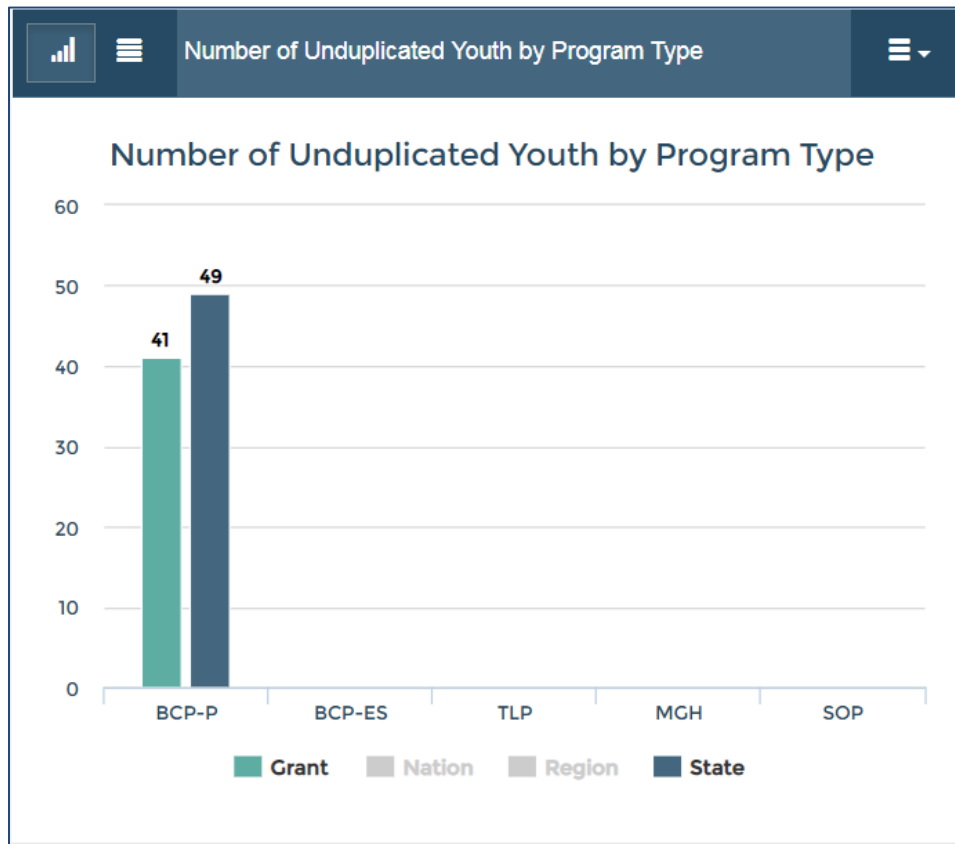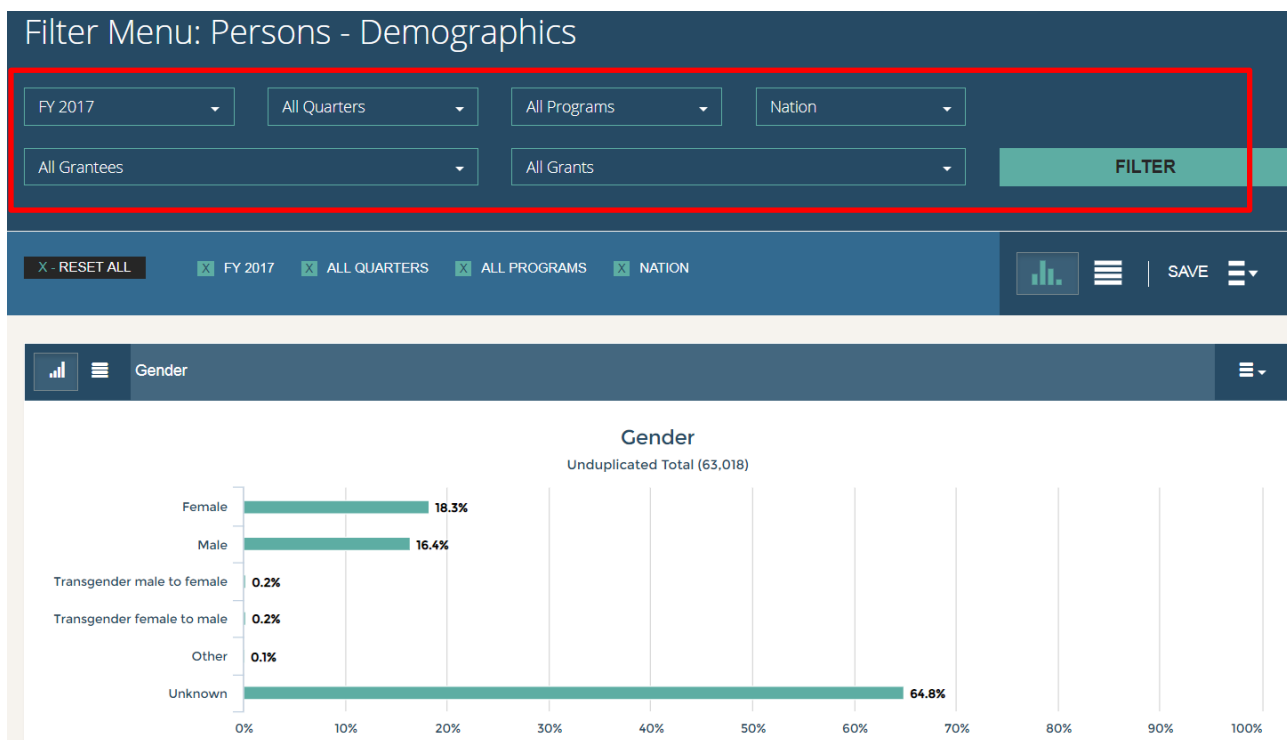
3.3 Demographics

The next option under "Persons" is "Demographics."

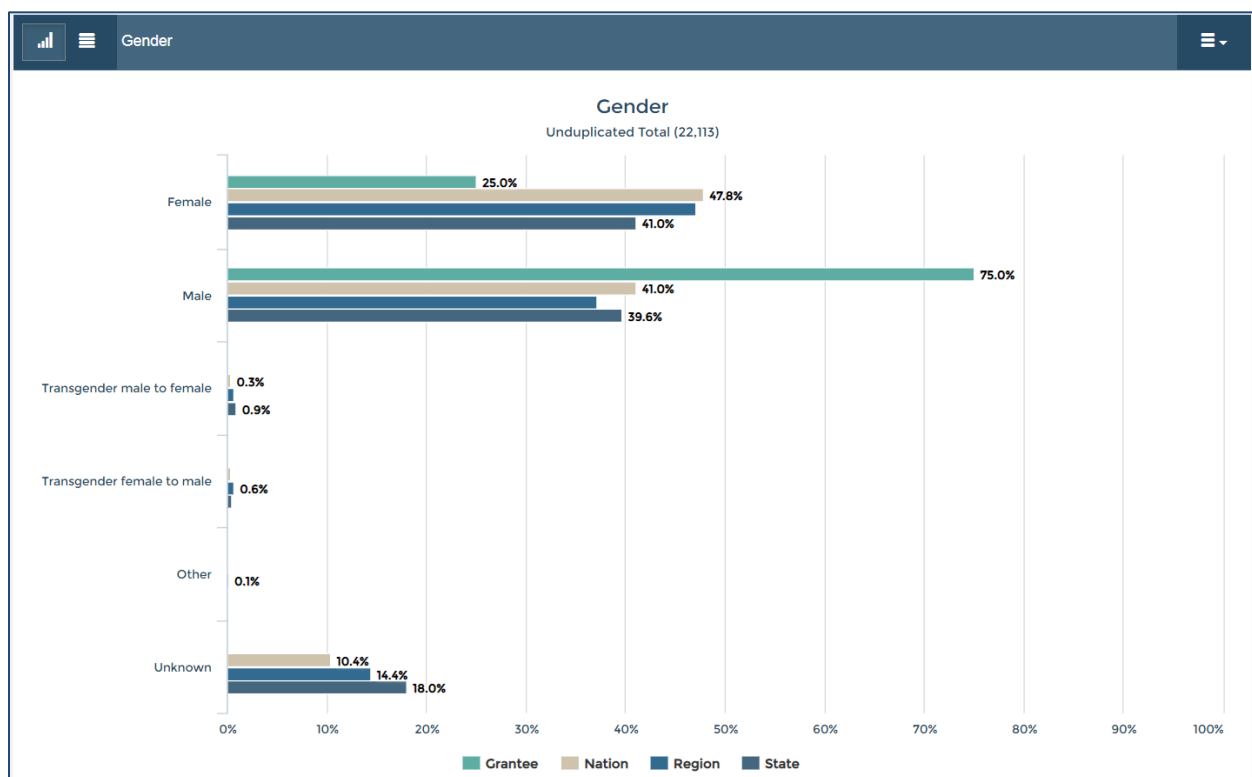The same filters apply to demographics as to all other categories of data.

3.3.1 Demographics Fields

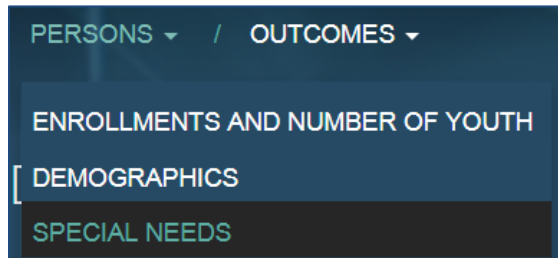The data fields tracked for demographics are as follows:

- Race
- Gender
- Ethnicity
- Age
- Sexual Orientation
- Pregnancy Status

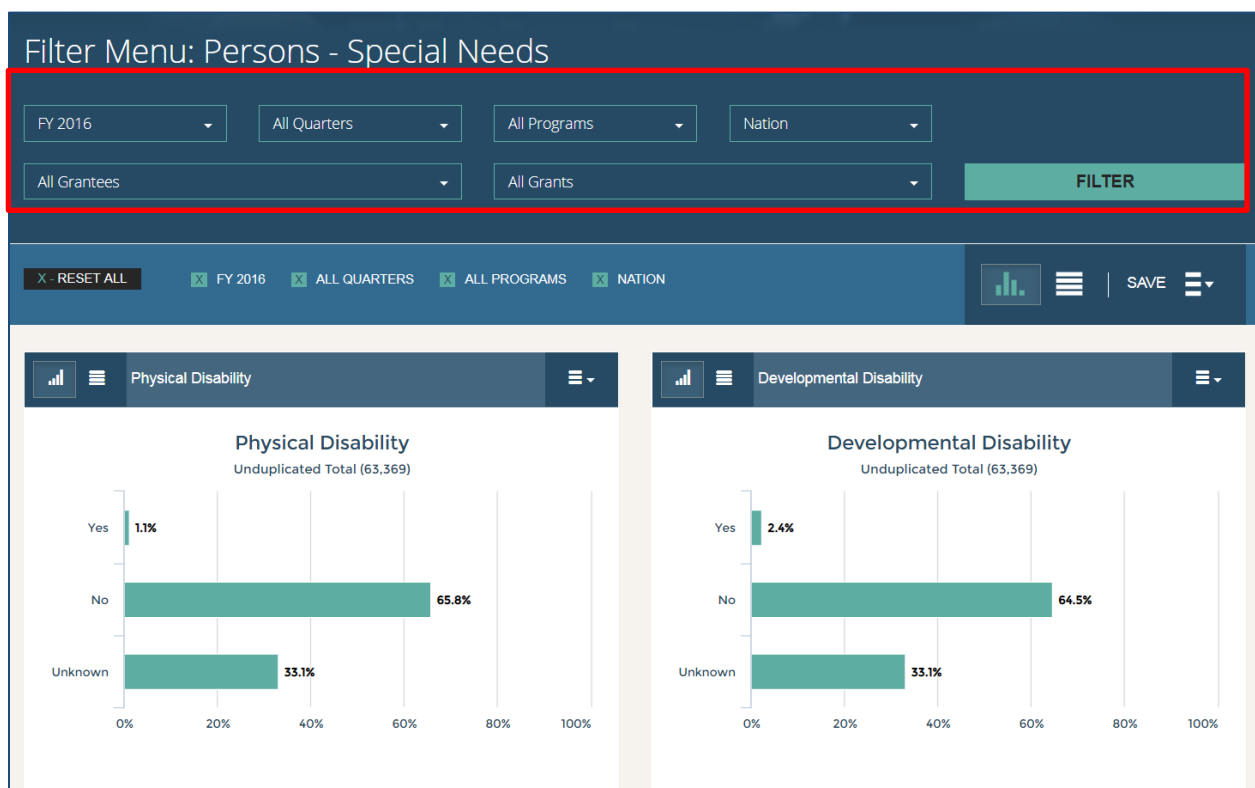Specific grantee gender data example:

3.4 Special Needs

The final option under "Persons" is "Special Needs."

The same filters apply to special needs as to all other categories of data.

3.4.1 Special Needs Fields

The data fields tracked for special needs are as follows:

- Physical Disability
- Developmental Disability
- Chronic Health Condition
- Mental Health Problem
- Substance Abuse
- Commercial Sexual Exploitation
- Commercial Labor Exploitation—Violence Threats
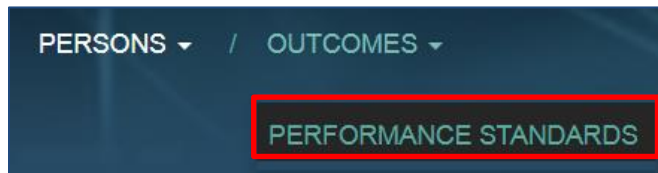- Commercial Labor Exploitation—Promised Differently

3.4.2 Special Note on Substance Abuse Data

For special needs, data is available for substance abuse for FY 2015, FY 2016, and FY 2018. There is no substance abuse data for FY 2017 because of a coding error.
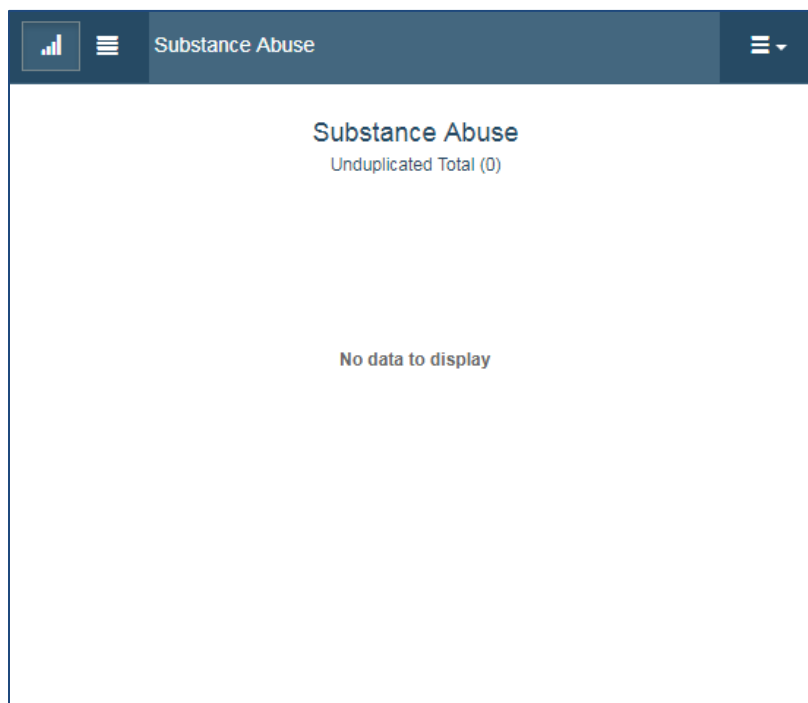
3.5 Outcomes−Performance Standards

There is one option under "Outcomes": "Performance Standards."


3.5.1 Performance Standards Fields

The data fields tracked for performance standards are as follows:

- Safe and Appropriate Exit Percentage
- Percentage of Exiters Attending School
- Percentage of Exiters Employed or Looking for Work
- Average Composite Health Score
- Percentage of Clients Engaged

3.5.2 Performance Standards Targets

Note that in the Outcomes—Performance screen, targets are sometimes indicated by a line and the specification of the targeted percentage. These target lines appear **only** when a dashboard user filters on a specific RHY program—for example, just a TLP grant. If the user filters on "All Grants" awarded to that grantee, the target line will not appear because there are different targets for the different grant programs (e.g., SOP versus TLP).
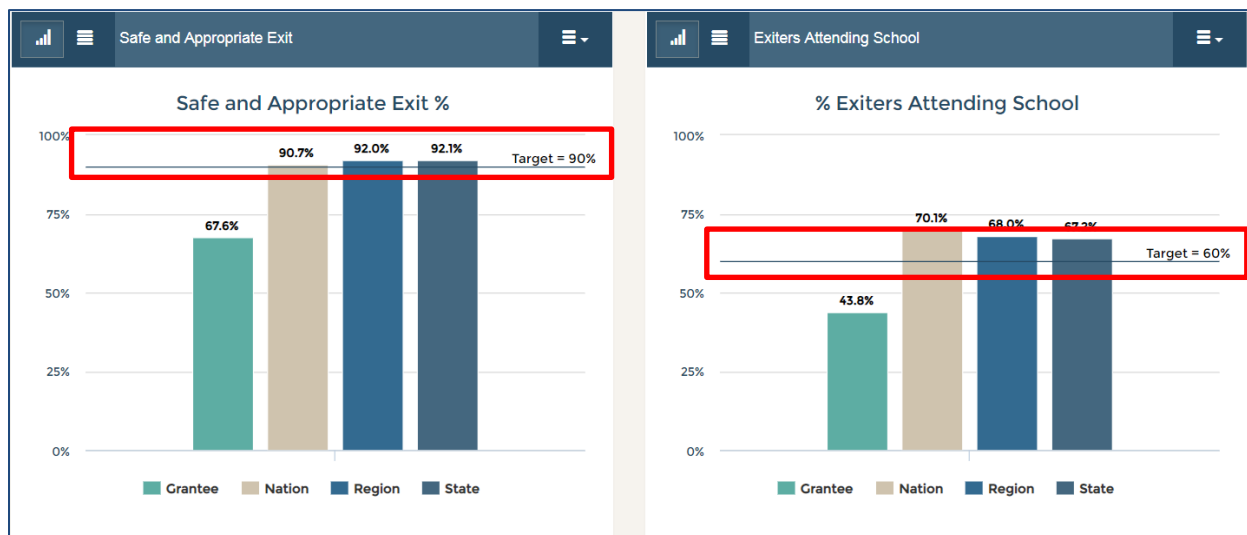
4.0 Additional Support

Authorized users who have a problem logging in to the RHY-HMIS Data Dashboard, want to add or delete a user, cannot view data that they believe they should be able to view, or have any other problem with or question about the dashboard should submit a ticket requesting assistance through the RHY-HMIS Online Service Desk at www.RHYMISServiceDesk.net.