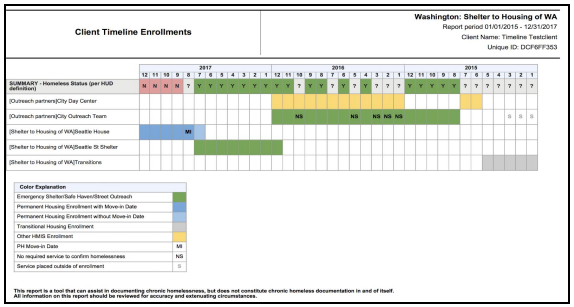
[KCWA-106] Homeless Status Timeline Report
[KCWA-107] Client Enrollment Details
Report Reference Tool

This report reference tool includes information for two reports: the **Homeless Status Timeline** and the **Enrollment Details Report**. These two reports are most useful when reviewed together. This tool is designed to assist you in interpreting the data in both of these reports and give you a greater understanding of how the data is queried and displayed.

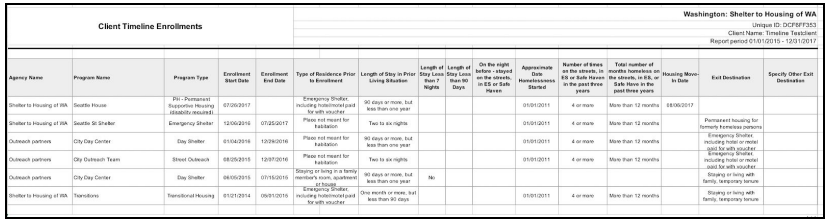
✓ **[KCWA-106] Homeless Status Timeline Report** provides a graphical representation of a client's timeline of HMIS enrollments. It indicates the months in which a client's homelessness or housed status is documented through HMIS enrollment data and months in which homelessness cannot be determined through HMIS enrollment data. Run this report as "Web Page" to explore the drilldowns and review services and current living situation status and/or run this report as "PDF" in order to print.

Tables: [KCWA-106] Homeless Status Timeline Report
Report Section: Header
Report Section: Color Explanation Table
Report Section:Timeline in Months
Report Section: SUMMARY - Homeless Status (per HUD definition)
Report Element: SUMMARY - Drilldown to Client Timeline



✓ **[KCWA-107] Client Enrollment Details** provides information on client responses to questions about their history of homelessness as well as move-in and destination at exit information. These details can help determine additional periods of homelessness for clients.

Tables: [KCWA-107] Client Enrollment Details
Report Section: Header
Report Section: Enrollment Details
Report Section: Self-Reported History of Homelessness
Report Section: Housing information

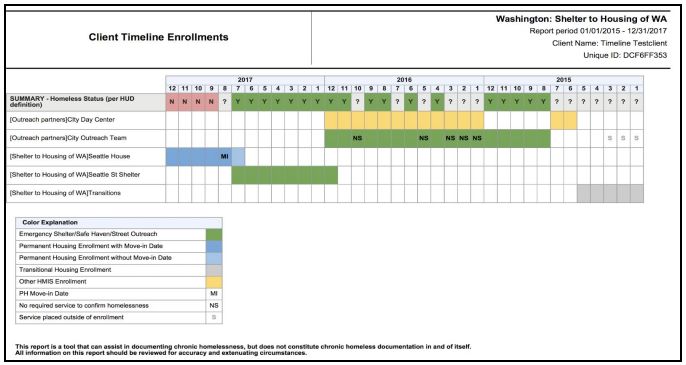


Chronic Homelessness: These reports are tools that can assist in documenting chronic homelessness, but they do not constitute chronic homeless documentation in and of themselves. All information on the reports should be reviewed for accuracy and extenuating circumstances. For more information about the definition of chronic homelessness and documentation requirements, visit HUD's Chronic Homelessness Resources webpage.

[KCWA-106] Homeless Status Timeline Report

This report provides a graphical representation of a client's timeline of key HMIS enrollments, displayed to support the documentation of homelessness per HUD definitions.

Tables: [KCWA-106] Homeless Status Timeline Report
Report Section: Header
Report Section: Color Explanation Table
Report Section:Timeline in Months
Report Section: SUMMARY - Homeless Status (per HUD definition)
Report Element: SUMMARY - Drilldown to Client Timeline
Report Element: Drilldown to Individual Program Month



[KCWA-106] Report Section: Header

Shelter to Housing of WA
Client Name: Timeline Testclient
Unique ID: DCF6FF353
Date Range: 01/01/2015 thru 12/31/2017

Report Field: Agency, Client Name, Client Unique ID, Date Range (Reporting period)

Description:
The only parameters to enter are Start and End Dates
Date Range (Reporting period): These are the dates selected by the user in the report menu. Depending on the measure, clients may be counted if they start, exit or have an enrollment that overlaps the selected date range.

[KCWA-106] Report Section: Color Explanation Table

Color Explanation	
Emergency Shelter/Safe Haven/Street Outreach	
Permanent Housing Enrollment with Move-in Date	
Permanent Housing Enrollment without Move-in Date	
Transitional Housing Enrollment	
Other HMIS Enrollment	
PH Move-in Date	MI
No required service to confirm homelessness	NS
Service placed outside of enrollment	S

Description:

The data displayed in this report is displayed using colored boxes and/or abbreviation symbols within the box, where one box is equal to one month.

Dark Green = an HMIS enrollment in an Emergency Shelter, Safe Haven, or Street Outreach program. Emergency Shelter enrollments include night-by-night shelters.

Dark Blue = an HMIS enrollment in a Permanent Housing program (includes RRH), where a Move-In Date has been entered previously, thus indicating the client is housed.

Light Blue = an HMIS enrollment in a Permanent Housing program (includes RRH), where a Move-In Date has not yet been entered, thus indicating the client may still be homeless, depending on other data available.

Grey = an HMIS enrollment in a Transitional Housing

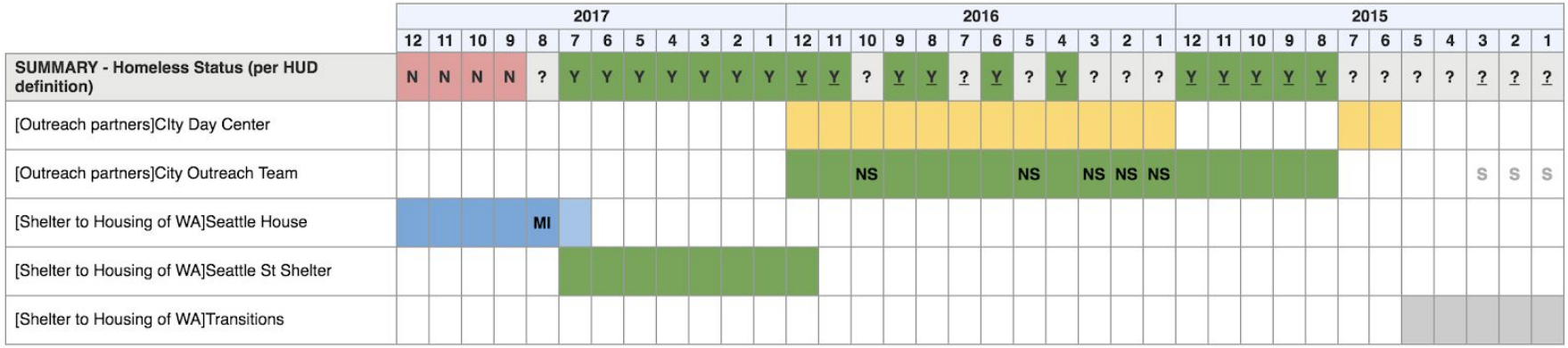
Yellow = other enrollments in other HMIS programs that are not shelter, outreach, or housing related.

"MI" = abbreviation displayed in box of the month in which a Move-In Date has been entered.

"NS" = abbreviation displayed in box of the month where there is a missing service of the type that would be needed to confirm homeless status (e.g., NBN bed night service) or Current Living Situation status, thus even with an enrollment the homeless status cannot be "Yes".

"S" = abbreviation displayed in box of the month of the service date but where the service is outside of the required enrollment.

[KCWA-106] Report Section: Timeline in Months

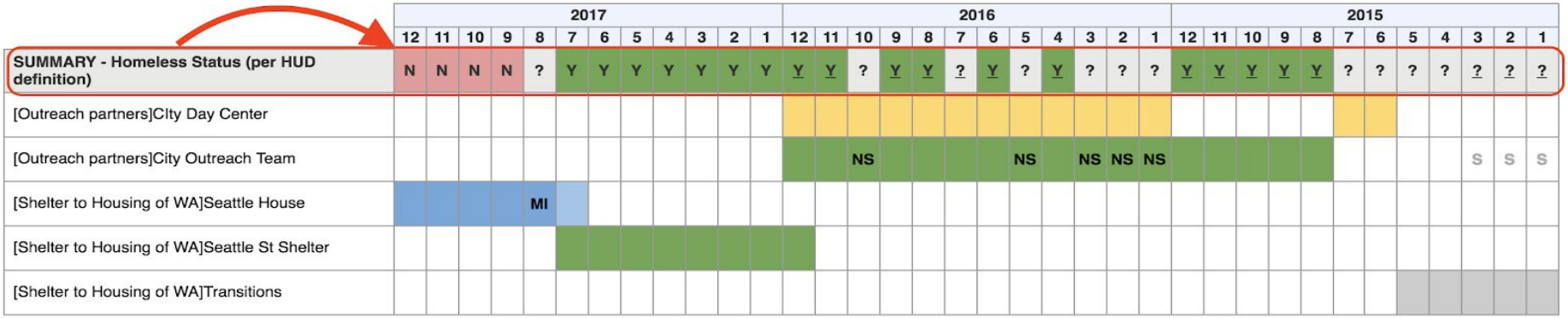


	2017												2016												2015											
	12	11	10	9	8	7	6	5	4	3	2	1	12	11	10	9	8	7	6	5	4	3	2	1	12	11	10	9	8	7	6	5	4	3	2	1
SUMMARY - Homeless Status (per HUD definition)	N	N	N	N	?	Y	Y	Y	Y	Y	Y	Y	Y	Y	?	Y	Y	?	Y	?	Y	?	?	?	Y	Y	Y	Y	Y	?	?	?	?	?	?	?
[Outreach partners]CIty Day Center																																				
[Outreach partners]City Outreach Team															NS					NS		NS	NS	NS										S	S	S
[Shelter to Housing of WA]Seattle House					MI																															
[Shelter to Housing of WA]Seattle St Shelter																																				
[Shelter to Housing of WA]Transitions																																				

Description:

- This report displays HMIS enrollments as one row per program that were active during the date range. If the enrollment was active during one day of the month it counts as being active for the whole month.
- **Permanent Housing (PH)** enrollments include "MI" notation during the month the move-in date occurred, if applicable. Months in permanent housing enrollments prior to move-in date are colored differently than months during and after move-in date.
- **Emergency Shelter (ES)** enrollments with tracking method of night-by-night indicate "NS" in any month of the enrollment that *does not* include a bed night service. HUD requires bed night services for homelessness documentation during ES enrollments for night-by-night shelters.
- **Street Outreach** enrollments indicate "NS" in any month of the enrollment that *does not* include a Current Living Situation status where homelessness is indicated (Place not meant for habitation, ES, SH). HUD requires Current Living Situation status indicating homelessness within street outreach enrollments.
- **Transitional Housing (TH)** is separate from Other HMIS Enrollments since time spent in TH must be considered as “housed/not homeless” when determining chronic homeless status, but may count as homeless in other contexts.
- **Other HMIS enrollments** are included to help create a comprehensive picture of the client’s system access, although they do not provide documentation of homeless/housed status.
- All services that support homelessness that took place outside of an enrollment (ES bed night services) are colored differently than months with enrollments. This may indicate critical data that needs to be reviewed and connected to an enrollment.

[KCWA-106] Report Section: SUMMARY - Homeless Status (per HUD definition)



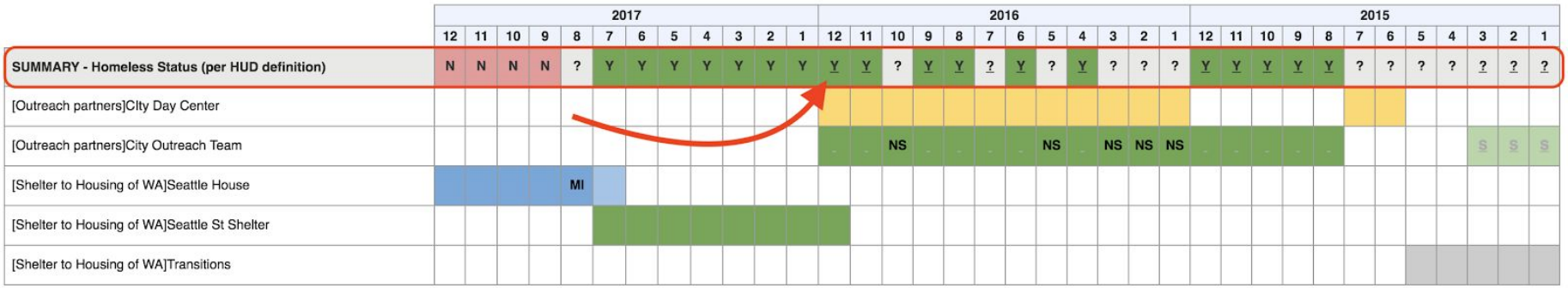
	2017												2016												2015											
	12	11	10	9	8	7	6	5	4	3	2	1	12	11	10	9	8	7	6	5	4	3	2	1	12	11	10	9	8	7	6	5	4	3	2	1
SUMMARY - Homeless Status (per HUD definition)	N	N	N	N	?	Y	Y	Y	Y	Y	Y	Y	Y	Y	?	Y	Y	?	Y	?	Y	?	?	?	Y	Y	Y	Y	Y	?	?	?	?	?	?	?
[Outreach partners]CIty Day Center																																				
[Outreach partners]City Outreach Team															NS					NS		NS	NS	NS										S	S	S
[Shelter to Housing of WA]Seattle House					MI																															
[Shelter to Housing of WA]Seattle St Shelter																																				
[Shelter to Housing of WA]Transitions																																				

Description:

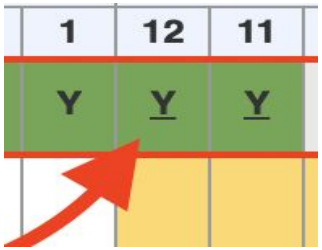
SUMMARY - Homeless Status row indicates, for each month, whether a client can be counted as homeless according to HUD definition.
Results are: Yes (**Y**) Homeless | No (**N**) Not Homeless | **(?)** Unable to determine homeless status. Homeless Status result is based on the following criteria:

- **Y**: Enrollment in Emergency Shelter (entry/exit) or Safe Haven enrollment
- **Y**: Enrollment in Night-by-Night Emergency Shelter enrollment with at least one bed night service during the month
- **Y:** Enrollment in Street Outreach with at least one Current Living Situation: Place not meant for habitation, ES or SH
- **Y**: Enrollment in Permanent Housing enrollment without Residential Move-in Date during month or previous month and at least one of the above homeless indicators is present
- **Y**: Overlapping enrollments between Emergency Shelter (entry/exit) and Night-by-Night Emergency Shelter with no bed night services
- **Y**: Overlapping enrollments between Emergency Shelter (entry/exit) and Street Outreach with no Current Living Situation status
- **N**: Permanent housing enrollment with Residential Move-In Date during a previous month and no overlapping enrollment qualifying as "Y" during the month
- **?:** Permanent Housing enrollment with Residential Move-in Date occurring during the month
- **?:** Transitional Housing enrollment with enrollment date occurring during the month
- **?:** Exit from Permanent housing enrollment occurring during the month
- **?:** Exit from Transitional housing enrollment with exit date during the month
- **?** Overlapping enrollments between Permanent Housing after Move-in Date and Emergency Shelter (entry/exit), Safe Haven, or Transitional Housing
- **?:** Any other scenario not covered above and/or where overlapping enrollments or service types result in conflict so unable to determine

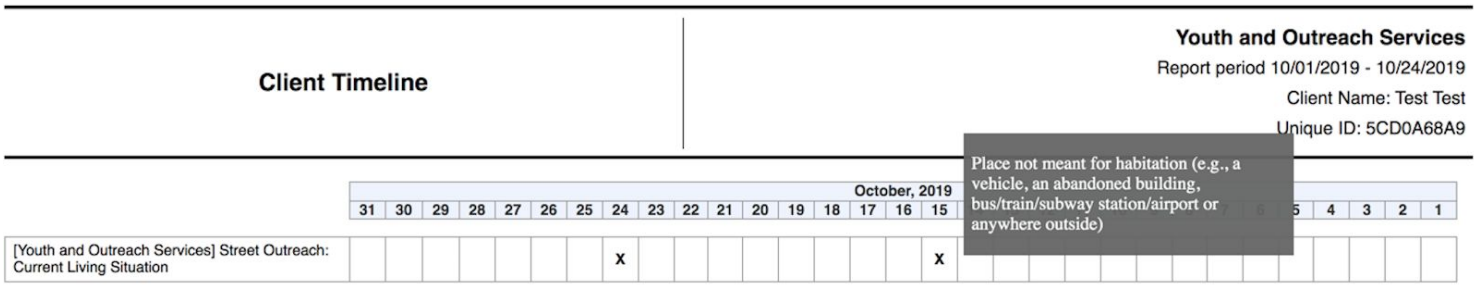
[KCWA-106] Report Element: SUMMARY - Drilldown to Client Timeline



	2017												2016												2015											
	12	11	10	9	8	7	6	5	4	3	2	1	12	11	10	9	8	7	6	5	4	3	2	1	12	11	10	9	8	7	6	5	4	3	2	1
SUMMARY - Homeless Status (per HUD definition)	N	N	N	N	?	Y	Y	Y	Y	Y	Y	Y	Y	Y	?	Y	Y	?	Y	?	Y	?	?	?	Y	Y	Y	Y	Y	?	?	?	?	?	?	?
[Outreach partners]Clty Day Center																																				
[Outreach partners]City Outreach Team															NS					NS		NS	NS	NS										S	S	S
[Shelter to Housing of WA]Seattle House					MI																															
[Shelter to Housing of WA]Seattle St Shelter																																				
[Shelter to Housing of WA]Transitions																																				



Drilldown Functionality:
When running report as Web Page, click on underlined Summary row result (Y/N/?) in order to see which days of the months have services entered for client.

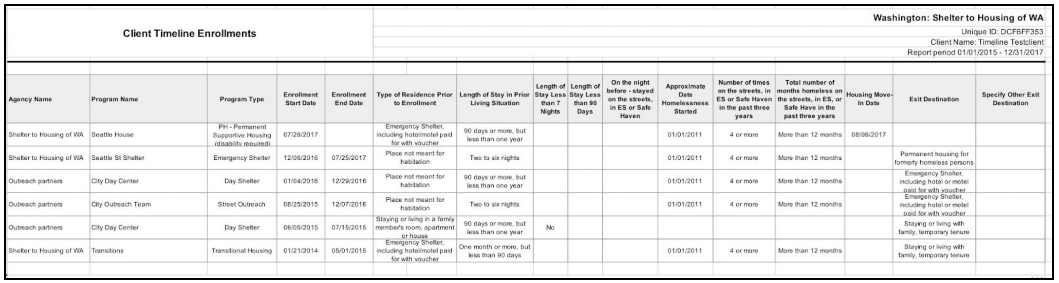


Report Element: Client Timeline Table
Description:
Summary row results (**Y|N|?**) that are underlined indicate that the user can click on result and see a table showing the type of service or current living situation status and the day(s) of the month included in the service record. User will see multiple rows, one for each program and service type or status, if a client has multiple services or status' entered across multiple programs for that month. When the user hovers the mouse over the Current Living Situation "x" the status appears as above.

[KCWA-107] Client Enrollment Details

[KCWA-107] Client Enrollment Details provides information on client responses to questions about their history of homelessness as well as move-in and destination at exit information. These details can help determine additional periods of homelessness for clients.

Tables: [KCWA-107] Client Enrollment Details
Report Section: Header
Report Section: Enrollment Details
Report Section: Self-Reported History of Homelessness
Report Section: Housing information

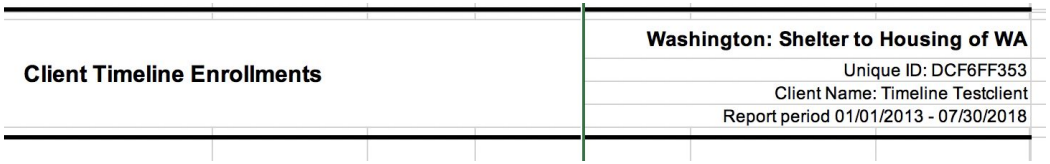


Client Timeline Enrollments

Washington: Shelter to Housing of WA
Unique ID: DCF6FF353
Client Name: Timeline Testclient
Report period 01/01/2015 - 12/31/2017

Agency Name	Program Name	Program Type	Enrollment Start Date	Enrollment End Date	Type of Residence Prior to Enrollment	Length of Stay in Prior Living Situation	Length of Stay Less than 7 Nights	Length of Stay Less than 90 Days	On the night before - stayed on the streets, in ES or Safe Haven	Approximate Date Homelessness Started	Number of times on the streets, in ES or Safe Haven in the past three years	Total number of months homeless on the streets, in ES, or Safe Have in the past three years	Housing Move-In Date	Exit Destination	Specify Other Exit Destination
Shelter to Housing of WA	Seattle House	PH - Permanent Supportive Housing (disability required)	07/26/2017		Emergency Shelter, including hotel/motel paid for with voucher	90 days or more, but less than one year				01/01/2011	4 or more	More than 12 months	08/06/2017		
Shelter to Housing of WA	Seattle St Shelter	Emergency Shelter	12/06/2016	07/25/2017	Place not meant for habitation	Two to six nights				01/01/2011	4 or more	More than 12 months		Permanent housing for formerly homeless persons	
Outreach partners	City Day Center	Day Shelter	01/04/2016	12/29/2016	Place not meant for habitation	90 days or more, but less than one year				01/01/2011	4 or more	More than 12 months		Emergency Shelter, including hotel or motel paid for with voucher	
Outreach partners	City Outreach Team	Street Outreach	08/25/2015	12/07/2016	Place not meant for habitation	Two to six nights				01/01/2011	4 or more	More than 12 months		Emergency Shelter, including hotel or motel paid for with voucher	
Outreach partners	City Day Center	Day Shelter	06/05/2015	07/15/2015	Staying or living in a family member's room, apartment or house	90 days or more, but less than one year	No							Staying or living with family, temporary tenure	
Shelter to Housing of WA	Transitions	Transitional Housing	01/21/2014	05/01/2015	Emergency Shelter, including hotel/motel paid for with voucher	One month or more, but less than 90 days				01/01/2011	4 or more	More than 12 months		Staying or living with family, temporary tenure	

[KCWA-107] Report Section: Header



Client Timeline Enrollments

Washington: Shelter to Housing of WA
Unique ID: DCF6FF353
Client Name: Timeline Testclient
Report period 01/01/2013 - 07/30/2018

Report Field: Date Range (Reporting period)

Description:
These are the dates selected by the user in the report menu. Clients will be counted if they start, exit or have an enrollment that overlaps the selected date range.

Note: Since this report downloads only in Excel format the user does not need to select any output type.

[KCWA-107] Report Section: Enrollment Details

Report Fields: Agency Name, Program Name, Program Type, Enrollment Start Date, Enrollment End Date

Description: These first five fields provide the Agency Name, Program Name, and Type for each enrollment listed. The names and types listed match what is currently set up in the HMIS database. The Enrollment Start and End Dates show the dates as entered into the Entry Screen and Exit Screen for that enrollment. If the client is still actively enrolled in a program, the Enrollment End Date will be blank.

If the client is enrolled during any date range that overlaps with the report period, the enrollment information be shown, even the Start or End Date outside the report period.

Program Type and length of time in each enrollment can be used to identify clients who may meet the definition for chronic homelessness.

Enrollments in Emergency Shelters, Safe Havens, or Street Outreach programs suggest homelessness, but Night-by-Night Emergency Shelters and Street Outreach programs need appropriate services to be recorded as well to document homelessness. The [KCWA-106] Homeless Status Timeline Report shows all valid enrollment and service months to help document chronic homelessness.

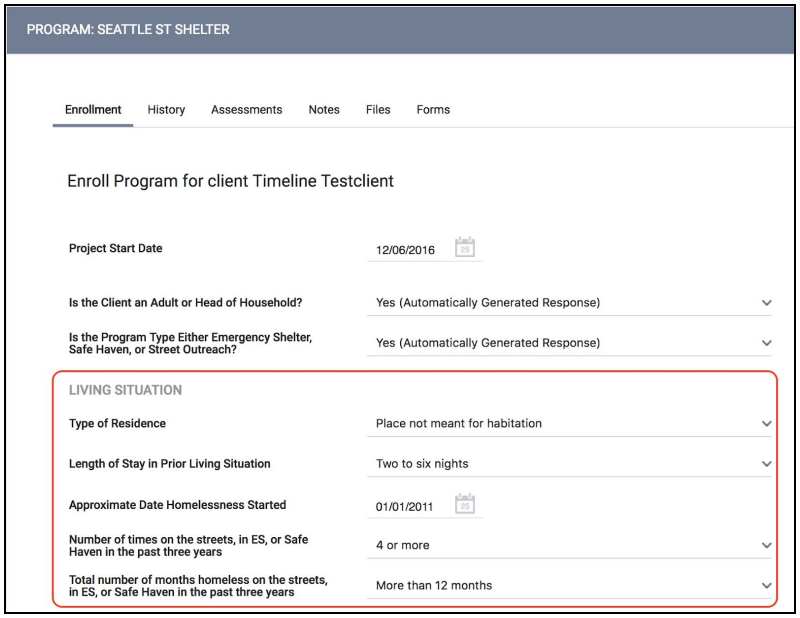
Agency Name	Program Name	Program Type	Enrollment Start Date	Enrollment End Date
Shelter to Housing of WA	Seattle House	PH - Permanent Supportive Housing (disability required)	07/26/2017	
Shelter to Housing of WA	Seattle St Shelter	Emergency Shelter	12/06/2016	07/25/2017
Outreach partners	City Day Center	Day Shelter	01/04/2016	12/30/2016
Outreach partners	City Outreach Team	Street Outreach	08/25/2015	12/07/2016
Outreach partners	City Day Center	Day Shelter	06/05/2015	07/15/2015
Shelter to Housing of WA	Transitions	Transitional Housing	01/21/2014	05/01/2015
Shelter to Housing of WA	Seattle St Shelter	Emergency Shelter	10/21/2013	01/20/2014
Shelter to Housing of WA	Seattle St Shelter	Emergency Shelter	04/01/2013	05/01/2013
Outreach partners	City Day Center	Day Shelter	01/25/2013	05/12/2013

[KCWA-107] Report Section: Self-Reported History of Homelessness

Type of Residence Prior to Enrollment	Length of Stay in Prior Living Situation	Length of Stay Less than 7	Length of Stay Less than 90	On the night before - stayed on the streets, in	Approximate Date Homelessness	Number of times on the streets, in ES or Safe Haven	Total number of months homeless on the streets, in ES, or
Emergency Shelter, including hotel/motel paid for with voucher	90 days or more, but less than one year				01/01/2011	Four or more times	More than 12 Months
Place not meant for habitation	Two to six nights				01/01/2011	Four or more times	More than 12 Months
Place not meant for habitation	90 days or more, but less than one year				01/01/2011	Four or more times	More than 12 Months
Place not meant for habitation	Two to six nights				01/01/2011	Four or more times	More than 12 Months
Staying or living in a family member's room, apartment or house	90 days or more, but less than one year	No					
Emergency Shelter, including hotel/motel paid for with voucher	One month or more, but less than 90 days				01/01/2011	Four or more times	More than 12 Months

Report Field: History of Homelessness fields

Description: The next eight columns show information provided by the client at program entry. This information can help in determining whether the client appears to meet the definition for chronic homelessness. While HMIS enrollments and services can be used for third party documentation, this self-reported information from the client, collected at program entry (see screenshot of enrollment screen), does not constitute third-party documentation of chronic homelessness. While the data above can help to fill in the gaps for a client's history of homelessness, third-party verification for institutions or other stays outside HMIS-participating programs may be needed if documentation of chronic homelessness is required.



The **Less than 7 nights** and **Less than 90 days** fields are used to determine whether a prior living situation of permanent or transitional housing can be considered homelessness or not.

- *For Housing Situations:* Did you stay less than 7 nights?
- *For Institutional Situations:* Did you stay less than 90 days?

If the answer to these questions is Yes, and the answer to "On the night before did you stay on the streets, ES or SH?" is Yes, the prior living situation can be considered homelessness.

The **Number of times** and **Total number of months homeless** can help in determining, but not documenting, chronic homelessness.

[KCWA-107] Report Section: Housing and Exit Information

Housing Move-In Date	Exit Destination	Specify Other Exit Destination
08/06/2017		
	Permanent housing (other than RRH) for formerly homeless persons	
	Emergency Shelter, including hotel or motel paid for with voucher	
	Emergency Shelter, including hotel or motel paid for with voucher	
	Staying or living with family, temporary tenure	
	Staying or living with family, temporary tenure	

Report Field: Move-in and Exit Destination Fields

Description: The final three fields provide information on the client's move-in date with in any permanent housing program and shows the exit destination entered into the exit screen of the enrollment. These fields help determine when a client is no longer homeless or begins a break in homelessness.

Chronic Homelessness: These reports are tools that can assist in documenting chronic homelessness, but they do not constitute chronic homeless documentation in and of themselves. All information on the reports should be reviewed for accuracy and extenuating circumstances. For more information about the definition of chronic homelessness and documentation requirements, visit HUD's Chronic Homelessness Resources webpage.

HUD defines chronically homeless person as follows:

"*Chronically homeless* is defined in section 401(2) of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11360 (McKinney-Vento Act or Act), as an individual or family that is homeless and resides in a place not meant for human habitation, a safe haven, or in an emergency shelter, and **has been homeless and residing in such a place for at least 1 year or on at least four separate occasions in the last 3 years.**

The statutory definition also requires that the individual or family has a head of household with a diagnosable substance use disorder, serious mental illness, developmental disability, posttraumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability."

Also see this Flowchart of HUD's Definition of Chronic Homelessness for more information about how HUD defines "separate occasions" , what constitutes a "break" in homelessness, and what counts as documentation of homeless status and/or disability status.