



# Basic Center Program (BCP)

Data Collection Webinar



RHY Grantee Webinar  
September 20, 2017

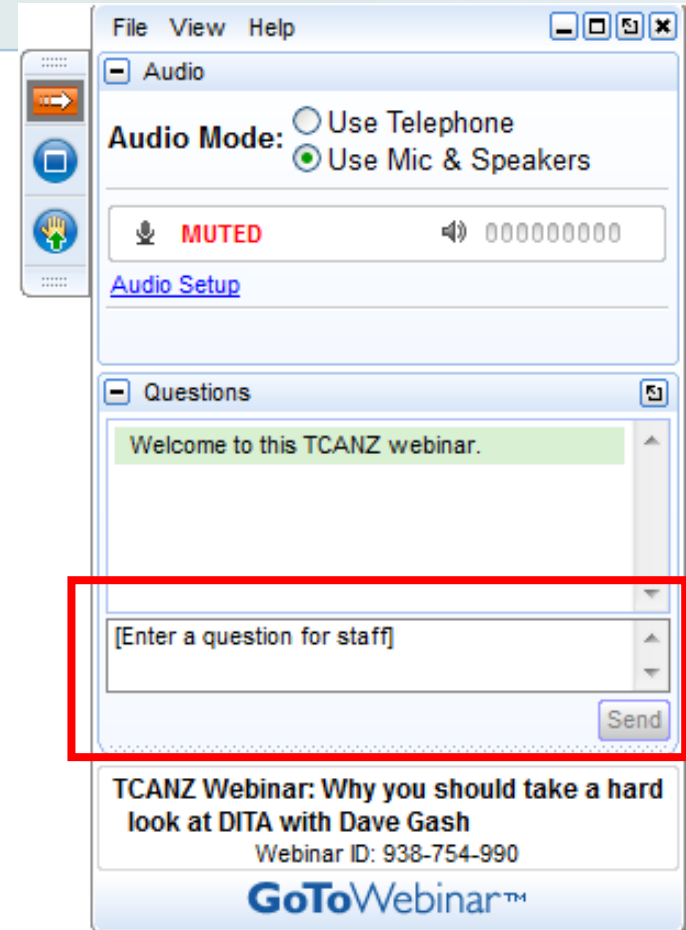
# Today's Webinar

- Webinar will last approximately 60 minutes and is being recorded
- Recording available on the RHYTTAC webpage at <http://www.rhyttac.net/technical-assistance/rhymis-hmis>

# Today's Webinar

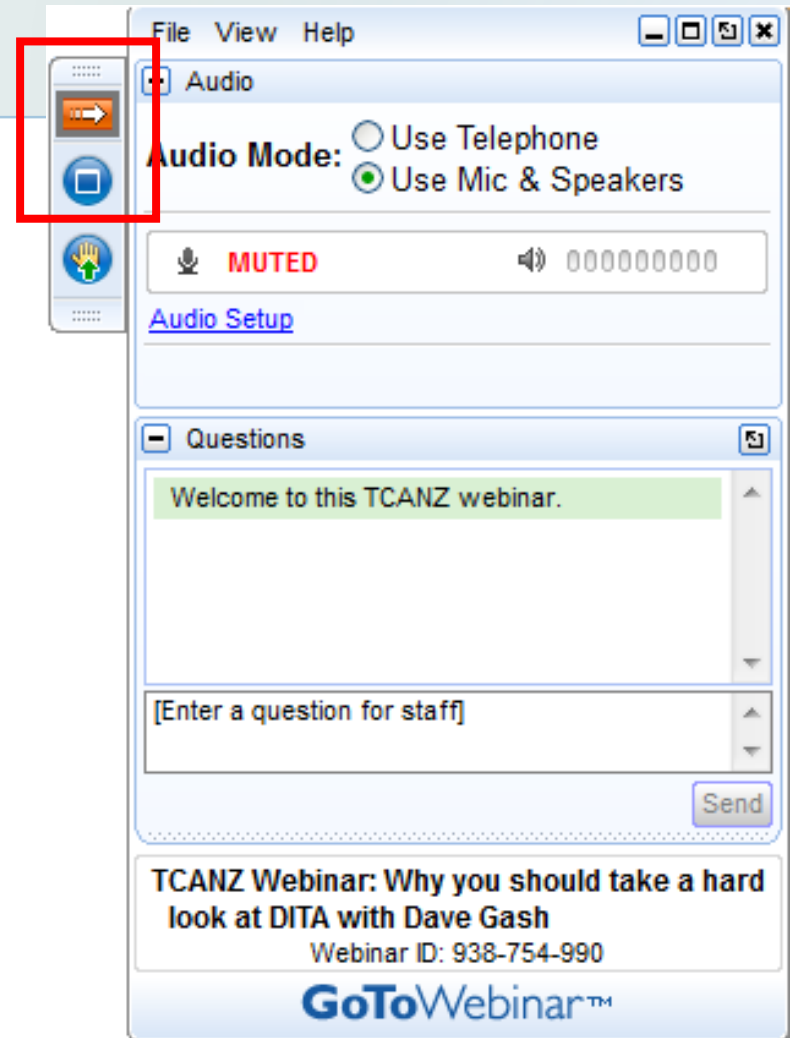
- Listen-only mode
- Use chat box to submit questions at any time during the webinar
- Q & A session at end of presentation
- Use chat box to request assistance with technical difficulties
- Submit unanswered questions

to [RHYMIS@air.org](mailto:RHYMIS@air.org)



# Today's Webinar

- You may want to use the blue “Full Screen” button on the GoToWebinar panel.
- In order to submit a question, you will need to click the orange arrow button to expand the GoToWebinar Panel.



# Presenters

- **John McGah**, American Institutes for Research
- **Peter Nicewicz**, Family & Youth Services Bureau
- **Candice Wiseman-Hacker**, Mediware Information Systems

# Agenda

- **Welcome and Purpose**
- **Data Quality Overview**
- **Quick Overview: Data Standards and Project Set-Up**
- **Universal Data Elements**
- **Common Data Elements**
- **RHY-Specific Data Elements**
- **Questions and Answers**

# Data Quality Overview

# Data Quality Overview

- Definition and reason for data quality
- Culture of data in your BCP Program
  - Timeliness of data
  - Completeness of data
  - Accuracy of data
  - Data quality planning
- RHY-HMIS Data Quality report



# Data Quality Overview: Basic Center Program Challenges

The challenges to BCP data collection are unique.

- Short length of stay in shelter
- Building trust
- Many youth are involved with child welfare and/or juvenile justice
- Often get inaccurate information
- Priority is reunifying or finding a safe and appropriate destination.

# Some BCP Data Collection Tips to Consider

- (1) ID a point person for champion RHY-HMIS data collection.
- (2) Make sure whole team is aware of data fields
- (3) Get homeless person to tell their story.
- (4) Frequently check your data quality.
- (5) Think of creative ways to do outreach.
- (6) Write down notes right after your conversation.
- (7) Use a tool to capture your information that mirrors your HMIS system.

*See FYSB “RHY-HMIS Street Outreach Program (SOP) Data Collection Tip Sheet.*

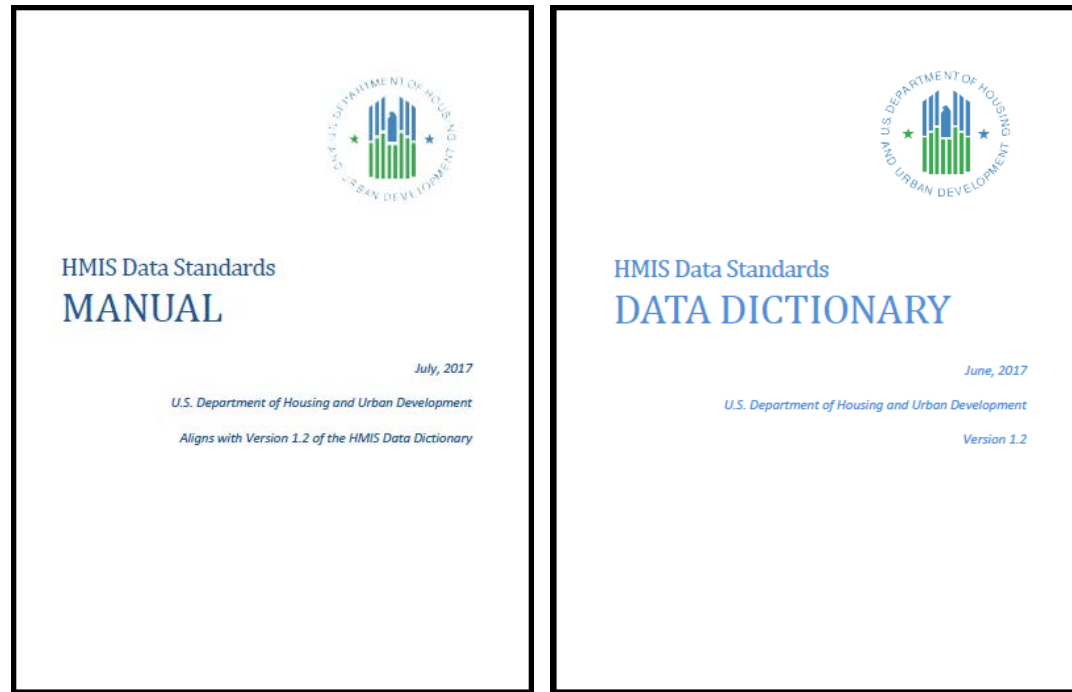
# Quick Overview: Data Standards and Project Set-up

# 2017 HMIS Data Standards

Changes are coming October 1, 2017

New Data Standards

New Performance Measures



# BCP: Two Types of Projects

## Emergency Shelter



- Required for all BCP grantees
- Up to 21 days funded by FYSB
- Additional days may be supplemented by other funding streams

**HMIS Project Type:** Emergency Shelter

**Youth included:** All sheltered youth.

**Focus:** Reunifying with family or finding a safe and appropriate living situation.

## Out-Of-Shelter Services

- Optional for BCP grantees
- No specified time limit
- Includes street-based services, home-based services, drug abuse education and prevention, and STI testing.

**HMIS Project Type:** Homelessness Prevention

**Youth included:** All out of shelter youth served face-to-face.

**Focus:** Preventing homelessness; Diverting from shelter; finding a safe and appropriate living situation.

# Universal Data Elements

## 3.10, 3.11 When To Enter and Exit Youth

- Project Entry will now be Project Start
- Enter either into prevention or shelter, but not both at once
- Can move from one to the other, but must be exited from one and then entered into the other.
- Exit on the date the youth physically leaves (for shelter) or date of last service.
- If possible, record the funding streams used for each portion of the stay for shelter. For example:
  - Days 1-21 funded by FYSB
  - Days 22-45 funded by X



## 3.1, 3.2, 3.3 Name, SSN, and Date of Birth

- Strive for full name, full SSN, and full DOB
- **Name:** Use nickname if needed at first
- **SSN:** Use partial SSN if needed at first
- **DOB:** Report January 1 of that year if only age is known
- Be consistent





## 3.4, 3.5, 3.7 Race, Ethnicity, Veteran Status

- **Race**
  - Can enter multiple races
  - Enter only the race(s) self-identified by client
- **Ethnicity**
  - Enter only the ethnicity self-identified by client
- **Gender**
  - Enter gender as self-identified by client
- **Veteran Status**
  - Should be set up automatically to enter “no” for under 18

## 3.8 Disabling Condition

- Related to Special Needs Elements
- If yes to any of the above, can either auto-populate or write “yes”.
- Can state “yes” if otherwise has a disabling condition that affects ability to live independently.

## 3.12 Destination

- **Very important!** Select the destination that best matches where the youth is going
- School, military, and similar institutions, select 'Rental by client – no ongoing subsidy' (subsidy refers to voucher/rental assistance, but not room & board assistance)
- 'Other' is a negative exit, so only use as last resort
- If the youth is exited after a period of no-contact, select 'Data Not Collected'

## 3.15 Relationship to Head of Household

- Each unaccompanied youth is a Head of Household (“Self”).
- **Youth with children:** The youth is a Head of Household (“Self”) and the “Head of Household’s Child”.
- Youth coming together would be considered their own Head of Household.

## 3.16 Client Location

- CoC Code: e.g., CA-600
- Many HMIS software packages automatically populate this.
- For your shelter project, it should be the location of the shelter or host home.
- For the prevention project, it should be the primary location where the client was served.

## 3.917 Living Situation

- Where was the youth last night?
- How long have they been there?
- In the past 3 years:
  - Date homelessness started
  - Number of times they have been **homeless\***
  - Number of months they been **homeless\***
- If youth have been doubled-up / couch-surfing in the past three years, enrollment in the BCP would count as the first time they are on the street, shelter, SH, or interim housing.
- \* **On the street, shelter, Safe Haven, or interim housing**
- Additional questions regarding breaks coming into Homelessness Prevention depending on living situation

# Common Data Elements

## 4.3 Non-Cash Benefits

- Project Start and Project Exit
- Yes / No
- If yes, answer which sources:
  - SNAP (Food Stamps)
  - WIC
  - TANF Child Care
  - TANF Transportation
  - Other TANF Source
  - Other (specify)



## 4.4 Health Insurance

- Project Start, Update, Exit
- Yes/ No
- If yes, answer which types:
  - Medicaid
  - SCHIP,
  - Private
- If no, answer reason.



## 4.5 – 4.10 Special Needs

- 4.5 Physical Disability
- 4.6 Developmental Disability
- 4.7 Chronic Health Condition
- 4.9 Mental Health Problem
- 4.10 Substance Abuse
  
- For each, the questions are:
  - Does this youth have one of these special needs: Yes/No
  - If yes, is the special need expected to be of Long-Term Duration: Yes/No
- ‘Yes’ to both on any of the special needs helps meet the disability requirement for chronic homelessness eligibility.

# RHY Program Specific Elements

# R1 Referral Source

- Ask at Project Start
- This is different than Living Situation. It's asking who referred the youth to the program.
- The response list has been consolidated:
- If coming from an outreach project, enter number of times youth has been approached by the outreach project.

## R2 RHY-BCP Status

- Asked of youth who come into BCP as runaway and homeless youth, but subsequent information reveals that they do not meet eligibility requirements for the BCP program.
- Ask at Project Start, but should be updated if new information is uncovered
- Enter Date when asked (and can update if you learn new information)
- Enter if youth is eligible for RHY services?
- If not, state reason:
  - Out of age range
  - Ward of the State – Immediate Reunification
  - Ward of the Criminal Justice System – Immediate Reunification
  - Other
- If yes, state if the youth is runaway (**NEW**)

## R3 Sexual Orientation

- Information is to be collected at Project Start, but you may ask and correct at any point after building rapport

# R4, R5, R6 Education and Employment

- **Last Grade Completed, School Status, Employment Status**
  - Now collected at Project Start and Project Exit (**NEW**)
  - School Status and Employment Status used as Performance Measures



# R7, R8, R9 General, Mental, and Dental Health Status

- Measured at Project Start and Project Exit (and updates)
- Options:
  - Excellent
  - Very good
  - Good
  - Fair
  - Poor
  - Client doesn't know
  - Client refused
  - Data not collected
- Difference between exit and entry as a composite score used for well-being outcome performance measure



# R10, R11, R12 Pregnancy Status and Child Welfare/JJ History

## Pregnancy Status

- Collect at Project Start, but may correct or update if you learn new information
- Yes /No
- If yes, enter due date or estimated due date. If unknown, enter January 1 of this year.

## Former Ward of Child Welfare/ Juvenile Justice

- Collect at Project Start, but may correct if you learn new information
- Yes / No
- If yes, number of years: Less than one year / 1 to 2 years / 3 to 5 years.
- If less than a year, enter number of months

# R13 Family Critical Issues

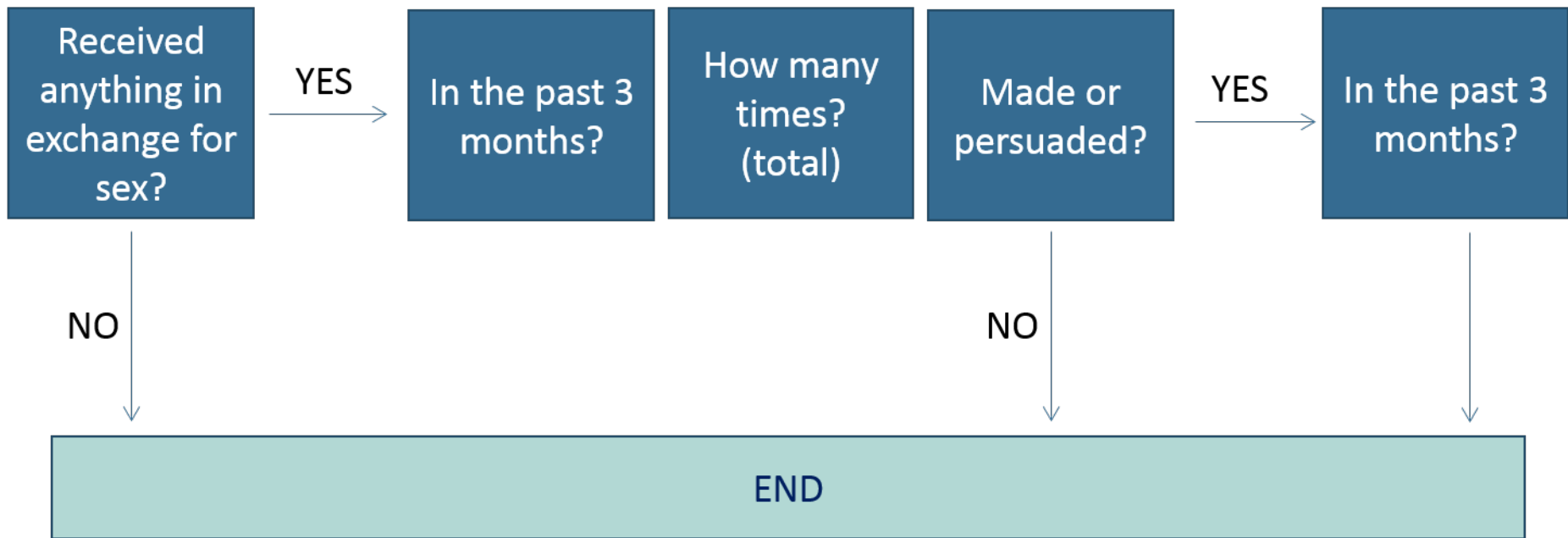
- **Significantly Restructured**
- Focus is on family issues that might have contributed to homelessness of the youth.
  - Unemployment
  - Mental health issues
  - Physical disability
  - Alcohol or substance abuse
  - Insufficient income to support youth
  - Incarcerated parent of youth

# R14 RHY Service Connections

- **Significantly Restructured from services and referrals**
- Once per enrollment during the first occurrence of the service
- Enter date of first service
- Enter type of service provided/referred to:
  - Criminal justice / legal services
  - Education
  - Health / medical care
  - Home-based services (prevention only)
  - Life skills training
  - Parenting education for youth with children
  - STD testing
  - Street-based services (prevention only)
  - Substance abuse treatment
  - Substance abuse education / prevention services

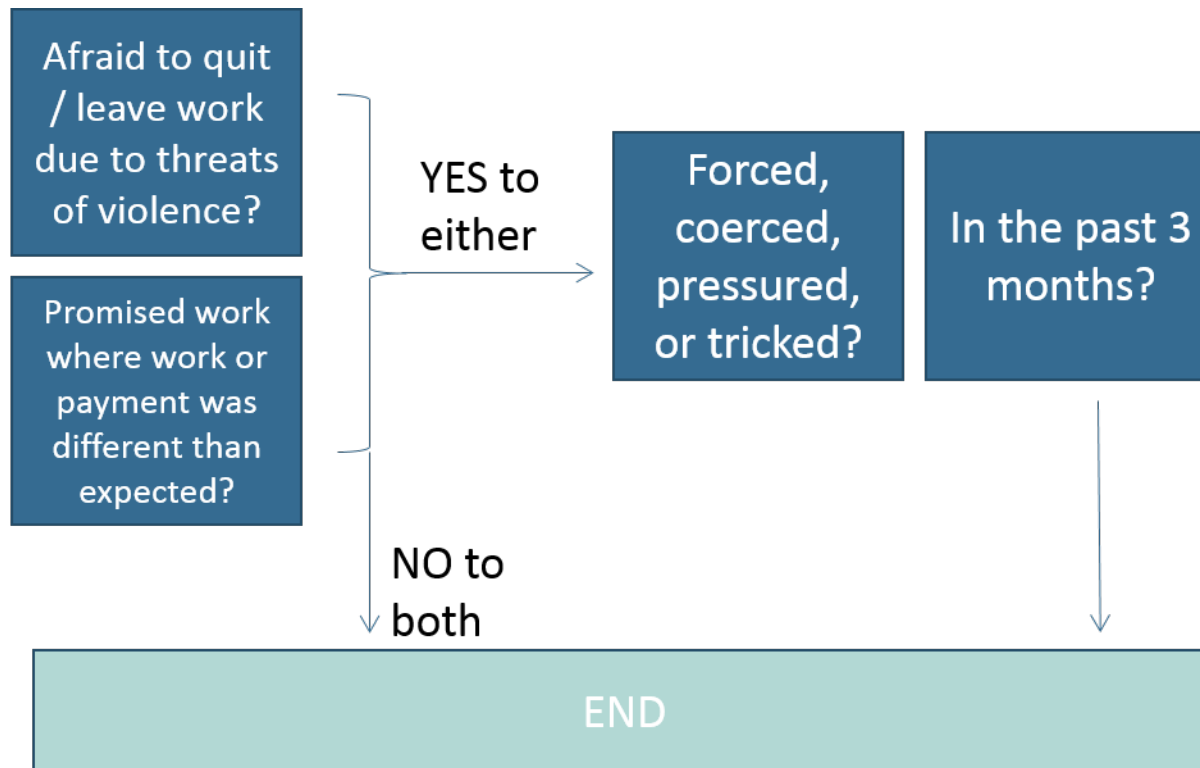
# R15 Commercial Sexual Exploitation/Sex Trafficking

- Moved to Project Exit



# R16 Labor Trafficking

- Moved to Project Exit



# R17 Project Completion Status

- Collect at Exit – to understand the reasons why youth leave
- Options:
  - Completed project
  - Youth voluntarily left early
  - Youth was expelled or otherwise involuntarily discharged from project
- If expelled / involuntarily discharged, select why:
  - Criminal activity / destruction of property / violence
  - Non-compliance with project rules
  - Non-payment of rent / occupancy charges
  - Reached maximum time allowed by project
  - Project terminated
  - Unknown / disappeared

# R18 Counseling

- Collect at exit
- Enter whether the youth received counseling services
- If yes, enter type of counseling
  - Individual
  - Family
  - Group – including peer counseling
- Enter number of sessions received by exit
- Enter total number of sessions planned in treatment / service plan
- Enter whether a plan is in place to start or continue counseling after exit

# R19 Safe and Appropriate Exit

- **New Element**

- Collect at exit
- According to client, is this a safe and appropriate exit?
- According to caseworker, is this a safe and appropriate exit?

## **Permanent Positive Connections at Exit Outside of Project**

- With an adult
- With a peer
- Within the community



# R20 Aftercare Plans

- **New Element – New Collection point: post exit**
- Collect after client leaves on date when aftercare service was provided
- Enter date the aftercare service was provided
- Enter whether aftercare service was provided
- If yes, enter the primary way the service was provided:
  - Email / social media
  - Telephone
  - In-person: one-on-one
  - In-person: group
- Enter as many times as aftercare service was provided up to 180 days after exit

# RHY-HMIS Upload Timeline

**October 1, 2016 – September 31, 2017: Collect Data in Version 5.1**

**October 1:** Vendors will change HMIS to 2017 New Version. Begin collection under new version.

**November 1 – November 22:** FY 2017 Upload for Grantees. The data will automatically be mapped from 5.1 to 1.2.

# Questions and Answers

