

Homeless Prevention and Rapid Re-Housing Program Self Monitoring Plan

To insure the utmost quality and integrity for (HPRP) specific data entered in the Homeless Missourians Information System (HMIS), a Self Monitoring Plan has been developed for

AGENCY/COUNTY

It is imperative that this plan is implemented immediately and precisely.

HPRP Self Monitoring reports will be reviewed during the first week of the month for the previous month's activity. E.g. During the first week in July, the designated HMIS User will run June's reports from 06/01 to 06/30 of the current year. All data entry errors must be corrected in a timely manner.

During the first week of the month, DESIGNATED HMIS USER will be responsible for running the following reports out of the ROSIE Database and following up on all data entry errors:

- HPRP Detail
- HPRP Recertification Schedule
- HPRP Exit Reporting
- HPRP Audit or HPRP APR Agency By Funder Audit

In addition, the above named designated HMIS User must maintain a tracking log of these reports with the following information:

- Name of the report
- Date the report was ran
- Time period covered in the report
- Indication of whether or not errors were found
- Indication that errors were corrected

Included with this plan are detailed instructions on how to run and read these reports and a sample tracking log. Keep all these documents together in a file, as they will be reviewed at HPRP TAA visits.

If you have any questions regarding the requirements of HPRP Self Monitoring or need assistance with correcting data entry errors, please contact Krystal Searcy at 573-632-2567, ext. 2.

The “HPRP Recertification Schedule” Report: All clients must be recertified every 90 days to determine continued HPRP eligibility.

To run this report: Select Reports from the Counselor menu, then select HPRP Recertification Schedule. *Note: You do not have to manipulate the date range for this report. It automatically pulls all clients overdue or coming up for recertification as of the date you run the report.*

To read this report: This report gives you the client’s name, previous and next dates of recertification, number of days past due for recertification and a 4 week look at clients coming due for recertification.

- If a client is still active in your program and they are overdue for recertification, then you must recertify them immediately. If an active client is coming due, then plan accordingly to ensure recertification is completed within the 90 day time frame.
- If a client is no longer active in your program and they are on this report, then you must exit them by updating their program status with the appropriate 900 code. *Note: When exiting a client, make sure the exit date is on or after the last date of service and that you update the client’s Housing Status and Income.*

The “HPRP Detail” Report: On the actual report this is labeled HPRP Assistance Activity.

To run this report: Select Reports from the Counselor menu, enter the desired date range and select HPRP Detail.

To read this report: This report gives you the client’s Name, Homeless Status, Assistance Description, Date (assistance provided), Funder, Assistance Period and Amount.

- Homeless Status: HPRP clients must have a Homeless Status of 1 (Literally Homeless) for HPRP Assistance, or a Homeless Status of 2 (Imminent Risk) or 3 (At Risk) for HPRP Prevention. A code 4 (Stably Housed) will be flagged as invalid.
- Assistance Description: Review each item per client to ensure all assistance and services provided have been documented and there are no duplications. All HPRP clients must receive an HPRP Referral and be enrolled in Case Management, so these items are automatically flagged if missing from the client’s record.
- Date: Make sure this is the date actual assistance was provided. Since ROSIE is a live database and data entry should be real time, the assistance record is set to reflect the current date by default. You must back date any assistance record entered if assistance was not provided on the day you enter data. Also, for clients that have been exited, make sure date of exit is the last date of activity in the client’s record.
- Funder: Identifies the county associated with the client’s HPRP assistance. Make sure this is correct.
- Assistance Period: Reflects specific time period applied to an assistance item. E.g. Rent paid for the month of March may have a Date of March 3rd, but the Assistance Period would be March 1st to March 31st.

- Amount: Make sure amounts associated with rent, deposits, utilities, motel/hotel vouchers and arrearages are accurate, not a total of multiple payments, or a duplication. Common errors to look for are amounts entered for the Assistance Descriptions “Completed Program”, “Recertification Assessment-Eligible”, “Meets Rent Reasonableness Test” and “Case Notes-105”. None of these should have an amount associated with them.

The “HPRP Exit Reporting” Report: APR Program Specific Data Elements

To run this report: Select Reports from the Counselor menu, enter the desired date range and select HPRP Exit Reporting.

To read this report: This report gives you the client’s Name, SSN, Date of Entry, Entry Housing Status, Exit Housing Status, Entry Income, Date of Exit, Exit Income, Exit Income Change Flag, Case Manager, Household (HH) Size and HH Type.

- Name: Make sure all clients that left your program during the reporting period are shown here. If not, then exit them from your program.
- Date of Entry: Make sure this is the actual Intake date and not the date the data was entered.
- Entry Housing Status: Make sure each client has the correct status.
- Exit Housing Status: Make sure each client has the correct status. If this information is missing, this report will flag it, indicating an update is needed. Also, follow up on Don’t Know entries and make sure this is accurate.
- Entry Income: Make sure this is correct for each client.
- Date of Exit: Make sure this is the actual date the client left your program and not the date the data was entered.
- Exit Income: By default, the Entry Income will show in this column if this information was missing at exit. If the Exit Income is the same as the Entry Income, pay close attention to the Exit Income Change Flag.
- Exit Income Change Flag: There will either be a “D” or “M” in this column, “D” indicates income information has been updated since entered at entry and an “M” indicates income at exit information is missing. Again, pay close attention to this column when entry and exit income are the same. *Note: Missing data raises data integrity issues , please consult with the HMIS HPRP Project Coordinator.*
- Case Manager: Shows the user ID of the client’s case manager, if one has been assigned.
- HH Size: Make sure this number reflects the total number of individuals in the client’s household.
- HH Type: Make sure the appropriate household type has been assigned to the client.

The “HPRP Audit” Report: (Agency level)

To run the HPRP Audit report: Select APR from the Counselor menu, enter the desired date range and select HPRP Audit.

The “HPRP Agency By Funder Audit” Report: (County level)

To run the HPRP Agency By Funder Audit report: Select APR from the Counselor menu, enter the desired date range and select HPRP Agency By Funder Audit. Highlight the appropriate county and click select.

To read these audit reports: This report collects Universal and Program Specific Data Elements (handout attached). The first part of this report is the HPRP APR (pgs 1-11) and the remaining pages give client information for those who had data included in a specific section of the HPRP APR report.

- Cross check with your hard copy files to ensure accuracy and completeness.
- “Don’t know” and “missing” responses raise concerns of data integrity. Please consult with the HMIS HPRP Project Coordinator to address these issues.
- Pay Special Attention To:
 - Housing Status at Entry and Exit (All Leavers) pg 2: Examine how many clients who entered your program Literally Homeless, exited your program either still Literally Homeless, Imminently losing their housing or Unstably housed and at risk of losing their housing. Likewise for those who entered your program at imminent risk and at risk. *Note: If the Housing Status is not updated when clients are exited from your program, then their entry status is calculated as their exit status by default.*
 - Destinations pgs 3-6: The HPRP Program is designed to exit clients into stable permanent housing. Examine data for accuracy if most of your clients are not being placed in the Permanent Housing category, especially for “don’t know” and “missing” data. Follow up with the HMIS HPRP Project Coordinator to address these issues.
 - Financial Information (Expenditures) pg. 7: Cross check this information with your financial assistance records. If values/amounts are not being entered correctly for HPRP services in ROSIE, it will affect these totals.
 - Data Elements pgs 9 & 10: Cross check this section with your hard copy files to insure accuracy, make any necessary corrections and enter any missing data.
 - Income table: Income at exit is a required Program Specific Data Element, so follow up on any missing data and update this information.