Full Service Partnership (FSP) Enhanced Partner-Level Data (EPLD) Templates Version 9.0 User Manual

Instructions for utilizing FSP DCR data extracts to view partner-level information summaries

3/15/2022

Table of Contents

Table of Contents

Definitions and Abbreviations

Term	Meaning
3M	Quarterly Assessment
ADL	Activities of Daily Living
Adult	Adults of Ages 26 - 59
BPD	Browse Partner Data
CA-RW	County Administrator, Read/Write
Child/Youth	Children of Ages 0 - 15
CSI	Client Services Information
CSV	Comma-Separated Values
DCR	Data Collection and Reporting
DMH	California Department of Mental Health
EPLD	Enhanced Partner-Level Data
FSP	Full Service Partnership
FY	Fiscal Year
HIPAA	Health Insurance Portability and Accountability Act
HITECH	Health Information Technology for Economic and Clinical
IADL	Instrumental Activities of Daily Living
KET	Key Event Tracking
MH	Mental Health
MHSA	Mental Health Services Act
MHBG	Mental Health Services Block Grant
MHP	Mental Health Plan
MHSIP	Mental Health Statistics Improvement Program
Older Adult	Older Adults of Ages 60+
PAF	Partnership Assessment Form
Partner	A Client of the Full Service Partnership
PHI	Protected Health Information
PSC	Partnership Services Coordinator
RO	Read Only
RPR	Run Partner Report
RW	Read/Write
SB	Security Breach
SED	Seriously Emotionally Disturbed
SSA	State System Administrator
TAY	Transitional Age Youth (Ages 16 – 25)
TOC	Table of Contents
WIC	California Welfare and Institution Code
XML	Extensible Markup Language
XSD	XML Schema Definition

Chapter 1: Introduction

The **Enhanced Partner-Level Data (EPLD) Templates** Version 8 include templates for "Partner Information" reports, "Partner Alert" reports and "Summary Reports". In addition, the templates include an ability to divide the dataset by Program, Provider or Partnership Service Coordinator, as well as an ability to export the data for use with other tools. The EPLD Templates are available in two file types, one which is self-contained and one which can be connected to an external Microsoft SQL Server database to store its data.

The "Partner Information" reports are designed to provide a comprehensive summary of partners' Full Service Partnership (FSP) Data Collection and Reporting System (DCR) partnership data for the purposes of improving data quality and service quality. The EPLD Templates display and organize domain data for the partnership's current status and history in the last 12 months before joining the FSP. (Information on the time prior to the last 12 months before joining the FSP is not included in these templates.) All administrative changes, such as program or coordinator changes, are also displayed within EPLD Templates.

The "Partner Alert" reports are designed to alert users of partner status which require attention, such as quarterly 3-Month (3M) assessments due, residential alerts or inconsistent data points.

The "Summary Reports" are designed to provide "FSP Metrics Reports" and "FSP Indicator Reports". The "FSP Metrics Reports" provide a summary of partners enrolled, partners served, 3Ms due, 3Ms submitted, and Key Event Tracking (KET) assessments submitted by program or by provider. The "FSP Indicators Reports" provide summaries of mental health emergency events, psychiatric and psychiatric nursing hospitalizations, residential settings, employment, education, arrests, incarcerations and discharge information.

The "Divide Dataset" tab is designed to split the FSP DCR extraction file by Program, Provider or Partnership Service Coordinator (PSC). There is an option to divide the dataset to produce a CSV formatted file output or to reduce the current version of the EPLD Templates to contain only partners currently assigned to a selected Program, Provider or Partnership Service Coordinator.

The "Export Data" tab provides the ability to export FSP data for use with other tools. The EPLD template can export FSP participation data for use with the Client and Services Information (CSI) Submission File Analysis (SFA) Tool or it can export FSP domain outcomes for the purposes of the MOQA project led by the California Behavioral Health Directors Association (CBHDA).

Scope

EPLD Templates are provided empty of data and are designed to work with the FSP DCR comma-separated values (CSV) files, (hereafter "DCR CSV files"), which can be downloaded by authorized users from the online FSP DCR application[1].

> Note: The FSP DCR currently only allows users with a role of County Administrator, Read/Write (CA-RW) or State System Administrator (SSA) to download DCR CSV files.

The purpose of the EPLD Templates is to organize summaries of partnership information and data metrics so that FSP DCR users can review and improve FSP data quality. The templates are designed for viewing data (i.e., read only), and all changes to the FSP data are entered using the FSP DCR application[2].

From within the EPLD Templates, users import the DCR CSV files downloaded from the FSP DCR. The EPLD Templates then provide various templates to review and generate reports on partnership data up to the point in time when the DCR CSV files were last downloaded from the FSP DCR and imported into the EPLD Templates.

> Note: No changes to data can be made directly through the EPLD Templates as these changes would not be propagated to the FSP DCR. Any data added or corrected in the FSP DCR after the point of the DCR CSV file download will not be reflected in the EPLD Templates until new DCR CSV files are downloaded and imported into EPLD Templates.

---

[1] Refer to the FSP DCR User Manual at Chapter 12 "Data Extraction" for further instructions on downloading DCR CSV Files.

[2] Refer to the FSP DCR User Manual at Chapter 11 "Data Correction" for further instructions on correcting data in the FSP DCR.

The Partner-Level Data Templates may be useful for the following activities.

- Reviewing individual partner history in the FSP program
- Reviewing aberrant or questionable data for a partner as identified by data quality reports
- Identifying the assessment dates for data requiring correction for a partner
- Investigating and troubleshooting XML data submission errors for a partner's data
- Cross-checking and spot-checking a county's 3rd party application data compared to the FSP DCR data after XML uploads
- Creating additional queries and reports based on DCR CSV file downloads utilizing the framework and data codes provided within the Partner-Level Data Templates tool
- Creating a list of all active partners for a designated Provider, Program or Partnership Service Coordinator (PSC)
- Planning for 3M assessment collection
- Identifying missing 3M assessments
- Identifying duplicate KET assessments
- Identifying partners no longer actively participating in the FSP program and in need of discontinuation
- Identifying partners who have been in a temporary residential setting for more than 30 days
- Evaluating FSP DCR data quality
- Identifying whether data quality barriers exist for some programs or providers
- Determining clients served during a time period for Exhibit 6 and other purposes
- Divide the DCR extraction file to distribute raw data to Provider, Program or PSCs

EPLD Templates Software Installation

This section describes the system requirements and installation steps for the EPLD Template software. The EPLD Templates V7 come with two different installation options. The first option for installation is an entirely self-contained MS Access version of the EPLD templates, as previous versions of the templates have always been. The second option for installation adds additional functionality and capability to the templates by allowing connection to an external Microsoft SQL Server database to store its data, and this option is referred to as the linked option. The linked option connects to MS SQL to circumvent the 2GB limit of MS Access.

System Requirements

Minimum Requirements (Client):

- OS: Windows 7 or higher
- MS Access 2010 or higher
- MS .Net Framework 3.5
- 2 GB RAM
- 200 MB of hard drive space available

Recommended Requirements (Client):

- OS: Windows 10
- MS Access 2016
- MS .Net Framework 4.5.2
- 4 GB RAM
- 400 MB of hard drive space available

SQL Server Requirements (Server):

If you are going to connect to an external MS SQL Server database, then the following are the recommended requirements. The SQL server can be on a remote server on your own network, a cloud based server such as on Amazon AWS, or even a local SQL server that is running on the same machine as the client. This document does not cover the installation of MS SQL Server. It only covers how to connect to an existing server.

- MS SQL Server 2014 (12.0.5+) or higher
- 2 CPU with 8 GB of RAM
- 200 GB of hard drive space available for the database.

EPLD Usage Requirements:

To utilize the EPLD Templates once software has been installed, a workstation will require internet access to download data from the FSP DCR system and sufficient space to store and process these files (recommended 1 Gigabyte free). The workstation will also require a PDF viewing application such as the free Adobe® Reader software.

EPLD Software Installation Steps:

Below are the steps to install either version of the EPLD Templates.

Access Only (Original Self-Contained)**:**
1. Unzip the Installer.zip to a location on your computer such as C:\EPLD.
2. Go to the location where you unzipped the files.
3. Double-click the EPLD_Installer.exe
4. As seen in Figure 1.1, the first window that will pop up will provide the option of selecting the type of installation. Ensure "Access Only" is selected, then click the "Next' button.

Figure 1.1 Selecting Access Only Installation Type
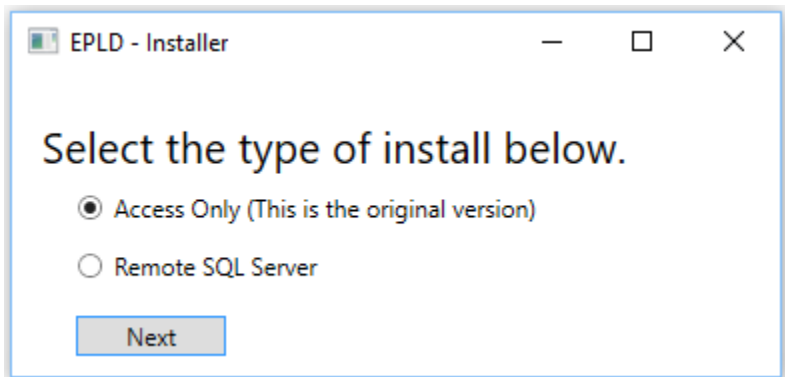
> Note: At this point, the installer will download necessary files. This could take several minutes depending on internet speed.

5. As seen in Figure 1.2, a window will open that will allow you to specify the path of where you would like to place the client.

Figure 1.2 Prompt for Installation Path
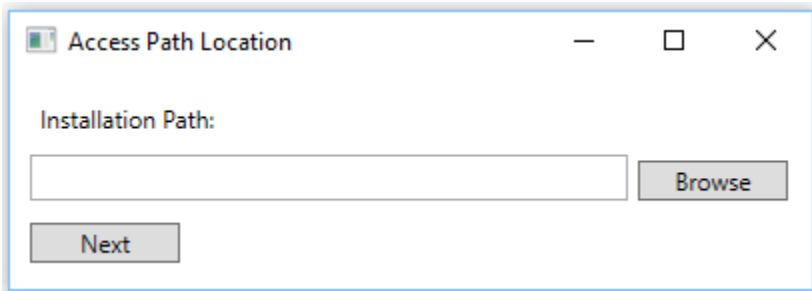
6. Click the "Browse" button to select the destination or type the path into the given text box. Figure 1.3 provides an example. After providing the installation path, click the next button to install the client to the specified location.

Figure 1.3 Selecting Installation Path
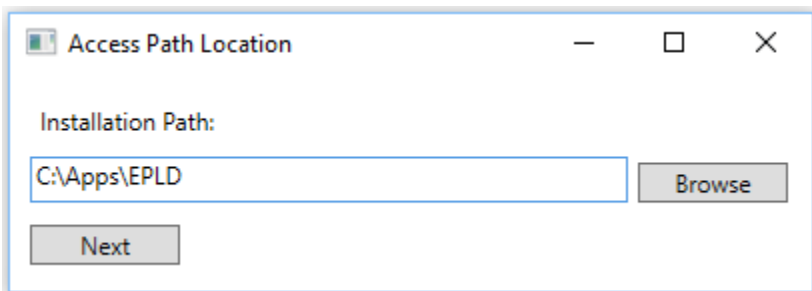
7. The original window will now be shown as seen in Figure 1.4. Click the "Finish" button to close the installer application.

Figure 1.4 Finishing Installation
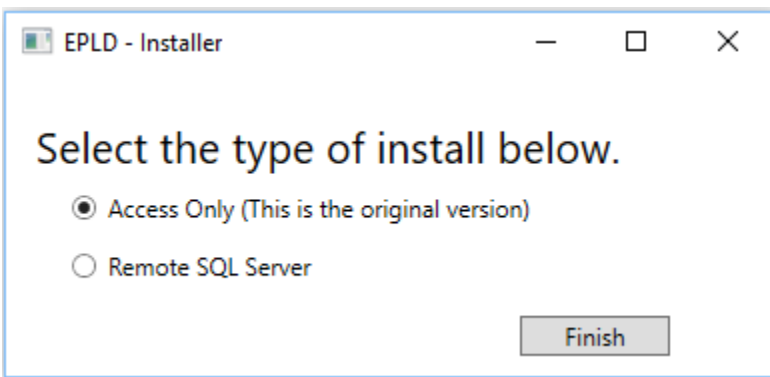
8. You can now find the new EPLD client in the specified installation location, as seen in Figure 1.5.

Figure 1.5 EPLD Client File Location
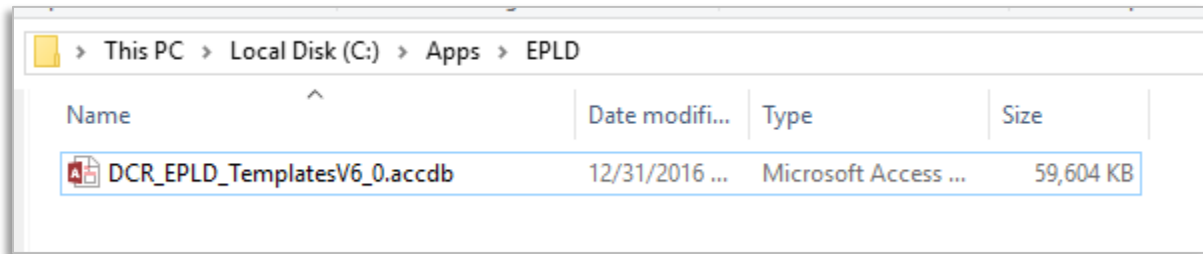
Connected Access (Connected to MS SQL):
1. Double-click the EPLD_Installer.exe
2. As seen in Figure 1.6, the first window that will pop up will provide the option of selecting the type of installation. Ensure "Remote SQL Server" is selected.

Figure 1.6 Selecting Remote SQL Server Install Type
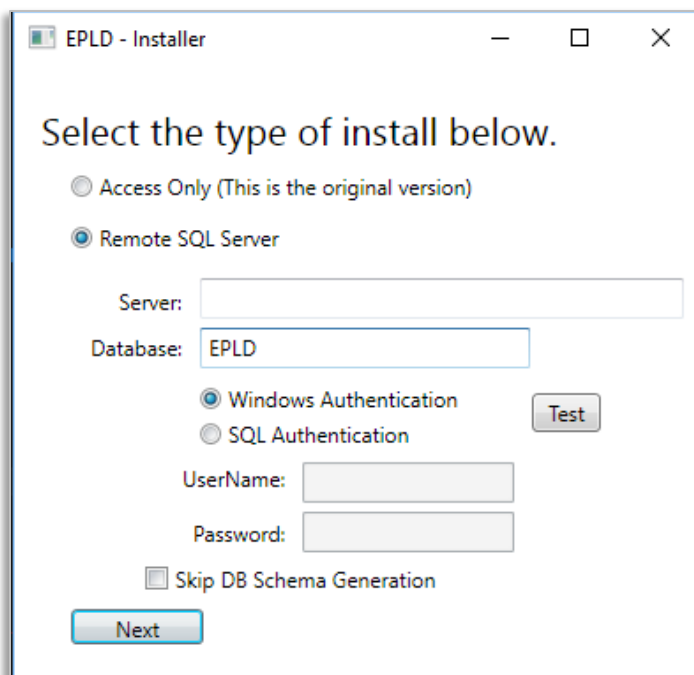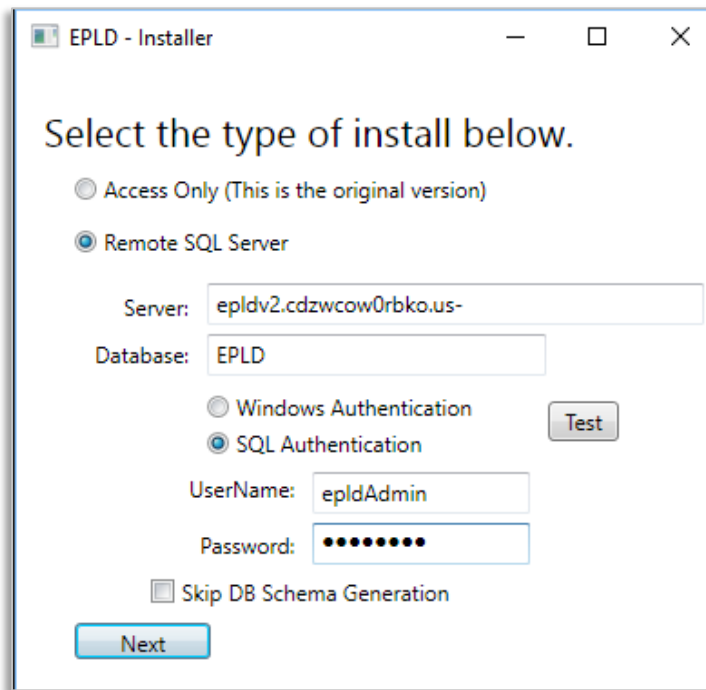
3. If you have previously installed a linked version of the EPLD templates, or if the database schema has already been generated by another user on the same remote server, then select "Skip DB Schema Generation" and skip to step 12.
4. Populate the connection information to the remote SQL Server. See Figure 1.7 for an example. <u>The database you specify must already exist on the server but should not contain not contain the EPLD tables yet</u>. You must use an account that has DBO access to create new tables, stored procedures, views, etc. The SQL server can be on a remote

server on your own network, a cloud-based server such as on Amazon AWS, or even a local SQL server that is running on the same machine as the client.

Figure 1.7 Populate Connection Information

5. You can test the connection to the database by clicking the "Test" button. It is a good idea to test the connection so that you can be sure you have the correct connection information specified before moving forward.
6. Click "Next" when you are ready to move to the next step.
7. You may see a UAC prompt asking you if you want to allow the installer to make changes to your computer. Click the "Yes" button. This is to install the MS SQL Client drivers on your computer to allow Access to be able to communicate with SQL Server.
8. A database "DB Setup" window will be shown that will allow you to start the installation of the database schema in the destination database, as shown in Figure 1.8. Click the "Start" button to start the setup of the DB schema.

Figure 1.8 DB Setup Window
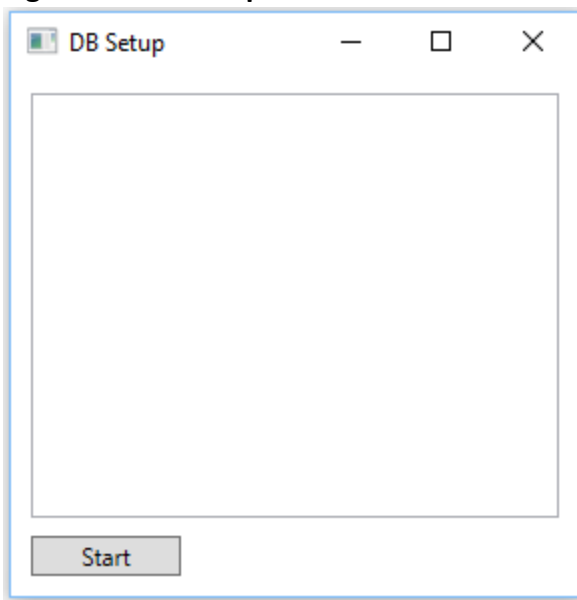
9. You will first see a message that states that the Database Schema is being created.
10. Once the DB schema has been successfully created, your window will start scrolling down as it inserts the default data into certain tables, as seen in Figure 1.9. This can take several minutes to complete depending on your connection to the SQL Server.

Figure 1.9 Inserting Default Data
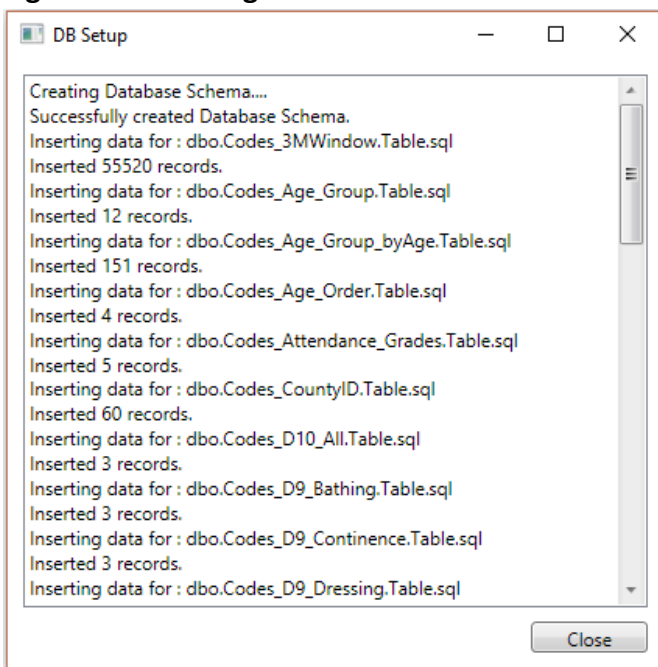
11. If there were any errors creating the DB Schema, they will show up in the box instead of the Successful message. (If you do get errors, make sure that you are using an account with Data Definition Language (DDL) permissions to create the required tables, stored procedures, and views.)
12. Once the DB Schema has been successfully installed, click the "Close" button.
13. As seen in Figure 1.10, a window will pop up that allows you to specify the path of where you would like to place the client.

Figure 1.10 Prompt for Installation Path
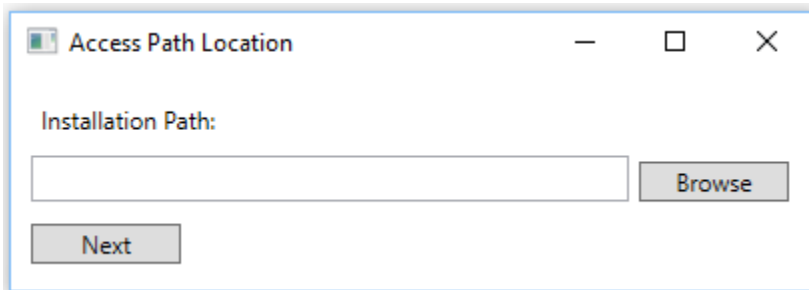
14. Click the "Browse" button to select the destination or type the path into the given text box. Figure 1.11 provides an example. After providing the installation path, click the next button to install the client to the specified location.

Figure 1.11 Selecting Installation Path
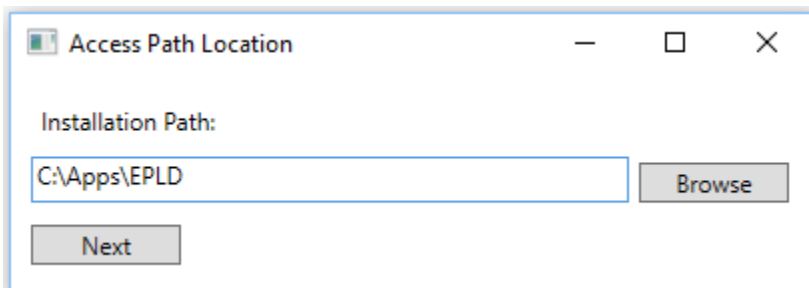
15. The original window will now be shown as seen in Figure 1.12. Click the "Finish" button to close the installer application.

Figure 1.12 Finishing Installation
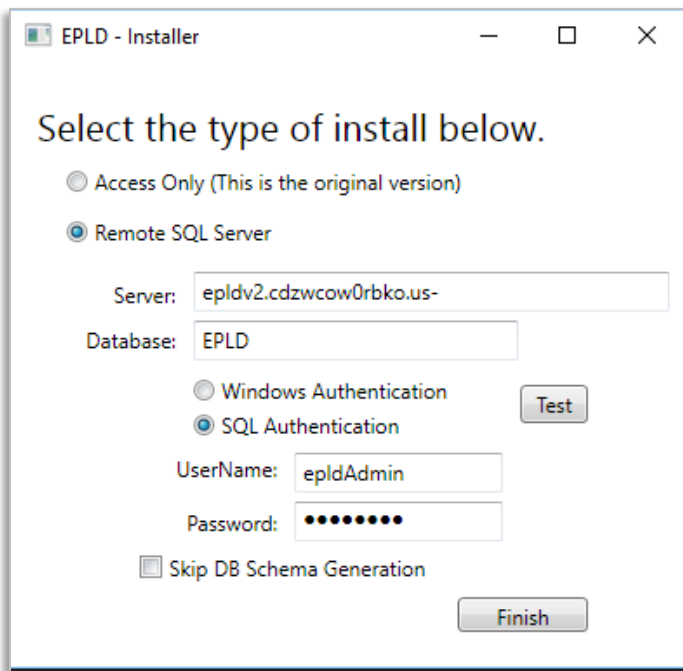
16. You can now find the new EPLD client in the specified installation location (as seen below). *Notice the *_Linked* naming convention on the end of the filename. This specifies that it is the Access client version that is linked to the MS SQL Server database. Once the installation is complete, the user may rename the template to include additional information, such as release version, county name, etc.*

Figure 1.13 EPLD Linked File Location
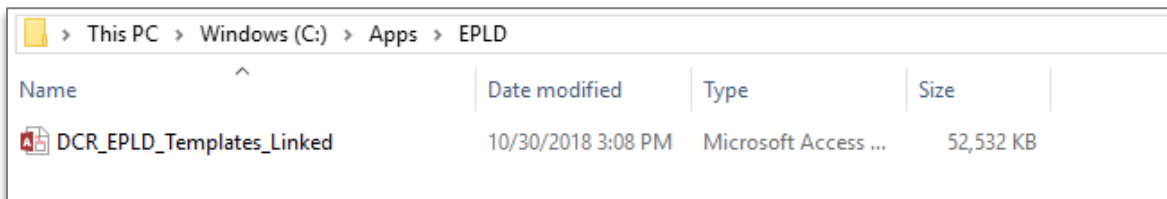
Most of the functionality of the two different types of installs is the same as with previous versions. The only difference is with the linked client that connects to a MS SQL Server instance will require a login to authenticate to the SQL Server. The section below covers the details of what to expect for this new functionality.

Connecting to an existing database:

When multiple people are connecting to a remote SQL server, only the first person doing the installation needs to build the Database Schema. All other users can skip the database schema generation. During the install, make sure the "Skip DB Schema Generation" check box is checked and the installer will bypass the process to generate the DB schema. See Figure 1.13a.

Figure 1.13a
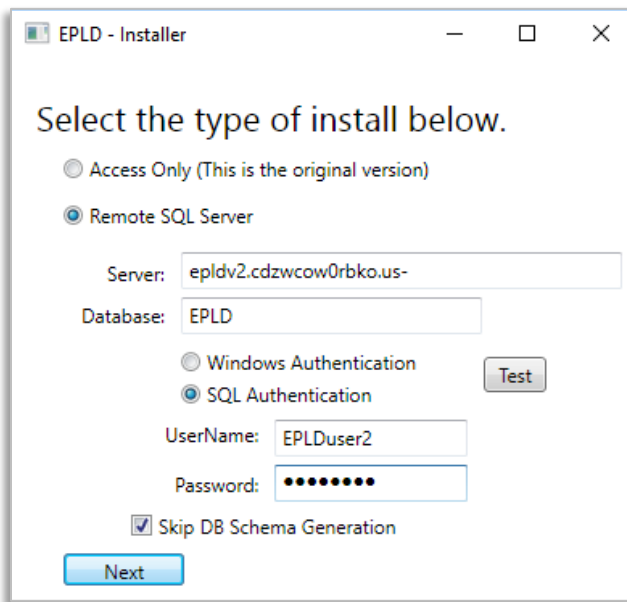
Authentication to MS SQL Server:

For the linked client to communicate with the backend SQL Server, you must authenticate with the server. There are two types of authentication that can be used. It is up to your database administrator that set up the server to determine which type you will need to use to connect the client application to the backend database.
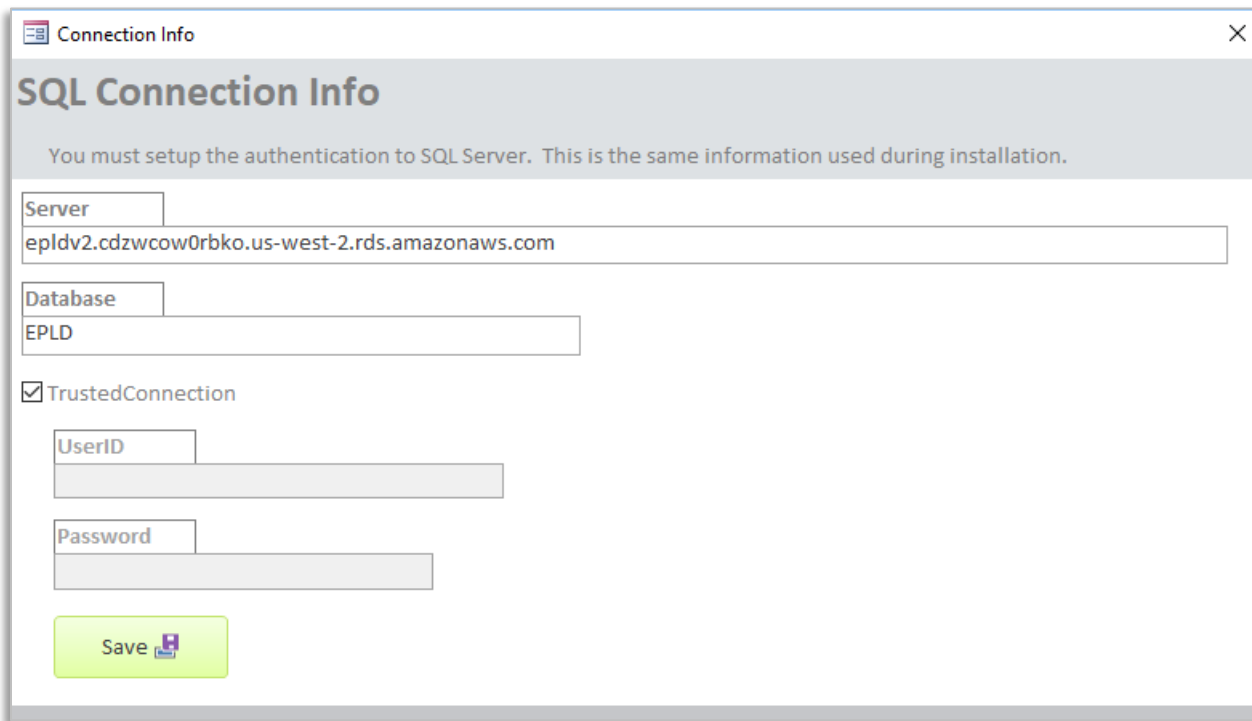
1. Trusted Connection (Windows Authentication) – This type of authentication uses your network credentials to connect to the database server. This is the easiest to use with the client, but is more difficult to setup, especially with cloud based SQL servers such as with Amazon Relational Database Service (RDS).
2. User Authentication – This type of authentication uses a username and password to authenticate to the database server.

When you launch the new linked client that connects to a SQL Server, you will see a prompt like the one seen in Figure 1.14. This is prompting you for the credentials to authenticate to the SQL Server. Based on the type of authentication that your database administrator set up, you will need to do one of the following.

If you are using **Trusted Connection**, then you will check the "TrustedConnection" check box. Populate the Server and Database fields with the same information that you used during the install, and then press "Save".

Figure 1.14 SQL Server Login Prompt

If you are using **User Authentication**, then you will uncheck "TrustedConnection" and populate the UserID and Password fields. Populate the Server and Database fields with the same information that you used during the install, and then press "Save". You can see an example in Figure 1.15.

Figure 1.15 User Authentication Example

This information is saved in a local table. Once installation and authentication are complete, connection information can be viewed by navigating to Tables (Figure 1.15a), scrolling to the table "tblconnection" (Figure 1.15b), and double clicking to open the table (Figure 1.15c). If a user is installing a later version of the linked template, but can't remember the connection information that was used in the initial installation, the information can be accessed through the local table in the prior version.

Figure 1.15a Locating Tables in Access
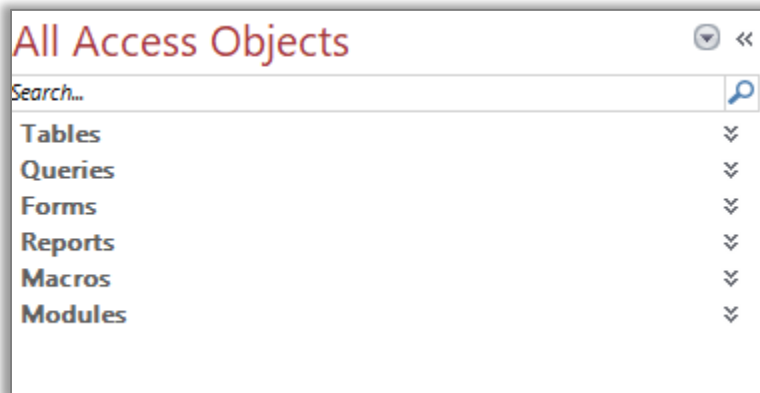
Figure 1.15b Locating Local Table with Connection Information
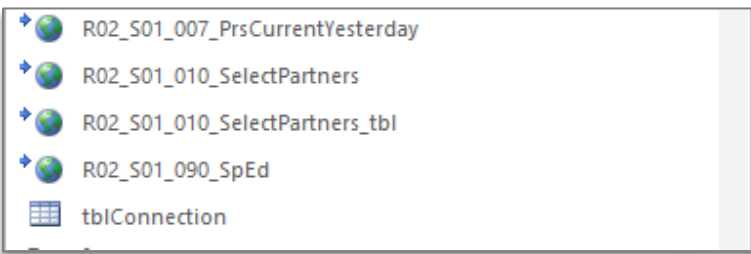
Figure 1.15c Viewing Connection Information in Local Access Table
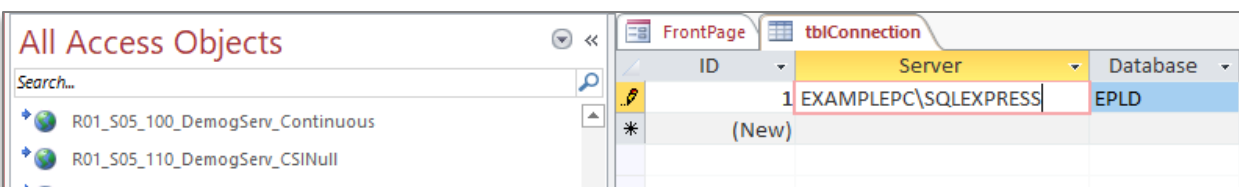
Data Security

The EPLD Templates are empty (without data) when initially provided to Mental Health Directors. DCR CSV files from the FSP DCR must be used to populate the EPLD Templates. The FSP DCR is equipped with data security such that only authorized users can view or download DCR CSV files containing partnership information. EPLD Templates that are provided are encrypted with a default password. To further secure information, it is recommended that users change the password for their personal use. The process for changing the encrypted password is discussed later in this chapter.

Data reports exported or printed from the EPLD Templates will contain personally identifying information and confidential protected health information and should be handled accordingly.

> Note: Data downloaded from the FSP DCR, as well as any reports generated from this data, contain Protected Health Information (PHI). PHI must be protected with administrative, technical and physical safeguards as required by law pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Rule (45 CFR Part 160 and Part 164, Subparts A and E), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), the California Security Breach Information Act (SB-1386,) and other state and federal law. Unauthorized use or disclosure is prohibited. It is the responsibility of the user of the EPLD Templates to ensure the confidentiality of the PHI of partners in accordance with the aforementioned laws and the user's organization's information security policies and procedures.

Note Regarding Support

The EPLD Templates are offered as an unsupported tool to assist users to manage the FSP DCR data. The EPLD Templates were constructed using standard Microsoft Access functionality and can be utilized using a standard installation of Microsoft Office. Users do not need previous experience with Microsoft Access to utilize the EPLD Templates.

Further, the EPLD Templates were built without the use of any peripheral procedures developed in Visual Basic. Therefore, users familiar with Microsoft Access alone should be able to support, augment or adjust the EPLD Templates if desired.

> Note: Always make a copy of the empty EPLD Templates as a backup before adding data or making any changes to the templates.

Overview of the EPLD Templates Tool

After opening the EPLD Templates in Microsoft Access, a set of tabs are displayed on a Front Page, as seen in Figure 1.16. As described below, there are seven main tabs which can be accessed.

The Seven Main Tabs of the EPLD Templates:

1. "Partner Information" tab
   - "Browse Partner Data" (BPD) template
   - "Run Partner Report" (RPR) template
2. "Partner Alert" tab
   - "3Ms Due by Month Report" template
   - "Active Partners Report – All Active Partners" template
   - "Active Partners Report – Active Partners with Residential Alerts" template
   - "Stagnant Partners Report" template
   - "Duplicate KETs Alert Report" template
   - "Missing or Incomplete 3M Report" template
   - "Mismatching CSI_DCR Birthdates Report" template
3. "Summary Reports" tab
   - "Data Quality Metrics – Assessment Metrics Report" template
   - "Data Quality Metrics – Partner Served Report" template
   - "Enrolled Partners – Adult Indicators Report" template
   - "Enrolled Partners – Child Indicators Report" template
   - "Residential Status – Annual Comparisons Report for All Served, through Year 1 or Year 2" template
   - "Residential Status – Annual Comparisons Report for All Served, through Year 3 or Year 4" template
   - "Emergency Events – Mental Health Emergency Events Report" template
   - "Emergency Events – Psychiatric Hospitalization Report" template
   - "Education- Child Attendance and Grades Report" template
   - "Legal Events – Arrests Report" template
   - "Legal Events – Incarcerations Report" template
   - "Discharge Values – Discharge Report" template
   - "Employment- Employment Report" template
4. "Divide Dataset" tab
   - "Divide Dataset- Export CSV Files for Matching Partners"
   - "Divide Dataset- Keep Only Matching Partners In This Database"

5. "Update Data" tab
   - "Import New Download from DCR .csv Files" instructions
6. "Export Data" tab
   - "Export FSP Data for Use with CSI SFA Tool"
   - "MOQA Outcomes"
7. "Annual Reports" tab

Figure 1.16 EPLD Templates Tabs
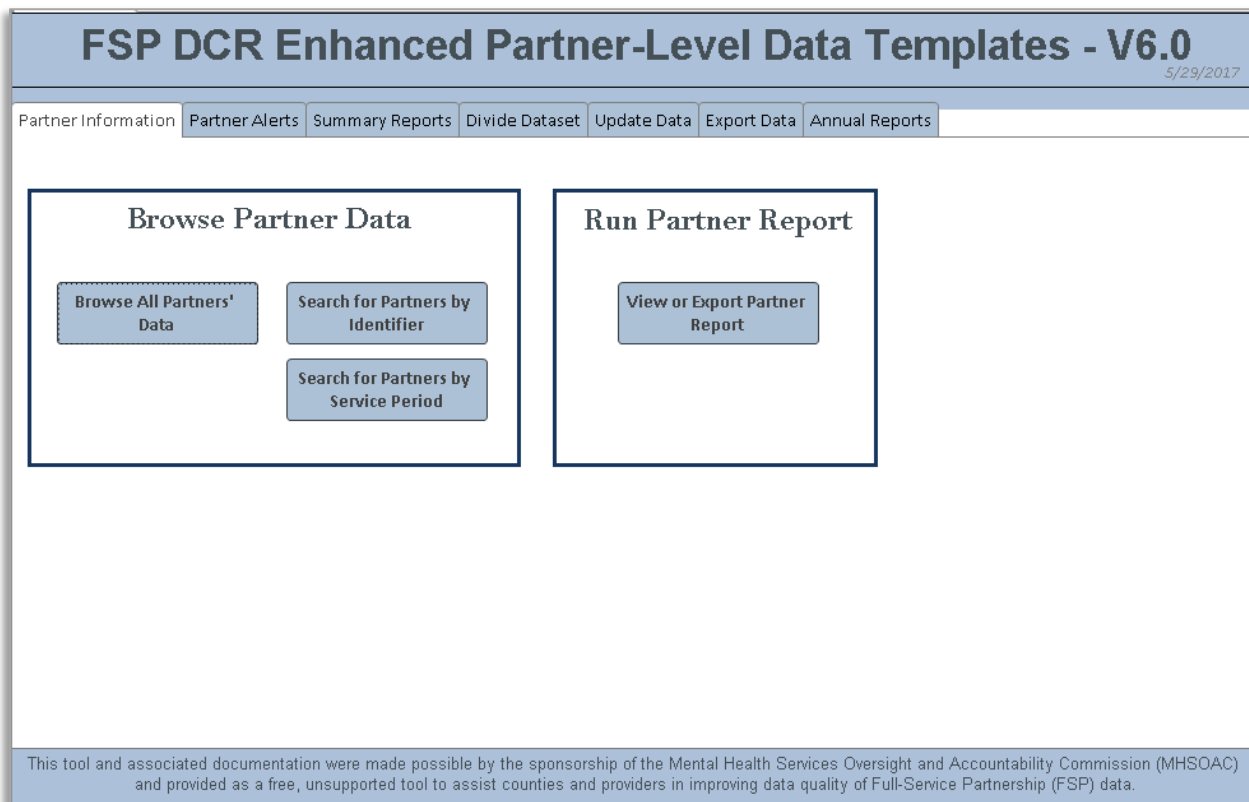
Managing Open Templates in Microsoft Access

The EPLD Templates tool organizes all open templates into tabs across the top of the page in Microsoft Access. As seen in Figure 1.17, a tab is generated each time a user selects a button from the Front Page (except for the "Export PDF Report", which saves a file). In Figure 1.17, a tab is open for the Front Page along with several reports. Re-selecting a report button while a corresponding report tab is still open will produce an error message. To run the template again and select a different set of partnerships, first close the current open report and then select the appropriate button again to rerun the template with new criteria. Any open template tab can be closed using the **X** in the upper right-hand corner of the open template. No information is lost from the EPLD Templates by closing and opening the templates. If the FrontPage is accidentally closed, then close and re-open the EPLD Templates tool using Microsoft Access and the Front Page will once again be accessible.

Figure 1.17: Managing Open Templates
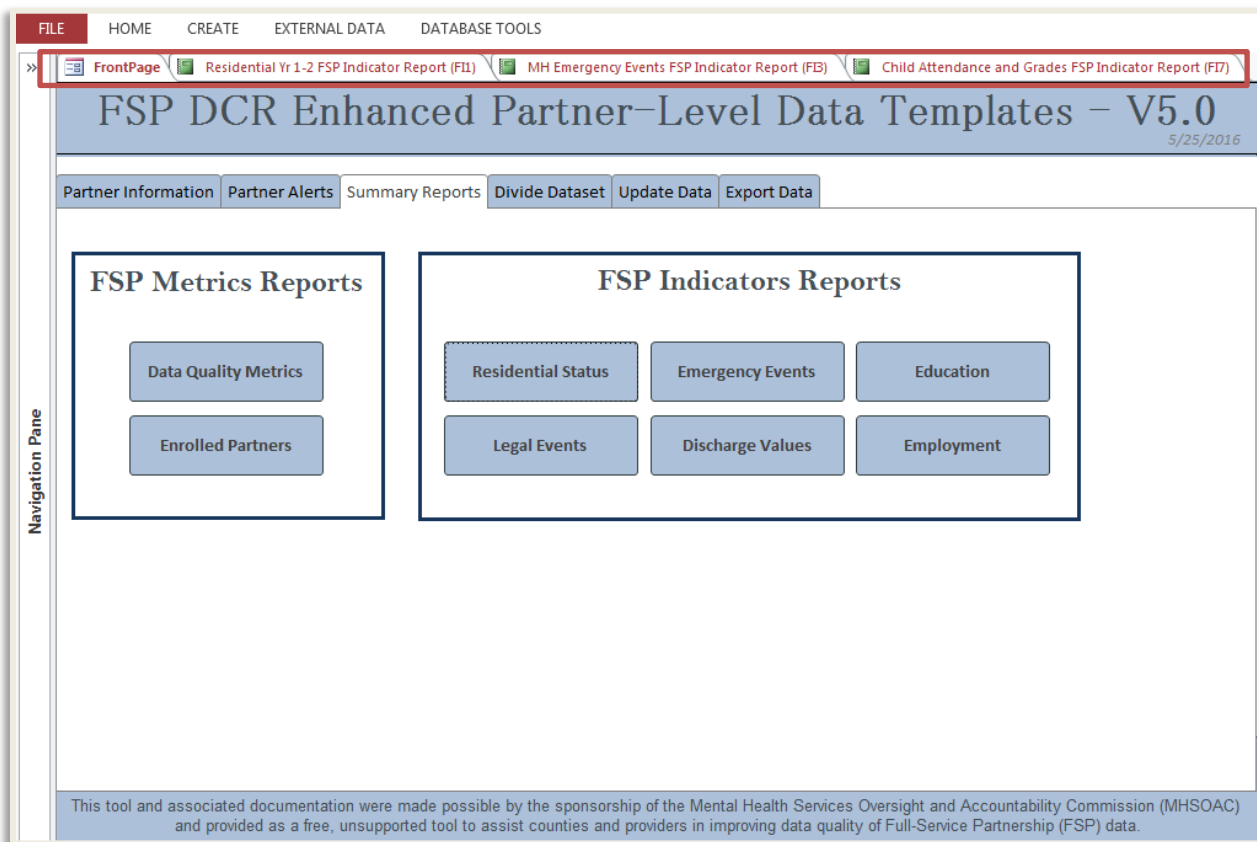
Changing the Encrypted Password

The EPLD Templates come empty of data and configured with an encrypted password, which is provided to each Mental Health Director. The encrypted password can be changed using the following instructions. It is most efficient to decrypt and re-encrypt the EPLD Templates when they are clear of data.

To Change the Encrypted Password

1. The EPLD Templates must first be opened in "Exclusive" mode for the encryption and decryption. Launch Microsoft Access from the computer's program menu. Then, as seen in Figure 1.18, select **File > Open** to launch a file browser screen.

2. As seen in Figure 1.18, browse to the EPLD Templates file and click once to highlight the file. Select the down arrow to the right of the open button and select **Open Exclusive**.

Figure 1.18: Opening the EPLD Templates in "Exclusive" Mode
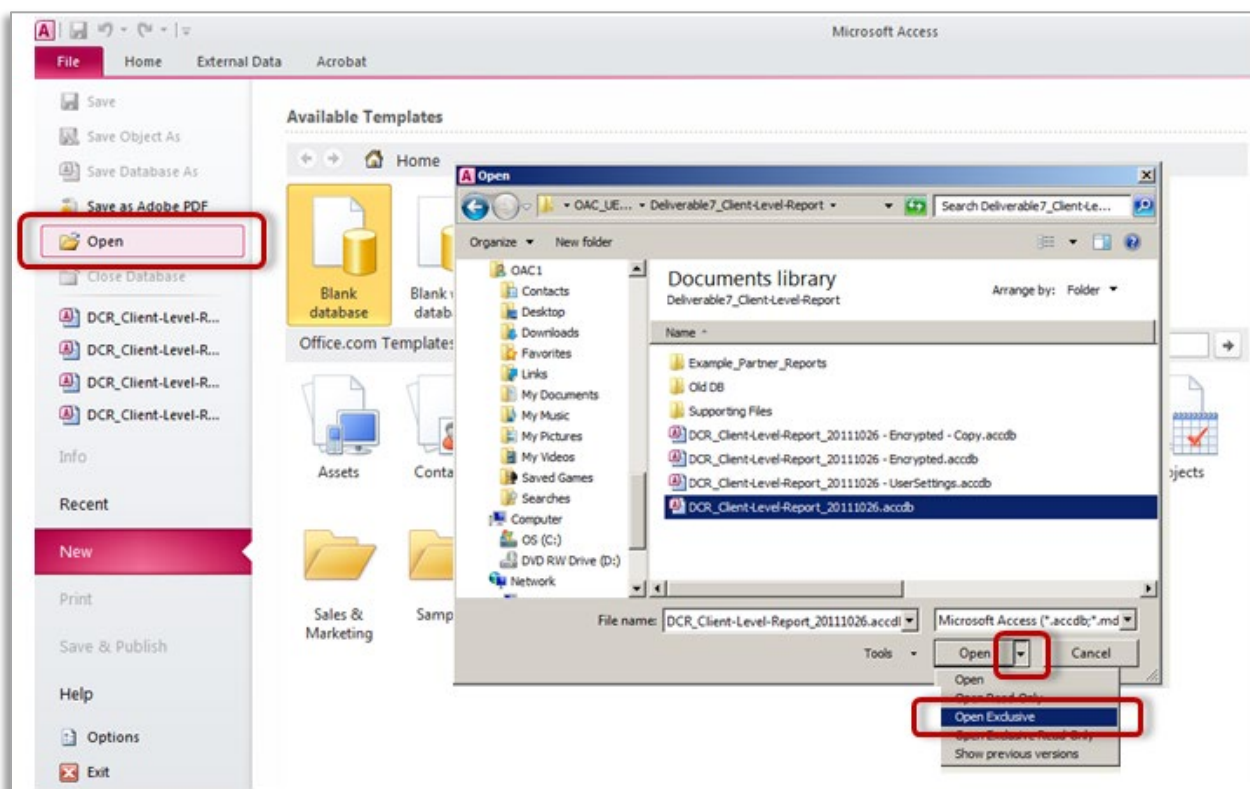
3. If the EPLD Templates have been populated with data, then first clear the data as this will expedite the decryption and encryption process. Otherwise, skip to "Step 5" in the "Instructions" tab of the EPLD Templates. To clear all previously imported partner data from the EPLD Templates, from the Front Page of the EPLD Templates, click on the **Update Data** tab followed by the **Clear Data** button as seen in Figure 1.19,

Figure 1.19: Clearing the Data from the EPLD Templates
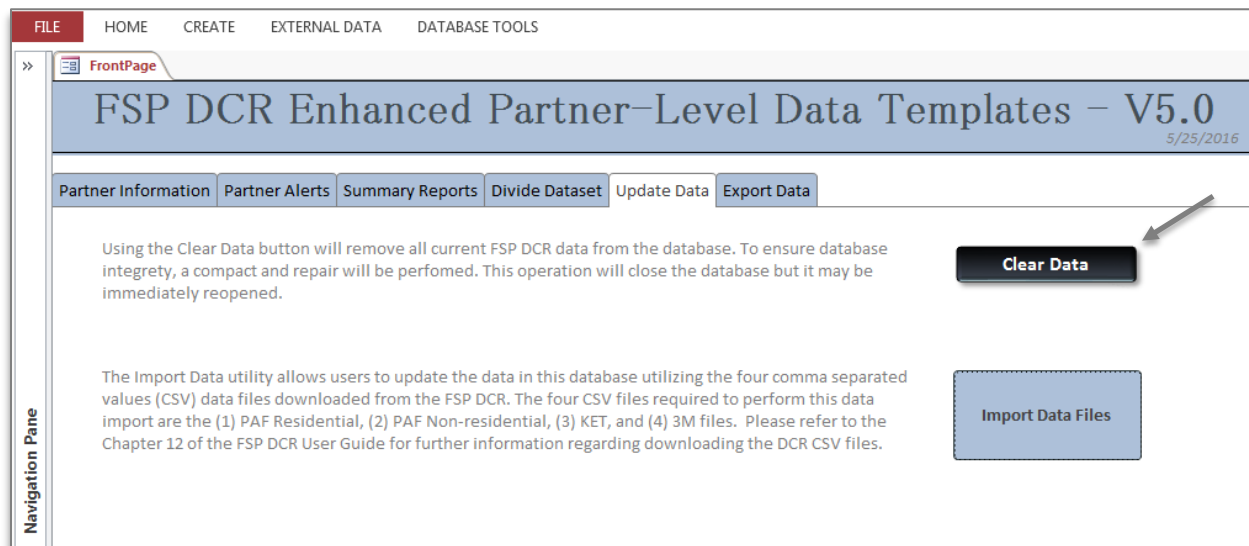
4. After clearing the data, compact and repair the EPLD Templates to expedite the encryption process. As seen in Figure 1.20, select the **File** menu followed by the **Compact and Repair Database** button.

Figure 1.20: Compact and Repair EPLD templates
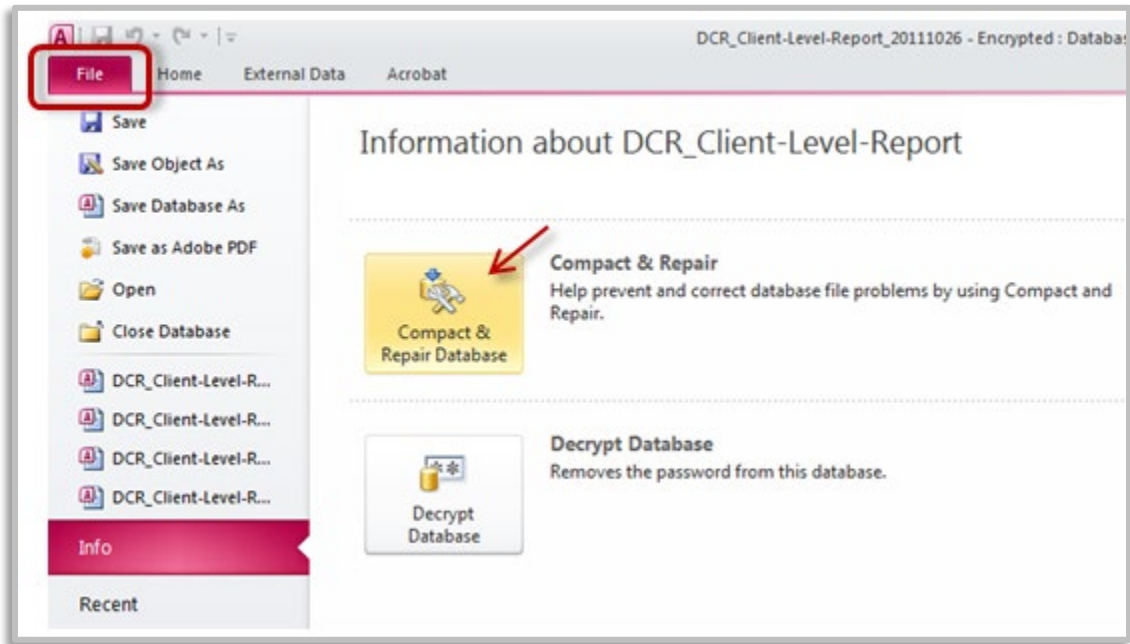
5. Decrypt the EPLD Templates to remove the current encryption password. As seen in Figure 1.21, select the **File** menu and select the **Decrypt Database** button. Enter the current password when prompted.

Figure 1.21: Decrypt EPLD Templates
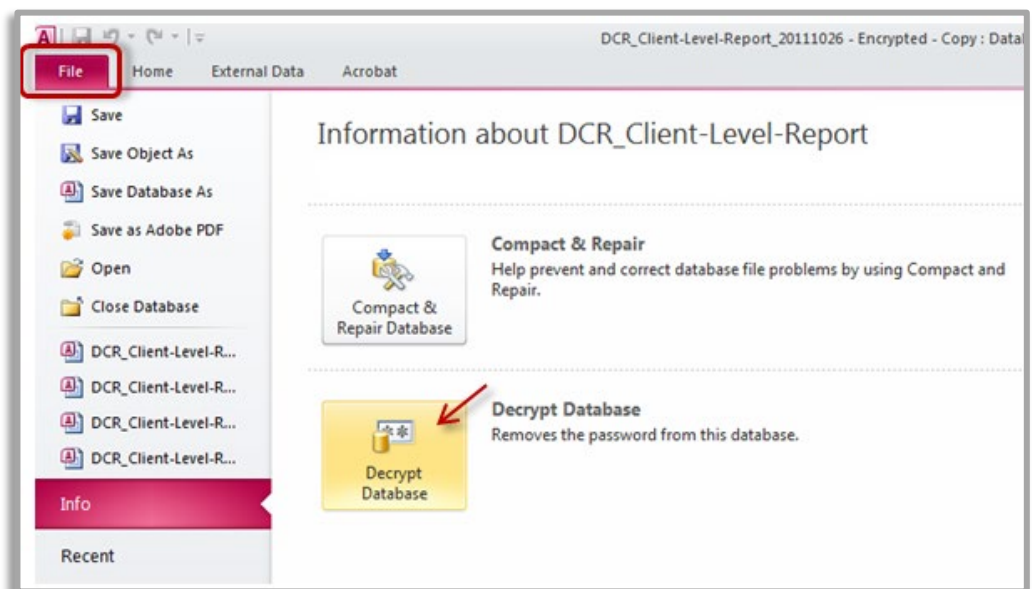
6. Re-encrypt the EPLD Templates with the new encryption password. As seen in Figure 1.22, select the **File** menu and select the **Encrypt Database** button. Enter and verify the new password when prompted.

Figure 1.22: Encrypt the EPLD Templates
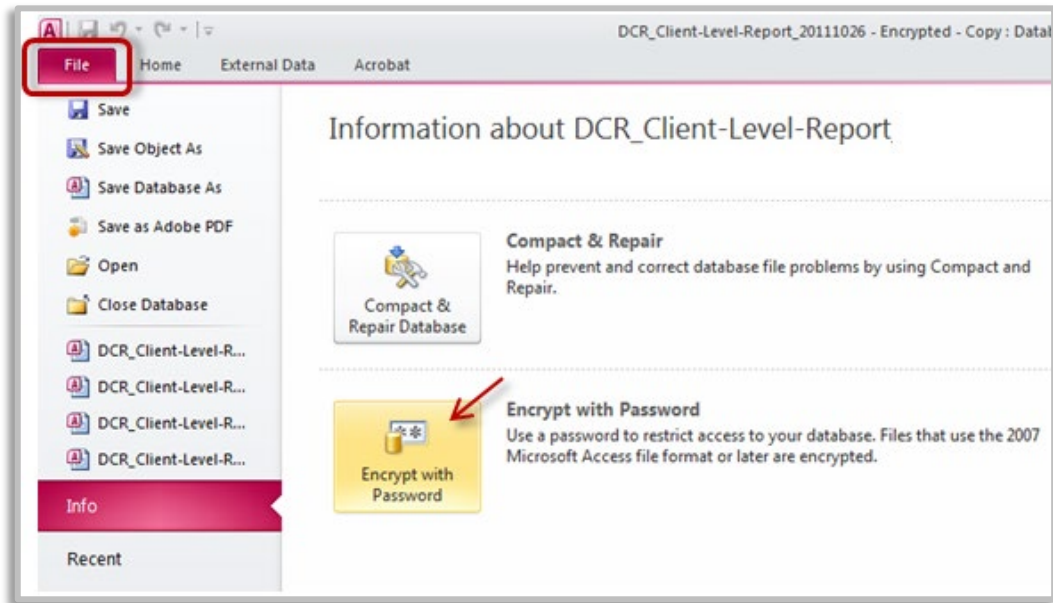
7. The EPLD Templates are now encrypted with the new password. Close the EPLD Templates from "Exclusive" mode and open the EPLD Templates normally by double clicking on the file. Enter the new password to access the EPLD Templates.

Compacting and Repairing the EPLD Templates

To maintain optimal performance of the EPLD Templates, the file must be compacted and repaired periodically. Compacting and repairing the EPLD Templates while they contain data will be slower than compacting and repairing an empty database; as a result, it is recommended that the EPLD Templates be compacted and repaired each time before an updated set of data is imported into the EPLD Templates. In addition, the EPLD Templates may need to be compacted and repaired due to issues viewing data which may result from fragmentation inherent to the Microsoft Access platform. Depending on the level of use of the EPLD Templates, we recommend that the EPLD Templates be compacted and repaired on a regular schedule (e.g., once a week).

Compacting and Repairing the EPLD Templates

1. As seen in Figure 1.23, with the EPLD Templates open in Microsoft Access, select the **File** menu.
2. As seen in Figure 1.23, select the **Compact and Repair Database** button.

Figure 1.23: Compacting and Repairing the EPLD Templates
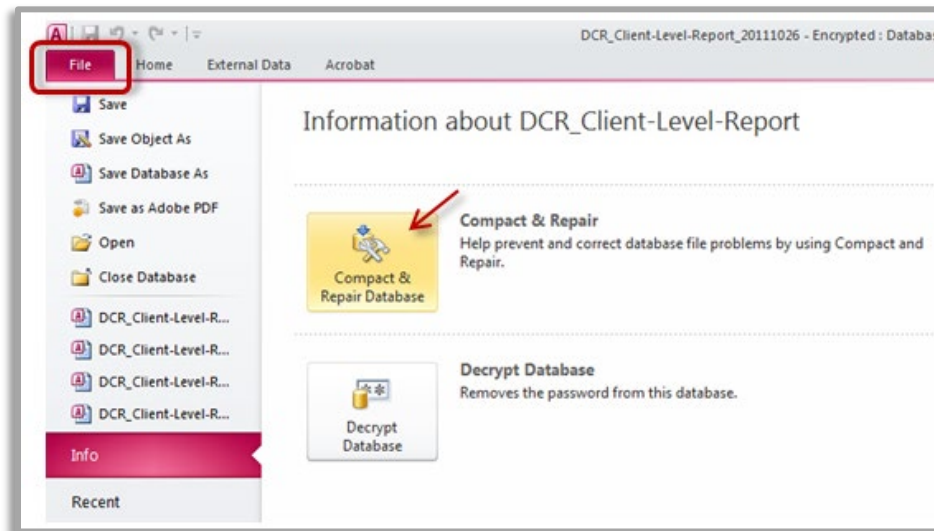
Note: The compact and repair database procedure can be stopped by using the CTRL + BREAK or CTRL + ESC keyboard combinations.

Chapter 2: Importing New Data and Dividing Dataset

The EPLD Templates are provided empty of data. It is recommended that users store an empty, original copy of the EPLD Templates as a backup in the event that Microsoft Access file corruption issues arise while utilizing the EPLD Templates. The EPLD Templates are designed for use only with the DCR CSV files, which can be downloaded from the online FSP DCR. Users must only use the unmodified data files downloaded from the online FSP DCR application. The DCR CSV files should not be opened in any other editing program (such as Microsoft Excel) before import into the EPLD Templates as this may result in changes to the file format[3].

The EPLD Templates are designed to work with one entire set of the four downloaded DCR CSV files (including PAF Residential, PAF Non-Residential, KET and 3M assessment data) at a time. Therefore, when a new updated set of files is downloaded for use with the templates, the old data must be cleared from the database and all four DCR CSV files imported as a set[4].

Importing Data Files

Before importing new data for the first time, make a copy of the empty EPLD Templates to store as a backup.

To Import Data into the EPLD Templates

1. With the EPLD Templates open in Microsoft Access, as seen in Figure 2.1, select the **Update Data** tab.

---

[3] Refer to the FSP DCR User Manual at Chapter 12 "Data Extraction" for further instructions on downloading DCR CSV files.
[4] Refer to Figure 1.4 for further information on clearing old data from the EPLD Templates.

Figure 2.1: Clear Data

2. Clear data from the database by selecting the **Clear Data** button, a procedure will run to clear all the existing partner assessment data in the database. If no partner assessment data exists, performing this step will not harm the EPLD Templates. As seen in Figure 2.2, a pop-up message will be displayed when the process is complete.
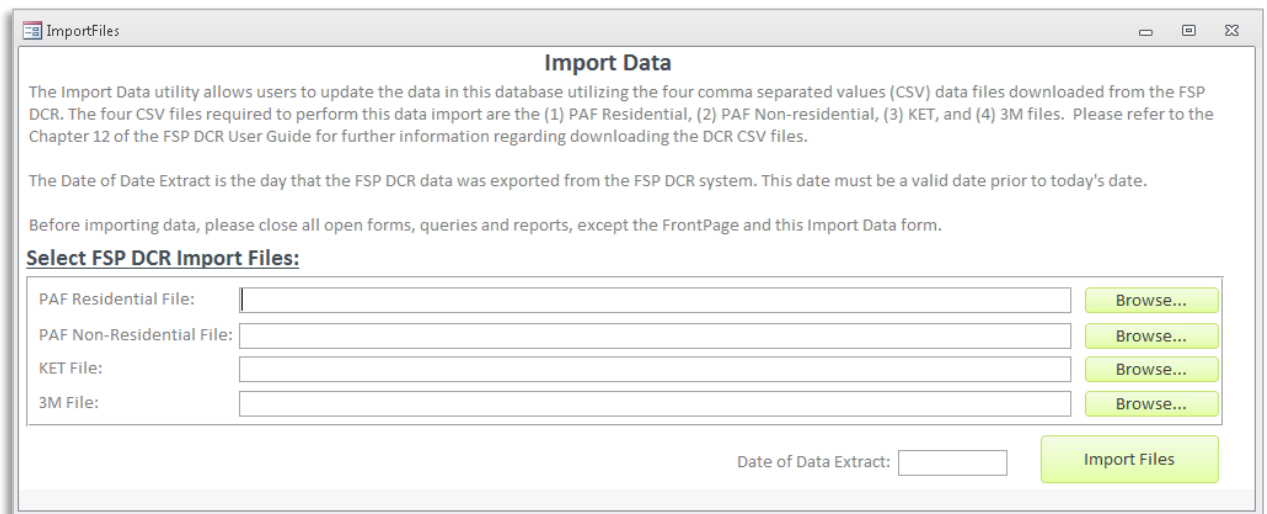
Note: Existing data must be cleared before using the EPLD Templates with new data downloads. If it is desired to use the EPLD Templates with both the historic and current sets of downloaded DCR CSV files, then a copy of the EPLD Templates file can be made before clearing the historic data such that one file will contain the historic data and the other will be cleared and used to import the new data.

Figure 2.2: Data Cleared Alert Message
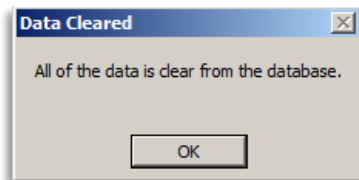
3. To compact and repair the empty EPLD Templates, On the Microsoft Access **File** tab, click **Info**, and then click **Compact and Repair Database**. Microsoft Access may close the tab during the compact and repair process. Simply re-open the tab by selecting "Update Data" tab and continue the data import process.

4. Click on the **Import Data Files** button to import the new DCR CSV files. On the **Import Data** screen, as shown in Figure 2.3, click on the **Browse** button for each of the four DCR CSV files and browse to and select the appropriate FSP DCR data file to be imported into the EPLD Templates. The four DCR CSV files for import are:

- PAF Residential File
- PAF Non-residential File
- KET File
- 3M File

Figure 2.3: All Data Imported Without Errors Message

5. In the **Date of Data Extract** field, enter the date that the four DCR CSV files were downloaded from the FSP DCR system through the BHIS website.

6. Select the **Import Files** button to import all data into the EPLD Templates. Any errors will be written to Import_Errors data tables; refer to the <u>"Reviewing Data Import Errors"</u> section later in this chapter for further instructions on reviewing data import errors.

Note: The "CreatedDate" from the 3M CSV file may be corrupt in the DCR CSV file downloaded from the FSP DCR. Although all of the other fields will import correctly, the "CreatedDate" field may not import with each 3M record. This does not indicate a problem and it will not affect the use of the EPLD Templates. If this occurs, the pop-up screen will display an alert that errors were encountered during the data import, noting the name of the table where these errors can be reviewed. In this situation, a review of the table of errors will show that the only field with error was the "CreatedDate" field because of a "Type Conversion Failure".

Reviewing Data Import Errors

Errors that occur during data import can be reviewed in the Microsoft Access table generated from the import process.

To Review Data Import Errors

1. As seen in Figure 2.4, with the EPLD Templates open in Microsoft Access, select the **[>>]** button on the top of the bar labeled **Navigation Pane**.

Figure 2.4: Expanding the Navigation Pane
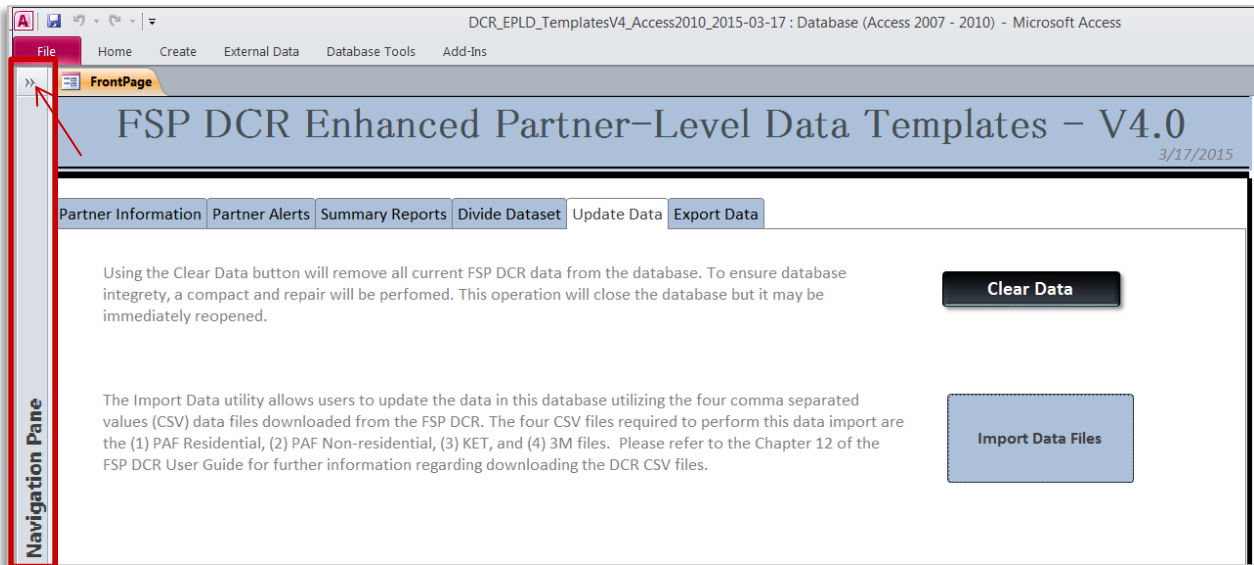
2. As seen in Figure 2.5, the Navigation Pane will expand to show the tables, queries, forms, reports and macros which support the EPLD Templates. Scroll to the top of the **Tables** section and review the table names until the table containing the import errors, as noted by the pop-up screen at the end of the file import process, has been located.

Note: A table with import errors will only be present if one was created during the import text file process because of errors encountered during the data import.

Figure 2.5: Locating the Import Errors Table
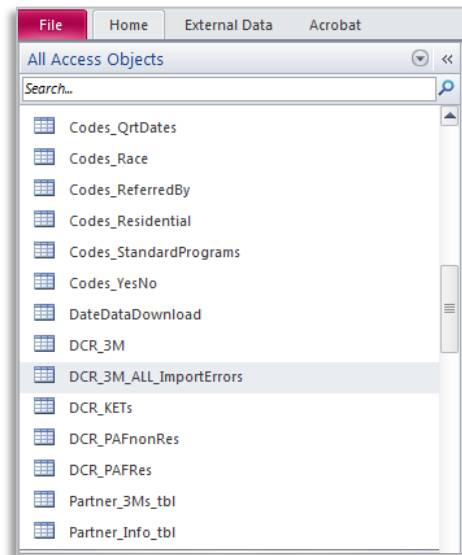
3. Double click on the table with errors to open a view of the table.
4. As seen in Figure 2.6, the table will display the errors from the import. To quickly view all of the fields with errors, select the down arrow in the Field column. This will bring a pop-up window allowing the user to filter the table based on all of the fields which had errors. In this example, the only field with import errors was the "CreatedDate" field.

Figure 2.6: Reviewing the Import Errors Table
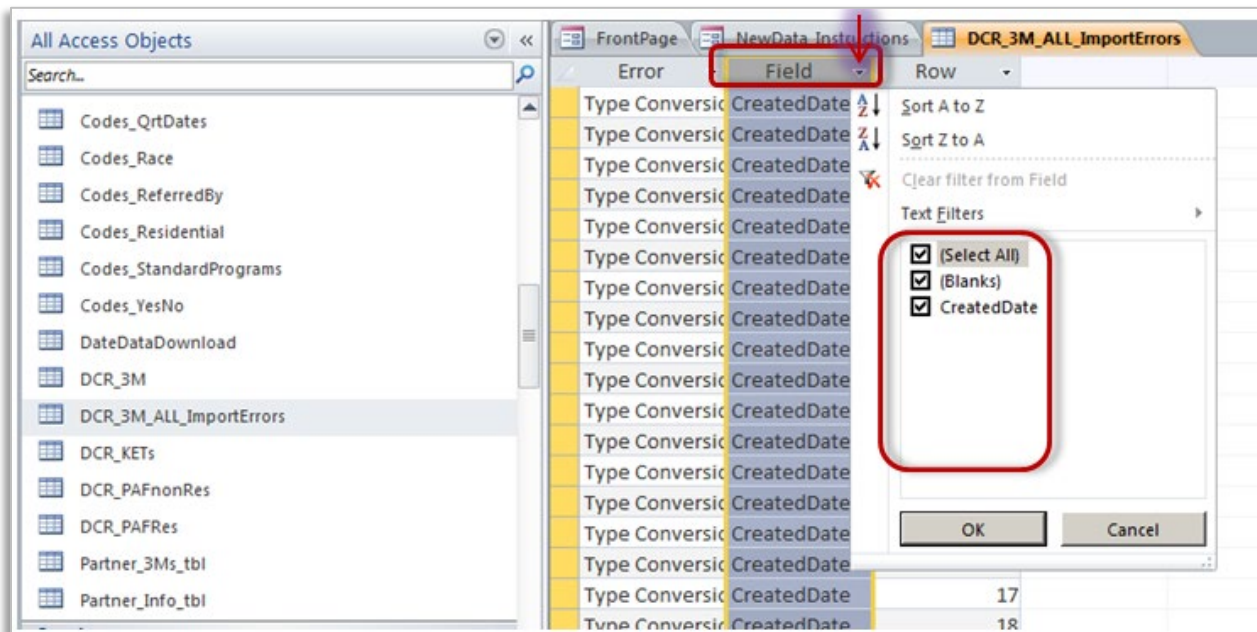
5. After reviewing the errors, close and delete the error table to keep the database clear of extraneous data. As seen in Figure 2.7, right click on the table with import errors and select the **Delete** option. Click **OK** to confirm the deletion.

Figure 2.7: Deleting the Import Errors Table
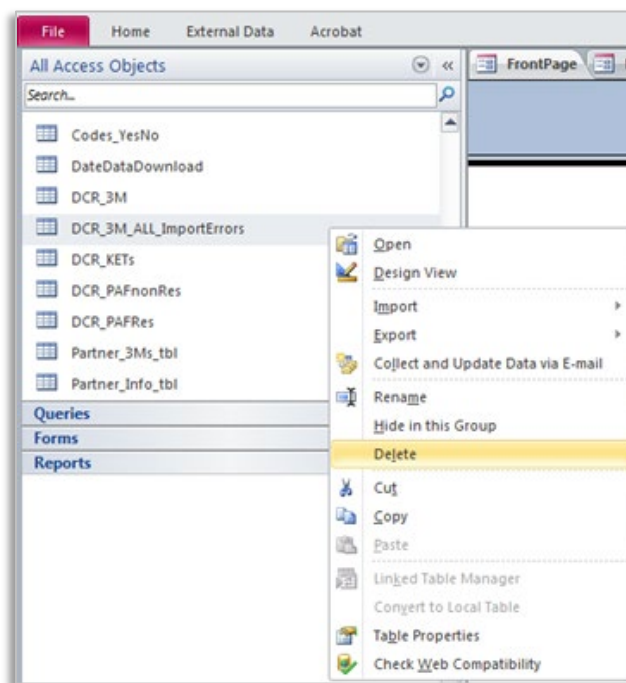
Dividing Dataset

The Divide Dataset function enables users to divide the dataset based on the most current Program, Provider, or PSC. This provides customized CSV files and/or EPLD Templates with data that are subset out with only partnership data for partners matching the selected criteria. Dividing the dataset can be helpful for many reasons, especially to supply CSV files and/or the EPLD Templates to a Program, Provider, or PSC such that they receive only the data they have permission to view.

The "Divide Dataset" tab contains the **Divide Dataset By…** button. As seen in Figure 2.8, the **Divide Dataset By…** button provides two options for dividing the dataset as noted in the following list.

The Two Options for Dividing the Dataset:

1. **Export CSV Files for Matching Partners** – Exports dataset from the EPLD Templates tool into four CSV files, saved in a secure location on the local or network drive
2. **Keep Only Matching Partners In This Database** - Purges all partnership data from the EPLD Templates except partnership data that matches the selected criteria

Figure 2.8: Divide Dataset Tab and Criteria
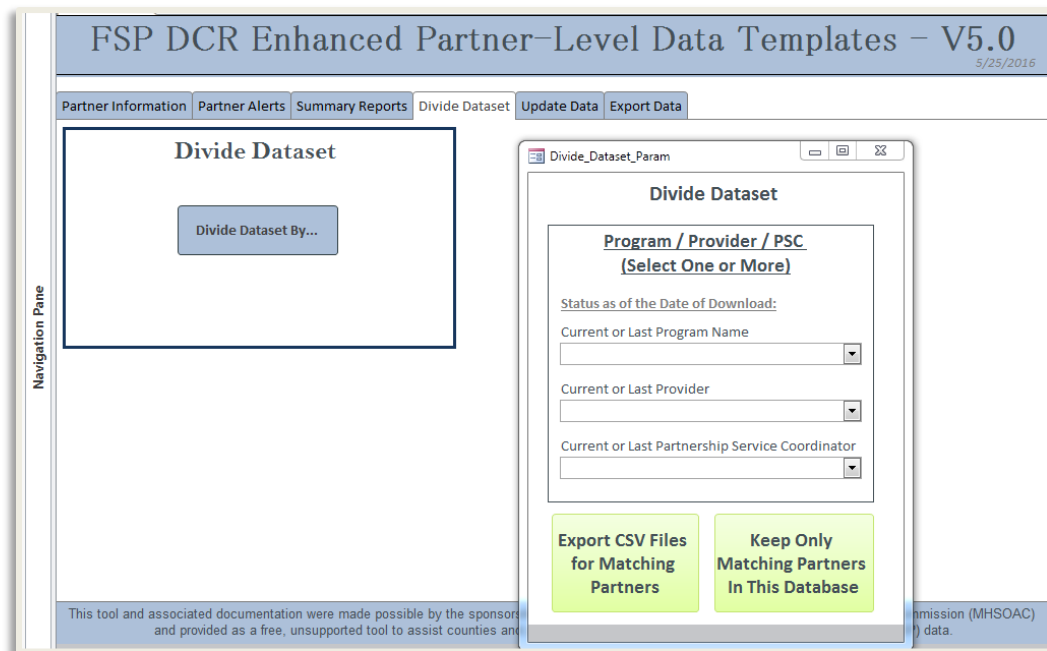
To divide the dataset, click on the **Divide Dataset By...** button. As seen in Figure 2.8, the first pop-up window prompts the user to use current/ending Program, Provider, or Partnership Service Coordinator to divide the dataset. After setting the desired criteria, select one of the two options for dividing the dataset.

To Export CSV Files for Matching Partners

1. Select **Export CSV Files for Matching Partners**
2. As seen in Figure 2.9, a pop-up window will provide an option to add a prefix name to the CSV file name. Click **OK** when done.

Figure 2.9: Add Prefix Name (optional)
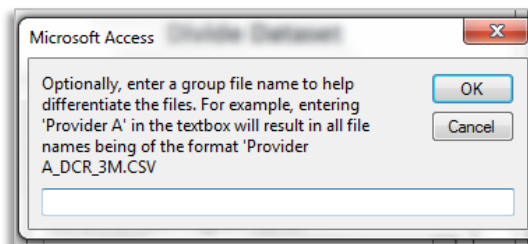
3. As seen in Figure 2.10, browse and choose a location to save the four exported CSV files. Select **OK**.

Figure 2.10: Choose File Location
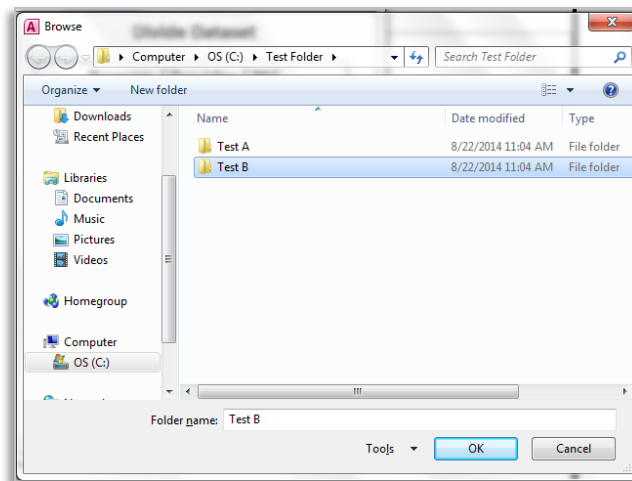
4. A pop-up message will be displayed when the process is complete.

To Keep Only Matching Partners In This Database

1. Select the **Keep Only Matching Partners In This Database** button.

2. A warning will pop up to make sure you would like to delete all non-matching records from the database, as seen in Figure 2.11. **Ensure you have a complete copy of the EPLD Templates with the most current data imported.** If you have not made a copy of the EPLD Templates with complete data, select **Cancel**, and proceed with creating an entire copy of the EPLD Templates access file. Alternatively, select **OK** to proceed.

Note: Before purging the data using the "Keep Only Matching Partners In This Database" option, ensure you have made a copy of the EPLD Templates with all current data to store as a backup. You will never lose your data, as data is stored in the DCR maintained at BHIS. However, to prevent having to reimport data to the EPLD Templates, it is best to save a copy of the templates. Saving a copy can be done by closing the EPLD Templates application, single clicking on the closed EPLD Templates Access file and then choosing to copy and paste the entire file.

Figure 2.11: Warning
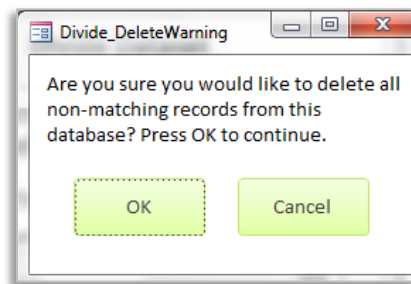
3. A pop-up message will be displayed when the process is complete.

Chapter 3: The Partnership Information Templates

As seen in Figure 3.1, the "Partnership Information" tab contains the Browse Partner Data (BPD) template and the Run Partner Report (RPR) template sections. The BPD template can be accessed by selecting one of the three buttons in the left-hand box, and the RPR template can be accessed by selecting the button in the right-hand box.

Figure 3.1: Partnership Information Tab Report Buttons
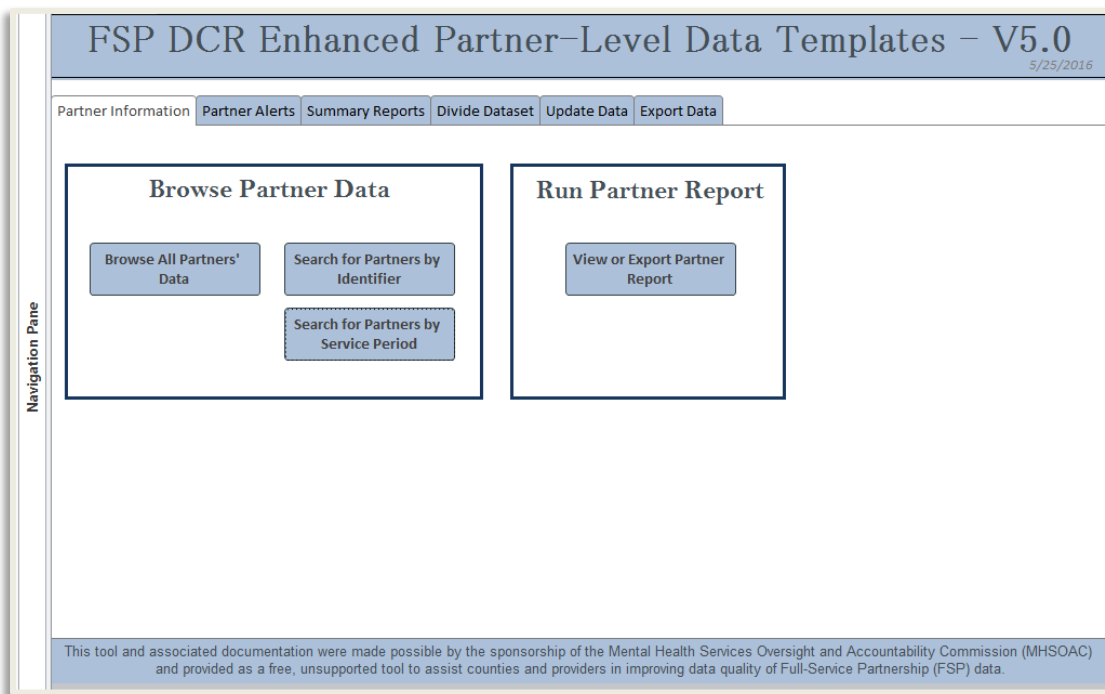
The BPD template allows users to browse through the data of all the partnerships. The BPD template displays an overview of the partnership information and a tab for each domain of information for the partnership.

The RPR template produces a printable report of one partnership's data. The RPR template displays an overview of the partnership information in a multi-page report which is separated into sections by domain.

Overview of the Partnership Information Templates

The "Partnership Information" templates display partnership data as reported to the FSP DCR, organized into 12 sections. The main section of "Partner Information" contains the current or final status of the partnership, and 11 additional sections contain the history of changes reported throughout the partnership. The section organization is listed below.

Partnership Information Section Organization:

1. **Partnership Information** – The current status of the partnership and administrative information regarding the partnership
2. **3Ms** – A history of the number of 3Ms completed, the count of days in the partnership when the assessment was performed and the quarter to which it applies
3. **Administrative Changes** – A list of administrative changes reported for the partnership, including assessment date and dates of change
4. **D1: Residential** – Days at each residential setting:
   o 12 Months Before FSP
   o During FSP
5. **D2: Education** – Education history, 3M assessments and key events:
   o 12 Months Before FSP
   o During FSP
6. **D3: Employment** – Employment history and key events:
   o 12 Months Before FSP
   o During FSP
7. **D4: Financial** – Financial support history and 3M assessments:
   o 12 Months Before FSP
   o During FSP
8. **D5: Legal** – Legal issues history, 3M assessments and key events:
   o 12 Months Before FSP
   o During FSP
9. **D6: Emergency** – Emergency interventions history and key events:
   o 12 Months Before FSP
   o During FSP
10. **D7-D8: Health & Substance Abuse** – Health and substance abuse history and 3M assessments:
    o 12 Months Before FSP
    o During FSP
11. **D9: Activities of Daily Living (ADL)** – ADL 3M assessments:
    o During FSP
12. **D10: Instrumental Activities of Daily Living (IADL)** – IADL 3M assessments:
    o During FSP

The BPD template includes several options to browse partners' data, which can be accessed through the three buttons in the "Browse Partner Data" section of the "Partner Information" tab as seen in Figure 3.2. Users can browse through all partners' partnership data or search by Partner Identifier or Service Period.

Figure 3.2: The Buttons to Access the BPD Template
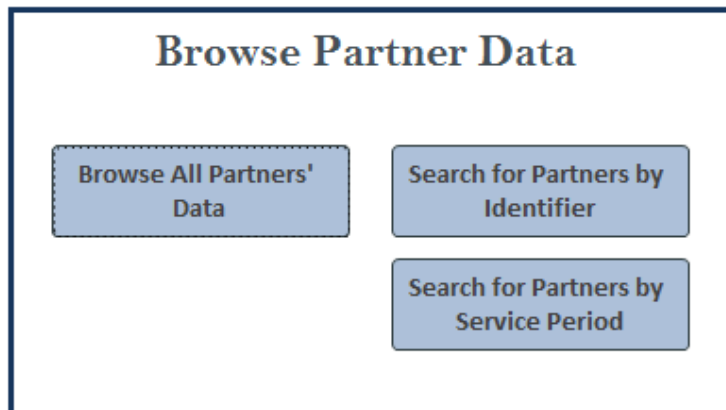
There are three buttons on the "Partner Information" tab to access the BPD Template, which allows filtering of the partnership records displayed in the template.

The Three Ways to Access the BPD Template:
1. **Browse All Partners –** Displays all partnerships' partnership data
2. **Search for Partners by Identifier –** Displays the partnership data for a partner based on entering any part of a partner's name, or by entering a partner's CSI Number, or DCR Global ID

   Note: Standard copy and paste functionality, such as right clicking and selecting Copy and Paste or using shortcut keys such as CTRL + C and CTRL + V, can be used to paste search criteria into the pop-up windows.

3. **Search for Partners by Service Period –** Displays partnership data for any partners who were active at any point during the service period selected, from the selected "Starting Date" and "Ending Date" fields; additionally, the report allows for "Other (Optional)" filtering criteria to be entered

Selecting any of the three buttons and entering appropriate criteria when prompted will display the BPD template for all partners with matching criteria, as shown in Figure 3.3. At the top of the BPD template, the "Data Displayed Through" date signifies the last time the data in the EPLD Templates was updated from DCR CSV file downloads. Under the subheading of "Partner Information", the first partnership's partner information will be displayed.

Figure 3.3: The Browse Partner Data Template

There may be many partnerships available to browse. The total amount of partnerships and the current order of the partnership being viewed are displayed at the bottom left-hand corner of the report as the "Record" navigation box, as seen in Figure 3.4. The first of 5,753 total partnerships is displayed in this example.

Figure 3.4: The Record Navigation Box

To navigate to the next or previous partnership, click on the arrows to the left and right of the **Record** navigation box. To jump to a partnership by ordinal value in the list, click on the **Record** navigation text box (e.g. on the numbers that read "1 of 5753" in Figure 3.6) and manually type in a record number within the range of the available partnership count and press **Enter**; the template will jump to the associated partnership. This may be useful when the partnerships are sorted in the template by a specific order. By default, partnerships are sorted by "Partnership Status" and "Partnership Date", such that the active partnerships with the most recent partnership dates appear first. However, the partnerships can be sorted by other fields in the template.

To Sort the Partnership Order in the BPD Template

1. Place the cursor in a field in the "Partner Information" section of the BPD template to sort the partnerships by (e.g., Age Group).
2. As seen in Figure 3.5, select the **Home** menu and select either the **Ascending** or **Descending** button to sort the partnerships by the previously selected field.

Figure 3.5: The Sorting Buttons
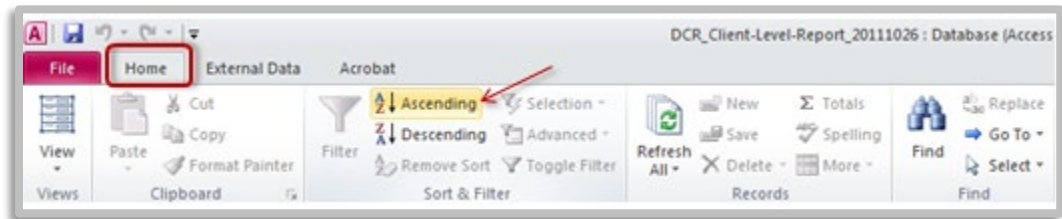
To Jump to a Partner in the BPD Template using the Find option

1. Place the cursor in a field in the "Partner Information" section of the BPD template to be used to find a partnership (e.g., "Partner Name").
2. As seen in Figure 3.6, select the **Home** menu in Microsoft Access and then select the **Find** button.

Figure 3.6: The Find Button
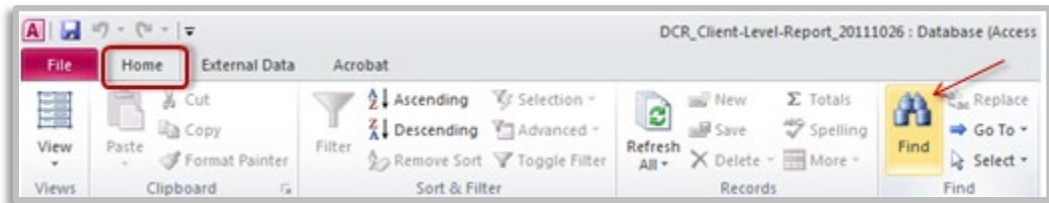
3. As seen in Figure 3.7, enter the criteria for the search. In this example, we are searching the "Partner Name" field to find a specific partner by name.

Figure 3.7: Entering Search Criteria to Find a Partner
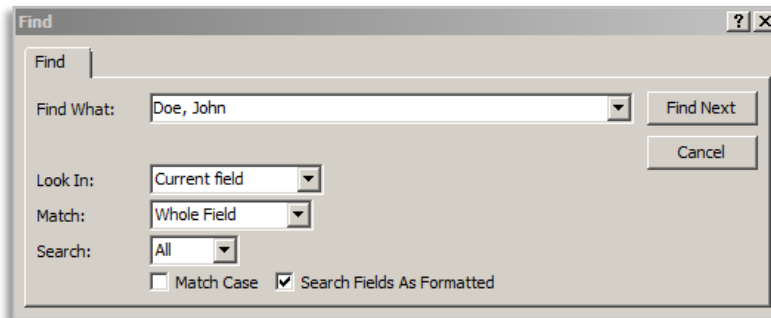
4. As seen in Figure 3.7, the "Find" box will remain open, and the **Find Next** button can be used to jump to the next partnership with matching search criteria.

Note: Selecting to search information under the "Domain Data For" sections in the lower half of the BPD template will only search for data within the partnership which is currently displayed. The search will not bring up other partnerships' matching data.

Domain Data for Partners

Under the "Domain Data For" subheading, there are tabs for the partnership's information such as their Legal, Financial and Employment data. All domain options are displayed in Figure 3.8. Data associated with a tab will be displayed by clicking on the tab. If the data for the tab is longer than the available vertical space in the application screen, then a vertical scroll bar will appear to allow scrolling within the table embedded in the tab.

By selecting each tab, users can review all the FSP data reported for a partnership. Alternatively, users can select one tab of domain information, such as the "D5: Legal" domain for example, and then scroll through each partnership to browse just the data reported for that domain (e.g., legal) for each individual partnership.

Figure 3.8: Available Domain Data Tabs in the BPD Template
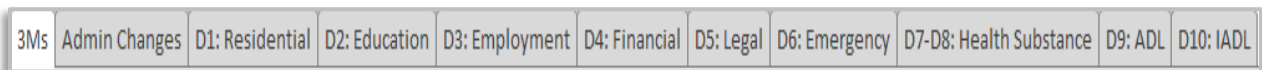
When a tab is selected, users can change between partnership records while remaining on the same tab of data by using the "Record" navigation box. In this way, users can quickly review and compare data for one domain, for example Financial data, as they move through partnership records.

The three buttons on the "Partner Information" tab to access the BPD template allow for applying different filters to the partnership records displayed, and the criteria for those filters are detailed in the remaining sections of this chapter.

Browse All Partners' Data Button

The "Browse All Partners' Data" button applies no filter to the BPD template such that all available partnership records are displayed. To browse data for all partnerships, click on the **Browse All Partners' Data** button from the "Browse Partner Data" box on the "Partnership Information" tab. As seen in Figure 3.9, the "Browse All Partner's Data" button will display the BPD template in a tab titled "Browse Partner Information".

Figure 3.9: The Browse All Partners' Data Tab
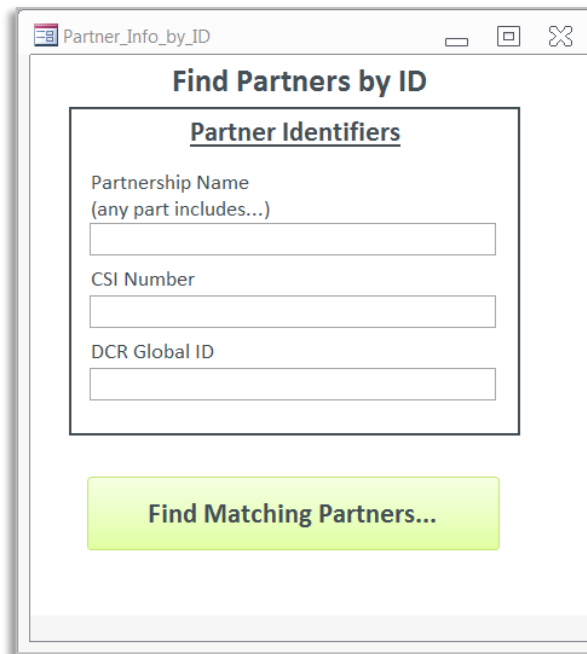
Search for Partners by Identifier Button

The "Search for Partners by Identifier" button will apply a filter to the BPD template based on entering the Partnership Name (any part), CSI Number, and/or DCR Global ID. As seen in Figure 3.10, selecting this button will bring up the "Find Partners by ID" pop-up window.

Figure 3.10: The Pop-Up Window for Partner Identifiers

Search by Partnership Name: Typing in any portion of a partner's name in the corresponding box will apply the filter to the BPD template which then displays only those partnerships which contain the entered text as any consecutive part of the partner name. For example, entering "Martin" in the "Partnership Name" box will display partnership data for all partnerships with any portion of "Martin" as either their first or last name. The standard FSP DCR format for the name field is "Last, First". Therefore, a search can be conducted for a specific partnership using the full name with that format. For example John Doe would be found using "Doe, John".

Search by ID: Typing a partnership CSI Number or DCR Global ID in the corresponding boxes will apply the filter to the BPD template which then displays only partnerships matching the ID entered.

As seen in Figure 3.11, the BPD template will open in a new tab titled "Partner_Info_by_ID" displaying only partnership records matching the filter criteria. The number of partnerships available can be seen in the "Record" navigation box in the lower left-hand corner of the screen.

Figure 3.11: The Search for Partners by Identifier Tab
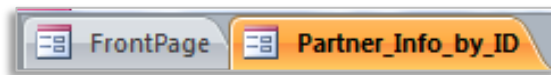
Note: If no records matching the partner ID are found and the Record field indicates zero matching records, then no partnerships with matching identifiers were found. Please check the name and/or ID number to verify the search criteria is valid.

Search for Partners by Service Period Button

The "Search for Partners by Service Period" button will apply a filter to the BPD template based on the required Starting and Ending Dates entered, as well as several optional filter criteria.

As seen in Figure 3.12, the "Find Partners By…" pop-up window prompts the user for a range of service dates. Partners' partnership data will be displayed for any partners who were active at any point during the service period selected. Results can be further filtered by selecting the optional fields to restrict the report by ending program, provider, or PSC. Additionally, the report allows for the following "Other (Optional)" filtering options.

> **Other (Optional) Filtering Options:**

1. **Discharged or Still Active Only? –** Allows the report to be filtered to include partners who were active at some point during the selected service period and who were discharged (if discharged only selected) or still active (if still active selected) on the date the data was downloaded
2. **Referred By –** Allows the report to be filtered to include partners who were referred to the FSP by a specific source
3. **PAF Age Group –** Allows the report to be filtered to include only partners who were of a specific age group at the time of admission
4. **Ending Age Group –** Allows the report to be filtered to include only partners who were a specific ending age group (either at discharge or at the date of the download when the partnership is still active)

For example, the criteria listed in Figure 3.12 will display those partnerships who were served during Calendar Year 2010, were last served by the Wraparound program, were discharged by the date of the data download, and who started services as a child and ended services as a TAY.

Figure 3.12: The Pop-Up Window for Service Period

After choosing "Find Partners", as seen in Figure 3.13 the BPD template will open in a new tab titled "Partner_Info_by_SP" with partnerships matching the search criteria entered. The number of partnerships matching the search can be seen in the "Record" navigation box in the lower left-hand corner of the screen.

Figure 3.13: The Search for Partners by Service Period Tab
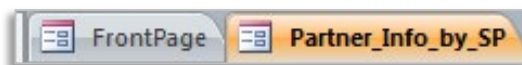
The Run Partner Report (RPR) Template
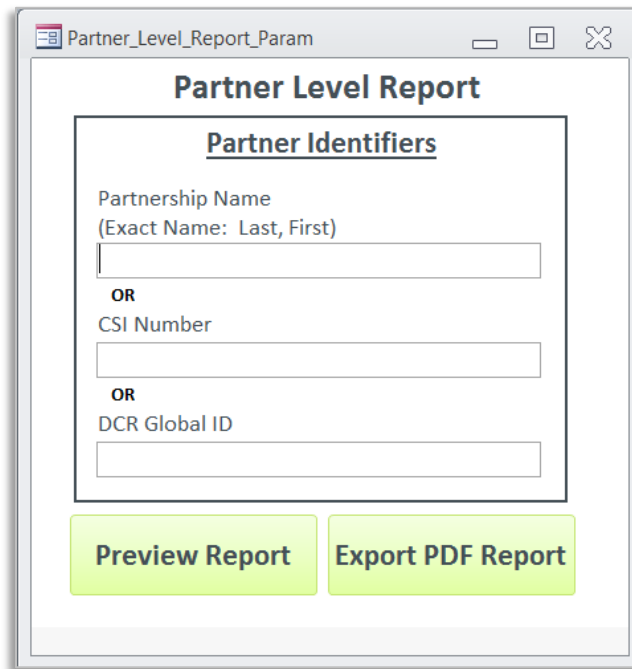
The RPR template produces a printable report of one partnership's data. As seen in Figure 3.14, the RPR template displays an overview of the partnership information in a multi-page report which is separated into sections by domain.

Figure 3.14: The Run Partner Report (RPR) Template
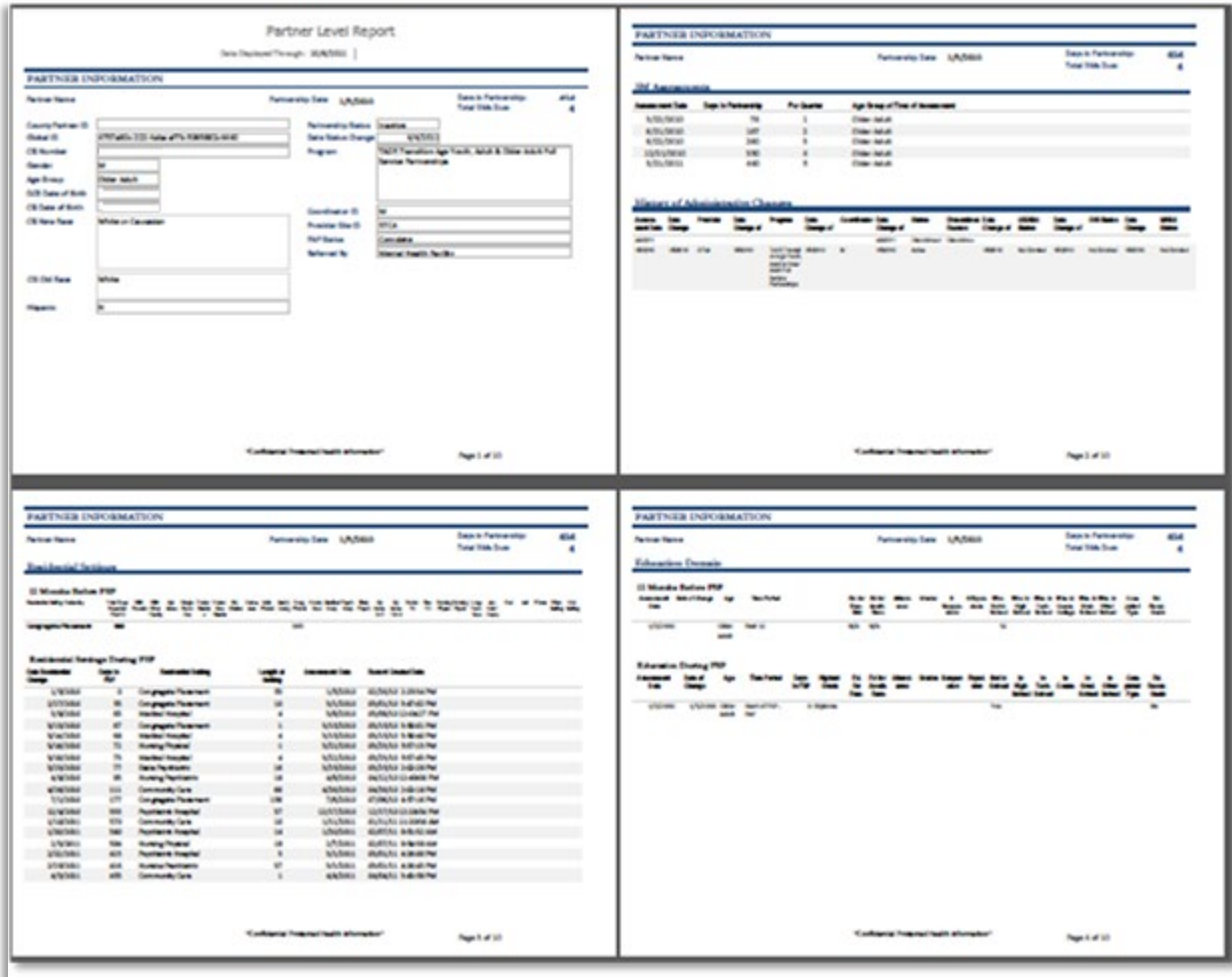
The RPR template includes two options to generate partnership reports, which can be accessed through the "View or Export Partner Report" button in the "Run Partner Report" section of the "Partner Information" tab. Selecting this button will bring up the "Partner Level Report, Partner Identifiers" pop-up window, as seen in Figure 3.15. A user must have available the partnership name (exact name), the CSI number or the DCR Global ID of a partnership to access this template.

Figure 3.15: The Pop-Up Window for Partner Level Report, Partner Identifiers

➢ **The Two Options to Access the RPR Template:**
1. **Preview Report–** Displays a printable partnership data report for a partnership by Partnership Name (Exact Name), CSI Number, or by DCR Global ID
2. **Export PDF Report –** Saves a partnership data report as a PDF at a chosen location on the user's drive or network

Users can choose to view RPR template reports within the Microsoft Access Print Preview, print the report, or save a PDF of the report on their secure local hard drive or network location.

The Preview Report Button

To display a printable partnership data report for a specific partnership, click on the **View or Export Partner Report** button under the "Run Partner Report" heading. The "Partner Level Report, Partner Identifiers" pop-up window allows for the partner to be located by Partnership Name (Exact Name: Last, First), CSI Number or DCR Global ID. After entering the search criteria, choose the Preview Report button.

> **Note:** If no records matching the search criteria are found, then no partnerships with matching partner identifiers were found and the report generated will be blank. Please check the Partnership Name (Exact Name: Last, First), CSI Number, or DCR Global ID to verify the criteria entered is valid.

As seen in Figure 3.16, the RPR report will open as a new tab titled "Partner_Level_Report".

Figure 3.16: The Preview Report Tab

As seen in Figure 3.17, the report will open in Print Preview mode. At the top of the RPR template, the "Data Displayed Through:" date signifies the last time the data in the EPLD Templates was updated from FSP DCR file downloads. The bottom right-hand corner of the report will display the page number.

Figure 3.17: Preview Report
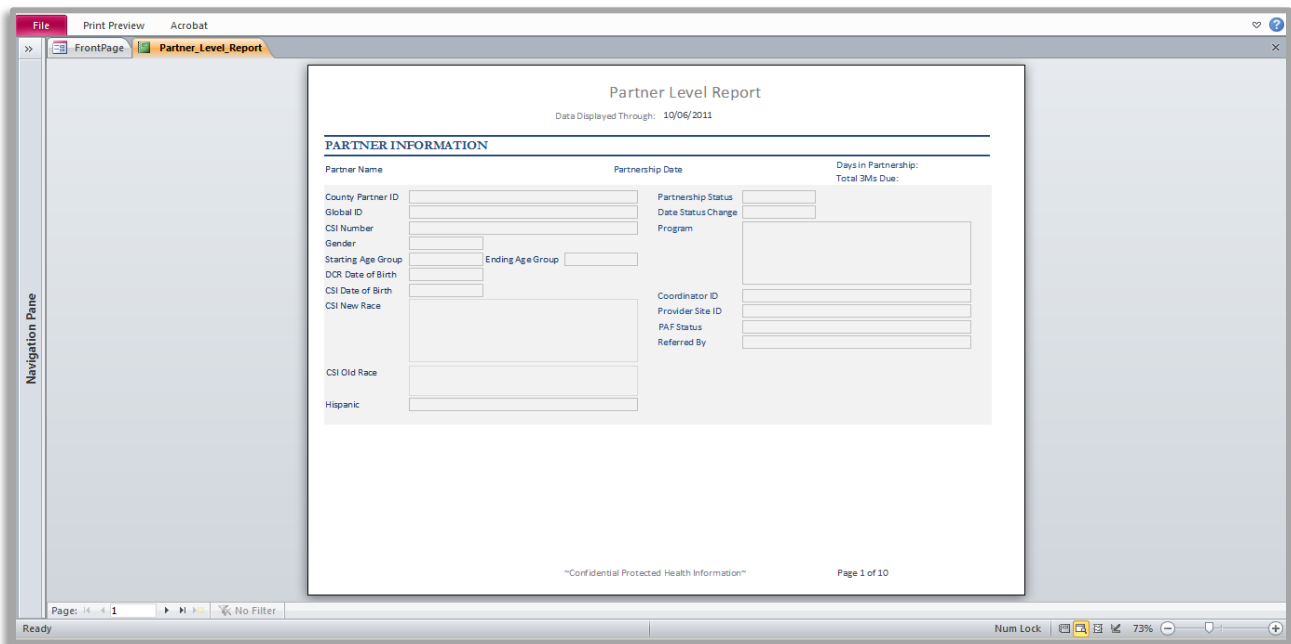
As seen in Figure 3.18, the **Page** selector in the lower left-hand corner allows scrolling or jumping to any page in the report.

Figure 3.18: The Page Selector
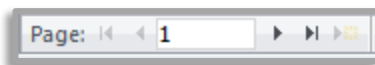
As seen in Figure 3.19, a **Zoom** slide-bar in the lower right-hand corner allows enlarging or shrinking the view of the report on the screen for visibility.

Figure 3.19: Zoom Slide-bar

As seen in Figure 3.20, The "Print Preview" ribbon heading has print options. Clicking **Print** will print the partnership report. Users can also zoom in or out and view the report by more than one page in the "Zoom" section of the ribbon. The **Close Print Preview** option will exit the partner level report and return focus to the Front Page.

Figure 3.20: The Print Preview Ribbon
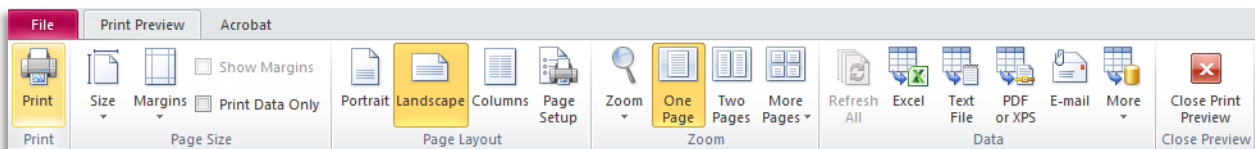
Note:	The margins of the partner report are set for printing on standard printers. Adjusting the margins may affect the quality of the report. However, if the report prints extra blank pages, then slightly widening the margins may resolve the issue.

The Export PDF Report Button

To export a report as a PDF for a specific partnership, click on the **View or Export Partner Report** button under the "Run Partner Report" heading. The "Partner Level Report, Partner Identifiers" pop-up window allows for the partner to be located by Partnership Name (Exact Name: Last, First), CSI Number, or DCR Global ID. After entering the search criteria, choose the "Export PDF Report" button.

The "Export PDF Report" button will export a PDF file of a partnership report to a desired location on a local or network drive. As seen in Figure 3.21, an "Output To" window will appear which is used to designate a location and file name for the report. The default name of the report, "Partner_Level_Report", can be changed. Use the navigation pane on the left-hand side of the window to select a folder to which the PDF report will be saved. Select the **Autostart** checkbox for the report to be opened automatically when the export and save process is complete. Then click **OK**. Selecting **Cancel** will return focus to the Front Page without exporting the report. If OK was selected, the PDF file will be generated and the file will be saved in the selected location. If the **Autostart** checkbox was marked, a copy of the report will open in a PDF viewing application.

Figure 3.21: The Output To Window
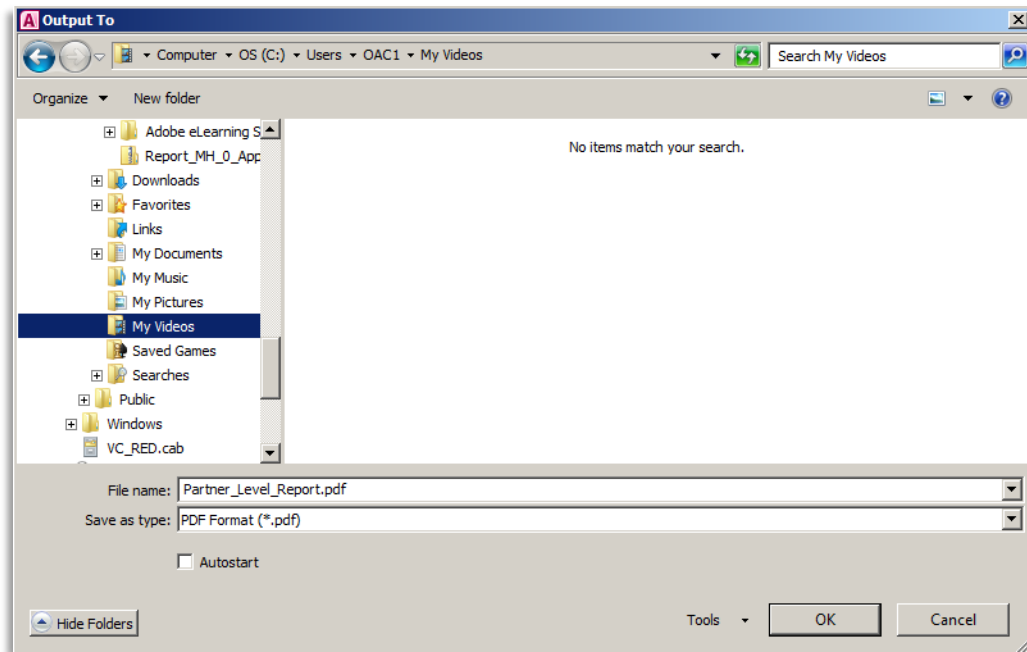
Chapter 4: The Partner Alert Reports Templates

The "Partner Alert" templates can be useful for improving or maintaining data accuracy by contributing to quality analysis. The "Partner Alert" templates may be used to generate the following five types of partnership alert reports. Some templates generate one type of report format, and some provide the option of generating one of two sub-reports as noted in the following list.

> ➢ The Five Types of Partnership Alert Reports:
>> 1. "3Ms Due By Month"
>> 2. "Stagnant Partners"
>> 3. "Active Partners Status and Residential Alerts"
>>> ▪ "All Active Partners"
>>> ▪ "Active Partners with Residential Alerts"
>> 4. "3M or KET Assessment Issues"
>>> ▪ "Duplicate KETs Alert Report"
>>> ▪ "Missing or Incomplete 3M Report"
>> 5. "Mismatched CSI and DCR Birthdates"

These reports can be accessed through the five buttons in the "Partner Alerts" tab as seen in Figure 4.1. The "Partner Alert" template reports can be viewed in Microsoft Access as Access reports, printed, or exported as PDF files.

Figure 4.1: The Buttons to Access the Partner Alerts Template Reports

3Ms Due by Month Template

The "Partner Alert – 3Ms Due by Month" template generates a report for all partnerships which have a quarterly assessment (3M) due in a month selected by the user. This report is designed for forward planning of upcoming 3Ms due or for retrospective data correcting for 3Ms missed during a month.

To run the report, click on the **3Ms Due by Month** button on the "Partner Alert" tab. As seen in Figure 4.2, the first pop-up window prompts the user to enter the desired month for the report criteria. Optionally, the report results can also be filtered to a currently assigned Program, Provider or Partnership Services Coordinator (PSC). Set the desired criteria and select the **Submit** button.

Figure 4.2: The Pop-Up Window for Search Criteria of a 3Ms Due By Month Report

As seen in Figure 4.3, a report will be generated to show the 3Ms which are due during the month previously chosen by the user in the selection criteria; in this example, the report displays 3Ms due in April of 2011. The report is organized by Program, Provider and PSC. Only partners with a 3M due in the selected month appear in the report. The 45-day window in which the 3M can be submitted to the FSP DCR is displayed under the "3Ms Due During" heading. The report also indicates if the 3M has already been submitted; if so, the date of submission is included.

> **Note:** The 3M assessments should be completed every 3 months for a partner but can be collected up to 15 days before or 30 days after it is due.

Figure 4.3: 3Ms Due by Month Report

Note: The report will initially display within Microsoft Access, which can be viewed electronically, printed from Microsoft Access, or exported in PDF format. To save a copy of the report on a local hard drive or network location, right click on the report and select **Export > PDF** or another desired file format.

As an example, from Figure 4.3, according to the data downloaded from FSP DCR on 10/6/2011, partner "Jane 031" has a 3M assessment which has not yet been submitted and this partner's PSC is Helen. All 3Ms for other partners shown have already been submitted for the April 2011 timeframe, and the date the 3M was collected for each partner is noted.

Stagnant Partners Template

The "Partner Alert – Stagnant Partners" template will display a report within Microsoft Access, which can be viewed electronically or printed from Microsoft Access. A report for all partnerships which have not had an assessment for a specified number of days will be displayed. This report is designed to identify partnerships in which assessments for the partner may have been missed or the partner has discontinued from services without the submission of a KET to officially discontinue the partnership in the FSP DCR.

To run the report, click on the **Stagnant Partners** button in the "Partner Alert" tab. As seen in Figure 4.4, the first pop-up window allows for the number of days the partner was stagnant to be entered as report criteria. The report will identify partners for which there is no assessment for that number of days before the date of download. Optionally, the report can be filtered to restrict results to a currently assigned Program, Provider or PSC. Set the desired criteria and select the **Submit** button.

Figure 4.4: The Pop-Up Window for Criteria of a Stagnant Partner Report

As seen in Figure 4.5, the report lists partners for whom no assessment has been submitted for a number of days before the date the data was extracted from the FSP DCR. The report is organized by Program, Provider and PSC. Additionally, the report displays all the assessments (i.e., KETs, PAFs, and 3Ms) which have been submitted for the stagnant partners since the first day of their partnerships.

Figure 4.5: Stagnant Partner Report

Full Service Partnership DCR Stagnant Partners Report

Active Partners Stagnant for at Least   140   Days
Date Data Downloaded from DCR: 10/6/2011

Program: Adult FSP
Provider: 1234

Name	CSI Number	Partnership Date	Status	Days Stagnant	Assessment Dates	Types
Coordinator: Helen, Helen						
Jane, Jane 031	109	3/19/2009	Active	293	3/19/2009	PAF
					12/18/2009	3M
					3/9/2010	3M
					6/18/2010	3M
					9/17/2010	3M
					12/17/2010	3M
Jane, Jane 034	112	6/1/2010	Active	309	6/1/2010	PAF
					9/1/2010	3M
					12/1/2010	3M
Coordinator: Laura, Laura						
John, John 048	48	1/15/2009	Reactivated	988	1/15/2009	PAF
					1/21/2009	KET

Note: The report will initially display within Microsoft Access, which can be viewed electronically, printed from Microsoft Access, or exported in PDF format. To save a copy of the report on a local hard drive or network location, right click on the report and select **Export > PDF** or another desired file format.

As an example, from Figure 4.5, the listed partners did not have any assessments submitted for at least 140 days at the time the data was downloaded from the FSP DCR (10/6/2011). For example, "Jane 031" had her last assessment on 12/17/2010 and therefore was 293 days stagnant by 10/6/2011. The actual number of days for which the partnership has been stagnant is displayed under the "Days Stagnant" heading in the report.

Active Partners Status and Residential Alerts Template

The "Active Partners Status and Residential Alert" template reports can generate two reports as noted in the following list. Active partners are identified based on a specific user-defined date. Any partner who was active within their respective programs on the date defined by the user will be included in the report.

> ➢ The Two Active Partners Status and Residential Alert Reports:
>   1. **All Active Partners –** Provides a report with information for all partners whose partnerships were active on a specified date
>   2. **Active Partners with Residential Alerts –** Provides a report with information for all partners who were active on a specified date and who also resided in a temporary residential setting for more than 30 days

As seen in Figure 4.6, each of these sub-reports requires a specific date. The reports optionally allow the user to filter the results based on the Program, Provider, or PSC to which the partner was assigned on the date selected. After entering the report criteria, the user can generate either the report for **All Active Partners** or **Active Partners with Residential Status Alerts** by selecting the corresponding button.

Figure 4.6: The Pop-Up Window for Criteria of Active Partners Reports

Note: These reports provide the status as of the report criteria date entered and are not based off the date the data was downloaded from the FSP DCR.

All Active Partners Report Button

As shown in Figure 4.7, when selecting the **All Active Partners** sub-report button, a report will be generated for all partnerships that were active on the date entered in the report criteria. The report will be organized by ending Program Name, Provider and PSC as of the date entered in the report criteria. Each partner is listed on a separate line; the report provides a snapshot of the partner's status on the specified date.

Note: When evaluating 3M assessments, the EPLD Templates verifies that information exists in key domains common between all age groups' 3M assessments, which includes the 1) Financial, 2) Health, and 3) Substance Abuse domains. Any 3M assessment missing information in one of these domains is referred to as "Partial" or "Incomplete".

Figure 4.7: Active Partner Status Report

Example County		Active Partner Status Report								
		Status Snapshot on this Date:	7/1/2011							
		Date Data Downloaded from DCR: 10/6/2011								
Current Program: Adult FSP										
Current Provider: 1234										
	CSI Number	Partner Name	Gender	Partnership Date	Length of Service	Status	PAF Status	Residence	No. 3Ms Due	No. 3Ms Submit	No. 3Ms Partial	No. KETs Submit
Current Coordinator:	**Brian, Brian**											
Adult	73	John, John 073	M	11/14/2008	959	Establ	Compl	With Parents	10	4	4	0
Current Coordinator:	**Helen, Helen**											
Adult	91	Jane, Jane 013	F	7/12/2010	354	Establ	Compl	Community Care	4	3	0	0
	112	Jane, Jane 034	F	6/1/2010	395	Establ	Compl	Community Care	4	2	0	0
	106	Jane, Jane 028	F	12/3/2010	210	Establ	Compl	Apartment Alone	2	2	1	1
	98	Jane, Jane 020	F	9/27/2010	277	Establ	Compl	Long-Term Care	3	3	1	1
TAY	109	Jane, Jane 031	F	3/19/2009	834	Establ	Compl	Community Care	9	5	1	0
Current Coordinator:	**Herald, Herald**											
Adult	44	John, John 044	M	12/1/2008	942	Establ	Compl	With Parents	10	10	0	35
Current Coordinator:	**Laura, Laura**											
Adult	52	John, John 052	M	2/4/2009	877	Establ	Compl	Apartment Alone	9	9	0	4

Note: The reports will initially display within Microsoft Access, which can be viewed electronically, printed from Microsoft Access, or exported in PDF format. To save a copy of the report on a local hard drive or network location, right click on the report and select **Export > PDF** or another desired file format.

As an example, from Figure 4.7, partner "John 044" has been active for 942 days and has had 10 of 10 quarterly 3M assessments submitted, all of which appear to be complete upon validation. Additionally, 35 KET assessments have been submitted for this partner.

Active Partners with Residential Alerts Button

As shown in Figure 4.8, when selecting the **Active Partners with Residential Alerts** sub-report button, a report will be generated for all partners who were active on the date specified and who were in a temporary residential setting for more than 30 days on the specified date. This report is intended to highlight partners who have spent extended periods of time in temporary residential settings as defined in the following list.

> ➤ **Temporary Residential Settings as Defined by the DCR:**
> 1. Emergency Shelter
> 2. Homeless
> 3. Medical Hospital
> 4. Psychiatric Hospital
> 5. State Psychiatric Hospital
> 6. Juvenile Hall / Camp
> 7. Department of Juvenile Justice

Figure 4.8: Active Partner Residential Status Alerts Report

Example County — Active Partner Residential Status Alerts Report

| | Status Snapshot on this Date: | 7/1/2011 |
| | Date Data Downloaded from DCR: | 10/6/2011 |

Current Program: Adult FSP
Current Provider: 5678

	CSI Number	Partner Name	Gender	Partnership Date	Length of Service	Status	Residence	Length in Setting	Residential Change Date	Assessment Date
Current Coordinator: Sam, Sam										
Adult	149	Jane, Jane 071	F	5/25/2011	37	Establ	Emergency Shelter	37	5/25/2011	5/25/2011

Current Program: TAY FSP
Current Provider: 1234

	CSI Number	Partner Name	Gender	Partnership Date	Length of Service	Status	Residence	Length in Setting	Residential Change Date	Assessment Date
Current Coordinator: Susan, Susan										
TAY	32	John, John 032	M	8/24/2007	1407	Establ	Homeless	1367	10/3/2007	10/3/2007

Current Provider: 5678

	CSI Number	Partner Name	Gender	Partnership Date	Length of Service	Status	Residence	Length in Setting	Residential Change Date	Assessment Date
Current Coordinator: Helen, Helen										
TAY	107	Jane, Jane 029	F	8/26/2008	1039	Establ	Emergency Shelter	1039	8/26/2008	8/26/2008

Note: The report will initially display within Microsoft Access, which can be viewed electronically, printed from Microsoft Access, or exported in PDF format. To save a copy of the report on a local hard drive or network location, right click on the report and select **Export > PDF** or another desired file format.

As an example, from Figure 4.8, partner "Jane 071" began her partnership on 5/25/2011. In her PAF assessment, she indicated that she was in an emergency shelter. The data indicates that she had been in an emergency shelter for 37 days on the status snapshot date of 7/1/2011.

3M or KET Assessment Issues

The "3M or KET Assessment Issues" template reports can generate two reports as noted in the following list.

> ➢ **The Two 3M or KET Assessment Issues Reports:**

1. **Duplicate KETs Alert Report –** The "Duplicate KETs Alert" report displays partnership assessments in which two or more Key Event Reports (KETs) were submitted for the same domain (i.e. Residential, Emergency. etc.) for the same date.

2. **Missing or Incomplete 3M Report –** The "Missing or Incomplete 3M" report displays partners who were served during a specified time period who have one or more missing or incomplete 3Ms.

As seen in Figure 4.9, each of these sub-reports requires the user to specify a service period by entering a starting and ending date, as well as to choose whether to review "Active" or "Admitted" partners in the report. The "Active" reports return data for any partners who were active at any point during that service period, from the selected "Starting Date" and "Ending Date" fields. The "Admitted" reports return data for any partners who were enrolled into a new partnership at any point during that service period, from the selected "Starting Date" and "Ending Date" fields. The reports allow the user to additionally filter the results based on the Program, Provider, or PSC to which the partner was assigned to at discharge or at the time of the data download. The Missing or Incomplete 3M Report also allows the user to exclude non-continuous partnerships from the results or to include only those with missing 3Ms (not just incomplete 3Ms). After entering the report criteria, the user can generate either the report for **Duplicate KETs Alert Report** or **Missing or Incomplete 3M Report** by selecting the corresponding button.

Figure 4.9: The Pop-Up Window for a 3M or KET Assessment Issues Report

Duplicate KETs Alert Report Button

The "Duplicate KETs Alert" report displays partnership assessments in which two or more Key Event Reports (KETs) were submitted for the same domain (i.e. Residential, Emergency. etc.) for the same date. This report is designed to review KET submissions to quickly identify cases in which KETs were submitted for the same event on the same date, possibly resulting in duplicate event reporting.

To run the report, click on the **3M or KET Assessment Issues** button in the **Partner Alert** tab. As seen in Figure 4.9, the pop-up window allows users to choose a period of service. Enter the starting and ending dates and choose either active partners or admitted partners to evaluate for duplicate KETs submitted for any partners served during that timeframe. The report can be optionally filtered to restrict the report to a currently assigned Program, Provider or PSC. Set the desired criteria and select the **Duplicate KETs Alert** sub-report button.

> **Note:** This report identifies the current Program, Provider or PSC at the time of the data download from the FSP DCR. The actual Program, Provider or PSC during the timeframe when the duplicative KETs were submitted may be different from the current Program, Provider or PSC at the time the data was downloaded from the FSP DCR.

As seen in Figure 4.10, a report is displayed to show the active or admitted partners who had possible duplicate KETs submitted for the same domain on the same date. The report is organized by Program, Provider and PSC. Only partners with possible replicate submissions of KETs appear in the report. To aid in data correction, the report displays the dates and types of replicate submissions for further investigation.

> **Note:** Duplicate KETs found in a report may accurately reflect partner information in circumstances in which an event occurred more than one time on the same date.

Figure 4.10: Duplicate KETs Alert Report

Example County		**Duplicate KETs Alert Report**								
		Partners Active Between:	1/1/2011	and	12/31/2011					
		Date Data Downloaded from DCR: 10/6/2011								

Current Program: Adult FSP
Current Provider: 1234

Global ID	CSI Number	Partner Name	Age Gp	Status Now	Partner-ship Date	Duplicate Type	Event Value	Date of Event	Assess Date	Assessment ID	Time Assess Subm to DCR
Current Coordinator: Bob, Bob											
4a1862dc-b534-4a50-9314-4b0f2c5c343	44	John, John 044	Adult	Active	12/1/2008	Emergency Event	Mental / Substance	3/31/2009	3/30/2009	107167	4/3/2009 9:46:00 AM
			Adult	Active	12/1/2008		Mental / Substance	3/31/2009	4/6/2009	228666	5/28/2010 9:41:00 AM
			Adult	Active	12/1/2008		Mental / Substance	5/10/2010	5/10/2010	228682	5/28/2010 9:59:00 AM
			Adult	Active	12/1/2008		Mental / Substance	5/10/2010	5/10/2010	228680	5/28/2010 9:58:00 AM
			Adult	Active	12/1/2008	Residential	With Parents	6/12/2009	6/12/2009	228670	5/28/2010 9:51:00 AM
			Adult	Active	12/1/2008		With Parents	6/12/2009	6/12/2009	124685	6/17/2009 4:15:00 PM
Current Coordinator: Laura, Laura											
3a1f0189-1a75-427c-9cc3-ee5e464f1f346	49	John, John 049	Adult	Inactive	1/20/2009	Emergency Event	Mental / Substance	7/7/2009	7/7/2009	128562	7/7/2009 2:25:00 PM
			Adult	Inactive	1/20/2009		Mental / Substance	7/7/2009	7/15/2009	130280	7/15/2009 9:58:00 AM
			Adult	Inactive	1/20/2009	Residential	Apartment Alone	7/9/2009	7/15/2009	130280	7/15/2009 9:58:00 AM
			Adult	Inactive	1/20/2009		Apartment Alone	7/9/2009	7/17/2009	131972	7/17/2009 9:04:00 AM

Current Provider: 5678

Global ID	CSI Number	Partner Name	Age Gp	Status Now	Partner-ship Date	Duplicate Type	Event Value	Date of Event	Assess Date	Assessment ID	Time Assess Subm to DCR

Page 1   Tuesday, June 11, 2013

Note: The report will initially display within Microsoft Access, which can be viewed electronically, printed from Microsoft Access, or exported in PDF format. To save a copy of the report on a local hard drive or network location, right click on the report and select **Export > PDF** or another desired file format.

As an example, from Figure 4.10, partner "John 044" has 2 KET assessments which report emergency interventions on 3/31/2009. The report provides the Assessment ID to assist with locating and potentially correcting duplicate KET entries.

Missing or Incomplete 3M Report Button

The "Missing or Incomplete 3M" report displays partners who were served during a specified time period who have one or more missing or incomplete 3Ms. This report is designed to review 3M submissions to quickly identify partners who have missing or incomplete 3M data.

To run the report, click on the **3M or KET Assessment Issues** button in the **Partner Alert** tab. As seen in Figure 4.9, the pop-up window allows users to choose a period of service. Enter the starting and ending dates, and choose either active partners or admitted partners, to filter the report to only those partners served during the time period identified. The report can be optionally filtered to restrict the report to a currently assigned Program, Provider or PSC. Additionally, the "Missing or Incomplete 3M" report allows for the following additional filtering options.

> **Missing or Incomplete 3M Filtering Options:**
> 1. **Exclude Non-Continuous Partners –** Allows the report to be filtered to include only partners who were active during the selected service period and who were served continuously
> 2. **Must Have Some Missing 3Ms (not just incomplete 3Ms) -** Allows the report to be filtered to include only partners who were active during the selected service period and who have missing 3Ms, excluding those partners who have only incomplete 3Ms

Set the desired criteria and select the **Missing or Incomplete 3M** sub-report button. As seen in Figure 4.11, a report is displayed to show the partners who were active during the specified time period who had incomplete and/or missing 3Ms at some point in their partnership. The report is organized by Program, Provider and PSC. Only partners with incomplete and/or missing 3Ms appear in the report. To aid in data correction, the report displays the assessment dates and 3M # for each 3M assessment that has been submitted, complete or incomplete, as well as the number of 3Ms that are due, incomplete, and/or missing for each partner.

As an example, from Figure 4.11, partner "Jane 031" has nine 3Ms due, five 3Ms submitted and four 3Ms missing. By reviewing the 3M#s, it is seen which 3Ms have not been submitted; the 1st, 2nd, 8th, and 9th 3Ms are missing. In addition, partner "Jane 028" would not have been included in this report had the filter "Must Have Some Missing 3Ms" been selected, and this is because Jane has three 3Ms due, all three were submitted, but one was submitted incomplete.

Note: When evaluating 3M assessments, the EPLD Templates verify that information exists in key domains common between all age groups' 3M assessments, which includes the 1) Financial, 2) Health, and 3) Substance Abuse domains. Any 3M assessment missing information in one of these domains is referred to as "Partial" or "Incomplete"

Figure 4.11: Missing or Incomplete 3Ms Report

Full Service Partnership Missing or Incomplete 3Ms Report

Date Data Downloaded from DCR: 10/6/2011

Program: Adult FSP
Provider: 1234

Coordinator: Brian, Brian

Name	CSI Number	Partnership Date	Status	Days Served	Assessments		3M #	Inc.=Incomplete
John, John 073	73	11/14/2008	Established	1056				
					11/14/2008	PAF		
					8/13/2010	3M	7	Inc.
					11/12/2010	3M	8	Inc.
					2/14/2011	3M	9	Inc.
					5/14/2011	3M	10	Inc.
					8/14/2011	3M	11	Inc.

Due Inc. Missing
11   5   6

Coordinator: Helen, Helen

Name	CSI Number	Partnership Date	Status	Days Served	Assessments		3M #	Inc.=Incomplete
Jane, Jane 028	106	12/3/2010	Established	307				
					12/3/2010	PAF		
					2/24/2011	3M	1	
					6/7/2011	3M	2	Inc.
					8/23/2011	3M	3	

Due Inc. Missing
3   1   0

Name	CSI Number	Partnership Date	Status	Days Served	Assessments		3M #	Inc.=Incomplete
Jane, Jane 031	109	3/19/2009	Established	931				
					3/19/2009	PAF		
					12/18/2009	3M	3	Inc.
					3/9/2010	3M	4	
					6/18/2010	3M	5	
					9/17/2010	3M	6	
					12/17/2010	3M	7	

Due Inc. Missing
9   1   4

Name	CSI Number	Partnership Date	Status	Days Served	Assessments		3M #	Inc.=Incomplete
Jane, Jane 034	112	6/1/2010	Established	492				
					6/1/2010	PAF		
					9/1/2010	3M	1	
					12/1/2010	3M	2	

Due Inc. Missing
5   0   3

Page 1   Wednesday, August 27, 2014

> **Note:** This report identifies the current Program, Provider or PSC at the time of the data download from the FSP DCR. The actual Program, Provider or PSC during the timeframe when the 3Ms were due may be different from the current Program, Provider or PSC at the time the data was downloaded from the FSP DCR.

Mismatched CSI and DCR Birthdates Template

The "Partner Alert – Mismatched CSI and DCR Birthdates" template generates a report for all partnerships active within a specified reporting period which have a DCR Birthdate and CSI Birthdate that do not match. This report is designed to support data quality monitoring of this essential piece of partnership information.

To run the report, click on the **Mismatched CSI and DCR Birthdates** button on the "Partner Alert" tab. As seen in Figure 4.12, the first pop-up window prompts the user to enter the starting and ending date for the desired service period for the report. Optionally, the report results can also be filtered to the ending Program, Provider or Partnership Services Coordinator (PSC) as of the Download Date. Set the desired criteria and select the **Mismatching Birthdates Report** button.

Figure 4.12: Pop-Up Window for Search Criteria of a Mismatching Birthdates Report

As seen in Figure 4.13, a report will be generated to show the partnerships active within a specified reporting period which have a DCR Birthdate and CSI Birthdate that do not match; in this example, the report displays all partnerships active between January 1, 2000 and January 1, 2015 that have different DCR and CSI birthdates. The report is organized by Current Program, Provider and PSC. Only partners with mismatching birthdates appear in the report. The report includes partnership details such as the partner name, Global ID, CSI number, and age group.

The report also includes their status now (as of the date of data download), their most recent partnership date, and the birthdates that are currently reflected in the DCR and CSI.

Figure 4.13: Mismatching Birthdates Report

Note: The report will initially display within Microsoft Access, which can be viewed electronically, printed from Microsoft Access, or exported in PDF format. To save a copy of the report on a local hard drive or network location, right click on the report and select **Export > PDF** or another desired file format.

As an example, from Figure 4.13, according to the data downloaded from FSP DCR on 1/1/2015, partner "Jane Doe-444" was last served through provider "Site-103", has a status of "Discontinued", and has a DCR Birthdate of "11/16/1992" and a CSI Birthdate of "1/16/1992".

Chapter 5: The Summary Reports Template

As seen in Figure 5.1(a), the "Summary Reports" tab contains the "FSP Metrics Reports" and "FSP Indicators Reports" template sections. The "FSP Metrics Reports" templates can be accessed by selecting one of the two buttons in the left-hand box, and the "FSP Indicators Reports" templates can be accessed by selecting one of the six buttons in the right-hand box.

Figure 5.1(a): The Summary Reports Templates
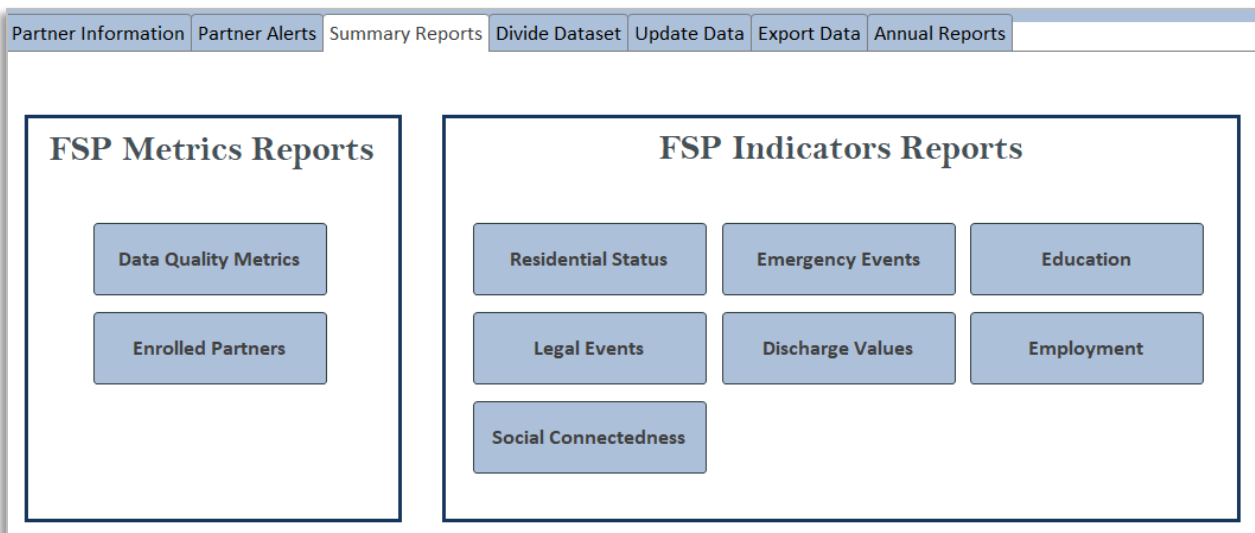
As shown in Figure 5.1(b), all Summary Reports criteria selection screens for the FSP Metrics Reports and FSP Indicators Reports have a checkbox which allows the user to "Leave form open after running report". This checkbox is unchecked by default. If this checkbox is checked, the criteria selection screen will not close after the report has been generated and it will retain all the previously entered values. This functionality reduces repetitive criteria selection when generating a number of reports with similar criteria. For example, using this option allows users to generate reports for different providers more easily when the same service period and other selected optional criteria are desired. It is recommended that users minimize the criteria selection screen while viewing, printing and exporting report. The user must close any open reports prior to generating another report for the same domain.

Figure 5.1(b): The Summary Reports Templates
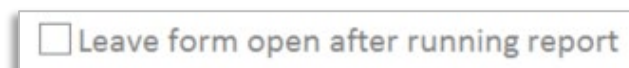
FSP Metrics Reports Template

The "FSP Metrics Reports" templates were designed to assist in data quality monitoring. The **Data Quality Metrics** button provides two sub-reports as noted in the following list.

➢ **Two Data Quality Metrics Reports:**
1. **Assessment Metrics Report –** This sub-report provides information regarding the timeliness and completeness of 3Ms and KETs for active partners within a given date range
2. **Partner Served Report –** This sub-report provides an overview of active partners for a given date range, stratified by various demographic characteristics

To run either of these "Data Quality Metrics" reports, click on the **Data Quality Metrics** button in the "Summary Reports" tab, as shown in Figure 5.1(a).
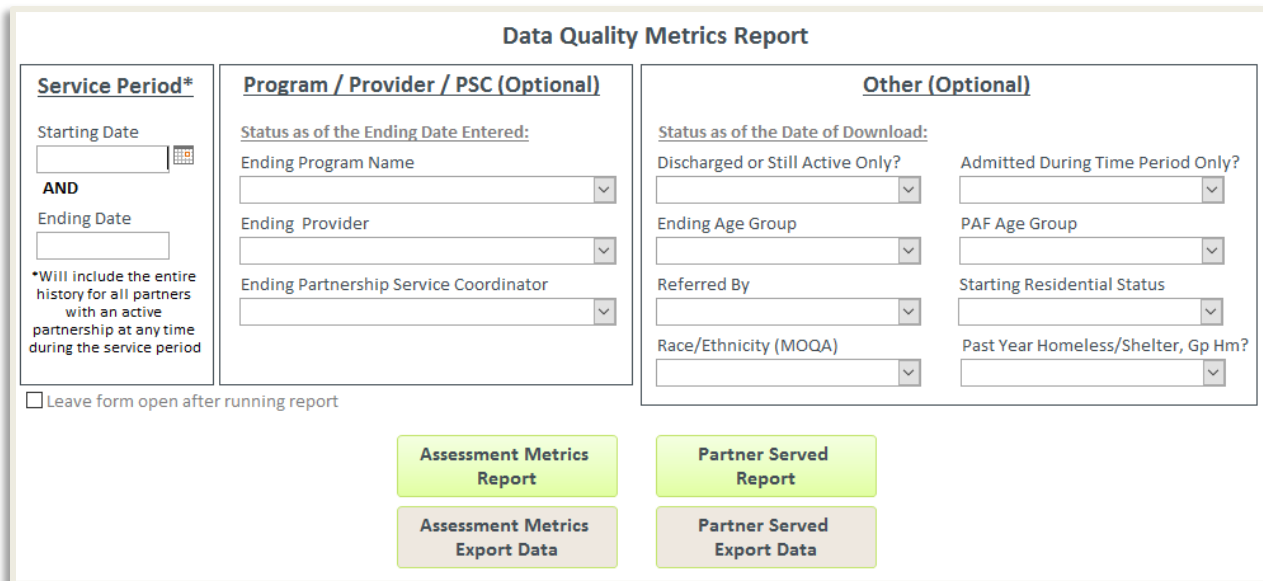
As seen in Figure 5.2, the first pop-up window prompts the user for a range of service dates. The reports return data for any partners who were active at any point during that service period, from the selected "Starting Date" and "Ending Date" fields. Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following advanced other filtering options.

➢ **Advanced Other Filtering Options:**
1. **Discharged or Still Active Only? –** Allows the report to be filtered to include only partners who were active during the selected service period and who were either discharged or still active on the date the data was downloaded
2. **Ending Age Group –** Allows the report to be filtered to include only partners who were active during the selected service period who were a specific ending age group
3. **Referred By –** Allows the report to be filtered to include only partners who were active during the selected service period who were referred to the FSP by a specific source
4. **Admitted During Time Period Only? -** Allows the report to be filtered to include only partners who were admitted or enrolled into FSP during the selected service period
5. **PAF Age Group –** Allows the report to be filtered to include only partners who were of a specific age group at the time of admission who were active during the selected service period
6. **Starting Residential Status –** Allows the report to be filtered to include only partners who were active during the selected service period who were in a specified residential setting at the time of admission

7. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were active during the selected service period

    ▪ Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories.

8. **Past Year Homeless/Shelter, Gp Hm? –** Allows the report to be filtered to include only partners who were active during the selected service period who spent one or more days in the past year in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

Figure 5.2: The Pop-Up Window for Criteria for Data Quality Metrics Reports

Note: These reports provide the status as of the report criteria "Ending Date" entered and are not based on the date the data was downloaded from the FSP DCR.

As seen in Figure 5.2, for each type of report, the data can be run as a PDF formatted and exportable report (green buttons) or the data can be exported directly to Microsoft Excel (gray buttons).

Note: Data exported to Microsoft Excel will appear as a spreadsheet with simplified headers and may be difficult to interpret until the user becomes familiar with the data. When using the Microsoft Excel exported data, the user may want to also export the more easily interpreted formatted PDF version of the report until the user becomes familiar with the abbreviated data labels and spreadsheet formatting in the Microsoft Excel version of report.

Data Quality Metrics – Assessment Metrics Report Button

After setting the desired criteria for the "Data Quality Metrics" reports, select the **Assessment Metrics Report** button. As shown in Figure 5.3, Page 1 of the "Assessment Metrics" template provides a description of the report criteria used to generate the report including the service period, any optional criteria selected, and the number of partners meeting the report criteria.

Figure 5.3: Data Quality Metrics Cover Sheet

Data Quality Metrics Report
DCR Partners Assessment Metrics

Report Criteria:

Partners Active Between: 1/1/2000   and   1/1/2015

Optional Criteria Selected:

Report Provider Selected:
Report Program Selected:
Report PSC Selected:
Discharged or Active Only?
Admissions Only?
PAF Age Group Selected:
End Age Group Selected:
Referred By Selected:
Starting Residential Setting Selected:
Past Year Homeless/Shelter, Gp Hm?
Race/Ethnicity (MOQA):

Partners Meeting Report Criteria:

All Partners Enrolled: 248

As shown in Figure 5.4, page 2 begins the report of data quality metrics, with the assessment data aggregated into the following reporting groups.

> ➤ **The Three Aggregation Groups for the Assessment Metrics Report:**
>   1. **All –** Provides data quality metrics for all of the county's partners active within the service period
>   2. **Current Program –** Provides data quality metrics for all partners active within the service period by "Current Program"
>   3. **Current Provider –** Provides data quality metrics for all partners active within the service period by "Current Provider"

For each aggregation group, the report displays information for "All" partners and "Continuous Partners Only".

> ➤ **The Two Categories of Partnerships:**
>   • **All –** The total number of active partners within the aggregation group of partners served during the timeframe specified and can be classified as either continuously enrolled or discontinuously enrolled (i.e., discontinued and reestablished at any point during the partnership)
>   • **Continuous Partners Only –** The total number active partners during the timeframe specified who were continuous during their entire partnership; this will include only the active partners who have not discontinued and later reestablished services at any time during their partnership; the "Continuous Partners" aggregation group represents a subset of the "All" partners aggregation group and is intended for use in comparative analysis; this is because discontinuous partnerships tend to have missing assessments due to gaps in service

Figure 5.4: Assessment Metrics Report

Full Service Partnership DCR Data Metrics Report

Partners Active Between: 7/1/2010 and 6/30/2011

Date Data Downloaded from DCR: 10/6/2011

Example County

Aggregated by: All	Served (n)	KETs (n)	% Partners with a KET			3Ms Due (n)	3Ms Submitted (n)	% 3Ms Submit	Incomp. 3Ms (n)	% Incomp. 3Ms Submit	% Comp. 3Ms Submit
			>90 Days Served	>180 Days Served	>365 Days Served						
Total											
All	106	238	50.0%	50.5%	58.3%	651	286	43.9%	39	13.6%	37.9%
Continuous Partners Only	103	221	48.4%	48.9%	56.5%	623	265	42.5%	30	11.3%	37.7%

Aggregated by: Current Program	Served (n)	KETs (n)	% Partners with a KET			3Ms Due (n)	3Ms Submitted (n)	% 3Ms Submit	Incomp. 3Ms (n)	% Incomp. 3Ms Submit	% Comp. 3Ms Submit
			>90 Days Served	>180 Days Served	>365 Days Served						
Adult FSP											
All	39	121	58.8%	59.4%	65.2%	196	145	74.0%	26	17.9%	60.7%
Continuous Partners Only	39	121	58.8%	59.4%	65.2%	196	145	74.0%	26	17.9%	60.7%
FSP											
All	1	0	0.0%	0.0%	0.0%	9	0	0.0%	0	%	0.0%
Continuous Partners Only	1	0	0.0%	0.0%	0.0%	9	0	0.0%	0	%	0.0%
Older Adult FSP											
All	9	2	11.1%	11.1%	12.5%	67	3	4.5%	0	0.0%	4.5%
Continuous Partners Only	9	2	11.1%	11.1%	12.5%	67	3	4.5%	0	0.0%	4.5%

Note: The report will initially display within Microsoft Access, which can be viewed electronically, printed from Microsoft Access, or exported in PDF format. To save a copy of the report on a local hard drive or network location, right click on the report and select **Export > PDF** or another desired file format.

As shown in Figure 5.5, each aggregation group is summarized by partnership type ("All" or "Continuous Only") to include the following summarized information about the groups.

➢ **The Assessment Metrics Report Sections:**
- **Served** – The total number of partners actively served at any point during the report period specified
- **KETs** – The total number of KET assessments submitted during the entire partnership up to the report ending date for any partners active during the report period specified
- **% Partners with a KET** – The percent of active partners during the time period that had one or more KETs submitted; percentages are shown for partners who had received services for greater than 90 days, greater than 180 days, and greater than

365 days by the ending date specified for the report; in general, partners normally have at least one KET submitted if they have been in service for a year or more; if the percent of partners with a KET submitted at 365 days does not approach 100%, then this could signify a possible issue with the submission of KETs

- **3Ms Due –** The calculated number of quarterly assessments that would have been due since the beginning of the partnership to the report ending date if the partner was continuously enrolled; this number does not take into account gaps of service as a result of discontinuous partnerships

- **3Ms Submitted –** The total number of 3Ms submitted during the entire partnership up to the report ending date for any partners who were active during the timeframe selected in the report criteria; this report displays the number of 3Ms submitted during the total length of service (i.e., the lifetime of the partnership) up to the ending date specified for the report; it does not count only 3M assessments within the timeframe selected in the report criteria; it counts the 3Ms submitted before or during the timeframe selected. However, it does not count the 3Ms submitted after the ending date of the time period identified

- **% 3Ms Submit –** The percentage of 3Ms submitted of the total that were due during the entire lifetime of the partnership up to the ending date of the report, if the partners were continuously enrolled; it is generally expected that this percentage for "Continuous Partners Only" is greater than or equal to that of "All" partnerships because discontinuous partnerships represented in "All" partnerships may be missing 3Ms in cases in which quarterly 3M assessments were due during periods when the partnership was inactive

- **Incomp. 3Ms Submit –** The number of 3Ms which were submitted and were lacking certain domain information; while the 3M assessments were partially submitted, the validation process indicates when not all domain information is collected and thus categorizes the 3M assessment as incomplete

- **% Incomp. 3Ms Submit –** The percentage of 3Ms submitted which were submitted with incomplete information

- **% Comp. 3Ms Submit –** The percentage of 3M assessments which were submitted and complete of those which were due

---

Note: When validating 3M assessments, the EPLD Templates verify that information exists in key domains common between all age groups' 3M assessments which includes 1) Financial, 2) Health, and 3) Substance Abuse domains. Any 3M assessment missing information in one of these domains is referred to as "Partial" or "Incomplete".

Figure 5.5: Assessment Metrics Report Sections

Aggregated by: Current Program	Served (n)	KETs (n)	% Partners with a KET			3Ms Due (n)	3Ms Submitted (n)	% 3Ms Submit	Incomp. 3Ms (n)	% Incomp. 3Ms Submit	% Comp. 3Ms Submit
			>90 Days Served	>180 Days Served	>365 Days Served						
Adult FSP											
All	39	121	58.8%	59.4%	65.2%	196	145	74.0%	26	17.9%	60.7%
Continuous Partners Only	39	121	58.8%	59.4%	65.2%	196	145	74.0%	26	17.9%	60.7%

Data Quality Metrics – Partners Served Report Button

The "Partners Served Report" yields snapshots of the population of partners served at the beginning and ending time points in a given time period, and the report calculates the total served at any point within the time period.

As shown in Figure 5.6, page 1 of the "Data Quality Metrics – Partners Served" template provides a description of the report criteria used to generate the report including the service period, any optional criteria selected, and the number of partners meeting the report criteria.

Figure 5.6: Data Quality Metrics Cover Sheet

Data Quality Metrics Report
DCR Partners Assessment Metrics

Report Criteria:
Partners Active Between: 1/1/2000 and 1/1/2015

Optional Criteria Selected:
Report Provider Selected:
Report Program Selected:
Report PSC Selected:
Discharged or Active Only?
Admissions Only?
PAF Age Group Selected:
End Age Group Selected:
Referred By Selected:
Starting Residential Setting Selected:
Past Year Homeless/Shelter, Gp Hm?
Race/Ethnicity (MOQA):

Partners Meeting Report Criteria:
All Partners Enrolled: 248

Chapter 5: The Summary Reports Template

As displayed in Figure 5.7 and described below, beginning on page 2 is a summary of partners served, with five columns displaying characteristics related to the specified service period.

➢ **The Five Columns of the Partners Served Report:**
1. **Serving on First Day –** The number of partners who were active on the date entered in the "Starting Date" field of the report criteria; this represents a daily caseload on that particular date
2. **Admitted –** The number of partners who were admitted or enrolled into the FSP at any time during the service period identified in the report criteria
3. **Discharged –** The number of partners who were discontinued at any time during the service period identified in the report criteria
4. **Serving on Last Day –** The number of partners who were active on the date entered in the "Ending Date" field of the report criteria; this represents a daily caseload on that day
5. **Total Served –** The total number of partners who were served at any point during the service time period; this represents the number of partners served on the first day, plus the number of partners admitted or enrolled into the FSP at any time during the service period and includes continuous and discontinuous partners

To examine service utilization among specific subsets of partners during the same specified time period, the partners are stratified by numerous demographic groups for analysis. The report is organized into tables based on demographic characteristics. The following demographic characteristics are used as aggregation groups for the Partners Served Report.

➢ **The Partners Served Report Demographic Tables:**
1. **PAF Age –** Indicates the numbers of partners who were classified into each age-related service group at the beginning of their partnership on their initial PAF assessment; the PAF assessment may have been before the time period specified
2. **Age at Report Begin or Admit** – The age of the partner at the earliest point in time during the period specified; if the partner was admitted or enrolled into FSP during the time period specified, then this represents their PAF age group; otherwise, this represents the age group of the partner on the "Starting Date" of the time period specified for the report
3. **Age at Report End or Discharge –** The age of the partner at the latest possible point in time during the period specified; if the partner was discontinued during the time period specified, then this represents their age group on the date the partner was discontinued; otherwise, this represents the age group of the partner on the "Ending Date" of the time period specified for the report
4. **Gender**

5. **Referred By –** The numbers of partners who were referred to the FSP by various sources according to their PAF assessment

6. **Race –** This data is pulled from the CSI system and includes a combination of historic and new race fields; due to this, there may be some overlap in the segregation of the data categories (e.g., there may be a separate row for Black (historic) and one for Black or African American (new) categories, etc.); in the interest of flexibility, the historic and new race fields were not merged for this report; Counties can manually combine race categories using the information in the report; when the CSI number is not matched, the Race field is categorized as "Unknown/Not Reported"

7. **Hispanic**

8. **PAF Status –** The numbers of partners by their current PAF status

9. **CSI No. is Null –** The number of partners for which the CSI Number was not entered into the PAF for the partner

10. **Continuous Partnership –** The number of partnerships which where continuously active in the FSP without discontinuation and reestablishment for the entire length of their partnership up to the "Ending Date" specified for the report; if the partner discontinued during the time period evaluated before the "Ending Date" specified, then the partnership is counted as continuous if the partner was continuous through the discontinuation date without reactivation within the time period specified

11. **Current Program –** The numbers of partners who were assigned to each FSP program as of the "Ending Date" specified for the report

12. **Current Provider –** The numbers of partners who were assigned to each FSP provider as of the "Ending Date" specified for the report

13. **Discharge Reason –** For those partners whose final disposition was classified as "discontinued" during the time period specified, this represents the number of partners who were classified into each possible reason for discontinuation; this represents only the final discontinuation reason; if a partner was discontinued multiple times during a time period, then only the final reason will be counted; if the partner was reestablished during the time period and was active at the "Ending Date" of the report, then the partner will not be represented in this table

Figure 5.7: Partners Served Report

Example County   DCR Client Served Report

Partners Active Between: 7/1/2010   and   6/30/2011
Date Data Downloaded from DCR: 10/6/2011

1a. PAF Age	Serving on First Day		Admitted		Discharged		Serving on Last Day		Total Served	
Child	20	26.7 %	8	25.8 %	6	27.3 %	22	26.2 %	28	26.4 %
TAY	27	36.0 %	8	25.8 %	9	40.9 %	26	31.0 %	35	33.0 %
Adult	19	25.3 %	14	45.2 %	7	31.8 %	26	31.0 %	33	31.1 %
Older Adult	9	12.0 %	1	3.2 %	0	0.0 %	10	11.9 %	10	9.4 %
All	75	100.0 %	31	100.0 %	22	100.0 %	84	100.0 %	106	100.0 %

1b. Age at Report Begin or Admit	Serving on First Day		Admitted		Discharged		Serving on Last Day		Total Served	
Child	15	20.0 %	8	25.8 %	5	22.7 %	18	21.4 %	23	21.7 %
TAY	32	42.7 %	8	25.8 %	10	45.5 %	30	35.7 %	40	37.7 %
Adult	19	25.3 %	14	45.2 %	7	31.8 %	26	31.0 %	33	31.1 %
Older Adult	9	12.0 %	1	3.2 %	0	0.0 %	10	11.9 %	10	9.4 %
All	75	100.0 %	31	100.0 %	22	100.0 %	84	100.0 %	106	100.0 %

1c. Age at Report End or Discharge	Serving on First Day		Admitted		Discharged		Serving on Last Day		Total Served	
Child	14	18.7 %	8	25.8 %	5	22.7 %	17	20.2 %	22	20.8 %
TAY	32	42.7 %	7	22.6 %	10	45.5 %	29	34.5 %	39	36.8 %
Adult	20	26.7 %	15	48.4 %	7	31.8 %	28	33.3 %	35	33.0 %
Older Adult	9	12.0 %	1	3.2 %	0	0.0 %	10	11.9 %	10	9.4 %
All	75	100.0 %	31	100.0 %	22	100.0 %	84	100.0 %	106	100.0 %

2. Gender	Serving on First Day		Admitted		Discharged		Serving on Last Day		Total Served	
F	39	52.0 %	31	100.0 %	9	40.9 %	61	72.6 %	70	66.0 %
M	36	48.0 %	0	0.0 %	13	59.1 %	23	27.4 %	36	34.0 %
All	75	100.0 %	31	100.0 %	22	100.0 %	84	100.0 %	106	100.0 %

Note: The report will initially display within Microsoft Access, which can be viewed electronically, printed from Microsoft Access, or exported in PDF format. To save a copy of the report on a local hard drive or network location, right click on the report and select **Export > PDF** or another desired file format.

Enrolled Partners Template

The "Enrolled Partners" template provides two sub-reports for analyzing partnership enrollment data, including indicators present at enrollment. This report template can be accessed in the **Summary Reports** tab, under the "FSP Metrics Reports" section using the **Enrolled Partners** button.

As shown in Figure 5.8, the report criteria screen prompts the user for a range of enrollment dates. Partners who were enrolled during the service period selected, from the selected "Starting Date" and "Ending Date" fields, are included in the report. Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following "Other (Optional)" filtering options.

> ➢ **Other (Optional) Filtering Options:**
>   1. **PAF Age Group –** Allows the report to be filtered to include only partners who were of a specific age group at the time of admission who were enrolled during the selected service period
>   2. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were enrolled during the selected service period
>   - ▪ Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories.
>
>   3. **Starting Residential Status –** Allows the report to be filtered to include only partners who were enrolled during the selected service period who were in a specified residential setting at the at the time of admission
>   4. **Residential Status on Day Before Starting FSP –** Allows the report to be filtered to include only partners who were enrolled during the selected service period who were in a specified residential setting on the day before admission
>   5. **Referred By –** Allows the report to be filtered to include only partners who were enrolled during the selected service period who were referred to the FSP by a specific source
>   6. **Past Year Homeless/Shelter, Gp Hm? –** Allows the report to be filtered to include only partners who were enrolled during the selected service period who spent one or more days in the past year, including "Yesterday", in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

After selecting the desired report criteria, select one of the following buttons to generate the report: **Adult Indicators Report** or **Child Indicators Report.**

➢ **The Two Enrolled Partners Reports:**

1. **Adult Indicators Report –** Provides summary reports including TAY, Adult and Older Adult partners who were enrolled during the selected service period and met report criteria.

2. **Child Indicators Report –** Provides summary reports including Child and TAY partners who were enrolled during the selected service period and met report criteria.

TAY partners are included in both the Child and Adult Indicators Report, as TAY partners are ages 16-25 and therefore may experience indicators in either of the reports.

Figure 5.8: Enrolled Partners Template Criteria

As seen in Figure 5.8, for each type of report, the data can be run as a PDF formatted and exportable report (green buttons) or the data can be exported directly to Microsoft Excel (gray buttons).

Note: Data exported to Microsoft Excel will appear as a spreadsheet with simplified headers and may be difficult to interpret until the user becomes familiar with the data. When using the Microsoft Excel exported data, the user may want to also export the more easily interpreted formatted PDF version of the report until the user becomes familiar with the abbreviated data labels and spreadsheet formatting in the Microsoft Excel version of report.

Adult Indicators Report Button

The "Adult Indicators" report template provides a summary of indicators present at the time of admission and the year prior for TAY, Adult and Older Adult partners, aggregated by their age group and the program they were enrolled into.

As shown in Figure 5.9, Page 1 of the "Adult Indicators" template provides a description of the report criteria used to generate the report including the service period and any optional criteria selected.

Figure 5.9: Enrolled Partners Report – Adult Indicators Page 1

As shown in Figure 5.10, Page 2 of the "Adult Indicators" template provides a summary of indicators present at the time of admission and the year prior for TAY, Adult and Older Adult partners, aggregated by their age group and the program they were enrolled into. This report is

useful for comparing the number of partners enrolled in a specified time period, the proportion from each age group, and the proportion experiencing each of the various indicators.

> ➤ **Aggregation Groups for the Enrolled Partners Report-Adult Indicators Template:**
>   1. **Program:**
>   a. **All Programs –** Aggregates all partnership information contained in the imported data reports
>   b. **Programs present in Report Results –** Aggregates partnership information for the subset of partners who were enrolled in each program present in the data
>   2. **Age Group:**
>   a. **All TAY, Adult & Older Adult –** Aggregates partnership information for all age groups present in the data
>   b. **TAY -** Aggregates partnership information for the subset of Transitional Age Youth partners ages 16-25 as indicated on the PAF at the time of admission
>   c. **Adult –** Aggregates partnership information for the subset of Adult partners ages 26-59 as indicated on the PAF at the time of admission
>   d. **Older Adult –** Aggregates partnership information for the subset of Older Adult partners ages 60+ as indicated on the PAF at the time of admission

> ➤ **Elements of the Enrolled Partners Report-Adult Indicators Template** (Also see Table 5.1)**:**
>   1. **Enrolled –** The number of partners who were admitted or enrolled into the FSP at any time during the service period identified in the report criteria
>   2. **Substance Abuse –** Of those partners enrolled during the specified service period, the proportion of partners who had an indication of substance abuse in the year prior to FSP admission or enrollment
>   3. **Emergency – Mental or Substance –** Of those partners enrolled during the specified service period, the proportion of partners who experienced a mental health or substance abuse related emergency event in the year prior to FSP admission or enrollment
>   4. **Emergency - Medical –** Of those partners enrolled during the specified service period, the proportion of partners who experienced a medical emergency event in the year prior to FSP admission or enrollment
>   5. **Inpatient Psychiatric –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Inpatient Psychiatric in the year prior to FSP admission or enrollment

6. **Homeless/Emergency Shelter –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Homeless or Emergency Shelter in the year prior to FSP admission or enrollment

7. **Legal Involvement –** Of those partners enrolled during the specified service period, the proportion of partners who had one or more arrests, or one or more days incarcerated in the year prior to FSP admission or enrollment

8. **% with Any Listed Issues -** Of those partners enrolled during the specified service period, the proportion of partners who had any of the issues in this list prior to FSP admission or enrollment

9. **% with Any Listed Issues, Except Substance Abuse -** Of those partners enrolled during the specified service period, the proportion of partners who had any of the issues in this list except for Substance Abuse prior to FSP admission or enrollment

Figure 5.10: Enrolled Partners Report – Adult Indicators Page 2

Enrolled Partners Report - Adult Indicators

Partners Enrolled Between: 1/1/2000 and 1/1/2015

Date Data Downloaded from DCR: 1/1/2015

Example County

Program: All Programs

	Enrolled	Substance Abuse	Emergency - Mental or Substance	Emergency - Medical	Inpatient Psychiatric	Homeless/ Emergency Shelter	Legal Involvement	% with Any Listed Issues	% with Any Listed Issues, Except Substance Abuse
All TAY, Adult & Older Adult									
	172	62%	43%	31%	47%	29%	58%	92%	91%
TAY									
	54	61%	41%	22%	39%	26%	61%	87%	85%
Adult									
	78	71%	46%	26%	47%	29%	62%	95%	94%
Older Adult									
	40	48%	40%	52%	57%	32%	45%	92%	92%

Program: FSP-1

	Enrolled	Substance Abuse	Emergency - Mental or Substance	Emergency - Medical	Inpatient Psychiatric	Homeless/ Emergency Shelter	Legal Involvement	% with Any Listed Issues	% with Any Listed Issues, Except Substance Abuse
All TAY, Adult & Older Adult									
	43	74%	47%	40%	58%	33%	49%	93%	93%
TAY									

Child Indicators Report Button

The "Child Indicators" report template provides a summary of indicators present at the time of admission and the year prior for Child and TAY partners, aggregated by their age group and the program they were enrolled into.

As shown in Figure 5.11, Page 1 of the "Child Indicators" template provides a description of the report criteria used to generate the report including the service period and any optional criteria selected.

Figure 5.11: Enrolled Partners Report – Child Indicators Page 1

Enrolled Partners Report - Child Indicators

Report Criteria:

Partners Enrolled Between: 1/1/2000 and   1/1/2015

Optional Criteria Selected:

Report Ending Program Selecte	
Report Ending Provider Selecte	
Report PSC Selected:	
PAF Age Group Selected:	
Race/Ethnicity (MOQA):	
Starting Residential Setting Selected:	
Residential Status on Day Before FSP	
Referred By Selected:	
Past Year Homeless/Shelter, Gp Hm?	

As shown in Figure 5.12, page 2 of the "Child Indicators" template provides a summary of indicators present at the time of admission and the year prior for Child and TAY partners, aggregated by their age group and the program they were enrolled into. This report is useful for comparing the number of partners enrolled in a specified time period, the proportion from each age group, and the proportion experiencing each of the various indicators.

> ➤ **Aggregation Groups for the Enrolled Partners Report-Child Indicators Template:**
> > 1. **Program:**
> > > a. **All Programs –** Aggregates all partnership information contained in the imported data reports

    b. **Programs present in Report Results –** Aggregates partnership information for the subset of partners who were enrolled in each program present in the data

2. **Age Group:**
    a. **All Child & TAY–** Aggregates partnership information for all age groups present in the data
    b. **Child -** Aggregates partnership information for the subset of Child partners under age 16 as indicated on the PAF at the time of admission
    c. **TAY -** Aggregates partnership information for the subset of Transitional Age Youth partners ages 16-25 as indicated on the PAF at the time of admission

➢ **Elements of the Enrolled Partners Report-Child Indicators Template** (Also see Table 5.1):

1. **Enrolled –** The number of partners who were admitted or enrolled into the FSP at any time during the service period identified in the report criteria
2. **Out of Home Placement –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Out of Home Placement (group home 0-11, group home 12-14, or community treatment facility) in the year prior to FSP admission or enrollment
3. **Homeless/Emergency Shelter –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Homeless or Emergency Shelter in the year prior to FSP admission or enrollment
4. **Special Education –** Of those partners enrolled during the specified service period, the proportion of partners who received special education services in the year prior to FSP admission or enrollment
5. **School Attendance –** Of those partners enrolled during the specified service period, the proportion of partners who had poor school attendance in the year prior to FSP admission or enrollment
6. **School Grades –** Of those partners enrolled during the specified service period, the proportion of partners who had poor grades in the year prior to FSP admission or enrollment
7. **Substance Abuse –** Of those partners enrolled during the specified service period, the proportion of partners who had an indication of substance abuse in the year prior to FSP admission or enrollment
8. **Emergency – Mental or Substance –** Of those partners enrolled during the specified service period, the proportion of partners who experienced a mental

health or substance abuse related emergency event in the year prior to FSP admission or enrollment

9. **Emergency - Medical –** Of those partners enrolled during the specified service period, the proportion of partners who experienced a medical emergency event in the year prior to FSP admission or enrollment

10. **Inpatient Psychiatric –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Inpatient Psychiatric in the year prior to FSP admission or enrollment

11. **Legal Involvement –** Of those partners enrolled during the specified service period, the proportion of partners who had one or more arrests, or one or more days incarcerated in the year prior to FSP admission or enrollment

12. **% with Any Listed Issues –** Of those partners enrolled during the specified service period, the proportion of partners who had any of the above listed issues prior to FSP admission or enrollment

13. **% with Any Listed Issues, Except Grades –** Of those partners enrolled during the specified service period, the proportion of partners who had any of the above listed issues except for grades prior to FSP admission or enrollment

Figure 5.12: Enrolled Partners Report – Child Indicators Page 2

Table 5.1 - List of Issues as Identified from Variables on PAF as Coded in the FSP DCR Data Dictionary

Issue	Identified on PAF as…	Written Description
Academic Grades	● Variable 6.07 GradesCurr as 4 = Below Average or 5 = Poor (OR) ● Variable 6.08 GradesPast12 as 4 = Below Average or 5 = Poor	Children or TAY with below average or poor grades in past 12 months or at the start of the FSP program
School Attendance	● Variable 6.05 AttendancePast12 as 4 = Infrequently attends school or 5 = Never attends school (OR) ● Variable 6.06 AttendanceCurr as 4 = Infrequently attends school or 5 = Never attends school (OR) ● Variable 6.09 SuspensionPast12 >0 (OR) ● Variable 6.11 ExpulsionPast12 >0 (OR) ● Variable 6.12 NotinschoolPast12 >0 AND Variable 6.02 HighestGrade in ("01" or "02" or "03" or "04" or "05" or "06" or "07" or "08" or "09" or "10" or "11" or "12" or "13" or "14" or "20") (OR) ● Variable 6.14 NotinschoolCurr ="1" AND Variable 6.02 HighestGrade in ("01" or "02" or "03" or "04" or "05" or "06" or "07" or "08" or "09" or "10" or "11" or "12" or "13" or "14" or "20")	Children or TAY who are noted to be in school but have infrequent or no attendance at school in past 12 months or at the start of the FSP program or who have suspensions or expulsions in the past 12 months; children or TAY who are not in school but who have less than a high school degree or GED
Special Education	● Variable 6.03 EmotionalDisturbance = "1" (OR) ● Variable 6.04 AnotherReason = "1"	Children or TAY who are receiving special education

Issue	Identified on PAF as...	Written Description
Out of Home Residential Placement	● Variable 5.02 Current in ("4" or "5" or "11" or "12" or "13" or "14" or "21" or "22") (OR) ● Variable 5.03 Yesterday in ("4" or "5" or "11" or "12" or "13" or "14" or "21" or "22") (OR) ● Variable 5.17 FosterHomeRelative_PastTwelveDays >0 (OR) ● Variable 5.20 FosterHomeNon-relative_PastTwelveDays >0 (OR) ● Variable 5.38 CommunityCare_PastTwelveDays >0 (OR) ● Variable 5.35 CongregatePlacement_PastTwelveDays ● Variable 5.50 GroupHome0-11_PastTwelveDays >0 (OR) ● Variable 5.53 GroupHome12-14_PastTwelveDays >0 (OR) ● Variable 5.56 CommunityTreatment_PastTwelveDays >0 (OR) ● Variable 5.59 ResidentialTreatment_PastTwelveDays >0	Children or TAY with a residential setting in the past 12 months, yesterday or at the start of the FSP which included: foster home relative, foster home non-relative, community care, congregate placement, group home 0-11, group home 12-14, community treatment or residential treatment
Emergency - Mental or Substance	● Variable 10.02 MenRelated >0	Any partner who had one or more mental health or substance abuse related emergencies in the past 12 months
Emergency - Medical	● Variable 10.01 PhyRelated >0	Any partner who had one or more medical related emergencies in the past 12 months

Issue	Identified on PAF as…	Written Description
Legal Involvement	● Variable 9.02 ArrestPast12 >0 (OR) ● Variable 9.05 ProbationStatus = "1" (OR) ● Variable 9.07 ProbPast12 = "1" (OR) ● Variable 9.09 ParoleStatus = "1" (OR) ● Variable 9.12 ParolePast12 = "1" (OR) ● Variable 5.02 Current in ("16" or "15" or "26" or "27") (OR) ● Variable 5.03 Yesterday in ("16" or "15" or "26" or "27") (OR) ● Variable 5.71 JuvenileHall/Camp_PastTwelveDays >0 (OR) ● Variable 5.74 DJJ_PastTwelveDays >0 (OR) ● Variable 5.77 Jail_PastTwelveDays >0 (OR) ● Variable 5.80 Prison_PastTwelveDays >0 (OR) ● Variable 5.81 Prison_PriorTwelve ="1"	Any partner who in the past 12 months had one or more arrests; or who in the past 12 months or at the start of the FSP was on probation or parole; or who spent time in the past 12 months, yesterday or started the FSP in jail, DJJ, juvenile hall/camp, or prison; or who ever spent time in prison
Inpatient Psychiatric	● Variable 5.02 Current in ("9" or "10" or "24" or "25") (OR) ● Variable 5.03 Yesterday in ("9" or "10" or "24" or "25") (OR) ● Variable 5.47 StatePsychiatric_PastTwelveDays >0 (OR) ● Variable 5.62 NursingPsychiatric_PastTwelveDays >0 (OR) ● Variable 5.44 PsychiatricHospital_PastTwelveDays >0 (OR) ● Variable 5.68 Long-TermCare_PastTwelveDays >0	Any partner who spent time in the past 12 months, yesterday or started the FSP in state psychiatric, nursing psychiatric, psychiatric hospital or long-term care (IMD)
Substance Abuse	● Variable 12.02 ActiveProblem = "1" (OR) ● Variable 12.03 AbuseServices = "1" (OR) ● Variable 12.01 MentalIllness = "1"	Any partner who ever had or had at the start of the FSP a substance abuse problem; or any partner who was actively receiving substance abuse services at the start of the FSP

Issue	Identified on PAF as…	Written Description
Homeless/ Emergency Shelter	● Variable 5.02 Current in ("6" Or "7") (OR) ● Variable 5.03 Yesterday in ("6" Or "7") (OR) ● Variable 5.23 EmergencyShelter_PastTwelveDays >0 (OR) ● Variable 5.26 Homeless_PastTwelveDays >0	Any partner who spent time in the past 12 months, yesterday or started the FSP as homeless or in an emergency shelter

FSP Indicators Reports Template

The "FSP Indicators Reports" template provides six report templates in six domains (Residential, Emergency, Education, Legal, Education, and Discharge) for generating summary reports intended to assist county staff or associated organizations to analyze DCR CSV Files. The purpose of the reports is to organize summaries of partnership information and indicators so that FSP DCR users can review and improve FSP program and data quality.

> ➤ **The Six Types of FSP Indicators Reports:**
> 1. **Residential Status –** Provides a summary and annual comparison for all partners' residential settings for the year prior and either up to 2 years during FSP participation, or years 3 and 4 of FSP participation
> 2. **Emergency Events –** Provides reports for partners' mental health emergency events and psychiatric hospitalization days for the year prior and up to 5 years during FSP participation
> 3. **Education –** Provides reports for child partners' grades and attendance for those served up to 12 quarters during FSP participation
> 4. **Legal Events –** Provides reports for partners' arrests and incarceration days for the year prior and up to 5 years during FSP participation
> 5. **Discharge Values –** Provides a report summarizing average length of service by age group, length of service categories by age group, discharge reason by age group, partners with physician, and partners by residential setting
> 6. **Employment –** Provides reports for partners' employment status for the year prior and up to 2 years during FSP participation

Residential Status Template

The "Annual Comparisons Report for all Served, through Year 1 or Year 2" template, the "Annual Comparisons Report for all Served, through Year 3 or Year 4" template, or the "Days in Setting Between Report Start and End Dates" can be accessed by navigating to the **Summary Reports** tab, and under the "FSP Indicators Reports" section, selecting the **Residential Status** button.

As shown in Figure 5.13, the report criteria screen prompts the user for a range of service dates. The entire partnership history for any partner who was active at any point during the service period, from the selected "Starting Date" and "Ending Date" fields, is included in the report. Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following advanced other filtering options.

> ➢ **Advanced Other Filtering Options:**
> 1. **Discharged or Still Active Only? –** Allows the report to be filtered to include only partners who were active during the selected service period and who were either discharged or still active on the date the data was downloaded
> 2. **Ending Age Group –** Allows the report to be filtered to include only partners who were active during the selected service period who were a specific ending age group
> 3. **Referred By –** Allows the report to be filtered to include only partners who were active during the selected service period who were referred to the FSP by a specific source
> 4. **Exclude Discontinuous Partnerships –** Allows the report to be filtered to include only partners who were active during the selected service period who were continuously active or discharged but not reestablished
> 5. **Admitted During Time Period Only? -** Allows the report to be filtered to include only partners who were admitted or enrolled into FSP during the selected service period
> 6. **PAF Age Group –** Allows the report to be filtered to include only partners who were of a specific age group at the time of admission who were active during the selected service period
> 7. **Starting Residential Status –** Allows the report to be filtered to include only partners who were active during the selected service period who were in a specified residential setting at the time of admission

8. **Past Year Homeless/Shelter, Gp Hm?** – Allows the report to be filtered to include only partners who were active during the selected service period who spent one or more days in the past year in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

9. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were active during the selected service period (Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories)

After selecting the desired report criteria, select one of the following: the **Annual Comparisons Report for All Served, through Year 1 or Year 2,** or the **Annual Comparisons Report for All Served, through Year 3 or Year 4,** or the **Days in Setting Between Report Starting and End Date** button to generate the report**.**

➢ **The Three Residential Status- Annual Comparisons Reports:**

• **Annual Comparisons Report for All Served, Through Year 1 or Year 2 –** Provides summary reports including partners who completed up to two years of FSP partnership and met report criteria.

• **Annual Comparisons Report for All Served, Through Year 3 or Year 4 –** Provides summary reports including partners who completed at least three or four years of FSP partnership and met report criteria.

• **Days in Setting Between Report Starting and End Date –** Provides summary reports including partners who were active during the Starting Date and Ending Date along with other report criteria.

Figure 5.13: Residential Domain Template Criteria

As seen in Figure 5.13, for each type of report, the data can be run as a PDF formatted and exportable report (green buttons) or the data can be exported directly to Microsoft Excel (gray buttons).

Note: Data exported to Microsoft Excel will appear as a spreadsheet with simplified headers and may be difficult to interpret until the user becomes familiar with the data. When using the Microsoft Excel exported data, the user may want to also export the more easily interpreted formatted PDF version of the report until the user becomes familiar with the abbreviated data labels and spreadsheet formatting in the Microsoft Excel version of report.

As shown in Figure 5.14, Page 1 of the Residential Status Reports provides an overview of the number of partners who matched the report criteria along with the number of those partners who completed 1 to 2 years of participation in the FSP or the number of those partners who completed 3 to 4 years of participation in the FSP.

Figure 5.14: Residential Status Report – Page 1

Residential FSP Indicator Report
Annual Comparisons for All Served, through Year 1 or Year 2

Report Criteria:

Partners Active Between: **1/1/2000**   and   **1/1/2012**

Optional Criteria Selected:

Report Provider Selected:
Report Program Selected:
Report PSC Selected:
Discharged or Active Only?
Admissions Only?
PAF Age Group Selected:
End Age Group Selected:
Referred By Selected:
Starting Residential Setting Selected:
Exclude Non-continuous Partners?
Past Year Homeless/Shelter, Gp Hm?
Race/Ethnicity (MOQA):

Partners Meeting Report Criteria:

All Partners Enrolled:	185
Completed at Least 1 Year of FSP:	80
Completed at Least 2 Years of FSP:	26

Residential FSP Indicator Report
Annual Comparisons through Year 3 or Year 4

Report Criteria:

Partners Active Between: 1/1/2000 and 1/1/2014

Optional Criteria Selected:

Report Provider Selected:	
Report Program Selected:	
Report PSC Selected:	
Discharged or Active Only?	
Admissions Only?	
PAF Age Group Selected:	
End Age Group Selected:	
Referred By Selected:	
Starting Residential Setting Selected:	
Exclude Non-continuous Partners?	
Past Year Homeless/Shelter, Gp Hm?	
Race/Ethnicity (MOQA):	

Partners Meeting Report Criteria:

Completed at Least 3 Years of FSP:	12
Completed at Least 4 Years of FSP:	8

➢ **Elements of the Residential Status Template:**

1. **Residential Setting –** The name of the residential setting as classified in the FSP DCR data dictionary Variable 5.02

2. **Partners –** The number of partners with any days in the listed residential setting during the time period specified

3. **Days –** A summation of the total number of days for all partners in the residential setting during the time period specified

4. **% Partners** – The percentage of partners who spent any time in the residential setting during the time period specified

5. **% Days** – The percentage of days spent in the specific setting as a ratio of the total number of days in any residential setting during the time period specified

---

Note: The "None Listed" residential setting (ID = 99) represents circumstances in which no selection was made for the partner's residential setting on the PAF for the year before the partnership or the current residential setting at the start of the partnership. This category was created specifically for these reports and is not described within the FSP DCR data dictionary.

Annual Comparisons Report for All Served, Through Year 1 or Year 2 Report

The "Annual Comparisons Report for All Served, Through Year 1 or Year 2" report includes a "Baseline Report", providing a summary for all partners' residential settings for the 1 year before participation in the FSP, as shown in Figure 5.15. All partners who met the report criteria are included in the "Baseline Report", no matter how long they were served. This report is useful for analyzing the percent of partners and percent of days in various residential settings for the 1 year prior to participation in the FSP.

Figure 5.15: Residential Status Report – Page 2

Baseline Report: All Partners Meeting Report Criteria

Residential Setting	1 Year Before Partnership			
	Partners	Days	%Partners	%Days
Total	12	4,380	100.0%	100.0%
Unknown Setting	9	3,285	75.0%	75.0%
Apartment Alone	3	474	25.0%	10.8%
Emergency Shelter	1	295	8.3%	6.7%
Community Care	1	227	8.3%	5.2%
Psychiatric Hospital	1	17	8.3%	0.4%
Nursing Physical	1	82	8.3%	1.9%
Homeless	0	0	0.0%	0.0%
Group Home 12-14	0	0	0.0%	0.0%
Group Home 0-11	0	0	0.0%	0.0%
Foster Home Relative	0	0	0.0%	0.0%
Foster Home Non-relativ	0	0	0.0%	0.0%
Congregate Placement	0	0	0.0%	0.0%
Juvenile Hall / Camp	0	0	0.0%	0.0%
Community Treatment	0	0	0.0%	0.0%
Assisted Living	0	0	0.0%	0.0%
DJJ	0	0	0.0%	0.0%
Jail	0	0	0.0%	0.0%
With Parents	0	0	0.0%	0.0%
Long-Term Care	0	0	0.0%	0.0%
Medical Hospital	0	0	0.0%	0.0%
None Listed	0	0	0.0%	0.0%
Nursing Psychiatric	0	0	0.0%	0.0%
Other Setting	0	0	0.0%	0.0%
Prison	0	0	0.0%	0.0%
Residential Treatment	0	0	0.0%	0.0%
Single Room Occupancy	0	0	0.0%	0.0%
State Psychiatric	0	0	0.0%	0.0%
With Other Family	0	0	0.0%	0.0%
Individual Placement	0	0	0.0%	0.0%

Page 2

As shown in Figure 5.16, Page 3 of the "Annual Comparisons Report for All Served, Through Year 1 or Year 2" displays the "1-Year Report" which aggregates and compares data for partners who participated in the FSP for at least 1 year. The report includes information for the 1 year before and the first year during FSP participation. Partners who participated in the FSP for less than 1 year or did not match report criteria are not included in this report.

Figure 5.16: Residential Status Report – Page 3

1-Year Report: All Partners Who Completed at Least 1 Year and Meet Report Criteria

Residential Setting	1 Year Before Partnership				Year 1 During Partnership			
	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days
Total	88	32,120	100.0%	100.0%	88	32,120	100.0%	100.0%
With Parents	34	9,225	38.6%	28.7%	29	9,201	33.0%	28.6%
Unknown Setting	26	8,403	29.5%	26.2%	1	233	1.1%	0.7%
Apartment Alone	20	4,440	22.7%	13.8%	21	6,038	23.9%	18.8%
Emergency Shelter	14	2,149	15.9%	6.7%	9	1,392	10.2%	4.3%
Jail	13	645	14.8%	2.0%	4	192	4.5%	0.6%
Psychiatric Hospital	12	389	13.6%	1.2%	4	54	4.5%	0.2%
Homeless	10	1,086	11.4%	3.2%	5	587	5.7%	1.8%
Community Care	9	1,819	10.2%	5.7%	9	2,704	10.2%	8.4%
With Other Family	5	1,224	5.7%	3.8%	4	920	4.5%	2.9%
Residential Treatment	5	458	5.7%	1.4%	1	91	1.1%	0.3%
Group Home 0-11	3	759	3.4%	2.4%	2	259	2.3%	0.8%
Foster Home Non-relative	3	591	3.4%	1.8%	3	766	3.4%	2.4%
Medical Hospital	3	16	3.4%	0.0%	2	4	2.3%	0.0%
Long-Term Care	2	178	2.3%	0.6%	1	281	1.1%	0.9%
Community Treatment	2	94	2.3%	0.3%	0	0	0.0%	0.0%
Single Room Occupancy	2	47	2.3%	0.1%	1	7	1.1%	0.0%
Juvenile Hall / Camp	2	24	2.3%	0.1%	2	191	2.3%	0.6%
Congregate Placement	1	194	1.1%	0.6%	2	366	2.3%	1.1%
Individual Placement	1	172	1.1%	0.5%	1	313	1.1%	1.0%
State Psychiatric	1	118	1.1%	0.4%	0	0	0.0%	0.0%
Nursing Physical	1	82	1.1%	0.3%	0	0	0.0%	0.0%
DJJ	1	52	1.1%	0.2%	0	0	0.0%	0.0%
Other Setting	1	5	1.1%	0.0%	1	42	1.1%	0.1%
Assisted Living	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Foster Home Relative	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Group Home 12-14	0	0	0.0%	0.0%	2	588	2.3%	1.8%
None Listed	0	0	0.0%	0.0%	23	7,891	26.1%	24.6%
Nursing Psychiatric	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Prison	0	0	0.0%	0.0%	0	0	0.0%	0.0%

Page 3

As shown in Figure 5.17, Page 4 of the "Annual Comparisons Report for All Served, Through Year 1 or Year 2" displays the "2-Year Report" which aggregates and compares data for partners who participated in the FSP for at least 2 years. The report includes information for the 1 year before, the first year during, and the second year during FSP participation. Partners who participated in the FSP for less than 2 years or did not match report criteria are not included in this report template.

Figure 5.17: Residential Status Report – Page 4

2-Year Report: All Partners Who Completed at Least 2 Years of Partnership and Meet Report Criteria

Residential Setting	1 Year Before Partnership				Year 1 During Partnership				Year 2 During Partnership			
	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days
Total	43	15,695	100.0%	100.0%	43	15,695	100.0%	100.0%	43	15,695	100.0%	100.0%
With Parents	18	4,906	41.9%	31.3%	14	4,744	32.6%	30.2%	14	4,881	32.6%	31.1%
Unknown Setting	12	3,656	27.9%	23.3%	1	233	2.3%	1.5%	1	215	2.3%	1.4%
Emergency Shelter	8	1,471	18.6%	9.4%	6	1,029	14.0%	6.6%	2	730	4.7%	4.7%
Homeless	8	886	18.6%	5.6%	4	576	9.3%	3.7%	1	365	2.3%	2.3%
Jail	8	455	18.6%	2.9%	2	102	4.7%	0.6%	1	26	2.3%	0.2%
Apartment Alone	7	1,417	16.3%	9.0%	10	2,867	23.3%	18.3%	13	4,088	30.2%	26.0%
Psychiatric Hospital	7	142	16.3%	0.9%	3	52	7.0%	0.3%	1	13	2.3%	0.1%
Community Care	4	800	9.3%	5.1%	5	1,244	11.6%	7.9%	4	1,126	9.3%	7.2%
Residential Treatment	4	363	9.3%	2.3%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Group Home 0-11	2	666	4.7%	4.2%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Long-Term Care	2	178	4.7%	1.1%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Foster Home Non-relative	1	336	2.3%	2.1%	1	365	2.3%	2.3%	1	365	2.3%	2.3%
Congregate Placement	1	194	2.3%	1.2%	1	365	2.3%	2.3%	1	365	2.3%	2.3%
State Psychiatric	1	118	2.3%	0.8%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
With Other Family	1	93	2.3%	0.6%	2	190	4.7%	1.2%	1	166	2.3%	1.1%
Medical Hospital	1	10	2.3%	0.1%	2	4	4.7%	0.0%	0	0	0.0%	0.0%
Juvenile Hall / Camp	1	4	2.3%	0.0%	0	0	0.0%	0.0%	2	148	4.7%	0.9%
Assisted Living	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Community Treatment	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
DJJ	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Foster Home Relative	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Group Home 12-14	0	0	0.0%	0.0%	1	265	2.3%	1.7%	1	89	2.3%	0.6%
Individual Placement	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
None Listed	0	0	0.0%	0.0%	11	3,652	25.6%	23.3%	10	3,073	23.3%	19.6%
Nursing Physical	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Nursing Psychiatric	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Other Setting	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Prison	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Single Room Occupancy	0	0	0.0%	0.0%	1	7	2.3%	0.0%	1	45	2.3%	0.3%

Page 4

Annual Comparisons Report for All Served, Through Year 3 or Year 4 Report
The "Annual Comparisons Report for All Served, Through Year 3 or Year 4" report is a
continuation of the "Annual Comparisons Report for All Served, Through Year 1 or Year 2",
including a 3 Year Report and a 4 Year Report.

As shown in Figure 5.18, Page 2 of the "Annual Comparisons Report for All Served, Through
Year 3 or Year 4" displays the "3-Year Report" which aggregates and compares data for partners
who participated in the FSP for at least 3 years. The report includes information for the 1 year
before and the first year during FSP participation, as well as information for the second and
third years of FSP participation. Partners who participated in the FSP for less than 3 years or did
not match report criteria are not included in this report.

Figure 5.18: Residential Status Report – Page 2

3-Year Report: All Partners Who Completed at Least 3 Years of Partnership and Meet Report Criteria

Residential Setting	1 Year Before Partnership				Year 1 During Partnership				Year 2 During Partnership				Year 3 During Partnership			
	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days
Total	13	4,745	100.0%	100.0%	13	4,745	100.0%	100.0%	13	4,745	100.0%	100.0%	13	4,745	100.0%	100.0%
With Parents	5	1,732	38.5%	36.5%	6	1,925	46.2%	40.6%	5	1,825	38.5%	38.5%	6	2,127	46.2%	44.8%
Homeless	4	701	30.8%	14.8%	3	572	23.1%	12.1%	1	365	7.7%	7.7%	1	365	7.7%	7.7%
Jail	3	161	23.1%	3.4%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Emergency Shelter	2	482	15.4%	10.2%	3	423	23.1%	8.9%	1	365	7.7%	7.7%	1	365	7.7%	7.7%
Unknown Setting	2	369	15.4%	7.8%	1	233	7.7%	4.9%	1	215	7.7%	4.5%	0	0	0.0%	0.0%
Apartment Alone	2	280	15.4%	5.9%	3	821	23.1%	17.3%	4	1,214	30.8%	25.6%	3	1,095	23.1%	23.1%
Residential Treatment	2	181	15.4%	3.8%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Group Home 0-11	1	361	7.7%	7.6%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Community Care	1	301	7.7%	6.3%	1	91	7.7%	1.9%	1	31	7.7%	0.7%	1	365	7.7%	7.7%
With Other Family	1	93	7.7%	2.0%	0	0	0.0%	0.0%	1	166	7.7%	3.5%	1	63	7.7%	1.3%
Psychiatric Hospital	1	43	7.7%	0.9%	2	50	15.4%	1.1%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Long-Term Care	1	37	7.7%	0.8%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Juvenile Hall / Camp	1	4	7.7%	0.1%	0	0	0.0%	0.0%	1	110	7.7%	2.3%	0	0	0.0%	0.0%
Assisted Living	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Community Treatment	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Congregate Placement	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
DJJ	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Foster Home Non-relative	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Foster Home Relative	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Group Home 12-14	0	0	0.0%	0.0%	1	265	7.7%	5.6%	1	89	7.7%	1.9%	0	0	0.0%	0.0%
Individual Placement	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Medical Hospital	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
None Listed	0	0	0.0%	0.0%	1	365	7.7%	7.7%	1	365	7.7%	7.7%	1	365	7.7%	7.7%
Nursing Physical	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Nursing Psychiatric	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Other Setting	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Prison	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Single Room Occupancy	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
State Psychiatric	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%

Page 2

As shown in Figure 5.19, Page 3 of the "Annual Comparisons Report for All Served, Through Year 3 or Year 4" is the first of two pages which display the "4-Year Report" which aggregates and compares data for partners who participated in the FSP for at least 4 years. The report includes information for the 1 year before, the first year through the fourth year during FSP participation. Partners who participated in the FSP for less than 4 years or did not match report criteria are not included in this report template.

Figure 5.19: Residential Status Report – Page 3

4-Year Report: All Partners Who Completed at Least 4 Years of Partnership and Meet Report Criteria

Residential Setting	1 Year Before Partnership				Year 1 During Partnership				Year 2 During Partnership			
	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days
Total	3	1,095	100.0%	100.0%	3	1,095	100.0%	100.0%	3	1,095	100.0%	100.0%
Homeless	2	521	66.7%	47.6%	1	325	33.3%	29.7%	1	365	33.3%	33.3%
With Parents	1	365	33.3%	33.3%	1	100	33.3%	9.1%	0	0	0.0%	0.0%
Emergency Shelter	1	124	33.3%	11.3%	1	40	33.3%	3.7%	0	0	0.0%	0.0%
Psychiatric Hospital	1	43	33.3%	3.9%	1	41	33.3%	3.7%	0	0	0.0%	0.0%
Long-Term Care	1	37	33.3%	3.4%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Unknown Setting	1	4	33.3%	0.4%	1	233	33.3%	21.3%	1	215	33.3%	19.6%
Residential Treatment	1	1	33.3%	0.1%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Apartment Alone	0	0	0.0%	0.0%	0	0	0.0%	0.0%	1	119	33.3%	10.9%
Assisted Living	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Community Care	0	0	0.0%	0.0%	1	91	33.3%	8.3%	1	31	33.3%	2.8%
Community Treatment	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Congregate Placement	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
DJJ	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Foster Home Non-relative	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Foster Home Relative	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Group Home 0-11	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Group Home 12-14	0	0	0.0%	0.0%	1	265	33.3%	24.2%	1	89	33.3%	8.1%
Individual Placement	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Jail	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Juvenile Hall / Camp	0	0	0.0%	0.0%	0	0	0.0%	0.0%	1	110	33.3%	10.0%
Medical Hospital	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
None Listed	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Nursing Physical	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Nursing Psychiatric	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Other Setting	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Prison	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Single Room Occupancy	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
State Psychiatric	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
With Other Family	0	0	0.0%	0.0%	0	0	0.0%	0.0%	1	166	33.3%	15.2%

Page 3

Annual Comparison of Stable Housing, through Year 1 or Year 2 Report

The "Annual Comparison of Stable Housing, through Year 1 or Year 2 Report" report is a report that identifies partners who were active between the report parameter Start and End Dates and compares residential data from PAF to first and second year in FSP.

As shown in Figure 5.19a, Page 2 of the "Annual Comparison of Stable Housing, through Year 1 or Year 2 Report" report aggregates and compares data for partners based on category of stability of housing setting during these timeframes.

Figure 5.19a: Residential Setting Housing Stability Category

Code	Description	INN_Category
16	DJJ	Other
27	Jail	Other
15	Juvenile Hall / Camp	Other
8	Medical Hospital	Other
26	Prison	Other
9	Psychiatric Hospital	Other
10	State Psychiatric	Other
706	STRTP	Other
3	Apartment Alone	Stable
28	Assisted Living	Stable
22	Community Care	Stable
13	Community Treatment	Stable
21	Congregate Placement	Stable
5	Foster Home Non-relative	Stable
4	Foster Home Relative	Stable
20	Individual Placement	Stable
25	Long-Term Care	Stable
19	Single Room Occupancy	Stable
2	With Other Family	Stable
1	With Parents	Stable
6	Emergency Shelter	Temporary
11	Group Home 0-11	Temporary
12	Group Home 12-14	Temporary
23	Nursing Physical	Temporary
24	Nursing Psychiatric	Temporary
14	Residential Treatment	Temporary
99	None Listed	Unknown
17	Other Setting	Unknown
18	Unknown Setting	Unknown
7	Homeless	Unstable

The "Baseline Report", providing a summary for all partners' residential settings for the 1 year before participation in the FSP, as shown in Figure 5.19b. All partners who met the report criteria are included in the "Baseline Report", no matter how long they were served. This report is useful for analyzing the percent of partners and percent of days by stability of residential setting for the 1 year prior to participation in the FSP.

Figure 5.19b: Annual Comparison of Residential Stability Report – Page 2

Baseline Report: All Partners Meeting Report Criteria

Residential Setting	1 Year Before Partnership			
	Partners	Days	%Partners	%Days
Total	42	15,330	100.0%	100.0%
Other	30	5,513	71.4%	36.0%
Stable	31	8,780	73.8%	57.3%
Temporary	7	681	16.7%	4.4%
Unknown	2	246	4.8%	1.6%
Unstable	2	110	4.8%	0.7%

1 Year Before Partnership from PAF

■ SumOfDays_Pctn ■ SumOfPartner_Pctn

Page 2

As shown in Figure 5.19c, Page 3 of the "Annual Comparison of Stable Housing, through Year 1 or Year 2 Report" displays the "1-Year Report" which aggregates and compares data for partners who participated in the FSP for at least 1 year. The report includes information for the 1 year before and the first year during FSP participation. Partners who participated in the FSP for less than 1 year or did not match report criteria are not included in this report.

Figure 5.19c: Annual Comparison of Residential Stability Report – Page 3
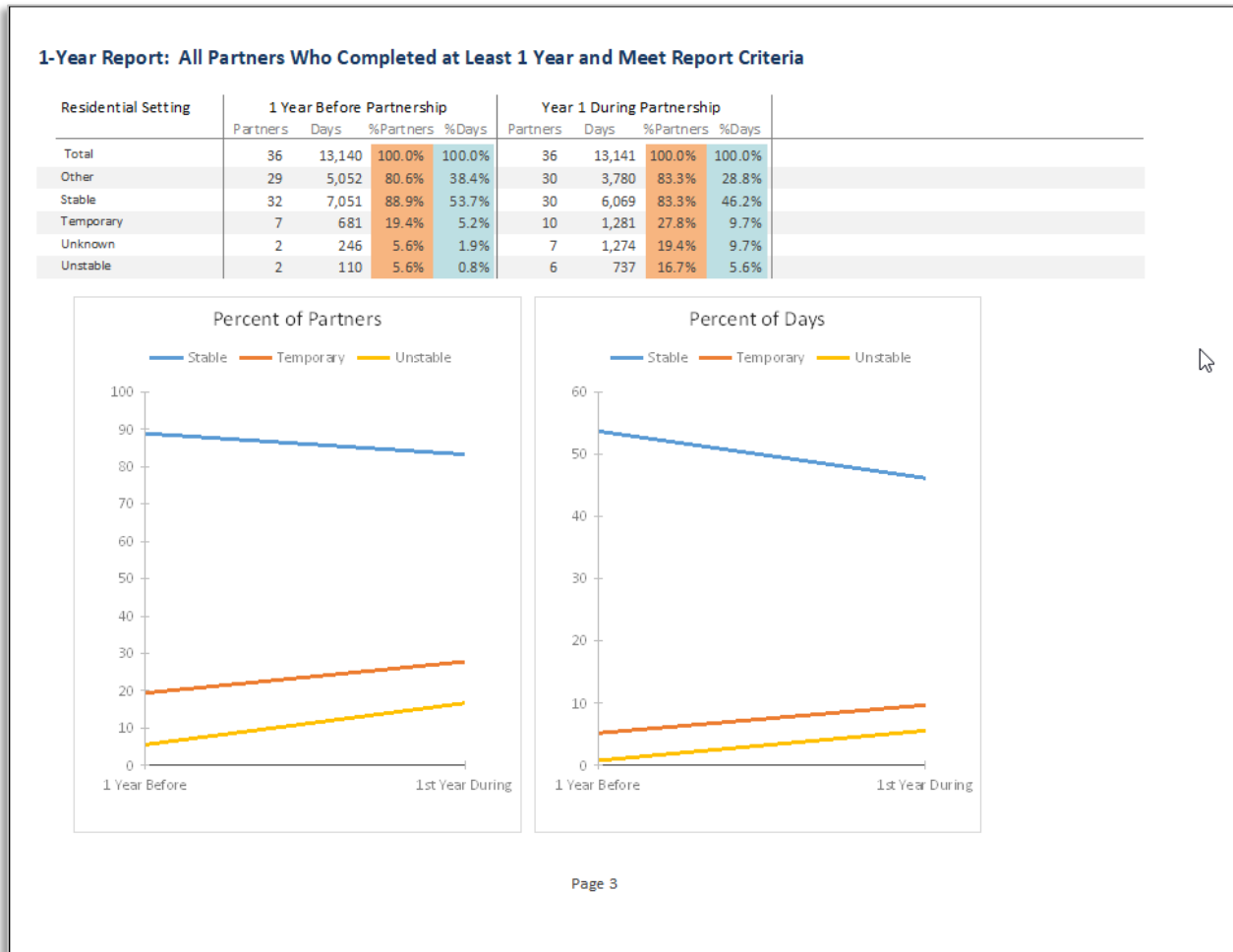
1-Year Report: All Partners Who Completed at Least 1 Year and Meet Report Criteria

Residential Setting	1 Year Before Partnership				Year 1 During Partnership			
	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days
Total	36	13,140	100.0%	100.0%	36	13,141	100.0%	100.0%
Other	29	5,052	80.6%	38.4%	30	3,780	83.3%	28.8%
Stable	32	7,051	88.9%	53.7%	30	6,069	83.3%	46.2%
Temporary	7	681	19.4%	5.2%	10	1,281	27.8%	9.7%
Unknown	2	246	5.6%	1.9%	7	1,274	19.4%	9.7%
Unstable	2	110	5.6%	0.8%	6	737	16.7%	5.6%

Page 3

As shown in Figure 5.17, Page 4 of the "Annual Comparison of Stable Housing, through Year 1 or Year 2 Report" displays the "2-Year Report" which aggregates and compares data for partners who participated in the FSP for at least 2 years. The report includes information for the 1 year before, the first year during, and the second year during FSP participation. Partners who participated in the FSP for less than 2 years or did not match report criteria are not included in this report template.

Figure 5.19d: Annual Comparison of Residential Stability Report – Page 4

2-Year Report: All Partners Who Completed at Least 2 Years of Partnership and Meet Report Criteria

Residential Setting	1 Year Before Partnership				Year 1 During Partnership				Year 2 During Partnership			
	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days
Total	16	5,840	100.0%	100.0%	16	5,841	100.0%	100.0%	16	5,840	100.0%	100.0%
Other	13	3,099	81.2%	53.1%	3	1,095	18.8%	18.7%	5	1,359	31.2%	23.3%
Stable	14	2,431	87.5%	41.6%	11	3,820	68.8%	65.4%	12	3,618	75.0%	62.0%
Temporary	5	245	31.2%	4.2%	3	551	18.8%	9.4%	2	498	12.5%	8.5%
Unstable	3	65	18.8%	1.1%	1	365	6.2%	6.2%	1	365	6.2%	6.2%

Page 4

Stable Housing FSP Indicator Report - Consistent Period Comparisons for All Served Between Selected Report Dates

The "Annual Comparison of Stable Housing, through Year 1 or Year 2 Report" is a report that identifies partners who were active between the report parameter Start and End Dates.

As shown in Figure 5.19a, Page 2 of the report aggregates and compares data for partners based on category of stability of housing setting during these timeframes.
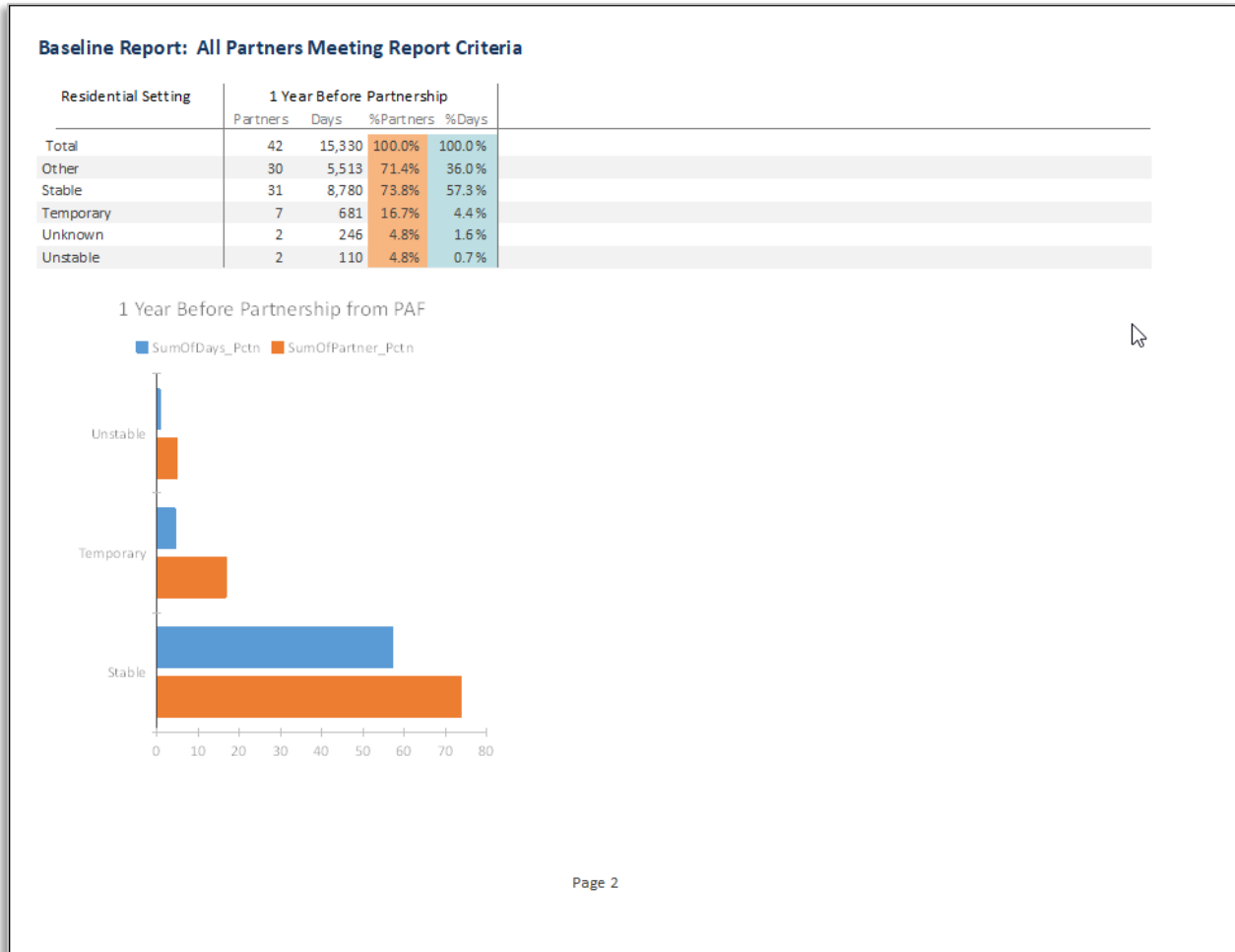
The report splits the partners into those that were active the entire time during the selected period and active during an equal time prior to the selected period. The "Before Partnership" Days are adjusted to match the length of time selected. For example, if the time selected is from 7/1 through 9/30, this represents 92 days. The before partnership is adjusted to 92/365 or roughly ¼ of the days represented on the PAF. Then all values are rounded to show whole numbers. For example, if 4 partners had a total of 396 days in Community Care, then the adjusted report would show 4 partners with 99 days in Community Care. The count of partners who spent time in a setting is not adjusted. Caution should be used when comparing time frames of unequal length.

"The During Partnership Compare Period" compares the same number of days as selected in the period just prior to the selected dates. For example, if the time is selected for 7/1 through 9/30, then the compare period will be the 92 days just prior to 7/1 which is equal to 3/30 through 6/30.

"The During Partnership Selected Period" compares the days selected by the report Starting Date and Ending Date.

Figure 5.19e: Between Selected Dates Comparison of Residential Stability Report – Page 2

Between Dates Selected: All Partners Served Entire Time During Selected and Compare Periods

Residential Type	Before Partnership (Days Adjusted)					During Partnership Compare Period					During Partnership Selected Period				
	Partners	Occurr	Days	%Partners	%Days	Partners	Occurr	Days	%Partners	%Days	Partners	Occurr	Days	%Partners	%Days
Total	14	21	2,534	100.0%	100.0%	14	15	2,534	100.0%	100.0%	14	17	2,534	100.0%	100.0%
Other	12	12	1,743	85.7%	68.8%	5	5	905	35.7%	35.7%	5	6	898	35.7%	35.4%
Stable	8	9	776	57.1%	30.6%	6	7	1,086	42.9%	42.9%	6	7	1,086	42.9%	42.9%
Temporary	1	1	15	7.1%	0.6%	1	1	181	7.1%	7.1%	1	1	181	7.1%	7.1%
Unknown	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
Unstable	0	0	0	0.0%	0.0%	2	2	362	14.3%	14.3%	3	3	369	21.4%	14.6%

Page 2

Days in Setting Between Report Starting and End Date All Housing with Partial Report

The "Between Report Starting and End Date All Housing with Partial" report is a report that identifies partners who were active between the report parameter Start and End Dates.

As shown in Figure 5.19a, Page 2 of the "Between Report Starting and End Date All Housing with Partial" report aggregates and compares data for partners who participated in the FSP between the selected dates. The report splits the clients into those that were active the entire time during the selected period and those who were active just a portion of the time. Those that were served the entire time are compared to the time period before partnership. The "Before Partnership" Days are adjusted to match the length of time selected. For example, if the time selected is from 7/1 through 9/30, this represents 92 days. The before partnership is adjusted to 92/365 or roughly ¼ of the days represented on the PAF. Then all values are rounded to show whole numbers. For example, if 4 partners had a total of 396 days in Community Care, then the adjusted report would show 4 partners with 99 days in Community

Care. The count of partners who spent time in a setting is not adjusted. Caution should be used when comparing time frames of unequal length.

Figure 5.19a: Residential Status Between Dates Report – Page 2

Between Dates Selected: All Partners Served Entire Time and Part of the Time Between Dates

Residential Setting	Served Entire Time in Selected Period								Served During Part of Selected Period			
	Before Partnership (Adjusted)				During Partnership				During Partnership			
	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days
Total	26	2,314	100.0%	100.0%	26	2,314	100.0%	100.0%	10	354	100.0%	100.0%
Apartment Alone	9	494	34.6%	21.3%	1	5	3.8%	0.2%	0	0	0.0%	0.0%
Assisted Living	1	0	3.8%	0.0%	1	89	3.8%	3.8%	0	0	0.0%	0.0%
Community Care	4	99	15.4%	4.3%	2	144	7.7%	6.2%	1	19	10.0%	5.4%
Community Treatment	1	0	3.8%	0.0%	1	89	3.8%	3.8%	0	0	0.0%	0.0%
Congregate Placement	2	102	7.7%	4.4%	1	89	3.8%	3.8%	0	0	0.0%	0.0%
DJJ	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Emergency Shelter	1	0	3.8%	0.0%	1	89	3.8%	3.8%	0	0	0.0%	0.0%
Foster Home Non-relative	3	0	11.5%	0.0%	2	178	7.7%	7.7%	0	0	0.0%	0.0%
Foster Home Relative	1	0	3.8%	0.0%	1	89	3.8%	3.8%	1	26	10.0%	7.3%
Group Home 0-11	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Group Home 12-14	0	0	0.0%	0.0%	0	0	0.0%	0.0%	1	8	10.0%	2.3%
Homeless	6	27	23.1%	1.2%	2	178	7.7%	7.7%	0	0	0.0%	0.0%
Individual Placement	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Jail	7	220	26.9%	9.5%	1	5	3.8%	0.2%	0	0	0.0%	0.0%
Juvenile Hall / Camp	1	0	3.8%	0.0%	1	89	3.8%	3.8%	1	72	10.0%	20.3%
Long-Term Care	3	0	11.5%	0.0%	3	267	11.5%	11.5%	0	0	0.0%	0.0%
Medical Hospital	2	5	7.7%	0.2%	2	94	7.7%	4.1%	1	20	10.0%	5.6%
None Listed	2	0	7.7%	0.0%	1	89	3.8%	3.8%	1	55	10.0%	15.5%
Nursing Physical	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Nursing Psychiatric	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Other Setting	2	59	7.7%	2.5%	1	89	3.8%	3.8%	0	0	0.0%	0.0%
Prison	1	0	3.8%	0.0%	1	89	3.8%	3.8%	0	0	0.0%	0.0%
Psychiatric Hospital	7	15	26.9%	0.6%	2	173	7.7%	7.5%	0	0	0.0%	0.0%
Residential Treatment	4	71	15.4%	3.1%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Single Room Occupancy	5	11	19.2%	0.5%	2	113	7.7%	4.9%	0	0	0.0%	0.0%
State Psychiatric	1	89	3.8%	3.8%	0	0	0.0%	0.0%	1	40	10.0%	11.3%
STRTP	9	757	34.6%	32.7%	3	267	11.5%	11.5%	2	99	20.0%	28.0%
Unknown Setting	2	0	7.7%	0.0%	1	89	3.8%	3.8%	0	0	0.0%	0.0%
With Other Family	3	15	11.5%	0.6%	0	0	0.0%	0.0%	0	0	0.0%	0.0%
With Parents	4	351	15.4%	15.2%	0	0	0.0%	0.0%	1	15	10.0%	4.2%

Page 2

Emergency Events Template

The "Emergency Events" template provides two sub-reports for analyzing mental health emergency events, and psychiatric nursing/hospitalization days. This report template can be accessed in the **Summary Reports** tab, under the "FSP Indicators Reports" section using the **Emergency Events** button.

> ➢ **The Two Emergency Events Reports:**
> 1. **Mental Health Emergency Events Report –** Provides a summary of partners' mental health emergency events, aggregated by the length of FSP participation
> 2. **Psychiatric Hospitalization Report –** Provides a summary of partners' nursing psychiatric or psychiatric hospitalization days, aggregated by the length of FSP participation

As shown in Figure 5.20, the report criteria screen prompts the user for a range of service dates. The entire partnership history for any partners who were active at any point during that service period selected, from the selected "Starting Date" and "Ending Date" fields, are included in the report. Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following "Other (Optional)" filtering options.

> ➢ **Other (Optional) Filtering Options:**
> 1. **Discharged or Still Active Only? –** Allows the report to be filtered to include only partners who were active during the selected service period who were discharged or still active on the date the data was downloaded
> 2. **Ending Age Group –** Allows the report to be filtered to include only partners who were active during the selected service period who were a specific ending age group
> 3. **Referred By –** Allows the report to be filtered to include only partners who were active during the selected service period who were referred to the FSP by a specific source
> 4. **Exclude Discontinuous Partnerships –** Allows the report to be filtered to include only partners who were active during the selected service period who were continuously active or discharged but not reestablished
> 5. **Admitted During Time Period Only? -** Allows the report to be filtered to include only partners who were admitted or enrolled into FSP during the selected service period

6. **PAF Age Group –** Allows the report to be filtered to include only partners who were of a specific age group at the time of admission who were active during the selected service period

7. **Starting Residential Status –** Allows the report to be filtered to include only partners who were active during the selected service period who were in a specified residential setting at the at the time of admission

8. **Exclude Clients with Unreported Events on PAF (Mental Health Emergency Events Report only) –** Allows the report to be filtered to include only partners who were active during the selected service period who had the number of mental health emergency events in the 1 year before the partnership reported on the PAF assessment (i.e., Variable 10.02 from the FSP DCR data dictionary is not null); if this drop-down is not selected, then null values for the number of mental health emergency events in the 1 year before the partnership are coded to 0 for analysis in the report

9. **Past Year Homeless/Shelter, Gp Hm?** – Allows the report to be filtered to include only partners who were active during the selected service period who spent one or more days in the past year in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

10. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were active during the selected service period

   - Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories.

Days in Setting Between Report Starting and End Date Report

As seen in Figure 5.20, for each type of report, the data can be run as a PDF formatted and exportable report (green buttons) or the data can be exported directly to Microsoft Excel (gray buttons).

Note: Data exported to Microsoft Excel will appear as a spreadsheet with simplified headers and may be difficult to interpret until the user becomes familiar with the data. When using the Microsoft Excel exported data, the user may want to also export the more easily interpreted formatted PDF version of the report until the user becomes familiar with the abbreviated data labels and spreadsheet formatting in the Microsoft Excel version of report.

Figure 5.20: Emergency Domain Template Criteria

Mental Health Emergency Events Report Button

The "Mental Health Emergency Events" report template provides a summary of partners' mental health emergency events, aggregated by the length of FSP participation by quarters and years of participation in the FSP.

As shown in Figure 5.21, Page 1 of the "Mental Health Emergency Events" template provides a description of the report criteria used to generate the report including the service period and any optional criteria selected. The "Partners Meeting Report Criteria" provides an overview of the number of partners who matched the report criteria and the number of those partners who completed 1 to 5 quarters and 1 to 5 years of participation in the FSP.

Figure 5.21: Mental Health Emergency Events Report Page 1

As shown in Figure 5.22, Page 2 of the "Mental Health Emergency Events" template provides a summary of mental health emergency events, aggregated by the length of FSP participation. This report is useful for comparing the percent of partners who experienced mental health emergency events and the rate of mental health emergency events in the year before and each year during service.

 ➢ **Aggregation Groups for the Events by Year Report Template:**
   1. **Partners who were served at any point during the service period –** Aggregates all partnership information contained in the imported data reports
   2. **Partners who completed at least 1 year of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 1 full year of participation in the FSP and excludes any partners who participated for less than 1 year
   3. **Partners who completed at least 2 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 2 full years of participation in the FSP and excludes any partners who participated for less than 2 years
   4. **Partners who completed at least 3 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 3 full years of participation in the FSP and excludes any partners who participated for less than 3 years
   5. **Partners who completed at least 4 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 4 full years of participation in the FSP and excludes any partners who participated for less than 4 years
   6. **Partners who completed at least 5 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 5 full years of participation in the FSP and excludes any partners who participated for less than 5 years

> ➢ **Elements of the Events by Year Report Template:**
>> 1. **Total Partners Served –** The total number of partners ("n") within the aggregation group for the specified timeframe
>> 2. **Partners with Mental Health Emergency Events –** The total number of partners within the aggregation group who experienced mental health emergency events ("n") and the percentage of partners within the aggregation group who experienced mental health emergency events ("%") for the specified timeframe
>> 3. **Mental Health Emergency Events –** The total number of mental health emergency events ("Events") for all partners within the aggregation group for the specified timeframe; the ratio of those events to the total number of partners within the aggregation group ("Events/Total Partners"); and the ratio of those events to the number of partners within the aggregation group who experienced emergency events ("Events/Partners with Events")
>> 4. **Change in Events from Baseline –** The change in the number of mental health emergency events ("Events") for partners within the aggregation group, comparing the number of events in the 1 year before FSP participation to a specified timeframe of participation in the FSP (i.e. during years 1-5 of FSP)

Figure 5.22: Mental Health Emergency Events Report Page 2

Mental Health Emergency Events Report for Partners Served up to 5 Years Meeting Report Criteria

	Total Partners Served	Partners with Mental Health Emergency Events		Mental Health Emergency Events			Change in Events from Baseline (1 Year Before FSP)
	n	n	%	Events	Events / Total Partners	Events/Partners with Events	Events
FSP Data Reported for Partnerss Who: Were Served Any Point During Service Period							
1 Year Before	100	45	45.0 %	201	2.01	4.47	0 Events
FSP Data Reported for Partnerss Who: Completed at Least 1 Year							
1 Year Before	74	27	36.5 %	136	1.84	5.04	0 Events
Year 1 During	74	10	13.5 %	32	0.43	3.20	-104 Events
FSP Data Reported for Partnerss Who: Completed at Least 2 Years							
1 Year Before	40	15	37.5 %	65	1.62	4.33	0 Events
Year 1 During	40	7	17.5 %	26	0.65	3.71	-39 Events
Year 2 During	40	4	10.0 %	27	0.68	6.75	-38 Events
FSP Data Reported for Partnerss Who: Completed at Least 3 Years							
1 Year Before	13	5	38.5 %	7	0.54	1.40	0 Events
Year 1 During	13	2	15.4 %	2	0.15	1.00	-5 Events
Year 2 During	13	1	7.7 %	1	0.08	1.00	-6 Events
Year 3 During	13	0	0.0 %	0	0.00	0.00	-7 Events
FSP Data Reported for Partnerss Who: Completed at Least 4 Years							
1 Year Before	3	2	66.7 %	4	1.33	2.00	0 Events
Year 1 During	3	1	33.3 %	1	0.33	1.00	-3 Events
Year 2 During	3	1	33.3 %	1	0.33	1.00	-3 Events
Year 3 During	3	0	0.0 %	0	0.00	0.00	-4 Events
Year 4 During	3	0	0.0 %	0	0.00	0.00	-4 Events

Page 2

As shown in Figure 5.23 and Figure 5.24, Pages 3 and 4 of the "Mental Health Emergency Events" template visually present the aggregated data from the Mental Health Emergency Events table in two graphs showing the percent and rate of partners with mental health emergency events by year.

Figure 5.23: Mental Health Emergency Events Report Page 3
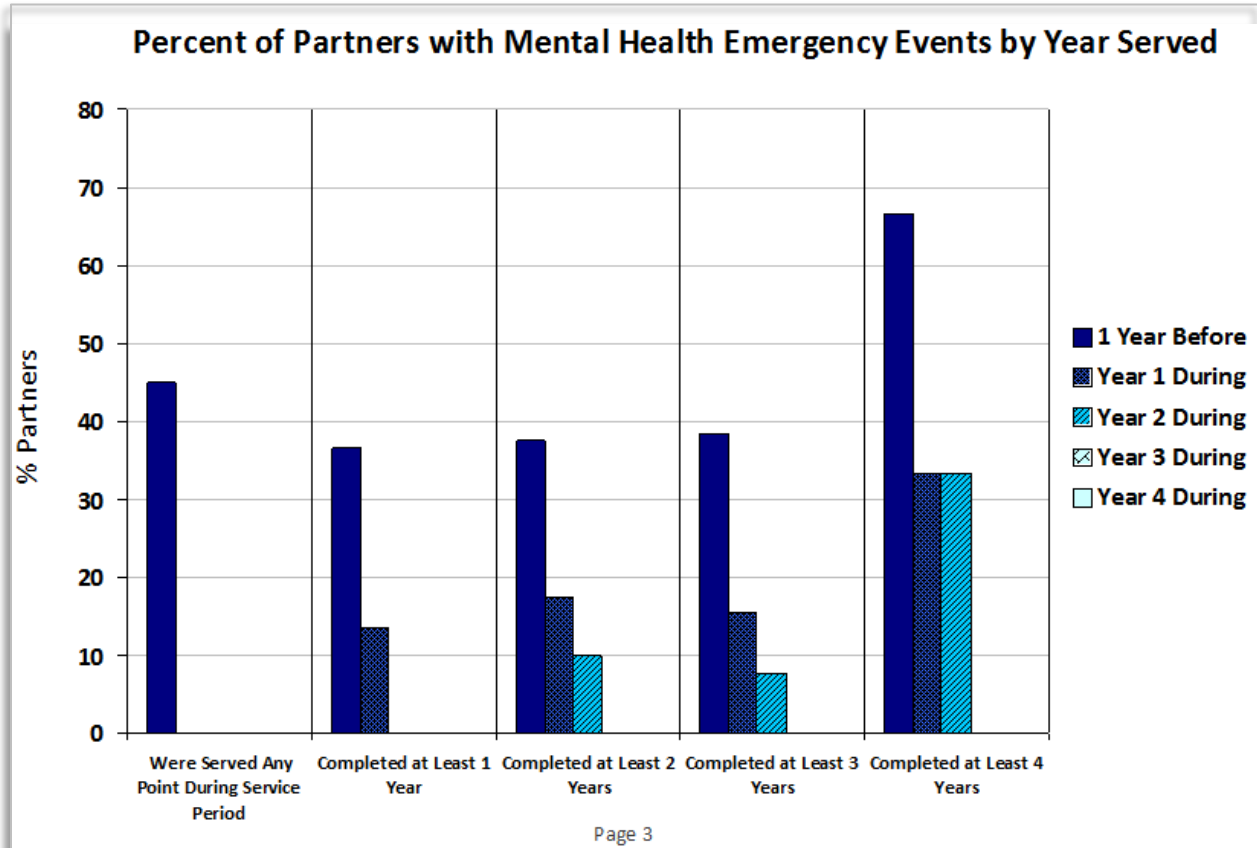
Figure 5.24: Mental Health Emergency Events Report Page 4
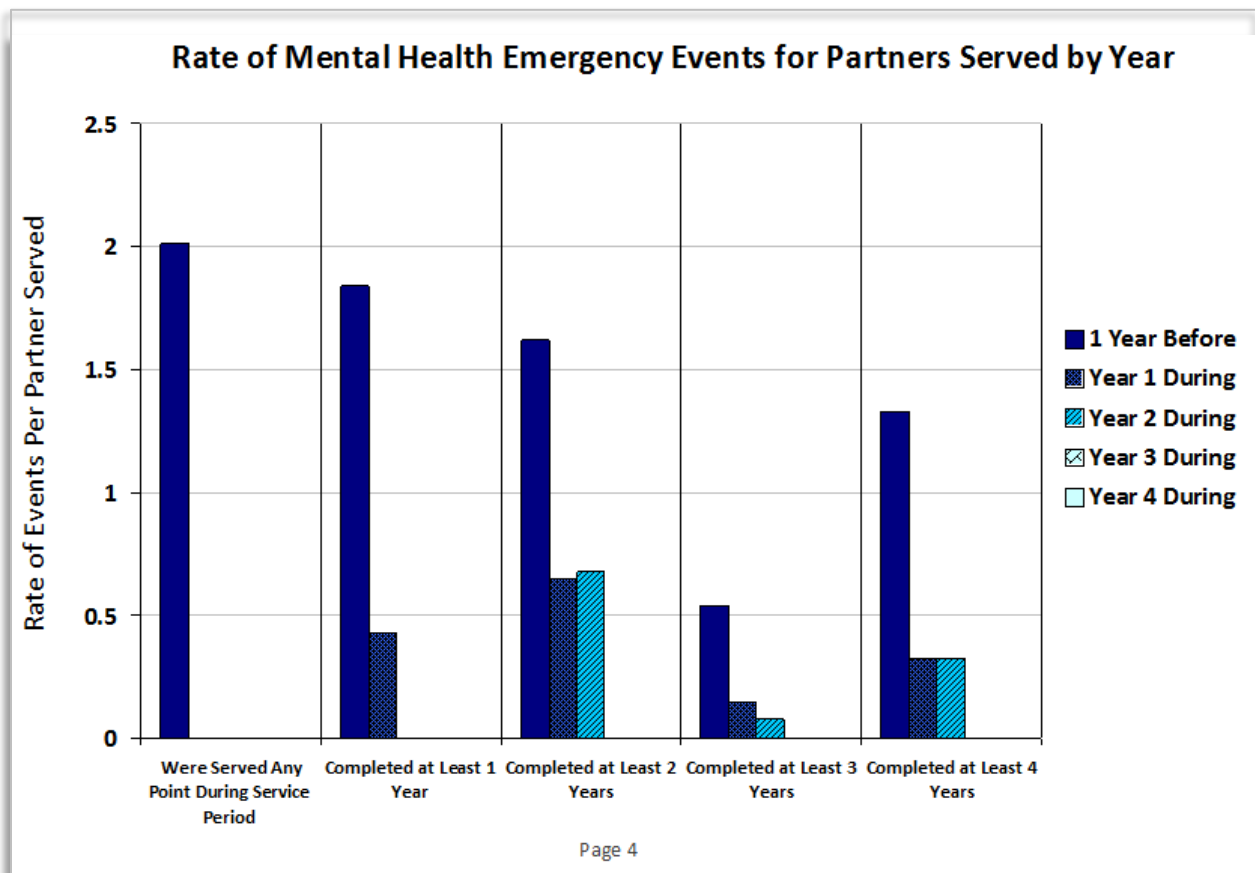
As shown in Figure 5.25, Page 5 of the "Mental Health Emergency Events" template provides a summary of mental health emergency events, aggregated by the length of FSP participation by quarter. This report is useful for comparing the rate of mental health emergency events in the year before and each quarter during service. This report differs from the "Events by Year" report in that it provides additional granularity in the patterns of change by quarter.

The percent of partners with mental health emergencies are displayed for each quarter during the FSP. Due to the differing length in time frames, however, the percent of partners with mental health emergency events cannot be compared in the 1 year before partnership to each quarter during partnership. Thus, the percent of partners with mental health emergency events in the 1 year before FSP is not calculated in this section of the report to avoid biased comparisons.

➢ **Aggregation Groups for the Events by Quarter Report template:**

1. **Partners who were served at any point during the service period** – Aggregates all partnership information contained in the imported data reports

2. **Partners who completed at least 1 quarter of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 1 full quarter of participation in the FSP and excludes any partners who participated for less than 1 quarter

3. **Partners who completed at least 2 quarters of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 2 full quarters of participation in the FSP and excludes any partners who participated for less than 2 quarters

4. **Partners who completed at least 3 quarters of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 3 full quarters of participation in the FSP and excludes any partners who participated for less than 3 quarters

5. **Partners who completed at least 4 quarters of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 4 full quarters of participation in the FSP and excludes any partners who participated for less than 4 quarters

6. **Partners who completed at least 5 quarters of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 5 full quarters of participation in the FSP and excludes any partners who participated for less than 5 quarters

➢ **Elements of the Events by Quarter Report template:**

1. **Total Partners Served –** The total number of partners ("n") within the aggregation group for the specified timeframe

2. **Partners with Mental Health Emergency Events –** The total number of partners within the aggregation group who experienced mental health emergency events ("n") and the percentage of partners within the aggregation group who experienced mental health emergency events ("%") for the specified timeframe

3. **Mental Health Emergency Events –** The total number of mental health emergency events ("Events") for all partners within the aggregation group for the specified timeframe; the ratio of those events to the total number of partners within the aggregation group ("Events/Total Partners"); and the ratio of those events to the number of partners within the aggregation group who experienced emergency events ("Events/Partners with Events)

4. **Change in Events from Baseline –** The change in the number of mental health emergency events ("Events") for partners within the aggregation group, comparing the average number of quarterly events in the 1 year before FSP participation to a specified timeframe of participation in the FSP (i.e. during quarters 1-5 of FSP)

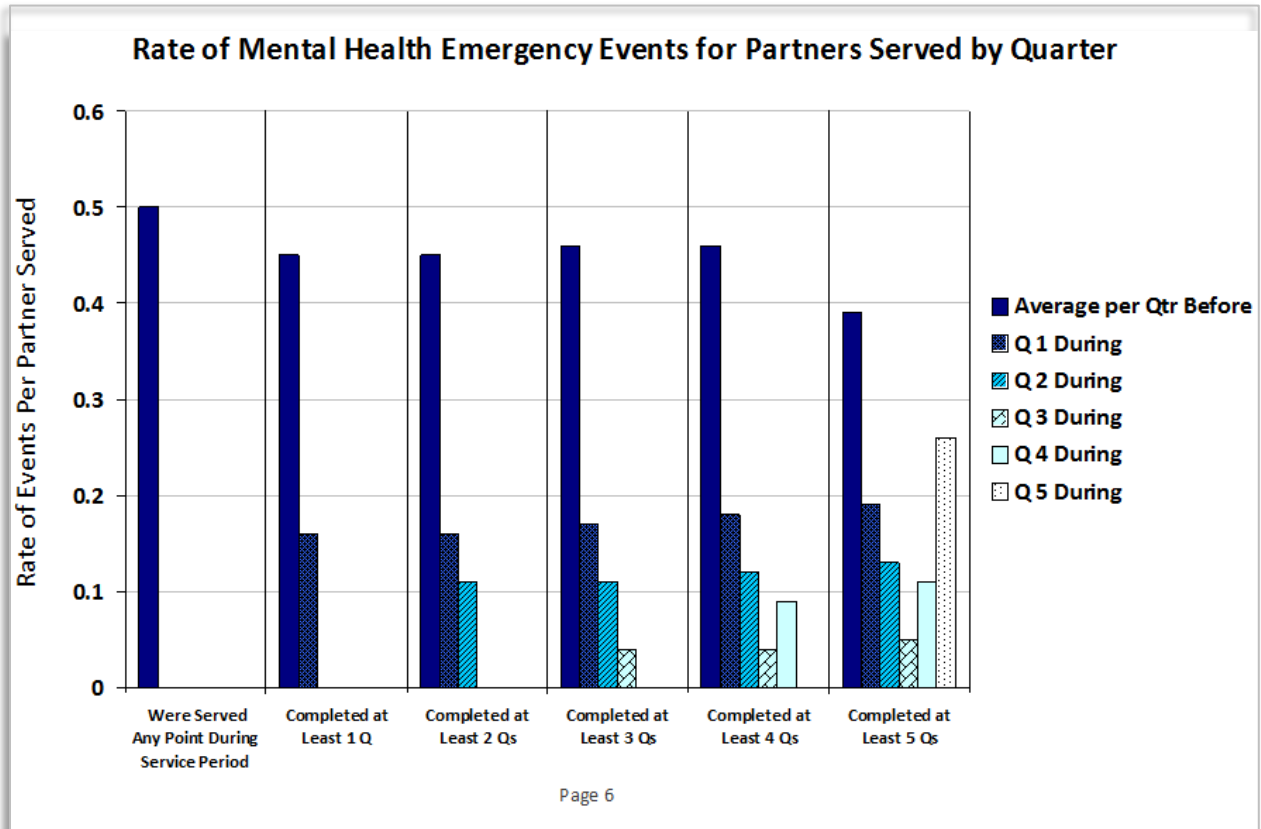**Figure 5.25: Mental Health Emergency Events Report Page 5**

Mental Health Emergency Events Report for Partners Served up to 5 Quarters Meeting Report Criteria

	Total Partners Served	Partners with Mental Health Emergency Events		Mental Health Emergency Events			Change in Events from Baseline (Qtrs Before FSP)
	n	n	%	Events	Events / Total Partners	Events/Partners with Events	Events
FSP Data Reported for Partners Who: Were Served Any Point During Service Period							
Average per Qtr Before	100		%	50	0.50	1.12	0 Events
FSP Data Reported for Partners Who: Completed at Least 1 Q							
Average per Qtr Before	93		%	42	0.45	1.06	0 Events
Q 1 During	93	7	7.5 %	15	0.16	2.14	-27 Events
FSP Data Reported for Partners Who: Completed at Least 2 Qs							
Average per Qtr Before	85		%	38	0.45	1.16	0 Events
Q 1 During	85	6	7.1 %	14	0.16	2.33	-24 Events
Q 2 During	85	5	5.9 %	9	0.11	1.80	-29 Events
FSP Data Reported for Partners Who: Completed at Least 3 Qs							
Average per Qtr Before	82		%	38	0.46	1.21	0 Events
Q 1 During	82	6	7.3 %	14	0.17	2.33	-24 Events
Q 2 During	82	5	6.1 %	9	0.11	1.80	-29 Events
Q 3 During	82	3	3.7 %	3	0.04	1.00	-35 Events
FSP Data Reported for Partners Who: Completed at Least 4 Qs							
Average per Qtr Before	74		%	34	0.46	1.26	0 Events
Q 1 During	74	5	6.8 %	13	0.18	2.60	-21 Events
Q 2 During	74	5	6.8 %	9	0.12	1.80	-25 Events
Q 3 During	74	3	4.1 %	3	0.04	1.00	-31 Events
Q 4 During	74	2	2.7 %	7	0.09	3.50	-27 Events
FSP Data Reported for Partners Who: Completed at Least 5 Qs							
Average per Qtr Before	62		%	24	0.39	1.10	0 Events
Q 1 During	62	4	6.5 %	12	0.19	3.00	-12 Events
Q 2 During	62	4	6.5 %	8	0.13	2.00	-16 Events
Q 3 During	62	3	4.8 %	3	0.05	1.00	-21 Events
Q 4 During	62	2	3.2 %	7	0.11	3.50	-17 Events
Q 5 During	62	3	4.8 %	16	0.26	5.33	-8 Events

Page 5

As shown in Figure 5.26, Page 6 of the "Mental Health Emergency Events" template visually presents the aggregated data from the Mental Health Emergency Events table in one graph showing rate of partners with mental health emergency events by quarter.

Figure 5.26 – Mental Health Emergency Events Report Page 6

MH Emergency Events Between Start and End Dates Report Button

The "MH Emergency Events Between Start and End Dates" template provides a summary of partners' mental health emergency events for partners who were active between the report parameter Start and End Dates.

As shown in Figure 5.26a, Page 2 of the "Mental Health Emergency Event Report for Partner Served Between Selected Dates Report Criteria" report aggregates and compares data for partners who participated in the FSP between the selected dates. The report splits the clients into those that were active the entire time during the selected period and those who were active just a portion of the time. Those that were served the entire time between selected dates are compared to the "1 Year Before" partnership. No adjustment is made to the rates, and caution should be used when comparing time frames of unequal length.

Figure 5.26a – Mental Health Emergency Events Between Dates Report Page 2

Mental Health Emergency Events Report for Partners Served Between Selected Dates Report Criteria

	Total Partners Served	Partners with Mental Health Emergency Events		Mental Health Emergency Events			Change in Events from Baseline (1 Year Before FSP)
	n	n	%	Events	Events / Total Partners	Events/Partners with Events	Events
FSP Data Reported for Partners Who: Were Served Any Point Between Selected Dates							
1 Year Before	50	18	36.0 %	37	0.74	2.06	N/A
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates							
1 Year Before	33	11	33.3 %	26	0.79	2.36	N/A
Between Selected Dates	33	2	6.1 %	3	0.09	1.50	N/A
FSP Data Reported for Partners Who: Were Not Active the Entire Period Between Selected Dates							
When Active Between Selected Dates	17	2	11.8 %	2	0.12	1.00	N/A

Page 2

Psychiatric Hospitalization Report Button

The Psychiatric Hospitalization Report template was designed to analyze the percent and rate of partners with Nursing Psychiatric or Psychiatric Hospital days for partners served up to 5 years.

As shown in Figure 5.27, Page 1 of the "Psychiatric Hospitalization Report" template provides a description of the report criteria used to generate the report including the service period and any optional criteria selected. The "Partners Meeting Report Criteria" provides an overview of the number of partners who matched the report criteria and the number of partners who completed 1 to 5 years of participation in the FSP.

Figure 5.27: Psychiatric Hospitalization Report Table Page 1

As shown in Figure 5.28, Page 2 of the "Psychiatric Hospitalization Report" template provides a summary of partners' days in nursing psychiatric or psychiatric hospital settings, aggregated by the length of FSP participation. This report is useful for comparing the percent of partners who were in a psychiatric nursing or psychiatric hospital settings in the year before and each year during service.

 ➤ **Aggregation Groups for the Events by Year Report Template:**
   1. **Partners who were served at any point during the service period –** Aggregates all partnership information contained in the imported data reports
   2. **Partners who completed at least 1 year of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 1 full year of participation in the FSP and excludes any partners who participated for less than 1 year
   3. **Partners who completed at least 2 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 2 full years of participation in the FSP and excludes any partners who participated for less than 2 years
   4. **Partners who completed at least 3 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 3 full years of participation in the FSP and excludes any partners who participated for less than 3 years
   5. **Partners who completed at least 4 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 4 full years of participation in the FSP and excludes any partners who participated for less than 4 years
   6. **Partners who completed at least 5 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 5 full years of participation in the FSP and excludes any partners who participated for less than 5 years

➢ **Elements of the Psychiatric Hospital Days by Year Report template:**

1. **Total Partners Served –** The total number of partners ("n") within the aggregation group for the specified timeframe

2. **Partners with Nursing Psych. or Psych. Hospital Days –** The total number of partners within the aggregation group with days in a nursing psychiatric or psychiatric hospital setting ("n") and the percentage of partners within the aggregation group with days in a nursing psychiatric or psychiatric hospital setting ("%") for the specified timeframe

3. **Days in Nursing Psychiatric or Psychiatric Hospital –** The total number of days in a nursing psychiatric or psychiatric hospital setting ("Days") for all partners within the aggregation group for the specified timeframe; the ratio of those days to the total number of partners within the aggregation group ("Days/Total Partners"); and the ratio of those events to the number of partners within the aggregation group with days in a nursing psychiatric or psychiatric hospital setting ("Days/Partners with Psych Hosp. Days")

4. **Change in Days from Baseline –** The change in the number of days in a nursing psychiatric or psychiatric hospital setting ("Days") for partners within the aggregation group, comparing the number of days in the 1 year before FSP participation to a specified timeframe of participation in the FSP (i.e. during years 1-5 of FSP)

Figure 5.28: Psychiatric Hospitalization Report Table Page 2

Psychiatric Hospital Days Report for Partners Served up to 5 Years and Meeting Report Criteria

	Total Partners Served	Partners with Nursing Psych. or Psych. Hospital Days		Days in Nursing Psychiatric or Psychiatric Hospital			Change in Days from Baseline (1 Year Before FSP)
	n	n	%	Days	Days / Total Partners	Days / Partners with Psych Hosp Days	Days
FSP Data Reported for Partners Who: Were Served Any Point During Service Period							
1 Year Before	100	14	14.0 %	283	2.8	20.2	0 Days
FSP Data Reported for Partners Who: Completed at Least 1 Year							
1 Year Before	74	11	14.9 %	232	3.1	21.1	0 Days
Year 1 During	74	4	5.4 %	54	0.7	13.5	-178 Days
FSP Data Reported for Partners Who: Completed at Least 2 Years							
1 Year Before	40	7	17.5 %	142	3.6	20.3	0 Days
Year 1 During	40	3	7.5 %	52	1.3	17.3	-90 Days
Year 2 During	40	1	2.5 %	13	0.3	13.0	-129 Days
FSP Data Reported for Partners Who: Completed at Least 3 Years							
1 Year Before	13	1	7.7 %	43	3.3	43.0	0 Days
Year 1 During	13	2	15.4 %	50	3.9	25.0	7 Days
Year 2 During	13	0	0.0 %	0	0.0	0.0	-43 Days
Year 3 During	13	0	0.0 %	0	0.0	0.0	-43 Days
FSP Data Reported for Partners Who: Completed at Least 4 Years							
1 Year Before	3	1	33.3 %	43	14.3	43.0	0 Days
Year 1 During	3	1	33.3 %	41	13.7	41.0	-2 Days
Year 2 During	3	0	0.0 %	0	0.0	0.0	-43 Days
Year 3 During	3	0	0.0 %	0	0.0	0.0	-43 Days
Year 4 During	3	0	0.0 %	0	0.0	0.0	-43 Days

Page 2

Education Template

The "Education" template provides a summary of child partners' grade and attendance information. This report template can be accessed in the **Summary Reports** tab, under the "FSP Indicators Reports" section using the **Education** button.

As shown in Figure 5.29, the report criteria screen prompts the user for a range of service dates. The entire partnership history for any partners who were active at any point during the service period selected, from the selected "Starting Date" and "Ending Date" fields, are included in the report. Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following "Other (Optional)" filtering options.

> ➢ **Other (Optional) Filtering Options:**
> 1. **Discharged or Still Active Only? –** Allows the report to be filtered to include partners who were active during the selected service period and who were discharged (if "Discharged Only" selected) or still active (if "Still Active Only" selected) on the date the data was downloaded
> 2. **Ending Age Group –** Allows the report to be filtered to include only partners who were a specific ending age group at discharge (if discharged) or at the time of the data download (if still active)
> 3. **Referred By –** Allows the report to be filtered to include only partners who were referred to the FSP by a specific source
> 4. **Exclude Non-Continuous Partnerships –** Allows the report to be filtered to include only partners who were continuously served (i.e., not discharged and reestablished at any time)
> 5. **Admitted During Time Period Only? –** Allows the report to be filtered to include only partners who were admitted or enrolled into FSP during the selected service period
> 6. **PAF Age Group –** This report is restricted to partners who began partnership as a child partner
> 7. **Starting Residential Status –** Allows the report to be filtered to include only partners who were in a specified residential setting at the at the time of admission
> 8. **Past Year Homeless/Shelter, Gp Hm? –** Allows the report to be filtered to include only partners who were active during the selected service period who spent one or more days in the past year in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

9. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were active during the selected service period

- Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories.

Figure 5.29: Education Domain Template Criteria

As seen in Figure 5.29, the data can be run as a PDF formatted and exportable report (green button) or the data can be exported directly to Microsoft Excel (gray button).

Note: Data exported to Microsoft Excel will appear as a spreadsheet with simplified headers and may be difficult to interpret until the user becomes familiar with the data. When using the Microsoft Excel exported data, the user may want to also export the more easily interpreted formatted PDF version of the report until the user becomes familiar with the abbreviated data labels and spreadsheet formatting in the Microsoft Excel version of report.

Education Report Button

The "Child Attendance and Grades" report template provides a summary of child partners' grade and attendance information, aggregated by the length of FSP participation by quarters of participation in the FSP.

As shown in Figure 5.30, Page 1 of the "Child Attendance and Grades" template provides a description of the report criteria used to generate the report including the service period and any optional criteria selected. The "Partners Meeting Report Criteria" provides an overview of the number of partners who matched the report criteria and the number of those partners who completed 1 to 12 quarters of participation in the FSP.

Figure 5.30: Child Attendance and Grades Report Page 1

As shown in Figure 5.31, Page 2 of the "Child Attendance and Grades" template provides a summary of child partners' grade and attendance information, aggregated by the length of FSP participation. This report is useful for comparing the percent of partners with complete grade and attendance data and the outcomes for those partners with data across service lengths.

> **Aggregation Groups for the Education Report Template:**
> 1. **Partners who were served any point during the service period –** Aggregates all partnership information contained in the imported data reports
> 2. **Partners who completed at least 1 quarter –** Aggregates partnership information for the subset of partners who completed at least 1 full quarter of participation in the FSP and excludes any partners who participated for less than 1 quarter
> 3. **Partners who completed at least 2 quarters –** Aggregates partnership information for the subset of partners who completed at least 2 full quarters of participation in the FSP and excludes any partners who participated for less than 2 quarters
> 4. **Partners who completed at least x quarters* –** Aggregates partnership information for the subset of partners who completed at least x full quarters of participation in the FSP and excludes any partners who participated for less than x quarters
>
>   ***** "x" = Partners who completed at least 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12 quarters
>
> **Elements of the Education Report Template:**
> 1. **Total Partners Served –** The total number of partners ("n") within the aggregation group for the specified timeframe
> 2. **Partners with Data (PAF and 3M) –**
>   o **Had Attendance Data-** The number and percent of total partners served who had attendance data on both the PAF and the corresponding 3M for the aggregation group
>   o **Had Grades -** The number and percent of total partners served who had grades data on both the PAF and the corresponding 3M for the aggregation group
> 3. **Attendance for Partners with Data –**
>   o **Partners with Attendance Always or Most of the Time** – see DCR Data Dictionary variable 6.06

- on PAF – The number and percent of partners with attendance data who reported school attendance as always or most of the time at the beginning of partnership on the PAF
- on 3M – The number and percent of partners with attendance data who reported school attendance as always or most of the time on the 3M for the aggregation group quarter (i.e., 1 -12)
  - o **Always, Most or Improved** – The number and percent of partners with attendance data who reported school attendance as always or most of the time on the 3M or who reported any improvement in attendance (e.g., from infrequent to sometimes attends) between PAF and the 3M for the aggregation group quarter (i.e., 1 -12)
  - o **Declined** – The number and percent of partners with attendance data who reported any decline in attendance (e.g., from sometimes attends to infrequent) between PAF and the 3M for the aggregation group quarter (i.e., 1 -12)

4. **Grades for Partners with Data –**
   - o **Partners with Good or Very Good Grades** – see DCR Data Dictionary variable 6.07
     - on PAF – The number and percent of partners with grades data who reported school grades as good or very good at the beginning of partnership on the PAF
     - on 3M – The number and percent of partners with grades data who reported school grades as good or very good on the 3M for the aggregation group quarter (i.e., 1 -12)
   - o **Good, Very Good or Improved** – The number and percent of partners with grades data who reported school grades as good or very good on the 3M or who reported any improvement in grades (e.g., from poor to average) between the PAF and the 3M for the aggregation group quarter (i.e., 1 -12)
   - o **Declined** – The number and percent of partners with grades data who reported any decline in grades (e.g., from average to poor) between the PAF and the 3M for the aggregation group quarter (i.e., 1 -12)

Figure 5.31: Child Attendance and Grades Report Page 2

Attendance and Grades Report for Child Partners Served up to 12 Quarters Meeting Report Criteria

Partners Who:	Total Partners Served	Partners with Data (on PAF and 3M)				Attendance for Partners with Data								Grades for Partners with Data							
						Partners with Attendance Always or Most of the Time				Always, Most or Improved		Declined		Partners with Good or Very Good Grades				Good, Very Good or Improved		Declined	
		Had Attendance Data		Had Grades		on PAF		on 3M		on 3M		on 3M		on PAF		on 3M		on 3M		on 3M	
	n	n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%
Were Served Any Point During Service Period	28	27	96%	27	96%	19	70%		%		%		%	5	19%		%		%		%
Completed at Least 1 Q	27	11	41%	11	41%	6	55%	8	73%	8	73%	1	9%	3	27%	2	18%	5	45%	3	27%
Completed at Least 2 Qs	25	8	32%	8	32%	5	63%	5	63%	6	75%	1	13%	2	25%	2	25%	2	25%	4	50%
Completed at Least 3 Qs	24	10	42%	10	42%	7	70%	8	80%	9	90%	1	10%	3	30%	1	10%	3	30%	5	50%
Completed at Least 4 Qs	23	7	30%	7	30%	5	71%	5	71%	5	71%	1	14%	2	29%	2	29%	3	43%	2	29%
Completed at Least 5 Qs	18	8	44%	8	44%	5	63%	5	63%	6	75%	2	25%	2	25%	1	13%	4	50%	3	38%
Completed at Least 6 Qs	14	4	29%	4	29%	1	25%	2	50%	4	100%	0	0%	0	0%	1	25%	2	50%	0	0%
Completed at Least 7 Qs	11	2	18%	1	9%	0	0%	2	100%	2	100%	0	0%	0	0%	0	0%	1	100%	0	0%
Completed at Least 8 Qs	11	5	45%	4	36%	3	60%	4	80%	4	80%	1	20%	1	20%	1	25%	2	50%	1	25%
Completed at Least 9 Qs	9	1	11%	1	11%	0	0%	1	100%	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%
Completed at Least 10 Qs	6	0	0%	0	0%		%		%		%		%		%		%		%		%
Completed at Least 11 Qs	4	0	0%	0	0%		%		%		%		%		%		%		%		%
Completed at Least 12 Qs	4	0	0%	0	0%		%		%		%		%		%		%		%		%

Legal Events Template

The "Legal Events" template provides two sub-reports for analyzing arrests and incarcerations and can be accessed through the **Summary Reports** tab under the "FSP Indicators Reports" section by selecting the **Legal Events** button.

> ➤ **The Two Legal Events Reports:**
> 1. **Arrests Report –** Provides a summary of partners' arrests, aggregated by the length of FSP participation
> 2. **Incarceration Report –** Provides a summary of partners' incarcerations, aggregated by the length of FSP participation

As shown in Figure 5.32, the report criteria screen prompts the user for a range of service dates. The entire partnership history for any partners who were active at any point during that service period selected, from the selected "Starting Date" and "Ending Date" fields, are included in the report. Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following "Other (Optional)" filtering options.

> ➤ **Other (Optional) Filtering Options:**
> 1. **Discharged or Still Active Only? –** Allows the report to be filtered to include only partners who were active during the selected service period who were discharged or still active on the date the data was downloaded
> 2. **Ending Age Group –** Allows the report to be filtered to include only partners who were active during the selected service period who were a specific ending age group
> 3. **Referred By –** Allows the report to be filtered to include only partners who were active during the selected service period who were referred to the FSP by a specific source
> 4. **Exclude Discontinuous Partnerships –** Allows the report to be filtered to include only partners who were active during the selected service period who were continuously active or discharged, but not reestablished
> 5. **Admitted During Time Period Only? -** Allows the report to be filtered to include only partners who were admitted or enrolled into FSP during the selected service period
> 6. **PAF Age Group –** Allows the report to be filtered to include only partners who were of a specific age group at the time of admission who were active during the selected service period

7. **Starting Residential Status –** Allows the report to be filtered to include only partners who were active during the selected service period who were in a specified residential setting at the beginning of FSP participation

8. **Exclude Clients with Unreported Arrests on PAF (Arrests report only) –** Allows the report to be filtered to include only partners who were active during the selected service period who had the number of arrests in the 1 year before the partnership reported on the PAF assessment (i.e., Variable 9.02 from the FSP DCR data dictionary is not null); if this drop-down is not selected, then null values for the number of arrests in the 1 year before the partnership are coded to 0 for analysis in the report

9. **Past Year Homeless/Shelter, Gp Hm? –** Allows the report to be filtered to include only partners who were active during the selected service period who spent one or more days in the past year in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

10. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were active during the selected service period

   - Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories.

Figure 5.32: Legal Domain Template Criteria

As seen in Figure 5.32, for each type of report, the data can be run as a PDF formatted and exportable report (green buttons) or the data can be exported directly to Microsoft Excel (gray buttons).

> **Note:** Data exported to Microsoft Excel will appear as a spreadsheet with simplified headers and may be difficult to interpret until the user becomes familiar with the data. When using the Microsoft Excel exported data, the user may want to also export the more easily interpreted formatted PDF version of the report until the user becomes familiar with the abbreviated data labels and spreadsheet formatting in the Microsoft Excel version of report.

Arrests Report Button

The "Arrests Report" template provides a summary of partners' arrests, aggregated by the length of FSP participation. This report is useful for comparing the rate of arrests and the percent of partners who were arrested in the year before and each year during service.

As shown in Figure 5.33, Page 1 of the "Partners Meeting Report Criteria" provides an overview of the number of partners who matched the report criteria and the number of those partners who completed 1 to 5 years of participation in the FSP.

Figure 5.33: Arrests Report Page 1

Arrests FSP Indicator Report
Annual Comparisons

Report Criteria:

Partners Active Between: 1/1/2000   and   1/1/2012

Optional Criteria Selected:

Report Provider Selected:	
Report Program Selected:	
Report PSC Selected:	
Discharged or Active Only?	
Admissions Only?	
PAF Age Group Selected:	
End Age Group Selected:	
Referred By Selected:	
Starting Residential Setting Selected:	
Exclude Discontinuous Partners?	
Past Year Homeless/Shelter, Gp Hm?	
Race/Ethnicity (MOQA):	

Partners Meeting Report Criteria:

All Partners Enrolled:	185
Completed at Least 1 Year of FSP:	80
Completed at Least 2 Years of FSP:	26
Completed at Least 3 Years of FSP:	12
Completed at Least 4 Years of FSP:	8
Completed at Least 5 Years of FSP:	5

As seen in Figure 5.34, Page 2 of the "Arrests Report" template provides a table summary of partners' arrests, aggregated by the length of FSP participation.

> **Aggregation Groups for the Arrests report template**
>
> 1. **Partners who were served at any point during the service period –** Aggregates all partnership information contained in the imported data
> 2. **Partners who completed at least 1 year of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 1 full year of participation in the FSP and excludes any partners who participated for less than 1 year
> 3. **Partners who completed at least 2 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 2 full years of participation in the FSP and excludes any partners who participated for less than 2 years
> 4. **Partners who completed at least 3 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 3 full years of participation in the FSP and excludes any partners who participated for less than 3 years
> 5. **Partners who completed at least 4 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 4 full years of participation in the FSP and excludes any partners who participated for less than 4 years
> 6. **Partners who completed at least 5 years of FSP participation –** Aggregates partnership information for the subset of partners who completed at least 5 full years of participation in the FSP and excludes any partners who participated for less than 5 years

> ➤ **Elements of the Arrests Report template:**
> 1. **Total Partners Served –** The total number of partners ("n") within the aggregation group for the specified timeframe
> 2. **Partners with Arrests –** The total number of partners within the aggregation group with arrests ("n") and the percentage of partners within the aggregation group with arrests ("%") during the specified timeframe
> 3. **Arrests –** The total number of arrests ("Arrests") for all partners within the aggregation group for the specified timeframe; the ratio of those arrests to the total number of partners within the aggregation group ("Arrests/Total Partners"); and the ratio of those arrests to the number of partners within the aggregation group with arrests ("Arrests/Partners with Arrests")
> 4. **Change in Days from Baseline –** The change in the number of arrests ("Arrests") for partners within the aggregation group, comparing the number of days in the 1 year before FSP participation to a specified timeframe of participation in the FSP (i.e. during years 1-5 of FSP)

Figure 5.34: Arrests Report Page 2

Arrests Report for Partners Served up to 5 Years Meeting Report Criteria

	Total Partners Served	Partners with Arrests		Arrests			Change in Arrests from Baseline (1 Year Before FSP)
	n	n	%	Arrests	Arrests / Total Partners	Arrests/Partners with Events	Arrests
FSP Data Reported for Partners Who: Were Served Any Point During Service Period							
1 Year Before	100	28	28.0 %	56	0.56	2.00	0 Arrests
FSP Data Reported for Partners Who: Completed at Least 1 Year							
1 Year Before	74	18	24.3 %	37	0.50	2.06	0 Arrests
Year 1 During	74	3	4.1 %	6	0.08	2.00	-31 Arrests
FSP Data Reported for Partners Who: Completed at Least 2 Years							
1 Year Before	40	10	25.0 %	14	0.35	1.40	0 Arrests
Year 1 During	40	3	7.5 %	6	0.15	2.00	-8 Arrests
Year 2 During	40	1	2.5 %	1	0.02	1.00	-13 Arrests
FSP Data Reported for Partners Who: Completed at Least 3 Years							
1 Year Before	13	4	30.8 %	5	0.38	1.25	0 Arrests
Year 1 During	13	1	7.7 %	1	0.08	1.00	-4 Arrests
Year 2 During	13	0	0.0 %	0	0.00	0.00	-5 Arrests
Year 3 During	13	0	0.0 %	0	0.00	0.00	-5 Arrests
FSP Data Reported for Partners Who: Completed at Least 4 Years							
1 Year Before	3	0	0.0 %	0	0.00	0.00	0 Arrests
Year 1 During	3	0	0.0 %	0	0.00	0.00	0 Arrests
Year 2 During	3	0	0.0 %	0	0.00	0.00	0 Arrests
Year 3 During	3	0	0.0 %	0	0.00	0.00	0 Arrests
Year 4 During	3	0	0.0 %	0	0.00	0.00	0 Arrests

Page 2

Arrests Report Between Start and End Dates Report Button

The "Arrest Report Between Start and End Dates" template provides a summary of partners' arrest events for partners who were active between the report parameter Start and End Dates.

As shown in Figure 5.35, Page 2 of the "Arrest Report for Partners Served Between Selected Dates Meeting Report Criteria" report aggregates and compares data for partners who participated in the FSP between the selected dates. The report splits the clients into those that were active the entire time during the selected period and those who were active just a portion of the time.

Those that were served the entire time between selected dates are compared to the "1 Year Before" partnership. Those that were served the entire time between selected dates and to an equal compare period just prior to the selected dates display comparisons for the 1 Year Before, Between Dates of Compare Period, and Between Selected Dates.

No adjustment is made to the rates, and caution should be used when comparing time frames of unequal length.

Figure 5.35 – Arrest Events Between Dates Report Page 2

Arrests Report for Partners Served Between Selected Dates Meeting Report Criteria

Partner Past Year Legal Involvement All Partners	Total Partners Served	Partners with Arrests		Arrests			Change in Arrests from Baseline (1 Year Before FSP)
	n	n	%	Events	Events / Total Partners	Events/Partners with Events	Events
FSP Data Reported for Partners Who: Were Served Any Point Between Selected Dates							
1 Year Before	40	13	32.5 %	19	0.48	1.46	N/A
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates							
1 Year Before	23	7	30.4 %	12	0.52	1.71	N/A
Between Selected Dates	23	1	4.3 %	1	0.04	1.71	N/A
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates & Equal Compare Period Just Prior							
1 Year Before	14	3	21.4 %	3	0.21	1.00	N/A
Between Dates of Compare Period	14	0	0.0 %	0	0.00	1.00	N/A
Between Selected Dates	14	1	7.1 %	1	0.07	1.00	N/A
FSP Data Reported for Partners Who: Were Not Active the Entire Period Between Selected Dates							
When Active Between Selected Dates	17	0	0.0 %	0	0.00	1.17	N/A

Page 2

As seen in Figure 5.36, the next page is formatted the same but includes only partners who had no legal involvement history on the PAF, including no arrest or legal incarceration.

Figure 5.36 – Arrest Events Between Dates Report for Partners - Page 3

Arrests Report for Partners Served Between Selected Dates Meeting Report Criteria

Partner Past Year Legal Involvement No	Total Partners Served	Partners with Arrests		Arrests			Change in Arrests from Baseline (1 Year Before FSP)
	n	n	%	Events	Events / Total Partners	Events/Partners with Events	Events
FSP Data Reported for Partners Who: Were Served Any Point Between Selected Dates							
1 Year Before	26	0	0.0 %	0	0.00	0.00	N/A
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates							
1 Year Before	16	0	0.0 %	0	0.00	0.00	N/A
Between Selected Dates	16	0	0.0 %	0	0.00	0.00	N/A
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates & Equal Compare Period Just Prior							
1 Year Before	11	0	0.0 %	0	0.00	0.00	N/A
Between Dates of Compare Period	11	0	0.0 %	0	0.00	0.00	N/A
Between Selected Dates	11	0	0.0 %	0	0.00	0.00	N/A
FSP Data Reported for Partners Who: Were Not Active the Entire Period Between Selected Dates							
When Active Between Selected Dates	10	0	0.0 %	0	0.00	0.00	N/A

Page 3

As seen in Figure 5.36a, the next page is formatted the same but includes only partners who had indication of legal involvement history on the PAF, including arrest or legal incarceration.

Figure 5.36a – Arrest Events Between Dates Report for Partners - Page 4

Arrests Report for Partners Served Between Selected Dates Meeting Report Criteria

Partner Past Year Legal Involvement Yes	Total Partners Served	Partners with Arrests		Arrests			Change in Arrests from Baseline (1 Year Before FSP)
	n	n	%	Events	Events / Total Partners	Events/Partners with Events	Events
FSP Data Reported for Partners Who: Were Served Any Point Between Selected Dates							
1 Year Before	14	13	92.9 %	19	1.36	1.46	N/A
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates							
1 Year Before	7	7	100.0 %	12	1.71	1.71	N/A
Between Selected Dates	7	1	14.3 %	1	0.14	1.71	N/A
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates & Equal Compare Period Just Prior							
1 Year Before	3	3	100.0 %	3	1.00	1.00	N/A
Between Dates of Compare Period	3	0	0.0 %	0	0.00	1.00	N/A
Between Selected Dates	3	1	33.3 %	1	0.33	1.00	N/A
FSP Data Reported for Partners Who: Were Not Active the Entire Period Between Selected Dates							
When Active Between Selected Dates	7	0	0.0 %	0	0.00	1.17	N/A

Page 4

Incarceration Report Button

As shown in Figure 5.37, Page 1 of the "Incarceration Report" template provides a description of the report criteria used to generate the report including the service period and any optional criteria selected.

The "Partners Meeting Report Criteria" provides an overview of the number of partners that matched the report criteria and the number of those partners who completed 1 to 5 years of participation in the FSP.

Figure 5.37: Incarceration Report Page 1

As shown in Figure 5.38, Page 2 of the "Incarceration Report" template provides a summary of incarcerations, aggregated by the length of FSP participation. As most FSP programs discharge clients upon incarceration, the number of incarceration days during the FSP usually cannot be identified using the FSP DCR data. Thus, incarceration days during the FSP are not directly tabulated in this report. The report displays the average incarceration days before the FSP and the number of partners who were incarcerated during each year of FSP (identified through either a residential setting or discharge reason indicating incarceration). Thus, this report is useful for identifying the average incarceration days before FSP and <u>estimating</u> the total number of incarceration days changed (i.e., reduced) during each year of service in the FSP.

> ➢ **Aggregation Groups for the Incarceration Report Template:**
>   1. **Partners who were served at any point during the service period** – Aggregates all partnership information contained in the imported data
>   2. **Partners who completed at least 1 year of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 1 full year of participation in the FSP or who were discharged within the first year for a reason including incarceration and excludes any partners were discharged within the first year of service for a reason other than incarceration
>   3. **Partners who completed at least 2 years of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 2 full years of participation in the FSP or who were discharged within the second year for a reason including incarceration
>   4. **Partners who completed at least 3 years of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 3 full years of participation in the FSP or who were discharged within the third year for a reason including incarceration
>   5. **Partners who completed at least 4 years of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 4 full years of participation in the FSP or who were discharged within the fourth year for a reason including incarceration
>   6. **Partners who completed at least 5 years of FSP participation** – Aggregates partnership information for the subset of partners who completed at least 5 full years of participation in the FSP or who were discharged within the fifth year for a reason including incarceration

---

Note: Incarceration includes residential settings or discharge reasons including: Department of Juvenile Justice (DJJ), Juvenile Hall/Camp, Jail, or Prison.

Note: This template differs from the other templates in that partners are included within each aggregation group based on both length of service and/or discharge reason. Due to that difference, the total number of partners in each aggregation group may differ from other templates described in this document for the same set of partners analyzed.

➢ **Elements of the Incarceration Report Template:**
1. **Total Partners Served –** The total number of partners ("n") within the aggregation group for the specified timeframe
2. **Partners with Incarceration Days –** The total number of partners within the aggregation group with incarceration ("n") and the percentage of partners within the aggregation group with incarceration ("%") during the specified timeframe
3. **Days in Incarceration –** The total number of incarceration days ("Days") for all partners within the aggregation group for the 1 year before FSP and the ratio of those incarceration days to the number of partners within the aggregation group with incarceration days ("Average Days/Partners with Incarceration Days")
4. **Estimated Change in Days from Baseline –** The <u>estimated</u> change in the number of incarceration days ("Days") for partners within the aggregation group, comparing the number of incarceration days in the 1 year before FSP participation to a specified timeframe of participation in the FSP (i.e. during years 1-5 of FSP); The "Estimated Change* in Days from Baseline (1 Year Before FSP)" is calculated as the estimated change in days of incarceration based on baseline values:

> [(Partners with incarceration days for year) - (Baseline partners with incarceration days)] * (Average days per partner with incarceration days from baseline)

Note: The "Days in Incarceration" element is only tabulated for the "1 Year Before" timeframe as most FSP programs discharge clients upon incarceration and the number of incarceration days during the FSP usually cannot be identified using the FSP DCR data.

Figure 5.38: Incarceration Report Page 2

Partner Past Year Legal Involvement All Partners	Total Partners Served	Partners with Incarceration Days		Baseline (1 Year Before) Days in Incarceration		Estimated Change* in Days from Baseline (1 Year Before)
	n	n	%	Average Days / Partner with Incarceration Days	Total Days	Days
FSP Data Reported for Partners Who: Were Served Any Point During Service Period						
1 Year Before	34	7	20.6 %	131.71	922	Days
FSP Data Reported for Partners Who: Completed at Least 1 Year or Discharged in Year 1 for Incarceration						
1 Year Before	30	7	23.3 %	131.71	922	Days
Year 1 During	30	4	13.3 %			-395 Days
FSP Data Reported for Partners Who: Completed at Least 2 Years or Discharged in Year 2 for Incarceration						
1 Year Before	14	2	14.3 %	141	282	Days
Year 1 During	14	1	7.1 %			-141 Days
Year 2 During	14	2	14.3 %			0 Days
FSP Data Reported for Partners Who: Completed at Least 3 Years or Discharged in Year 3 for Incarceration						
1 Year Before	5	2	40.0 %	141	282	Days
Year 1 During	5	0	0.0 %			-282 Days
Year 2 During	5	1	20.0 %			-141 Days
Year 3 During	5	1	20.0 %			-141 Days
FSP Data Reported for Partners Who: Completed at Least 4 Years or Discharged in Year 4 for Incarceration						
1 Year Before	3	1	33.3 %	7	7	Days
Year 1 During	3	0	0.0 %			-7 Days
Year 2 During	3	0	0.0 %			-7 Days
Year 3 During	3	0	0.0 %			-7 Days
Year 4 During	3	0	0.0 %			-7 Days
FSP Data Reported for Partners Who: Completed at Least 5 Years or Discharged in Year 5 for Incarceration						
1 Year Before	2	0	0.0 %	0	0	Days
Year 1 During	2	0	0.0 %			0 Days
Year 2 During	2	0	0.0 %			0 Days
Year 3 During	2	1	50.0 %			0 Days
Year 4 During	2	1	50.0 %			0 Days
Year 5 During	2	1	50.0 %			0 Days

Incarceration Report for Partners Served up to 5 Years and Meeting Report Criteria

Page 2

Incarceration Report Between Start and End Dates Report Button

The "Incarceration Report Between Start and End Dates" template provides a summary of partners' incarceration days for partners who were active between the report parameter Start and End Dates.

As shown in Figure 5.38a, Page 2 of the "Incarceration Report for Partners Served Between Selected Dates Meeting Report Criteria" report aggregates and compares data for partners who participated in the FSP between the selected dates. The report splits the partners into those that were active the entire time during the selected period and those who were active just a portion of the time.

Those that were served the entire time between selected dates are compared to the "1 Year Before" partnership. Those that were served the entire time between selected dates and to an equal compare period just prior to the selected dates display comparisons for the 1 Year Before, Between Dates of Compare Period, and Between Selected Dates.

No adjustment is made to the rates, and caution should be used when comparing time frames of unequal length.

Figure 5.38a – Incarceration Days Between Dates Report - Page 2

Incarceration Report Between Selected Dates Meeting Report Criteria

Partner Past Year Legal Involvement All Partners	Total Partners Served	Partners with Incarceration Days		Baseline (1 Year Before) Days in Incarceration		
	n	n	%	Average Days / Partner with Incarceration Days	Total Days	
FSP Data Reported for Partners Who: Were Served Any Point During Service Period						
1 Year Before	40	11	27.5 %	102.1	1,123	
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates						
1 Year Before	23	5	21.7 %	107.2	536	
Between Selected Dates	23	3	13.0 %	122.0	366	
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates & Equal Compare Period Just Prior						
1 Year Before	14	2	14.3 %	141.0	282	
Between Dates of Compare Pe	14	1	7.1 %	150.0	150	
Between Selected Dates	14	2	14.3 %	108.0	216	
FSP Data Reported for Partners Who: Were Not Active the Entire Period Between Selected Dates						
When Active Between Selected	17	1	5.9 %	133.0	133	

Page 2

As seen in Figure 5.38b, the next page is formatted the same but includes only partners who had no legal involvement history on the PAF, including no arrest or legal incarceration.

Figure 5.38b – Incarceration Days Between Dates Report for Partners - Page 3

Incarceration Report Between Selected Dates Meeting Report Criteria

Partner Past Year Legal Involvement No	Total Partners Served	Partners with Incarceration Days		Baseline (1 Year Before) Days in Incarceration		
	n	n	%	Average Days / Partner with Incarceration Days	Total Days	
FSP Data Reported for Partners Who: Were Served Any Point During Service Period						
1 Year Before	26	0	0.0 %	0.0	0	
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates						
1 Year Before	16	0	0.0 %	0.0	0	
Between Selected Dates	16	1	6.2 %	150.0	150	
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates & Equal Compare Period Just Prior						
1 Year Before	11	0	0.0 %	0.0	0	
Between Dates of Compare Pe	11	1	9.1 %	150.0	150	
Between Selected Dates	11	1	9.1 %	150.0	150	
FSP Data Reported for Partners Who: Were Not Active the Entire Period Between Selected Dates						
When Active Between Selected	10	1	10.0 %	133.0	133	

Page 3

As seen in Figure 5.38c, the next page is formatted the same but includes only partners who had indication of legal involvement history on the PAF, including arrest or legal incarceration.

Figure 5.38c – Incarceration Days Between Dates Report for Partners - Page 4

Incarceration Report Between Selected Dates Meeting Report Criteria

Partner Past Year Legal Involvement Yes	Total Partners Served	Partners with Incarceration Days		Baseline (1 Year Before) Days in Incarceration		
	n	n	%	Average Days / Partner with Incarceration Days	Total Days	
FSP Data Reported for Partners Who: Were Served Any Point During Service Period						
1 Year Before	14	11	78.6 %	102.1	1,123	
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates						
1 Year Before	7	5	71.4 %	107.2	536	
Between Selected Dates	7	2	28.6 %	108.0	216	
FSP Data Reported for Partners Who: Were Active Entire Period Between Selected Dates & Equal Compare Period Just Prior						
1 Year Before	3	2	66.7 %	141.0	282	
Between Dates of Compare Pe	3	0	0.0 %			
Between Selected Dates	3	1	33.3 %	66.0	66	
FSP Data Reported for Partners Who: Were Not Active the Entire Period Between Selected Dates						
When Active Between Selected	7	0	0.0 %			

Page 4

Discharge Values Template

The "Discharge Report" can be accessed by clicking on the **Summary Reports** tab and the **Discharge Values** button in the "FSP Indicators Reports" section.

As shown in Figure 5.39, the report criteria screen prompts the user for a range of service dates. The entire partnership history for any partners who were discharged at any point during that service period selected, from the selected "Starting Date" and "Ending Date" fields, are included in the report. Partners who were discharged during the time period and <u>reestablished in the FSP *before* the "Ending Date" *will not* be included</u> in this report. However, partners who were discharged during the time period selected and later <u>reestablished *after* the "Ending Date" *will be* included in the report.</u> Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following "Other (Optional)" filtering options.

> ➢ **Other (Optional) Filtering Options:**
> 1. **Ending Age Group –** Allows the report to be filtered to include only partners who were discharged during the selected service period who were a specific ending age group
> 2. **PAF Age Group –** Allows the report to be filtered to include only partners who were of a specific age group at the time of admission who were discharged during the selected service period
> 3. **Ending Residential Status –** Allows the report to be filtered to include only partners who were discharged during the selected service period who were in a specified residential setting at the end of FSP participation
> 4. **Starting Residential Status –** Allows the report to be filtered to include only partners who were discharged during the selected service period who were in a specified residential setting at the beginning of FSP participation
> 5. **Discharge Reason –** The reason listed for the discharge of the partnership
> 6. **Referred By –** Allows the report to be filtered to include only partners who were discharged during the selected service period who were referred to the FSP by a specific source
> 7. **Exclude Discontinuous Partnerships –** Allows the report to be filtered to include only partners who were discharged during the selected service period who were continuously active throughout their entire FSP participation

8. **Minimum Length of Service –** Allows for the report to be filtered to include only partners whose partnerships extended for a specified minimum number of days in the FSP; for discontinuous partnerships, this includes the time the partner was away from the program

9. **Past Year Homeless/Shelter, Gp Hm? –** Allows the report to be filtered to include only partners who were discharged during the selected service period who spent one or more days in the past year in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

10. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were discharged during the selected service period

   ▪ Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories.

Figure 5.39: Discharge Domain Template Criteria

As seen in Figure 5.39, the data can be run as a PDF formatted and exportable report (green button) or the data can be exported directly to Microsoft Excel (gray buttons).

Note: Data exported to Microsoft Excel will appear as a spreadsheet with simplified headers and may be difficult to interpret until the user becomes familiar with the data. When using the Microsoft Excel exported data, the user may want to also export the more easily interpreted formatted PDF version of the report until the user becomes familiar with the abbreviated data labels and spreadsheet formatting in the Microsoft Excel version of report.

Page 1 of the "Discharge Report" template provides a description of the report criteria used to generate the report including the service period and any optional criteria selected as shown in Figure 5.40.

The "Partners Meeting Report Criteria" provides an overview of the number of partners that matched the report criteria and the number of those partners who completed 1 to 5 years of participation in the FSP.

Figure 5.40: Discharge Report Page 1

Discharge FSP Indicator Report

Report Criteria:

Partners Discharged Between: 1/1/2000 and 1/1/2012 with Minimum Length of Service (Days): 30

Optional Criteria Selected:

Report Provider Selected:
Report Program Selected:
Report PSC Selected:
Discharge Reason Selected:
PAF Age Group Selected:
End Age Group Selected:
Referred By Selected:
Starting Residential Setting Selected:
Ending Residential Setting Selected:
Exclude Discontinuous Partners?
Past Year Homeless/Shelter, Gp Hm?
Race/Ethnicity (MOQA):

Partners Meeting Report Criteria:

All Partners Discharged	136
Completed at Least 1 Year of FSP:	51
Completed at Least 2 Years of FSP:	13
Completed at Least 3 Years of FSP:	3
Completed at Least 4 Years of FSP:	2
Completed at Least 5 Years of FSP:	0

As shown in Figure 5.41, Page 2 of the "Discharge Report" template provides a table and graph of the average length of service in days, aggregated by partners' age group for both the partners' starting and ending age group.

➢ **Elements of the Average Length of Service by Age Group Report template:**

1. **Age Group Category –** Partners' age group categories as defined in the FSP DCR data dictionary
2. **Partners –** The number of partners (n) in the age group category aggregation group
3. **Length of Service –** The statistical average, standard deviation, and standard error for the length of service in days

Figure 5.41: Discharge Report Page 2

Discharge Report: Average Length of Service by Age Group

Age at: Ending Age

Age Group	Partners n	Length of Service (Days)		
		Average	Stdev	Std. Error
Child	3	316.3	221.7	128.0
TAY	6	563.2	330.1	134.7
Adult	3	385.3	383.8	221.6

Average Length of Service by Age Group

Age at: Starting Age

Age Group	Partners n	Length of Service (Days)		
		Average	Stdev	Std. Error
Child	3	316.3	221.7	128.0
TAY	6	563.2	330.1	134.7
Adult	3	385.3	383.8	221.6

Average Length of Service by Age Group

Page 2
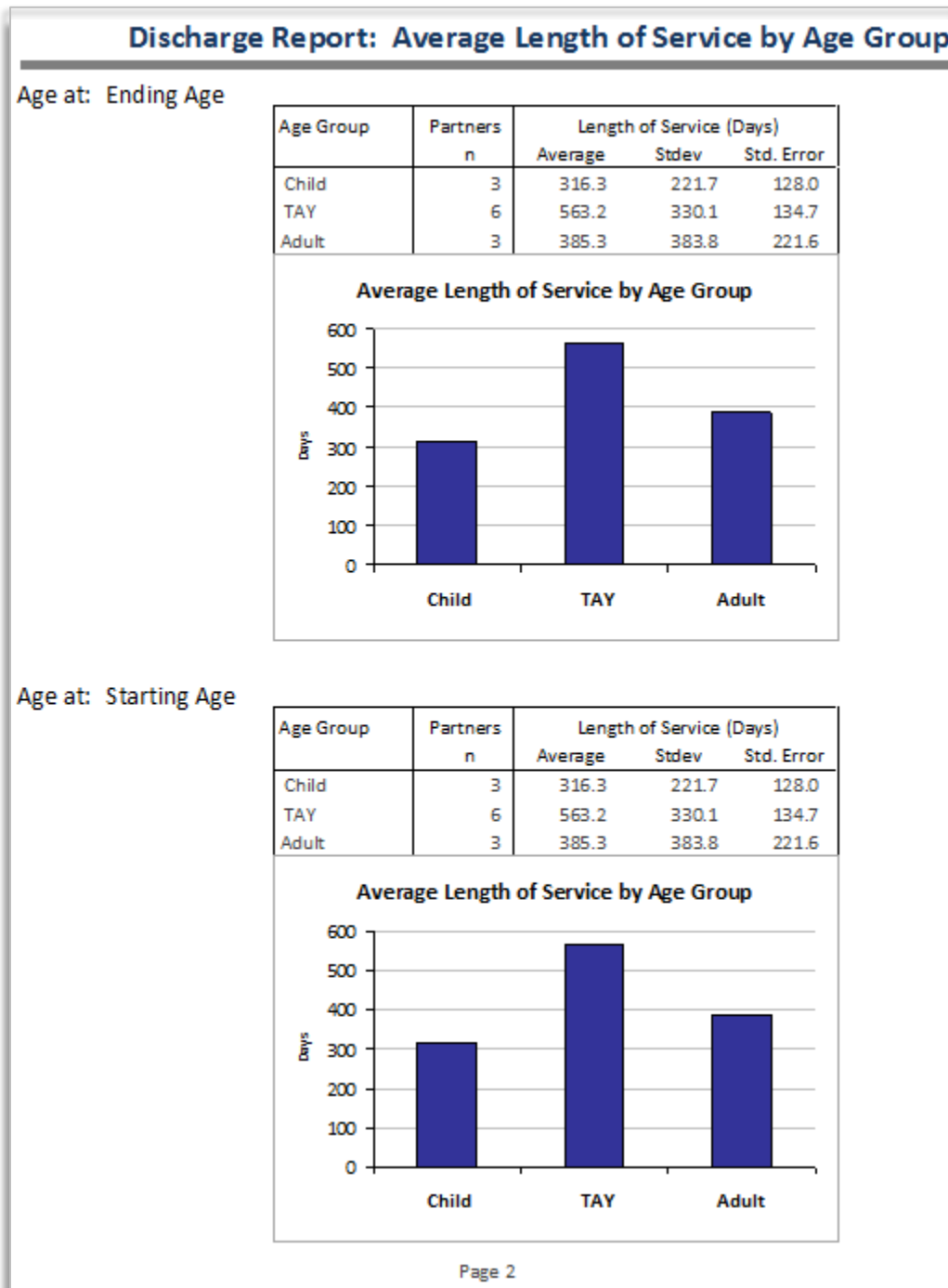
As shown in Figure 5.42 and Figure 5.43, Pages 3 - 6 of the "Discharge Report" provide tables and graphs of the average length of service in days, aggregated by partners' age group for both the partners' starting and ending age group.

> ➤ **Elements of the Length of Service Categories by Age Group Report Template:**
>
> 1. **Age Group Category –** Partners' age group categories as defined in the FSP DCR data dictionary
> 2. **Age Group Category Partners –** The number of partners (n) in the age group category aggregation group
> 3. **Length of Service Category –** The length of service category description
> 4. **Length of Service Category Partners –** The number (n) and percentage (%) of partners in the length of service category for each age group category

Figure 5.42: Discharge Report Pages 3 - 4

Age at: Ending Age

Age Group	Partners n	Length of Service Category	Partners n	Pctn
Child	15			
		a) <3 Months	1	6.7 %
		b) 3 Months to <6 Months	2	13.3 %
		c) 6 Months to <1 Year	2	13.3 %
		d) 1 to <2 Years	6	40.0 %
		e) 2 to <3 Years	4	26.7 %
TAY	27			
		a) <3 Months	3	11.1 %
		b) 3 Months to <6 Months	2	7.4 %
		c) 6 Months to <1 Year	6	22.2 %
		d) 1 to <2 Years	10	37.0 %
		e) 2 to <3 Years	6	22.2 %
Adult	27			
		a) <3 Months	3	11.1 %
		b) 3 Months to <6 Months	9	33.3 %
		c) 6 Months to <1 Year	7	25.9 %
		d) 1 to <2 Years	6	22.2 %
		e) 2 to <3 Years	2	7.4 %
Older Adult	2			
		b) 3 Months to <6 Months	1	50.0 %
		d) 1 to <2 Years	1	50.0 %

Length of Service by Age Group

Legend:
- e) 2 to <3 Years
- d) 1 to <2 Years
- c) 6 Months to <1 Year
- b) 3 Months to <6 Months
- a) <3 Months
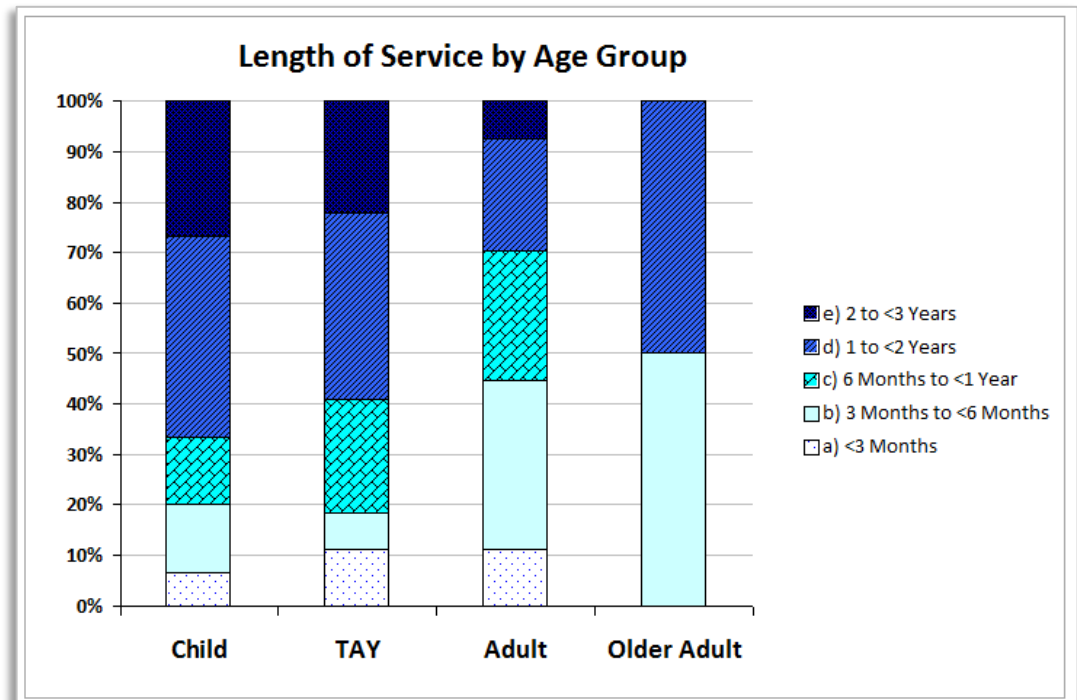
Figure 5.43 – Discharge Report Pages 5 - 6

Age at: Starting Age

| Age Group	Partners n	Length of Service Category	Partners n	Pctn
Child	21			
		a) <3 Months	2	9.5 %
		b) 3 Months to <6 Months	2	9.5 %
		c) 6 Months to <1 Year	2	9.5 %
		d) 1 to <2 Years	7	33.3 %
		e) 2 to <3 Years	8	38.1 %
TAY	22			
		a) <3 Months	2	9.1 %
		b) 3 Months to <6 Months	2	9.1 %
		c) 6 Months to <1 Year	6	27.3 %
		d) 1 to <2 Years	9	40.9 %
		e) 2 to <3 Years	3	13.6 %
Adult	27			
		a) <3 Months	3	11.1 %
		b) 3 Months to <6 Months	9	33.3 %
		c) 6 Months to <1 Year	7	25.9 %
		d) 1 to <2 Years	7	25.9 %
		e) 2 to <3 Years	1	3.7 %
Older Adult	1			
		b) 3 Months to <6 Months	1	100.0 %

Length of Service by Age Group
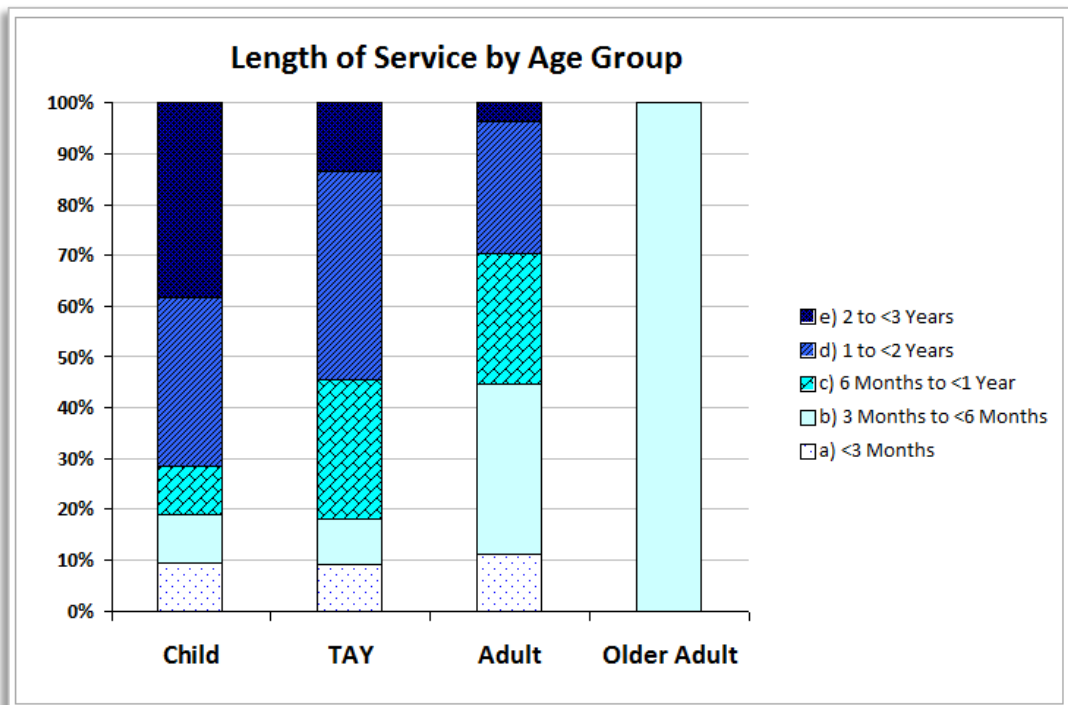
As shown in Figure 5.44 and Figure 5.45, Pages 7 - 10 of the "Discharge Report" provide a tabulation of the partners discharged by reason, aggregated by partners' age group for both the partners' starting and ending age group.

> **Elements of the Length of Service Categories by Age Group Report Template:**
> 1. **Age Group Category –** Partners' age group categories as defined in the FSP DCR data dictionary
> 2. **Age Group Category Partners –** The number of partners (n) in the age group category aggregation group
> 3. **Discharge Reason Category –** The discharge reason category description as defined in the FSP DCR data dictionary Variable 4.15
> 4. **Discharge Reason Category Partners –** The number (n) and percentage (%) of partners discharged by reason for each age group category

Figure 5.44: Discharge Report Pages 7 - 8

Age at: Ending Age

Age Group	Partners n	Discontinue Reason Category	Partners n	Pctn
Child	15			
		Met Goals	7	46.7 %
		Moved	4	26.7 %
		Target Criteria	1	6.7 %
		Discontinue	1	6.7 %
		Institution	1	6.7 %
		Placed Juvenile Hall	1	6.7 %
TAY	27			
		Met Goals	9	33.3 %
		Moved	5	18.5 %
		Target Criteria	3	11.1 %
		Discontinue	8	29.6 %
		Not Located	1	3.7 %
		Placed Juvenile Hall	1	3.7 %
Adult	27			
		Met Goals	13	48.1 %
		Moved	2	7.4 %
		Target Criteria	1	3.7 %
		Deceased	1	3.7 %
		Discontinue	7	25.9 %
		Institution	1	3.7 %
		Serving Jail	1	3.7 %
		Serving Prison	1	3.7 %
Older Adult	2			
		Met Goals	1	50.0 %
		Discontinue	1	50.0 %
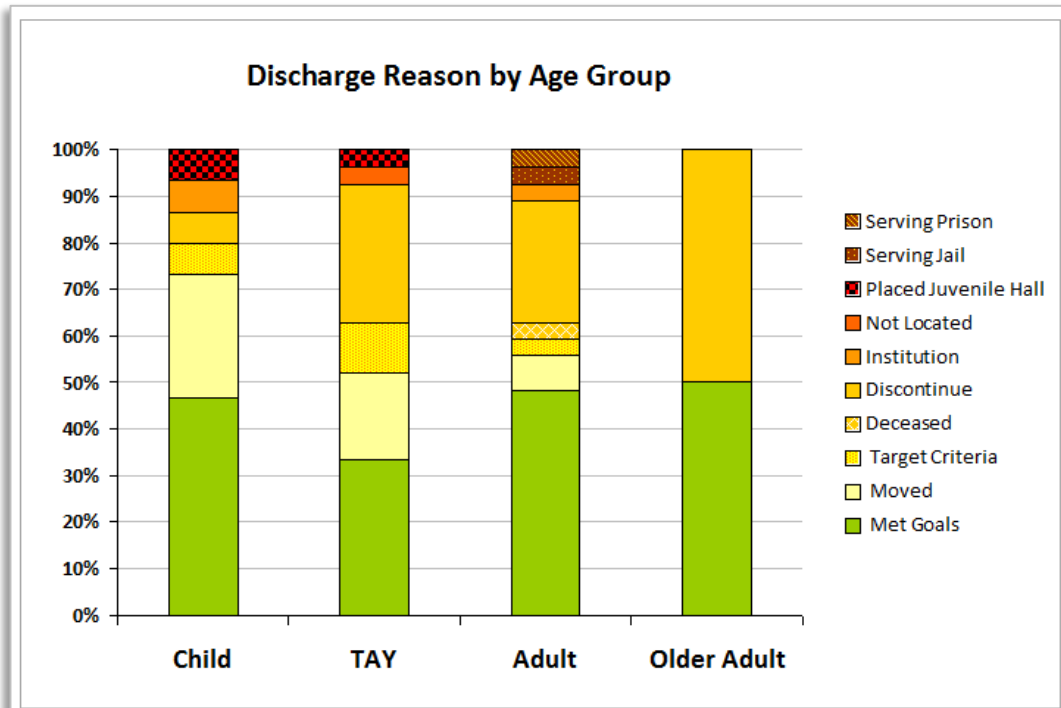
Discharge Reason by Age Group

Figure 5.45: Discharge Report Pages 9 - 10

Age at: Starting Age

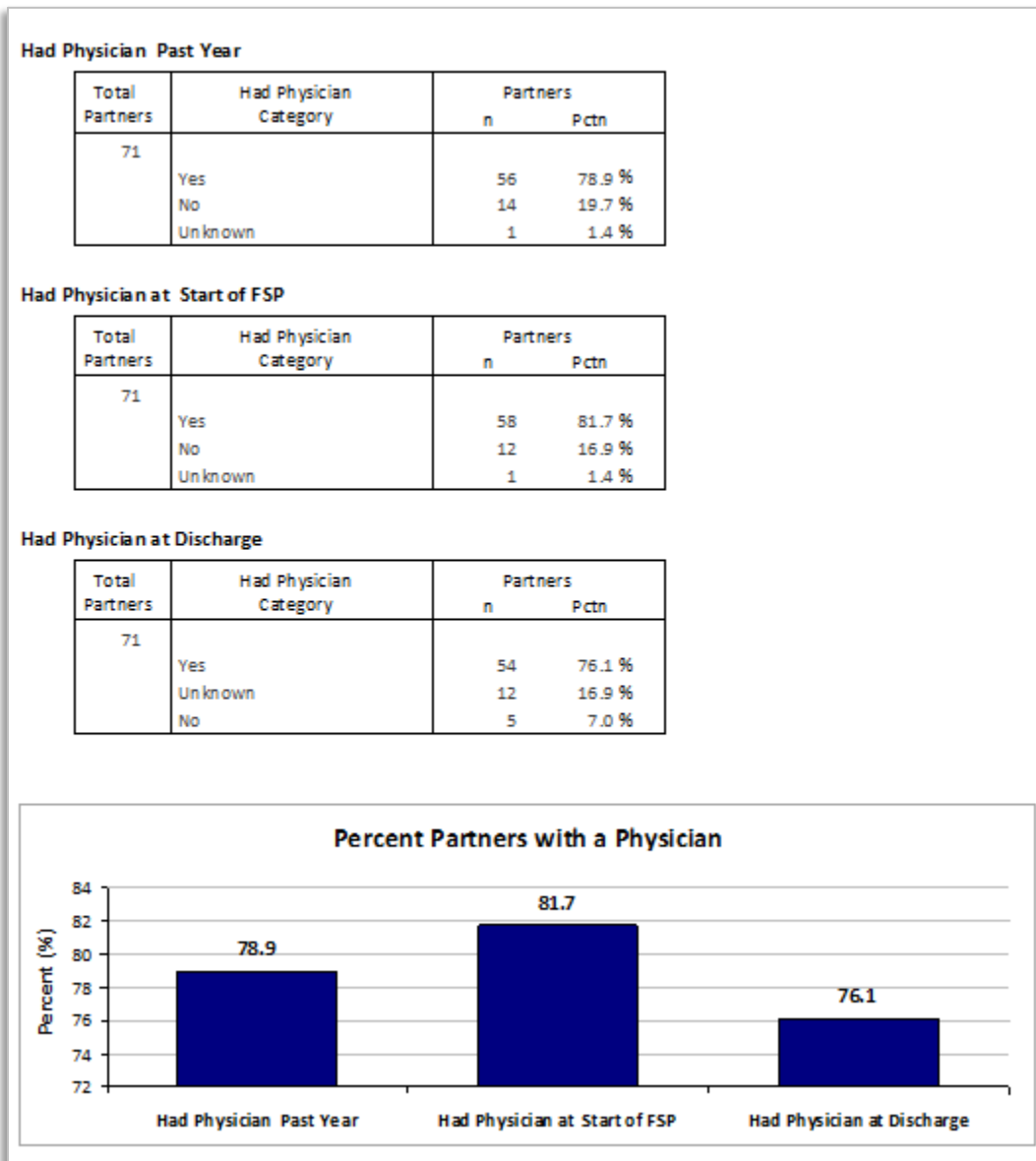| Age Group	Partners n	Discontinue Reason Category	Partners n	Pctn
Child	21			
		Met Goals	10	47.6 %
		Moved	4	19.0 %
		Target Criteria	2	9.5 %
		Discontinue	2	9.5 %
		Institution	1	4.8 %
		Placed Juvenile Hall	2	9.5 %
TAY	22			
		Met Goals	6	27.3 %
		Moved	6	27.3 %
		Target Criteria	2	9.1 %
		Discontinue	7	31.8 %
		Not Located	1	4.5 %
Adult	27			
		Met Goals	14	51.9 %
		Moved	1	3.7 %
		Target Criteria	1	3.7 %
		Deceased	1	3.7 %
		Discontinue	7	25.9 %
		Institution	1	3.7 %
		Serving Jail	1	3.7 %
		Serving Prison	1	3.7 %
Older Adult	1			
		Discontinue	1	100.0 %

Discharge Reason by Age Group
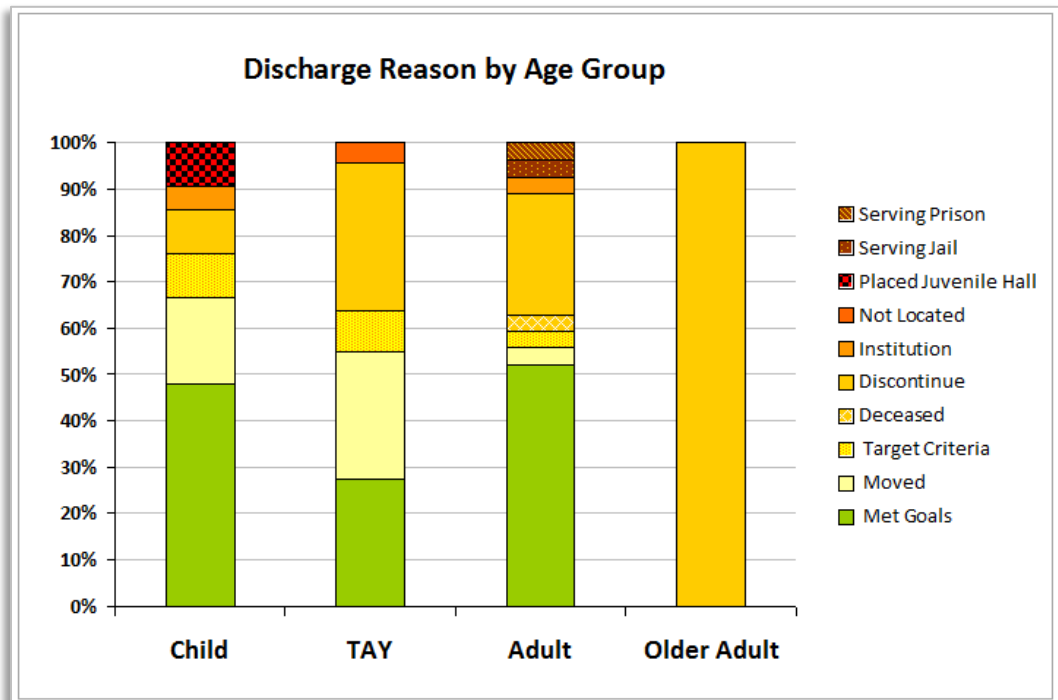
As shown in Figure 5.46, Page 11 of the "Discharge Report" provides a table and graph of the number and percentage of partners who had a physician for the past year, had a physician at the start of FSP participation, and had a physician at the time of discharge.

➤ **Elements of the Partners with Physician Report:**
1. **Total Clients –** The total number of partners included in the report
2. **Residential Physician Category –** The residential physician category is classified as "Yes", "No", or "Unknown" to identify whether a partner had a physician at discharge, the physician field from the last 3M submitted to the FSP DCR before discharge for each partner is evaluated; if the physician field in the last 3M submitted is not answered, then the "Had Physician Category" is tabulated as "Unknown"; the report evaluates the last 3M submitted and not the last 3M due
3. **Clients –** The total number ("n") and percent ("%") within the residential physician category aggregation group

Figure 5.46: Discharge Report Page 11

Had Physician Past Year

Total Partners	Had Physician Category	Partners n	Pctn
71			
	Yes	56	78.9 %
	No	14	19.7 %
	Unknown	1	1.4 %

Had Physician at Start of FSP

Total Partners	Had Physician Category	Partners n	Pctn
71			
	Yes	58	81.7 %
	No	12	16.9 %
	Unknown	1	1.4 %

Had Physician at Discharge

Total Partners	Had Physician Category	Partners n	Pctn
71			
	Yes	54	76.1 %
	Unknown	12	16.9 %
	No	5	7.0 %

Percent Partners with a Physician

Had Physician Past Year	Had Physician at Start of FSP	Had Physician at Discharge
78.9	81.7	76.1

As shown in Figure 5.47 and Figure 5.48, Pages 12 to the last page of the "Discharge Report" provide tables and a graph of the number and percentage of partners in each residential setting at the start and end of FSP participation.

> **Elements of the Partners by Residential Setting Report:**
>
> 1. **Total Clients –** The total number of partners included in the report
> 2. **Residential Setting Category –** The residential setting category as classified in the FSP DCR data dictionary
> 3. **Clients –** The total number ("n") and percent ("%") within the residential setting category aggregation group

---

Note: The "None Listed" residential setting (ID = 99) represents circumstances in which no selection was made for the partner's residential setting on the PAF for either the year before the partnership or the current residential setting at the start of the partnership. This category was created specifically for these reports and is not described within the FSP DCR data dictionary.

Figure 5.47: Discharge Report Page 12

Discharge Report: Clients by Residential Setting

Residential Setting at Start of FSP

Total Clients	Residential Setting Category	Clients n	Pctn
12			
	With Parents	4	33.3 %
	Apartment Alone	3	25.0 %
	Community Care	2	16.7 %
	Individual Placement	1	8.3 %
	Foster Home Non-relative	1	8.3 %
	Emergency Shelter	1	8.3 %

Residential Setting at Discharge

Total Clients	Residential Setting Category	Clients n	Pctn
12			
	With Parents	5	41.7 %
	Apartment Alone	3	25.0 %
	Jail	1	8.3 %
	Individual Placement	1	8.3 %
	Foster Home Non-relative	1	8.3 %
	Community Care	1	8.3 %

Figure 5.48: Discharge Report Last Page
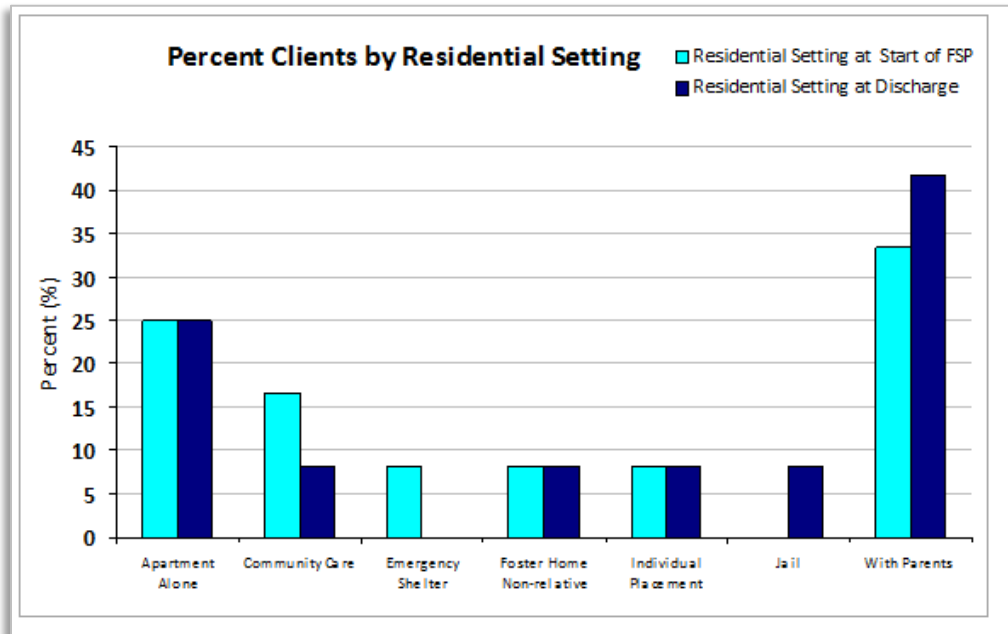
Employment Template

The "Employment" template provides a summary of partners' employment prior to and during FSP participation. This report template can be accessed in the **Summary Reports** tab, under the "FSP Indicators Reports" section using the **Employment** button.

As shown in Figure 5.49, the report criteria screen prompts the user for a range of service dates. The entire partnership history for any partners who were active at any point during the service period selected, from the selected "Starting Date" and "Ending Date" fields, are included in the report. Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following "Other (Optional)" filtering options.

> ➢ **Other (Optional) Filtering Options:**
> 1. **Discharged or Still Active Only?** – Allows the report to be filtered to include partners who were active during the selected service period and who were discharged (if "Discharged Only" selected) or still active (if "Still Active Only" selected) on the date the data was downloaded
> 2. **Ending Age Group –** Allows the report to be filtered to include only partners who were a specific ending age group at discharge (if discharged) or at the time of the data download (if still active)
> 3. **Referred By** – Allows the report to be filtered to include only partners who were referred to the FSP by a specific source
> 4. **Exclude Non-continuous Partnerships** – Allows the report to be filtered to include only partners who were continuously served (i.e., not discharged and reestablished at any time)
> 5. **Admitted During Time Period Only?** - Allows the report to be filtered to include only partners who were admitted or enrolled into the FSP during the selected service period
> 6. **PAF Age Group –** Allows the report to be filtered to include only partners who were of a specific age group at the time of admission
> 7. **Starting Residential Status –** Allows the report to be filtered to include only partners who were in a specified residential setting at the at the time of admission
> 8. **Past Year Homeless/Shelter, Gp Hm?** – Allows the report to be filtered to include only partners who were active during the selected service period who spent one or more days in the past year in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

9. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were active during the selected service period

   ▪ Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories.

10. **Only Partners With Employment Goal (Employment Report Only)** – Allows the report to be filtered to include only partners who had employment as a goal on the PAF or who were noted to have employment as a goal on a KET (see DCR Data Dictionary variable 7.32)

Figure 5.49: Employment Domain Template Criteria

As seen in Figure 5.49, the data can be run as a PDF formatted and exportable report (green button) or the data can be exported directly to Microsoft Excel (gray buttons).

> **Note:** Data exported to Microsoft Excel will appear as a spreadsheet with simplified headers and may be difficult to interpret until the user becomes familiar with the data. When using the Microsoft Excel exported data, the user may want to also export the more easily interpreted formatted PDF version of the report until the user becomes familiar with the abbreviated data labels and spreadsheet formatting in the Microsoft Excel version of report.

Employment Report Button

The "Employment" report template provides a summary of partners' employment prior to and during FSP participation, both for all partners served matching selection criteria.

As shown in Figure 5.50, Page 1 of the "Employment" template provides a description of the report criteria used to generate the report including the service period and any optional criteria selected. The "Partners Meeting Report Criteria" provides an overview of the number of partners who matched the report criteria and the number of those partners who completed 1 to 5 years of participation in the FSP.

Figure 5.50: Employment Report Page 1

As shown in Figure 5.51, Page 2 of the "Employment" template provides a summary of employment prior to and during FSP participation, for all partners meeting the report criteria. As shown in Figure 5.52, Page 3 of the "Employment" template provides a summary of employment prior to and during FSP participation. This report is useful for comparing the percent of partners in various employment settings, and any for attaining an impression of the frequency of changes over time in employment and unemployment for those partners with data.

> ➢ **Employment Report Groups for the Employment Report Template:**
>> 1. **All Partners Served (Page 2) –** Aggregates all partnership information contained in the imported data reports
>> 2. **Partners Served for at least 1 Year or More (Page 3)–** Aggregates partnership information for the subset of partners who completed at least 1 full year of participation in the FSP and excludes any partners who participated for less than 1 year

➢ **Elements of the Employment Report Template:**

1. **Total Partners Served** – The total number of partners ("n") served for the specified employment report

2. **Employment Setting** – Data for partners who spent time in the specified employment setting; see variables 7.01 – 7.31 in the DCR Data Dictionary; when no selection was made for any employment or unemployment setting for a partner, the partner was counted in the "Left Blank" row; The "Any Employment" setting is a unique count of clients who spent any time in any of the following six employment settings: Competitive, Other Gainful, Paid In-House, Transitional, Supported, or Non-Paid

3. **1 Year Before Partnership**
   o Partners – The unique count of partners per setting who reported having spent at least some time in the row's employment setting in the year before partnership; a partner could be counted toward more than one setting, and the column total may add to more than the total number of partners with goals
   o % Partners – The percent of partners in the row's employment setting of the total partners
   o Weeks (avg) – The average number of weeks (from 1 to 52) the partners in the row reported spending in the setting in the year before partnership
   o Hrs/Wk (avg) – The average hours per week the partners in the row reported spending in the employment setting, when employed
   o Wage/Hr (avg) – The average wage per hour the partners in the row reported earnings in the employment setting, when employed in a position with wages

4. **Employment at Start of Partnership**
   o Partners – The unique count of partners per setting who reported beginning the partnership in the row's employment setting; a partner could be counted toward more than one setting, and the column total may add to more than the total number of partners with goals
   o % Partners – The percent of partners in the row's employment setting of the total partners
   o Hrs/Wk (avg) – The average hours per week the partners in the row spend in the employment setting, when employed
   o Wage/Hr (avg) – The average wage per hour the partners in the row earn in the employment setting, when employed in a position with wages

5. **Changes During Partnership Year: Any**
   o Partners Experiencing Changes To: – The unique count of partners per setting who reported a change in employment status at any time for the row's

employment setting; each partner is counted only once per setting but a partner could be counted toward more than one setting and the column total may add to more than the total number of partners with goals; for example, a partner who became unemployed, then became employed in competitive employment and then became unemployed again would be counted one time for the unemployed row and one time for the competitive employment row; thus this column represents the number of partners who became employed in a setting or became unemployed and does not represent the number of episodes of employment and unemployment

- o % Partners – The percent of partners in the row's employment setting of the total partners
- o Hrs/Wk (avg) – The average hours per week the partners in the row spend in the employment setting, when employed
- o Wage/Hr (avg) – The average wage per hour the partners in the row earn in the employment setting, when employed in a position with wages

6. **Changes During Partnership Year: 1**
   - o Partners Experiencing Changes To: The unique count of partners per setting who reported a change in employment status during year one of FSP participation for the row's employment setting; each partner is counted only once per setting but a partner could be counted toward more than one setting and the column total may add to more than the total number of partners with goals
   - o % Partners – The percent of partners in the row's employment setting of the total partners
   - o Hrs/Wk (avg) – The average hours per week the partners in the row spend in the employment setting, when employed
   - o Wage/Hr (avg) – The average wage per hour the partners in the row earn in the employment setting, when employed in a position with wages

7. **Changes During Partnership Year: 2 (Employment Report for Partners Served for At Least One Year or More Only)**
   - o Partners Experiencing Changes To: – The unique count of partners per setting who reported a change in employment status during year 2 of FSP participation for the row's employment setting; each partner is counted only once per setting but a partner could be counted toward more than one setting and the column total may add to more than the total number of partners with goals;
   - o % Partners – The percent of partners in the row's employment setting of the total partners

- o Hrs/Wk (avg) – The average hours per week the partners in the row spend in the employment setting, when employed
- o Wage/Hr (avg) – The average wage per hour the partners in the row earn in the employment setting, when employed in a position with wages

Figure 5.51: Employment Report Page 2

Employment Report for All Partners Served

Employment Setting	1 Year Before Partnership					Employment at Start of Partnership				Changes During Partnership Year: Any			
	Partners	%Partners	Weeks (avg)	Hrs/Wk (avg)	Wage/Hr (avg)	Partners	%Partners	Hrs/Wk (avg)	Wage/Hr (avg)	Partners Experiencing Changes to:	%Partners	Hrs/Wk (avg)	Wage/Hr (avg)
Total Partners:	103												
Any Employment	10	9.7%				4	3.9%			5	4.9%		
Competitive	4	3.9%	5.8	21.3	$7.75	1	1.0%	2.0	$10.00	5	4.9%	26.8	$31.00
Left Blank	32	31.1%				27	26.2%				%		
Non-Paid	3	2.9%	12.7	13.0		2	1.9%	7.5		1	1.0%	3.0	
Other Gainful	3	2.9%	7.3	14.3	$9.42	1	1.0%	12.0	$10.00	0	0.0%		
Paid In-House	1	1.0%	27.0	8.0	$6.25	1	1.0%	8.0	$6.25	0	0.0%		
Supported	1	1.0%	14.0	12.0	$7.25	0	0.0%			0	0.0%		
Transitional	0	0.0%				0	0.0%			0	0.0%		
Unemployed	69	67.0%	48.3			72	69.9%			1	1.0%		
										Changes During Partnership Year: 1			
Any Employment										3	2.9%		
Competitive										3	2.9%	28.3	$8.67
Left Blank											%		
Non-Paid										1	1.0%	3.0	
Other Gainful										0	0.0%		
Paid In-House										0	0.0%		
Supported										0	0.0%		
Transitional										0	0.0%		
Unemployed										0	0.0%		

Page 2

Figure 5.52: Employment Report Page 3

Employment Report for Partners Served for at Least One Year or More

Employment Setting	1 Year Before Partnership					Employment at Start of Partnership				Changes During Partnership Year: Any			
	Partners	%Partners	Weeks (avg)	Hrs/Wk (avg)	Wage/Hr (avg)	Partners	%Partners	Hrs/Wk (avg)	Wage/Hr (avg)	Partners Experiencing Changes to:	%Partners	Hrs/Wk (avg)	Wage/Hr (avg)
Total Partners:	88												
Any Employment	10	11.4%				4	4.5%			4	4.5%		
Competitive	3	3.4%	6.3	21.7	$7.67	0	0.0%			4	4.5%	23.5	$36.00
Left Blank	26	29.5%				23	26.1%				%		
Non-Paid	3	3.4%	12.7	13.0		1	1.1%	5.0		1	1.1%	3.0	
Other Gainful	1	1.1%	8.0	32.0	$8.25	0	0.0%			0	0.0%		
Paid In-House	1	1.1%	27.0	8.0	$6.25	1	1.1%	8.0	$6.25	0	0.0%		
Supported	1	1.1%	14.0	12.0	$7.25	0	0.0%			0	0.0%		
Transitional	0	0.0%				0	0.0%			0	0.0%		
Unemployed	60	68.2%	48.1			63	71.6%			1	1.1%		
										Changes During Partnership Year: 1			
Any Employment										2	2.3%		
Competitive										2	2.3%	22.5	$7.50
Left Blank											%		
Non-Paid										1	1.1%	3.0	
Other Gainful										0	0.0%		
Paid In-House										0	0.0%		
Supported										0	0.0%		
Transitional										0	0.0%		
Unemployed										0	0.0%		
										Changes During Partnership Year: 2			
Any Employment										3	3.4%		
Competitive										3	3.4%	26.3	$46.00
Left Blank											%		
Non-Paid										0	0.0%		
Other Gainful										0	0.0%		
Paid In-House										0	0.0%		
Supported										0	0.0%		
Transitional										0	0.0%		
Unemployed										1	1.1%		

Page 3

Social Connectedness Template

The "Social Connectedness" template provides a summary of partners' social connectedness information, if it has been collected. This report template can be accessed in the **Summary Reports** tab, under the "FSP Indicators Reports" section using the **Social Connectedness** button.

To use this report, Social Connectedness must be reported in one of the Quarterly County Use Fields (QtrlyCntyUse) on the PAF and 3M. This report looks for these values of Social Connectedness on the PAF and 3M Quarterly County Use Fields: Soc_Always, Soc_Usually, Soc_Sometimes, Soc_Rarely, Soc_Never. (Upper or lower case and some spelling errors are accounted for.)

Will use PAF & 3M County Use Field

- Soc_Always
- Soc_Usually
- Soc_Sometimes
- Soc_Rarely
- Soc_Never

As shown in Figure 5.53, the report criteria screen prompts the user for a range of service dates. The entire partnership history for any partners who were active at any point during the service period selected, from the selected "Starting Date" and "Ending Date" fields, are included in the report. Results can be further filtered by selecting the optional fields to restrict the report by ending Program, Provider, or PSC. Additionally, the report allows for the following "Other (Optional)" filtering options.

> ➢ **Other (Optional) Filtering Options:**
> 10. **Discharged or Still Active Only? –** Allows the report to be filtered to include partners who were active during the selected service period and who were discharged (if "Discharged Only" selected) or still active (if "Still Active Only" selected) on the date the data was downloaded
> 11. **Ending Age Group –** Allows the report to be filtered to include only partners who were a specific ending age group at discharge (if discharged) or at the time of the data download (if still active)
> 12. **Referred By –** Allows the report to be filtered to include only partners who were referred to the FSP by a specific source
> 13. **Exclude Non-Continuous Partnerships –** Allows the report to be filtered to include only partners who were continuously served (i.e., not discharged and reestablished at any time)

14. **Admitted During Time Period Only? –** Allows the report to be filtered to include only partners who were admitted or enrolled into FSP during the selected service period

15. **PAF Age Group –** This report is restricted to partners who began partnership as a child partner

16. **Starting Residential Status –** Allows the report to be filtered to include only partners who were in a specified residential setting at the at the time of admission

17. **Past Year Homeless/Shelter, Gp Hm? –** Allows the report to be filtered to include only partners who were active during the selected service period who spent one or more days in the past year in a residential setting of homeless, emergency shelter, or group home or STRTP (for children/TAY)

18. **Race/Ethnicity (MOQA) –** Allows the report to be filtered to include only partners of a particular race/ethnicity (according to the MOQA defined race/ethnicity algorithm) who were active during the selected service period

   ▪ Refer to Chapter 6: Exporting FSP Data for further information on the algorithm used to determine race/ethnicity categories.

Figure 5.53: Social Connectedness Domain Template Criteria

Social Connectedness Report Quarterly Period Button

The "Social Connectedness Report Quarterly Period" report template provides a summary of partners' social connectedness information, aggregated by the length of FSP participation by quarters of participation in the FSP.

As shown in Figure 5.54, Page 1 of the report provides a description of the report criteria used to generate the report including the service period and any optional criteria selected. The "Partners Meeting Report Criteria" provides an overview of the number of partners who matched the report criteria and the number of those partners who completed 1 to 12 quarters of participation in the FSP.

Figure 5.54: Social Connectedness Report Quarterly Period - Page 1

As shown in Figure 5.55, Page 2 of the report provides a summary of partners' social connectedness information, aggregated by the length of FSP participation. This report is useful for comparing the percent of partners with complete data and the outcomes for those partners with data across service lengths.

➤ **Aggregation Groups for the Education Report Template:**

1. **Partners who were served any point during the service period –** Aggregates all partnership information contained in the imported data reports

    2. **Partners who completed at least 1 quarter –** Aggregates partnership information for the subset of partners who completed at least 1 full quarter of participation in the FSP and excludes any partners who participated for less than 1 quarter

    3. **Partners who completed at least 2 quarters –** Aggregates partnership information for the subset of partners who completed at least 2 full quarters of participation in the FSP and excludes any partners who participated for less than 2 quarters

    4. **Partners who completed at least x quarters* –** Aggregates partnership information for the subset of partners who completed at least x full quarters of participation in the FSP and excludes any partners who participated for less than x quarters

        * "x" = Partners who completed at least 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12 quarters

➤ **Elements of the Education Report Template:**

5. **Total Partners Served –** The total number of partners ("n") within the aggregation group for the specified timeframe

6. **Partners with Data (PAF and 3M) –** The number and percent of total partners served who had data on both the PAF and the corresponding 3M for the aggregation group

7. **Social Connectedness for Partners with Data –**
    o **Social Connectedness Always or Usually –**
        ▪ on PAF – The number and percent of partners with social connectedness data who reported social connectedness as always or most of the time at the beginning of partnership on the PAF
        ▪ on 3M – The number and percent of partners with social connectedness who reported as always or most of the time on the 3M for the aggregation group quarter (i.e., 1 -12)

- o **Improved** – The number and percent of partners with data who reported who reported any improvement in social connectedness (e.g., from sometimes to usually) between PAF and the 3M for the aggregation group quarter (i.e., 1 -12)
- o **Decreased** – The number and percent of partners with attendance data who reported any decrease in social connectedness (e.g., from sometimes attends to rarely) between PAF and the 3M for the aggregation group quarter (i.e., 1 -12)

8. **Most Recent Social Connectedness –**

- **Always** – The number and percent of partners with social connectedness who reported as always on the most recent PAF or 3M for the aggregation group quarter (i.e., 1 -12)
- **Usually** – The number and percent of partners with social connectedness who reported as usually on the most recent PAF or 3M for the aggregation group quarter (i.e., 1 -12)
- **Sometimes** – The number and percent of partners with social connectedness who reported as sometimes on the most recent PAF or 3M for the aggregation group quarter (i.e., 1 -12)
- **Rarely** – The number and percent of partners with social connectedness who reported as rarely on the most recent PAF or 3M for the aggregation group quarter (i.e., 1 -12)
- **Never** – The number and percent of partners with social connectedness who reported as never on the most recent PAF or 3M for the aggregation group quarter (i.e., 1 -12)

Figure 5.55: Social Connectedness Report Quarterly Report - Page 2

Social Connectedness for Partners Served up to 12 Quarters Meeting Report Criteria

Partners Who:	Total Partners Served (n)	Partners with Data (on PAF and 3M) Had Social Data		Social Connectedness Always or Usually — on PAF		Social Connectedness Always or Usually — on 3M		Improved PAF to 3M		Decreased PAF to 3M		Most Recent — Always		Usually		Sometimes		Rarely		Never	
		n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%
Were Enrolled in FSP Program	42	42	100%	17	40%		%		%		%	8	19%	9	21%	5	12%	12	29%	8	19%
Completed at Least 1 Q	42	24	57%	10	42%	10	42%	11	46%	10	42%	4	17%	6	25%	7	29%	4	17%	3	13%
Completed at Least 2 Qs	42	27	64%	11	41%	9	33%	13	48%	12	44%	5	19%	4	15%	3	11%	10	37%	5	19%
Completed at Least 3 Qs	39	26	67%	9	35%	10	38%	12	46%	9	35%	8	31%	2	8%	4	15%	7	27%	5	19%
Completed at Least 4 Qs	36	23	64%	8	35%	10	43%	10	43%	7	30%	4	17%	6	26%	4	17%	2	9%	7	30%
Completed at Least 5 Qs	25	13	52%	5	38%	4	31%	5	38%	4	31%	1	8%	3	23%	5	38%	1	8%	3	23%
Completed at Least 6 Qs	23	15	65%	7	47%	7	47%	4	27%	7	47%	3	20%	4	27%	2	13%	3	20%	3	20%
Completed at Least 7 Qs	19	11	58%	5	45%	7	64%	6	55%	1	9%	2	18%	5	45%	3	27%	1	9%	0	0%
Completed at Least 8 Qs	16	12	75%	4	33%	2	17%	4	33%	4	33%	1	8%	1	8%	6	50%	2	17%	2	17%
Completed at Least 9 Qs	13	6	46%	3	50%	3	50%	3	50%	2	33%	2	33%	1	17%	0	0%	1	17%	2	33%
Completed at Least 10 Qs	11	9	82%	5	56%	4	44%	2	22%	4	44%	2	22%	2	22%	0	0%	3	33%	2	22%
Completed at Least 11 Qs	9	8	89%	4	50%	2	25%	3	38%	4	50%	1	13%	1	13%	2	25%	1	13%	3	38%
Completed at Least 12 Qs	4	3	75%	2	67%	1	33%	1	33%	2	67%	0	0%	1	33%	0	0%	1	33%	1	33%

Page 2

Social Connectedness Report Between Dates Button

The "Social Connectedness Report Between Dates" report template provides a summary of partners' social connectedness information, aggregated by the length of FSP participation by quarters of participation in the FSP.

As shown in Figure 56, Page 2 of the report aggregates and compares data for partners who participated in the FSP between the selected dates. The report identifies the most recent 3M completed within the selected starting and ending dates. It compares the most recent 3M to the PAF and to a 3M prior, if available.

Figure 5.56: Social Connectedness Report Between Selected Dates Report - Page 2

Social Connectedness for Partners Served Between Selected Dates Meeting Report Criteria

Partners Who:	Total Partners Served n	Partners with Data (on PAF and 3M) Had Social Data		Social Connectedness for Partners with Data								Most Recent Social Connectedness									
				Social Connectedness Always or Usually				Improved		Decreased		Always		Usually		Sometimes		Rarely		Never	
				on PAF		on 3M		PAF to 3M		PAF to 3M											
		n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%	n	%
Were Enrolled in FSP Program	42	42	100%	17	40%		%		%		%	8	19%	9	21%	5	12%	12	29%	8	19%
Had a 3M Between Dates Selected	26	26	100%	9	35%	10	38%	12	46%	11	42%	3	12%	7	27%	4	15%	5	19%	7	27%
Had a 3M Between Dates and a Prior 3M - Compared to PAF	17	17	100%	4	24%	8	47%	9	53%	6	35%	3	18%	5	29%	1	6%	2	12%	6	35%
Had a 3M Between Dates and a Prior 3M - Compared to Prior	17	17	100%	7	41%	8	47%	5	29%	10	59%	3	18%	5	29%	1	6%	2	12%	6	35%

Advanced Options for Experienced Microsoft Access Users

Currently the Summary Reports do not have an option within the interface to view the individual partners who were included in the aggregated values of each summary report. However, experienced Microsoft Access users can export a list of partners whose outcomes were included in the report using the advanced features of Microsoft Access. It is recommended that only experienced Microsoft Access users perform this option.

> **Note:** Your organization may have "locked down" your EPLD templates to prevent users from accessing the tables and queries within the application. If that is the case in your organization, you may not be able to perform this advanced option.

After each report is run, a temporary table is created with the CSI number, Global ID and name for partners who met the report criteria and whose outcomes were included within the report.

Each of the eight reports (i.e., Residential Status up to 2 Years, Residential Status up to 4 Years, Emergency Events, Hospital Days, Education, Arrests, Incarcerations, Discharge Values, and Employment) have a temporary table which populates with matching partners each time the report is run. The report must be run before the table populates, and the table will only display information for partners who matched the criteria for the <u>last time</u> the report was run. The table will not contain any history of information for reports run prior to the last report run. The following instructions provide information for accessing the partner information for each report after the report is run.

To Export a List of Partner Identifiers for Partners Included within a Report

1. Run the desired report.

   As seen in Figure 5.1, select a button in the "Summary Reports" tab within the "FSP Indicators Reports" template section. Enter the desired criteria in the report criteria window which appears. (See Figure 5.13 for an example of the report criteria window.) Select the report button at the bottom of the criteria window to run the report. The report can remain open or it can be exported or closed as the following steps are performed.

2. Navigate to the Microsoft Access tables in the Navigation Pane of the application. As seen in Figure 5.57, there are 22 temporary tables which contain information from the last time each FSP indicators report was run. The tables which contain information for the FSP Indicator Reports all begin with the name "FI", which stands for FSP Indicator.

Figure 5.57: Temporary Tables with Partner Information for Last Report Run
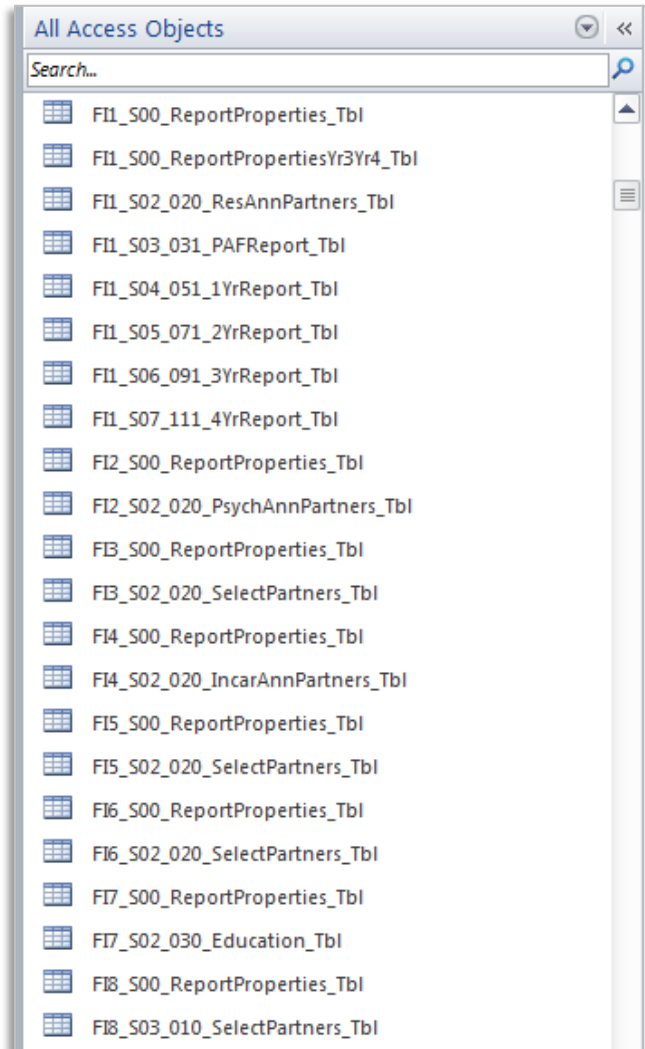
3. Locate the table with partner identifying information for the report which was run in step one. Figure 5.58 provides the name of the tables which are associated with each report.

Figure 5.58: Temporary Tables Names with Partner Information for Report

Report Name	Table with Partner Information
Residential – Annual Comparisons Reports	FI1_S02_020_ResAnnPartners_Tbl
Mental Health Emergency Events	FI3_S02_020_SelectPartners_Tbl
Psychiatric Hospitalization Report	FI2_S02_020_PsychAnnPartners_Tbl
Education Report	FI7_S02_030_Education_Tbl
Arrests Report	FI5_S02_020_SelectPartners_Tbl
Incarceration Report	FI4_S02_020_IncarAnnPartners_Tbl
Discharge Report	FI6_S02_020_SelectPartners_Tbl
Employment Report	FI8_S03_010_SelectPartners_Tbl

4. Select the desired table name and double click to open and inspect the partner information; or right click on the table name to export the table contents into Microsoft Excel through the **Export > Excel** pop-up menu option.

Chapter 6: Exporting FSP Data

The EPLD Templates provide the ability to view and generate reports using FSP data. Additionally, it provides the ability to export FSP data for use with other tools. The EPLD template can export FSP participation data for use with the Client and Services Information (CSI) Submission File Analysis (SFA) Tool. The CSI SFA Tool is a separate tool sponsored by the MHSOAC to assist with reviewing CSI Submission Files and CSI Error Files for the purposes of data quality. The EPLD template can also export FSP domain outcomes for the purposes of the MOQA project led by the California Behavioral Health Directors Association (CBHDA).

Export FSP Data for Use with CSI SFA Tool

The CSI SFA Tool allows for the import of CSI Submission Files or CSI Error Files to assist counties and providers with assessing data submissions and identifying errors and inconsistencies. It provides the ability to view records contained within CSI files, perform data validation using many of the validation rules in place in the online CSI system to pre-check submission files for validation errors, and provides the ability to generate a number of reports focusing on validation errors and comparative service utilization between FSP and Not FSP clients.

For instructions on importing FSP data into the CSI FSP Tool and utilizing the available reporting functionality, please see the CSI SFA Tool User Manual for detailed instructions.

Note: The CSI SFA Tool and associated user manual is a separate download which is available online at the following website:
http://www.mhdata.org/Pages/Resources-CSI.aspx
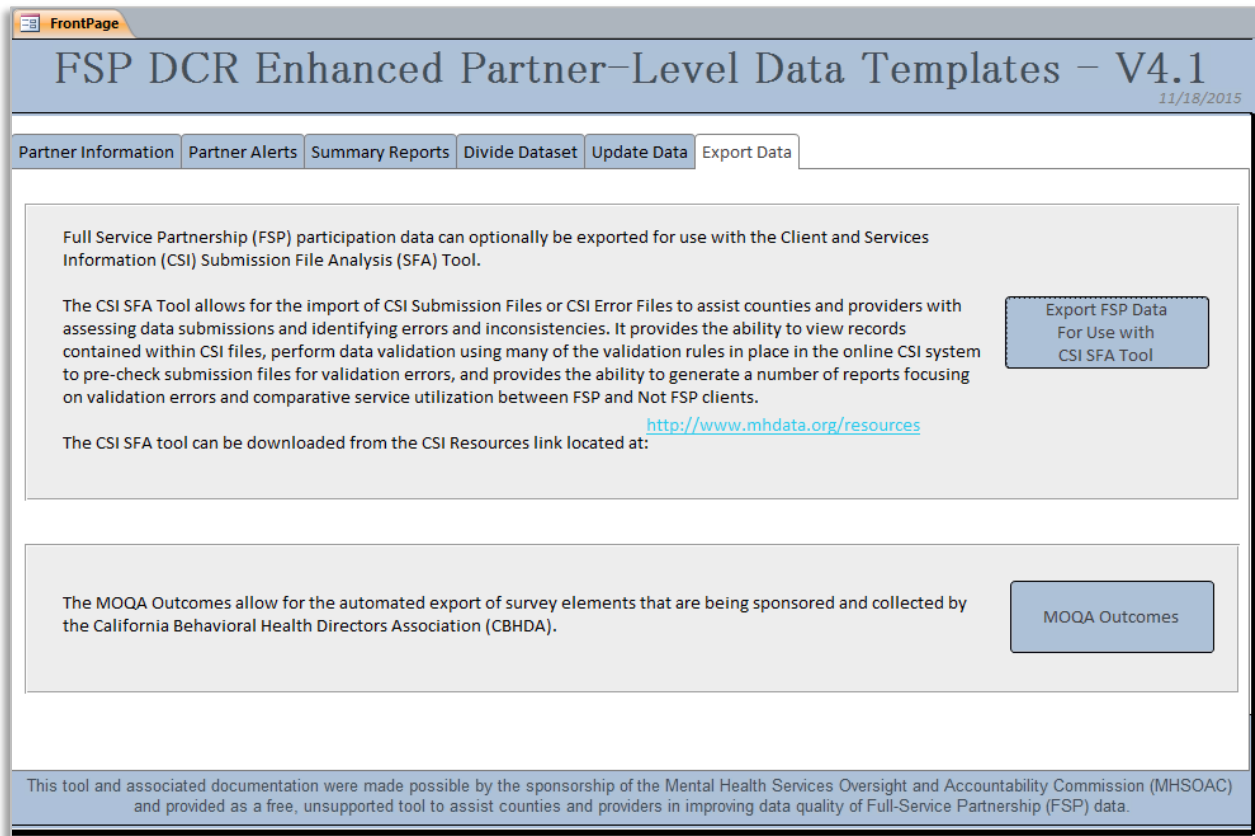
To export FSP data for use with the CSI SFA Tool, click on the **Export Data** tab, as seen in Figure 6.1.

👉 **To Export Data for Use with the CSI SFA Tool**

1. As seen in Figure 6.1, select **Export FSP Data for Use with CSI SFA Tool** button.

Figure 6.1 – Export Data Tab

2. As shown in Figure 6.2, using a standard file dialogue box, select the location and file
    name desired for the file export; by default, the export file is named FSP_Export.csv but
    this can be changed to a custom, identifiable file name if desired (such as "February
    2015.csv")

Figure 6.2 – Selecting Export Location for FSP Data for Use with CSI SFA Tool
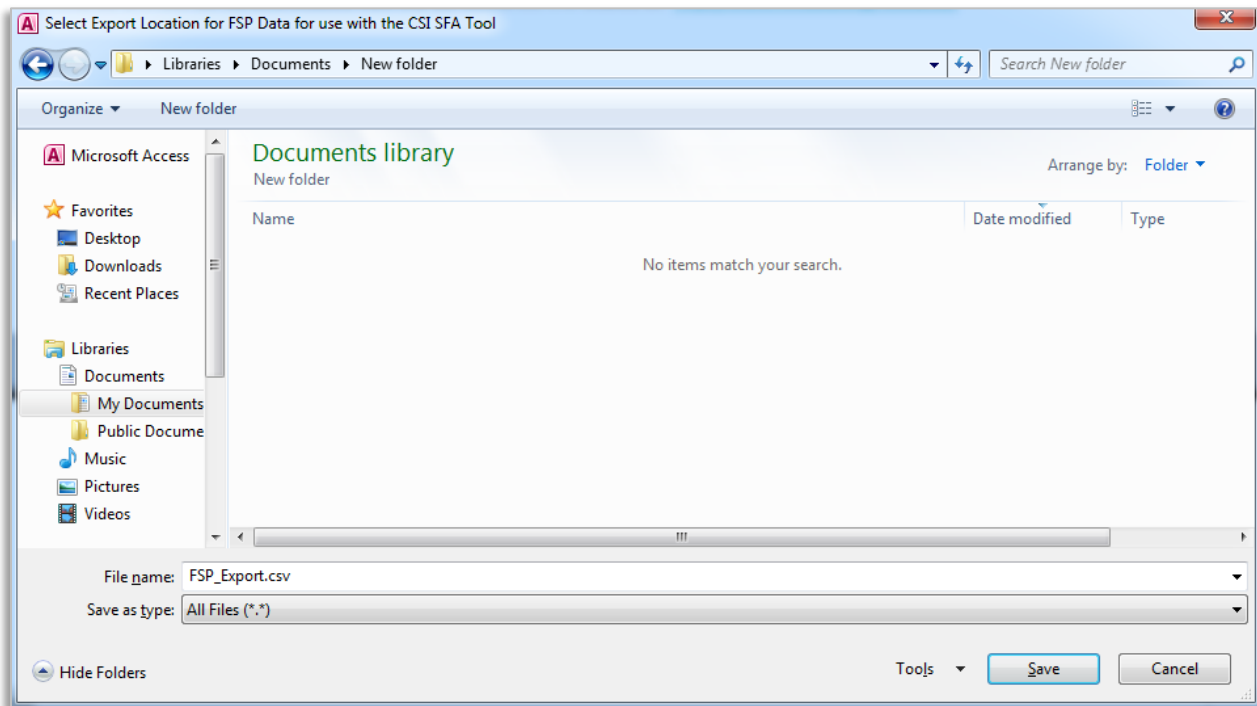
Once the FSP data has been exported from the EPLD Templates, it is ready for use with the CSI
SFA Tool following the instructions available in the **CSI Submission File Analysis Tool User
Manual**.

When using FSP data with CSI data sets, it is important that FSP partnership data be available
for the entire CSI service period. For example, if it is desired to determine FSP partnership
information for services up to January 31, 2015, the FSP Download Date should be after January
31, 2015. If the FSP Download Date is after the CSI service period, it can be used with prior
service periods (such as December 2014) if all historical FSP data was downloaded from the
BHIS website during the data download.

❖ Refer to the FSP DCR User Manual at Chapter 12 "Data Extraction" for further
    instructions on downloading DCR CSV files.

Export FSP Data for MOQA Outcomes

Due to a project supported by the CHBDA, the EPLD Templates now contain functionality to generate MOQA outcomes by a selected fiscal year. MOQA outcomes are evaluated for partners who were active in a fiscal year and who met criteria by indicator as identified in Table 6.1. Length of service (LOS) criteria for outcomes uses logic which identifies only those partners who completed the required length of service by the end of the fiscal year selected. This is dissimilar to the Summary Reports Templates (Chapter 5), which evaluate the entire partnership for all partners who were active at any point during the service period identified. Therefore, the MOQA criteria are more constricted and will return fewer matching partners than summary reports as the partners must meet the LOS criteria by the end of the fiscal year selected for the MOQA outcomes. These more restrictive criteria were placed on the MOQA reports as they are intended to be reported annually and also so that previous years could be regenerated from the current year's data.

Outcomes are exported as reports (PDF) and CSV file exports which contain outcomes as specified in Table 6.1. Outcome records are aggregated for the entire county and at sublevels by each FSP program, by each gender and by each race/ethnicity. (Note: the file will not sub-aggregate the counts by any combinations of the sub-county factors, such as by race/ethnicity x gender.) Table 6.2 contains an example of some of the records generated for the CSV file export, and Figure 6.4 displays some of the outcomes generated in the report format.

Each outcome record includes the following elements: Fiscal Year (FY), County, Program, Gender, Race, Domain, Indicator, Timeframe, Age Group, Length of Service (LOS) Criteria, Clients, Clients with (w) Data, Outcome (OC) Name, OC Value, Data Quality (DQ) Indicator, DQ Value.

The race/ethnicity is determined using the following formulation, resulting in six race categories.

> ➢ **Race/Ethnicity Categories:**
> 1. **American Indian/American Native (AI/AN)** – If a partner marks the Native American (race value '5') category, they are categorized as American Indian/American Native (AI/AN) (regardless of any other race/ethnicity selection)
> 2. **Latino** - Otherwise, if a partner marks the Latino/Hispanic (ETHNICITY value 'Y') category, they are categorized as Latino/Hispanic (regardless of any other race selection below)
> 3. **Black/African American (Black or AA) -** Otherwise, if a partner marks the Black/African American (race value '3') category, they are categorized as

Non-Latino Black/African American (regardless of any other race selection below)

4. **Asian American, Native Hawaiian and Pacific Islander (AANHPI)** - Otherwise, if a partner marks the Asian American, Native Hawaiian and Pacific Islander category (Race values '7','C','H','I','J','K','N','O','S','T','V', 'L','M','P','R') as AANHPI (regardless of any other race selection below)

5. **Other or Unknown (Other/Unk)** - Otherwise, if a partner marks any other category not listed above, besides White, or no category at all, then they are categorized as "Other/Unknown"

6. **White** - Otherwise, if a partner marks only the White (race value '1'), they are categorized as Non-Latino White

To generate the MOQA Outcomes, you must have already imported your FSP DCR files into the EPLD Templates (for further information, see Chapter 2).

To export FSP MOQA Outcomes, click on the **Export Data** tab, as seen in Figure 6.1.

To Export MOQA Outcomes

1. As seen in Figure 6.1, select **MOQA Outcomes** button.
2. As shown in Figure 6.3, the MOQA Outcomes utility form will appear.
3. Select the desired fiscal year for MOQA outcomes in the drop-down box on the left hand side of the form under **Step 1**.
4. Next, select one of the buttons within Step 2 to preview the MOQA outcomes human readable report (**Preview MOQA Outcomes Report**) as seen in Figure 6.4, to export the MOQA outcomes human readable report as a PDF (**Export MOQA Outcomes Report**), or to export the MOQA outcomes in a csv file format (**Export MOQA Outcomes File**).

   The first time any data is exported or viewed for a fiscal year, the outcomes will be calculated for the fiscal year. The calculation process can be time consuming with processing time exceeding several hours for large datasets. It is recommended that this process be run overnight. After the first time, the values are stored and subsequent viewing or exporting data is immediate.
5. Steps 1-4 can be repeated to calculate and export MOQA outcomes for another fiscal year.

Note: The processing time for the calculation can take several hours. If the process becomes interrupted (due to scheduled or accidental computer shut downs, updates, etc.), the calculation process may become prematurely terminated. In this case, some of the data outcomes will be stored, and viewing or exporting these MOQA outcomes will result in an incomplete set of outcomes in report and export file. If the calculation process does not complete fully, select the incomplete fiscal year and click on the **Recalculate** button to regenerate the complete set of outcomes. The recalculation process may take several hours. A message box will appear when the process is complete.

After the calculation process has been completed for the first time, MOQA Outcomes Report can be quickly reviewed for accuracy, exported in PDF format for distribution, and the data can be exported as a specially formatted csv file ready to be sent to CBHDA. Any errors found in the data must be corrected in the FSP DCR at BHIS. Data in this EPLD Template can only be updated by clearing out the database and importing entirely new FPS DCR extract files with corrected data.

Figure 6.3 – MOQA Outcomes Utility Form

Figure 6.4 - Example of Formatted MOQA Outcomes Report

Example County   2013/2014

Domain: Housing

By Race

Gender: All	Race: AI/AN		Program: All					
Age Group	Indicator	LOS Criteria	Outcome Type	Timeframe	Total Clients	Clients w Data	Outcome	DQ Type	DQ Value
Adult	Emergency Shelter								
		>=2Years	Days	1 Year Prior	11	11	0	%wData	100 %
				Year 1	11	11	18	%wKET	64 %
				Year 2	11	11	0	%wKET	45 %
			Partners	1 Year Prior	11	11	0	%wData	100 %
				Year 1	11	11	1	%wKET	64 %
				Year 2	11	11	0	%wKET	45 %
Adult	Homeless								
		>=2Years	Days	1 Year Prior	11	11	365	%wData	100 %
				Year 1	11	11	0	%wKET	64 %
				Year 2	11	11	0	%wKET	45 %
			Partners	1 Year Prior	11	11	1	%wData	100 %
				Year 1	11	11	0	%wKET	64 %
				Year 2	11	11	0	%wKET	45 %
Adult	Independent Living								
		>=2Years	Days	1 Year Prior	11	11	2051	%wData	100 %
				Year 1	11	11	2051	%wKET	64 %
				Year 2	11	11	2289	%wKET	45 %
			Partners	1 Year Prior	11	11	6	%wData	100 %
				Year 1	11	11	7	%wKET	64 %
				Year 2	11	11	6	%wKET	45 %

Note: For advanced users, the identifiers (in the ID column) in Table 6.1 match the supporting object prefixes which can be found in the EPLD Templates navigation window.

Table 6.1 - List of Indicators & Outcomes for Export in MOQA Reports

ID	Domain	Indicator	Age Group	LOS & Selection Criteria	Outcome at Aggregation Level	Data Quality Indicator
MQ 001	Housing	Homelessness	Adult (26-59)	>=2 Years,	1. 1 year prior to partnership, # of partners homeless 2. Year 1 during partnership, # of partners homeless 3. Year 2 during partnership, # of partners homeless 4. 1 year prior to partnership, # of days homeless 5. Year 1 during partnership, # of days a partner is homeless 6. Year 2 during partnership, # of days a partner is homeless	1,4 = %wData: Partners whose past 12 months residential on PAF adds to 365 days (unknown setting okay), excluded if not 2,5 = %wKET: Proportion of partners who had at least one KET in first year 3,6 = %wKET: Proportion of partners who had at least one KET in second year
MQ 002	Housing	Emergency Shelter	Adult (26-59)	>=2 Years	1. 1 year prior to partnership, # of partners residing in emergency shelters 2. Year 1 during partnership, # of partners residing in emergency shelters 3. Year 2 during partnership, # of partners residing in emergency shelters 4. 1 year prior to partnership, # of days partners residing in emergency shelter 5. Year 1 during partnership, # of days partners residing in emergency shelter 6. Year 2 during partnership, # of days partners residing in emergency shelters	Same as MQ001
MQ 003	Housing	Emergency Shelter	TAY (16-25)	>=2 Years	Same as #2	Same as MQ001
MQ 004	Housing	Independent Living	Adult (26-59)	>=2 Years	1. 1 year prior to partnership, # of partners residing in apartment alone or single room occupancy 2. Year 1 during partnership, # of partners residing in apartment alone or single room occupancy 3. Year 2 during partnership, # of partners residing in apartment alone or single room occupancy 4. 1 year prior to partnership, # of days partners residing in apartment alone or single room occupancy 5. Year 1 during partnership, # of days partners residing in apartment alone or single room occupancy 6. Year 2 during partnership, # of days partners residing in apartment alone or single room occupancy	Same as MQ001

ID	Domain	Indicator	Age Group	LOS & Selection Criteria	Outcome at Aggregation Level	Data Quality Indicator
MQ 005	Housing	Out of Home Placement	Children (0-15)	>=2 Years	1. 1 year prior to partnership, # of partners residing in group home 0-11, group home 12-14, or community treatment facility 2. Year 1 during partnership, # of partners residing in group home 0-11, group home 12-14, or community treatment facility 3. Year 2 during partnership, # of partners residing in group home 0-11, group home 12-14, or community treatment facility 4. 1 year prior to partnership, # of days partners residing in group home 0-11, group home 12-14, or community treatment facility 5. Year 1 during partnership, # of days partners residing in group home 0-11, group home 12-14, or community treatment facility 6. Year 2 during partnership, # of days partners residing in group home 0-11, group home 12-14, or community treatment facility	Same as MQ001
MQ 006	Employment	Employed	Adult (26-59)	>=1 Year, Employment as a goal	1. 1 year before partnership with employment as a goal, number of partners who had employment in any of the following categories: competitive, non-paid, other gainful, paid in-house, supported or transitional 2. Employment at start of partnership, the number of partners who had employment in any of the following categories: competitive, non-paid, other gainful, paid in-house, supported or transitional 3. Changes during partnership year: Any –number of partners who had employment in any of the following categories: competitive, non-paid, other gainful, paid in-house, supported or transitional	1 = %wData: Proportion of partners whose past 12 months employment weeks on PAF adds to 52 weeks (not excluded if not) 2 = %wData: Proportion of partners who had some sort of employment disposition at start of FSP (unemployed okay, excluded if no disposition) 3 = %wKET: Proportion of partners who had at least one KET in first year
MQ 006a	Employment	Employed	Adult (26-59)	>=1 Year, Employment as a goal	1. 1 year before partnership, average number of weeks partners had employment in any of the following categories: competitive, non-paid, other gainful, paid in-house, supported or transitional	1 = %wData: Proportion of partners whose past 12 months employment weeks on PAF adds to 52 weeks (not excluded if not)
MQ 007	Education	School Attendance	Children (0-15)	>=1 Year,	1. Number of child Partners with Attendance Always or Most of the Time on PAF 2. Number of child Partners with Attendance Always or Most of the Time or improved on 3M at 1 Year	1 = %wData: Proportion of partners who have a non-null value for Past 12 attendance on PAF and a non-null value for attendance on the 12 month 3M, excluded if not 2 = %wData: same as 1
MQ 008	Education	Grades in School	Children (0-15)	>=1 Year,	1. Number of child Partners with good or very good grades on PAF 2. Number of child Partners with good, very good or improved grades on 3M at 1 Year	1 = %wData: Proportion of partners who have a non-null value for Past 12 grades on PAF and a non-null value for grades on the 12 month 3M, excluded if not 2 = %wData: same as 1

ID	Domain	Indicator	Age Group	LOS & Selection Criteria	Outcome at Aggregation Level	Data Quality Indicator
MQ 009	Criminal Justice Involvement	Arrests	Children (0-15)	>=2 Years,	1. Number of partners with arrests 1 year before 2. Number of partners with arrests during the first year 3. Number of partners with arrests during the second year	1 = %wData: Partners who have a non-null value for past 12 months arrests on PAF, excluded if not 2 = %wKET: Proportion of partners who had at least one KET in first year 3 = %wKET: Proportion of partners who had at least one KET in second year
MQ 009a	Criminal Justice Involvement	Arrests	Children (0-15)	>=1 Year	1. Number of partners with arrests 1 year before 2. Number of partners with arrests during the first year	1 = %wData: Partners who have a non-null value for past 12 months arrests on PAF, excluded if not 2 = %wKET: Proportion of partners who had at least one KET in first year
MQ 010	Criminal Justice Involvement	Arrests	TAY (16-25)	>=2 Years	Same as MQ009	Same as MQ009
MQ 010a	Criminal Justice Involvement	Arrests	TAY (16-25)	>=1 Year	Same as MQ009a	Same as MQ009a
MQ 011	Criminal Justice Involvement	Arrests	Adult (26-59)	>=2 Years	Same as MQ009	Same as MQ009
MQ 011a	Criminal Justice Involvement	Arrests	Adult (26-59)	>=1 Year	Same as MQ009a	Same as MQ009a
MQ 012	Criminal Justice Involvement	Arrests	Older Adult (60+)	>=2 Years	Same as MQ009	Same as MQ009
MQ 012a	Criminal Justice Involvement	Arrests	Older Adult (60+)	>=1 Year	Same as MQ009a	Same as MQ009aa
MQ 013	Criminal Justice Involvement	Incarcerations	Children (0-15)	>=1 Year or discharged for incarceration in year 1	1. Number of partners with incarceration days 1 year before 2. Number of partners with incarceration days during the first year	1 = %wData: Partners whose past 12 months residential on PAF adds to 365 days (unknown setting okay), excluded if not 2 = %wKET: Proportion of partners who had at least one KET in first year (discharge counts)

ID	Domain	Indicator	Age Group	LOS & Selection Criteria	Outcome at Aggregation Level	Data Quality Indicator
MQ 014	Criminal Justice Involvement	Incarcerations	TAY (16-25)	>=1 Year or discharged for incarceration in year 1	Same as MQ013	Same as MQ013
MQ 015	Criminal Justice Involvement	Incarcerations	Adult (26-59)	>=1 Year or discharged for incarceration in year 1	Same as MQ013	Same as MQ013
MQ 016	Criminal Justice Involvement	Incarcerations	Older Adult (60+)	>=1 Year or discharged for incarceration in year 1	Same as MQ013	Same as MQ013
MQ 017	Criminal Justice Involvement	Incarcerations	Children (0-15)	>=2 Year or discharged for incarceration in year 2	1. Number of partners with incarceration days 1 year before 2. Number of partners with incarceration days during the first year 3. Number of partners with incarceration days during the second year	1 = %wData: Partners whose past 12 months residential on PAF adds to 365 days (unknown setting okay), excluded if not 2 = %wKET: Proportion of partners who had at least one KET in first year (discharge counts) 3 = %wKET: Proportion of partners who had at least one KET in second year (discharge counts)
MQ 018	Criminal Justice Involvement	Incarcerations	TAY (16-25)	>=2 Year or discharged for incarceration in year 2	Same as MQ017	Same as MQ017
MQ 019	Criminal Justice Involvement	Incarcerations	Adult (26-59)	>=2 Year or discharged for incarceration in year 2	Same as MQ017	Same as MQ017
MQ 020	Criminal Justice Involvement	Incarcerations	Older Adult (60+)	>=2 Year or discharged for incarceration in year 2	Same as MQ017	Same as MQ017

ID	Domain	Indicator	Age Group	LOS & Selection Criteria	Outcome at Aggregation Level	Data Quality Indicator
MQ 021	Acute Care Use	Psychiatric Hospital Use	Children (0-15)	>=1 Year	1. 1 year prior to partnership, # of partners residing in Nursing Psychiatric or Psychiatric Hospital 2. 1 year prior to partnership, # of days partners residing in Nursing Psychiatric or Psychiatric Hospital 3. Year 1 during partnership, # of partners residing in Nursing Psychiatric or Psychiatric Hospital 4. Year 1 during partnership, # of days partners residing in Nursing Psychiatric or Psychiatric Hospital	1,2 = %wData: Partners whose past 12 months residential on PAF adds to 365 days (unknown setting okay), excluded if not 3,4 = %wKET: Proportion of partners who had at least one KET in first year
MQ 022	Acute Care Use	Psychiatric Hospital Use	TAY (16-25)	>=1 Year	Same as MQ021	Same as MQ021
MQ 023	Acute Care Use	Psychiatric Hospital Use	Adult (26-59)	>=1 Year	Same as MQ021	Same as MQ021
MQ 024	Acute Care Use	Psychiatric Hospital Use	Older Adult (60+)	>=1 Year	Same as MQ021	Same as MQ021
MQ 025	Acute Care Use	Psychiatric Hospital Use	Children (0-15)	>=2 Years	1. 1 year prior to partnership, # of partners residing in Nursing Psychiatric or Psychiatric Hospital 2. Year 1 during partnership, # of partners residing in Nursing Psychiatric or Psychiatric Hospital 3. Year 2 during partnership, # of partners residing in Nursing Psychiatric or Psychiatric Hospital 4. 1 year prior to partnership, # of days partners residing in Nursing Psychiatric or Psychiatric Hospital 5. Year 1 during partnership, # of days partners residing in Nursing Psychiatric or Psychiatric Hospital 6. Year 2 during partnership, # of days partners residing in Nursing Psychiatric or Psychiatric Hospital	Same as MQ001
MQ 026	Acute Care Use	Psychiatric Hospital Use	TAY (16-25)	>=2 Years	Same as MQ025	Same as MQ001
MQ 027	Acute Care Use	Psychiatric Hospital Use	Adult (26-59)	>=2 Years	Same as MQ025	Same as MQ001
MQ 028	Acute Care Use	Psychiatric Hospital Use	Older Adult (60+)	>=2 Years	Same as MQ025	Same as MQ001

ID	Domain	Indicator	Age Group	LOS & Selection Criteria	Outcome at Aggregation Level	Data Quality Indicator
MQ 029	Acute Care Use	Mental Health or Substance Abuse Emergency Events	Children (0-15)	>=2 Years	1. 1 year before, # of mental health emergency events 2. Year 1 during, # of mental health emergency events 3. Year 2 during, # of mental health emergency events 4. 1 year before, # of partners with mental health emergency events 5. Year 1 during, # of partners with mental health emergency events 6. Year 2 during, # of partners with mental health emergency events	1,4 = %wData: Partners who have a non-null value for past 12 months mental health / substance abuse emergency events on PAF, excluded if not 2,5 = %wKET: Proportion of partners who had at least one KET in first year 3,6 = %wKET: Proportion of partners who had at least one KET in second year
MQ 030	Acute Care Use	Mental Health or Substance Abuse Emergency Events	TAY (16-25)	>=2 Years	Same as MQ029	Same as MQ029
MQ 031	Acute Care Use	Mental Health or Substance Abuse Emergency Events	Adult (26-59)	>=2 Years	Same as MQ029	Same as MQ029
MQ 032	Acute Care Use	Mental Health or Substance Abuse Emergency Events	Older Adult (60+)	>=2 Years	Same as MQ029	Same as MQ029

Table 6.2 - Example of the CSV File Output for Housing Domain, Homelessness Indicator (ID=MQ001 from Table 6.1)

FY	County	Program	Gender	Race	Domain	Indicator	Timeframe	Age_ Group	LOS_ Criteria	Clients	Client_w _Data	OC_Name	OC_ Value	DQ_ Indicator	DQ_ Value
2013/ 2014	Orange	ALL	ALL	ALL	Housing	Homeless-ness	1 Year Prior	Adult	>=2 Years	156	140	Partners Homeless	55	%wData	90
2013/ 2014	Orange	ALL	ALL	ALL	Housing	Homeless-ness	1 Year Prior	Adult	>=2 Years	156	140	Days Homeless	4525	%wData	90
2013/ 2014	Orange	ALL	ALL	ALL	Housing	Homeless-ness	1 Year During	Adult	>=2 Years	156	140	Partners Homeless	27	%wKETs	98
2013/ 2014	Orange	ALL	ALL	ALL	Housing	Homeless-ness	1 Year During	Adult	>=2 Years	156	140	Days Homeless	2685	%wKETs	98
2013/ 2014	Orange	ALL	ALL	ALL	Housing	Homeless-ness	2 Year During	Adult	>=2 Years	156	140	Partners Homeless	5	%wKETs	98
2013/ 2014	Orange	ALL	ALL	ALL	Housing	Homeless-ness	2 Year During	Adult	>=2 Years	156	140	Days Homeless	286	%wKETs	98
2013/ 2014	Orange	FSP-1	ALL	ALL	Housing	Homeless-ness	1 Year Prior	Adult	>=2 Years	90	85	Partners Homeless	55	%wData	90
2013/ 2014	Orange	FSP-1	ALL	ALL	Housing	Homeless-ness	1 Year Prior	Adult	>=2 Years	90	85	Days Homeless	900	%wData	90
2013/ 2014	Orange	FSP-1	ALL	ALL	Housing	Homeless-ness	1 Year During	Adult	>=2 Years	90	85	Partners Homeless	12	%wKETs	95
2013/ 2014	Orange	FSP-1	ALL	ALL	Housing	Homeless-ness	1 Year During	Adult	>=2 Years	90	85	Days Homeless	225	%wKETs	95
2013/ 2014	Orange	FSP-1	ALL	ALL	Housing	Homeless-ness	2 Year During	Adult	>=2 Years	90	85	Partners Homeless	3	%wKETs	95
2013/ 2014	Orange	FSP-1	ALL	ALL	Housing	Homeless-ness	2 Year During	Adult	>=2 Years	90	85	Days Homeless	30	%wKETs	95
2013/ 2014	Orange	ALL	MALE	ALL	Housing	Homeless-ness	1 Year Prior	Adult	>=2 Years	80	75	Partners Homeless	65	%wData	94
2013/ 2014	Orange	ALL	MALE	ALL	Housing	Homeless-ness	1 Year Prior	Adult	>=2 Years	80	75	Days Homeless	1000	%wData	94
2013/ 2014	Orange	ALL	MALE	ALL	Housing	Homeless-ness	1 Year During	Adult	>=2 Years	80	75	Partners Homeless	15	%wKETs	97
2013/ 2014	Orange	ALL	MALE	ALL	Housing	Homeless-ness	1 Year During	Adult	>=2 Years	80	75	Days Homeless	255	%wKETs	97
2013/ 2014	Orange	ALL	MALE	ALL	Housing	Homeless-ness	2 Year During	Adult	>=2 Years	80	75	Partners Homeless	10	%wKETs	97
2013/ 2014	Orange	ALL	MALE	ALL	Housing	Homeless-ness	2 Year During	Adult	>=2 Years	80	75	Days Homeless	95	%wKETs	97

Chapter 7: The Annual Reports Template

The Annual Reports Template provides a report of a county's Full Service Partnership outcomes in the data collection and reporting (DCR System) for a specified fiscal year. The Annual Reports button displays filter options for specifying the parameters of the report, as shown in Figure 7.1.

- **Fiscal Year** – Users may select an available fiscal year using the drop-down menu. Once a user selects a fiscal year, the boxes below (Start Date, End Date), will auto populate to confirm the dates included in the report, as shown in Figure 7.2.
- **Counties and/or Statewide** – Users may select one or more counties for which to create reports. Users may select more than one county by holding the "Ctlr" button while making multiple selections. Select multiple counties will result in generating multiple reports, one for each county selected. The "_All" option runs all statewide and county reports. Both the "_All" and the Statewide reports are available to State Admins only. State Admins alone have Statewide data, and therefore alone have the ability to populate these reports. If a non-State Admin user selects one of these options, all reports will be created, but will they will only include data for their own county. County users may not see "_All" and Statewide options.

Figure 7.1 The Annual Reports Tab

Figure 7.2 Example of Annual Reports tab with selected fiscal year and county
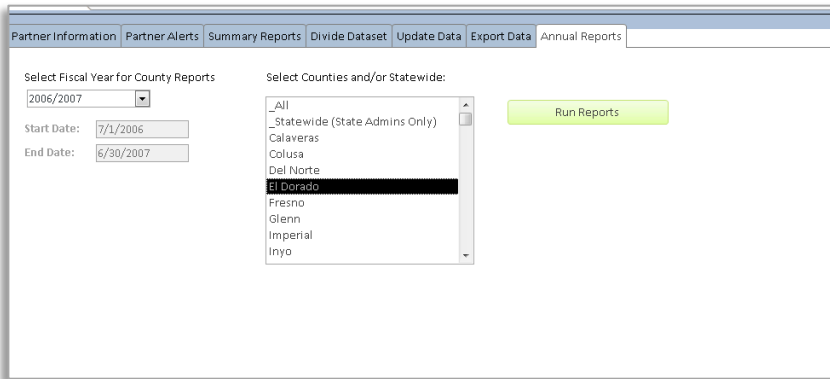
Reports are generated (by clicking "Run Reports") and saved to the drive and folder of the user's choice. As seen in Figure 7.3, once the "Run Reports" button is selected a pop up message appears indicating that the reports are being generated, and that the user can expect to see them "generate on the screen and populate in the folder directory selected". It is once the user clicks "OK" that they will be prompted to select a location for the reports to be saved. As shown in Figure 7.4, the user will be prompted to choose a location and select "OK". Once the reports have finished, a pop up message will appear to confirm the reports are finished as well as their location, as shown in Figure 7.5.

Figure 7.3 Pop Up Window – Description of Report Creation Process
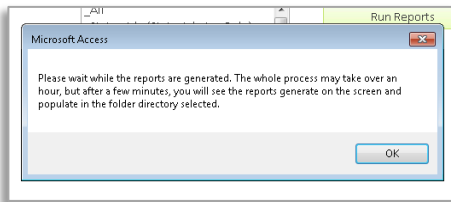
Figure 7.4 Pop Up Window – Browse and Select Report File Destination
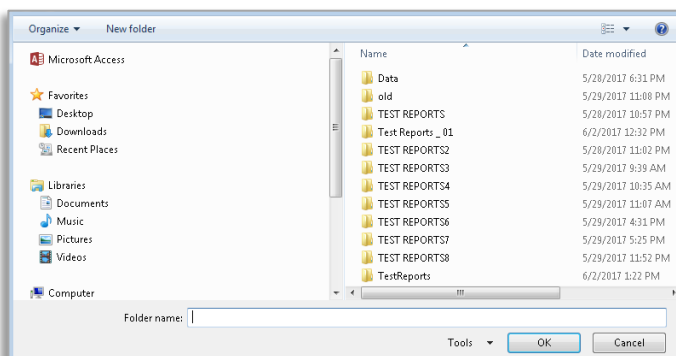
Figure 7.5 Pop Up Window – Notification that Reports Have Been Generated
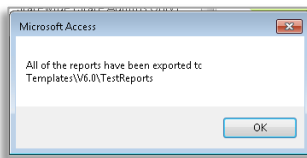
Description of Data

The Annual Reports template provides a simple means of producing County Full Service Partnership (FSP) Data Quality and Outcomes Reports for a specified fiscal year. Each report includes the following sections:

- **1.0 Introduction**
- **2.0 Enrolled Partners**
  - Enrolled Partners – Adult Indicators
  - Enrolled Partners – Child Indicators
- **3.0 Partners Served**
- **4.0 Data Quality Metrics**
  - Assessment Data Quality Metrics
- **5.0 Residential Status**
  - Residential Report: Comparison of Most Recent Year in Partnership to Year before Partnership
- **6.0 Emergency Events**
  - Mental Health and Substance Abuse Emergencies: Comparison of Most Recent Year in Partnership to Year before Partnership
  - Psychiatric Hospitalization Days: Comparison of Most Recent Year in Partnership to Year before Partnership
- **7.0 Legal Events**
  - Arrests: Comparison of Most Recent Year in Partnership to Year before Partnership
  - Incarceration Days: Comparison of Most Recent Year in Partnership to Year before Partnership
- **8.0 Education**
  - Children's Education: Comparison of Select Quarterly Assessments to PAF

2.0 Enrolled Partners

2.1 Enrolled Partners – Adult Indicators

The "Enrolled Partners - Adult Indicators" section of the Annual Reports template provides a summary of service need indicators present at the time of admission and the year prior for TAY, Adult and Older Adult partners, aggregated by their age group, as seen in Figure 7.6. This report is similar to the Adult Indicators Report, in the Enrolled Partners Template (Chapter 5). This report is useful for comparing the number of partners enrolled in the fiscal year, the proportion from each age group, and the proportion experiencing each of the various indicators.

Figure 7.6 Enrolled Partners – Adult Indicators Section

Aggregation Groups for the Enrolled Partners - Adult Indicators section:

    Age Group:

- **All TAY, Adult & Older Adult –** Aggregates partnership information for all age groups present in the data
- **TAY -** Aggregates partnership information for the subset of Transitional Age Youth partners ages 16-25 as indicated on the PAF at the time of admission
- **Adult –** Aggregates partnership information for the subset of Adult partners ages 26-59 as indicated on the PAF at the time of admission

- **Older Adult –** Aggregates partnership information for the subset of Older Adult partners ages 60+ as indicated on the PAF at the time of admission

Elements of the Enrolled Partners - Adult Indicators section:

- **Enrolled –** The number of partners who were admitted or enrolled into the FSP at any time during the service period identified in the report criteria
- **Substance Abuse –** Of those partners enrolled during the specified service period, the proportion of partners who had an indication of substance abuse in the year prior to FSP admission or enrollment
- **Emergency – Mental or Substance –** Of those partners enrolled during the specified service period, the proportion of partners who experienced a mental health or substance abuse related emergency event in the year prior to FSP admission or enrollment
- **Emergency - Medical –** Of those partners enrolled during the specified service period, the proportion of partners who experienced a medical emergency event in the year prior to FSP admission or enrollment
- **Inpatient Psychiatric –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Inpatient Psychiatric in the year prior to FSP admission or enrollment
- **Homeless/Emergency Shelter –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Homeless or Emergency Shelter in the year prior to FSP admission or enrollment
- **Legal Involvement –** Of those partners enrolled during the specified service period, the proportion of partners who had one or more arrests, or one or more days incarcerated in the year prior to FSP admission or enrollment
- **% with Any Listed Issues -** Of those partners enrolled during the specified service period, the proportion of partners who had any of the issues in this list prior to FSP admission or enrollment
- **% with Any Listed Issues, Except Substance Abuse -** Of those partners enrolled during the specified service period, the proportion of partners who had any of the issues in this list except for Substance Abuse prior to FSP admission or enrollment

2.2 Enrolled Partners – Child Indicators

The "Enrolled Partners - Child Indicators" section of the Annual Reports template provides a summary of service need indicators present at the time of admission and the year prior for Child and TAY partners, aggregated by their age group, as seen in Figure 7.7. This report is similar to the Child Indicators Report, in the Enrolled Partners Template (Chapter 5). This report is useful for comparing the number of partners enrolled in the fiscal year, the proportion from each age group, and the proportion experiencing each of the various indicators.

Figure 7.7 Enrolled Partners – Child Indicators Section
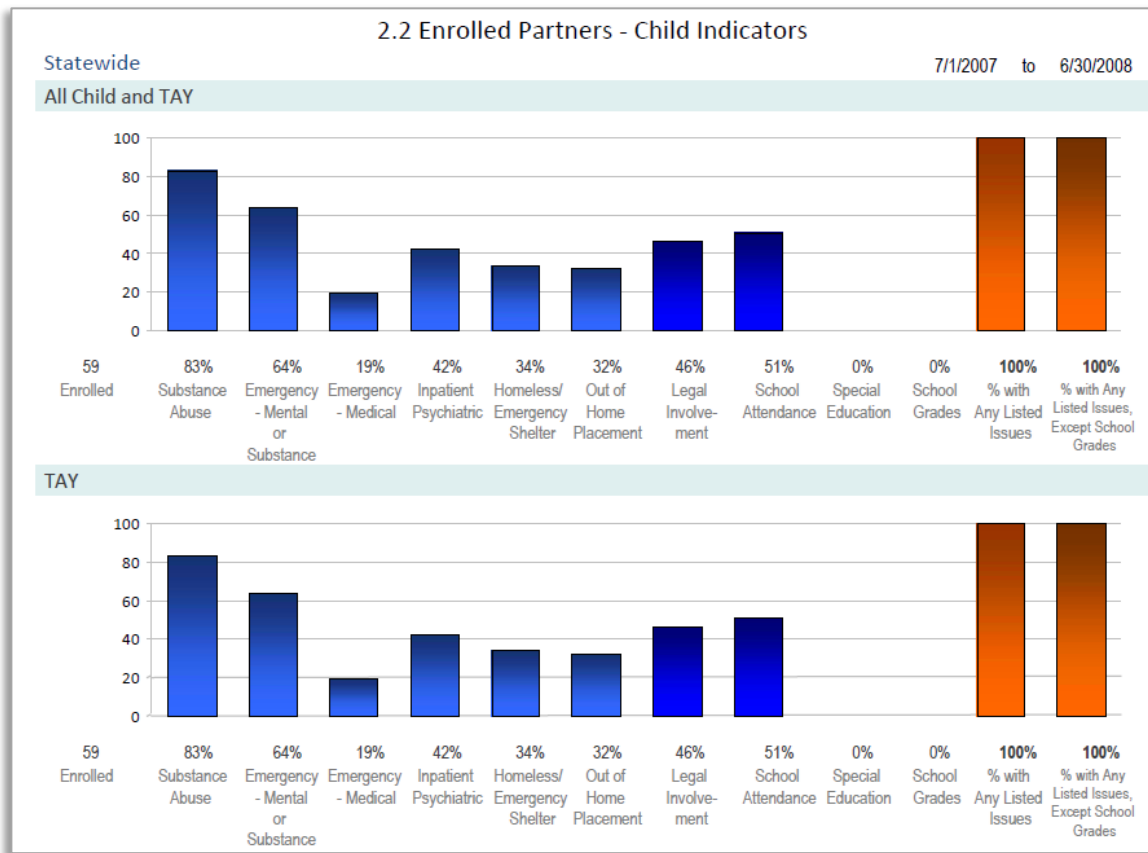
Aggregation Groups for the Enrolled Partners - Child Indicators Annual Report Template:

Age Group:

- **All Child & TAY–** Aggregates partnership information for all age groups present in the data
- **Child -** Aggregates partnership information for the subset of Child partners under age 16 as indicated on the PAF at the time of admission
- **TAY -** Aggregates partnership information for the subset of Transitional Age Youth partners ages 16-25 as indicated on the PAF at the time of admission

Elements of the Enrolled Partners - Child Indicators Annual Report Template:

- **Enrolled –** The number of partners who were admitted or enrolled into the FSP at any time during the service period identified in the report criteria
- **Out of Home Placement –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Out of Home Placement (group home 0-11, group home 12-14, or community treatment facility) in the year prior to FSP admission or enrollment
- **Homeless/Emergency Shelter –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Homeless or Emergency Shelter in the year prior to FSP admission or enrollment
- **Special Education –** Of those partners enrolled during the specified service period, the proportion of partners who received special education services in the year prior to FSP admission or enrollment
- **School Attendance –** Of those partners enrolled during the specified service period, the proportion of partners who had poor school attendance in the year prior to FSP admission or enrollment
- **School Grades –** Of those partners enrolled during the specified service period, the proportion of partners who had poor grades in the year prior to FSP admission or enrollment
- **Substance Abuse –** Of those partners enrolled during the specified service period, the proportion of partners who had an indication of substance abuse in the year prior to FSP admission or enrollment
- **Emergency – Mental or Substance –** Of those partners enrolled during the specified service period, the proportion of partners who experienced a mental health or substance abuse related emergency event in the year prior to FSP admission or enrollment
- **Emergency - Medical –** Of those partners enrolled during the specified service period, the proportion of partners who experienced a medical emergency event in the year prior to FSP admission or enrollment
- **Inpatient Psychiatric –** Of those partners enrolled during the specified service period, the proportion of partners who spent one or more days in a residential setting of Inpatient Psychiatric in the year prior to FSP admission or enrollment
- **Legal Involvement –** Of those partners enrolled during the specified service period, the proportion of partners who had one or more arrests, or one or more days incarcerated in the year prior to FSP admission or enrollment

- **% with Any Listed Issues -** Of those partners enrolled during the specified service period, the proportion of partners who had any of the above listed issues prior to FSP admission or enrollment
- **% with Any Listed Issues, Except Grades -** Of those partners enrolled during the specified service period, the proportion of partners who had any of the above listed issues except for grades prior to FSP admission or enrollment

3.0 Partners Served

3.1 Active Partners Served

The "Active Partners Served" section of the Annual Reports template yields snapshots of the population of partners served on the first and last day of the fiscal year, as well as the number of partners admitted and discharged in the fiscal year, and the total partners served at any point within the fiscal year. This report is similar to the Data Quality Metrics- Partners Served report, in the FSP Metrics Reports Template (Chapter 5).

Figure 7.8 Active Partners Served Section
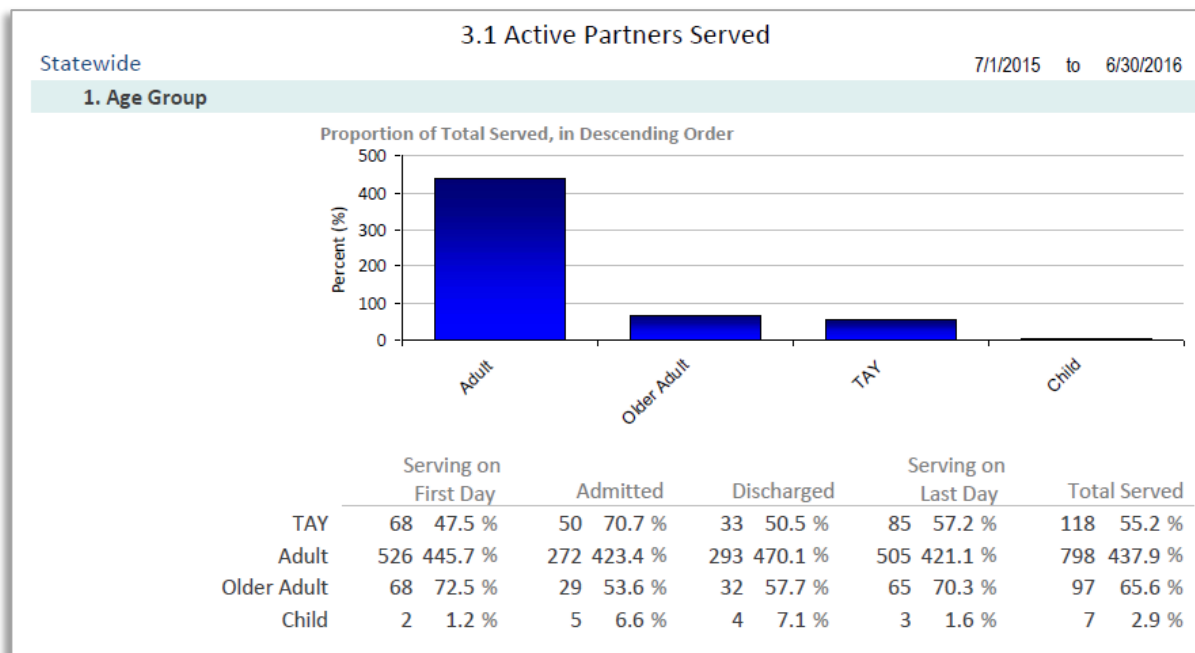
As seen in Figure 7.8, the summary of partners served contains five columns displaying characteristics related to the specified fiscal year.

The Five Columns of the Active Partners Served Report:

- **Serving on First Day –** The number of partners who were active on the first day of the specified fiscal year; this represents a daily caseload on that particular date

- **Admitted –** The number of partners who were admitted or enrolled into the FSP at any time during the specified fiscal year
- **Discharged –** The number of partners who were discontinued at any time during specified fiscal year
- **Serving on Last Day –** The number of partners who were active on the last day of the specified fiscal year; this represents a daily caseload on that day
- **Total Served –** The total number of partners who were served at any point during the specified fiscal year; this represents the number of partners served on the first day, plus the number of partners admitted or enrolled into the FSP at any time during the specified fiscal year and includes continuous and discontinuous partners

To examine service utilization among specific subsets of partners during the specified fiscal year, the partners are stratified by numerous demographic groups for analysis. The report is organized into tables based on demographic characteristics. The following demographic characteristics are used as aggregation groups for the "Active Partners Served" section of the Annual Reports template.

The Partners Served Report Demographic Tables:

1. **Age at Report End or Discharge –** The age of the partner at the latest possible point in time during the specified fiscal year; if the partner was discontinued during the specified fiscal year, then this represents their age group on the date the partner was discontinued; otherwise, this represents the age group of the partner on the "Ending Date" of specified fiscal year for the report
2. **Gender**
3. **Referred By –** The numbers of partners who were referred to the FSP by various sources according to their PAF assessment
4. **Race/Ethnicity –** This data is pulled from the CSI system and includes a combination of historic and new race fields; due to this, there may be some overlap in the segregation of the data categories (e.g., there may be a separate row for Black (historic) and one for Black or African American (new) categories, etc.); in the interest of flexibility, the historic and new race fields were not merged for this report; Counties can manually combine race categories using the information in the report; when the CSI number is not matched, the Race field is categorized as "Unknown/Not Reported"
5. **Latino**
6. **Discharge Reason –** For those partners whose final disposition was classified as "discontinued" during the specified fiscal year, this represents the number of partners who were classified into each possible reason for discontinuation; this represents only the final discontinuation reason; if a partner was discontinued multiple times during a time period, then only the final reason will be counted; if the partner was reestablished during the time

period and was active at the "Ending Date" of the report, then the partner will not be represented in this table

4.0 Data Quality Metrics

4.1 Assessment Data Quality Metrics

The "Assessment Data Quality Metrics" section of the Annual Reports template was designed to assist in data quality monitoring, providing information regarding the timeliness and completeness of 3Ms and KETs for active partners within a given fiscal year. This report is similar to the Data Quality Metrics-Assessment Metrics report, in the FSP Metrics Reports Template (Chapter 5).

Figure 7.9 Assessment Data Quality Metrics Section
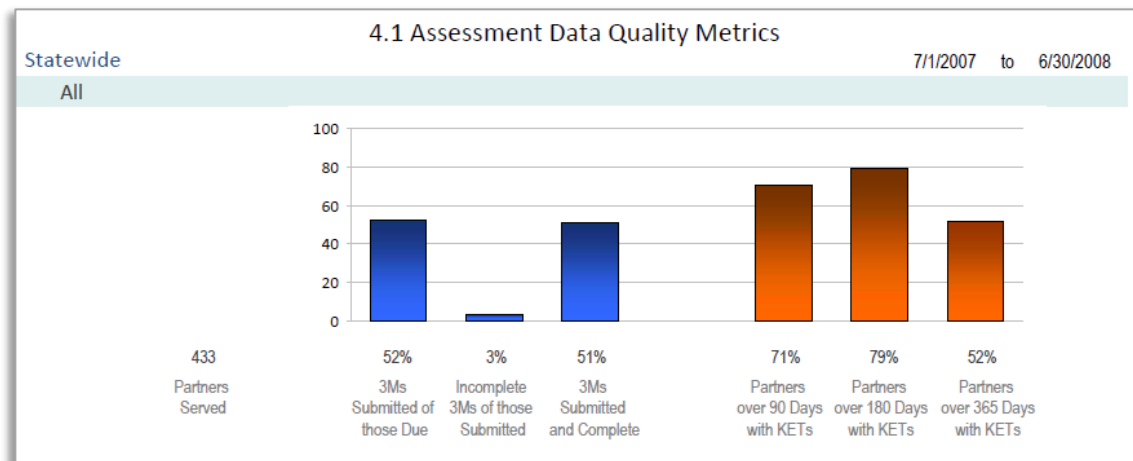
The report displays information for "All" partners and "Continuous Partners Only".

The Two Categories of Partnerships:

- **All** – The total number of active partners within the aggregation group of partners served during the specified fiscal year and can be classified as either continuously enrolled or discontinuously enrolled (i.e., discontinued and reestablished at any point during the partnership)
- **Continuous Partners Only** – The total number active partners during the specified fiscal year who were continuous during their entire partnership; this will include only the active partners who have not discontinued and later reestablished services at any time during their partnership; the "Continuous Partners" aggregation group represents a subset of the "All" partners aggregation group and is intended for use in comparative analysis; this is because discontinuous partnerships tend to have missing assessments due to gaps in service

As seen in Figure 7.9, each partnership type ("All" or "Continuous Only") includes the following summarized information.

The Assessment Data Quality Metrics Section:

- **3Ms Submitted of Those Due –** The percentage of 3Ms submitted of the total that were due during the entire lifetime of the partnership up to the ending date of the report, if the partners were continuously enrolled; it is generally expected that this percentage for "Continuous Partners Only" is greater than or equal to that of "All" partnerships because discontinuous partnerships represented in "All" partnerships may be missing 3Ms in cases in which quarterly 3M assessments were due during periods when the partnership was inactive
- **Incomplete 3Ms of those Submitted –** The percentage of 3Ms submitted which were submitted with incomplete information
- **3Ms Submitted and Complete –** The percentage of 3M assessments which were submitted and complete of those which were due
- **Partners with KETS –** The percent of active partners during the time period that had one or more KETs submitted; percentages are shown for partners who had received services for greater than 90 days, greater than 180 days, and greater than 365 days by the ending date of the fiscal year specified for the report; in general, partners normally have at least one KET submitted if they have been in service for a year or more; if the percent of partners with a KET submitted at 365 days does not approach 100%, then this could signify a possible issue with the submission of KETs

Note: When validating 3M assessments, the EPLD Templates verify that information exists in key domains common between all age groups' 3M assessments which includes 1) Financial, 2) Health, and 3) Substance Abuse domains. Any 3M assessment missing information in one of these domains is referred to as "Partial" or "Incomplete".

5.0 Residential Status

5.1 Residential Report: Comparison of Most Recent Year in Partnership to Year before Partnership

The "Residential Report: Comparison of Most Recent Year in Partnership to Year before Partnership" section of the Annual Reports template is useful for analyzing the percent of partners and percent of days in various residential settings for the one year prior to participation in the FSP as compared to the most recent year in partnership for partners served up to four years in a partnership. This report is similar to the Residential Status – Annual Comparison report, in the FSP Indicators Reports Template (Chapter 5).

Figure 7.10 Residential Report Section

5.1 Residential Report: Comparison of Most Recent Year in Partnership to Year before Partnership*

Residential Setting	1 Year Before Partnership				Most Recent Year in Partnership				Change Since Before Partnership				
	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days	Partners	Days	%Partners	%Days	Chart of %Days
Total	32	11,680	100.0%	100.0%	32	11,680	100.0%	100.0%	0	0	0.0%	0.0%	
Jail	24	3,575	75.0%	30.6%	2	676	6.2%	5.8%	-22	-2,899	-68.8%	-24.8%	
Homeless	10	1,458	31.2%	12.5%	0	0	0.0%	0.0%	-10	-1,458	-31.2%	-12.5%	
Residential Treatment	8	224	25.0%	1.9%	7	1,851	21.9%	15.8%	-1	1,627	-3.1%	13.9%	
Apartment Alone	8	980	25.0%	8.4%	3	762	9.4%	6.5%	-5	-218	-15.6%	-1.9%	
With Other Family	7	1,281	21.9%	11.0%	5	1,102	15.6%	9.4%	-2	-179	-6.3%	-1.6%	
Emergency Shelter	7	855	21.9%	7.3%	4	1,115	12.5%	9.5%	-3	260	-9.4%	2.2%	
With Parents	4	1,196	12.5%	10.2%	6	2,179	18.8%	18.7%	2	983	6.3%	8.5%	
Psychiatric Hospital	4	369	12.5%	3.2%	1	63	3.1%	0.5%	-3	-306	-9.4%	-2.7%	
Community Care	3	380	9.4%	3.3%	3	1,095	9.4%	9.4%	0	715	0.0%	6.1%	
Single Room Occupancy	2	195	6.2%	1.7%	2	667	6.2%	5.7%	0	472	0.0%	4.0%	
Other Setting	2	345	6.2%	3.0%	1	345	3.1%	3.0%	-1	0	-3.1%	0.0%	
Unknown Setting	1	19	3.1%	0.2%	0	0	0.0%	0.0%	-1	-19	-3.1%	-0.2%	
State Psychiatric	1	364	3.1%	3.1%	0	0	0.0%	0.0%	-1	-364	-3.1%	-3.1%	
Individual Placement	1	14	3.1%	0.1%	3	1,095	9.4%	9.4%	2	1,081	6.3%	9.3%	
DJJ	1	60	3.1%	0.5%	0	0	0.0%	0.0%	-1	-60	-3.1%	-0.5%	
Congregate Placement	1	365	3.1%	3.1%	2	730	6.2%	6.2%	1	365	3.1%	3.1%	
Prison	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	
Nursing Psychiatric	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	
Nursing Physical	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0	0.0%	0.0%	

The Residential Report provides data for partners who participated in the FSP for at least 1 year and up to four years. Partners who participated in the FSP for less than 1 year or more than 4 years are not included in this report. As shown in Figure 7.10, the report includes information for the 1 year before partnership as compared to the most recent year in partnership, and the change that has occurred between those two time periods, calculated as: (Most Recent Year in Partnership) – (1 Year Before Partnership) = ("Change Since Before Partnership"). Change since before partnership is color coded, with green representing an increase in days spent in the specified residential setting, and red representing a decrease in days spent in the specified residential setting.

Elements of the Residential Status section:

1. **Residential Setting –** The name of the residential setting as classified in the FSP DCR data dictionary Variable 5.02
2. **Partners –** The number of partners with any days in the listed residential setting during the specified timeframe
3. **Days –** A summation of the total number of days for all partners in the residential setting during the specified timeframe
4. **% Partners** – The percentage of partners who spent any time in the residential setting during the specified timeframe
5. **% Days** – The percentage of days spent in the specific setting as a ratio of the total number of days in any residential setting during the specified timeframe
6. **Chart of %Days** – A bar graph visually displaying % Days, for Change Since Before Partnership

Note: The "None Listed" residential setting (ID = 99) represents circumstances in which no selection was made for the partner's residential setting on the PAF for the year before the partnership or the current residential setting at the start of the partnership. This category was created specifically for these reports and is not described within the FSP DCR data dictionary.
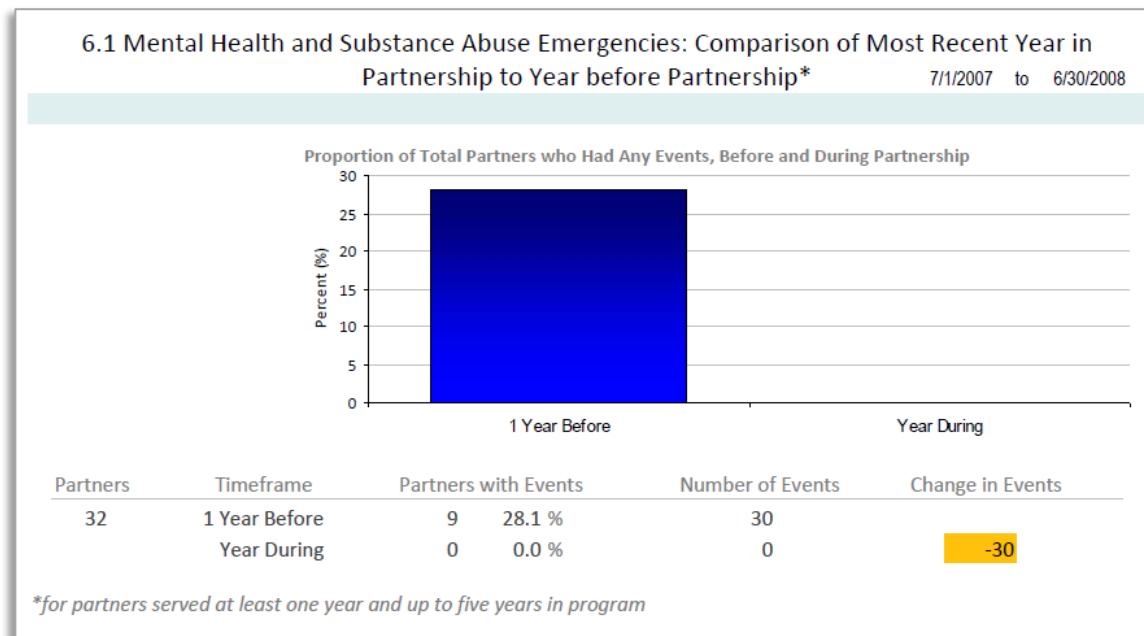
6.0 Emergency Events

6.1 Mental Health and Substance Abuse Emergencies: Comparison of Most Recent Year in Partnership to Year before Partnership

The "Mental Health and Substance Abuse Emergencies: Comparison of Most Recent Year in Partnership to Year before Partnership" section of the Annual Reports template provides a summary of partners' mental health and substance abuse emergency events and is useful for comparing the percent of partners who experienced mental health and substance abuse emergency events in the year before and the most recent year in partnership for partners served up to five years in a partnership. This report is similar to the Mental Health Emergency Events report, in the FSP Indicators Reports Template (Chapter 5).

Figure 7.11 Mental Health and Substance Abuse Emergencies Section

The Mental Health and Substance Abuse Emergencies section provides data for partners who participated in the FSP for at least 1 year and up to five years. Partners who participated in the FSP for less than 1 year or more than 5 years are not included in this report. As shown in Figure 7.11, the report shows information on mental health and substance abuse emergency events for the 1 year before partnership as compared to the most recent year in partnership ("Year During"). The bar graph represents the proportion of total partners who had any mental health or substance abuse events the year before as compared to the most recent year.

**Elements of the Mental Health and Substance Abuse Emergencies section:**

1. **Partners –** The total number of partners ("n") who participated in the FSP for at least 1 year and no more than five years

2. **Timeframe –** Identifies timeframe for data, whether it is for the year before partnership (1 Year Before) or the most recent year in partnership ("Year During")

3. **Partners with Events –** The total number of partners who experienced mental health emergency events ("n") and the percentage of partners who experienced mental health emergency events ("%") for the specified timeframe

4. **Number of Events –** The total number of mental health emergency events for all partners, for the specified timeframe

5. **Change in Events –** The change in the number of mental health emergency events for partners, comparing the number of events in the 1 year before FSP participation to the most recent year in partnership

6.2 Psychiatric Hospitalization Days: Comparison of Most Recent Year in Partnership to Year before Partnership

The "Psychiatric Hospitalization Days: Comparison of Most Recent Year in Partnership to Year before Partnership" section of the Annual Reports template provides a summary of partners' psychiatric hospitalization days and is useful for comparing the percent of partners who experienced psychiatric hospitalization in the year before and the most recent year in partnership for partners served up to five years in a partnership. This report is similar to the Psychiatric Hospital Days report, in the FSP Indicators Reports Template (Chapter 5).

Figure 7.12 Psychiatric Hospitalization Days Section
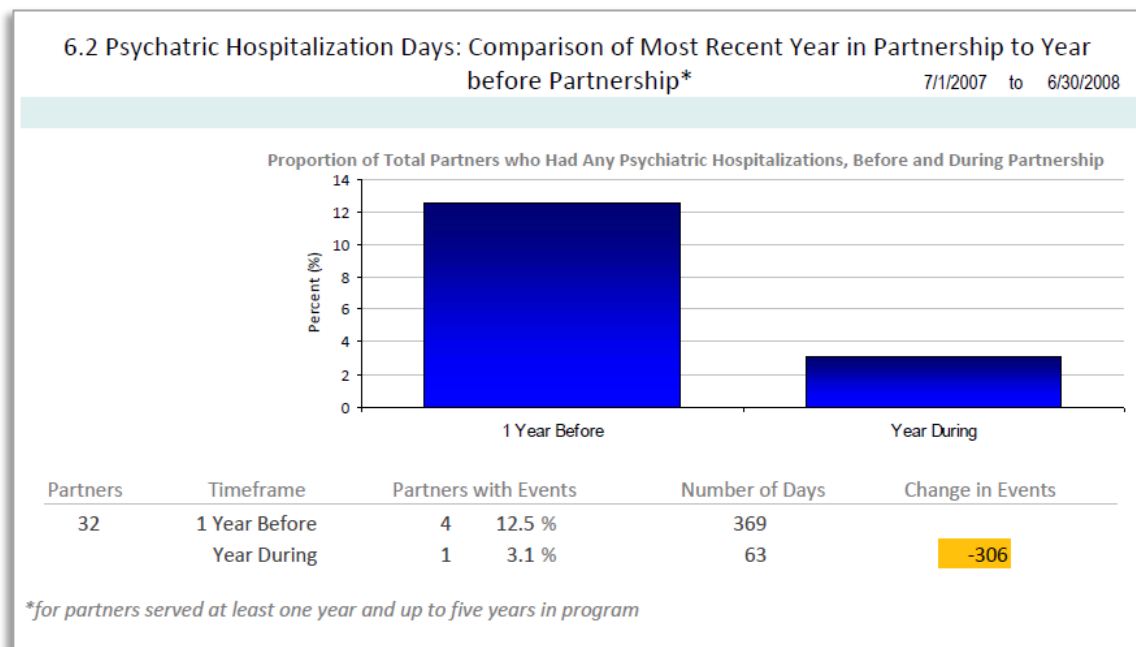
The Psychiatric Hospitalization Days section provides data for partners who participated in the FSP for at least 1 year and up to five years. Partners who participated in the FSP for less than 1 year or more than 5 years are not included in this report. As shown in Figure 7.12, the report shows days partners experienced psychiatric hospitalization for the 1 year before partnership as compared to the most recent year in partnership ("Year During"). The bar graph represents the proportion of total partners who had any psychiatric hospitalizations the year before as compared to the most recent year.

Elements of the Psychiatric Hospitalization Days section:

1. **Partners** – The total number of partners ("n") who participated in the FSP for at least 1 year and no more than five years
2. **Timeframe** – Identifies timeframe for data, whether it is for the year before partnership (1 Year Before) or the most recent year in partnership ("Year During")

3. **Partners with Events** – The total number of partners who experienced psychiatric hospitalization ("n") and the percentage of partners who experienced psychiatric hospitalization ("%") for the specified timeframe

4. **Number of Days** – The total number of days partners experienced psychiatric hospitalization, for all partners, for the specified timeframe

5. **Change in Events** – The change in the number of days partners experienced psychiatric hospitalization, comparing the number of days in the 1 year before FSP participation to the most recent year in partnership

7.0 Legal Events

7.1 Arrests: Comparison of Most Recent Year in Partnership to Year before Partnership

The "Arrests: Comparison of Most Recent Year in Partnership to Year before Partnership" section of the Annual Reports template provides a summary of partner arrests and is useful for comparing the percent of partners who experienced one or more arrests in the year before as compared to the most recent year in partnership for partners served up to five years in a partnership. This report is similar to the Arrests report, in the FSP Indicators Reports Template (Chapter 5).

Figure 7.13 Arrests Section
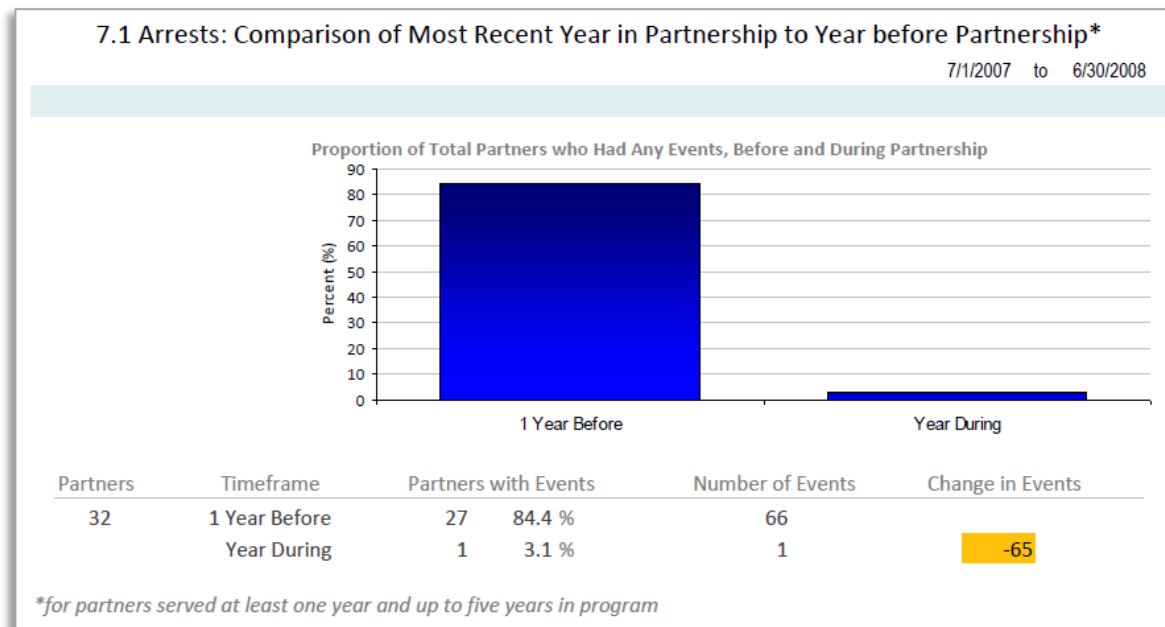
The Arrests section provides data for partners who participated in the FSP for at least 1 year and up to five years. Partners who participated in the FSP for less than 1 year or more than 5 years are not included in this report. As shown in Figure 7.13, the report shows the number of times partners

experienced one or more arrests for the 1 year before partnership as compared to the most recent year in partnership ("Year During"). The bar graph represents the proportion of total partners who had any arrests ("events") the year before as compared to the most recent year.
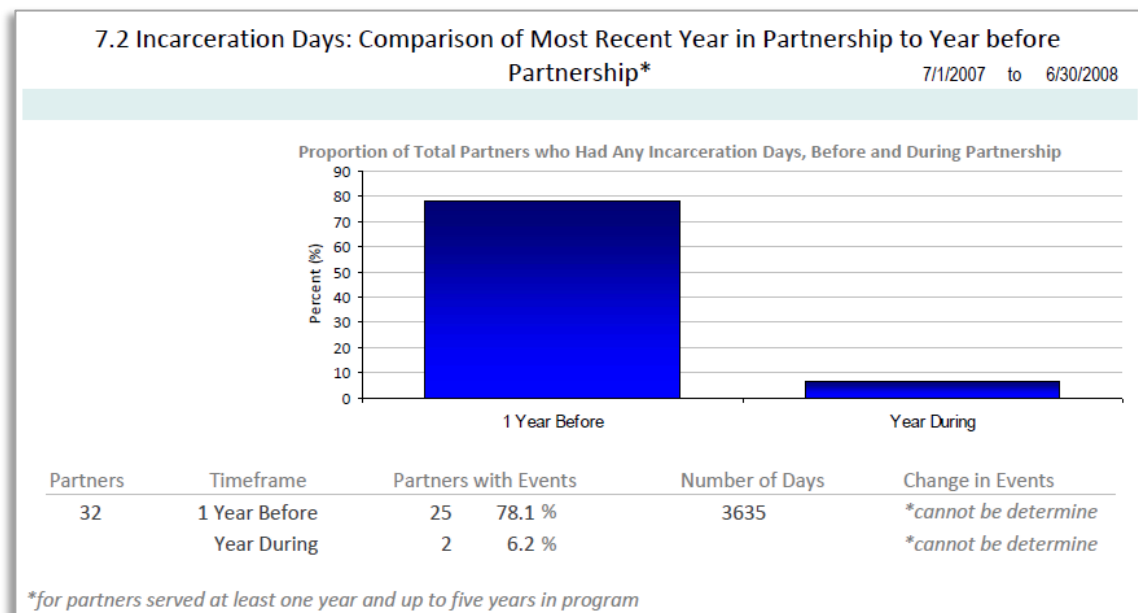
Elements of the Arrests section:

1. **Partners –** The total number of partners ("n") who participated in the FSP for at least 1 year and no more than five years
2. **Timeframe –** Identifies timeframe for data, whether it is for the year before partnership (1 Year Before) or the most recent year in partnership ("Year During")
3. **Partners with Events –** The total number of partners who experienced one or more arrests ("n") and the percentage of partners who experienced one or more arrests ("%") for the specified timeframe
4. **Number of Events –** The total number of arrests all partners experienced, for the specified timeframe
5. **Change in Events –** The change in the number of arrests partners experienced, comparing the number of arrests in the 1 year before FSP participation to the most recent year in partnership

7.2 Incarceration Days: Comparison of Most Recent Year in Partnership to Year before Partnership

The "Incarceration Days: Comparison of Most Recent Year in Partnership to Year before Partnership" section of the Annual Reports template provides a summary of partner incarcerations and is useful for comparing the percent of partners who experienced incarceration in the year before as compared to the most recent year in partnership for partners served up to five years in a partnership. This report is similar to the Incarceration report, in the FSP Indicators Reports Template (Chapter 5).

Figure 7.14 Incarceration Days Section

The Incarcerations section provides data for partners who participated in the FSP for at least 1 year and up to five years. Partners who participated in the FSP for less than 1 year or more than 5 years are not included in this report. As shown in Figure 7.14, the report shows the number of days partners were incarcerated during the 1 year before partnership as compared to the most recent year in partnership ("Year During"). The bar graph represents the proportion of total partners who had any incarceration days the year before as compared to the most recent year.

Elements of the Incarceration section:

1. **Partners –** The total number of partners ("n") who participated in the FSP for at least 1 year and no more than five years
2. **Timeframe –** Identifies timeframe for data, whether it is for the year before partnership (1 Year Before) or the most recent year in partnership ("Year During")
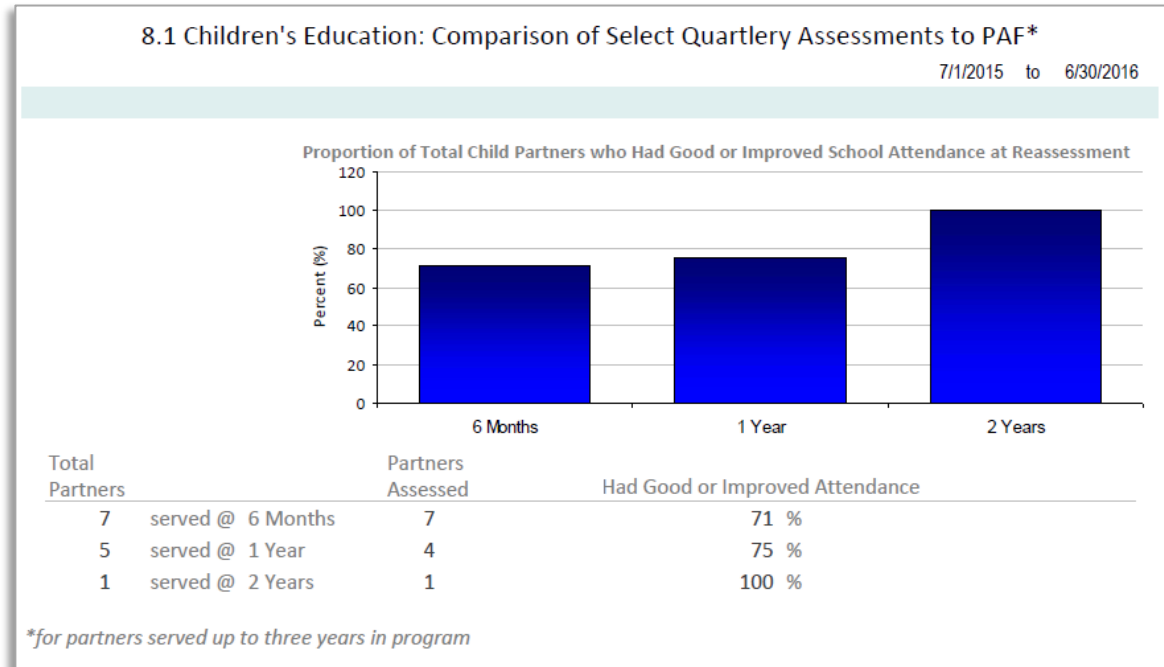
3. **Partners with Events –** The total number of partners who had any incarceration days ("n") and the percentage of partners who had any incarceration days ("%") during the specified timeframe

4. **Number of Days –** The total number of days spent incarcerated, for all partners, for the specified timeframe

5. **Change in Events –** The change in the number of days partners spent incarcerated, comparing the number of days in the 1 year before FSP participation to the most recent year in partnership

8.0 Education

8.1 Children's Education: Comparison of Select Quarterly Assessments to PAF

The "Children's Education: Comparison of Select Quarterly Assessments to PAF" section of the Annual Reports template provides a summary of child partner school attendance and is useful for comparing the percent of partners with good or improved school attendance over time; specifically looking at attendance at 6 months, 1 year, and 2 years. This report is similar to the Education Domain report, in the FSP Indicators Reports Template (Chapter 5).

Figure 7.15 Children's Education Section

8.1 Children's Education: Comparison of Select Quartlery Assessments to PAF*

7/1/2015   to   6/30/2016

Proportion of Total Child Partners who Had Good or Improved School Attendance at Reassessment

Total Partners		Partners Assessed	Had Good or Improved Attendance
7	served @ 6 Months	7	71 %
5	served @ 1 Year	4	75 %
1	served @ 2 Years	1	100 %

*for partners served up to three years in program

The Children's Education section provides data for child partners who participated in the FSP for up to three years. Partners who participated in the FSP for more than three years are not included in this

report. As shown in Figure 7.15, the report shows the number and proportion of child partners with good or improved attendance as indicated on quarterly reports at 6 months, 1 year, and 2 years.

Elements of the Children's Education section:

1. **Total Partners –** The total number of child partners ("n") who participated in the FSP for up to three years

2. **Partners Assessed –** The total number of child partners with attendance information complete on both their PAF and their quarterly assessment (3M) for the specified timeframe

3. **Had Good or Improved Attendance –** Of the partners assessed, the proportion of child partners with good or improved attendance for the specified timeframe. A child is determined to have good attendance if it is reported that they attend school always or most of the time. A child is determined to have improved attendance if there is any reported improvement in attendance between the PAF and the quarterly assessment for the specified timeframe.