

How to run/review the AHAR Check by Agency v1 Draft

The screenshot shows a software window titled "Prompts" with a close button (X) in the top right corner. Below the title bar, it says "Reply to prompts before running the query." There are three main input areas: 1) "EDA Provider *Carolina Homeless Information Network(2)" with a callout box pointing to it that says "Select your AGENCY here". 2) "Enter effective date 5/30/2013 12:00:00 AM" with a callout box pointing to it that says "Select the CURRENT DATE here". 3) "Select Agency: *Carolina Homeless Information Network(2)" with a callout box pointing to it that says "Select your AGENCY here". Below these prompts is a list of "EDA Provider" options, including "EDA Provider -Default Provider-". To the right of the list is a search box containing "*Carolina Homeless Information Network(2)". Below the list is a "Refresh Values" button and a "Carolina" dropdown menu. At the bottom of the list area, it says "May 30, 2013 8:32:11 AM GMT-04:00". Below the list area is a section titled "Currently-selected values in listbox" containing "*Carolina Homeless Information Network(2)". At the bottom right of the window are "Run Query" and "Cancel" buttons. A callout box points to the "Run Query" button with the text "Click here to run the report".

This report is designed to pull in all clients who were enrolled in any emergency, transitional, or permanent supportive housing program in your agency at any point between October 1, 2012 and September 30, 2013.

NOTE 1: This report is pulling ONLY from the Entry/Exit section of the HMIS. This report is not pulling information from ShelterPoint. If clients were put into beds in ShelterPoint but not enrolled using the Entry/Exit button they will NOT be included in this report.

NOTE 2: This report is a simplified check for the main AHAR elements. This does not take the place of the data quality checks.

NOTE 3: The AHAR is complex report designed by HUD that is run at the aggregate level. The CoC AHAR Check is also run at the aggregate level and may indicate that agencies have missing data when they do not. That is because the aggregate report shows the most recent data in a client's file.

Ex: John Doe goes to agency A and they say he is Hispanic/Latino

John Doe then goes to agency B and they answer Don't Know to the Hispanic/Latino field

The AHAR and the CoC AHAR Check will say that John Doe's ethnicity is Don't Know because that is the most recent answer.

Agency A's AHAR Check will show that John Does is Hispanic/Latino.

Agency B's AHAR Check will show that John Doe's ethnicity is Don't Know

The CoC will want to reduce the number of Don't Knows since that shows a lower level of data quality.

The software cannot make a value judgment about which answer is better so selecting the most recent one is the commonly accepted practice.

Once the report runs here are some things to check:

SUMMARY TAB

Are all of your emergency, transitional, and permanent supportive housing programs included?

If not, contact CHIN to see if the missing programs have the wrong program type code or do not have clients enrolled using the Entry/Exit button.

Are there programs listed that should not be included?

If so, contact CHIN to see if those programs have the wrong program type code or should have clients removed from their programs and then should be turned off in the HMIS.

Is the count of FAM (clients in families) and the count of IND (single clients) equal to the count of family members and singles that you served during the AHAR year?

If you are showing individuals but you only serve families it means that family members were not enrolled together.

If the count of family members or individuals is too high it means that you have not exited clients out of the programs in the HMIS when they left.

If the count of family members or individuals is too low it means that not all of your clients have been enrolled in the HMIS.

You can look at the FAM, IND, or All Clients tabs to see a list of the clients to determine who is enrolled in your programs and decide who needs to be added, exited, or enrolled as a family instead of as an individual. Contact the CHIN Help Desk for assistance correcting the data.

All Clients tab

Are there children checked in as individuals when they should be in a family?

Use the filter bar in Excel to filter this tab and look in the Child in IND column to see if there are any clients that are under 18 but are enrolled in a program by themselves. If there are, is that correct? If they should be part of a family, contact the CHIN Help Desk for assistance correcting the data.

Are there clients missing data?

Use the filter bar in Excel to filter this tab and look in the columns for missing data. It is especially important that clients have their Age from DOB and Veteran information filled out. Don't Know are not acceptable answers for those 2 fields for AHAR. If there is missing info in those fields or in other fields, pull up the client files and fill in the information in the Profile or Entry screens. If you need a review on how to add information to a client's file, contact the CHIN Help Desk.

Exit Destination tab – only for Permanent Supportive Housing programs

Are there clients with Don't Know or Refused for their Exit Destination?

If yes and you can fill in a known exit destination, pull up the client's file and select a HUD designated exit destination. Missing, don't know and refused exit destinations for permanent supportive housing programs do not look good on the AHAR.