AHAR Report Basics

AWARDS INFORMATION SHEET

The AWARDS Fiscal/Program module provides users with access to the Annual Homeless Assessment Report (AHAR), in which each client is placed into one of the six AHAR categories:

- Emergency Shelter – Individuals (ES_IND)
- Emergency Shelter – Families (ES_FAM)

- Transitional Housing – Individuals (TH_IND)
- Transitional Housing – Families (TH_FAM)

- Permanent Housing – Individuals (PH_IND)
- Permanent Housing – Families (PH_FAM)

ABOUT THIS DOCUMENT

This document is intended to provide you with a reference for where in AWARDS the data for the AHAR is gathered and how AWARDS' logic addresses client characteristics and placement of client data into the correct AHAR category. Specific topics covered are:

- Running the AHAR – Learn how to run the AHAR from within AWARDS. Page **1**

- Client Placement into AHAR Categories – Learn how AWARDS places clients into AHAR categories. Page **3**

RUNNING THE AHAR

AWARDS has been configured to allow users to run the AHAR by GEO code, County, Continuum of Care, or any combination of those elements. To do so, complete the following steps:

1. From the *AWARDS Opening Menu* page, click **Fiscal/Program**. The *Fiscal/Program Reports Menu* page is displayed.

2. Click **AHAR**. The *AHAR Report Settings* page is displayed. ⟶

3. Use the **Selection Criteria** drop-down list to specify whether the report should be run for one or multiple "GEO Codes," "Counties," or "CoCs." The corresponding pick list is updated accordingly.

    Steps 3 and 4 are optional. If no selections are made the report will be run for all programs of the type specified in step 6.

4. Use the pick list to select one or multiple GEO codes, counties, or CoCs. To select multiple values, press **<Ctrl>** on your keyboard while clicking the desired selections.
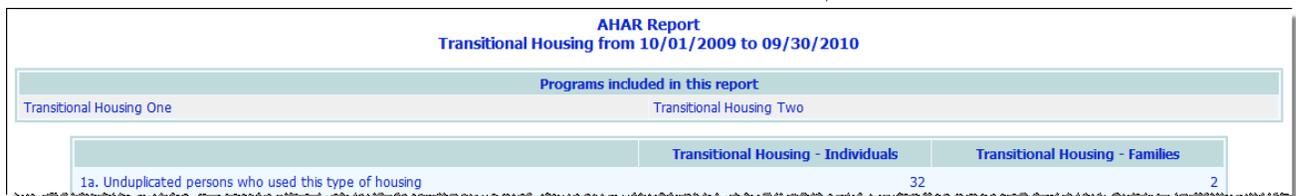
5. The date range specified in the **Start Date** and **End Date** fields defaults to the most current AHAR year – October 1st to September 30th. This date range can be left with its default values or changed as needed.

6. Click the **Report Type** drop-down arrow and make a selection to specify whether the report should be run for a specific program type, or if it should contain a summary table. Available selections are "Emergency Shelters," "Transitional Housing," "Permanent Housing," and "Summary Table."

   Programs are classified into different Report Types based on the "HUD Program Type" set on the HMIS tab in the System Setup module's Agency Program Information, Add/Edit Entire Program feature.

7. If necessary, click the **Show Individual Detail?** check box to include individual client-level detail at the bottom of the AHAR report page.

   Individual detail is not available for viewing by Local CoC Admin users.

8. Click **CONTINUE**. The AHAR is displayed on the *AHAR Report* page.

AHAR Report
Transitional Housing from 10/01/2009 to 09/30/2010

	Programs included in this report	
Transitional Housing One	Transitional Housing Two	
	Transitional Housing - Individuals	**Transitional Housing - Families**
1a. Unduplicated persons who used this type of housing	32	2

Due to the complexity of the report and the amount of data it contains, it may take a few moments for the report to display.

The report page header confirms the GEO Code, County, or CoC selection and date range specified on the previous page. Additionally, all programs included in the report are listed below the report header. That list of programs is comprised of those meeting the AHAR report inclusion criteria:

▪ HUD Program Type – Contains either "Emergency Shelter," "Transitional Housing," or "Permanent Housing," based on your report type selection.

▪ GEO Code, CoC, or County – Match for the selected GEO Code, CoC, or County under HMIS Settings (in Agency Program Information).

▪ Direct Service Code – Must equal "Yes."

The following report can also be run from the AHAR Report Settings *page by clicking the button referenced here rather than CONTINUE:*

▪ **Veteran AHAR -** *Click this button to run a version of the AHAR that is filtered to only include veterans. This version of the AHAR excludes data for any individual that is not represented in the standard AHAR as a veteran.*

The processing of running the AHAR is now complete.

CLIENT PLACEMENT INTO AHAR CATEGORIES

AWARDS is configured to follow strict guidelines established by HUD when determining which of the six AHAR categories a client is placed into. Using these guidelines category placement is dictated by client household composition, and the AHAR will:

1. Report persons as individuals or as families depending on the household information for each person. The rule is that everyone is counted as an individual unless they are part of a household that includes both adults and children.

2. Look at agency program information from the System Setup module to determine the target population for each program and use that information to flag persons whose household data is inconsistent with the target population for that program. Someone who reported with a household size of one is inconsistent with a program that targets families, for example. Likewise, someone with a household size greater than one whose household includes both children and adults is inconsistent with a program that targets individuals.

In some cases a placement will conflict with user assumptions. For instance, a 17 year-old female with a 3-month old child in an Emergency Shelter will report out in the "Emergency Shelter – Individuals" category because a family, for AHAR purposes, requires there to be at least one person who is at least 18 years old, accompanied by at least one person who is less than 18 years old. As a result, an individual program category may have individuals in households with one or more members, but entries in a family category will only have households with more than one member regardless of actual program enrollment.

Also note that potential conflicts may exist between AHAR data and Housing Inventory Chart data as families served in programs with family beds may, in fact, report out as individuals on the AHAR as demonstrated above.