HIFIS Reporting Guide

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1. Introduction

This document outlines the mandatory reporting fields for Reaching Home funding. It begins with an overview of the reporting fields followed by a more detailed description of fields, modules, and reports for each Reaching Home activity area.

2. Definitions

Module - An area of the system where you record specific types of information. For example: "Goods and Services" or "Housing Placement".

Field - The specific "box" where you enter information. For example, the box where you enter "date of birth".

Report - An organized presentation of data that comes from other parts of the database. For example, "*Reaching Home Project Results – Prevention and Diversion*". They can be found under the "Reports" tab.

3. Required Reporting for All Reaching Home-Funded Programs

To generate reporting through HIFIS, the following 3 things must be completed for all people accessing Reaching Home funded services.

1. Active Client Consent

People can choose from the following consent categories:

1. Explicit – Coordinated Access
2. Inherited (for guardians on behalf of their dependents)
3. Declined to Share[1] (formerly known as Declined – Anonymous)

2. Client Vitals – Mandatory Fields

People must have the following demographic information completed in HIFIS for people to be considered in reports:

- Date of birth or age
- Gender
- Veteran
- Immigration / Citizenship status
- Racial Identity

3. Housing History

People must have a CURRENT housing status of the following:

1. Homeless (must include between 1 – 3 years to calculate chronicity correctly)
2. Housed
3. Transitional[2]
4. Public Institution

4. Required Reporting by Funding Area

Below is a list of the modules that are used to populate each report. These modules must be completed for all people accessing Reaching Home funded services. The way each report is populated will be explained in more detail below.

1. **Prevention and Shelter Diversion**
   - Client Management - Goods & Services
   - Client Management - Housing Loss Prevention

2. **Housing Placement**
   - Client Management - Housing Placement

3. **Social and Community Integration**
   - Client Management - Group Activities

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[1] This consent option **DOES NOT** share information with other service providers in HIFIS. By selecting this option, individuals **WILL NOT** be added to the By-Name List or be matched to housing through Coordinated Access.

[2] People in Transitional Housing still appear on the By-Name List and are filtered to housing.

5. Required Information to Generate Each Report

The following section describes how each report is generated in detail.

Reaching Home Reporting - Core Prevention and Diversion Services

Information in the following modules is used to generate the Prevention and Diversion report:

Modules Used
- *Client Management: Goods and Services*
- *Client Management: Housing Loss Prevention (follow-ups)*

Relevant Report
- *Reaching Home Project Results – Prevention and Diversion*

The prevention and diversion report is organized under 5 categories:

1. Number of people who benefited from Emergency Housing Funding (GS01)
2. Number of people who benefited from a core prevention and shelter diversion service (GS02)
3. Number of people who benefited from a core prevention and shelter diversion service and did not remain housed after 3 months (GS03)
4. Number of people who benefited from a core prevention and shelter diversion service and remained housed at 3 months (GS04)
5. Number of people who benefited from a core prevention and shelter diversion service and could not be reached after three months (GS05)

To be included in the number of people who benefited from Emergency Housing Funding (GS01) or Number of people who benefited from a core prevention and shelter diversion service (GS02):

1. Person must be in HIFIS, and have a **Goods and Services** record that fits into one of the following categories:

Goods	Services
o Appliances	o Emergency Placement
o Expenses – Moving	o Housing Placement
o Expenses – Rent Deposit	o Housing Retention Services
o Expenses – Rental Arrears	o Rent Subsidy
o Expenses – Utility Deposit	o Temporary Housing
o Rent Bank	

To be included in the number of people who benefited from a core prevention and shelter diversion service and did not remain housed after 3 months (GS02):

1. Person must have a Housing Status of HOUSED at the time of the transaction
2. Person's Housing Status changes to Homeless within 90 days of transaction date.
3. Clients must have a **Goods and Services** record that fits into one of the following categories:

Goods	Services
o Appliances	o Emergency Placement
o Expenses – Moving	o Housing Placement
o Expenses – Rent Deposit	o Housing Retention Services
o Expenses – Rental Arrears	o Rent Subsidy
o Expenses – Utility Deposit	o Temporary Housing
o Rent Bank	

To be included in the number of people who benefited from a core prevention and shelter diversion service and remained housed at 3 months (GS04):

1. Person must have a Housing Status of Housed at the date of the Good or Service transaction.
2. Person must have a Housing Status of Housed 90 days after the date of the transaction.
3. Person must have a Goods and Services record that fits in one of the following categories:

Goods	Services
o Appliances	o Emergency Placement
o Expenses – Moving	o Housing Placement
o Expenses – Rent Deposit	o Housing Retention Services
o Expenses – Rental Arrears	o Rent Subsidy
o Expenses – Utility Deposit	o Temporary Housing
o Rent Bank	

To be included in the number of people who benefited from a core prevention and shelter diversion service and could not be reached after three months (G0S5):

1. Person must have a Housing Status of Housed at the time of the transaction.
2. In the Housing Loss Prevention module (found in Housing History), person must have a Housing Follow-Up that took place within the first 90 days following the transaction.
3. The value for All Clients Still in the Housing is "Unable to Contact"
4. Person must have a Goods and Services record that fits in one of the following categories:

Goods	**Services**
o Appliances	o Emergency Placement
o Expenses – Moving	o Housing Placement
o Expenses – Rent Deposit	o Housing Retention Services
o Expenses – Rental Arrears	o Rent Subsidy
o Expenses – Utility Deposit	o Temporary Housing
o Rent Bank	

Reaching Home Reporting - Housing Placements

The following information is used to populate the Housing Placements report:

Modules Used
- *Client Management: Housing Placement*

Relevant Report
- *Reaching Home Project Results – Housing Placements*

The Housing Placement report is organized into 7 categories:
1. Number of people placed into more stable housing in 0 to 180 days (up to 6 months) (HP01)
2. Number of people placed into more stable housing in 181 to 365 days (between 6 and 12 months) (HP02)
3. Number of people placed into more stable housing in more than 12 months (HP03)
4. Number of people who did not remain housed at 12 months with reasons for not remaining housed (HP04)
5. Number of people who successfully exited the program at or before 12 months (HP05)
6. Number of people who are still housed at 12 months and still require support (HP06)
7. Number of people who were not reached (HP07)

To be included in the number of people placed into more stable hosing in 0 to 180 days (up to 6 months) (HP01)

1. A Housing Placement record with a move-in date within the reporting period; and
2. The different between the start date of the Housing Placement record and the move-in dates is less than or equal to 180 days.

To be included in the number of people placed into more stable housing in 181 to 365 days (between 6 and 12 months) (HP02)

1. A Housing Placement record with a move-in date within the reporting period; and
2. The difference between the start date of the Housing Placement record and the move-in date is equal to or greater than 181 days and less than or equal to 365 days.

To be included in the number of people placed into more stable housing in more than 12 months (HP03)

1. A Housing Placement with a move-in date within the report period; and,
2. The difference between the start date of the Housing Placement record and the move-in date is greater than 365 days.

To be included in the number of people who did not remain housed at 12 months with reasons for not remaining housed (HP04)

1. A Housing Placement record that is closed with a service end date within the report period;
2. The difference between the move-in date and the service end date of the Housing Placement record is less than 365 days; and
3. The final follow-up for the Housing Placement record has an All Clients Still In Housing value of No.

To be included in the number of people who successfully exited the program at or before 12 months (HP05)

1. A Housing Placement record that is closed with a service end date within the report period;
2. The difference between the move-in date and the service end date of the Housing Placement record is less than or equal to 365 days; and
3. The final follow-up for the Housing Placement record has an All Clients Still in Housing value of Yes

To be included in the number of people who are still housed at 12 months and still require supports (HP06)

1. A Housing Placement record that is open as of the last day of the report period; and
2. The difference between the move-in date and the end of the report period is greater than 365 days.

To be included in the number of people who were not reached (HP07)

1. A Housing Placement record that is closed with a service end date within the report period; and
2. The last follow-up for the Housing Placement record has a All Clients Still in Housing value of Unable to Contact or Client Declined Follow-up.

Reaching Home Reporting - Social and Community Integration

The following information is used to populate the Social and Community Integration report:

Modules Used	*Relevant Report*
- *Client Management Group Activities*	- *Reaching Home Project Results – Social and Community Integration*

The Social and Community Integration Report has one category (GS01). To be included in the number of people who participated in Social and Community Integration Activities the person must have:

1. Attended a Group Activity that took place during the report period, and;
2. Been marked as having attended the activity.

6. Overview of Reaching Home Reporting Requirements in HIFIS

Modules Used for All Reaching Home-Funded Organisations
- Client Information - Consent
- Client Information - Client Details (Mandatory Fields)
- Client Information - Housing History

Program-Specific Modules
1. **Prevention and Shelter Diversion**
   - Client Management - Goods & Services
   - Client Management - Housing Loss Prevention

2. **Housing Placement**
   - Client Management - Housing Placement

3. **Social and Community Integration**
   - Client Management - Group Activities