HMIS – RHY Addendum

HMIS
Homeless Management
Information System

All example client names depicted herein are completely fictitious. No association with any real organization or persons is intended or should be inferred.

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Introduction

This addendum is a guide for RHY programs and their workflows. The HMIS Introductory packet will cover all of the basics common to all HMIS programs. This packet is intended to cover the additional data elements that RHY requires their projects to track. This packet will cover any RHY specific guidance for the entire workflow. Any question or workflow not noted in this packet indicates the RHY program had no difference from HMIS standards. In these cases, please refer to you HMIS Introductory Packet for guidance, which will detail questions and workflows not present here.

Entering a Client into HMIS

RHY offers no additional elements or workflow when entering a new client into HMIS. Nonetheless, there is some additional guidance for RHY programs on the name and veteran status fields. Please see below for details.

- **Name**: Youth records for Basic Center Program and Transitional Living Programs cannot be submitted anonymously. These records should include the full name unless the client has refused to provide this information. Even in these situations, at least a partial name is expected.

- **Veteran Status**: For youth under 18, this field is not required. You may leave this field blank or enter "No" as a default. Please note, if you opt to leave this field blank, it must be updated when the client turns 18 years of age.

RHY Entry Assessment – Program Specific Elements

In addition to the questions that every project must answer, RHY programs have a number of additional data elements they must capture. This addendum will discuss additional details to existing elements and how to complete RHY specific data fields.

Maricopa UDE Assessment Questions

The Maricopa UDE Assessment covers the universal questions all projects must cover. Nonetheless, there are some additional notes that the RHY program manual highlights. Any question not included here indicates that there is no RHY specific guidance. Please refer to your HMIS Introductory Packet in these cases.

Entry UDE Elements with Additional RHY Guidance

- **Relationship to Head of Household:** If a group of youth is presenting, and all youth are under 18, then each should be entered as their own head of household. The only exception is in a situation where a youth has a child. If a group of youth present with one person who is over 18, the 18 year old must be listed as the head of household.

- **Date of Birth:** RHY expects that the full date of birth by documented, if at all possible, as it is relevant to serving the appropriate populations.

RHY Program Data Elements Questions

These elements are program specific questions that are required by RHY projects. RHY both has additional guidance for common program elements (as listed in the HMIS Introductory Packet) and unique program elements. Any question not appearing here, but present in the introductory packet, indicates no additional guidance was provided.

Entry Program Elements with Additional RHY Guidance

- **"Disabilities" Sub-Assessment:** Use the "HUD Verification" link on the right. Answer Yes or No to *every* type of disability on the list. If the answer is Yes to any, fill in the additional question about the disability. Click Save & Exit. HUD Verification link should have a green checkmark now.

  For RHY programs, it is especially important to be sensitive to disability information. If an adult head of household (18+) is present, any disabilities for related youth should be based on interview with this head of household. Please note, RHY does not require documentation of disability for any of their projects.

Entry Program Elements Specific to RHY

- **Referral Source:** Choose the individual or organization through which the client was advised about, sent or directed to your project. If entering from an Outreach project, complete the sub-question, which is listed below.

  - o **If outreach is selected, Number of times approached by outreach prior to entering the project:** This field counts the number of times based on the contact field.

- **Date of BCP Status Determination:** This is where you document the date of BCP status determination. This enables a BCP Emergency Shelter to record a youth that is not eligible under the FYSB-RHY program. Upon reporting to RHY for federal transfer, RHY is able to remove this youth from program/congressional reports.

- **Youth eligible for RHY Services**: This may be entered on or after the project date. Please be aware that this field should be updated from the Entry Assessment. This field is critical for reporting purposes. Any "no" answer will exclude the youth from federal reporting. This will allow agencies to enter in larger population without risk of hurting reports.

  - o **If No**: Select the reason from the dropdown. Any youth with a "no" will be excluded from federal reporting.
    - ▪ Out of Age Range: The client has turned 18
    - ▪ Ward of the state: Selected when the client is currently the responsibility of child welfare or foster care services.
    - ▪ Ward of the Criminal Justice system: Selected when the client is under a court order to attend a residential juvenile facility.
    - ▪ Other: Any reason not listed above.

  - o **If Yes, runaway youth**: Choose from the dropdown to indicate if the client absented themselves from home without permission from their parent or legal guardian.

- **Sexual Orientation**: This question is voluntary and the youth must be informed about the voluntary nature of this question. Refusal to answer cannot result in a denial of services. It is expected this field will be updated as trust is built with the client. Please note, this field should be updated from the entry assessment.

- **Last Grade Completed**: This is the last grade the client completed.

- **School Status**: Select from one of the dropdown options. This field indicates the status of the youth's attendance (regular attendance, partial attendance, graduated, etc.). If client is not in school and school is not in session, answer this field as it pertains to prior school year.

- **Employment Status**: Enter date that correctly reflects the start of employment. If the start of employment began prior to project start, use the project start date. If this information is collected after project start, please edit the original entry assessment.

  o **If yes, type of employment:** Select from "Full-time", "Part-time", and "Seasonal/Sporadic".

  o **If no, why not:** Select from "Looking for work", "Unable to work", and "Not Looking".

- **General Health Status**: To help identify what type of health services a client may need.

- **Dental Health Status**: To help identify what type of health services a client may need.

- **Mental Health Status**: To help identify what type of health services a client may need.

- **Pregnancy Status**: To determine the number of clients starting projects pregnant and help find their eligibility for benefits and/or services. Enter as much of the expected due date as possible. Where the exact date is not known, default to January, the first, and the current year for any part unknown portion. Please update this field on an interim assessment if a client becomes pregnant during their program stay.

- **Formerly a Ward of Child Welfare/Foster Care Agency**: Select from the dropdown. This field is to help establish a client's history.

  o **If yes, number of years:** Select from dropdown.

  o **If less than 1 year, number of months**: Select from dropdown.

- **Formerly a Ward of Juvenile Justice System**: Select from the dropdown. This field is to help establish a client's history.

  o **If yes, number of years:** Select from dropdown.

  o **If less than 1 year, number of months**: Select from dropdown.

- **Family Critical Issues:** This field is meant to identify family issues which may have contributed to the client's homelessness or will be a factor in family reunification.

  o **Unemployment:** Were there issues with an adult family member's inability to find or secure steady employment?

  o **Mental Health Issues**: For issues related to a family member's mental health status.

- o **Physical Disability:** Issues as related to a family member's physical disability or impairment.

- o **Alcohol or other Drug Abuse:** Including the misuse of alcohol, illegal, or legal drugs in the household.

- o **Insufficient Income**: Related to issues where the parents or legal guardians were unable to provide basic needs, such as food, clothing, and shelter.

- o **Incarcerated Parent of Youth**: Referring to the incarceration of adult family members.

RHY Exit Assessment – Program Specific Elements

RHY programs both have additional guidance for common program elements (as listed in the HMIS Introductory Packet) and unique program elements. Any question not appearing here, but present in the introductory packet, indicates no additional guidance was provided. Please note, the RHY exit assessment contains a number of elements that were answered in the entry assessment. The purpose in repeating these questions is to understand how the client's situation has changed during the tenure at the project. There are also many additional questions unique to the exit assessment. Please see below for detailed explanations for RHY specific program guidance.

Exit Program Elements with Additional RHY Guidance

- **Exit Date**: BCP Emergency Shelters allow 21 days of funding through BCP Programs, which is the limit of FYSB funding. Nonetheless, if the client stays in the project longer with different funds, do not exit the client. Only exit the client when the actual stay is complete.

- **Destination**: For RHY programs, family reunification would be entered as "Staying or living with family, permanent tenure."

Exit Program Elements specific to RHY

- **Last Grade Completed**: This is the last grade the client completed.

- **School Status**: Select from one of the dropdown options. This field indicates the status of the youth's attendance (regular attendance, partial attendance, graduated, etc.). If client is not in school and school is not in session, answer this field as it pertains to prior school year.

- **Employment Status**: Enter date that correctly reflects the start of employment. If the start of employment began prior to project start, use the project start date. If this information is collected after project start, please edit the original entry assessment.

  - o **If yes, type of employment:** Select from "Full-time", "Part-time", and "Seasonal/Sporadic".

  - o **If no, why not:** Select from "Looking for work", "Unable to work", and "Not Looking".

- **General Health Status**: To help identify what type of health services a client may need.

- **Dental Health Status**: To help identify what type of health services a client may need.

- **Mental Health Status**: To help identify what type of health services a client may need.

- **Commercial Sexual Exploitation/Sex Trafficking**: This field is meant to assess the extent of sexual exploitation among homeless youth. This question is asked at exit to increase the accuracy of the information and allow the youth time to engage with the worker first.

- **Labor Exploitation/Trafficking:** This field is meant to assess the extent of labor exploitation among homeless youth. This question is asked at exit to increase the accuracy of the information and allow the youth time to engage with the worker first.

- **Project Completion Status:** To identify if the youth completed the program or exited early. Identify the best option from the dropdown. A more detailed list of the options is below.

    o **Completed Project**: Project actually completed.

    o **Youth voluntarily left early**: This option should be used when the youth voluntary terminated from the project to pursue other opportunities. This may include:
        - Safe independent living situation
        - Educational/Vocational opportunity
        - Military
        - Any other positive disposition

    o **Youth expelled or otherwise involuntarily discharged**: This is when the youth was involuntarily with no plan or invitation to return. This may include:
        - Criminal activity
        - Non-compliance with rules
        - Non-payment for lease/rental agreements
        - Youth reached the maximum time allowed in the project
        - When the RHY funded program shuts down
        - Unknown situations when the youth exited from the project after absenting themselves without developing an exit plan or providing notification of destination

- **Counseling received by client**: Select whether or not the client received counseling. Per RHY, counseling means "the provision of guidance, support, referrals for services including, but not limited to, health services, and advice to runaway or otherwise homeless youth and their families, as well as to youth and families when a young person is at risk of running away, as appropriate. These services are provided in consultation with clients and are designed to alleviate the problems that have put the youth at risk of running away or contributed to his or her running away or being homeless. Any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity, or gender expression is prohibited."

    o **If Yes, type of counseling received:** Select "Yes" or "No" from the options below.
        - **Individual:**

- **Family:**
- **Group:** This may include topical counseling (i.e. substance abuse) and/or peer counseling.

- **Number of sessions received by exit**: Select between "1" and "48+".

- **Total number of sessions planned in youth's treatment or service plan**: Select between "1" and "48+".

- **A plan is in place to start or continue counseling after exit**: Select "Yes" or "No"

- **Safe and Appropriate Exit**: This element determines the number of youth exiting to a safe destination, in the opinion of both the youth and the caseworker. To be considered a safe and appropriate exit, the client's destination should reflect achievement of program goals. Examples of this include:
  - Private Residence of adult guardian or adult with youth's best interest in mind.
  - Transfer to another residential program if it is in line with youth's needs.
  - Independent living if consistent with youth's needs and abilities.

  Some examples of exits that should not be considered safe and appropriate include:
  - A place not meant for habitation.
  - Correctional institute.
  - Another residential program, if it is not appropriate for client's needs.
  - Unknown destination.

  This element also covers whether or not the client has positive connections outside of the project.

  - **Exit Destination Safe – as determined by client**: Select from the dropdown options.

  - **Exit Destination Safe – as determined by caseworker**: Select from the dropdown options. This should be assessed by the staff member most engaged with the client.

  - **Client has permanent positive adult connections outside of the project**: As determined by the caseworker.

  - **Client has permanent positive peer connections outside of the project**: As determined by the caseworker.

  - **Client has permanent positive community connections outside of the project**: As determined by the caseworker.

RHY Post-Exit Assessment – Program Specific Elements

This field is a new step for RHY programs. The purpose of the post-exit assessment is to identify any aftercare plans that were executed after the project's completion. Aftercare refers to services provided beyond the period of residential stay. These services should offer continuity and supportive follow-up to the youth served.

Entries can be made on the post-exit assessment up to 180 days after program exit. Any entries on the post-exit after 180 days, or prior to project exit, will not be reported. Every project should have at least one post-exit entry. RHY does not require any additional documentation or non-residential services, even if it is provided, after 180 days.

- **Aftercare was provided**: Please select from the appropriate options. Please note, every project should have at least one post-exit entry. If no aftercare was provided then an answer of "No" should be recorded on the date of the client's exit from the program. Additionally, this field is meant to track the immediate provision of aftercare services.

  o **If yes, identify the primary way it was provided**: Select the appropriate option from each of the dropdowns. More than one type may be selected as "Yes".

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