TO: Balance of State CHIN Users
FROM: Tia Sanders-Rice, Data Analyst, NC Balance of State
DATE: August 29, 2014
RE: AHAR Preparation

Every year the U.S. Department of Housing and Urban Development (HUD) submits a comprehensive report on homelessness to Congress – the Annual Homeless Assessment Report (AHAR). The AHAR shows year-to-year trends about people who are homeless – their demographics and how they access homeless services. The North Carolina Coalition to End Homelessness (NCCEH), as staff to the NC Balance of State (BoS), submits data generated from CHIN to HUD for our Continuum of Care (CoC). HUD then analyzes AHAR data from all CoCs across the United States and rejects poor quality data and does not include this poor quality data in the AHAR.

We want to have as much NC BoS data as possible included in the AHAR. First of all, this will ensure NC BoS is included in the national conversation about homelessness. It will also help NC BoS continue to access the greatest amount of HUD funds possible for housing and homeless services since AHAR submission is a scored criteria of the CoC funding application process.

It's time now to start reviewing NC BoS data to ensure that HUD will accept our information. We ask all agencies using CHIN to do three things to prepare.

1. **Look at Null Values.**
   How? Run the Data Completeness Report Card (v6 C2). This ART report is located in the 'Commonly Used Reports' folder for Agencies. This report highlights null values at the client level. Null values are missing data and must be corrected. Review client files for the missing information and update CHIN. On the summary tab of the report, pay special attention to any data element that is less than 90% complete. Please note that sometimes data is actually missing. If after reviewing a file you are unable to locate missing data, do not make any changes in CHIN. Missing data is absolutely better than inaccurate data.

2. **Look at Entries and Exits.**
   How? Run the Enrolled Clients County with Time in Program (v C1). This ART report is located in the 'Commonly Used Reports' folder for Agencies. This report provides current and exited client names, their entry and exit information, and totals the number of days clients were enrolled in your program. Review the tabs for clients who have stays longer than expected. Verify that clients with very long stays are currently enrolled, and if not, exit them on the date that they were no longer considered to be in the program.

3. **Examine Overall Data Quality.**
How? Run the CoC APR Detail (v18 C1.3). This ART report is located in the 'Commonly Used Reports' folder for Agencies. This report consists of several tabs which focus on client demographics, household membership, entry-exit data, income, benefits, etc. This report is great for data quality monitoring. The report flags missing data, identifies non-HUD assessment question values, and highlights duplicate clients enrolled in the program during a given reporting period.

Need help? It's available! I am happy to work with you to review and improve your program's data quality. From questions about how to run a report in CHIN to "do these numbers make sense for my program?" I am your woman. **Please** contact me to talk over any data questions, review the ART reports listed above, etc.

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Also please plan to attend the NC BoS Data Quality Subcommittee teleconference on Monday, September 22, at 10:30 AM. This meeting is required for all agencies using CHIN who are administering Emergency Shelter, Transitional Housing, and Permanent Supportive Housing programs within NC BoS.

- Register on the NCCEH website: http://www.ncceh.org/events/754/

Thank you for all of your hard work!