Annual Homeless Assessment Report 101  
Worksheet

These questions are intended to help reinforce key concepts addressed in the AHAR 101 session.

**Activity 1: Counting Year-round and Seasonal beds**

- **Year-round beds**: All year round beds should be counted in the AHAR
- **Seasonal beds**: Seasonal beds should be converted into year-round equivalent beds by prorating them based on the amount of time, per year they are available.

Seasonal year-round equivalent = (# of days beds are available/days in a year)\* # of seasonal beds available.

<table>
<thead>
<tr>
<th>Shelter</th>
<th>Emergency Shelter year-round individual beds</th>
<th>Emergency Shelter year-round family beds</th>
<th>Transitional Housing year-round individual beds</th>
<th>Transitional Housing year-round family beds</th>
<th>Seasonal beds (individual)</th>
<th>Dates seasonal beds are open</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>40</td>
<td>60</td>
<td>15</td>
<td>10</td>
<td>25</td>
<td>1/1-3/31</td>
</tr>
<tr>
<td>B</td>
<td>12</td>
<td>15</td>
<td>5</td>
<td>100</td>
<td>50</td>
<td>11/1-3/31</td>
</tr>
<tr>
<td>C</td>
<td>25</td>
<td>10</td>
<td>50</td>
<td>45</td>
<td>35</td>
<td>12/15-3/15</td>
</tr>
</tbody>
</table>

**Audience Quiz**

1.) How many year-round ES-FAM beds are in this CoC? _____

2.) How many year-round TH-IND beds are in this CoC? _____

3.) How many seasonal year-round equivalent beds does Shelter B have?  
   \((___\text{ days beds are available}/365)\times50=\) _____

4.) How many seasonal year-round equivalent beds does this CoC have? _____
Activity 2: Counting Voucher beds

- **Voucher beds**: Voucher beds should be prorated to produce year-round equivalent beds

**Individual year-round equivalent voucher beds** = Total # of household voucher nights provided during the AHAR reporting year/365

**Family year-round equivalent voucher beds** = Total # of household voucher nights provided during the AHAR reporting year/365) * Average family size

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Number of Nights</th>
<th>Number of persons in household</th>
<th>Nights in the Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>205</td>
<td>1</td>
<td>365</td>
</tr>
<tr>
<td>B</td>
<td>58</td>
<td>4 (Family)</td>
<td>365</td>
</tr>
<tr>
<td>C</td>
<td>100</td>
<td>2 (Family)</td>
<td>365</td>
</tr>
<tr>
<td>D</td>
<td>147</td>
<td>1</td>
<td>365</td>
</tr>
<tr>
<td>E</td>
<td>95</td>
<td>1</td>
<td>365</td>
</tr>
<tr>
<td>F</td>
<td>300</td>
<td>3 (Family)</td>
<td>365</td>
</tr>
</tbody>
</table>

1.) **Number of Individual Voucher Beds**: (Total # of voucher nights (447)/ # of nights in the year (365)) = ___1.22___

2.) **Number of Family Voucher Beds**: (Total # of voucher nights (458) / # of nights in the year (365)) * Average family size (3) = __3.76____
Activity 3: Counting Beds floating between Household Types

Beds Floating between Household Types: The bed count for each household type should be calculated in proportion to the share of individuals and person in families served during the AHAR reporting period.

- Example
  - A program has 20 beds total and the beds float among individuals and persons in families depending on need. If during the AHAR reporting period, a program served 50 persons total; 60 percent were individuals and 40 percent were persons in families.

  - The bed inventory that should be reported to the AHAR is equal to 12 beds for individuals (or 20 x .6 = 12) and 8 beds for persons in families (or 20 x .4 = 8).

St. Mary’s Emergency Shelter has a total of 50 beds that float among individuals and persons in families. During the AHAR reporting period, the program served 200 people, 25 percent were individuals and 75 percent were persons in families.

Audience Quiz

1. How many beds are reported for individuals? _______

2. How many beds are reported for persons in families? _______
Activity 4: Bed Utilization Rates

The bed utilization rate is the percent of beds that are occupied on a particular night. Mathematically, it is:

\[
\text{Bed Utilization Rate} = \frac{\text{# of persons at the shelter on the particular night}}{\text{# of beds available at the shelter (including seasonal beds if open)}}
\]

A bed utilization rate that is unusually high may indicate that the provider is not entering exit dates in HMIS for people when they leave their shelter. A bed utilization rate that is unusually low may indicate a provider is not entering everyone in HMIS who is being served by their program.

Audience Quiz

1) What is the bed utilization rate for a provider with 200 beds…
   
   a. if they serve 180 individuals on a given night? ____ %
   
   b. if they serve 150 individuals on a given night? ____ %
   
   c. if they serve 230 individuals on a given night? ____ %
   
   d. if they serve 100 individuals on a given night? ____%

2) Which of the following providers should you follow up with to understand whether there is an issue or whether the bed utilization rates are an accurate representation of their occupancy for those nights?

<table>
<thead>
<tr>
<th>Shelter</th>
<th>Jan 31</th>
<th>Feb 28</th>
<th>Mar 28</th>
<th>Apr 25</th>
<th>May 30</th>
<th>June 27</th>
<th>Possible issue?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80%</td>
<td>90%</td>
<td>102%</td>
<td>110%</td>
<td>115%</td>
<td>120%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>91%</td>
<td>90%</td>
<td>89%</td>
<td>88%</td>
<td>86%</td>
<td>88%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>68%</td>
<td>70%</td>
<td>65%</td>
<td>60%</td>
<td>65%</td>
<td>60%</td>
<td></td>
</tr>
</tbody>
</table>

3) Which of the following providers should you follow up with to understand whether there is an issue or whether the bed utilization rates are an accurate representation of their occupancy for those nights?

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<th>Mar 28</th>
<th>Apr 25</th>
<th>May 30</th>
<th>June 27</th>
<th>Possible issue?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>89%</td>
<td>91%</td>
<td>83%</td>
<td>82%</td>
<td>84%</td>
<td>79%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>86%</td>
<td>87%</td>
<td>89%</td>
<td>82%</td>
<td>81%</td>
<td>77%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>85%</td>
<td>85%</td>
<td>85%</td>
<td>85%</td>
<td>85%</td>
<td>85%</td>
<td></td>
</tr>
</tbody>
</table>
Activity 5: Household Counts

In the AHAR, a family is composed of at least one adult and once child (i.e. at least two people in the household.)

Audience Quiz

1.) Which household count for persons in families is incorrect and why?
   a. 35 households, 100 persons
   b. 10 households, 10 persons
   c. 20 households, 62 persons
   d. 15 households, 40 persons

2.) Which household count for individuals is incorrect and why?
   a. 72 households, 72 persons
   b. 111 households, 111 persons
   c. 40 households, 35 persons
   d. 57 households, 57 persons