Transcript: Basic Center Program (BCP) Data Collection Webinar

John McGah: Okay. Welcome everyone. This is the webinar for runaway and homeless youth grantees, sponsored by Health and Human Services Family and Youth Services Bureau or FYSB. Today's webinar is Basic Center Program (BCP) Data Collection Webinar. My name is John McGah, and I work at American Institutes for Research, and I'll be moderating today's webinar. But first, on behalf of FYSB, I'd like to thank you all for joining us, and welcome you to the webinar. Next slide please. Before we begin the presentation, I'd like to make a couple logistical announcements. Today's webinar will last approximately 60 minutes and it is being recorded. The webinar recording, and the PowerPoint presentation, both will be posted in the near future on the RHYTTAC webpage, on the technical-assistance and ryhmis-HMIS link, at the URL shown here on the screen.

Next slide please. Because of the large size of today's audience, all attendees will remain in listen-only mode for the duration of the webcast. You can use the chat box, anytime, to submit questions, in the navigation bar, to the right of your screen. The GoToWebinar navigation bar. This can include technical questions about the webinar and functionality, or it can include content questions for our presenters. Your questions are a very important part of this webinar, however, the resource advisor may not have time to answer all of them during the webinar. If we do not get to your question, please submit them to an email shown here. RHYMIS@air.org, and we will answer them along with folks from FYSB.

Also, we recommend you using your phone, rather than your computer speakers to hear today's audio presentation, if you can. Next slide please. You may want to choose the full screen option, which is to the right here, is part of the GoToWebinar panel. That button, it says blue here on the screen, but actually on the latest version of GoToWebinar, it's the white button. And if you hover your mouse over it, it will say, View in Full Screen Mode. It's about the fifth button down, below that orange arrow. That's to expand your screen to full screen. If you ever want to expand the entire navigation bar, to submit a question, you will need to click the orange arrow. Which will expand that panel to the right. If you want to contract it again, just hit that orange button again to minimize.

Next slide please. The presenters, for today's webinar, are, besides myself as moderator and co-presenter, are Peter Nicewicz, from the Family and Youth Services Bureau, or FYSB. And on hand to answer questions, in the question and answer portion of the webinar, is Candice Wiseman-Hacker from Mediware Information Systems. Next slide please. Today's agenda. Here's what we'll cover, in our hour together. Welcome and purpose for the webinar. We'll look at an overview of data quality, the importance of it and best practices around data quality for BCP programs. A quick overview of the data standards and project setup process in HMIS for BCP programs. We'll look at the universal data elements, that are required for data collection, common elements and RHY, or Runaway and Homeless youth specific data elements, that are unique to ride programs only. As opposed to other programs, within the COC, using HMIS. And finally, as I mentioned, we'll have a Q&A portion to take your questions that have been collecting throughout the webinar, and also during the Q&A portion. Next slide please.

So to begin with, we're going to start with the data quality overview. Next slide please. First, let's look at how we're defining data quality and the reason why data quality is important. As far as a definition, it's this. It's the most consistent, accurate, and timely data that's possible, or appropriate, to best understand the extent of youth in your BCP programs, and to understand the effectiveness of BCP's. That's how we're defining data quality. Now, the reason for it is that, with this data collected across programs, across the Nation, it helps make the case for more resources for homeless youth to Congress. FYSB is required to present these data, and data summaries, regularly to Congress. They really rely on these data, to make that case for more resources. These data also help improve the design of programs. To better serve homeless youth and young adults across the nation in BCP programs and other programs as well.

So let's talk, briefly in this slide, a little bit about ways to enhance data quality, or to think about it. Now, this is just a brief overview, but it's some tips that we hope will be helpful in a general way. First of all, when we think of data quality, sometimes there's the inclination to look at your data quality just when you're submitting the RHY data into RHY Point, twice a year. So every six months we might scramble to check the date, and make sure it's as clean as possible, of highest quality. But really, best practices tell us that to ensure the quality of your data, we need an ongoing culture of checking the quality, having conversations, having a culture in your BCP program to maintain that quality on an ongoing basis. And building it into the culture of your conversations with staff, and supervisors, with leadership. Running reports, not just when they're required for upload, or to check the data, but on a regular basis. Of these data of the highest quality.

When you think about quality of data and maintaining a culture of data, we look at a few criteria. One is the timeliness of data. Are data being collected, and entered into HMIS, within 24 hours? Are notes, that are collected, entered into the system, into the data system, the HMIS, soon after? So any impressions, that maybe aren't captured in notes, aren't lost. So as soon as the data can get into the system, the better. Next is completeness of data. Are all the required fields entered into your record for your client in the BCP program? Are fields such as client refused to answer, or did not know, are they answered as such? Because that is it still a complete answer, even though it's not of value. It does show that it wasn't just not asked, or answered, there was a reason behind it, so that's part of completeness of the data. Accuracy of the data, is also an important factor for data quality. This can be tricky.

We're dealing with some very vulnerable people, who are homeless, but also young, and finding their way in the world in a very vulnerable situation. Sometimes data can be inaccurate intentionally, because there's distrust around service system, or how the data will be used, or the person collecting the data, or perhaps peers, and other clients, that there's a fear of knowing some aspect about one's record. So they may be inaccurate information. Also, data could be entered incorrectly from going too fast, not having a check, not having a second set of eyes review the data, if possible.

We know there are challenges to all these criteria for data quality, but these are best practices, when possible. One way to think about addressing intentionally inaccurate data, and it's not easy, as I said, we understand these are very vulnerable people with sharing sensitive information. But one best practice is to go over with a client, before collecting information. Some of the reasoning behind collecting the information. How the data is used. How privacy and security is insured. What what protections are in place around that data. Which folks, in the agency, will see the data and, which will not. How the data, again, can inform Congress for more resources, can better inform the design to better homeless youth and young adults in these similar situations. so that can help. It's tricky, but can be helpful.

And lastly, data quality planning. Rather than just doing it on your own, taking time, as an organization, to make a plan. How often are we going to check our data? How will we review for completeness? What are our policies, and our BCP program, around timeliness with the data? And the last important component in ensuring data quality, is the RHY HMIS data quality report. This is the report that's sent back to you upon submission of your RHY data into RHY Point. It comes back to you as a PDF report, with a lot of detail about the completeness of your records, around some of the data that may or may not make sense, and it allows you to check for accuracy in your data that's been entered, and change it if necessary. During the Q&A portion, of the report, if there any questions about read, and utilize, and make the most out of that data quality report, we'll be happy to discuss that.

Next slide please. As I mentioned, we're fully aware that this is easier said than done. There are challenges to BCP data for some very good reasons. Some of which are as follows. Client have an, often, short length of stay in shelter. Building trust with the people involved, or the program in general, or the service system in general, or just people in general, from someone who's been there in a very vulnerable position, or perhaps abused. Learning to trust their information, sharing of their information can be a big challenge. Other complexities and challenges include many of the youth being served are also being served by other service systems. Child welfare, juvenile justice, and they may feel uncomfortable sharing that information knowing there could affect their status in those systems as well.

Sometimes you just get inaccurate information from distrust, or hey why should I share it until I know why. I've spoken to a number of youth who that's kind of their default, so that is a challenge. Then the other challenge is, priority BCP programs is not immediately to get the best data, but it's to reunify youth with families, in supportive situations, or find safe, and appropriate, destination. Finding other life and death supports that, that youth needs. That's the immediate priority. Collecting the information is very important, but it comes just after that those other priorities. And time and resources are limited, so we understand that. Working with, and around, these challenges is what we're trying to do, but it's tricky. Next slide please.

Thank you. A few tips to consider. These come from a, you'll see at the bottom, a tip sheet that was created specifically for Street Outreach, or SOP, Programs around data collection, which have some additional challenges. But I think a lot of the tips, in that sheet, I know they are helpful to BCP, and TLP programs as well. Now this data collection tip sheet is available under the handouts arrow, under the GoToWebinar navigation bar, to your right.

So if you click on handouts, you'll see a few PDF files that are available to you now. One of them is this RHY HMIS Tip Sheet, for you to take with you. But a couple of quick options you can read that, but you want to ID a point person whose champion around RHY HMIS data collection, within your program. Make sure the whole team is aware of the data fields, and really why these are being collected, how these fields are being used, so they have a little more ownership in the importance of collecting these data. Especially when there are those challenges, that we mentioned, and it's easier to just say, oh, we won't collect it.

Getting a homeless person, a client, to tell his or her story. Not just get this information, but what's the larger story, that may give more value and sense to who this person is. You want to frequently check for data quality, on an ongoing basis, as we talked about, creating a culture. Writing down notes, after a conversation, if there is something that wasn't in a formal interview, in front of a computer. Collecting those notes after, when it's appropriate, and it doesn't feel like you're contradicting the trust and relationship that you're building. But to do it soon after, and not hope you remember a couple days later. Lastly, use a tool to capture information, that mirrors your HMIS system. Make sure, if you're using paper forms, make sure they line up with the field, so they can easily go into the system, and things don't get lost in translation.

Next slide please. So that's it for data quality overview. With that, I'd like to hand it over to Peter, who's going to talk about data standards and project set-up. Peter?

Peter N.: Great. Thank you John. Welcome everyone. I am very excited that you are on this webinar. I hope that it is a good use of your time, as you continue to improve your data collection efforts, and really making sure that the data help paint the picture of all the hard work that you're putting in and serving the vulnerable youth. So I'm really glad that John went over some of the tips, and I hope you find this helpful on how to improve data quality. Now, we'll discuss some changes to the HMIS standards, as well as an overview of the elements, and some tips. We'll drill down on certain elements, just so you really build this knowledge of what the expectations are, the way it works, and then, hopefully, answer any questions you might have. So next slide please.

So I want to give this a little bit of a warning. It's a little bit of reprieve. The changes are coming October 1, 2017. What I mean by changes, is that every single HMIS user, in the country, will see slightly different data standards. So this doesn't only apply to BCP programs, it doesn't only apply to RHY programs, it actually applies to anyone who is funded by the federal partners that use HMIS. What it also means, for BCP grantees, is that there will be new performance measures. Today, we will not discuss those. Part of the reason why is that, that would be a separate webinar, or training session, that we hope to do. But, you know, I do want to mention that, that is upcoming.

My hope is that these are all positive changes. A lot of it reflects the feedback that we have heard from focus groups. Other opportunities that we've heard through email, or phone exchanged. For the most part, the overall burden, I think, is going to be significantly reduced for BCP grantees. On the other hand, we'll see some new elements that I think will tell more of a story of where we're trying to go with the RHY program. So I want to mention that in the handout panel, on your GoToWebinar toolbar, you should see a copy of the HMIS Data Standards Manual, and then the HMIS Data Dictionary. So those two, combined, are the list of elements that will be used, starting October 1. We will go over all of the elements in detail, so don't feel like you have to digest all of this at once, but I hope you feel assured that these changes are really meant to improve program operations and reduce some of the time it takes you to collect this data.

So next slide please. So the other big thing, I wanted to give to you, and hopefully this is a reminder for all of you. That there are really two types of BCP projects. That is nowhere more clear than within HMIS. So those of you who operate a shelter, a 21 day shelter, know that you're recording everything in the emergency shelter. Those of you who operate, in addition to the shelter, services, prevention services, home based services. Sometimes it might be street based services, sometimes it might be drug abuse education, and prevention. Those are all out of shelter services, and need to be set up in a separate project, under homelessness prevention.

So let's go into a little bit more detail as to when to use what. So anytime a youth, who's an RHY youth, the RHY grant pays for the youth, and there's up to 21 days of funding for the shelter stay. That youth needs to be entered into the emergency shelter project. The goal is we want to get that youth out of there, obviously, and hopefully reunited with the family, or with another safe and appropriate living situation. So, again, any time a youth stays overnight, even if it's for one night, that youth should be entered into the shelter project. But now, let's say you have a youth, who you're providing services to. Like, it might be case management services, some of the services I mentioned before, but does not stay overnight.

That youth, as long as it's a face to face contact, should be entered into homelessness prevention. The idea here is that you're measuring, you're really collecting client level case management kind of information, but on youth who are not in the shelter, but we want to give you credit, so to speak, for the youth for whom you're providing the services. So if a youth transitions, let's say you're providing services first, for a couple of days, and then that youth enters a shelter, you would first put them into prevention, specify the services you provided in that prevention program. Exit them on the day that they leave prevention services, and then enter them into shelter.

So, you know, this should be representative of the dates in which youth, if they do transition from prevention to shelter, that should be noted with the project start and project exit date, within HMIS. All right, next slide please. So now, I want to discuss, and I think a lot of you know how HMIS is broken down, into the different kinds of elements. So first, I want to discuss universal data elements. These are, basically, data elements that have to be collected pretty much for everyone, regardless of funding source. So these are shared among COC programs, VA programs, adult programs. They are meant to capture basic demographic information and the prior homelessness history of the client.

So next slide please. I want to first, it's a little bit out of order, but I want to first mention a little bit about the entry and exit. I talked about this just now. The new standards changed just a little bit. As opposed to calling it project entry, this element will be called project start. For BCP grantees, this doesn't really matter. Project start simply means the date on which the youth entered the shelter, for shelter programs. Or the date in which the program started providing services, for the prevention program. As I mentioned, if a youth is receiving services, or in a shelter, that should be, that's exclusive. So youth should not be involved in both programs, they should either be in one, or the other, but not both at once, and you can transition from one to another.

The exit is really, for the shelter programs, is the day in which they leave the shelter program. Now, I know a lot of you might have youth for longer than 21 days and use other funding streams besides FYSB. That's okay. What we want to capture is how many days did the youth physically stay in the shelter. So the exit date will be the day the youth physically leave the shelter, even if they are funded by other funding streams afterwards. For the prevention, it would just be the last day of the service. Let's say that they go MIA, and unfortunately you're not able to reconnect with the youth, after a while. You can exit them after a certain date. For example, 90 days, or sometimes COC's have their own rules on that, but after a 90 days no show period, the last day of the service, that you provided, 90 days ago, would be the exit date for the prevention project.

Then one final note about the exit, and the portion of stay is, in some HMIS's, and I don't think this is the case for all of them, you can actually specify, excuse me, if particular days are funded by particular funding streams. In the example of, where youth stays over 21 days in a shelter, you could potentially specify the days 1 to 21 the youth was considered to be RHY, and it would be funded by FYSB. But days 22 to 45, for example, that might be a state grant program and you would specify that. Next slide please.

So the next set of measures is named Social Security and Date of Birth. I don't want to go into too much detail, because I think you should know this, or you do know this. The goal is to get as complete information as possible. We know that in many cases you can't get the person's full name, or the person's full social security number, or the person's full date of birth. So that's the goal, but it also really depends on the report that you have with a youth. So the key is to get as much information as possible, updated over time if you get more information, and really be consistent. Meaning that if they use, for example, does transition from just services to shelter, you should make sure that, that's the same name, social security number, and date of birth, are entered into HMIS, so that we can track that this is the same youth, and their just going into different programs.

So that consistency is really what we are looking for and it really does help us make sure that we know where a particular youth goes, across programs. Next slide please. So race, ethnicity, gender, and veteran status. Again, I don't want to spend too much time on these fields. Race. The one thing I'll mention about race is that, there can be multiple races, and it really should be self identified by the client. So if the client says that they are two or three races, those races can be all entered into HMIS, if a client refuses. Then you would say the client refuses to identify the race. Ethnicity, there can only be one ethnicity. Again, it's based on the self identification of the client.

Gender. The one note on gender I would like to make is that the response categories have changed, very slightly. So it is, we're still collecting information on whether the client is male, female. But for the transgender clients, the terminology changed slightly, and this affects all HMIS users. So for transgender clients, we actually say trans-male and trans-female, as well as gender non-conforming. This is in the hopes that it's a little bit more responsive to the clients, but it is not a major change in terms of reprogramming what the options are. So take a look at the handouts to get the exact language in there, but I wanted to just bring that up as a slight change that was made for all of HMIS users.

Veteran status really shouldn't apply to BCP's. I am not sure if every HMIS it is possible to automatically set that to no, but if that is something that still appears in your HMIS, and it does not automatically populate a no, I would encourage you to talk to your HMIS lead about that. Ideally, this would be auto populated and this answer would not apply to BCP youth, who are under 18. Next slide please. So disabling condition, this is really related to the special needs elements, and we'll go into those in more detail. If any of the special needs, and I'm talking about physical disability, chronic health condition, developmental health disability, mental health, or substance abuse issues. Really, if the youth has any of those issues, you would say yes.

You would also answer yes if this disabling condition affects the ability for the youth to live independently. Again, this is understanding that our clients are under 18, the living independent question does not easily conform to this population, as it does for adults. But this is one of those fields that can be auto populated, meaning that if the answer to any of the special needs elements is yes, that disabling condition should be yes as well. The reason for this element, is really to help make sure that, if an individual does have one of these disabilities, that they can qualify for the chronic homelessness status, if they meet the disabling condition, and the length of time homeless, under HUD's definition. Next slide please.

So destination. This has not changed much, but I just want to send this as a reminder. This is very important. I would say this is one of the most important elements, because it really helps convey where the youth go after they leave the shelter, or after they are done using your services. I would say that for a lot of youth who go to school, military, or similar institutions, that the right answer is really rent held by clients, no outgoing subsidy. The subsidy here refers to voucher, or rental assistance program, but not really your room and board.

So rental by client, no outgoing subsidy is really the answer for a lot of youth who end up going to different destinations, where they're enrolled in a program. I would also encourage you to avoid other, because that's a negative. It's really considered a negative exit, so try your hardest to fit it into one of the existing categories. For a lot of youth, and BCP's, we know that they end up going back to their families, or they end up going to one of these situations that I mentioned, like school, or military, where rental by client would be the appropriate option.

Finally, if the youth is exited after no contact. You know, they abscond from the shelter, or they just don't appear, you would say data not collected. But again, to the extent that you can select one of the destinations that I just mentioned, that is really the goal. Is to fit one of the existing categories. Next slide please. Relationship to head of household. So this element is really to help make sure that we're getting not only the youth that appear to the shelter, but if the youth are parenting, so if they bring young children with them. Those also appear in HMIS. So, for the most part, all youth are basically, a head of household. So the response would be self. For youth who are coming in with children, the youth would be self, and the child would be head of households child. The good news for the child's record, is that you don't have to fill out most of this information.

The universal data element, that we just talked about, such as name, or date of birth. You would fill that out for the child, but many of the BCP specific questions wouldn't be asked of the child, they would only be asked of the head of household. Finally, if there are groups of youth, or a pair of youth coming in together, who might be friends, or even siblings, all of these would be considered their own head of household. That just makes it easier for reporting and categorizing them within this system. Next slide please.

Client location. This is, hopefully, an easy one. I know some of you have struggled with this in the past. This is basically the COC code that corresponds to where the shelter is, or where the services are taking place. So I gave the example of CA600, that is the COC code for Los Angeles, California. So if you are in Los Angeles, that is the code you would use. But you should talk to your HMIS lead, if you have any questions about this. The good news is that, in many software packages, this should be automatically populated, and there should be really no reason for you to change this, unless you're doing work out of the COC area. Next slide please.

So living situation. This is a little bit tricky. The point of this standard is really to help understand where the youth is coming from. It asks questions such as where was the youth last night, how long have they been there, and in the past three years, when had the homelessness started, the number of times they have been homeless, the number of months they have been homeless. The tricky situation here, is if the youth has been doubled up, or couch surfing in the past three years, enrollment in the DCP would count as the first time they are on the street, shelter, and Safe Haven, or interim housing.

So what I mean is, disarmament uses the hot definition of homelessness. So if, even if they have been doubled up, over their prior history, this is really the first time they would be considered HUD homeless, because they are first entering a shelter, or first entering prevention services. I'm happy to ... I know there are a lot of very detailed questions that can be asked about this element. I'm happy to discuss them later, but for now I wanted to move ahead to the next section.

John McGah: And Peter, this John, if I could jump in for a moment. We have about 20 minutes left. If folks have questions and answers that are coming in, which they have. I just want to remind folks that we will ... Any Q&A we don't get to, we will answer every single question in a form that goes out to everybody. So all questions will be answered, but we have about 10 minutes for the slides remaining to allow a little bit of live Q&A time at this point, so just wanted to give you check in.

Peter N.: Great. So let's move on to the common data elements. Next slide please. The non-cash benefits have not changed substantially. It is basically yes or no, and you select, which sources the youth is getting a particular non-cash benefit from. Next, health insurance. This is a field should be collected both at start, and update if there is change in insurance status. But mostly, start and exist. Again, it's a yes or no question, and you select a reason if they do not have health insurance. Next slide please.

This is a slide I was mentioning before, that's related to disabling condition, special needs. So for each of these conditions you write whether it is a special need, yes or no, and if it is a special need, whether it is expected to be of long-term duration. If you answer both to yes, yes to both questions on any of these conditions, that meets the disabling condition portion of the chronic homelessness definition for HUD programs. Next slide please.

Now we move on to RHY program specific elements. Next slide please. Referral source. This is very similar to what we have seen in the past. You ask where the youth is coming from. I'm sorry, rather than saying where the youth is coming from, you ask where they have been referred by. The nice thing about this element is that it has been consolidated so that it's a much shorter response list. BCP status. The point of this element is to really understand if the youth coming in, and staying in your shelter, are truly eligible for RHY services. So you are able to put youth who might not be eligible into HMIS, but you would have to say that they are not eligible, enter the date when that eligibility process happened, and then enter the reason why they might not be. If there's a youth, that comes in, and only later do you find out that they are over 18, you would say that they are not eligible, and you would say that they reason why they are not is that it's out of age.

Similarly, there are youth who already enrolled in the child welfare, or in the criminal justice, or JD, system. Then you would say that they are not eligible, and you would say that they are a ward of the state, or they are the ward of the criminal just system. So the point here, is to ... This is more for categorization purposes. Just to make sure that we understand, which of the youth truly meets the eligibility requirements for the RHY program. Finally, on part of this question, this is new, asks if the youth is runaway? If they ran away from home? This will really help us understand the prevalence of runaway youth who enter BCP shelters. Next slide please.

Sexual orientation. This information is to be collected at project start, but maybe updated, if you learn more information throughout the clients stay. There really no new response options for this element. Next slide please. For education and employment, we've made it clear that all three of these elements, the last grade that was completed, the school status, are they currently enrolled in school, have the graduated, have they obtained their GED. Their employment status. Are they full-time, are they part-time, are they looking for a job. That should be all collected at project start, when they first enter the program, and then when they exit the program. I will give the caveat that this information, particularly the school status and the employment status, will be used in performance measure. But don't worry so much about that now, there will be a separate training opportunity, to discuss that more. Just please note that these elements really should be collected at the start and at exit.

Next slide please. Then we have the health ones. General, mental, and dental health status. So for these, again, same kind of thing. We want to get a sense of how the youth feels, and this is their scale, from excellent to poor, on each of the three domains, at start and at exit. This, the comparison between the exit and the start will be used as a performance measure, in the aggregate. But again, this is something that will be discussed at a future training. Next slide please. The next three fields, I want to talk about are, pregnancy status, and former ward of child welfare, or juvenile justice. Pregnancy, that is an element that will be collected for female clients. You would answer yes or no. You would collect that at the start, and then you would ask the due date, if they are pregnant. If the date is unknown, then you would approximate to January 1st of this year. Or you would just give it, an approximate date is okay as well.

Then, for the former ward of child welfare and juvenile justice, again, this is something that you would collect at start. Remember that the key word here is former. So we're not looking necessarily for youth who are currently enrolled, or currently in those systems, but youth who have any history of child welfare, or any history of JJ. You would answer yes, if you find out that information. Then you would answer how long they've been in those systems. Next slide please.

Family critical issues. So this element, some of you might be very familiar with. It has been restructured, to really just get rid of extraneous information. We are focusing here on the family issues, that might have contributed to homelessness. So we're thinking about family members of the youth. We're asking things like unemployment, mental health, physical disability, alcohol or substance abuse, insufficient income, or whether the parent is incarcerated. This hopefully will help answer some deeper questions about what kind of family issues do contribute to youth ending up in BCP programs. Next slide please.

This is another one of those that has the consolidated, significantly. The great news is, there are no more separate elements for services and referrals. It's all called Service Connections. The other great news is, you do not have to input every time you proved a service, or every time you provide a referral. You just do it once per service type, per enrollment. You enter the date that the service was first started. Then you enter the type of service. The types of service, and stuff, have also been consolidated. So the list that you see here, and I will not go over all of these, but it's a much shorter list than what you're used to, in terms of what kinds of services have been offered by the BCP program. But this also includes any time you make a referral to one of these, you would also note the here.

Next slide please. Now I want to talk about a really, probably the most different data element, which is human trafficking. For commercial sexual exploitation, and similar to labor trafficking, both of those have been moved to Project Exit. With the idea that as the youth exit the program, hopefully you will have built better report with them and allow them to answer these very difficult questions. This diagram really is meant to illustrate how the process question should go. Depending on if they answer yes, or no, there might not have to be any more questions asked. So all youth should be asked this very difficult question of, if they have received anything in exchange for sex. If the answer is no, then that stops the inquiry.

However, if they do answer yes, then you would answer the next three questions. If that has been in the past three months? How many times that has happened? And whether someone made ... If they were made, or forced, or persuaded to do that? Again, if the answer is no, then that would stop the questioning. If the answer is yes, then you would ask about that made, or persuaded part. You would ask, in the past three months, has that happened. The reason for this, is to help understand sort of the, whether it's potentially some of the coercion, or the force, persuasion elements are included in terms of the definition of sexual exploitation, and trafficking.

This can really help all federal partners and communities understand the prevalence of youth, that appear in BCP programs, that are victims of human trafficking. Next slide please. Labor trafficking. Again, this has been moved to Project Exit. All youth have to asked those two questions on the left. Have you ever been afraid to quit, or leave your work, due to threats of violence? Either to the youth themselves, or their family members, or friends. And whether they were promised work, where work or payment was different than expected. If the youth answers no to both, then that is all that is needed for this question. However, if it is yes to either, then you do if they were ever forced, coerced, pressured, or tricked to any of those situation. Then whether that was in the past three months.

I understand that these, again, these are very difficult questions, but I hope these two diagrams can help you better break down the thought process. How the questions are meant to be asked for the data collection purposes. Next slide please. Project completion status. So this is something that has existed in the past. Here, we want to know if the youth has completed the project successfully, if they left early. So perhaps they were meant to stay all 21 days, but they left early, voluntarily, or if they were expelled. Particularly, we want to pay attention to the expelled part, and select the reason why they were expelled, or thrown out of the program. I think this, again, helps understand what are the trends that are we seeing with youth. There's noncompliance issues, if there's maybe violence or criminal activity, that is very useful, I think, for all of us to know, why a youth might be voluntarily discharged.

Next slide please. Counseling. So this is something that is a little bit of an addition. You collect it at exit, and you enter whether the youth has received counseling. Then you enter the types of counseling. Whether it was individual, family, or group counseling, which may include peer counseling. Then you should enter the number of sessions that the youth received, the total number of sessions that were planned, and whether there was a plan in place to continue after exit. Next slide please.

This is new element as well. We collect this information at exit and we ask ... So I talked a lot about the destination element being important. Here we want to know if the destination the youth is going to is safe and appropriate. You ask that according to the client. So according to the youth themselves, is this a safe and appropriate exit? According to the case worker, is this an appropriate exit. We want to get a better understanding of whether particular destinations, such as with family members, or in foster care, or in an independent living situation, is this truly an appropriate exit based on those two perspectives.

We also would like to know a little bit more about permanent positive connections. So we would like to ask whether the youth has an outside connection, that is permanent and positive, with an adult, an outside connection with a peer, and an outside connection within the community. That could be an after school program, a faith based organization, a sports club, it really could be any of those, and any myriad of activities, as long as it's a positive community connection. Next slide please.

Aftercare plans. So this is, again, new. This is really meant to be a follow-up question. So you don't answer this when they are enrolled, you answer these as touch points, after the youth leaves the program. You would enter every time you connect with the youth, as a follow up, after they leave the program. You would enter the date in which aftercare services were provided. And then what kind of aftercare service was provided. That could be in person, telephone, or email, or social media. You use this up to 180 days after the youth exit the program. Next slide please. So this is just a reminder about the timelines. October, this fiscal year, until September 31st, you will continue using the existing data elements. Starting October, is when you will see all of these new data elements. Again, we fully anticipate that, that will take time to adjust. But again, the hope is that this is a very positive change, that will reduce overall time, and also allow everyone to understand a little bit more pertinent information to the youth, of the youth we serve.

Finally, I wanted to say that the upload period for fiscal '17 data, so all of the data that you are collecting now, until the end of September, will start November 1. It will be a three week period, until right before Thanksgiving. The good news is that it will be under the current data elements, and that your HMIS mentor will have programmed it so that it will automatically be converted to the new data centers that I just talked about. So that is something that you will not have to worry about. I just wanted to mention the timelines so that you can mark your calendars for these events.

All right. So with that, I think we can go on to the Q&A session. I apologize that this has taken so long. Unfortunately, we will not have a very long Q&A session, but perhaps we can take a few questions and then answer the remaining was offline.

John McGah: That's great. Nice job, Peter, getting through all that content in that short amount of time. Yes, any questions we don't answer here, again we will put together a document, send it out to folks, with answers, for all the questions. Whether they were answered or not. So first question here, Peter, is can the youth be entered in a RHY basic center emergency shelter program, and a RHY basic center prevention program at the same time?

Peter N.: So the answer is, thank you for that question, very important, the answer is no. Enter only at one. Only one of those at one time.

John McGah: At a time.

Peter N.: If, basically, they are in the shelter, then you would enter them into the shelter. If they are out of the shelter, you would enter them into prevention. If they change, then you would exit them from one, and then enter them to the other.

John McGah: Okay, thank you. Next questions, is there a field in HMIS to specify funding source, for when a youth stays beyond 21 days?

Peter N.: So thank you for that question. That's not necessarily the case for every HMIS and I'm sorry to say that I don't have access to the functionality to every HMIS. I wish I could, more easily, answer the question. It is not something that we require on the federal side, but many HMIS vendors do have additional fields, where you can more clearly specify, which days, for example, are funded by what kind of service. In addition, I will, just to make it clear. When you do, in the project set up, so where you enter your youth's information into, on the backend, your HMIS lead will have set up the primary funders. So they will specify this is your RHY BCP shelter program, or your RHY BCP prevention program. But that additional level of detail, as to the days in which funding sources is used, is available, I know in some HMIS's, but I can't say that it's available in all of them.

So I think we have time for maybe one more question. Are there any other questions?

John McGah: Sorry Peter, I was on mute. If a youth drops in for an hour, but never enters for residential services, is the expectation that all the information should be gathered in that quick meeting.

Peter N.: So if the youth is there for only one hour, and you never see the youth again, then I would say, don't enter that youth in. That is not reasonable to collect that information. Really, the prevention piece is meant for ongoing services. So this is something, you would open the file if the ongoing services, fill in the information that is needed, and close it after some. Again, this is very applicable to home based services, and somewhat applicable to street based services, and other services you might be providing in other locations.

John McGah: Okay. Great, well thank you. You are correct we're out of time. It's just three o'clock. So I want to thank everyone for attending, and being part of this webinar, for submitting your questions. Again, we will answer every single question that was submitted. Whether it was addressed already or not, we'll put it in a document and send it out to attendees. Some of those questions will also be added to our ever-growing frequently asked questions document, which is on the RHYTTAC technical assistance, RHY-HMIS link, that we shared earlier, and is also shared in the chat. I'd like to thank Peter, for presenting today, and sharing this information. If you have additional questions, that you did not submit yet, or are just occurring to you upon reflection, you can submit them to RHYMIS@air.org. We will include those in the list of questions.

Final reminder, this webinar, the questions, the PowerPoint slides, will all be collected and will also be available at the RHYMIS page on the RHYTTAC website, the link that we shared earlier. And lastly, you'll be getting an email, all attendees will be getting one, asking you for some feedback about this webinar and how we can continually improve these webinars. With that, we want to thank you again for joining us, thank you for your efforts to collect good data, and the service you provide for homeless youth and young adults, and we look forward to the submission period, coming up in November. More information will be coming on that. So with that, thank you, and enjoy the rest of your day. That concludes the webinar.