# Housing Plus Program (HPP) Fix-It Reports Instructions

HPP data are collected in the AIDS Regional Information and Evaluation System (ARIES). We encourage providers to perform data quality checks for compliance monitoring and HPP evaluation. The following three HPP fix-it reports can help identify some of the potential data issues:

1. Fix-It: Housing Plus Program Data Quality Summary
2. Fix-It: Housing Plus Living Situation and Stability Scale
3. Fix-It: Housing Plus Acuity Record

These reports can be found in ARIES Report tab, Client subtab, as depicted below:
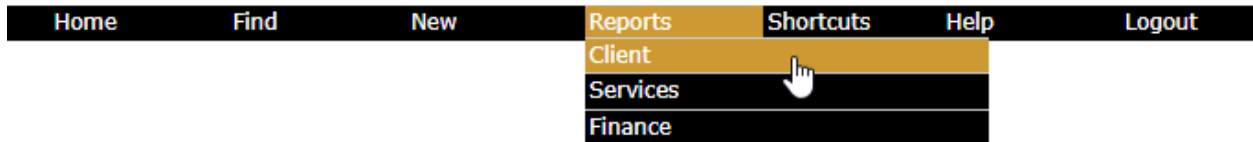
The first report "Fix-It: Housing Plus Program Data Quality Summary" provides a list of unduplicated HPP clients and most of their potential data issues. The other two detailed reports can be used to look up individual clients for issues on Living Situation and Stability Scale, and Housing Acuity Scale. Detailed instructions for each report are listed below:

Fix-It: Housing Plus Program Data Quality Summary

Report Filters:

- **Service Line-Item Service Date:** Use this filter to specify a timeframe of interest. To trace clients served at the beginning of HPP, the start date would be "10/1/2020".

- **Contract Name:** Select "Like" in the first drop-down box, enter "Housing Plus*" in the second box and leave the third box blank. This filter limits clients and services to HPP only.

- **Display:** No action needed. This filter limits how many rows are displayed in the report.

Report Data Elements:

A. <u>Identification Columns</u>

- These first two columns identify the client. The ARIES ID can be used to look up an individual client in ARIES to fix an issue. It can also be used to look up additional details in *Fix-It: Housing Plus Living Situation and Stability Scale* and *Fix-It: Housing Plus Acuity Record*.
    - **ARIES ID:** ARIES system unique identifier
    - **Client:** Client's last name and first name

B. <u>Data Quality Columns</u>

- Demographic and Financial Data Issue: Checks ARIES data elements listed below. If any fields are missing, invalid, or out of the date range, a note will appear in this column. If no note appears, no error was detected for these fields.

    - Hispanic ("Demographics" tab, "Demographic Detail" subtab)
    - Race 1 ("Demographics" tab, "Demographic Detail" subtab)
    - Primary Language ("Demographics" tab, "Demographic Detail" subtab)
    - Veteran ("Demographics" tab, "Demographic Detail" subtab)
    - Education Level ("Demographics" tab, "Demographic Detail" subtab)
    - Household Income ("Eligibility" tab, "Financial" subtab)
    - Number of People in Household ("Eligibility" tab, "Financial" subtab)
    - Employment ("Eligibility" tab, "Financial" subtab)

- **Living Situation or Stability Scale Issue:** Checks if a Living Situation entry was made since the start of HPP, 10/1/2020. If not, this column will display: Missing Valid HPP Living Situation or Stability Scale. Providers can look up details for individual client by searching the ARIES ID in "*Fix-It: Housing Plus Living Situation and Stability Scale*".

- **House Acuity Scale Issue:** Checks Housing Acuity Scale. If it isn't present, dated before the start of HPP - 10/1/2020, or if the score isn't between 1 and 28, the following messages may display: Missing Housing Acuity Score, Invalid Acuity Date, or Invalid Acuity Score. Providers can look up details for individual client by searching the ARIES ID in "*Fix-It: Housing Plus Acuity Record*".

- The last three columns indicate if housing data are current. As stated in HPP program guidance, found [here](), housing status data should be captured at the time of initial intake, a minimum of every six months, and at the completion of HPP services. For example, if a client's recent Housing Acuity Scale date or recent Living Situation (LS) date is older than six months from the most recent HPP service date, then more recent housing information should be collected and updated in ARIES.
    - **Recent HPP Service date:** Displays client's most recent HPP service date ("Service" tab in ARIES)
    - **Recent Housing Acuity Scale date:** Displays client's most recent Acuity date for Housing Acuity Scale ("Medical" tab, "Basic Medical" subtab in ARIES)

- **Recent LS date:** Displays client's most recent LS as of date ("Demographics" tab, "Living situation" subtab in ARIES)

Fix-It: Housing Plus Living Situation and Stability Scale

Report Filters:

- **ARIES ID:** select "=" from the drop down, enter the ARIES ID of interest in the second field, and leave the third field blank. You may enter the ARIES ID that had a data issue in Living Situation and Stability Scale identified from the *Fix-It: Housing Plus Program Data Quality Summary*.

- **Display:** no action needed. This filter limits how many rows are displayed in the report.

Report Data Elements:

A. Identification Column

- **ARIES ID:** ARIES system unique identifier
- **Client:** Client's last name and first name

B. Living Situation and Stability Data Columns

- The next three columns display all entries for client's living situation and stability scale from the "Demographics" tab and "Living situation" subtab. These data elements are longitudinal in ARIES.
    - **Living Situation As of Date:** Displays the client's living situation entry as of date
    - **Living Situation:** Displays the client's living situation entry
    - **Stability Scale:** Displays the client's stability scale entry

C. Data Quality Columns

- **Is Record a HPP Record:** Checks if the entry is relevant to HPP. If the *Living Situation As of Date* is after the start of HPP, 10/1/2020, this column will display "Yes". If not, this column will display "No, Record Prior to HPP". No action is required for those prior to HPP records.

- **Living Situation and Stability Scale in Past 6 months:** Checks if the *Living Situation Log As of Date* is within six months from today's date. If so, this column will display "Yes", otherwise "No". You may look at a client's "*Most Recent HPP Service Date*" to determine if an updated record is needed. This may not be an issue if, for example, a client's most recent HPP service date is more than six months old. This could indicate a client is no longer receiving HPP services.

- **Contradiction Between Living Situation and Stability Scale**: Checks if *Living Situation* and *Stability Scale* entries are contradictory. If so, this column will display "YES", which requires a fix in ARIES. If there's no contradiction, this column will display "No". To understand which values agree, please refer to the HPP guidance, page 2-5, found here.

- **First HPP Service Date:** Displays client's first HPP service date

- **Most Recent HPP Service Date:** Displays client's most recent HPP service date

Fix-It: Housing Plus Acuity Record

Report Filter:

- **ARIES ID:** select "=" from the drop down, enter the ARIES ID of interest in the second field, and leave the third field blank. You may enter the ARIES ID with a detected data issue in Housing Acuity Scale identified from the *Fix-It: Housing Plus Program Data Quality Summary*.

- **Display:** no action needed. This filter limits how many rows are displayed in the report.

Filter Values

Fix-It: Housing Plus Acuity Record

| ARIES ID | = ⌄ | 000000000 | & | |
| Display | 1000 | results ☐ Display print format | | |

Report >   Export

Report Data Elements:

A. Identification Columns

- **ARIES ID:** ARIES system unique identifier
- **Client:** Client's last name and first name

B. Housing Acuity Scale Data Columns

- The next two columns display all entries for client's Acuity records from the "Medical" tab and the "Basic Medical" subtab. These data elements are longitudinal in ARIES.

- **Acuity Scale:** Displays the client's acuity scale
- **Acuity Score:** Displays the client's acuity score
- **Acuity Date:** Displays the client's acuity record date

C. Data Quality Columns

- **Acuity Record Issues:** Checks if the acuity scale displayed is a "Housing Acuity" Scale. If not, this column will display "Not HPP Acuity Record". No action is required for records that are not a HPP acuity record, but HPP clients should have at least one HPP Acuity record. Additionally, if the entry is before the start of HPP, 10/1/2020, or if the score isn't between 1 and 28, this column will display: "Acuity Record Out of Date or Out of Range". If there are no issues, this column will display "No Issue".

- **Acuity Record in Past 6 months:** Checks if the *Housing Acuity Scale date* is within six months from today's date. If so, this column will display "Yes", otherwise "No". You may look at client's "*Most Recent HPP Service Date*" to determine whether a client requires an updated record or is no longer in the HPP program.

- **First HPP Service Date:** Displays client's first HPP service date

- **Most Recent HPP Service Date:** Displays client's most recent HPP service date