

Sample Instrument

HOUSING SERVICES

Economic Opportunity Focus Area

Outcome: Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing (O11).

Sample Instrument

Client Outcome Log

This instrument can be used to track the number of unduplicated individuals (and household members) who transition into appropriate housing. This log collects outcome data on whether the client was transitioned into housing which provides a secure tenure, including detailed information on the placement: the type of housing, the date the housing agreement was signed (i.e. the date the client legally acquired housing), the type of agreement, program staff reviewer, and date of review.

Client Output Log

Instructions

What is the purpose?	To determine how many individuals who received housing services transitioned into safe, healthy, affordable housing.
Who should complete this instrument?	Trained staff or service providers can complete the instrument.
When should we complete this instrument?	As clients are transitioned to secure housing and proof of residence documents are reviewed.
What should we do to prepare?	Develop a list of typical services and code them for entry into this form under "type of service."
What should we do afterwards?	Keep all the logs together in a safe place; these are your data. You will aggregate these data later to determine if you met your outcome target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your housing placement services program. For example, you may want to develop an electronic system (e.g., Excel spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the outcome.

Client Outcome Log

Housing Placement Program Name: _____

Person completing this Log: _____

Instructions: For each client served, list the primary contact person and total number of persons in the household, and indicate whether they are homeless. Note the date and type of housing services provided. Indicate whether or not the household was transitioned into secure housing, including proof of residence. To get the outcome total, count the total number of people that were transitioned into housing.

Client(1)				Service		Housing		Proof of Residence			
Last name or unique ID	First Name	Total number in household (2)	Enter "1" if homeless (3)	Date	Type of service (4)	Enter "1" if transitioned to housing	Type of housing	Document type (5)	Date document was signed	Staff reviewer	Date of staff review

- Notes:
- (1) Primary contact in family/person that the program served directly.
 - (2) Total number of family members, **including the primary contact person**, to benefit from housing placement services (i.e. living together).
 - (3) See HUD homeless definition: <http://www.hud.gov/homeless/definition.cfm>
 - (4) Recommended: develop a list of common services offered by the program and provide a code for each, to be entered into this column. For instance, housing services (qualifying for or accessing housing), housing development (building new units, extensive rehabilitating), housing repair (modest level of physical work on unit).
 - (5) Document proof of "transitioned into safe, healthy, affordable housing". **Occupy housing unit with secure tenure** – Proof of residence such as lease, mortgage or other ownership document. Certificate of occupancy, or other verification from external agency that work was completed and unit is being occupied. **"Safe and Healthy"** - Inspection report or other documentation. **"Affordability"** - Define and certify (see HUD affordability definition: <http://www.hud.gov/offices/cpd/affordablehousing/>)

Outcome Total: Number of individuals transitioned into housing; count the total number in household (includes the primary contact person):
_____.