Bowman Systems LLC

TECH NOTE # 111004

PATH ANNUAL REPORT

INTEGRATION INTO SERVICEPOINT

SERVICEPOINT™ 3.06

OVERVIEW

This document explains how information gets pulled into the PATH Annual Report and provides a line-by-line description of each PATH field. It covers those sections of the PATH Report that are not easily discernable, including: Homelessness, Ineligibility, Serious Mental Illness, Service Distinctions, and Enrollment in a PATH Program.

For purposes of accuracy, information in Blue is taken from the 2002 PATH Annual Report Provider Guide available at

http://vhsdc.org/forms/HHS%20PATH%20WEB%20Guide.pdf .

NOTE
SP = ServicePoint table definitions and assumptions

TABLE A: BUDGET INFORMATION

Table A of the *PATH Annual Provider Report Online Survey* relates to budget information for the Fiscal Year being reported. Because this information is not currently collected in ServicePoint, this information is not included in the ServicePoint™ PATH Report.

TABLE B: PERSONS SERVED

It is essential that service providers include accurate information on the number of persons receiving services. To the extent possible, the annual reporting information should include **unduplicated counts** of persons served. It is recognized that some duplication will occur, especially for services such as outreach during which clear client identification may not be achieved. Duplication may also occur when individuals receive services from more than one provider, or when individuals relocate from one geographic area to another.

Count as persons served only those family members who receive services related to their own serious mental illness.

Line B1:

B1. Item B1 records the number of people, who are homeless and have serious mental illnesses, served by the reporting PATH-funded provider, regardless of funding source, but supported in some measure by **federal** PATH funds. Items B2a, b, c, d, B3 and B4 record data on a subset of persons reported in B1. **This figure should include PATH clients who became enrolled during the fiscal year being reported, plus all other homeless persons with serious mental illness served by the PATH-funded organization.**

Line B1

B1. Persons Who are Homeless and have Serious Mental Illnesses Served by **Federal and Matching PATH Funds and Other Sources**	0

Figure 1

To appear in SP Line B1, clients must meet all of the following requirements:

- At least one active service must have been provided by the Provider listed in the report criteria between or on the report “from” and “to” dates.
- **Yes** must be the answer to the question **Is Client Homeless?** (See Figure 2.)
- The question **Principal Mental Illness Diagnosis** must have an answer during the time of service required for the client to appear in Line B1. (See figure 2.)

PATH Assessment Questions

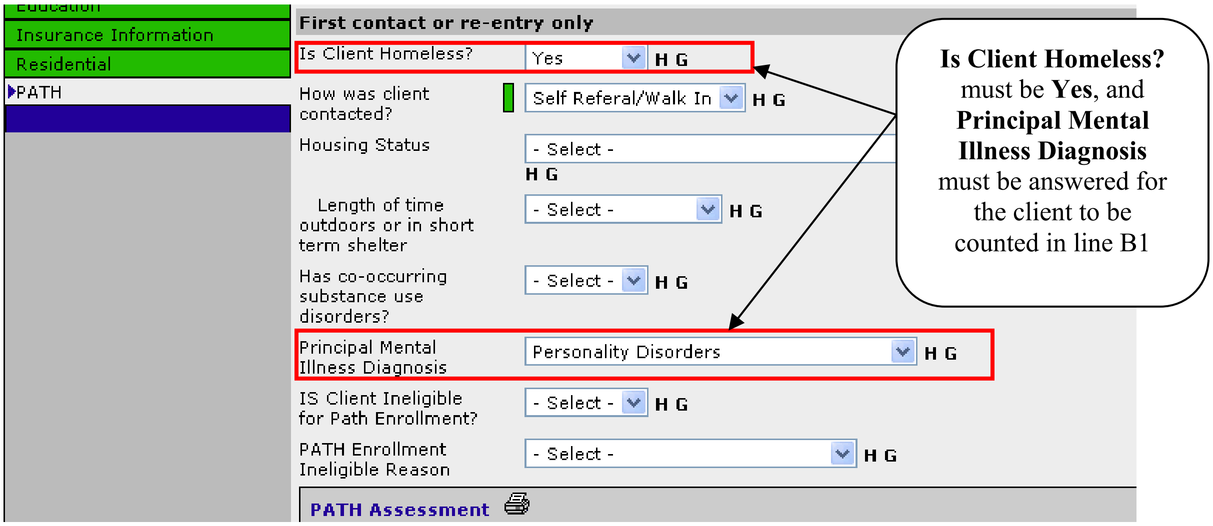


Figure 2

Line B2a:

B2a. Item B2a records the number of persons contacted through outreach using only **federal** PATH funds in FY 2002. This figure should include persons who became enrolled PATH clients, as well as those clients who were not enrolled (e.g. due to ineligibility).

Line B2a

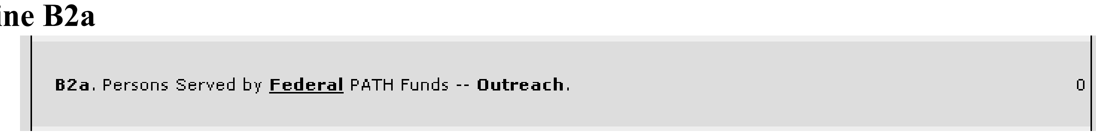
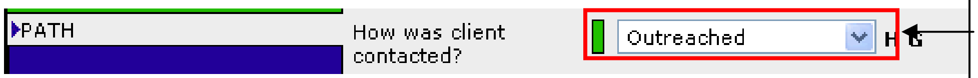


Figure 3

To appear in SP Line B2a, clients must meet all of the following requirements:

- **Outreach** must be the answer to the question **How was client contacted?** before or during the report “from” and “to” dates.
- The “outreach” must have taken place on or before the client’s PATH funded service (see B1).

How Was Client Contacted? Question



How was client contacted? must be answered with **Outreached** to appear in Line B2a and Line B2b

Figure 4

Line B2b:

B2b. Item B2b records the subset of persons contacted through outreach who become enrolled as PATH clients using **only federal** PATH funds in Fiscal Year 2002.

A PATH client is defined as a person (1) who is homeless or at imminent risk of becoming homeless and has a serious mental illness and/or a co-occurring substance use disorder; (2) who receives services supported in some measure with federal PATH funds, and (3) for whom a clinical or other formal record has been prepared, indicating formal enrollment.

Line B2b

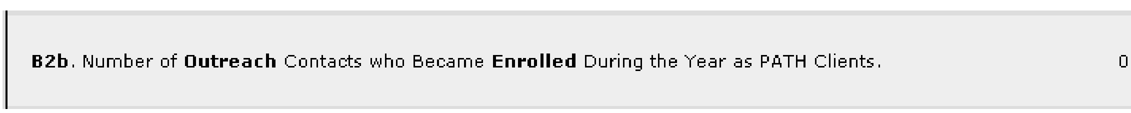


Figure 5

To appear in SP Line B2b, clients must meet all of the following requirements:

- There must be a PATH Type entry date between or on the report "from" and "to" dates.
- **Outreach** must be the answer for the question **How was client contacted?** The answer for this question must be recorded on or before the corresponding Entry Date.

Line B2c:

B2c. Item B2c counts those who do not become enrolled as PATH clients. This can be for a variety of reasons, such as refusal, the person moves, or the person is ineligible. **Item B2c=Item B2a – Item B2b.**

Line B2c

B2c. Number of **Outreach** Contacts who **Do <u>Not</u> Become Enrolled** During the Year as PATH Clients *(Note: Item B2c = Item B2a - Item B2b)* 0

Figure 6

Line SP B2c is the difference between Line B2a and Line B2b.

Line B2d:

B2d. Enter number of outreach clients from Item B2c who were **not enrolled due to ineligibility.** Reasons for ineligibility may include no serious mental illness, not homeless or at risk of homelessness, enrollment pending, refused/decided not to enroll, moved/missing, etc. **Item B2d must be less than or equal to Item B2c.**

Line B2d

B2d. Number of Outreach Clients (in Item B2c above) **Not Enrolled** Because they have been Found to be **Ineligible**. 0

Figure 7

To appear in SP Line B2d, clients must meet all of the following requirements:

- There must be at least one service provided by the Provider between or on the report “from” and “to” dates. Clients must **NOT** have a PATH type entry date during the reporting period.
- **Yes** must be the answer to the question **Is Client Ineligible for PATH enrollment?** on the PATH assessment. (See Figure 8.)
- **Outreach** must be the answer to the question **How was client contacted?** on the PATH assessment. (See Figure 8.)
- The answer **Outreach** for the question **How was client contacted?** must be recorded before the answer **Yes** to the question **Is client ineligible for PATH enrollment?**

PATH Assessment

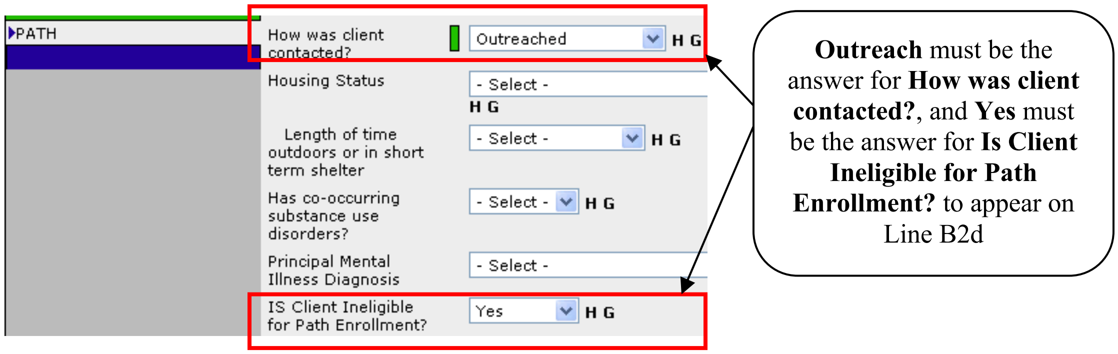


Figure 8

Line B3:

B3. Item B3 combines the number of enrolled PATH clients (B2b), but **also includes** clients served in a previous year and carried over into FY 2002. It also includes persons who became enrolled by means other than outreach, for example, self-referrals or walk-ins**.** See item B2b for the definition of an "Enrolled PATH client". **Item B3 is the control number for Tables C and D.**

Line B3

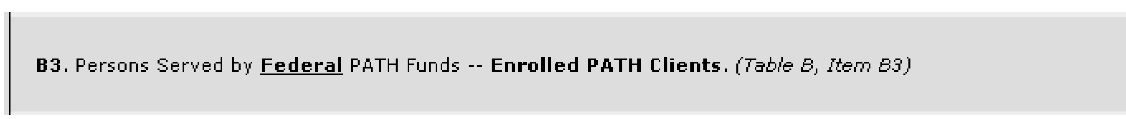


Figure 9

SP B3: Because this Annual Report Survey label reads "Persons Served by Federal PATH Funds – Enrolled PATH Clients," we interpret this table methodology to use the enrolled date as a primary criteria point. Thus the wording of the report definition will change for our reporting purposes to "… clients (B2b), but also includes clients enrolled in a previous year and carried over into FY…"

To appear in SP Line B3, clients must meet all of the following requirements:

- Clients must have a PATH enrolled (Entry) date that is earlier than the report "to" date.

- Corresponding Client Exit dates (if such dates exists), must be on or after the report "from" date, regardless of answer to question **How was client contacted?**

- Clients must have a PATH Report service provided by the selected Provider.

Line B4:

B4. Item B4 is a more inclusive measure of the entire population of persons (contacts and clients) using services funded by federal PATH funds during the year**.** **Item B4=Item B2c + Item B3.**

Line B4

B4. Total Number of Persons Receiving Any **Federal** PATH-Supported Services During the Year. *(Note: Item B4 = Item B2c + Item B3)*	0

Figure 10

ServicePoint Line B4 is the sum of Line B2c and Line B3.

TABLE C: AVAILABLE SERVICES

In Table C, *Available Services*, you provide data on whether you use federal PATH funds to provide each service or not and the number of clients receiving each service. If the service is completely or partially provided using PATH funds, enter the number of enrolled PATH clients receiving the service. This number **cannot exceed** the number reported in item B3. If the service is **provided but not PATH-funded** or **not provided**, enter **zero** for clients served.

Table C

Table C: Available Services	
Housing Counseling (BH-370)	1

Figure 11

To appear in SP Line C, clients must meet all of the following requirements:

- There must be a service provided that appears in Line B3.

- There must be a service that falls between or on the "from" and "to" dates identified in the PATH report criteria. Thus a service provided prior to the reporting period for a client still enrolled will not be counted in the report results.

- There must be a service listed in the **Services Provided for Need identified** record, located under the **Service Transactions** tab.

This table will report each Need defined in the **Services Provided** section. Each type of Need defined will have a corresponding number of unique clients (per B3) served. A User running the PATH report from ServicePoint will need to translate service codes (Needs) to the "Type of Service" area of the Annual Report Survey.

The table below shows which codes each section of the Annual Report Survey maps to. Services that are NOT mapped will be in Path Report Line **Ck**.

PATH Report Line	Service Code	PATH Report Line	Service Code
Ca	TJ-650.630	Ci	LH-260; ND-200.350; HL
Cb	RR-500	Cj1	BH-300.355-39
Cc	LR	Cj2	BH-370
Cd	RR-150	Cj3	BH-390.310
Ce	LX-650.800	Cj4	BH-390.310
Cf	ND-200.350	Cj5	BH
Cg	PH-100.450	Cj6	BR-300.725
Ch	B	Cj7	BR-300.700

TABLE D: DEMOGRAPHICS

This table collects demographic information on enrolled PATH clients. Therefore**, the sum of clients reported in items D 1 - 7 should be the same as the number recorded in Item B3**, which can be found on the top of Table D.

There is one exception. Item D8 requests information only about those clients living outdoors (Item D7a) or in short term shelter (Item D7b) at first contact**.** Therefore **Item D8 = Item D7a + Item D7b**.

NOTE
If the housing status for all PATH-enrolled clients is "unknown," then Item D8 should also be "unknown."

Providers should include all demographic information available for each enrolled client. Some demographic information, (for example, age) may change during the year. When available, information should reflect the status of individuals at first contact. For clients who leave and re-enter the system, their demographic data collected during re-entry should be used.

D1. Uses the latest birth date entered on or before the corresponding entry date for each client found in B3. (See Figure 12)

Section D1

D1ea. Age:	
D1a. Less than 13 years:	0
D1b. 13-17 years:	0
D1c. 18-34 years:	1
D1d. 35-49 years:	0
D1e. 50-64 years:	0
D1f. 65-74 years:	0
D1g. 75 years and older:	0
D1h. Unknown:	0

Figure 12

D2. Uses the latest gender entered on or before the corresponding entry date for each client found in B3. Transgender is counted as Unknown. (See Figure 13)

Section D2

D2ea. Gender:	
D2a. Male	0
D2b. Female	0
D2c. Unknown	0

Figure 13

D3. Uses the latest race and ethnicity on or before the corresponding entry date for each client found in B3. The table below shows where each current HUD defined race will be mapped. (See Figure 14)

D3a American Indian or Alaska Native	RACE_AMERICANINDIAN, RACE_ALASKAN, RACE_INDIAN_WHITE, RACE_INDIAN_BLACK
D3b Asian	RACE_ASIAN, RACE_ASIAN_WHITE
D3c Black or African American	RACE_BLACK, RACE_BLACK_WHITE
D3d Hispanic or Latino	If this ethnicity is marked, takes priority over all
D3e Native Hawaiian or Other Pacific Islander	RACE_PACIFICISLANDER, RACE_HAWAIIAN
D3f White	RACE_WHITE
D3g Other	Includes everything not previously mentioned
D3h Unknown	Includes all NULL values

Section D3

D3ea. Race/Ethnicity:	
D3a. American Indian or Alaska Native	0
D3b. Asian	0
D3c. Black or African American	0
D3d. Hispanic or Latino	0
D3e. Native Hawaiian or Other Pacific Islander	0
D3f. White	0
D3g. Other	0
D3h. Unknown	0

Figure 14

D4. Uses the latest Principal Illness entered on or before the reporting "to" date for each client found in B3. If nothing is entered, then it is treated as Unknown or Undiagnosed Mental Illness. (See Figure 15)

Section D4

D4ea. Principal Mental Illness Diagnosis	
D4a. Schizophrenia and Related Disorders	0
D4b. Other Psychotic Disorders	0
D4c. Affective Disorders	0
D4d. Personality Disorders	0
D4e. Other Serious Mental Illness	0
D4f. Unknown or Undiagnosed Mental Illness	0

Figure 15

D5. Uses the latest co-occurring substance use disorder entered on or before the corresponding entry date for each client found in B3. (See Figure 16)

Section D5

D5ea. Co-occurring Substance Use Disorders:	
D5a. Co-Occurring Substance Use Disorders	0
D5b. No Co-Occurring Substance Use Disorders	0
D5c. Unknown If Substance Use Disorder	0

Figure 16

D6. Uses the latest veteran status entered on or before the corresponding entry date for each client found in B3. (See Figure 17)

Section D6

D6ea. Veteran Status:	
D6a. Veteran	0
D6b. Non-Veteran	0
D6c. Unknown	0

Figure 17

D7. Use latest housing status entered on or before corresponding entry date for each client found in B3. (See Figure 18)

Section D7

D7ea. Housing Status (at first contact):	
D7a. Outdoors (e.g., street, abandoned or public building, automobile)	0
D7b. Short term shelter	0
D7c. Long term shelter	0
D7d. Own or someone else's apartment, room, or house	0
D7e. Hotel, SRO, boarding house	0
D7f. Halfway house, residential treatment program	0
D7g. Institution (psychiatric or other hospital, nursing home, etc.)	0
D7h. Jail or correctional facility	0
D7i. Other	0
D7j. Unknown	0

Figure 18

D8. Uses the Length of Time entered on or before the corresponding entry date for each client found in D7 to have lived outdoors or in a short term shelter. (See Figure 19)

Section D8

D8ea. Length of time living outdoors or in short term shelter at first contact (Total sum for this item must be equal to D7a+D7b).	
D8a. Less than 2 days	0
D8b. Two to 30 days	0
D8c. 31-90 days	0
D8d. 91 days to 1 year	0
D8e. Over 1 year	0
D8f. Unknown	0

Figure 19

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