



PATH Annual Report Survey (ARS)

AWARDS INFORMATION SHEET

The AWARDS PATH Annual Report Survey feature, located in the Fiscal/Program module, enables PATH Services programs to generate their Annual Report Survey (ARS). This report was specifically designed for “PATH Services” programs that have an associated “PATH Outreach” program.

REQUIRED PERMISSIONS

Permissions required to access and use the PATH ARS are:

- **Chart Access** – You must have chart access for the program(s) the PATH ARS is to be viewed for.
- **Data Entry / Access** – Unless you are a member of the “Fiscal Staff” or “Executive Officer” user groups, you must have the “Display Executive Administration Buttons” and “Display Fiscal Buttons” permissions in order to access the Fiscal/Program module in which the PATH ARS resides.

If you will be setting up a PATH Services program, additional permissions are required. Please see “Setting Up a PATH Program” on page 1 for details.

ABOUT THIS DOCUMENT

This document is intended to guide you through the process of using the PATH ARS functionality in AWARDS to generate reports and understand their content. Specific topics covered are:

- **Setting Up A PATH Program** – Learn how to set up PATH programs in AWARDS. Page **1**
- **Viewing the PATH ARS** – Learn how to run the report from within AWARDS. Page **4**
- **Understanding PATH ARS Data** – Learn how the PATH ARS is populated. Page **5**

SETTING UP A PATH PROGRAM

In order for a program to have the PATH ARS available for it, it must have been set up as a PATH Services program under System Setup. This program configuration takes place in two steps, each of which is detailed in the sections that follow:

- **Creating a PATH Services Program** – Page **2**
- **Entering PATH Contract Data** – Page **2**

Permissions required to set up and maintain program information for PATH Services programs are as follows:

- **DATA ENTRY / ACCESS** – You must have the “Display Executive Administration Buttons” permission.
- **EXCEPTION OVERRIDES** – You must have the “Agency Program Information” permission.

In addition, you must either a) be a member of the “Human Resources” or “Executive Officer” user group, or b) have the “Permissions Data Entry” permission.

CREATING A PATH SERVICES PROGRAM

To set up a new PATH Services program, complete the following steps:

1. From the *AWARDS Opening Menu* page, click **System Setup**. The *System Setup Menu* page is displayed.
2. Click **Agency Program Information**. The *Agency Programs Update Menu* page is displayed.
3. Click **Add/Edit Entire Program**. The *Add/Edit Programs* page is displayed. 



4. Click **Add New Program**. The *Agency Program Information* page is displayed. By default, the first of the program information tabs, "General Settings," is open on this page.
5. Configure the fields and options on each of the program information tabs as necessary, being sure to set the following PATH-relevant options:
 - **General Settings Tab, Program Group Option** – In order for the PATH ARS to be available for a program, that program must have "PATH Services" selected as its program group.
 - **General Settings Tab, Division Option** – The PATH ARS logic looks at the division information when determining whether the appropriate PATH Services and PATH Outreach program pair has been set up. As a result, be sure to select the same division when setting up both programs.
 - **Optional Settings Tab, Intake Form** – Click this drop-down arrow and select "Single Step."

For information on all other program setup fields and options, please see *AWARDS Online Help* or the "Program Setup" instruction sheet.

6. Click **CONTINUE**. A confirmation dialog box is displayed.
7. Click **CONTINUE** to confirm that the changes made should be saved. A read-only report version of all agency program information is displayed.

The process of setting up a PATH Services program is now complete.

IMPORTANT! *The PATH ARS was designed for PATH Services programs that have an associated PATH Outreach program within the same division. To create a PATH Outreach program, repeat the steps above, selecting "PATH Outreach" as the program group in step 5.*

ENTERING PATH CONTRACT DATA

Part of the setup process for PATH Services programs is to enter their contract data. To do so, complete the following steps:

1. From the *AWARDS Opening Menu* page, click **System Setup**. The *System Setup Menu* page is displayed.
2. Click **Agency Program Information**. The *Agency Programs Update Menu* page is displayed.

3. Click **PATH Information**. The *PATH Contract Data* settings page is displayed. →

4. Click the **Program** drop-down arrow and select the program for which the contract data is to be entered.

The Program selection list includes only those programs set up in the “PATH Services” group. For more information on that component of setup, see page 2.

5. Confirm that the **Database** option is set to its default value – “Data Entry.”

6. Click the **Select Program Year** drop-down arrow and select the year for which the contract data is being entered. The default value is the current year.

In this context a program year begins in July of the year selected here, and goes through June of the following year.

7. Click **CONTINUE**. The *PATH Contract Data* data entry page is displayed. ↓

8. In the “PATH Service Information” portion of the page, enter contract data for the selected year by configuring the following fields/options as needed:

- **Federal PATH Funds**
- **Matching Funds**
- **Number of staff supported by PATH funds**
- **Number of FT employees supported by PATH funds**
- **Type of Organization**
- **First Contract Reporting Quarter**
- **USTF Code**

The “USTF Code” is specific to New Jersey.

9. In the “PATH Funding Level for Service” portion of the page, click the check box next to each service provided, and then select the appropriate funding information using the corresponding radio buttons for those services.

10. Click **UPDATE**. The contract data is saved and a read-only confirmation page is displayed.

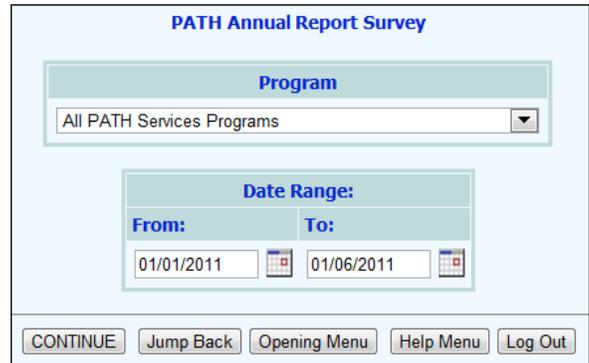
The process of entering PATH contract data is now complete.

VIEWING THE PATH ARS

To view the PATH ARS, complete the following steps:

1. From the *AWARDS Opening Menu* page, click **Fiscal/Program**. The *Fiscal/Program Reports Menu* page is displayed.
2. Click **PATH Annual Report Survey**. The *PATH Annual Report Survey* settings page is displayed. 
3. Click the **Program** drop-down arrow and select the program for which the report is to be run. To run the report for all relevant programs, leave this option at its default value: "All PATH Services Programs."

When the report is run for a single pair of PATH programs (services and outreach), the data is intended for reporting to SAMHSA. When the report is run for multiple pairs of PATH programs (for example, in multiple agencies), the report as a whole is meant to be used internally as the "state rollup."



4. The date range specified in the **From** and **To** fields defaults to the last six days. This date range can be left with its default values or changed as needed.
5. Click **CONTINUE**. The report is displayed on the *PATH Annual Report Survey* page. The contents of this report are broken into four sections:
 - **A – Budget Information**
 - **B – Persons Served**
 - **C – Available Services**
 - **D – Demographics**

Each of these sections includes data description, data # (the same number that is shown when logged into the SAMHSA Web data portal), and data value information, with the exception of section C which varies slightly, both when run for single and multiple pairs of PATH programs.

The report data also populates a Microsoft Excel file, a link to which is displayed at the top page.

For more information on each section of the report and the data it contains in both the AWARDS and Excel versions, see "Understanding Path ARS Data" on page 5.

*If the selected program (or one or more programs when all programs have been selected) is not properly configured, an error page is displayed at this time rather than the report page. Review the error detail for information on what must be corrected, and then either use the System Setup module to make those corrections, or click **CONTINUE report without above programs** if you would like to generate the report regardless.*

The process of viewing the PATH ARS is now complete.

UNDERSTANDING PATH ARS DATA

The information below details the contents of the four sections of the PATH ARS, and discusses in detail how those contents are calculated.

- A – Budget Information – Page 5
- B – Persons Served – Page 5
- C – Available Services – Page 6
- D - Demographics – Page 11

A – BUDGET INFORMATION

All data in section A is populated based on the entries made for the PATH contract data of the selected program in the System Setup module using the Agency Program Information feature's PATH Information component (as described on page 2).

When run for all programs, items #A1 through #A5 – funds and number of staff – are the sum of what's been entered for each program included in the report. #A6 lists the types of organization for all programs in the report, and notes how many of the included programs are of each type.

DATA DESCRIPTION	DATA #	DATA VALUE
Total Federal PATH Funds	A1	Results of the calculation of the data from A2 + A3
Federal PATH Funds	A2	Federal PATH Funds
Matching Funds	A3	Matching Funds
# of Staff supported by PATH	A4	Number of Staff supported by PATH funds
# of FTE supported by PATH	A5	Number of FT employees supported by PATH funds
Type of Organization	A6	Type of Organization (includes "other")

B – PERSONS SERVED

Every PATH Services program has a corresponding PATH Outreach program. All references in section B to Services programs and Outreach programs are regarding these program pairs.

The format of this section of the report is the same regardless of whether it was run for a single pair of PATH programs, or multiple pairs.

DATA DESCRIPTION	DATA #	DATA VALUE
Persons who are homeless and have serious mental illnesses served by federal and matching PATH funds and other sources:	B1	An unduplicated count of everyone enrolled in a PATH Services program during the report date range. The number of program history episodes during the report date range is not counted.
Persons Served by Federal PATH Funds – Outreach:	B2a	A count of clients with documented encounters in the PATH Outreach program during the report date range, unduplicated to the extent possible when identifying

DATA DESCRIPTION	DATA #	DATA VALUE
		information has been collected. <i>In this context the unduplication logic examines both names AND social security numbers when determining the client count.</i>
Number of Outreach Contacts who become enrolled during the year as PATH clients:	B2b	A count of clients from #B1 for which the question "Enrolled as a result of Outreach Contact?" on the intake/admission form in the PATH Services program is "Yes." If a client has multiple enrollments during the report date range, he or she is only counted if the response to this question is "Yes" for the first of those enrollments in the date range.
Number of Outreach Contacts who do not become enrolled during the year as PATH clients:	B2c	#B2a minus #B2b. <i>This value is only accurate if records are entered in both the Outreach and Services programs, including identifying information, and if the response to the question "Enrolled as a result of Outreach Contact?" is accurate.</i>
Number of Outreach clients (in item B2c above) not enrolled because they have been found to be ineligible:	B2d	The number of outreach contacts included in the count for #B2c which have a PATH Eligibility section of "ineligible" for their most recent encounter during the report date range. If one unduplicated contact has multiple encounters within the report date range, the PATH Eligibility of the latest encounter in the report date range is used.
Persons served by the Federal PATH Funds – Enrolled PATH:	B3	The same value calculated for #B1 (a count of everyone enrolled in a PATH Services program), regardless of written progress notes or supportive services logged.
Total number of persons receiving any federal PATH Supported Services During the year:	B4	The sum of #B3 and #B2c.

C – AVAILABLE SERVICES

Section C of the PATH ARS lists services provided and their funding status, along with the number of clients that are benefiting from each of the services funded by PATH. The number of clients for each of those services will be less than or equal to the count in #B3

Funding status data found in this section is populated based on the information entered into the program's PATH contract data (see page 2). The funding options located there are:

1. **100% PATH Funded**
2. **Partially PATH Funded**
3. **Service Provided but not PATH funded**
4. **Service not Provided**

Data on the number of clients having received a service is taken from an unduplicated count of clients in the selected program who have either a progress note or supportive service contact log recorded with one of those services checked off in the PATH contract data. Data is only tallied for those services that are PATH funded (statuses 1 and 2 above); otherwise, the count is zero.

When viewing the report data, please keep in mind that the format of this report section varies based on whether you're running the report for one or multiple programs. The data for each of those scenarios is provided here.

WHEN A SINGLE PROGRAM HAS BEEN SELECTED

If the PATH ARS is run for a single program, the report data includes its funding level for each service. For funding levels where the data isn't being counted (3 - "Service provided but not PATH funded" or 4 - "Service not Provided"), the level itself is noted in parentheses and italics.

DATA DESCRIPTION	DATA #	FUNDING LEVEL	# ENROLLED PATH CLIENTS
Outreach Services	Ca	1, 2, 3, or 4	Count of clients in this program for whom an Outreach service was provided during the report date range, as entered using the Supportive Services Checklist. This data is only captured when the program is "100% PATH Funded" for the services; otherwise the value here is zero.
Screening and Diagnostic	Cb	1, 2, 3, or 4	Count of unduplicated clients who were admitted to this program for the first time during the report date range. This data is only captured when the program is "100% PATH Funded" or "Partially PATH funded" for the Screening and Diagnostic service; otherwise, the value here is zero.
Habilitation and rehabilitation	Cc	1, 2, 3, or 4	Count of clients in this program for whom a Habilitation and rehabilitation service was provided during the report date range, as entered using the Supportive Services Checklist. This data is only captured when the program is "100% PATH Funded" or "Partially PATH funded" for the services; otherwise, the value here is zero.
Community MH services	Cd	1, 2, 3, or 4	Count of clients in this program for whom a Community MH service was provided during the report date range, as entered using the Supportive Services Checklist.
Alcohol or drug treatment	Ce	1, 2, 3, or 4	Count of clients in this program for whom an Alcohol or drug treatment service was provided during the report date range, as entered using the Supportive Services Checklist. This data is only captured when the program is "100% PATH Funded" or "Partially PATH funded" for the service; otherwise, the value here is zero.
Staff Training	Cf	1, 2, 3, or 4	Count of clients in this program for whom a Staff Training service was provided during the

DATA DESCRIPTION	DATA #	FUNDING LEVEL	# ENROLLED PATH CLIENTS
			report date range, as entered using the Supportive Services Checklist. This data is only captured when the program is "100% PATH Funded" or "Partially PATH funded" for the service; otherwise, the value here is zero.
Case management services	Cg	1, 2, 3, or 4	Count of clients in this program for whom a Case management service was provided during the report date range, as entered using the Supportive Services Checklist. This data is only captured when the program is "100% PATH Funded" or "Partially PATH funded" for the service; otherwise, the value here is zero.
Supportive/supervisory services	Ch	1, 2, 3, or 4	Count of clients in this program for whom a Supportive/supervisory service was provided during the report date range, as entered using the Supportive Services Checklist. This data is only captured when the program is "100% PATH Funded" or "Partially PATH funded" for the service; otherwise, the value here is zero.
Referrals for PHS/JT/ES/RHS	Ci	1, 2, 3, or 4	Counts the combined number of referrals for Primary Health Services (PHS), Job Training (JT), Educational Services (ES), and Relevant Housing Services (RHS), as entered using the Supportive Services Checklist.
HS1 – Minor Renov/Repair	Cj1	1, 2, 3, or 4	Count of clients in this program who have received HS1 services, as entered using the Supportive Services Checklist.
HS2 – Planning of Hsng	Cj2	1, 2, 3, or 4	Count of clients in this program who have received HS2 services, as entered using the Supportive Services Checklist.
HS3 – Costs Assoc. matching indiv/hsng	Cj3	1, 2, 3, or 4	Count of clients in this program who have received HS3 services, as entered using the Supportive Services Checklist.
HS4 – Technical Asst. Applying Hsng	Cj4	1, 2, 3, or 4	Count of clients in this program who have received HS4 services, as entered using the Supportive Services Checklist.
HS5 – Coord Hsng Svcs	Cj5	1, 2, 3, or 4	Count of clients in this program who have received HS5 services, as entered using the Supportive Services Checklist.
HS6 – Sec Deposits	Cj6	1, 2, 3, or 4	Count of clients in this program who have received HS6 services.
HS7 – Pymnt to Prev Evict	Cj7	1, 2, 3, or 4	Count of clients in this program who have received HS7 services, as entered using the Supportive Services Checklist.
Assisted Referral for Housing	Ck1a	1, 2, 3, or 4	Count of unduplicated clients for whom a

DATA DESCRIPTION	DATA #	FUNDING LEVEL	# ENROLLED PATH CLIENTS
			"Referral for Relevant Housing Services" service was provided during the report date range, as entered using the Supportive Services Checklist.
Attained Housing	Ck1b	1, 2, 3, or 4	Count of unduplicated clients with a service referral during the report date range where the Disposition is set to "Accepted-Admission" and the Purpose/Need is set to "Long-term Housing" or "Temporary Housing," as entered using the Service Referrals feature.
Assisted Referral for Income Benefits	Ck2a	1, 2, 3, or 4	Count of unduplicated clients for whom a "Referral for Financial Services" service was provided during the report date range, as entered using the Supportive Services Checklist.
Attained Income Benefits	Ck2b	1, 2, 3, or 4	Count of unduplicated clients with a service referral during the report date range where the Disposition is set to "Accepted-Admission" and the Purpose/Need is set to "Financial," as entered using the Service Referrals feature.
Assisted Referral for Employment Services	Ck3a	1, 2, 3, or 4	Count of unduplicated clients for whom a "Referral for Employment" service was provided during the report date range, as entered using the Supportive Services Checklist.
Attained Employment	Ck3b	1, 2, 3, or 4	Count of unduplicated clients with a service referral during the report date range where the Disposition is set to "Accepted-Admission" and the Purpose/Need is set to "Employment," as entered using the Service Referrals feature. IMPORTANT! <i>Though named similarly, "Employment Services" is not relevant to this report – only "Employment."</i>
Assisted Referral for Medical Insurance	Ck4a	1, 2, 3, or 4	Count of unduplicated clients for whom a "Referral to Medical Ins or Coverage Plan" service was provided during the report date range, as entered using the Supportive Services Checklist.
Attained Medical Insurance	Ck4b	1, 2, 3, or 4	Count of unduplicated clients with a service referral during the report date range where the Disposition is set to "Accepted-Admission" and the Purpose/Need is set to "Medical Insurance," as entered using the Service Referrals feature.
Assisted Referral for Primary Medical Services	Ck5a	1, 2, 3, or 4	Count of unduplicated clients for whom a "Referral for Primary Health Services" service was provided during the report date range,

DATA DESCRIPTION	DATA #	FUNDING LEVEL	# ENROLLED PATH CLIENTS
			as entered using the Supportive Services Checklist.
Attained Primary Medical Services	Ck5b	1, 2, 3, or 4	Count of unduplicated clients with a service referral during the report date range where the Disposition is set to "Accepted-Admission" and the Purpose/Need is set to "Medical or Dental," as entered using the Service Referrals feature.
Assisted Referral for Mental Health Services	Ck6a	1, 2, 3, or 4	Count of unduplicated clients for whom a "Referral for Mental Health Services" service was provided during the report date range, as entered using the Supportive Services Checklist.
Attained Mental Health Services	Ck6b	1, 2, 3, or 4	Count of unduplicated clients with a service referral during the report date range where the Disposition is set to "Accepted-Admission" and the Purpose/Need is set to "Mental Health Services" as entered using the Service Referrals feature.
Assisted Referral for Substance Abuse Services	Ck7a	1, 2, 3, or 4	Count of unduplicated clients for whom a "Referral for Substance Abuse Services" service was provided during the report date range, as entered using the Supportive Services Checklist.
Attained Substance Abuse Services	Ck7b	1, 2, 3, or 4	Count of unduplicated clients with a service referral during the report date range where the Disposition is set to "Accepted-Admission" and the Purpose/Need is set to "Drug/Alcohol Services" as entered using the Service Referrals feature.

The Funding Level column contains the SAMHSA code to be used when cross referencing.

WHEN MULTIPLE PROGRAMS HAVE BEEN SELECTED

If the PATH ARS is run for a group of programs, the report data shows count totals in each program for which the funding levels are those being included. For each funding level, it notes how many programs are of that level for the service in question. If there are programs included with a funding level that is not counted for the service (as specified for each service below), the level information is displayed in parentheses and italics, and will have a count of zero.

IMPORTANT! *The entire mockup of the report content when run for multiple programs is not shown here, as it is not used for copying directly into the SAMHSA Web portal. Rather, it is used for comparison with the state rollout.*

DATA #	SERVICE	FUNDING LEVEL	PROGRAMS	CLIENT COUNT
Ca	Outreach	1	Number of programs for which this service is "100% PATH Funded."	Count of clients in these programs receiving this service.
		2	Number of programs for	Count of clients in these

DATA #	SERVICE	FUNDING LEVEL	PROGRAMS	CLIENT COUNT
			which this service is "Partially PATH Funded."	programs receiving this service.
		3	Number of programs for which this service is "Provided but not PATH funded."	0
		4	Number of programs for which this service is "Not Provided."	0
Cb	Screening and Diagnostic	1	Number of programs for which this service is "100% PATH Funded."	Count of unduplicated clients in these programs admitted for the first time during the report date range.
		2	Number of programs for which this service is "Partially PATH Funded."	Count of unduplicated clients in these programs admitted for the first time during the report date range, who are receiving this service.
		3	Number of programs for which this service is "Provided but not PATH funded."	0
		4	Number of programs for which this service is "Not Provided."	0

D - DEMOGRAPHICS

Section D of the ARS is comprised of eight different types of demographics data. A header is shown on the report above each type of data to aid you in distinguishing the content.

The format of this section of the report is the same regardless of whether you are running the report for one or multiple programs.

D1 – AGE

This portion of the demographics section provides aggregate counts of age categories, which together will equal the count in #B3. The data is calculated from the date of birth of each client, and is based on the date of enrollment for each, even if the enrollment took place in a previous fiscal year. An exception to this is made in the event that the client has been discharged and re-enrolled, in which case it is based on the first contact in the new program history.

DATA DESCRIPTION	DATA #	DATA VALUE
Less than 13 years	D1a	Count of clients who are less than 13 years of age.

DATA DESCRIPTION	DATA #	DATA VALUE
13 – 17 years	D1b	Count of clients who are between 13 and 17 years of age.
18 – 34	D1c	Count of clients who are between 18 and 24 years of age.
35 – 49	D1d	Count of clients who are between 35 and 49 years of age.
50 – 64	D1e	Count of clients who are between 50 and 64 years of age.
65 – 74	D1f	Count of clients who are between 65 and 74 years of age.
75 years and older	D1g	Count of clients who are 75 years of age or older.
Unknown	D1h	Count of clients for whom the Birthdate Data Quality option is set to "Don't Know" or "Refused." In such cases the value entered in the Birthdate field is not used to calculate the age range for the corresponding clients.

D2 – GENDER

This portion of the demographics section provides aggregate counts of genders. The total of all aggregates will equal the count in #B3.

DATA DESCRIPTION	DATA #	DATA VALUE
Male	D2a	Count of clients who are "Male" or "Transgendered Female to Male."
Female	D2b	Count of clients who are "Female" or "Transgendered Male to Female."
Unknown	D2c	Count of clients for whom the gender is set to "Unknown," "Don't Know," or "Refused."

D3 - RACE / ETHNICITY

This portion of the demographics section provides aggregate counts for categories of race and ethnicity, which together will equal the count in #B3. The data is calculated using the values entered with the Race and Ethnicity options in the demographics section of the Face Sheet.

DATA DESCRIPTION	DATA #	DATA VALUE
American Indian or Alaska Native	D3a	Count of clients who are identified as American Indian or Alaska Native, and not Hispanic/Latino.
Asian	D3b	Count of clients who are identified as Asian, and not Hispanic/Latino.
Black or African American	D3c	Count of clients who are identified as Black or African American, and not

DATA DESCRIPTION	DATA #	DATA VALUE
		Hispanic/Latino.
Hispanic or Latino	D3d	Count of clients whose ethnicity is identified as "Hispanic or Latino." Such individuals are not counted under any other race, unless they have multiple Race selections made for them.
Native Hawaiian or Other Pacific Islander	D3	Count of clients who are Native Hawaiian or Other Pacific Islander, and not Hispanic/Latino.
White	D3f	Count of clients who are identified as White, and not Hispanic/Latino.
Two or more Races	D3g	Count of clients who have two or more races selected for them, regardless of whether they are Hispanic/Latino. Such individuals are not counted under any other race.
Unknown	D3h	Count of clients whose Race and Ethnicity are unknown.

D4 – PRINCIPAL MENTAL ILLNESS DIAGNOSIS

This portion of the demographics section provides aggregate counts of individuals with specific categories of principal mental illness, which together will equal the count in #B3. The data is calculated from the Principal Mental Illness Diagnosis information collected on the intake form for clients in the PATH Services program (there is no connection with any diagnosis information entered elsewhere).

When reviewing this report information, please keep in mind that it is only looking at data for the PATH Services programs.

DATA DESCRIPTION	DATA #	DATA VALUE
Schizophrenia and Related Disorders	D4a	Count of clients whose principal mental illness diagnosis is specified as "Schizophrenia and Related Disorders."
Other Psychotic Disorders	D4b	Count of clients whose principal mental illness diagnosis is specified as "Other Psychotic Disorders."
Affective Disorders	D4c	Count of clients whose principal mental illness diagnosis is specified as "Affective Disorders."
Personality Disorders	D4d	Count of clients whose principal mental illness diagnosis is specified as "Personality Disorders."
Other Serious Mental Illness	D4e	Count of clients whose principal mental illness diagnosis is specified as "Other Serious Mental Illness."
Unknown or Undiagnosed Mental Illness	D4f	Count of clients whose principal mental illness diagnosis is unknown or undiagnosed.

D5 – CO-OCCURRING SUBSTANCE USE DISORDERS

This portion of the demographics section provides aggregate counts of individuals with specific categories of co-occurring substance use disorders, which together will equal the count in #B3. The data is calculated from the MICA information collected on the intake form for clients in the PATH Services program. If “yes” has been specified there, the client is counted as having a co-occurring substance use disorder. If “no” has been specified, the client is counted as “No Co-Occurring Substance Use Disorders.” There is no MICA data entry option for “Unknown,” but if no value has been selected there the client is counted in the category of “Unknown if Substance Use Disorder.”

When reviewing this report information, please keep in mind that it is only looking at data for the PATH Services programs.

DATA DESCRIPTION	DATA #	DATA VALUE
Co-Occurring Substance Use Disorders	D5a	The count of clients who have “Yes” specified under MICA.
No Co-Occurring Substance Use Disorders	D5b	The count of clients who have “No” specified under MICA.
Unknown if Substance Use Disorder	D5c	The count of clients who have no value specified under MICA.

D6 – VETERAN STATUS

This portion of the demographics section provides aggregate counts for categories of veteran status, which together will equal the count in #B3. The data is calculated using the values entered with the Veteran Status option at intake, or on the Face Sheet.

DATA DESCRIPTION	DATA #	DATA VALUE
Veteran	D6a	Count of clients who have a Veteran Status of “Yes.”
Non-Veteran	D6b	Count of clients who have a Veteran Status of “No.”
Unknown	D6c	Count of clients who have a Veteran Status of “Don’t Know” or “Refused,” or who have no Veteran Status data at all.

D7 – HOUSING STATUS (AT FIRST CONTACT)

This portion of the demographics section provides aggregate counts for categories of housing status at first contact, which together will equal the count in #B3. The data is calculated using the values entered with the Residence Prior to Program Entry option at intake, or on the Face Sheet. For clients with multiple enrollments within the report date range, it is the housing status of the first admission that is used in the report.

DATA DESCRIPTION	DATA #	DATA VALUE
Outdoors (e.g., street, abandoned or public building, automobile)	D7a	Count of clients for whom the Residence Prior to Program Entry is specified as “Place not meant for habitation (e.g. a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside).”

DATA DESCRIPTION	DATA #	DATA VALUE
Short term shelter	D7b	Count of clients for whom the Residence Prior to Program Entry is specified as either "Emergency shelter, including hotel or motel paid for with emergency shelter voucher," or "Safe Haven."
Long term shelter	D7c	Count of clients for whom the Residence Prior to Program Entry is specified as "Transitional housing for homeless persons (including homeless youth)."
Own or someone else's apartment, room, or house	D7d	Count of clients for whom the Residence Prior to Program Entry is specified as one of the following: "Staying or living in a family member's room, apartment, or house," "Staying or living in a friend's room, apartment, or house," "Owned by client, with ongoing housing subsidy," or "Owned by client, no ongoing housing subsidy."
Hotel, SRO, boarding house	D7e	Count of clients for whom the Residence Prior to Program Entry is specified as one of the following: "Hotel or motel paid for without emergency shelter voucher," "Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)," or "Foster care home or foster care group home."
Halfway house, residential treatment program	D7f	Count of clients for whom the Residence Prior to Program Entry is specified as "Substance abuse treatment facility or detox center."
Institution (psychiatric or other hospital, nursing home, etc.)	D7g	Count of clients for whom the Residence Prior to Program Entry is specified as either "Psychiatric hospital or other psychiatric facility," or "Hospital (non-psychiatric)."
Jail or correctional facility	D7h	Count of clients for whom the Residence Prior to Program Entry is specified as "Jail, prison or juvenile detention facility."
Other	D7i	Count of clients for whom the Residence Prior to Program Entry is specified as "Other."
Unknown	D7j	Count of clients for whom the Residence Prior to Program Entry is specified as "Don't Know" or "Refused."
None of the above	D7k	Count of clients for whom the Residence Prior to Program Entry is specified as one of the following: "Rental by client, with VASH housing subsidy," "Rental by client, with other (non-VASH) ongoing housing subsidy," "Rental by client, no ongoing housing subsidy."

D8 – LENGTH OF TIME LIVING OUTDOORS OR IN SHORT TERM SHELTER AT FIRST CONTACT

This portion of the demographics section provides aggregate counts for categories of length of time living outdoors or in a short term shelter at first contact. The data is calculated using the values entered with the Length of Stay at Previous Residence option at intake. For clients with multiple enrollments within the report date range, it is the length of stay of the first admission that is used in the report.

Only clients with a housing status of "Outdoors" or "Short Term Shelter," counted in #D7a and #D7b are included in the counts found in this section of the report. As a result, the aggregate counts for #D8 together will equal #D7a + #D7b.

DATA DESCRIPTION	DATA #	DATA VALUE
Less than 2 days	D8a	Will always be 0, as calculated by AWARDS, as there is no equivalent Length of Stay at Prior Residence selection.
Two to 30 days	D8b	Count of the clients in either #D7a or #D7b for whom the Length of Stay at Previous Residence is specified as either "One week or less," or "More than one week, but less than one month."
31 – 90 days	D8c	Count of the counts in either #D7a or #D7b for whom the Length of Stay at Previous Residence is specified as "One to three months."
91 days to 1 year	D8d	Count of the clients in either #D7a or #D7b for whom the Length of Stay at Previous Residence is specified as "More than three months, but less than one year."
Over 1 year	D8e	Count of clients in either #D7a or #D7b for whom the Length of Stay at Previous Residence is specified as "One year or longer."
Unknown	D8f	Count of clients in either #D7a or #D7b for whom the Length of Stay at Previous Residence is specified as "Don't Know" or "Refused."