

Open date should be October 1st, unless client enrolls during the contract year. In that case the open date should be the date the client entered the program.

## FAA PROGRAM DATA REPORTING INSTRUCTIONS FY17 - CLIENT TRACK

	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	SERVICES TO MEASURE OUTCOME	WHEN IS CLIENT CLOSED?	WHEN TO ENTER OUTCOME?	HOW TO RUN OUTCOME REPORTS:
1	Homelessness	Adopt-A-Family	Project SAFE	90%, or 29 out of 32 families will remain stably housed in permanent supportive housing or exit to permanent housing (subsidized or unsubsidized)	32 families	1) Stably Housed 2) Not Stably Housed 3) Unable to Contact	UPON EXIT FROM PROGRAM	EVERY SIX MONTHS	<u>Kathie's Data Explorer FAA Outcomes:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <u>AAF - Project SAFE II - 274</u>
2	Homelessness	Adopt-A-Family	Housing Stabilization Program	75%, or 168 of 225 families facing eviction or at risk of homelessness will remain stably housed for a minimum of six months. In order to be considered successful, families must avoid eviction and must not enter the homeless shelter system within six months of the date that the initial financial assistance was provided.	225 families	1) Stably Housed 2) Not Stably Housed 3) Unable to Contact	UPON EXIT FROM PROGRAM	EVERY SIX MONTHS	<u>Kathie's Data Explorer FAA Outcomes:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <u>AAF - Housing Stabilization Program - 227</u>

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3	Homelessness	Adopt-A-Family	Program REACH	<b>NEED TO FINALIZE</b>	<b>NEED TO FINALIZE</b>	<b>NEED TO FINALIZE</b>	<b>NEED TO FINALIZE</b>	<b>NEED TO FINALIZE</b>	<b><u>Kathie's Data Explorer FAA Outcomes:</u></b> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <b><u>TBD</u></b>

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<b>4</b>	Economic Stability / Poverty	Adopt-A-Family	Service Enriched Housing	70%, or 21 of 30 families will improve their attitudes regarding the importance of savings as evidenced by improved scores on Success Measures surveys AND/OR depositing at least \$150 into escrow accounts each quarter	30 families	1) Increased Savings < Requirement 2) Increased Savings = or > \$150 3) Improved Baseline Score 4) Did NOT Improve Baseline Score 5) Increased Savings = or > \$150 AND Improved Baseline Score 6) Increased Savings < Requirement AND DID NOT Improve Baseline Score	<b>UPON EXIT FROM PROGRAM</b>	<b>QUARTERLY</b>	<p><b><u>Kathie's Data Explorer FAA Outcomes:</u></b></p> <ul style="list-style-type: none"> <li>&gt; Log into Client Track</li> <li>&gt; Under 'Home', click on 'Standard Reports' on the left hand side of the screen</li> <li>&gt; Click on "Data Explorer"</li> <li>&gt; Uncheck "Only show my questions"</li> <li>&gt; Select "FAA Outcomes"</li> <li>&gt; Change '@Program_Name'</li> <li>&gt; Program name =</li> </ul> <p><b><u>AAF - Service Enriched Housing - 111</u></b></p>

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5	Homelessness	Adopt-A-Family	Traveler's Aide	NEED TO FINALIZE	NEED TO FINALIZE	1) Received bus ticket 2) Did not receive bus ticket	UPON RECEIVING TICKET	UPON RECEIVING TICKET	<u>Kathie's Data Explorer FAA Outcomes:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <b>TBD</b>
6	Homelessness	CCMO / Families First	Bridges to Success	80%, or 8 of 10 families will maintain housing for 180 days or longer.	10 families	1) Stably Housed 2) Not Stably Housed 3) Unable to Contact	UPON EXIT FROM PROGRAM	EVERY SIX MONTHS	<u>Kathie's Data Explorer FAA Outcomes:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <b>AAF - Bridges to Success - 8097</b>

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7	Homelessness	Children's Home Society of FL	Transitions	80%, or 11 of 14 teen parents in Transitions Home, at least three months, will improve their basic living skills, as measured by scores on assessments and will maintain or continue to improve scores on subsequent assessments.	14 teen parents	1) Improved Assessment Scores - FAA 2) Did Not Improve Assessment Scores - FAA	UPON EXIT FROM PROGRAM	QUARTERLY	<u>Kathie's Data Explorer FAA Outcomes:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <b>CHS - Transitions Home - 105</b>
8	Economic Stability / Poverty	Farmworker's Coordinating Council	Family Preservation & Economic Stabilization	80%, or 260 of 325 families will increase their scores on the Self-Sufficiency Matrix.	325 families	1) Baseline Assessment Score 2) Improved Assessment Score 3) Did Not Improve Assessment Score	UPON EXIT FROM PROGRAM	QUARTERLY	<u>Kathie's Data Explorer FAA Outcomes:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <b>FWC - Family Preservation &amp; Eco Stab - 7480 - 96</b>

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9	Homelessness	Gulfstream Goodwill	Homeless Residential Employment Services	50%, or 15 of 30 enrolled FAA Homeless Residential participants will increase their income, wages and/or benefits between Oct. 1, 2015 through Sep. 30, 2016.	30 individuals	1) Increased Income/Benefits - FAA 2) Did Not Increase Income/Benefits - FAA 3) Maintained Employment 4) Did Not Maintain Employment	UPON EXIT	MONTHLY	<u>Kathie's Data Explorer FAA Outcomes:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <b>GGI - Residential Employment Services</b>
5	Homelessness	Gulfstream Goodwill	Traveler's Aide	<b>NEED TO FINALIZE</b>	<b>NEED TO FINALIZE</b>	1) Received bus ticket 2) Did not receive bus ticket	UPON RECEIVING TICKET	UPON RECEIVING TICKET	<u>Kathie's Data Explorer FAA Outcomes:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "Data Explorer" > Uncheck "Only show my questions" > Select "FAA Outcomes" > Change '@Program_Name' > Program name = <b>TBD</b>

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10	Homelessness	The Lord's Place	Permanent Supportive Housing Programs	80%, or 64 of 80 homeless households will be stably housed for more than 180 days	80 households	1) Stably Housed 2) Not Stably Housed 3) Unable to Contact	UPON EXIT	UPON EXIT	<p><b><u>Kathie's Data Explorer FAA Outcomes FOR PROJECT FAMILY CARE:</u></b></p> <ul style="list-style-type: none"> <li>&gt; Log into Client Track</li> <li>&gt; Under 'Home', click on 'Standard Reports' on the left hand side of the screen</li> <li>&gt; Click on "Data Explorer"</li> <li>&gt; Uncheck "Only show my questions"</li> <li>&gt; Select "FAA Outcomes"</li> <li>&gt; Change '@Program_Name'</li> <li>&gt; Program name = <u>TLP - Project Family Care - 389</u></li> </ul> <p><b><u>APR REPORT:</u></b></p> <ul style="list-style-type: none"> <li>&gt; Log into Client Track</li> <li>&gt; Under 'Home', click on 'Standard Reports' on the left hand side of the screen</li> <li>&gt; Click on "APR for CoC Grant Funded Programs"</li> <li>&gt; Select the desired Date Range</li> <li>&gt; Select the Organization and desired Project Type (under "Programs")</li> <li>&gt; Select "Filter by Programs" and choose the desired program...</li> <li>&gt; Program name = <u>TLP - Joshua House - 333</u> <u>TLP - Operation Home Ready - 8090</u> <u>TLP - Operation Home Ready II - 8156</u></li> </ul>

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11	Homelessness	Salvation Army	Center of Hope	75%, or 27 of 36 residents will discharge to permanent housing (subsidized and non-subsidized) as defined by HUD.	36 men	1) Exited Program to Permanent Housing - FAA 2) Did Not Exit Program - FAA	UPON EXIT	UPON EXIT	<u>APR REPORT:</u> > Log into Client Track > Under 'Home', click on 'Standard Reports' on the left hand side of the screen > Click on "APR for CoC Grant Funded Programs" > Select the desired Date Range > Select the Organization and desired Project Type (under "Programs") > Select "Filter by Programs" and choose the desired program... > Program name =