

HUD *e-snaps* Training Guide

Exhibit 2: Performance Measures



Version – 2011

Exhibit 2: Performance Measures

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Exhibit 2: Performance Measures

Introduction

Welcome to the online training module for Fiscal Year (FY) 2011 Exhibit 2: Performance Measures. This module is one in a series of training modules provided to assist in the completion of the Exhibit 2 application. In this module, the performance measures forms for permanent housing projects, including Supportive Housing Program (SHP), Shelter Plus Care (S+C), and Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) projects, are described first. This module concludes with instructions for completing the performance measures forms for SHP-transitional housing (TH) projects, SHP-safe haven (SH) projects, and SHP-supportive services only (SSO) projects.

Prior to using this module, you should have completed your Applicant Profile, registered your Applicant on the "Funding Opportunities Detail" form, created your project(s), and started working on your Exhibit 2(s). For more information on those topics, visit <http://esnaps.hudhre.info/> to access additional training modules that will take you through those steps.


Module Objectives

By the end of this module, you should be able to:

- Complete the performance measures that pertain to your Exhibit 2 application
- Identify any additional performance measures on which the project will report in the Annual Performance Report (APR)

Using this Module

To start using this module, you must first access your FY2011 Exhibit 2 application. The following steps recap how to log into *e-snaps*, and access your FY2011 Exhibit 2.

Step	Description
1	Direct your Internet browser to http://www.hud.gov/esnaps .
2	Log in by entering your <i>e-snaps</i> username and password.
3	Select "Submissions" from the left menu bar.
4	Select the "Open Form/Folder"  icon next to your FY2011 project name to open your project's Exhibit 2 application.

Performance Measures Forms for New and Renewal Projects

Throughout the *e-snaps* performance measures forms, there are gray-shaded cells in which you will not be able to enter or revise data. These cells are typically "Totals" with amounts that are automatically calculated within the *e-snaps* system when you select the "Save" button. You must fill in the data in the white cells.



You may select "Show" from the "Show/Hide" feature at the top of each screen to access additional instructions for completing the fields on that screen.

Exhibit 2: Performance Measures

SHP-PH, all S+C components, and Section 8 SRO Forms

6A. Standard Performance Measures—for SHP-PH, all S+C components, and Section 8 SRO

The following steps provide instruction on completing the fields on the “Standard Performance Measures” form of the application for permanent housing projects, including SHP-PH, all components of S+C, and Section 8 SRO.

All applicants for permanent housing projects are required to set a housing stability goal to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also identify a goal for one income-related measure on which data will be reported in the APR.

Step	Description
------	-------------

- | | |
|----|--|
| 1. | For question 1, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported. |
| 2. | For question 1, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year. |
| 3. | Select “Save” and the system will calculate the “Target (%)” column. |
| 4. | For question 2, for either a or b, whichever is the most relevant to your project, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported. |
| 5. | For question 2, for either a or b, whichever is the most relevant to your project, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year. |

Exhibit 2: Performance Measures

6A. Standard Performance Measures—for SHP-PH, all S+C components, and Section 8 SRO (continued)

6. Select “Save” and the system will calculate the “Target (%)” column.
7. When you have completed both questions, select “Next” at the bottom of the screen. You will advance to the “Additional Performance Measures” form.

NOTE

For question 1, “persons” means all homeless people in households receiving housing and/or supportive services under the project using Supportive Housing Program, Shelter Plus Care, or Single Room Occupancy funds.

NOTE

For question 1 you need to estimate the number of people who remain in or leave your permanent housing project during a year. Enter the total number of people who remain in or leave your project as the universe number. Then, of those that remain or exit, you need to estimate the number of those people who remain in your permanent housing project or will leave the program and move to permanent housing locations (subsidized or unsubsidized). That number should be entered as the target number. e-snaps will then calculate the target percentage of those who exit and are expected to move to other permanent housing units.

Exhibit 2: Performance Measures

6B. Additional Performance Measures—for SHP-PH, all S+C components, and Section 8 SRO

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for permanent housing projects, including SHP-PH, all components of S+C, and Section 8 SRO. The completion of the “Additional Performance Measures” form is optional.

You may include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for additional measures. You may decide upon them based on the needs your project is intended to meet.


Step	Description
1a.	To add a performance measure, select the "Add" icon  above "All" at the left side of the alphabetic listing. The "Additional Performance Measure Detail" screen will open (see next screenshot).
1b	If you are not adding an additional performance measure, select the "Next" button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the <i>e-snaps</i> training page on the HRE, located at http://esnaps.hudhre.info/ .

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail—for SHP-PH, all S+C components and Section 8 SRO (continued)

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project.

You need to complete a separate form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.

The screenshot shows the eForms interface for '6B. Additional Performance Measures Detail'. On the left is a sidebar with a navigation menu. The main content area contains the following instructions and form fields:

Instructions [show]

*** 1. Specify the universe and target goal numbers for the proposed measure.**

a. Proposed Measure	b. Universe (#)	c. Target (#)	d. Target (%) (Calculated)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*** 2. Data Source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results**

*** 3. Specific data elements and formula proposed for calculating results**

*** 4. Rationale for why the proposed measure is an appropriate indicator of performance for this program**

Buttons at the bottom: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling.

Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.
6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.
7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail—for SHP-PH, all S+C components and Section 8 SRO (continued)



-
8. Select the button that is most appropriate for what you want to do next.
- Select "Save & Add Another" to add additional measures.
 - Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
-
9. Review the Additional Performance Measures list.
- To edit the information you entered, select the "View" icon  to the left of the entry.
 - To delete an entry from the list, select the red "Delete" icon .
-
10. Select "Next" to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the *e-snaps* training page on the HRE, located at <http://esnaps.hudhre.info/>.
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Exhibit 2: Performance Measures

SHP-Transitional Housing Forms

6A. Standard Performance Measures – for SHP-Transitional Housing

The following steps provide instruction on completing the fields on the “Standard Performance Measures” form of the application for transitional housing (SHP-TH) projects.

SHP-TH applicants are required to set a housing stability goal to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also identify a goal for one income-related measure on which data will be reported in the APR.

The screenshot shows the '6A. Standard Performance Measures' form. The sidebar on the left includes the user's name 'TGallo' and a list of application steps from 'Before Starting' to '3B. Description'. The main content area contains the following instructions and data entry fields:

Instructions: [show]

* 1. Specify the universe and target for the housing measure. Click 'Save' to calculate the target percent (%).

Housing Measure	Universe (#)	Target (#)	Target (%)
a. Persons exiting to permanent housing (subsidized or unsubsidized) during the operating year.	<input type="text"/>	<input type="text"/>	0%

* 2. Choose one income-related performance measure from below, and specify the universe and target numbers for the goal. Click 'Save' to calculate the target percent (%).

Income Measure	Universe (#)	Target (#)	Target (%)
a. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.	<input type="text"/>	<input type="text"/>	0%
OR			
b. Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit.	<input type="text"/>	<input type="text"/>	0%

Buttons at the bottom: Save, Save & Back, Save & Next, Back, Next.

Step	Description
1.	For question 1, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
2.	For question 1, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
3.	Select “Save” and the system will calculate the “Target (%)” column.
4.	For question 2, for either a or b, whichever is the most relevant to your project, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
5.	For question 2, for either a or b, whichever is the most relevant to your project, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
6.	Select “Save” and the system will calculate the “Target (%)” column.
7.	When you have completed both questions, select “Next” at the bottom of the screen. You will advance to the “Additional Performance Measures” form.

Exhibit 2: Performance Measures

6A. Standard Performance Measures – for SHP-Transitional Housing (continued)

NOTE

For question 1, “persons” means all homeless people in households receiving housing and/or supportive services under the project using Supportive Housing Program, Shelter Plus Care, or Single Room Occupancy funds.

NOTE

For question 1 you need to estimate the number of people who leave your project during a year. Enter the total number of people who leave as the universe number. Then, of those that exit, you need to estimate the number of those people who will leave the program and move to permanent housing locations (subsidized or unsubsidized). That number should be entered as the target number. e-snaps will then calculate the target percentage of those who exit and are expected to move to other permanent housing units.

Exhibit 2: Performance Measures

6B. Additional Performance Measures – for SHP-Transitional Housing

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for transitional housing (SHP-TH) projects. The completion of the “Additional Performance Measures” form is optional.

You may include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for additional measures. You may decide upon them based on the needs your project is intended to meet.

Step	Description
------	-------------


- | | |
|-----|--|
| 1a. | To add a performance measure, select the "Add" icon  above "All" at the left side of the alphabetic listing. The Additional Performance Measure Detail screen will open (see next screenshot). |
| 1b. | If you are not adding an additional performance measure, select the "Next" button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the <i>e-snaps</i> training page on the HRE, located at http://esnaps.hudhre.info/ . |

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail – for SHP-Transitional Housing (continued)

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project.

You need to complete one Details form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.

The screenshot shows the '6B. Additional Performance Measures Detail' form in the eForms application. The form is titled '6B. Additional Performance Measures Detail' and contains the following sections:

- Instructions [show]**
- * 1. Specify the universe and target goal numbers for the proposed measure.**

a. Proposed Measure	b. Universe (#)	c. Target (#)	d. Target (%) (Calculated)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- * 2. Data Source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results**
- * 3. Specific data elements and formula proposed for calculating results**
- * 4. Rationale for why the proposed measure is an appropriate indicator of performance for this program**

At the bottom of the form, there are five buttons: 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'.

Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.
6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.
7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail – for SHP-Transitional Housing (continued)



Step	Description
8.	Select the button that is most appropriate for what you want to do next. <ul style="list-style-type: none">• Select "Save & Add Another" to add additional measures.• Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
9.	Review the Additional Performance Measures list. <ul style="list-style-type: none">• To edit the information you entered, select the "View" icon  to the left of the entry.• To delete an entry from the list, select the red "Delete" icon .
10.	Select "Next" to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/ .

Exhibit 2: Performance Measures

SHP-Safe Haven Forms

6A. Standard Performance Measures—for SHP-Safe Haven

The following steps provide instruction on completing the fields on the “Standard Performance Measures” form of the application for safe haven (SHP-SH) projects.

SHP-SH applicants are required to set a permanent housing stability goal to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also indicate an income-related measure on which the grantee will report accomplishments in the APR.

6A. Standard Performance Measures

Instructions: [show]

* 1. Specify the universe and target for the housing and income measures.

Housing Measure	Universe (#)	Target (#)	Target (%) (calculated)
a. Persons remaining in the Safe Haven program as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year.	100	50	50%

*

Income Measure	Universe (#)	Target (#)	Target (%) (calculated)
a. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.	20	0	0%

Buttons: Save, Save & Back, Save & Next, Back, Next

Required form

Step	Description
1.	For both questions 1a and 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
2.	For both questions 1a and 1b, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
3.	Select “Save” and the system will calculate the “Target (%)” column.
4.	When you have completed both questions, select “Next” at the bottom of the screen. You will advance to the “Additional Performance Measures” form.

Exhibit 2: Performance Measures

6B. Additional Performance Measures—for SHP-Safe Haven

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for safe haven (SHP-SH) projects. The completion of the “Additional Performance Measures” form is optional.

You may include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for additional measures. You may decide upon them based on the needs your project is intended to meet.

Step	Description
1a.	To add a performance measure, select the "Add" icon  above “All” at the left side of the alphabetic listing. The Additional Performance Measure Detail screen will open (see next screenshot).
1b.	If you are not adding an additional performance measure, select the “Next” button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the <i>e-snaps</i> training page on the HRE, located at http://esnaps.hudhre.info/ .

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail – for SHP-Safe Haven (continued)

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project.

You need to complete one Details form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.

6B. Additional Performance Measures Detail

Instructions [show]

* 1. Specify the universe and target goal numbers for the proposed measure.

a. Proposed Measure	b. Universe (#)	c. Target (#)	d. Target (%) (Calculated)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 2. Data Source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results

* 3. Specific data elements and formula proposed for calculating results

* 4. Rationale for why the proposed measure is an appropriate indicator of performance for this program

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.
6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.
7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail – for SHP-Safe Haven (continued)



-
8. Select the button that is most appropriate for what you want to do next.
- Select "Save & Add Another" to add additional measures.
 - Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
-
9. Review the Additional Performance Measures list.
- To edit the information you entered, select the "View" icon  to the left of the entry.
 - To delete an entry from the list, select the red "Delete" icon .
-
10. Select "Next" to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the *e-snaps* training page on the HRE, located at <http://esnaps.hudhre.info/>.
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Exhibit 2: Performance Measures

SHP-Supportive Services Only Forms

The following steps provide instruction on completing the fields on the “Standard Performance Measures” form of the application for supportive services only (SHP-SSO) projects.

The SHP-SSO performance measures forms depend on your response(s) to the question(s) on the “**4B. Supportive Services Only**” form.

6A Standard Performance Measures—for SHP-Supportive Services Only (Street Outreach)

The following steps provide instruction on completing the fields on the “Standard Performance Measures” form of the application for supportive services only (SHP-SSO) projects that are street outreach projects.

NOTE

If you are requesting funds for an SHP-SSO project that will be a street outreach project you need to answer “Yes” to “Is this project a street outreach project?,” the first question on the “4B. Supportive Services Only” form (see form below).

Screen 4B. Supportive Services Only

The screenshot displays the eForms application interface for Screen 4B. Supportive Services Only. The main content area shows a question: "* 1. Is this project a street outreach project?" with a dropdown menu set to "Yes". Below the question, there are five buttons: "Save", "Save & Back", "Save & Next", "Back", and "Next". The "Save" button is highlighted with a red box. On the left side, there is a sidebar with user information for TGallo and project details for an ICFI project. The top of the interface shows the eForms logo and a Logout button.

- | Step | Description |
|------|---|
| 1. | On form 4B. Supportive Services Only, select “Yes” to the question “Is this project a street outreach project?” |
| 2. | Select “Save.” |
| 3. | Select “6A. Standard Performance” from the left hand menu. |

Exhibit 2: Performance Measures

6A Standard Performance Measures—for SHP-Supportive Services Only (Street Outreach) (continued)

SHP-SSO applicants for street outreach projects are required to identify a housing measure to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also identify at least one measure related to services on which you will report accomplishments in the APR.

6A. Standard Performance Measures

Instructions: [show]

*** 1. Specify the universe and target for the housing measure.**

Housing Measure	Universe (#)	Target (#)	Target % (calculated)
a. Persons placed into housing (ES, TH, SH, or PH) as a result of the street outreach program during the operating year.	<input type="text"/>	<input type="text"/>	0%

*** 2. Among persons who entered with an unmet need associated with a condition listed below, indicate how many received the services for that condition by the time they exited.**

Measure	Universe (#)	Target (#)	Target % (calculated)
Physical Disability.	<input type="text"/>	<input type="text"/>	0%
Developmental Disability.	<input type="text"/>	<input type="text"/>	0%
Chronic Health.	<input type="text"/>	<input type="text"/>	0%
HIV/AIDS.	<input type="text"/>	<input type="text"/>	0%
Mental Health.	<input type="text"/>	<input type="text"/>	0%
Substance Abuse.	<input type="text"/>	<input type="text"/>	0%

Buttons: Save, Save & Back, Save & Next, Back, Next

Required form

Step Description

4. For question 1, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
5. For question 1, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
6. Select “Save” and the system will calculate the “Target (%)” column.
7. For question 2, for at least one subpopulation, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
8. For question 2, for at least one subpopulation, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.

Exhibit 2: Performance Measures

9. Select "Save" and the system will calculate the "Target (%)" column.
10. When you have completed both questions, select "Next" at the bottom of the screen. You will advance to the "Additional Performance Measures" form.

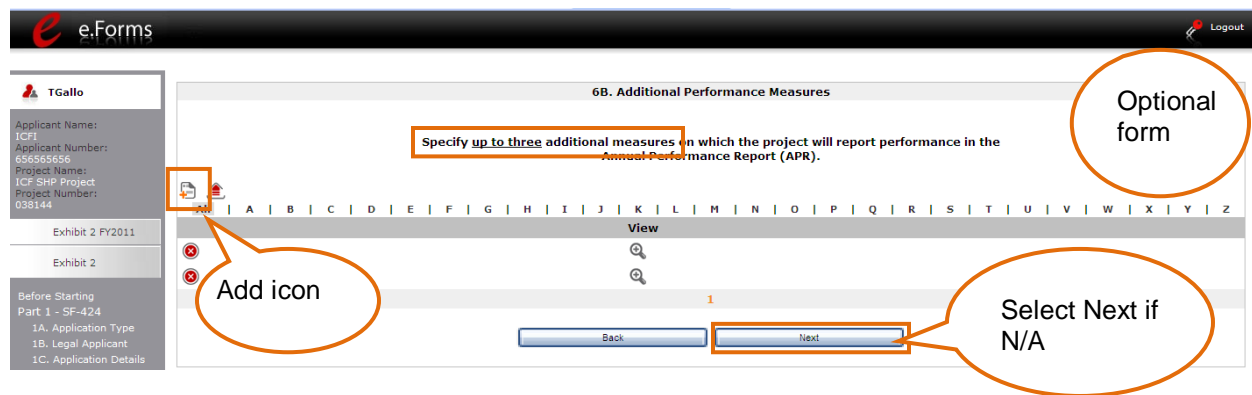
Exhibit 2: Performance Measures

6B. Additional Performance Measures—for SHP-Supportive Services Only (Street Outreach) (continued)

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for supportive services only (SHP-SSO) projects that are street outreach projects. The completion of the “Additional Performance Measures” form is optional.

You may include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for additional measures. You may decide upon them based on the needs your project is intended to meet.



Step	Description
------	-------------


- | | |
|-----|--|
| 1a. | To add a performance measure, select the "Add" icon  above "All" at the left side of the alphabetic listing. The "Additional Performance Measure Detail" screen will open (see next screenshot). |
| 1b. | If you are not adding an additional performance measure, select the "Next" button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the <i>e-snaps</i> training page on the HRE, located at http://esnaps.hudhre.info/ . |

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail—for SHP-Supportive Services Only (Street Outreach) (continued)

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project.

You need to complete a separate form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.

6B. Additional Performance Measures Detail

Instructions [show]

* 1. Specify the universe and target goal numbers for the proposed measure.

a. Proposed Measure	b. Universe (#)	c. Target (#)	d. Target (%) (Calculated)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 2. Data Source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results

* 3. Specific data elements and formula proposed for calculating results

* 4. Rationale for why the proposed measure is an appropriate indicator of performance for this program

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.
6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.
7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail—for SHP-Supportive Services Only (Street Outreach) (continued)



-
8. Select the button that is most appropriate for what you want to do next.
- Select "Save & Add Another" to add additional measures.
 - Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
-
9. Review the Additional Performance Measures list.
- To edit the information you entered, select the "View" icon  to the left of the entry.
 - To delete an entry from the list, select the red "Delete" icon .
-
10. Select "Next" to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the *e-snaps* training page on the HRE, located at <http://esnaps.hudhre.info/>.
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Exhibit 2: Performance Measures

6A. Standard Performance Measures—for SHP-Supportive Services Only (Housing-Related Goal)

The following steps provide instruction on completing the fields on the “Standard Performance Measures” form of the application for supportive services only (SHP-SSO) projects that are not street outreach projects and their activities are related to a housing goal.

NOTE

If you are requesting funds for an SHP-SSO project that is not a street outreach project and its activities are related to a housing goal you need to answer “No” to “Is this project a street outreach project?,” the first question on the “4B. Supportive Services Only” form and “Yes” to “Are the project activities, including case management, related to a Housing Goal?” the second question on the “4B. Supportive Services Only” form. (See below)

4B. Supportive Services Only

The screenshot shows the e.Forms application interface for form 4B. Supportive Services Only. The form contains two questions with dropdown menus. Question 1: "Is this project a street outreach project?" with "No" selected. Question 2: "Are the project activities, including case management, related to a Housing Goal?" with "Yes" selected. Navigation buttons include Save, Save & Back, Save & Next, Back, and Next. A sidebar on the left shows user information for TGallo and project details.

Step	Description
1.	On form 4B. Supportive Services Only, select “No” to the question “Is this project a street outreach project?”
2.	On form 4B. Supportive Services Only, select “Yes” to the question “Are the project activities, including case management, related to a Housing Goal?”
3.	Select “Save.”
4.	Select “6A. Standard Performance” from the left hand menu.

Exhibit 2: Performance Measures

6A. Standard Performance Measures—for SHP-Supportive Services Only (Housing-Related Goal) (continued)

SHP-SSO applicants for a project that is not a street outreach project and its activities are related to a housing goal are required to identify a housing stability goal to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also identify a goal for one income-related measure on which data will be reported in the APR.

6A. Standard Performance Measures

Instructions: [show]

* 1. Specify the universe and target for the housing measure.

Housing Measure	Universe (#)	Target (#)	Target (%)
a. Persons remaining in permanent housing as of the end of the operating year and exiting to permanent housing (subsidized or unsubsidized) during the operating year.	<input type="text"/>	<input type="text"/>	0%

* 2. Choose one income-related performance measure from below, and specify the universe and target numbers for the goal.
Click 'Save' to calculate the target %

Income Measure	Universe (#)	Target (#)	Target (%)
a. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.	<input type="text"/>	<input type="text"/>	0%
OR			
b. Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit.	<input type="text"/>	<input type="text"/>	0%

Buttons: Save, Save & Back, Save & Next, Back, Next

5. For question 1, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.

6. For question 1, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.

7. Select “Save” and the system will calculate the “Target (%)” column.

8. For question 2, for either a **or** b, whichever is the most relevant to your project, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.

9. For question 2, for either a **or** b, whichever is the most relevant to your project, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.

10. Select “Save” and the system will calculate the “Target (%)” column.

11. When you have completed both questions, select “Next” at the bottom of the screen. You will advance to the “Additional Performance Measures” form.

Exhibit 2: Performance Measures

6B. Additional Performance Measures—for SHP-Supportive Services Only (Housing-Related Goal) (continued)

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for supportive services only (SHP-SSO) projects that are not street outreach projects and their activities are related to a housing goal. The completion of the “Additional Performance Measures” form is optional.

You may include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project. *e-snaps* does not provide you with suggestions for additional measures. You may decide upon them based on the needs your project is intended to meet.

The screenshot displays the 'eForms' application interface for '6B. Additional Performance Measures'. The sidebar on the left shows the user 'TGallo' and application details including 'Applicant Name: ICFI', 'Applicant Number: 65656566', 'Project Name: ICF SHP Project', and 'Project Number: 038144'. The main content area features a title '6B. Additional Performance Measures' and a text box with the instruction 'Specify up to three additional measures in which the project will report performance in the Annual Performance Report (APR)'. Below this is an alphabetic listing (A-Z) with an 'Add' icon above 'A'. A 'View' section contains search icons. At the bottom are 'Back' and 'Next' buttons. Three callouts are present: 'Optional form' pointing to the title, 'Add icon' pointing to the 'Add' icon above 'A', and 'Select Next if N/A' pointing to the 'Next' button.


Step	Description
1a.	To add a performance measure, select the "Add" icon  above "All" at the left side of the alphabetic listing. The "Additional Performance Measure Detail" screen will open (see next screenshot).
1b	If you are not adding an additional performance measure, select the "Next" button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the <i>e-snaps</i> training page on the HRE, located at http://esnaps.hudhre.info/ .

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail—for SHP-Supportive Services Only (Housing-Related Goal) (continued)

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project.

You need to complete a separate form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.

The screenshot shows the 'eForms' interface for '6B. Additional Performance Measures Detail'. On the left is a navigation menu with sections like 'Before Starting', 'Part 1 - SF-424', 'Part 2 - Sponsor Information', 'Part 3 - Project Information', 'Part 4 - Housing, Services, and HMIS', and 'Part 5 - Participants and Outreach Information'. The main content area contains the following instructions and form fields:

Instructions [show]

*** 1. Specify the universe and target goal numbers for the proposed measure.**

a. Proposed Measure	b. Universe (#)	c. Target (#)	d. Target (%) (Calculated)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*** 2. Data Source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results**

*** 3. Specific data elements and formula proposed for calculating results**

*** 4. Rationale for why the proposed measure is an appropriate indicator of performance for this program**

Buttons at the bottom: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling.

Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.
6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.
7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail—for SHP-Supportive Services Only (Housing-Related Goal) (continued)



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8. Select the button that is most appropriate for what you want to do next.
- Select "Save & Add Another" to add additional measures.
 - Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
-
9. Review the Additional Performance Measures list.
- To edit the information you entered, select the "View" icon  to the left of the entry.
 - To delete an entry from the list, select the red "Delete" icon .
-
10. Select "Next" to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the *e-snaps* training page on the HRE, located at <http://esnaps.hudhre.info/>.
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Exhibit 2: Performance Measures

6B. Additional Performance Measures—for SHP-Supportive Services Only (No Street Outreach or Housing-Related Goal)

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for supportive services only (SHP-SSO) projects that are not street outreach projects and do not have activities related to a housing goal.

NOTE

If you are requesting funds for an SHP-SSO that is not a street outreach project and does not have activities related to a housing goal you need to answer “No” to “Is this project a street outreach project?,” the first question on the “4B. Supportive Services Only” form and “No” to “Are the project activities, including case management, related to a Housing Goal?” the second question on the “4B. Supportive Services Only” form. (see form below).

4B – Supportive Services Only

The screenshot shows the 'e.Forms' interface for '4B. Supportive Services Only'. On the left, a sidebar displays the user 'T Gallo' and applicant information: Applicant Name: ICFI, Applicant Number: 656565656, Project Name: ICF Project, Project Number: 038154. Below this is 'Exhibit 2 FY2011' and a 'Detailed Instructions Document' link. The main form area has two questions, both with 'No' selected in dropdown menus. The first question is '* 1. Is this project a street outreach project?' and the second is '* 2. Are the project activities, including case management, related to a Housing Goal?'. At the bottom of the form are five buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'.

Step	Description
1.	On form 4B. Supportive Services Only, select “No” to the question “Is this project a street outreach project?”
2.	On form 4B. Supportive Services Only, select “No” to the question “Are the project activities, including case management, related to a Housing Goal?”
3.	Select “Save.”
4.	Select “6B. Additional Performance” from the left hand menu.

Exhibit 2: Performance Measures

6B. Additional Performance Measures—for SHP-Supportive Services Only (No Street Outreach or Housing-Related Goal) (continued)

SHP-SSO applicants for a project that are not street outreach projects and do not have activities related to a housing goal do not answer standards performance measures questions. However, applicants must identify at least one, and up to three, additional performance measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for additional measures. You may decide upon them based on the needs your project is intended to meet.

The screenshot shows the 'e.Forms' interface for '6B. Additional Performance Measures'. The main content area has a title bar and a sub-header: 'Specify up to three additional measures in which the project will report performance in the Annual Performance Report (APR)'. Below this is an alphabetic listing from A to Z. An 'Add' icon (a document with a plus sign) is circled in orange and labeled 'Add icon'. A 'Next' button is also circled in orange and labeled 'Select Next if N/A'. The 'Back' button is visible to the left of the 'Next' button. The left sidebar shows the user's name 'TGallo' and various application details.

Step	Description
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- | | |
|----|---|
| 5. | To add a performance measure, select the "Add" icon  above "All" at the left side of the alphabetic listing. The Additional Performance Measure Detail screen will open (see next screenshot). |
|----|---|

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail—for SHP-Supportive Services Only (No Street Outreach or Housing-Related Goal) (continued)

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. The Details form will be used to enter the performance measures you develop for the project. You need to complete one of these forms for each additional performance measure on which your project will report.

6B. Additional Performance Measures Detail

Instructions [show]

* 1. Specify the universe and target goal numbers for the proposed measure.

a. Proposed Measure	b. Universe (#)	c. Target (#)	d. Target (%) (Calculated)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 2. Data Source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results

* 3. Specific data elements and formula proposed for calculating results

* 4. Rationale for why the proposed measure is an appropriate indicator of performance for this program

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.
6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.
7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.

Exhibit 2: Performance Measures

6B. Additional Performance Measures Detail—for SHP-Supportive Services Only (No Street Outreach or Housing-Related Goal) (continued)



-
8. Select the button that is most appropriate for what you want to do next.
- Select "Save & Add Another" to add additional measures.
 - Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
-
9. Review the Additional Performance Measures list.
- To edit the information you entered, select the "View" icon  to the left of the entry.
 - To delete an entry from the list, select the red "Delete" icon .
-
10. Select "Next" to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the *e-snaps* training page on the HRE, located at <http://esnaps.hudhre.info/>.
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Exhibit 2: Performance Measures

Module Summary and Checklist

Congratulations! You have successfully completed the training module for completing Exhibit 2 performance measure forms within *e-snaps* for SHP, S+C, and Section 8 SRO projects. You should now be able to:

- Complete the performance measures that pertain to your Exhibit 2 application
- Identify any additional performance measures on which the project will report in the Annual Performance Report (APR)

CHECKLIST

<input type="checkbox"/>	For all projects, Standard Performance Measures
<input type="checkbox"/>	When applicable, Additional Performance Measures
<input type="checkbox"/>	When applicable, Additional Performance Measures Detail

Record Module Completion

Now that you have completed this online training module, select the link below to fill out the web form. This form is required to verify completion of this module.

<http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M085>

NOTE: To continue your learning experience, close this document and select another module from the training home page, at <http://esnaps.hudhre.info>