

The process for creating an accurate report using [HomelessData.com](http://HomelessData.com) is akin to making a good pizza. Both require high quality ingredients to be brought together in a specialized environment that is designed to meet or exceed expectations. The instructions below are a step-by-step recipe for how to create and submit the *Annual Homelessness Assessment Report (AHAR)*. For additional information, refer to HUD’s [Introductory Guide to the 2017 AHAR](#) and [Simtech’s FAQs](#).

**Step 1) Set up the Kitchen - Define the Projects that are part of AHAR**

The AHAR reports over all residential projects including Emergency Shelter (ES), Transitional Housing (TH), and Permanent Housing (PSH) projects. Within the project types, the AHAR looks at household types – Individuals, and families and then again by these categories for veterans. It does not include VASH beds that are *not in HMIS*, SSVF, street outreach, homeless prevention, supportive services only, or Rapid Rehousing projects. Within your HMIS system, make sure that all the Project Descriptor elements have been entered, especially the number of beds and units that are participating in HMIS, the method for tracking project occupancy, and the project type. This should match what was submitted on your Housing Inventory Chart and include the correct inventory start and end dates.

**Step 2) Select the Ingredients – Get the Data to be Reported Over**

Identify the AHAR projects within HMIS and create an export of data in the current [HUD Comma Separated Variable \(CSV\) Exchange Format](#). The reporting period is from 10/01/2016 – 09/30/2017 but we always suggest exporting data up until today to keep your reporting database fresh. Unless we have a direct contract agreement with your region, you are only allowed to submit data that was sourced from the HMIS vendor that we work with for your CoC.

**Step 3) Knead the Dough – Prepare the Data**

Once the HMIS data have been posted to [HomelessData.com](http://HomelessData.com), they are prepped before reports can be run. Those using a HMIS that can post the data automatically can move on to step 4. Those that are posting the data manually by uploading a zip file should follow the instructions found [here](#).

**Step 4) Check the Quality of the Ingredients – Run data quality reports**

The *AHAR Readiness*, *Data Quality Scorecard*, and *Overlapping Episodes* reports are tools to help ensure the data accurately represents the services provided and the population served. If you have a very large data set to work with, it works well to run these reports by project type.

AHAR Readiness Report							
Region:				Datasource:	All Datasources		
Import:	All Imports			Report Date:	10/01/2016		
Organization:	All Organizations			Data As Of:	05/28/2016		
Project:	All Projects			Created By:	Gold,Heidi		
Emergency - IND							
Projects		Beds			Persons		
Organization Name	Project Name	Beds	Adj. Factor	Adj. Beds	Total Persons	Average Persons	% Used
1. h		73	0	73	126	87.1	119%
1		50	0	50	584	7.4	15%
1		10	0	10	22	6.7	67%
1. p		6	0	6	1	0	0%

The AHAR Readiness Report identifies potential issues with bed utilization which is a primary reason that AHAR table shells tend to get rejected. According to HUD’s [Introductory Guide to the AHAR](#) each table shell should have at least 50 percent of beds represented in HMIS, excluding domestic violence providers. Furthermore, “typically programs that report less than 65% of their beds are occupied at any moment are failing to enter all clients into their HMIS while those with utilization rates over 105% of their beds are utilized are failing to exit clients from HMIS.”

High bed utilization (those in red) tends to be a result of one of the following conditions:

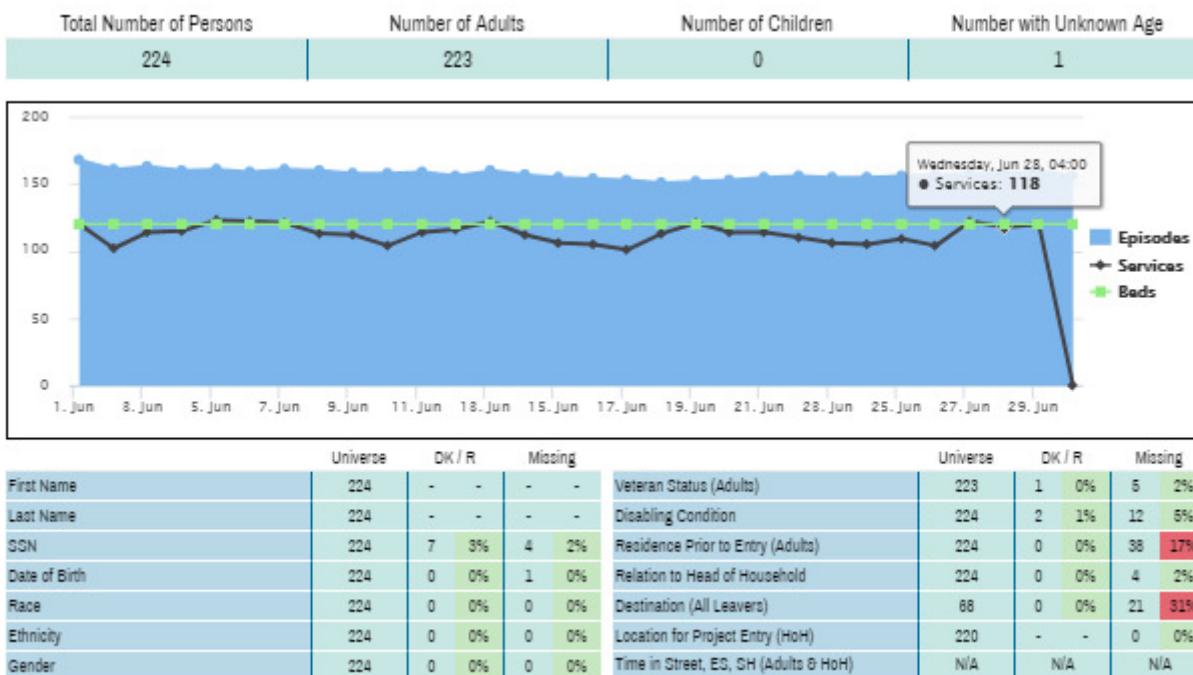
- 1) Projects are operating above their stated bed capacity;
- 2) Project staff aren’t exiting clients that have left the project;
- 3) The number of beds listed in HMIS is not accurate.

Low bed utilization figures tend to be the result of the following conditions:

- 1) Projects are operating at well below their stated bed capacity;
- 2) Project staff are forgetting to enter clients into the project. This includes that all children have been enrolled in family projects as well.
- 3) The number of beds listed in HMIS is not accurate.

Beds are “adjusted” to account for individuals or parenting youth residing in family projects. More information on this bed adjustment can be found in [this FAQ](#).

**Data Quality Scorecard**



The second report that should be produced is the *Data Quality Scorecard*. This report can be used to easily identify issues within the HMIS data set for an entire region within a matter of minutes. The two main components of the scorecard are the *Capacity Utilization Charts* and *Data Completion Rates*.

- 1) The *Capacity Utilization chart* on the top of the scorecard illustrates the active clients per night, according to bed services and program enrollments, and compares this to the number of beds in place according to what is in HMIS. The green line within the chart shows the number of beds while the blue illustrates enrollments. The black line is bed services and is only relevant for projects using the night-by-night tracking method. If there is no green line, this means that the HMIS is missing details on these beds in the Program Descriptors.
- 2) *Data Completion Rates* indicate the percentage of clients for whom data was entered for each data element. This also indicates the percentage of records where the client either refused to answer the question, or did not know the answer. In the HTML version of the report, the numbers can be clicked to display a list of clients that comprise a particular count. This allows regional HMIS administrators the opportunity to work with staff to clean up the data which, if left unchecked, would otherwise impact the integrity of the finished report.

**Overlapping Episodes Report**

Region:	N/A	Datasource:	[redacted]
Import:	All Imports	Report Date:	10/01/2016
Organization:	All Organizations	Data As Of:	05/26/2016
Project:	All Projects	Created By:	Gold,Heidi

First Name	Last Name	Number of Episodes
Amy Lynn	[redacted]	2
Carrie	[redacted]	2
Jefferson	[redacted]	1

This report identifies clients that have been enrolled in multiple residential programs simultaneously. Since a person cannot be sleeping in two places at once, this is a quick way to check for issues with staff neglecting to exit out people from their projects.

Clicking on the count under “Number of Episodes” will display the enrollments for which there is an overlap. Oftentimes, the enrollment with the most recent entry date can be used to inform the destination type to be entered when completing the exit assessment in the prior enrollment. In the example below, this client has an open enrollment in the same project from 2012.

SOURCEENROLLME...	PERSONALIDENTI...	FIRSTN...	LASTNA...	ORGANI...	PROJEC...	ENTRYD...	EXITDATE
1 CCBF61D7A06347F9A...	D066F47F4525495...	Amy			Presbyter...	06/24/2012	
2 BEB1A6A8E5DB4BF0...	D066F47F4525495...	Amy			Presbyter...	10/26/2016	


**Step 5) Bake the Pizza - Create the AHAR Report**

After the data has been reviewed through the data quality checks, and significant issues have been addressed, the AHAR report can be created. The instructions for doing this are as follows:

- Step 1: Click on the *Reports* tab, then click New
- Step 2: Click on the Annual Homeless Assessment Report
- Step 3: Enter the report parameters. The report start date should be 10/1/2016 and the report end date is 9/30/2017.

**Step 6) Take it Out of the Oven - View the Report**

Now that your report is generated you can view it in preview mode, print it, or download it as a PDF file and review it. To do this, click the “Print Report” or “Download PDF” in the report preview pane.

 Annual Homeless Assessment Report			
Region:	N/A	Datasource:	<input type="text"/>
Import:	ExportID 1416	Date Range:	10/01/2016 to 09/30/2017
Organization:	<input type="text"/>	Data As Of:	10/02/2017
Project:	All Projects	Created By:	<input type="text"/>

**Shell 1: ES-IND**

**ES-IND Section 1: Total Counts**

**Question 1: Total Number of Persons**

	# of Persons/Beds
Unduplicated number of persons	<a href="#">2022</a>
Number of year-round equivalent beds in HMIS	514
Number of year-round equivalent shelter beds not in HMIS	203

**Step 7) Serve it Up - Submit the Report to HUDHDX**

The AHAR results can now be submitted to [HUDHDX](#). The validation errors should be reviewed and comments should be written to explain any unusual counts before submitting each of the AHAR table shells.

**Baking Assistance – Customer Support Requests**

We strongly encourage the usage of the *Simtech Solutions Customer Support Center* which can be reached [here](#), or by emailing [helpdesk@simtechsolutions.com](mailto:helpdesk@simtechsolutions.com).

Questions related to the AHAR report itself, that are not covered within [HUD’s Guidance](#), should either be directed to your region’s designated AHAR Liaison or sent to HUD via the HUD Ask A Question website linked to [here](#).

