Permanent Supportive Housing

How to Add and Collect Permanent Supportive Housing status for UDS Reporting
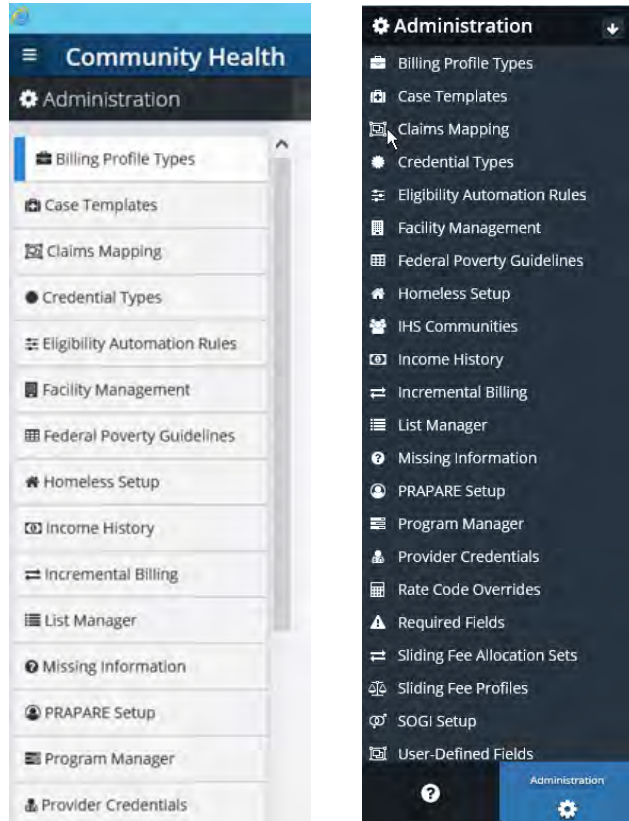
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Permanent Supportive Housing:

The purpose of this guide is to assist the administrative user in properly setting up 'Permanent Supportive Housing' in the Community Health Enhancements for users to be able to collect the data for UDS Reporting.

Abstract:

The purpose of this document is to explain how to setup and ensure appropriate collection and reporting of the 'Permanent Supportive Housing' homeless status.

Beginning Reporting Year 2019, HRSA introduced a new Homeless Category, 'Permanent Supportive Housing' and required health centers to collect this information from users. This change was not documented in the 2019 Provider Assistance Letter (PAL).

Major Changes for 2019: Addition of Homeless Category

Occupants of permanent supportive housing have been counted in the "Other" category (Line 21) in the past.

- For 2019, those whose place of residence at the time of the first visit was permanent supportive housing will be counted on line 21a.
- Sites/buildings are designated by funding organizations.
- There is no time limit as there is for transitional housing. This could be permanent housing.
- Lines 17-22 are reported by awardees of Health Care for Homeless funds only.

Line	Special Populations	Number of Patients (a)
17	Homeless Shelter (330h awardees only)	
18	Transitional (330h awardees only)	
19	Doubling Up (330h awardees only)	
20	Street (330h awardees only)	
21	Other (330h awardees only)	
21a	Permanent supportive housing (330h awardees only)	
22	Unknown (330h awardees only)	
23	Total Homeless (All health centers report this line)	

HRSA
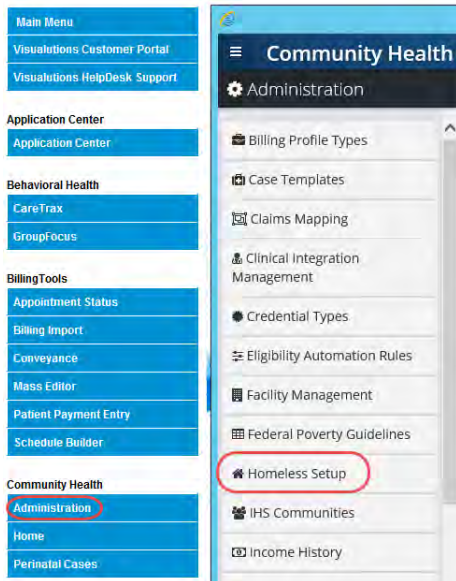Health Resources & Services Administration

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Accessing Administration

CHE

To navigate to the Homeless Status setup window:

- From the CPS main menu, click on the 'Visualutions' button.
- In the Community Health section, click on the 'Administration' button.
- Click on 'Homeless Setup'.

CHC

To navigate to the Homeless Status table:

- From the CPS main menu, launch the CPS Administration Component
- Click on the 'CHC List Editor' button.
- Click on the 'Table Values' Tab and select 'Homeless Status'.
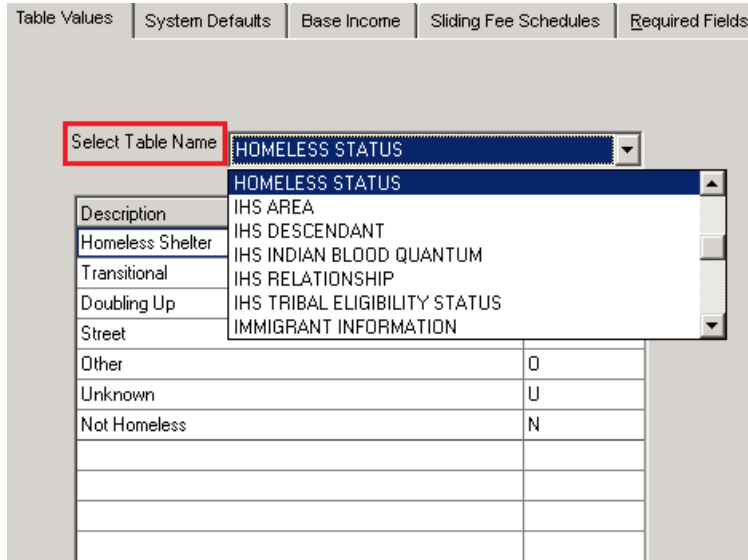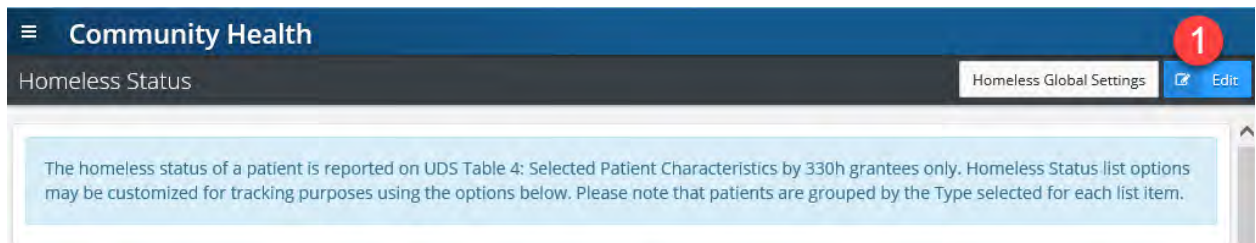
<u>Adding Permanent Supportive Housing:</u>

CHE
The Homeless Status Setup area allows users to customize the Homeless Status list options that appear in the Patient Survey.
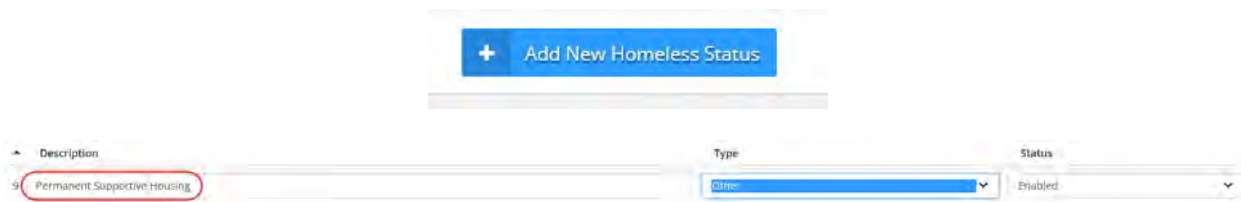
NOTE: The organization may determine the list order as desired.

To add a Permanent Supportive Housing:

- Click "Edit" in the upper right-hand corner of the window.

- Click the "Add New Homeless Status" button at the bottom of the screen.

- Enter the description, 'Permanent Supportive Housing'. This is what will be displayed in the drop-down in the Patient Survey.
  NOTE: The description must read exactly as stated above in order to correctly report these patients on UDS.
- Select the Type, 'Other', from the drop-down. This is a predefined list that determines how patients are grouped for UDS reporting.
- The status defaults to 'Enabled'.
- Click Save when you have completed the changes.

CHC
The Homeless Status table allows users to customize the Homeless Status list options that appear in the CHC Registration window.

NOTE: The organization may determine the list order as desired.

To add a Permanent Supportive Housing:

- Enter the description, 'Permanent Supportive Housing'. This is what will be displayed in the drop-down in the CHC Registration window.
- **NOTE:** The description must read exactly as stated above in order to correctly report these patients on UDS.
- Enter the Code, 'O' or 'P' in the Code field.
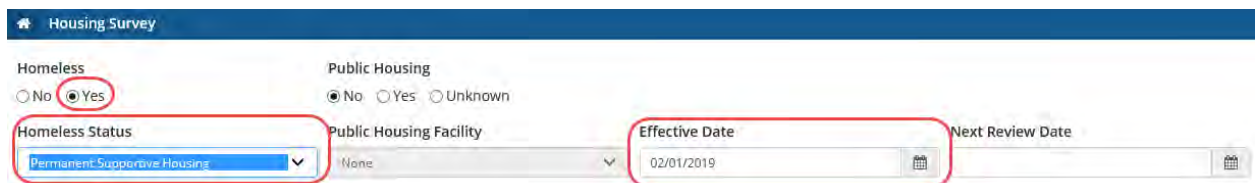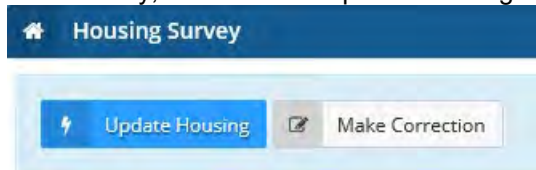- Click 'OK' when you have completed the changes.
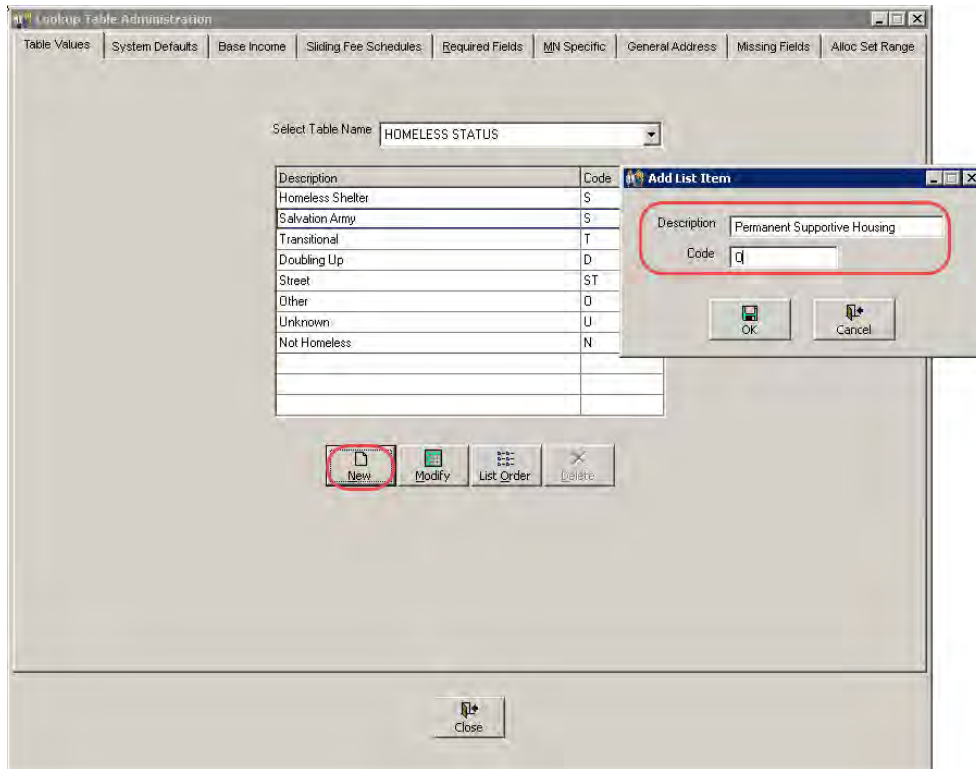
Collecting Permanent Supportive Housing

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Within the Patient Survey Window's Housing Survey Section:

- If necessary, select either 'Update Housing' or 'Make Correction'.

- At the 'Homeless' prompt, select the 'Yes' radio button.
- Click on the drop-down menu and select 'Permanent Supportive Housing'.
- Update the 'Effective Date' Field, if necessary.
- Click 'Save' or 'Save and Exit' to save the change.

CHC
Within the CHC Registration window:

- Check the 'Homeless' checkbox.

- Select the appropriate effective date.
- Click on the Status drop-down menu and select, 'Permanent Supportive Housing'.
- Click, 'OK', to save the change.