

Q: Do we need to address the differences in HMIS/PIT info by changing utilization rates in the HIC?

A: No, you should not specifically change your utilization rate for the purpose of matching the utilization rates from HMIS data and that from the HIC. If you see a large difference between the two rates, that could be indicative of a count night that was out of the ordinary in some way, due to the nature of the program itself, or potentially due to data quality issues. You are able to override the utilization rate as calculated in the HIC in the BYC if there is reason to believe that it is not representative of the average daily utilization rate for the project. In general, the BYC is designed to provide an accurate annual utilization rate, which is important to analysis of program and system effectiveness, and also essential for modeling how related changes to the system will impact the size of the homeless population (which is the purpose of the SPP).

Questions Regarding the Budget Tool:

Q: Why might some of my projects not show up in the drop-down list on the budget supplementary spreadsheet?

A: This may happen if two (or more) of your programs have the same name. Make sure that all of the programs from the HIC have unique names. If this does not solve the problem, then contact us directly so that we may help you further.

Q: Are we able to change the headings of the budget categories on the supplementary budget spreadsheet?

A: The information compiled on the budget spreadsheet is designed for the BYC. Changing the budget spreadsheet by creating extra columns or changing the names of one or more of the columns might distort the link between the information in that spreadsheet and the BYC information as well as create the potential for inconsistencies with the way data are presented between communities. For these reasons, we do not recommend making any changes in the budget document. There is an area to put comments in the budget spreadsheet if additional information is desired.

Q: Should we ask providers for budget information for the time period that matches the HMIS analysis year or should we ask them for their most recent annual budget (which could be for different time periods but would likely be more accurate than if they have to break it out)?

A: Please ask for their most recently completed budget year. For some providers, this may be a calendar year, some might be a Federal fiscal year, etc. Even though this may not match exactly to the data time period, this generally is not an issue. Further detail is provided in Appendix B in the User's Guide for the BYC.