



Tasks and Time Estimates for CoC Coordinators to Populate the SWAP

SWAP is a joint project of Focus Strategies and the National Alliance to End Homelessness. SWAP is designed to enable communities to use local data to understand what their current system is accomplishing and model what happens when system and program changes are made. The SWAP tools can be used to inform system planning and system change efforts to reduce homelessness over a period of up to five years.

To use the SWAP, communities must make some decisions about what programs and projects will be included in the analysis, and then collect data on the projects to be analyzed from a range of sources. This document is intended to help CoC lead staff understand what tasks are involved and the approximate time commitment need to gather the data needed at the CoC level. This does not include data that must be extracted from HMIS, which is covered in a separate document.

If the CoC includes a large urban area, with more than around 50 programs total in HMIS, and/or a working knowledge of the programs in HMIS is split between multiple people, assume that the high side of the estimates provided below apply.

Activity	Description	Approximate Time Commitment for CoC staff
1. Export Housing Inventory Count (HIC) chart from HDX	To complete the SWAP, the HIC must be exported from the HDX system into an Excel workbook. This involves logging in to HDX and selecting specific data elements that will be included in the export. The standard HIC report that is pre-programmed in HDX does not include all required data elements, so this has to be done manually using the options available in HDX for customizing the data export. Export instructions are posted to www.focusstrategies.net/swap/base-year-calculator-byc/	Typically 1 to 4 hours Time required depends on CoC staff familiarity with HDX system.
2. Review HIC and select programs to be included in analysis.	The more programs that are included, the greater the accuracy and usefulness of the SWAP in modeling a community's homeless system. However, typically there are some programs that do not participate in HMIS that will likely be excluded from the analysis. Other programs might be excluded due to being very new and therefore having little data to work with or having suspected poor data quality.	Experienced/deeply knowledgeable staff with clear direction from leadership: Typically 4 to 6 hours. Less experienced/knowledgeable staff in CoCs with emerging system level thinking: Up to 15 hours Time required will depend on the number of programs in the system and can also include

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		conversations with providers to inquire about status of data.
3. Develop crosswalk of HIC and HMIS program set up and determine how projects/programs will be configured in SWAP.	Generally the HIC does not perfectly match the HMIS program list, so a crosswalk must be developed and then decisions made about how to configure programs for the SWAP. For example, a permanent housing project might be listed as one project on the HIC because it is a single building, but it might be set up as two programs in HMIS because there are two separate CoC grants funding the project. In this instance, the CoC lead will need to decide how to reflect the program in SWAP (as one project with merged HMIS data or as two projects with separate HMIS data).	<p>For communities with concordant (parallel) HIC and HMIS set-up: Typically 5 to 7 hours</p> <p>For communities with significant differences between HIC and HMIS set-up: Up to 20 hours</p> <p>Time required will depend on number programs in the CoC and whether there is a need to discuss program structure directly with providers.</p>
4. Collect program and project budget data	For each program or project included in the SWAP, the CoC must collect data about the annual operating budget of each project. This activity involves three discrete steps:	Total time estimated at 12 to 40 hours. (See below for breakdown of each step)
	<u>Step 1:</u> CoC will use the SWAP Budget Data Collection Tool (posted to www.focusstrategies.net/swap), an Excel workbook and instructions that the CoC will use to collect the data directly from providers. This involves inputting the names of providers and programs into the workbook and any customized wording or language the CoC wants to add to the instructions.	<p>Typically 2 to 4 hours.</p> <p>Time required depends on number of programs and amount of additional instructions the CoC wants to add.</p>
	<u>Step 2:</u> Send out workbook and instructions to providers; respond to questions; follow-up with those who do not reply. The CoC lead will send out the data collection tool and instructions directly to providers with a request for them to submit their data by a set deadline. Typically some providers will have questions or will need multiple follow up reminders to submit the requested information.	<p>Depends on number of providers and programs.</p> <p>Up to 30 minutes per provider organization.</p> <p>Time required depends on number of providers, how many have questions, and how promptly they provide the requested data.</p>
	<u>Step 3:</u> Review data provided, assess accuracy and completeness, request	Typically 5 to 10 hours.

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	corrected information as needed. Typically some providers will misunderstand the instructions and provide incomplete information (e.g. not including some of their funding sources) which will be evident to the CoC staff and will require some follow up.	Time required depends on number of providers and how accurately they complete the workbook
Total Time Estimate for All Activities		Between 35 and 120 hours