



YHDP HMIS Manual

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RELEASED SEPTEMBER 2021

ALIGNS WITH FY2022 HMIS DATA STANDARDS

This guide is a resource for communities that have been selected to participate in the Youth Homelessness Demonstration Program (YHDP).

The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law, and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

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Revision History

Release Date	Revision Summary
November 2019	Initial Release
September 2021	-Version update to align with 2022 Data Standards -Added sections HMIS Project Type Determination, Special Activities and Project Type Crosswalk, Data Element C3 Youth Education Status, R3 Sexual Orientation -Updated information in Appendix A -Updated table in 'Supplemental Data Elements' section

Introduction

This guide is a Homeless Management Information System (HMIS) resource for communities that have been selected to participate in the Youth Homelessness Demonstration Program (YHDP). This guide highlights specific topics related to YHDP project setup, data collection, and reporting and provides additional context and guidance for YHDP communities above and beyond what is currently available in existing HMIS resources. HMIS Lead agencies and System Administrators should reference the [HMIS Data Dictionary](#), [HMIS Data Manual](#), and [CoC HMIS Program Manual](#) for general information about HMIS project setup, data collection, and reporting.

This guide aligns with the FY2022 HMIS Data Standards effective October 1, 2021. All guidance pertaining to project reporting and system level performance measures is up to date as of the time of publication.

HMIS Project Setup Steps

Projects funded under YHDP may be renewed under the CoC Program; therefore, when setting up YHDP projects in HMIS, HUD: CoC Program components must be used. The program components under which communities can establish and operate YHDP projects include Permanent Housing, Supportive Services Only, Transitional Housing, Joint Transitional Housing and Rapid Re-housing (TH/RRH), and HMIS. In general, project setup should follow the detailed instructions provided in the [CoC Program HMIS Manual](#).

Projects funded under YHDP must have a consistent HMIS Project Type in their grant application submission in e-snaps, project setup in HMIS, and Annual Performance Report (APR) submitted through the Sage HMIS Reporting Repository. Therefore, it is important to carefully review all project typing considerations prior to submitting a project application in *e-snaps* in order to ensure that the proper HMIS project setup and APR reporting will follow. HMIS System Administrators are encouraged to work with YHDP recipients *before* submitting project applications to ensure appropriate considerations are made for HMIS project setup, data collection, and reporting.

Project Information (2.02)

Select the correct project type for each project in the HMIS-- no *single* project within an HMIS may combine two project types in one project setup.

YHDP Program Component	HMIS Project Type
Permanent Housing (PH): Permanent Supportive Housing	PH: Permanent Supportive Housing
Permanent Housing (PH): Rapid Re-Housing	PH: Rapid Re-Housing
Supportive Services Only (SSO) – Coordinated Entry	Coordinated Entry
Supportive Services Only (SSO) – Street Outreach	Street Outreach
Supportive Services Only (SSO) – Non-CE or Outreach	See SSO guidance below for more explanation
Transitional Housing (TH)	Transitional Housing
Joint TH and PH-RRH	Set up as two <i>separate</i> projects in HMIS: <ul style="list-style-type: none">• PH: Rapid Re-Housing• Transitional Housing

SSO Project Type Considerations

YHDP recipients have 4 project types available under the SSO component in *e-snaps*:

1. Street Outreach
2. Coordinated Entry
3. Housing Project or Housing Structure Specific Services
4. Standalone Supportive Services

Although these four project types are often eligible to fund the same activities, recipients must determine the project types according to the purpose of the project and respective performance outcomes. Because the HMIS project setup and APR differ between project types, it is crucial to determine which SSO project type best fits the intended purpose and outcomes of the project so that the project will collect and report on the most useful and representative data. Additionally, note that the description of the 4 SSO project types differs between *e-snaps* and HMIS. The chart below offers a crosswalk between the descriptions used in *e-snaps* and those used in HMIS project setup and APR reporting while also providing a brief description of the purpose of each project type, example project activities, and intended performance outcomes.

Description in <i>e-snaps</i>	Purpose of the Project	Example Project Activities	Performance Outcomes	HMIS Project Type
Street Outreach	To provide regular/repeated contacts to youth experiencing homelessness to move them to engagement. Contacts include the provision of basic needs and service referrals. Engagement is defined as the youth's willingness to develop a plan for moving out of homelessness.	Youth street outreach projects Low barrier drop-in centers for youth	Positive housing outcomes include Shelter, Transitional Housing, Permanent Housing.	Project type 4 - Street Outreach
Coordinated Entry	To provide a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals.	<ul style="list-style-type: none"> • Funding coordinated entry call center • Staffing for coordinated entry access points to provide assessment, prioritization, and referrals 	Access, assessment & referral measured for performance.	Project type 14 - Coordinated Entry
Housing Project or Housing Structure Specific Services	Providing supportive services necessary to assist program participants obtain and maintain housing. This can be a broad range of supportive services that directly lead to a youth obtaining and maintaining housing. These services are provided to youth not residing in housing operated by the recipient.	<ul style="list-style-type: none"> • Peer housing navigation services • Diversion • Host Homes • Kinship support • Family reunification supports 	Permanent housing outcomes are any form of Permanent Housing. Note: exit to shelter or TH are not permanent housing outcomes under this SSO type.	Project type 6 - Services Only
Standalone Supportive Services	Providing supportive services necessary to assist program participants obtain and maintain housing. Under this SSO type the services provided are focused and limited/specific services.	<ul style="list-style-type: none"> • Employment and training program • Educational support program 	No specific performance indicator	

Special Activities and Models for YHDP-funded project types

The NOFA or NOFO for each funding round of YHDP establishes the eligible activities allowable for each component and project type. Some eligible activities may be funded under different component and project types with a different purpose or outcome in mind. Therefore, it is important to distinguish the implementation of a particular activity from its HMIS project type. The implementation of activities such as “diversion” or “host homes” may characterize the model of housing or service provided but are not in and of themselves HMIS project types.

“Diversion,” “Problem-Solving,” or “Rapid Resolution” activities

There is no dedicated funding component for program models such as “diversion,” “problem-solving,” or “rapid resolution.” Likewise, these models are not defined HMIS project types. Rather, projects following one of these models may have been funded under an SSO component, Joint component, or PH: RRH component. Project Setup for such a project should correspond with the funding component in the grant agreement with some potential additional customization. For more discussion on these terms, see the document on [“Prevention, Diversion, and Rapid Exit”](#) written jointly by USICH, HUD, and the VA. See additional details for data collection requirements in the [Special Data Collection](#) Instructions section of this document. Additionally, for YHDP communities funded after FY 2016, consult Appendix A of your YHDP Program NOFA or NOFO for more details.

“Host Home” and “Shared Housing” projects

Neither the “shared housing” nor “host homes” housing model has a specific project component. Likewise, neither are defined HMIS project types. In general, host homes are a housing model where youth households are placed in housing arrangements with other people without leasing or rental assistance. Host Home projects are funded under the SSO component type only.

In contrast, Shared housing is a model of housing assistance where rental assistance is provided for a youth to reside with a family. The youth leases from the property owner and shares the unit with the family. Shared housing can be operated as a TH or RRH project type. For YHDP communities funded after FY 2016, consult Appendix A of your YHDP Program NOFA or NOFO for more details.

Special Activities and Project Type Crosswalk

The chart below uses the definitions above to offer general guidance for consideration in determining which project type best fits the intended purpose of the special activities. This general guidance does not replace the rules or restrictions detailed in the NOFA or NOFO under which a given project was funded.

Activity or Model	Project Type Recommendations
Shared Housing	Transitional Housing (TH): When placed in TH the housing is intended to be a shorter-term duration and not permanent.
	Rapid Re-Housing (RRH): When placed in RRH, the housing is intended to be permanent, and the youth will reside there after any subsidy stops.
Host Homes	Services Only with Housing Outcomes
Diversion, Problem Solving, Rapid Resolution	RRH: If housing assistance funds are included
	Joint Component TH/RRH: If housing assistance funds are included
	Services Only with Housing Outcomes: If no housing assistance funds

Funding Sources (2.06)

Projects funded in whole or in part by YHDP funds are to be identified in the HMIS based on the CoC Program component: **HUD: CoC - Youth Homeless Demonstration Program (YHDP).**

YHDP Data Collection Requirements

There may be instances where a project is set up to collect data elements not generally associated with its project type or funding component. In these cases, system administrators are strongly encouraged to work with HMIS software providers to ensure that any additional or customized data collection is incorporated in reporting.

Universal Data Elements (UDE)

All YHDP-funded projects are required to collect all Universal Data Elements. The [HMIS Data Standards Manual](#) provides descriptions, rationale, and collection point information for these data elements.

Ethnicity, Race, and Gender data element responses were updated in the FY 2022 HMIS Data Standards to provide more inclusive and representative response options. Please review the [HMIS Data Standards Manual](#) for specific descriptions of these updated responses. Additional data collection guidance related to Race, Ethnicity, and Gender will be made available on the [HUD Exchange](#).

Common Data Elements

Common data elements are collected by most projects funded by a federal partner. YHDP-funded projects must collect the common data elements necessary to generate the Annual Performance Report (APR). Unlike the CoC Program, YHDP-funded projects may be permitted to serve persons in any of the four categories in the definition of homelessness. All YHDP projects following the FY2022 Data Standards that are serving clients who meet the definition of homelessness in either Category 2 or 3 of the homeless definition must therefore collect 4.12 Current Living Situation, regardless of project type. This element will allow projects to determine the number of clients served that meet each of these definitions.

Note that YHDP projects may request permission to serve persons who are homeless according to Category 3 of HUD's definition of homelessness. See Appendix A of your project's YHDP NOFA or NOFO for more information about serving project participants that meet paragraph (3) of the definition of homelessness.

Program Specific Data Elements

C3 Youth Education Status

The HMIS data element C3 Youth Education Status is required by the FY2022 Data Standards for all TH, PSH, Services Only, Other, and RRH projects funded by YHDP. This element is collected for heads of household at enrollment to and exit from the project in order to determine the both the education level of youth served in YHDP projects as well as any changes or gains in their education level.

Rationale: The purpose of this element is to determine whether youth heads of household are accessing educational programs at the time of project start and exit, and to allow for analyzing changes in education status of youth between project start and exit. Achieving educational goals is a core outcome for preventing and ending youth homelessness, especially for clients who need additional education to achieve sufficient earned income to afford stable permanent housing and make a sustainable exit from homelessness. Collecting education information at both the start and end of a project enrollment supports plans to link clients with appropriate educational programs and supports, and helps CoCs improve system design and partnerships by analyzing cross-systems connections to educational programs.

Data Collection Instruction: Use the following definitions to determine the client's current school enrollment and attendance status:

- **“Any school or educational course”** means a course of study that leads to a degree from an accredited educational institution or industry-recognized credential.
- **“Enrolled and attending regularly”** means registered for and attending the selected course of study frequently enough to maintain enrollment.

- **“Enrolled and attending irregularly”** means registered for but not attending the selected course of study regularly. Student may be at risk of disenrollment (or being “dropped”) due to frequent absences.

All clients who are marked as “not currently enrolled in any school or educational course” will be asked about their most recent educational status. The purpose of this question is to gain a better understanding of the educational attainment levels of clients and possible correlations between educational status and other core program outcomes, employment and earned income, and stable housing. For the purposes of this question, a **“credential”** in higher education means an industry-recognized non-degree credential, and a **“degree”** in higher education means an Associate’s, Bachelor’s, or graduate degree from an accredited educational institution, as defined below.

Clients who are enrolled in any school or educational course will subsequently be asked about their current educational status. This field identifies specifically what type of degree or credential they are pursuing. The following definitions should be used to determine the type of degree or credential pursued by the client:

- **“Associate’s Degree”**: A degree granted for the successful completion of a sub-baccalaureate program of studies, usually requiring at least 2 years (or equivalent) of full-time college-level study; an associate’s degree informally may be called a “two-year degree”.
- **“Bachelor’s Degree”**: A degree granted for the successful completion of a baccalaureate program of studies, usually requiring at least 4 years (or equivalent) of full-time college-level study
- **“Graduate Degree”**: An advanced academic or professional degree pursued after one has already obtained a bachelor’s degree; examples include, but are not limited to, a master’s degree, doctoral degree, Juris Doctor (J.D.), and Doctor of Medicine (M.D.).
- **“Other post-secondary credential”**: A non-degree credential that may include a certificate, industry certification, apprenticeship certificate, or occupational

R3 Sexual Orientation

YHDP funded projects are required to collect R3 – Sexual Orientation for all heads of household and adults.

Rational The purpose is to identify the sexual orientation of all heads of household and adults served in YHDP-funded projects.

The response options include Heterosexual, Gay, Lesbian, Bisexual, Questioning/Unsure, Other, Client doesn’t know, and Client refused. Any questions regarding a client’s sexual orientation must be voluntary and clients must be informed prior to responding of the voluntary nature of the question and that their refusal to respond will not result in a denial of services. It is important that this measure be updated if a youth discloses this information at a later time when a trusting relationship is established. In the case of “pansexual” or “asexual” or other options that may not be listed, select “Other” and describe the “Other” response in a separate text response option should the client choose to provide a response to this question.

Supplemental Data Elements

YHDP projects are required to collect the Universal, Common, C3, and R3 elements listed above. However, the APR for YHDP projects contains a supplemental CSV upload that contains data from 10 elements used in the RHY Program. In this context, the term supplemental means that YHDP communities will be required to submit a special YHDP Supplemental CSV that includes any data they have collected from select RHY elements. Therefore, although collection of RHY elements beyond R3 remains optional, YHDP communities are nevertheless encouraged to collect at least those elements included in the YHDP Supplemental CSV. The complete list of RHY elements can be found in the chart below, and all elements included in the YHDP Supplemental Report are marked with an X. Consult the [RHY HMIS Program Manual](#) for additional guidance on rationale, collection point, and project type applicability of these data elements.

Number	Element	Included in YHDP Supplemental CSV and Recommended for YHDP projects
R1	Referral Source	
R2	RHY: BCP Status	
R3	Sexual Orientation	X (Required for all YHDP)
R4	Last Grade Completed	
R5	School Status	*
R6	Employment Status	
R7	General Health Status	X
R8	Dental Health Status	X
R9	Mental Health Status	X
R10	Pregnancy Status	X
R11	Formerly a Ward of Child Welfare/Foster Care Agency	X
R12	Formerly a Ward of Juvenile Justice System	X
R13	Family Critical Issues	
R14	RHY Service Connections	
R15	Commercial Sexual Exploitation/Sex Trafficking	
R16	Labor Trafficking	
R17	Project Completion Status	X
R18	Counseling	
R19	Safe and Appropriate Exit	X
R20	Aftercare	

*Beginning October 1, 2021, YHDP-funded agencies do not need to collect R5, instead, these agencies should collect C3.

Custom Data Elements

Some YHDP communities have elected to develop and implement custom data elements for local reporting and evaluation purposes. It is critical for system administrators to work closely with their HMIS Software providers to ensure that data collection for custom data elements are properly constructed and mapped for local reporting purposes.

Special Data Collection Instructions by Project

Annual Assessments

Data collection must include an annual assessment for all persons in any YHDP-funded project for one year or more. Data elements required for collection at annual assessment must be entered with an Information Date of no more than 30 days before or after the anniversary of the head of household's Project Start Date, regardless of the date of the most recent 'update' or any other 'annual assessment.'

NOTE: This annual assessment is not the same as the annual assessment to determine a project participant's continued eligibility for assistance. Some projects may not be required, based on HUD waivers, to reassess a project participant's continued eligibility for assistance. Regardless, if a project participant remains active in the project in HMIS for one year or more, an annual assessment **must** be completed in HMIS.

“Diversion,” “Problem-Solving,” and “Rapid Resolution”

Projects using “diversion,” “problem-solving” or “rapid resolution” models should be set up according to the component under which they are funded (e.g. SSO, RRH). Data collection requirements will vary based on the component under which the project was funded and, potentially, the project design and implementation.

It is important to consider the purpose of your project when considering additional data collection needs. For example, it may not be appropriate for a project offering one-time rental assistance to divert a Youth and Young Adult (YYA) from entering a shelter to collect additional data about a YYA’s educational or employment status or whether the YYA increased life skills or measure a change in social and emotional well-being from project start to exit. However, a Diversion project that intends to offer supportive services for three months may want to collect information on those areas. System administrators and YHDP Program staff should work closely together to ensure that data collection requirements meet the needs of the project design.

Communities may also work with TA providers to identify data collection requirements.

Supportive Services Only

SSO projects are often the most complicated to set up and manage in an HMIS. Consideration of the CoC’s privacy and security policies for the HMIS will often determine how the project is set up. Pay careful attention to the project typing instructions above.

Supportive Services Only – Coordinated Entry

In addition to the Universal Data Elements, CE projects are expected to record in the HMIS as many *CE Assessments* (4.19) as are conducted with each participant. CE access and referral events are expected to be captured using the *CE Event* data element (4.20). CE projects are expected to record a *Current Living Situation* anytime any of the following occurs:

1. A *Coordinated Entry Assessment* or *Coordinated Entry Event* is recorded; or
2. The client’s living situation changes; or
3. If a *Current Living Situation* hasn’t been recorded for longer than a community-defined length of time (i.e. longer than 90 days). The CoC **must** be involved in the determination of “community-defined length of time;” or
4. Project Start

For more detail on CE projects, see the relevant section in the [HMIS Data Standards Manual](#).

Reporting

Annual Performance Reporting

YHDP recipients are required to submit an Annual Performance Report (APR) via CSV upload in the Sage HMIS Reporting Repository for each project awarded YHDP funds. Additional information about the Sage HMIS Reporting Repository can be found in the [Sage CoC APR Guidebook](#).

In addition to the typical CoC APR submission requirements in Sage, all YHDP-funded projects, except HMIS and planning grants, will be required to complete two additional YHDP-specific steps.

1. Upload the **YHDP Supplemental CSV**: This step enables users to upload a CSV file generated for the YHDP Supplemental Reporting Tool into Sage. The YHDP Supplemental CSV includes data points from the RHY elements that some communities have opted to collect. See [Appendix A](#) to see the data points included in this CSV.
2. Complete the **YHDP Supplemental Questions Form**: This form in Sage contains additional questions that address the demonstration nature of the project. For more information, see the YHDP APR Guidance located in the [RESOURCES](#) page in Sage.

HUD is also allowing communities that have identified additional performance measures to report the additional measure and outcomes in a narrative format.

System Level Performance Reporting

YHDP-funded projects participate in CoC System Performance Reporting the same as any other CoC-funded project. Additionally, information about youth-specific system performance measures can be garnered via the Longitudinal System Analysis (LSA) report.

Beyond these CoC system measures, YHDP projects are encouraged to utilize the [Benchmarks and Criteria](#) for ending homelessness among youth provided by the U.S. Interagency Council on Homelessness. These benchmarks and criteria remain under development, so YHDP communities and projects should watch for updates from HUD and USICH.

Appendix A – Supplemental YHDP CSV Data Points and Table Shell

Data Points Included in the Supplemental YHDP CSV

Demographic Information	Data Source	Notes
Total youth served in project year	3.10 and 3.03	The number of youth clients who are adults or heads of households.
White	3.04	This field counts youth who identify only as white.
Black, African American, or African	3.04	This field counts youth who identify only as Black, African American, or African.
Asian or Asian American	3.04	This field counts youth who identify only as Asian or Asian American.
American Indian, Alaska Native, or Indigenous	3.04	This field counts youth who identify only as American Indian, Alaska Native, or Indigenous.
Native Hawaiian or Pacific Islander	3.04	This field counts youth who identify only as Native Hawaiian or Pacific Islander.
Multiple Races	3.04	This field counts all youth who identify with two or more races.
Youth of Color	3.04	This field counts all youth with responses: (1) American Indian, Alaskan Native, or Indigenous, (2) Asian or Asian American, (3) Black, African American, or African, (4) Native Hawaiian or Pacific Islander.
Hispanic	3.05	
All Hispanic + Youth of Color (unduplicated)	3.04 and 3.05	This field gives an unduplicated count of all youth who identify as Hispanic, youth of color (according to the definition above), or both.
Male	3.06	This field counts all youth who identify as Male only
Female	3.06	This field counts all youth who identify as Female only
Gender diverse	3.06	This field counts all youth who identify with one or more of the responses "a gender other than singularly female or male," "transgender," or "questioning," as well as all youth who identify with more than one response option.
LGBQ	R3	According to the FY2022 Data Standards, all YHDP Projects must collect this R3 data element. This field counts all clients with responses: (2) Gay, (3) Lesbian, (4) Bisexual, (5) Questioning/Unsure, (6) Other.
LGBTQ (unduplicated)	3.06 and R3	This field aggregates "gender diverse" and "LGBQ" without duplication. In other words, any client who is both gender diverse and LGBQ is only counted one time in this field.
Minor (under 18)	3.03	All youth clients aged 12-17
Parenting	3.15	This field follows the logic in CoC-APR HMIS Programming Specifications for Q27b.
Pregnant	R10	
Child welfare involvement	R11	
History of juvenile justice involvement	R12	
Outcomes Information	Data Source	Notes

Completed Project	R17	
Voluntarily left	R17	
Expelled or otherwise discharged	R17	
Exit to permanent housing	3.12	
Safe exit destination (as determined by client)	R19	
Safe exit destination (as determined by worker)	R19	
Permanent connections at exit	R19	
Positive School Status	R5 and C3	<p>This field is designed to count all clients who are enrolled and attending (regularly or irregularly) any school or educational course at the time of their exit from a project, as well as all clients who attained a new degree or credential while enrolled in the project.</p> <p>This field uses data from the C3 and/or R5 element. For clients with both C3 and R5 data available, responses from C3 take priority.</p>
Improved composite score for mental health, general health, dental health	R7, R8, R9	This field counts all clients with a net decrease in the sum of their scores from R7, R8, and R9
Increased income	4.02	
Earned income at exit	4.02	
All project leavers	3.11	All youth who exited the project and do not have an active enrollment in the project at the end of the reporting period

CSV-YHDP as it appears in the YHDP Supplemental Tool and in Sage

This chart shows the data in the YHDP Supplemental CSV. It appears in both the YHDP Supplemental Reporting Tool and in Sage. Data points are displayed twice for easier reading – that is, all data points in the “bottom left” are copied in the “upper right” as well.

		Counts for all youth in project																	Only counts for youth "project leavers"																			
		Total	White	Black or African American	Asian	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Multiple Races	Youth of Color	Hispanic	All Hispanic + Youth of Color (unduplicated)	Male	Female	Gender diverse	LGBTQ*	LGBTQ (unduplicated)*	Minor (under 18)	Parenting	Pregnant*	Child welfare involvement*	History of juvenile justice involvement*	Completed Project*	Voluntarily left*	Expelled or otherwise discharged*	Exit to permanent housing	Safe exit destination (as determined by client)	Safe exit destination (as determined by worker)	Permanent connections at exit*	Positive School Status*	Improved composite score for mental health, general health, dental health*	Increased income	Earned income at exit	All project leavers					
Search this chart For the number of youth who meet both criteria:	Total	0																																				
	Total	0																																				
Total youth meeting both criteria = 0																																						
Counts for all youth in project	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	White	0																																				
	Black or African American	0																																				
	Asian	0																																				
	American Indian or Alaska Native	0																																				
	Native Hawaiian or Other Pacific Islander	0																																				
	Multiple Races	0																																				
	Youth of Color	0																																				
	Hispanic	0																																				
	All Hispanic + Youth of Color (unduplicated)	0																																				
	Male	0																																				
	Female	0																																				
	Gender diverse	0																																				
	LGBTQ*	0																																				
	LGBTQ (unduplicated)*	0																																				
	Minor (under 18)	0																																				
	Parenting	0																																				
Pregnant*	0																																					
Child welfare involvement*	0																																					
History of juvenile justice involvement*	0																																					
Completed Project*	0																																					
Voluntarily left*	0																																					
Expelled or otherwise discharged*	0																																					
Exit to permanent housing	0																																					
Safe exit destination (as determined by client)	0																																					
Safe exit destination (as determined by worker)	0																																					
Permanent connections at exit*	0																																					
Positive School Status*	0																																					
Improved composite score for mental health, general health, dental health*	0																																					
Increased income	0																																					
Earned income at exit	0																																					
All project leavers	0																																					