

# REPORTING

## PRESONS SERVED

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

Further details and instructions in fulfilling Attachment B will be available and provided to vendor prior to annual report being submitted in late November each year.

**B1** - Record the number of people who are homeless and have serious mental illness, regardless of funding source, but supported in some measure by **federal PATH** funds. **This figure should include PATH clients who become enrolled during the fiscal year being reported, plus all other homeless persons with serious mental illness.** \_\_\_\_\_

Items **B1a**, **B1b**, **B1c**, **B1d**, **B2**, and **B3** are subsets of the persons reported in **B1**.

**B1a.** Persons served by **federal PATH** funds – Outreach. The number of persons contacted through outreach using only **federal PATH** funds. This figure should include persons who became enrolled PATH clients, as well as those clients who were not enrolled (e.g. due to ineligibility). \_\_\_\_\_.

**B1b.** Number of Outreach contacts who became enrolled as PATH clients during the year. \_\_\_\_\_.

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

**B1c.** Number of Outreach Clients who do not become enrolled as PATH clients during the year. \_\_\_\_\_. This can be for a variety of reasons, such as refusal, the person moves, or the person is ineligible. **B1c=B1a-B1b**.

**B1d.** Number of Outreach Clients (in item **B1c** above) who have been contacted but not enrolled because they have been found to be ineligible. \_\_\_\_\_. Reasons for ineligibility may include no serious mental illness, not homeless or at risk of homelessness, enrollment pending, refused/decided not to enroll, moved/missing, etc. **B1d must be less than or equal to B1c**.

**B2.** – Combine the number of enrolled PATH clients (**B1b**), but **also include** clients served in a previous year and carried over into the current year. Also include persons

who became enrolled by means other than outreach, for example, self-referrals or walk-ins. **B2 is the control number for Demographics.**

**B3** – A more inclusive measure of the entire population of persons (contacts and clients) using services funded by federal PATH funds. **B3=B1c+B2.**

## DEMOGRAPHICS

1. Age: Numbers Reported are Actual:
 

1a. Less than 13 years: _____	1e. 50-64 years: _____
1b. 13-17 years: _____	1f. 65-74 years: _____
1c. 18-34 years: _____	1g. 75 years and older: _____
1d. 35-49 years: _____	1h. Unknown: _____
  
2. Gender: Numbers Reported are Actual:
 

2a. Male _____	2b. Female _____	2c. Unknown: _____
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3. Race/Ethnicity: Numbers Reported are Actual:
 

3a. American Indian or Alaska native _____	
3b. Asian _____	
3c. Black or African America _____	
3d. Hispanic or Latino _____	
3e. Native Hawaiian or Other Pacific Islander _____	
3f. White _____	
3g. Other _____	
3go. If other please specify: _____	
3h. Unknown _____	
  
4. Principal Mental Illness Diagnosis: Numbers Reported are Actual:
 

4a. Schizophrenia and Related Disorders _____	
4b. Other Psychotic Disorders _____	
4c. Affective Disorders _____	
4d. Personality Disorders _____	
4e. Other Serious Mental Illness _____	
4f. Unknown or Undiagnosed Mental Illness _____	
  
5. Co-occurring Substance Use Disorders: Numbers Reported are Actual:
 

5a. Co-occurring Substance Use Disorders _____	
5b. No Co-occurring Substance Use Disorders _____	
5c. Unknown if Substance Use Disorder _____	
  
6. Veteran Status: Numbers Reported are Actual:
 

6a. Veteran _____	6b. Non-Veteran _____	6c. Unknown _____
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7. Housing Status (at first contact): Numbers Reported are Actual:
- 7a. Outdoors (e.g. street, abandoned or public building, automobile) \_\_\_\_\_
  - 7b. Short term shelter \_\_\_\_\_
  - 7c. Long term shelter \_\_\_\_\_
  - 7d. Own or someone else's apartment, room, or house \_\_\_\_\_
  - 7e. Hotel, SRO, boarding house \_\_\_\_\_
  - 7f. Halfway house, residential treatment program \_\_\_\_\_
  - 7g. Institution (psychiatric or other hospital, nursing home, etc.) \_\_\_\_\_
  - 7h. Jail or correctional facility \_\_\_\_\_
  - 7i. Other \_\_\_\_\_
  - 7j. Unknown \_\_\_\_\_
8. Length of Time Living Outdoors or in Short Term Shelter at First Contact:  
Numbers Reported are Actual:
- |                            |                             |
|----------------------------|-----------------------------|
| 8a. Less than 2 days _____ | 8d. 91 days to 1 year _____ |
| 8b. Two to 30 days _____   | 8e. Over 1 year _____       |
| 8c. 31-90 days _____       | 8f. Unknown _____           |