Report Instructions

For the

Nebraska State Housing Related Assistance Program for Adults with Serious Mental Illness

Regional Aggregated Data Summaries to State

(For Fidelity Measurement)

Fill in the region, year, date submitted, agency name, contact name, phone # and e-mail of the person completing the report. Complete Items I.-XIII. using the instructions below.

***** UNDUPLICATED Count: One individual is counted only one time regardless of the number of times the person is served.***

**** EACH TABLE IS CLASSIFIED AS *(A) OR (B).***

(A) Tables that have an (A) located on them are based on the number of total of consumers with approved applications. Table II column 1 serves as the reference number for tables labeled (A). This is an Unduplicated Consumer Count.

(B) Tables that have a (B) located on them are based on the number of total consumers with approved applications that are also receiving any financial payments. Table IV with the column labeled Year To Date (Table IV YTD) serves as the reference number for tables labeled (B). This is an Unduplicated Consumer Count.

Table I. Movement of Population (UNDUPLICATED Count) (A):

(1) At the beginning of the month enter the total number of all active Consumers in the first column.

(2) In the second column, enter the total number of admissions (*# of approved applications*) during the time period

(3) In the third column, enter the total number of discharges (*# terminated from program*) during the time period.

(4) In the last column, enter the total number of all active Consumers at the end of the month.

For Example: July 1, 2008 there are 5 active clients; then the Region receives 10 new admissions to the program and 3 were discharged. Therefore, now the Region has 12 active clients at the end of the month. (# of all active at beginning of month + # of admissions – # of discharged = # of active at end of month)

***NOTE*: the number of active clients at the end of the month is the same number you use for all active clients at the beginning of the following month! (Also, all active July 1, 2008 plus all new admissions equals the total number of Consumers with approved applications for that month, that number will also be located on Table II, column 1).**

Table II. Total Number of Approved Applications (A): In the first column, enter the total number of Consumers with approved applications. This number equals Column 1 + Column 2 from Table I. Of that number, in the second and third columns, enter the total number of Consumers that were priority one and priority two (Column 2 + Column 3 must = Column 1 in Table II).

In the forth column, enter the number of consumers on the waiting list. This is a sub-number of all consumers with approved applications (Column 1 in Table II) for the month.

Table III. a. Total Number of Housing Quality Standards (HQS) Inspections Completed (A): On this table, report the number of HQS completed for the people with approved applications (column 1 from Table II).

- In the first column, enter the total number of passed HQS inspections.
- In the second column enter the total number of failed HQS inspections.
- In the third column, enter the total number of inconclusive HQS inspections.

***NOTE*: This is an activity tally and the table totals will automatically total per row and per column. Totals are for month only. Also, the total should be approximately equal to or greater than the total of Table II, column 1. (The number may range from slightly less than Table II, column 1 due to lag time in completing HQS. The number may also be slightly greater that Table II, column 1 due to more than one HQS per person).**

Table III. b. Who Completed the HQS Inspections (Based on Total # HQS Completed) (A): Of the *Total # of HQS Completed Inspections* (Table III.a), enter the number of times each inspection was completed by a Regional Housing Coordinator. In the second column, enter the number of times each inspection was completed by the Local Housing Authority. In the third column, enter the number of times an inspection was completed by someone other than a Regional Housing Coordinator or the Local Housing Authority. ***NOTE*: This is an activity tally and the table totals will automatically total per row and per column. Totals are for month only. Also, the total should be approximately equal to or greater than the total of Table II, column 1. (The number may range from slightly less than Table II, column 1 due to lag time in completing HQS. The number may also be slightly greater that Table II, column 1 due to more than one HQS per person).**

Table IV. Of the Total # Consumers with Approved Applications and Receiving Payments...(B): Enter the total number of Consumers that actually received any type of payment from the program in the appropriate category. This is an inclusive list.

The table takes into account all of the available options. As a result, all consumers must be assigned to only one of the options presented.

The following are the categories listed:

a. # of Consumers that Received New Payments
b. # of Consumers that Received Ongoing Payments
c. # of Consumers that Received a One-time Payment Only
d. # of Consumers that Received Continuation Payments
   NOTE: This column is for Consumers who bridge over to Section 8 that continue receiving the supported housing funds to cover the client rent portion and/or utility payments in limited cases due to zero gross income...and when the Region clearly documents a cost savings to the Housing Related Assistance Program.

NOTE: The total number is for the month only…when the Region writes a check for someone or something it is recorded. Each person is counted only once no matter how many checks may have gone out for a Consumer in that month.

**** *This is "Table IV YTD" – The Year-to-date (YTD) totals are an UNDUPLICATED count of only those approved applications that received any type of payment. As the start of a new fiscal year, July YTD should equal monthly total for July. August YTD totals are those served in July plus new consumers paid out in August…and so on.***

**** Totals at the bottom of each column are duplicate numbers for year-end statistics to reflect payments made.**

Table V. Monthly Count of Consumers by Age & Gender (UNDUPLICATED Count) (B): Enter the total number of Consumers served by age according to gender.
NOTE: This is a monthly UNDUPLICATED Count and is based off of the Total # of Consumers that are currently receiving financial assistance. Your totals must equal Table IV YTD unduplicated total each month.

Table VI. Number of Consumers Assisted by Race/Ethnicity (UNDUPLICATED Count) (B): Enter the total number of Consumers served in each category.

The following are the race categories:

e. American Indian/Alaskan Native
f. Asian
g. Black/African American
h. Hawaiian/Pacific Islander
i. White
j. More than one race
k. Not available

NOTE: This is a monthly UNDUPLICATED Count and is based off of the Total # of Consumers that are currently receiving financial assistance. Your totals must equal Table IV YTD unduplicated total each month.

Table VII. Number of Consumers Assisted by Hispanic/Latino Origin (UNDUPLICATED Count) (B): Enter the total number of Consumers served in each category.

The following are the Hispanic/Latino Origin categories:

l. Hispanic/Latino Origin
m. Not Hispanic/Latino
n. Not available

NOTE: This is a monthly UNDUPLICATED Count and is based off of the Total # of Consumers that are currently receiving financial assistance. Your totals must equal Table IV YTD unduplicated total each month.

Table VIII. SSI/SSDI Eligibility of Approved Applications that are Receiving Payments (B): Enter the total number of Consumers that were served under each category.

The following are the SSI/SSDI categories:

- ERP – eligible, receiving payments
- ENRP – eligible, not receiving payments(Consumer is approved, just haven't gotten the 1st check)
- PE – potentially eligible
- DINA – determined to be ineligible/not applicable

NOTE: This is a monthly UNDUPLICATED Count and is based off of the Total # of Consumers that are currently receiving financial assistance. Your totals must equal Table IV YTD unduplicated total each month.

Table IX. Section 8 Status of Approved Applications that are Receiving Payments (B): This is a report based on the consumer eligibility criteria for the Housing Related Assistance program. This table reports the documented efforts of the consumer to fully exhaust local options available in seeking rental assistance administered by local housing authorities and/or other entities. This is per eligibility criteria 2.(a) on page 1 of the "Guidelines to the State Housing Related Assistance Program for Adults with Serious Mental Illness" (From July 1, 2008 to June 30, 2009). Enter the total number of Consumers that were served under each category.

The following are the Section 8 categories:

- NA – No local PHA with Section 8 vouchers
- W – Consumer is placed on the waiting list for local PHA housing
- I – Ineligible for various reasons for Section 8.
- HN – High need for housing, faster than local PHA can process Section 8 application, the Consumer will still apply for local PHA while on the state voucher.
- OTP – One Time Payment used when consumer has section 8 voucher, homeless voucher, other subsidized living arrangement; one time housing flex funds, allows consumer to bridge to permanent housing or to avoid eviction from subsidized living.
- Other

NOTE: This is a monthly UNDUPLICATED Count and is based off of the Total # of Consumers that are currently receiving financial assistance. Your totals must equal Table IV YTD unduplicated total each month.

Table X. Employment Status of Approved Applications Upon Admission that are Receiving Payments (UNDUPLICATED Count) (B): Enter the total number of Consumers that were served under each category.

The following are the Employment Status categories:

- EFT – employed full time (35+hrs/week)
- EPT – employed part time
- A/AF – active/armed forces
- U – unemployed (laid off or looking for work)
- NILF – not in labor force (homemaker, student, retired)
- SSI – disabled (SSI/SSDI)
- VOL - volunteering
- O – other (volunteer, disabled)

NOTE: This is a monthly UNDUPLICATED Count and is based off of the Total # of Consumers that are currently receiving financial assistance. Your totals must equal Table IV YTD unduplicated total each month.

Table XI. Type of Behavioral Health Services of Approved Applications that are Receiving Payments (DUPLICATED Count) (B): Enter the total number of Consumers that were served under each category. This is a report based on the consumer eligibility criteria for the Housing Related Assistance program. For this table, report the HHSS Authorized Behavioral Health Services (funded in whole or in part by the Division of Behavioral Health Services and/or the Nebraska Medicaid program) per eligibility criteria 1.(c) on page 1 of the "Guidelines to the State Housing Related Assistance Program for Adults with Serious Mental Illness" (From July 1, 2006 to June 30, 2007).

The following are the Individual Services categories:

- ACT – Assertive Community Treatment
- CS(MH) – Community Support MH
- CS(SA) – Community Support SA
- DR – Day Rehabilitation
- ECS(MH) – Emergency Community Support MH
- MM – Medication Management
- SE – Supported Employment
- OP – Outpatient Therapy
- O – Other

NOTE: Report all the services received by the individual Consumer per month using the population reported on Table IV YTD for the month.

Table XII. Annual Gross Income (B):

- In the first column, enter the total average annual gross income for the Region.
- In the second column, enter the lowest income that was reported
- In the third column, enter the highest income that was reported.

***NOTE*: This is a monthly UNDUPLICATED Count and is based off of the Total # of Consumers that are currently receiving financial assistance (B). Please refer back to Table IV YTD Unduplicated Total.**

Table XIII. Of the Total # Consumers with Approved Applications and Receiving Payments...(B): Enter the total number of Consumers that fall into the appropriate category regarding the number of persons living in the household with the Consumer.

The following are the categories listed:

- One Person
- Two People
- Three People
- Four People
- Five of more People

***NOTE*: This is a monthly UNDUPLICATED Count and is based off of the Total # of Consumers that are currently receiving financial assistance. Your totals must equal Table IV YTD unduplicated total each month.**

Table XIV. Of the YTD Total # of Consumers with Approved Application and Receiving Payments…(B): Enter the YTD # of Consumers with $0 income and the YTD # of Consumers that have exceeded the $5,000 annual cap.

Table XV. Of the Total # of Consumers with Approved Applications and Receiving Payments…(B): Enter the # of Consumers that have been discharged from the program in the appropriate category.

The Following are the categories listed:

- Consumer's income exceeds eligibility for state rental assistance, self-sustaining rent
- Consumer transitioned to Section 8 Voucher
- Consumer transitioned to Public Housing Unit
- Consumer required hospitalization for extended period (beyond 3 months)
- Consumer required higher level of care and supported living
- Consumer terminated rental assistance
- Death/Suicide
- Death/Other
- Consumer moved out of the Region
- Consumer became incarcerated (Jail/Prison)
- Consumer not compliant with program
- Consumer received a one-time only payment (or flex funds)
- Other

***NOTE*: These discharge numbers will not necessarily add up to other tables throughout spreadsheet.**