



U.S. Department of Housing and Urban Development



Annual Homeless Assessment Report (AHAR) Update #3

Prepared by the AHAR Research Team

March 2005

Abt Associates Inc.

The University of Pennsylvania Center for Mental Health Policy and Services Research

TOPICS COVERED IN THIS UPDATE

- AHAR Poster Marks Start of Data Collection
- Final AHAR Table Shells are Here!
- Introducing the Summary Tables
- Testing the AHAR Table Shells
- Identifying Providers and Beds to Include in the First AHAR
- Contributing Sites Add their HMIS Data to the First AHAR

AHAR POSTER MARKS START OF DATA COLLECTION

The data collection period for the first Annual Homeless Assessment Report began on February 1, 2005 and will continue through the night of April 30, 2005. To mark this milestone, HUD has produced a "Let's Make Everyone Count" AHAR poster that includes the names of all of the communities that are participating in the first AHAR. Copies of the poster were sent to each AHAR community during the week of February 14. For additional copies, please contact Michelle_Abbenante@abtassoc.com. A PDF version of the poster is available at: <http://www.hud.gov/offices/cpd/homeless/hmis/index.cfm>

As the data collection period continues, we urge all AHAR communities to call in or e-mail any questions. Key contacts include:

- Mary Joel Holin (301-634-1736 or mary_holin@abtassoc.com)
- Alvaro Cortes (301-634-1857 or alvaro_cortes@abtassoc.com)
- Steve Poulin (215-615-0399 or srpoulin@yahoo.com)

FINAL AHAR TABLE SHELLS ARE HERE!

During January and early February 2005, the AHAR research team held a series of conference calls with the AHAR sites. The purpose of these calls was to discuss the four sets of program-household type table shells:

- Individuals in Emergency Shelters,
- Individuals in Transitional Housing,
- Families in Emergency Shelters, and
- Families in Transitional Housing.

AHAR sites will use the table shells to enter aggregate information about homeless persons using residential services following the February 1-April 30, 2005 study period.

The conference calls allowed AHAR research staff to obtain valuable input from AHAR communities about the table shells. Among the issues discussed were the following: how family will be defined for AHAR reporting purposes; whether to include seasonal beds and overflow beds in the AHAR; and how to determine household type for each person served (since household composition for an individual can change in the course of a shelter stay).

The discussion confirmed that there is considerable variation in the ways that communities structure their programs and record data in their HMIS. With the goal of developing practical solutions and definitions that will work for as many communities as possible, the following key decisions have been made for the first AHAR:

- ***Definition of a Family.*** A family is defined as any household of two or more people containing at least one adult and at least one child (age 17 or under). Thus, a married couple with no children will be counted as two persons in the Individuals Using Emergency Shelter and Individuals Using Transitional Housing table shells. A pregnant woman with no other children will also be included in the two sets of Individual table shells.
- ***Seasonal Beds.*** Seasonal beds (beds that are regularly available for a part of the year) will be counted in the AHAR. They will count as partial beds in direct proportion to the amount of the covered time period that the bed is available. For example, a seasonal bed that is open in February and March would count as two-thirds of a year-round bed for the covered time period of the first AHAR (February, March, and April 2005).

- **Overflow Beds.** Overflow beds (sometimes called Code Blue beds) or beds that are *not* available on a regular basis will not be counted in the first AHAR. The fact that these beds will not be counted will be noted in the AHAR report.
- **Determining Household Size for Each Person Served.** For reporting on the characteristics of people who are homeless, an individual’s household size will be determined by the person’s status on the first day of a program stay. Thus, if Jeanette enters a program by herself (or is already in a program) on February 1, her household size is 1. If two of Jeanette’s children join her on February 5, they would each have a household size of 3, because there were 3 members in the household on their first day of their program stay. Meanwhile Jeanette remains a household size of 1.

The final four program-household type table shells, *now in Excel format*, are attached to this update. The Excel version does many of the requested calculations automatically. Please note that a few final changes were made to these shells:

- First, the table titled “**Length of Stay in Living Arrangement Night Before Program Entry**” has been dropped. Too few communities will be collecting this information in time for the first AHAR.
- Second, Table 5 of each of the four program-household type shells (“**Number of Nights in [Emergency Shelter/Transitional Housing] for [Individuals/Persons in Families] During the Covered Time Period by Gender**”) has been changed. Information is now requested separately for adults and children.
- Finally, Table 3 of each of the four program-household type shells has been changed to list all of the race categories in the HMIS data standards (rather than combinations of categories).

INTRODUCING THE SUMMARY TABLES

The final set of tables – the Summary Tables – are also attached to this update in PDF format. (An Excel version of this set of tables will be available shortly.) The data entered into the summary table shells will be based on information from HMIS-participating providers where this information is extrapolated to produce estimates for non-participating providers and adjusted to avoid double-counting of people who use more than one type of residential housing program. The summary tables provide estimates of the total count of people who used participating and non-participating *emergency shelters or transitional housing* in each jurisdiction during the covered period. The tables also show estimates of the demographic characteristics of this population, patterns of program use, and the average daily utilization rate among individual and family shelters and transitional housing.

The AHAR Research Team will hold three one-hour conference calls to discuss and answer questions about the Summary AHAR Tables. The calls are open to software solution providers and staff/consultants from the AHAR communities. You do not need to register in advance for a call. Times and call-in information are shown below.

AHAR Conference Calls: Discussion of the Summary Table Shells

Three options are available:

Wednesday, March 16 th	3 p.m. Eastern Time
Tuesday, March 22 nd	1 p.m. Eastern Time
Or	
Friday, March 25 th	11 a.m. Eastern Time

For all calls please dial:

Toll Free Dial in Number: (877) 300-8186, Participant Code: 666202.

Questions? E-mail Adrienne_Smith@abtassoc.com.

TESTING THE AHAR TABLE SHELLS

As noted earlier, the AHAR research team pilot tested the program-household type table shells in two communities: Washington, DC (a site that uses ServicePoint) and Montgomery County, Maryland (a site with a “homegrown” system). We extend our thanks to staff at the Montgomery County Department of Health and Human Services and the Community Partnership for the Prevention of Homelessness in Washington DC for assisting with these pilot tests.

Several other communities that use a homegrown HMIS have volunteered to do a “test run” of the program-household type table shells. Your community may want to consider conducting a test using HMIS data from a few homeless assistance providers. “Coverage” (the percentage of beds represented in your HMIS) is not an issue for testing the table shells. Most importantly, the pilot testing may raise questions that can be addressed early on by the AHAR research team. Also, the programming that is developed to generate the table shells can be saved for future use in the production of the final AHAR report.

Here are the steps for producing a “test” report using the program-household type table shells:

- Review the program-household type table shells distributed with this update. Keep in mind that you only need to record data in the colored (green) cells; the numbers in the gray cells are calculated automatically in the Excel spreadsheet.

- Specify a time period for your “test report.” Although the final AHAR report must be produced from data collected between February 1 and April 30, the test can be produced from any time period and of any length (e.g., a week, month, or year).
- Develop the programming necessary to complete the table shells. It should be noted that this will require the involvement of technical staff that know the functions of your HMIS software.

Please call Steve Poulin at 215-615-0399 if you have any questions or need assistance in conducting a test.

IDENTIFYING PROVIDERS AND BEDS TO INCLUDE IN THE FIRST AHAR

The selection of the AHAR sample, which is a nationally representative sample, relied on Community Development Block Grant (CDBG) jurisdictions as the primary sampling unit. Some of these jurisdictions occupy only a portion of a Continuum of Care. As a result, some communities have raised questions about what providers/beds and what geographic areas should be included in the AHAR report.

Here are some specific questions raised by communities.

Question 1: If the location of intake is within the sample jurisdiction, but the bed/unit is located outside the jurisdiction, does the bed/unit count in the AHAR?

Answer: The bed/client is included if the intake occurs within the jurisdiction.

Question 2: Where the AHAR community is an Urban County that surrounds other CDBG jurisdictions, what bed/clients are included in the AHAR report?

Answer: Any Urban County that contains other CDBG jurisdictions must exclude the bed/clients from providers located in these other CDBG jurisdictions.

Cook County, Illinois is an example. The list below shows the 14 CDBG jurisdictions (and associated Geo Codes) that make up the Cook County Continuum of Care. The Geo Codes are provided by HUD in the annual SuperNOFA application.

CoC Name	Geo Code	Geo Area Name
Cook County CoC	171302	Chicago Heights
Cook County CoC	175154	Oak Park
Cook County CoC	170606	Berwyn

Cook County CoC	175148	Oak Lawn
Cook County CoC	174734	Mount Prospect
Cook County CoC	171776	Des Plaines
Cook County CoC	176498	Skokie
Cook County CoC	175365	Palatine Village
Cook County CoC	176300	Schaumburg Village
Cook County CoC	170222	Arlington Hts
Cook County CoC	171332	Cicero
Cook County CoC	171296	Chicago
Cook County		Evanston
Cook County CoC	179031	(remainder of) Cook County

The first 13 of these CDBG jurisdictions are small cities within Cook County. The last jurisdiction listed (remainder of Cook County) represents the Urban County CDBG jurisdiction that was selected for the AHAR sample. Only service providers located in Urban Cook County (that have the 179031 Geo Code from the CoC application) are counted in the AHAR.

CONTRIBUTING SITES ADD THEIR DATA TO THE FIRST AHAR

A number of communities with advanced Homeless Management Information Systems are volunteering to add their data to the first AHAR. These “contributing” sites include:

- Baltimore, Maryland
- Cambridge, Massachusetts
- Chattanooga, Tennessee
- Cincinnati/Hamilton County, Ohio
- Dayton/Kettering/Montgomery County, Ohio
- Grand Rapids, Michigan
- Greater Kansas City, Missouri
- State of Iowa
- Memphis/Shelby, Tennessee
- New Orleans, Louisiana
- Portland/Gresham, Multnomah Cos. Oregon
- State of Rhode Island
- Richmond, Virginia
- Spokane, Washington
- St. Louis County, Missouri
- Wheeling/Weirton, West Virginia.

The data from these contributing communities will improve the national estimates in the AHAR and will therefore provide a more complete picture of homelessness in America. Many thanks to these communities for their help with this important endeavor!

***The AHAR Summary Tables
March 7, 2005***

Introduction to the AHAR Summary Tables

The AHAR Summary Tables request information on all homeless persons who use emergency shelters *or* transitional housing in your jurisdiction during the data collection time period (February 1 to April 30, 2005). The information in these tables will be based on information from HMIS-participating providers where this information is extrapolated to include estimates from non-participating providers and adjusted to avoid double-counting of people who use more than one type of residential housing program.

Information from the four program-household type tables can be used to complete most of the summary tables. The summary tables generally contain the same information as in the program-household tables, but the difference is that the summary tables combine the information for unaccompanied individuals and persons in families who used emergency shelters or transitional housing. The exhibit below shows the source of information for each summary table.

Source of Information for Each Summary Table	
Table	Source
Summary Table 1a	The four program-household type shells
Summary Table 1b	Calculations from deduplicated file of all persons using HMIS-participating emergency shelters or transitional housing during covered time period.
Summary Tables 1c to 1f	Summary Tables 1a and 1b (If using the Excel version of these tables, these tables will be automatically filled out for you.)
Summary Tables 2	The four program-household type shells and Summary Table 1f
Summary Tables 3	The four program-household type shells and Summary Table 1f
Summary Tables 4	The four program-household type shells and Summary Table 1f
Summary Tables 5	The four program-household type shells and Summary Table 1f
Summary Tables 6	The four program-household type shells and Summary Table 1f
Summary Table 7	Housing Activity Chart from SuperNOFA application (or most accurate source for number and type of available beds in your site's homeless system on February 1, 2005)
Summary Table 8	The four program-household type tables and Summary Table 7
Summary Table 9	Calculations from deduplicated file of all persons using HMIS-participating emergency shelters or transitional housing during covered time period.

Tables 2 through 8 are similar in content to what is in the program-household type tables. However, Summary Tables 1a to 1f and Table 9 are quite different. They are discussed in detail below.

Explanation of Summary Tables 1a to 1f

The purpose of Summary Tables 1a to 1f is to derive the information needed to ensure the estimates of emergency shelter and transitional housing users do not double-count people who appear in more than one program-household table shell (e.g., an individual who uses both an emergency shelter and transitional housing during the covered period appears in two table shells, but should only be counted as one user). These tables provide the information needed to make that adjustment in either of two ways. Both methods provide the same unbiased estimate of the total number of persons using emergency shelters or transitional housing in your jurisdiction. The two methods are:

- *The single-adjustment factor method, and*
- *The individual weights method.*

The AHAR research team will work with each community to determine the best method for adjusting for double-counting. For those communities interested in learning more about how the adjustment methods work, we discuss them in detail below.

The Single Adjustment Factor

The *single adjustment factor* is an overall adjustment factor that is applied to the information in the four program-household type tables. The overall adjustment factor gives you deduplicated estimates of the characteristics and service patterns of people using emergency shelters and transitional housing in a jurisdiction from aggregated totals from the four program-household tables. The adjustment factor is needed because if you simply took the sum of the total number of people from each of the four program-household table types, you would get an overcount because multiple program uses are counted more than once in the four program-household tables. An adjustment is needed to correct for this overcounting. The adjustment factor is derived from a corrected estimate of the total number of people who used emergency shelters and transitional housing in your jurisdiction after accounting for persons who appear in more than one program-household type.¹

Here is how the adjustment factor is calculated. The corrected estimate of the total unduplicated number of emergency shelter and transitional housing users is divided by the sum from the four program-household types to arrive at the single adjustment factor. For example, if the corrected estimate indicates that 950 people used homeless shelters, but the sum from the four program-household tables was 1000, the adjustment factor would equal 0.95 ($950/1000=0.95$). In the Summary Tables, the single adjustment factor can be found in Row 16 of Table 1f.

The adjustment factor is used in all the summary table estimates by multiplying this factor by the sum of the estimates from the four program-household type tables. For example, if the adjustment factor is 0.95 and your objective is to estimate the number of adult females using emergency shelters and transitional housing in your jurisdiction, add up the estimated number of adult females from the four

¹ The estimate from each program-household table already adjusts for non-participating providers and people who use multiple providers of the same program-household type.

program-household type tables. If that sum equals 400, then the final estimate accounting for multiple program users would be:

$$0.95 \times 400 = 380 \text{ adult females.}$$

The Individual Weights Method

Individual weights are different adjustment factors that are applied to each individual record from a deduplicated file of all users of emergency shelters and transitional housing in your jurisdiction. A weight is like having multiple records of the same person where the number of multiple records is equal to the weight. Using the individual weights method, the estimates in the summary tables are calculated from this combined set of records rather than from adding up the estimates across the four program-household table types.

The weight (or adjustment factor) assigned to each individual record is based on the number of times the individual appears in any of the program-households tables. This can get complicated because the weight must account for any combination of household type and program type while adjusting for:

1. providers who do not participate in HMIS,
2. persons who use multiple providers of the same program type, and
3. persons who use more than one program-household type.

Once you account for all possible combinations, there are 15 different categories. For example, one category includes people who appeared as an unaccompanied individual in both the emergency shelter and transitional housing tables. Another category includes people who appeared as an individual in an emergency shelter, but appeared as part of a family in transitional housing. The full list of the 15 categories can be seen in Summary Table 1b.

Here is how the weights are calculated. Within each of the 15 categories, the weight is equal to the total estimated number of people in this category divided by the number of people in this category who are in your HMIS. The total estimated number of people in each category is calculated by taking the number of people in your HMIS in this category and then inflating this number to account for the non-participation rates of each program-household type in the category and then making a downward adjustment for double-counting of people who use participating and non-participating providers or who are counted in another category.

For example, if the total estimate was 400 people in a particular category and there are 200 people in your HMIS in this category, then the weight for everyone in this category is 2 ($400/200=2$). The weight indicates how many people the person in the HMIS data file represents. In the above example, a weight of “2” means each person in that category represents two people. If the person is an adult female, it means that she counts for two adult females when calculating the total number of adult females. In the summary table, the weights for each category are shown in Summary Table 1f, rows 1 to 15.

Note that the higher the HMIS-participation rate, the closer the weights are to “1.” If you have 100 percent participation of providers in the HMIS in your jurisdiction, all the weights would be equal to “1” (and weights would then be unnecessary). A weight of “1” means that each person in the data file represents themselves and no other person.

Pros and Cons of Each Method

The single-factor adjustment method is simple to use because it allows you to generate summary estimates from the four program-household table shells. However, the downside to this method is that the characteristics of people who use multiple types of programs (i.e., appear in more than one program-household table type) are overrepresented. That is, although the total number of emergency shelter and transitional housing users will be statistically accurate, the people who appear in more than one program-household table shell will have their characteristics and patterns of service use counted more than once, thus the estimates of the total population will have characteristics that look more like these multiple program users than is true. This is not a problem at all if both groups (single and multiple program users) have similar characteristics or if the share of multiple program users is small.

The benefit of the individual weight method is that it adjusts estimates for all estimates—including demographic characteristics and patterns of service use—for multiple program users. With this method, it does not matter whether or not the characteristics of people who use multiple programs are different than people who use a single program type. For this reason, it is the preferred method.

Whether you use the single overall adjustment factor or the individual-level weights, you will get the same estimate of the total number of homeless people using emergency shelters and transitional housing in your community. However, there will be small differences in the number of people with certain characteristics and patterns of program use. The differences between the two types of estimates will be smaller: (a) the smaller the number of multiple program-household type users, and (b) the smaller the differences between single program-household type users and multiple program-household type users. In general, the estimates based on weighting individual records will be more accurate and so it is the preferred estimation method in your community. However, given limited capabilities for some HMIS software, some communities may find this method more difficult to implement technically.

Explanation for Summary Table 9

This final table is based on information from a deduplicated file of all persons using HMIS-participating emergency shelters or transitional housing during the covered time period. It is designed to allow the research team to obtain an understanding of the quality of data available on key personal identifiers used for deduplication in the AHAR sample sites. Information from this table will not be reported in the first AHAR.

Summary Table 1A: Worksheet for Calculating Bed Coverage Rates and Overlap Adjustment Factor by Program-Household Type				
Row	Description	Source	Calculation	Result
1	Bed coverage rate for individuals in emergency shelters (total # of emergency shelter beds for individuals among HMIS-participating providers divided by all such beds in jurisdiction)	Table ES-IND1	Step 2 ÷ (Step 2 + Step 4)	
2	Overlap adjustment factor for individuals estimated to use HMIS-participating and non-participating emergency shelters	Table ES-IND1	Step 10 ÷ Step 6	
3	Bed coverage rate for persons in families in emergency shelters (total # of emergency shelter beds for families among HMIS-participating providers divided by all such beds in jurisdiction)	Table ES-FAM1	Step 2 ÷ (Step 2 + Step 4)	
4	Overlap adjustment factor for persons in families estimated to use HMIS-participating and non-participating emergency shelters	Table ES-FAM1	Step 10 ÷ Step 6	
5	Bed coverage rate for individuals in transitional housing (total # of transitional housing beds for individuals among HMIS-participating providers divided by all such beds in jurisdiction)	Table TH-IND1	Step 2 ÷ (Step 2 + Step 4)	
6	Overlap adjustment factor for individuals estimated to use HMIS-participating and non-participating transitional housing	Table TH-IND1	Step 10 ÷ Step 6	
7	Bed coverage rate for persons in families in transitional housing (total # of transitional housing beds for families among HMIS-participating providers divided by all such beds in jurisdiction)	Table TH-FAM1	Step 2 ÷ (Step 2 + Step 4)	
8	Overlap adjustment factor for persons in families estimated to use HMIS-participating and non-participating transitional housing	Table TH-FAM1	Step 10 ÷ Step 6	
9	Estimated number of individuals who stayed in an emergency shelter during covered time period.	Table ES-IND1	Step 10	
10	Estimated number of persons in families who stayed at an emergency shelter during covered time period.	Table ES-FAM1	Step 10	
11	Estimated number of individuals who stayed in transitional housing during covered time period.	Table TH-IND1	Step 10	
12	Estimated number of persons in families who stayed in transitional housing during covered time period.	Table TH-FAM1	Step 10	
13	Initial estimated number of people who stayed in an emergency shelter or transitional housing during covered time period (prior to correcting for double counting people who were served by more than one program-household type)	This table	Row 9 + Row 10 + Row 11 + Row 12	

Note: Shaded results will automatically be calculated in Excel version of tables.

Summary Table 1B: Worksheet for Reporting the Number of Persons Who Used Each Combination of Program-Household Type Among HMIS-Participating Providers

Row	Description	Source	Result
<i>Number of persons in your HMIS who appeared in...</i>			
1	All four program-household types: <ul style="list-style-type: none"> • Individual in emergency shelter (ESIND), • Family member in emergency shelter (ESFAM) • Individual in transitional housing (THIND) • Family member in transitional housing (THFAM). 	Calculation from unduplicated HMIS data of all users of HMIS-participating emergency shelters and transitional housing	
2	...these 3 program-household types only : ESIND, ESFAM, and THIND	Same as row 1	
3	...these 3 program-household types only : ESIND, ESFAM, and THFAM	Same as row 1	
4	...these 3 program-household types only : ESIND, THIND, and THFAM	Same as row 1	
5	...these 3 program-household types only : ESFAM, THIND, and THFAM	Same as row 1	
6	..these 2 program-household types only : ESIND and ESFAM	Same as row 1	
7	..these 2 program-household types only : ESIND and THIND	Same as row 1	
8	..these 2 program-household types only : ESIND and THFAM	Same as row 1	
9	..these 2 program-household types only : ESFAM and THIND	Same as row 1	
10	..these 2 program-household types only : ESFAM and THFAM	Same as row 1	
11	..these 2 program-household types only : THIND and THFAM	Same as row 1	
12one program-household type only : ESIND	Same as row 1	
13one program-household type only : ESFAM	Same as row 1	
14one program-household type only : THIND	Same as row 1	
15one program-household type only : THFAM	Same as row 1	
16	...any , some, or all program-household types. (Unduplicated count of users of HMIS-participating providers.)	Sum of rows 1 to 15	

Note: Shaded results will automatically be calculated in Excel version of tables.

Summary Table 1C: Worksheet for Calculating the Cumulative Number of Persons Who Used Each Combination of Program-Household Type Among HMIS-Participating Providers

Row	Description	Source	Result
<i>Cumulative number of persons in your HMIS who appeared in ...</i>			
1	...all 4 program-household types: ESIND, ESFAM, THIND, and THFAM. ^a	Summary Table 1B: Row 1	
2these 3 program-household types: ESIND, ESFAM, and THIND (whether or not also used THFAM)	Summary Table 1B: Row 1 + Row 2	
3	...these 3 program-household types: ESIND, ESFAM, and THFAM (whether or not also used THIND)	Summary Table 1B: Row 1 + Row 3	
4	...these 3 program-household types: ESIND, THIND, and THFAM (whether or not also used ESFAM)	Summary Table 1B: Row 1 + Row 4	
5	...these 3 program-household types: ESFAM, THIND, and THFAM (whether or not also used ESIND)	Summary Table 1B: Row 1 + Row 5	
6	..these 2 program-household types: ESIND and ESFAM (whether or not also used other 2 types)	Summary Table 1B: Row 1 + Row 2 + Row 3 + Row 6	
7	..these 2 program-household types: ESIND and THIND (whether or not also used other 2 types)	Summary Table 1B: Row 1 + Row 2 + Row 4 + Row 7	
8	..these 2 program-household types: ESIND and THFAM (whether or not also used other 2 types)	Summary Table 1B: Row 1 + Row 3 + Row 4 + Row 8	
9	..these 2 program-household types: ESFAM and THIND (whether or not also used other 2 types)	Summary Table 1B: Row 1 + Row 2 + Row 5 + Row 9	
10	..these 2 program-household types: ESFAM and THFAM (whether or not also used other 2 types)	Summary Table 1B: Row 1 + Row 3 + Row 5 + Row 10	
11	..these 2 program-household types: THIND and THFAM (whether or not also used other 2 types)	Summary Table 1B: Row 1 + Row 4 + Row 5 + Row 11	
12one program-household type: ESIND (whether or not also used any of other 3 types)	Summary Table 1B: Sum of Rows (1,2,3,4,6,7,8,12)	
13one program-household bed type: ESFAM (whether or not also used any of other 3 types)	Summary Table 1B: Sum of Rows (1,2,3,5,6,9,10,13)	
14one program-household type: THIND (whether or not also used any of other 3 types)	Summary Table 1B: Sum of Rows (1,2,4,5, 7,9,11,14)	
15one program-household type: THFAM (whether or not also used any of other 3 types)	Summary Table 1B: Sum of Rows (1,3,4,5,8,10,11,15)	

Note: Shaded results will automatically be calculated in Excel version of tables.

^a ESIND= Individual using emergency shelter, ESFAM= Person in family using emergency shelter, THIND= Individual using transitional housing, THFAM= Person in family using transitional housing.

Summary Table 1D: Worksheet for Estimating the Cumulative Number of Persons Who Used Each Combination of Program-Household Type Among HMIS-Participating & Non-Participating Providers

Row	Description	Source	Result
<i>Estimated cumulative number in your entire jurisdiction who appeared in...</i>			
1	...all 4 program-household types: ESIND, ESFAM, THIND, and THFAM. ^a	[Summary Table 1C: Row 1 x Summary Table 1A: Rows (2x4x6x8)] ÷ Summary Table 1A: (Rows 1x3x5x7)	
2	...these 3 program-household types: ESIND, ESFAM, and THIND (whether or not also used THFAM)	[Summary Table 1C: Row 2 x Summary Table 1A: Rows (2x4x6)] ÷ Summary Table 1A: (Rows 1x3x5)	
3	...these 3 program-household types: ESIND, ESFAM, and THFAM (whether or not also used THIND)	[Summary Table 1C: Row 3 x Summary Table 1A: Rows (2x4x8)] ÷ Summary Table 1A: (Rows 1x3x7)	
4	...these 3 program-household types: ESIND, THIND, and THFAM (whether or not also used ESFAM)	[Summary Table 1C: Row 4 x Summary Table 1A: Rows (2x6x8)] ÷ Summary Table 1A: (Rows 1x5x7)	
5	...these 3 program-household types: ESFAM, THIND, and THFAM (whether or not also used ESIND)	[Summary Table 1C: Row 5 x Summary Table 1A: Rows (4x6x8)] ÷ Summary Table 1A: (Rows 3x5x7)	
6	..these 2 program-household types: ESIND and ESFAM (whether or not also used other 2 types)	[Summary Table 1C: Row 6 x Summary Table 1A: Rows (2x4)] ÷ Summary Table 1A: (Rows 1x3)	
7	..these 2 program-household types: ESIND and THIND (whether or not also used other 2 types)	[Summary Table 1C: Row 7 x Summary Table 1A: Rows (2x6)] ÷ Summary Table 1A: (Rows 1x5)	
8	..these 2 program-household types: ESIND and THFAM (whether or not also used other 2 types)	[Summary Table 1C: Row 8 x Summary Table 1A: Rows (2x8)] ÷ Summary Table 1A: (Rows 1x7)	
9	..these 2 program-household types: ESFAM and THIND (whether or not also used other 2 types)	[Summary Table 1C: Row 9 x Summary Table 1A: Rows (4x6)] ÷ Summary Table 1A: (Rows 3x5)	
10	..these 2 program-household types: ESFAM and THFAM (whether or not also used other 2 types)	[Summary Table 1C: Row 10 x Summary Table 1A: Rows (4x8)] ÷ Summary Table 1A: (Rows 3x7)	
11	..these 2 program-household types: THIND and THFAM (whether or not also used other 2 types)	[Summary Table 1C: Row 11 x Summary Table 1A: Rows (6x8)] ÷ Summary Table 1A: (Rows 5x7)	
12one program-household type: ESIND (whether or not also used any of other 3 types)	(Summary Table 1C: Row 12 x Summary Table 1A: Row 2) ÷ Summary Table 1A: Rows 1	
13one program-household type: ESFAM (whether or not also used any of other 3 types)	(Summary Table 1C: Row 13 x Summary Table 1A: Row 4) ÷ Summary Table 1A: Rows 3	
14one program-household type: THIND (whether or not also used any of other 3 types)	(Summary Table 1C: Row 14 x Summary Table 1A: Row 6) ÷ Summary Table 1A: Rows 5	
15one program-household type: THFAM (whether or not also used any of other 3 types)	(Summary Table 1C: Row 15 x Summary Table 1A: Row 8) ÷ Summary Table 1A: Row 7	

Note: Shaded results will automatically be calculated in Excel version of tables.

^a ESIND= Individual using emergency shelter, ESFAM= Person in family using emergency shelter, THIND= Individual using transitional housing, THFAM= Person in family using transitional housing.

Summary Table 1E: Worksheet for Estimating the Number of Persons Who Used Each Combination of Program-Household Type Among HMIS-Participating & Non-Participating Providers

Row	Description	Source	Result
<i>Estimated number of persons in entire jurisdiction who appeared in ...</i>			
1	...all 4 program-household types: ESIND, ESFAM, THIND, and THFAM. ^a	Summary Table 1D: Row 1	
2	...these 3 program-household types only : ESIND, ESFAM, and THIND	Summary Table 1D: Row 2 – Summary Table 1E Row 1	
3	...these 3 program-household types only : ESIND, ESFAM, and THFAM	Summary Table 1D: Row 3 – Summary Table 1E Row 1	
4	...these 3 program-household types only : ESIND, THIND, and THFAM	Summary Table 1D: Row 4 – Summary Table 1E Row 1	
5	...these 3 program-household types only : ESFAM, THIND, and THFAM	Summary Table 1D: Row 5 – Summary Table 1E Row 1	
6	..these 2 program-household types only : ESIND and ESFAM	Summary Table 1D: Row 6 – Summary Table 1E Rows (1,2,3)	
7	..these 2 program-household types only : ESIND and THIND	Summary Table 1D: Row 7 – Summary Table 1E Rows (1,2,4)	
8	..these 2 program-household types only : ESIND and THFAM	Summary Table 1D: Row 8 – Summary Table 1E Rows (1,3,4)	
9	..these 2 program-household types only : ESFAM and THIND	Summary Table 1D: Row 9 – Summary Table 1E Rows (1,2,5)	
10	..these 2 program-household types only : ESFAM and THFAM	Summary Table 1D: Row 10 – Summary Table 1E Rows (1,3,5)	
11	..these 2 program-household types only : THIND and THFAM	Summary Table 1D: Row 11 – Summary Table 1E Rows (1,4,5)	
12one program-household type only : ESIND	Summary Table 1D: Row 12 – Summary Table 1E Rows (1,2,3,4,6,7,8)	
13one program-household type only : ESFAM	Summary Table 1D: Row 13 – Summary Table 1E Rows (1,2,3,5,6,9,10)	
14one program-household type only : THIND	Summary Table 1D: Row 14 – Summary Table 1E Rows (1,2,4,5,7,9,11)	
15one program-household type only : THFAM	Summary Table 1D: Row 15 – Summary Table 1E Rows (1,3,4,5,8,10,11)	
16	...any , some, or all program-household types. (Total estimate of users of participating and non-participating providers after accounting for double-counting of people served by more than one program-household type.)	Sum of Rows 1 through 15	

Note: Shaded results will automatically be calculated in Excel version of tables.

^a ESIND= Individual using emergency shelter, ESFAM= Person in family using emergency shelter, THIND= Individual using transitional housing, THFAM= Person in family using transitional housing.

Summary Table 1F: Worksheet to Derive Person-Level Weights and an Overall Adjustment Factor

Row	Description	Source	Weight
<i>Weights for persons who used HMIS-participating providers of ...</i>			
1	...all 4 program-household types: ESIND, ESFAM, THIND, and THFAM. ^a	Summary Table 1E: Row 1 ÷ Summary Table 1B: Row 1	
2these 3 program-household types only: ESIND, ESFAM, and THIND	Summary Table 1E: Row 2 ÷ Summary Table 1B: Row 2	
3	...these 3 program-household types only: ESIND, ESFAM, and THFAM	Summary Table 1E: Row 3 ÷ Summary Table 1B: Row 3	
4	...these 3 program-household types only: ESIND, THIND, and THFAM	Summary Table 1E: Row 4 ÷ Summary Table 1B: Row 4	
5	...these 3 program-household types only: ESFAM, THIND, and THFAM	Summary Table 1E: Row 5 ÷ Summary Table 1B: Row 5	
6	..these 2 program-household types only: ESIND and ESFAM	Summary Table 1E: Row 6 ÷ Summary Table 1B: Row 6	
7	..these 2 program-household types only: ESIND and THIND	Summary Table 1E: Row 7 ÷ Summary Table 1B: Row 7	
8	..these 2 program-household types only: ESIND and THFAM	Summary Table 1E: Row 8 ÷ Summary Table 1B: Row 8	
9	..these 2 program-household types only: ESFAM and THIND	Summary Table 1E: Row 9 ÷ Summary Table 1B: Row 9	
10	..these 2 program-household types only: ESFAM and THFAM	Summary Table 1E: Row 10 ÷ Summary Table 1B: Row 10	
11	..these 2 program-household types only: THIND and THFAM	Summary Table 1E: Row 11 ÷ Summary Table 1B: Row 11	
12one program-household type only: ESIND	Summary Table 1E: Row 12 ÷ Summary Table 1B: Row 12	
13one program-household type only: ESFAM	Summary Table 1E: Row 13 ÷ Summary Table 1B: Row 13	
14one program-household type only: THIND	Summary Table 1E: Row 14 ÷ Summary Table 1B: Row 14	
15one program-household type only: THFAM	Summary Table 1E: Row 15 ÷ Summary Table 1B: Row 15	
16	Overall adjustment factor to adjust for double-counting when summing estimates from the four program-household type tables^b	Table 1E: Row 16 ÷ Table 1A: Row 13	

Note: Shaded results will automatically be calculated in Excel version of tables.

^a ESIND= Individual using emergency shelter, ESFAM= Person in family using emergency shelter, THIND= Individual using transitional housing, THFAM= Person in family using transitional housing.

^b This overall adjustment factor can be multiplied by the sum of the estimated number of persons served in the jurisdiction (or the number or persons with a given characteristic or pattern of service use) from the four program-household tables to estimate the total unique persons served in the jurisdiction (or total number of unique persons with a given characteristics or pattern of service use). Alternatively, the weights in rows 1 through 15 can be applied to the unique observations in a deduplicated dataset of all users of emergency shelters or transitional housing at HMIS-participating providers to estimate the number of unique persons served in the jurisdiction. See the accompanying instructions for more information on the adjustment factor and weights.

Summary Table 2: Number of People Who Used Emergency Shelter or Transitional Housing at any Time During Covered Time Period, on Average Night, and on Last Night of Covered Time Period				
How Many People used an Emergency Shelter or Transitional Housing ...	Estimated # of People Served in Jurisdiction From Four Program-Household Tables^a	Final Estimate of Number of People Served in Jurisdiction After Adjusting for Double-Counting^b	% of Homeless Persons Using Emergency Shelters or Transitional Housing During Covered Time Period	Sources
... at some time during covered time period?			100%	<ul style="list-style-type: none"> • Table ES-IND2 • Table ES-FAM2 • Table TH-IND2 • Table TH-FAM2
...on average, per night during covered time period? ^c <i>(See instruction box on next page.)</i>				<ul style="list-style-type: none"> • Table ES-IND2 • Table ES-FAM2 • Table TH-IND2 • Table TH-FAM2
...on the last night of the covered time period? ^c				<i>Note that adjustment factor is not applied to these two estimates because a person cannot use two programs on the same night. Thus the estimate in shaded cell of these 2 rows is the same as estimate in unshaded cell.</i>

Note: Shaded results will automatically be calculated in Excel version of tables.

^a This column contains the sum of the estimates from the four program-household tables. Note that it is the shaded cells from the four program-household tables that are summed and recorded here. The shaded cells estimate the number of people in the entire jurisdiction— people that use HMIS-participating and non-participating providers— that meet the description for this cell.

^b This is the adjusted estimate that accounts for persons who appeared in more than one program-bed type during the covered time period. It is calculated by multiplying the “estimated number of people served in jurisdiction from four program-household types” by the adjustment factor from Row 16 in Summary Table 1F.

^c The shaded column (“Final Estimate...”) in this table is the same estimate as in the unshaded column of this table (“Estimated # of People...”) for the average per night and last night rows. The adjustment factor is not applied to these two estimates because a person cannot use two programs on the same night, thus there is no need to adjust for overlap across program-household types.

Instructions for Calculating the Number of People Using Emergency Shelter or Transitional Housing on an Average Night in Summary Table 2

The calculation is:

$$\begin{array}{ccc}
 \text{Total \# of shelter nights in HMIS} & \div & \text{Total \# of nights during} \\
 \text{participating provider} & & \text{covered time period} \\
 \text{during covered time period} & & \\
 \downarrow & & \downarrow
 \end{array}$$

The sum of the number of shelter nights stayed by each person who used an emergency shelter or transitional housing. It can be calculated from the program entry and exit dates for each stay an individual has at an emergency shelter or transitional housing. For example, if a person enters a shelter on January 7 and exits during the day on January 10, the person has been provided three shelter nights (January 7, January 8, and January 9). The total number of shelter nights is the sum across individuals. For example, if John stayed 3 nights, George stayed 7 nights, and Karen stayed 4 nights, the total would be 14 shelter nights.

The total number of nights is simply the number of calendar nights during covered time period. (There are 89 nights in the February 1 through April 30, 2005 covered time period.)

Note: If a person's shelter stay started prior to the covered time period, then use the start of the covered time period rather than the program entry date. Likewise, if a person's program exit date is later than the covered time period, use the end date of the covered time period rather than the program exit date.

Summary Table 3: Demographic Characteristics of Persons Using Emergency Shelters or Transitional Housing

	Estimated # of People Served in Jurisdiction From Four Program-Household Tables ^a	Adjusted Estimate of Number of People Served in Jurisdiction ^b	% of Homeless Persons Using Emergency Shelters or Transitional Housing	Sources
Gender of Adults				<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM3 • Table TH-IND3 • Table TH-FAM3
Female				
Male				
Missing this information				
Gender of Children				<p><i>A child is defined as an individual age 17 or under. Age should be calculated on date of first program entry during covered time period. If person is already in program on first day of covered period, calculate age on first day of covered time period.</i></p>
Female				
Male				
Missing this information				
Ethnicity				<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM3 • Table TH-IND3 • Table TH-FAM3
Non-Hispanic/non-Latino				
Hispanic/Latino				
Missing this information				
Race				
White, Non-Hispanic/non-Latino				
White, Hispanic/Latino				
Black or African-American				
Asian				
American Indian or Alaska Native				
Native Hawaiian or Other Pacific Islander				
Multiple races				
Missing this information				
Age				<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM3 • Table TH-IND3 • Table TH-FAM3 <p><i>Age should be calculated on date of first program entry during covered time period. If person is already in program on first day of covered period, calculate age on first day of covered time period.</i></p>
Under 1				
1 to 5				
6 to 12				
13 to 17				
18 to 30				
31 to 50				
51 to 61				
62 or older				
Missing this information				

Summary Table 3 (continued): Demographic Characteristics of Persons Using Emergency Shelters or Transitional Housing

	Estimated # of People Served in Jurisdiction From Four Program-Household Tables ^a	Adjusted Estimate of Number of People Served in Jurisdiction ^b	% of Homeless Persons Using Emergency Shelters or Transitional Housing	Sources
Persons by Household Size				<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM3 • Table TH-IND3 • Table TH-FAM3
1 person				
2 people				
3 people				
4 people				
5 or more people				
Missing this information				
Veteran (adults only)^c				<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM3 • Table TH-IND3 • Table TH-FAM3
A veteran				
Not a veteran				
Missing this information				
Disabled (adults only)^c				<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM3 • Table TH-IND3 • Table TH-FAM3
Yes, disabled				
Not disabled				
Missing this information				
Persons by Household Type				<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM3 • Table TH-IND3 • Table TH-FAM3 <i>Unaccompanied youth is defined as an individual age 17 or under that is not accompanied by an adult.</i>
Individual adult male				
Individual adult female				
Adult in family, with child(ren)				
Children in families, with adults				
Unaccompanied youth				
Missing this information				

Note: Shaded results will automatically be calculated in Excel version of tables.

^a This column contains the sum of the estimates from the four program-household tables. Note that it is the shaded cells from the four program-household tables that are summed and recorded here. The shaded cells estimate the number of people in the entire jurisdiction— people that use HMIS-participating and non-participating providers— that meet the description for this cell.

^b This is the adjusted estimate that accounts for persons who appeared in more than one program-bed type during the covered time period. It is calculated by multiplying the “estimated number of people served in jurisdiction from four program-household types” by the adjustment factor from Row 16 in Summary Table 1F.

^c Veteran status and whether person has disabling condition are only required to be collected for adults in the HMIS. Thus, only the adult homeless population are counted in these cells and the number with missing information should be the number of adults missing this information.

Summary Table 4a: Prior Living Situation of Adults in Families Using Emergency Shelters or Transitional Housing^a				
	Estimated # of Adults Served in Jurisdiction From Four Program-Household Tables^b	Adjusted Estimate of Number of Adults Served in Jurisdiction^c	% of Homeless Adults Using Emergency Shelters or Transitional Housing	Sources
Living arrangement the night before program entry				<ul style="list-style-type: none"> • Table ES-FAM4 • Table TH-FAM4 <p><i>The living arrangement the night before the first program entry during covered time period should be reported here.</i></p> <p><i>If person was already in program prior to the start of the covered period, use the prior living situation reported when the person entered that program.</i></p>
Emergency shelter				
Transitional housing				
Permanent supportive housing				
Psychiatric facility				
Substance abuse treatment center or detox				
Hospital (non-psychiatric)				
Jail, prison, or juvenile detention				
Rented housing unit				
Owned housing unit				
Staying with family				
Staying with friends				
Hotel or motel (no voucher)				
Foster care home				
Place not meant for human habitation				
Other living arrangement				
Missing this information				
Stability of previous night's living arrangement. Stayed there...				<ul style="list-style-type: none"> • Table ES-FAM4 • Table TH-FAM4 <p><i>Length of stay for living arrangement reported in cells above.</i></p>
One week or less				
More than one week, but less than a month				
One to three months				
More than three months, but less than a year				
One year or longer				
Missing this information				
Location of last permanent residence				<ul style="list-style-type: none"> • Table ES-FAM4 • Table TH-FAM4
Zip code is within jurisdiction ^d				
Zip code is not within jurisdiction				
Missing this information				

Note: Shaded results will automatically be calculated in Excel version of tables.

^a The HMIS data standards do not require the information in this table to be collected for children accompanied by an adult. Hence, only adults and unaccompanied youth are used for calculations in this table.

^b This column contains the sum of the estimates from the four program-household tables. Note that it is the shaded cells from the four program-household tables that are summed and recorded here. The shaded cells estimate the number of people in the entire jurisdiction— people that use HMIS-participating and non-participating providers— that meet the description for this cell.

^c This is the adjusted estimate that accounts for persons who appeared in more than one program-bed type during the covered time period. It is calculated by multiplying the “estimated number of people served in jurisdiction from four program-household types” by the adjustment factor from Row 16 in Summary Table 1F.

^d The jurisdiction is the geographic area of AHAR sample site covered by this report.

Summary Table 4b: Prior Living Situation of *Unaccompanied Adults and Youth Using Emergency Shelters or Transitional Housing*^a

	Estimated # of People Served in Jurisdiction From Four Program-Household Tables ^b	Adjusted Estimate of Number of Adults Served in Jurisdiction ^c	% of Homeless Adults Using Emergency Shelters or Transitional Housing	Source Variable from Universal Data Elements
Living arrangement the night before program entry				<ul style="list-style-type: none"> • Table ES-IND4 • Table TH-IND4 <p><i>The living arrangement the night before the first program entry during covered time period should be reported here.</i></p> <p><i>If person was already in program prior to the start of the covered period, use the prior living situation reported when the person entered that program.</i></p>
Emergency shelter				
Transitional housing				
Permanent supportive housing				
Psychiatric facility				
Substance abuse treatment center or detox				
Hospital (non-psychiatric)				
Jail, prison, or juvenile detention				
Rented housing unit				
Owned housing unit				
Staying with family				
Staying with friends				
Hotel or motel (no voucher)				
Foster care home				
Place not meant for human habitation				
Other living arrangement				
Missing this information				
Stability of previous night's living arrangement. Stayed there...				<ul style="list-style-type: none"> • Table ES-IND4 • Table TH-IND4 <p><i>Length of stay for living arrangement reported in cells above.</i></p>
One week or less				
More than one week, but less than a month				
One to three months				
More than three months, but less than a year				
One year or longer				
Missing this information				
Location of last permanent residence				<ul style="list-style-type: none"> • Table ES-IND4 • Table TH-IND4
Zip code is within jurisdiction ^d				
Zip code is not within jurisdiction				
Missing this information				

Note: Shaded results will automatically be calculated in Excel version of tables.

^a The HMIS data standards do not require the information in this table to be collected for children accompanied by an adult. Hence, only adults and unaccompanied youth are used for calculations in this table.

^b This column contains the sum of the estimates from the four program-household tables. Note that it is the shaded cells from the four program-household tables that are summed and recorded here. The shaded cells estimate the number of people in the entire jurisdiction— people that use HMIS-participating and non-participating providers— that meet the description for this cell.

^c This is the adjusted estimate that accounts for persons who appeared in more than one program-bed type during the covered time period. It is calculated by multiplying the “estimated number of people served in jurisdiction from four program-household types” by the adjustment factor from Row 16 in Summary Table 1F.

^d The jurisdiction is the geographic area of AHAR sample site covered by this report.

Summary Table 5: Number of Nights in *Emergency Shelters and Transitional Housing* During the Covered Time Period by Gender, Household Status, and Age

	Females			Males			Missing Gender Information			Sources
	Estimated Total from Four Program-Household Tables ^a	Adjusted Estimate of Number of People in Jurisdiction ^b	% of Females	Estimated Total from Four Program-Household Tables ^a	Adjusted Estimate of Number of People in Jurisdiction ^b	% of Males	Estimated Total from Four Program-Household Tables ^a	Adjusted Estimate of Number of People in Jurisdiction ^b	% With Missing Gender Info.	
Number of Nights in Emergency Shelter or Transitional Housing for Adults in Families during Covered Time Period										
1 to 7 days										<ul style="list-style-type: none"> • Table ES-FAM5 • Table TH-FAM5
8 to 30 days										
31 to 60 days										
61 to 90 days										
Missing this Info.										
Total			100%			100%			100%	
Number of Nights in Emergency Shelter or Transitional Housing for Children in Families during Covered Time Period										
1 to 7 days										<ul style="list-style-type: none"> • Table ES-FAM5 • Table TH-FAM5
8 to 30 days										
31 to 60 days										
61 to 90 days										
Missing this Info.										
Total			100%			100%			100%	
Average (Mean) Number of Nights in Emergency Shelter or Transitional Housing for All Persons in Families during Covered Time Period										
Average (mean) # of shelter nights in emergency shelter or transitional housing ^c	_____nights (overall average for all persons in families)			--			--			<ul style="list-style-type: none"> • Table ES-FAM5 • Table TH-FAM5 • Summary Table 3
Number of Nights in Emergency Shelter or Transitional Housing for Unaccompanied Adults during Covered Time Period										
1 to 7 days										<ul style="list-style-type: none"> • Table ES-IND5 • Table TH-IND5
8 to 30 days										
31 to 60 days										
61 to 90 days										
Missing this Info.										
Total			100%			100%			100%	

Summary Table 5 (Continued): Number of Nights in *Emergency Shelters and Transitional Housing* During the Covered Time Period by Gender, Household Status, and Age

	Females			Males			Missing Gender Information			Sources
	Estimated Total from Four Program-Household Tables ^a	Adjusted Estimate of Number of People in Jurisdiction ^b	% of Females	Estimated Total from Four Program-Household Tables ^a	Adjusted Estimate of Number of People in Jurisdiction ^b	% of Males	Estimated Total from Four Program-Household Tables ^a	Adjusted Estimate of Number of People in Jurisdiction ^b	% With Missing Gender Info.	
Number of Nights in Emergency Shelter or Transitional Housing for Unaccompanied Youth during Covered Time Period										
1 to 7 days										<ul style="list-style-type: none"> • Table ES-IND5 • Table TH-IND5
8 to 30 days										
31 to 60 days										
61 to 90 days										
Missing this Info.										
Total			100%			100%			100%	
Average (Mean) Number of Nights in Emergency Shelter or Transitional Housing for Unaccompanied Adults and Youth during Covered Time Period										
Average (mean) # of shelter nights in emergency shelter or transitional housing ^c	___nights (overall average for Unaccompanied Adults and Youth)			--			--			<ul style="list-style-type: none"> • Table ES-FAM5 • Table TH-FAM5 • Summary Table 3

Note: Shaded results will automatically be calculated in Excel version of tables.

^a This column contains the sum of the estimates from the four program-household tables. Note that it is the shaded cells from the four program-household tables that are summed and recorded here. The shaded cells estimate the number of people in the entire jurisdiction— people that use HMIS-participating and non-participating providers— that meet the description for this cell.

^b This is the adjusted estimate that accounts for persons who appeared in more than one program-bed type during the covered time period. It is calculated by multiplying the “estimated number of people served in jurisdiction from four program-household types” by the adjustment factor from Row 16 in Summary Table 1F.

^c To estimate the average (mean) number of nights of shelter for each group during the covered time period, divide the total number of shelter nights for the group during covered time period by the unique count of number of people in this group (from summary table 3) to arrive at the average number of shelter nights per person. The total number of shelter nights is the average number of shelter nights during the covered time period for this group multiplied by 89 (the number of nights during covered time period). For example, for the group “all persons in families,” calculate the total number of shelter nights during covered time period by adding the estimated number of people in the jurisdiction served “on average, per night” from Table ES-FAM1 and TH-FAM1 and multiplying that sum by 89 to arrive at total number of shelter nights provided adults in families. Divide that number by the “adjusted estimate of number of people served in the jurisdiction” for the sum of “Household Type-Adults in Families” and “Household Type-Children in families, with adults” from Summary Table 3. The result of this calculation is the average number of nights a person in a family used an emergency shelter or transitional housing during the covered time period.

Summary Table 6: Number and Type of Households Served in *Emergency Shelter or Transitional Housing During Covered Time Period*

	Estimated # of Households Served in Jurisdiction From Four Program-Household Tables ^a	Adjusted Estimate of Number of Households Served in Jurisdiction ^b	% of Homeless Households Using Emergency Shelters or Transitional Housing	Sources
How many households stayed at an emergency shelter or transitional housing...				
... at any time during the covered time period?			100%	<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM6 • Table TH-IND3 • Table TH-FAM6
... on the last night of the covered time period? ^c				<ul style="list-style-type: none"> • same tables as above
Household Type				
Individual Adult Male				<ul style="list-style-type: none"> • Table ES-IND3 • Table ES-FAM6 • Table TH-IND3 • Table TH-FAM6
Individual Adult Female				
Household with at least one adult and one child				
Unaccompanied Youth				
<p>Instructions: For calculating the number of households served at any time during the covered time period and the household type, the first family household that a person presents with at an emergency shelter or transitional housing during the covered time period is counted. If the family household's stay at the shelter started prior to the covered time period, but continues through the start of the covered time period, that household is the first household for all the household members being served on the first day of the covered time period. If the same household members have an additional stay or stays at the emergency shelter or transitional housing later in the covered time period, it is not counted as another family household for this calculation. However, if there is a person in the second household who was not previously counted as part of another household (i.e., it is that person's first household during the covered time period), the second household is counted as an additional family household. Note that this method of counting households will count two households if part of a family receives services (e.g., mother and son) at one time and then later the full family (e.g., mother, father, and son) receives services; however, it will count for only one household if the full family comes in for services first, then part of the family comes in for services later.</p> <p>For calculating the number of households served on the last night of the covered time period, simply count the number of households served on that night whether or not it is the first household that people were served in during the covered time period. For this report, the last night of the covered time period is the night of April 30, 2005.</p>				

Note: Shaded results will automatically be calculated in Excel version of tables.

^a This column contains the sum of the estimates from the four program-household tables. Note that it is the shaded cells from the four program-household tables that are summed and recorded here. The shaded cells estimate the number of people in the entire jurisdiction— people that use HMIS-participating and non-participating providers— that meet the description for this cell.

^b This is the adjusted estimate that accounts for persons who appeared in more than one program-bed type during the covered time period. It is calculated by multiplying the “estimated number of people served in jurisdiction from four program-household types” by the adjustment factor from Row 16 in Summary Table 1F.

^c The shaded column (“Adjusted Estimate...”) is the same estimate as in the unshaded column (“Estimated # of Households...”) for the last night row. The adjustment factor is not applied to this estimate because a household cannot use two programs on the same night, thus there is no need to adjust for overlap across programs-household types.

Summary Table 7: Number of Beds in Homeless Assistance System as of February 1, 2005 from Housing Activity Chart or More Current Sources

Year-Round Units/Beds							
	Family Units	Family Beds	Individual Beds	All Year-Round Beds	Seasonal Beds	Overflow/Voucher	Year-Round Equivalent Beds During Time Period ^a
Emergency Shelters							
Current Inventory							
Under Development							
Transitional Housing							
Current Inventory					0	0	
Under Development					0	0	
Permanent Supportive Housing							
Current Inventory					0	0	
Under Development					0	0	
Total							
Current Inventory							
Under Development							

Note: Shaded results will automatically be calculated in Excel version of tables.

^a A year-round equivalent bed counts seasonal beds as partial beds in direct proportion to the amount of covered time period that the provider makes the bed available. For example, a bed from a provider with a seasonal bed open in February and March would count as two-thirds of a bed if the covered time period is February, March, and April.

Summary Table 8: Average Daily Utilization of Year-Round Beds During Covered Time Period						
		Emergency Shelters		Transitional Housing		Source
Row	Description	Family	Individual	Family	Individual	
1	Number of people who used this program on average day during covered time period					<ul style="list-style-type: none"> • Table ES-IND2 • Table ES-FAM2 • Table TH-IND2 • Table TH-FAM2
2	Number of year-round equivalent beds ^b in current inventory during covered time period					Summary Table 7
3	Average daily utilization percentage of year-round equivalent beds during covered time period					Row 1 ÷ 2, then multiply by 100 to convert to a percentage.

Note: Shaded results will automatically be calculated in Excel

^a A year-round equivalent bed counts seasonal beds as partial beds in direct proportion to the amount of covered time period that the provider makes the bed available. For example, a bed from a provider with a seasonal bed open in February and March would count as two-thirds of a bed if the covered time period is February, March, and April.

Summary Table 9: Missing Information on Key Variables for Deduplication			
	# of People Served at HMIS Participating Provider During Covered Time Period^a	% of People Served at HMIS Participating Provider	Source Variable from Universal Data Elements
Total Number of unique people served at HMIS-participating provider during covered time period.		100%	<ul style="list-style-type: none"> • Summary Table 1B, row 16
Missing First Name			<ul style="list-style-type: none"> • 2.1 Name
Missing Last Name			<ul style="list-style-type: none"> • 2.1 Name
Missing Part or All of Social Security Number			<ul style="list-style-type: none"> • 2.2 Social Security Number – SSN Data Quality Code
Missing Month, Day or Year of Date of Birth			<ul style="list-style-type: none"> • 2.3 Date of Birth
Missing Gender			<ul style="list-style-type: none"> • 2.5 Gender

Note: Shaded results will automatically be calculated in Excel .

^a These calculations should be made from a deduplicated file of all users of HMIS-participating emergency shelters and transitional housing. No adjustments need to be made to the actual number since this calculation is for information collected by HMIS-participating providers.