

## QRG – RHY Aftercare Plans (Assessments)

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**WHAT IS A QRG** – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

**WHO THIS GUIDE IS FOR** – This guide can be used by RHY Case Managers and System Administrators for Aftercare Plans (assessments) completed post project exit for certain RHY projects in HMIS.

### ABOUT RHY AFTERCARE REQUIREMENTS FROM HUD

*The RHY Program HMIS Manual – A Guide for HMIS Users and System Administrators*, identifies the requirement to capture aftercare plans for the following RHY project types:

RHY Type	Description	HMIS Project Type
BCP-ES	Basic Center Program – Emergency Shelter	ES
BCP-P	Basic Center Program – Homeless Prevention	HP
MGH	Maternity Group Homes (for Pregnant and Parenting Youth)	TH
TLP	Transitional Living Program	TH
DEMO	Demonstration Grants	TH

Aftercare per the RHY Rule [45 CFR §1351] means additional services provided beyond the period of residential stay that offer continuity and supportive follow-up to youth served by the program. Aftercare entries are those entered from the date of project exit up to 180 days (6 months) after the date of exit.

Each client must have at least one Aftercare record entered indicating if aftercare was provided (yes/no/client refused). If no aftercare was provided enter the information date as the date of project exit and “no” to aftercare was provided.

HOW TO CREATE RHY AFTERCARE PLAN (ASSESSMENTS) IN HMIS

Requirements and Limits


- RHY Aftercare Plans is synonymous with HMIS’s Post-Exit Assessment.
- In KCMETRO HMIS all RHY Programs requiring Aftercare Plan (assessments)
  - have been set to accept these assessments up to 6 months from project exit.
  - allow for unlimited number of aftercare assessments.
- A standard Project Exit Assessment is required before any Aftercare Plan assessments are completed.

How To – Add an Aftercare Assessment

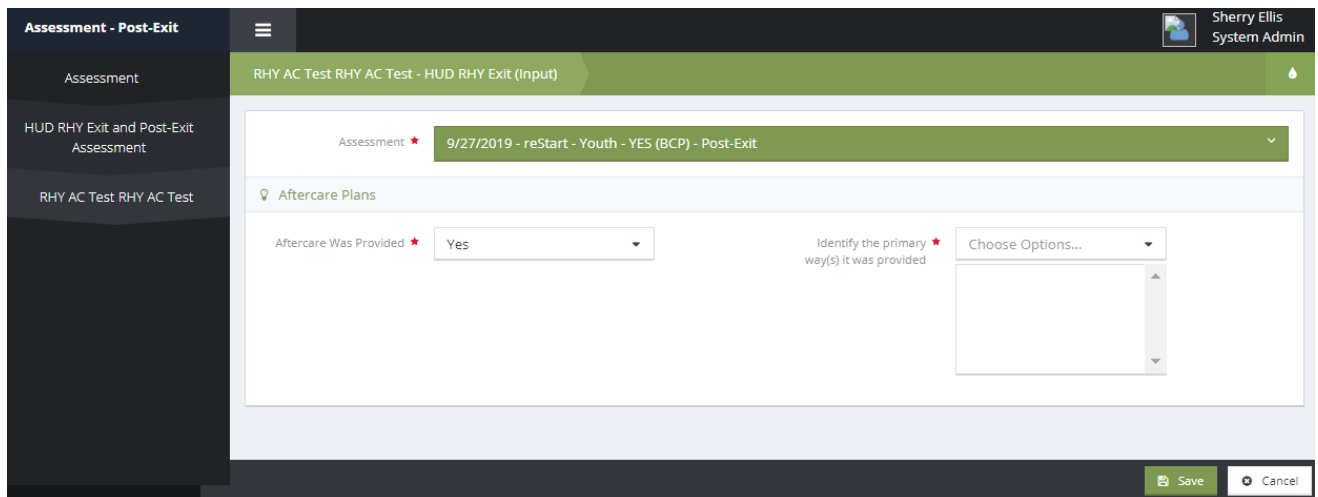
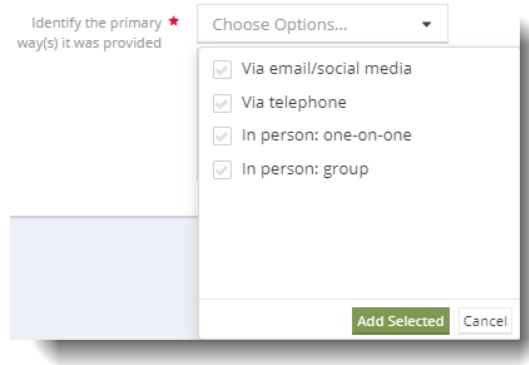
STEP 1 – Go to the Enrollment Member Summary page and click on the Status for the exited program you want to create the Aftercare Plan assessment for and click on **→ Post-Exit**

The screenshot shows the 'Enrollment Member Summary' page in HMIS. At the top, there is a navigation bar with a user profile for 'Sherry Ellis, System Admin' and an 'Add New' button. Below the navigation bar is a filter section with a 'Status' dropdown menu. The main area contains a table with 19 rows. The table columns are: Status, Project | Assigned Case Mgr, Project Start- Exit Dates, Provider, Organization, Family, and Enrollment ID. The first row has 'Exited' in the Status column, which is circled in red. A context menu is open over this row, showing options: '→ Re-open enrollment', '→ Post-Exit' (circled in red), and 'View Assessments'. Other rows in the table show various dates and providers, all with 'Exited' status.

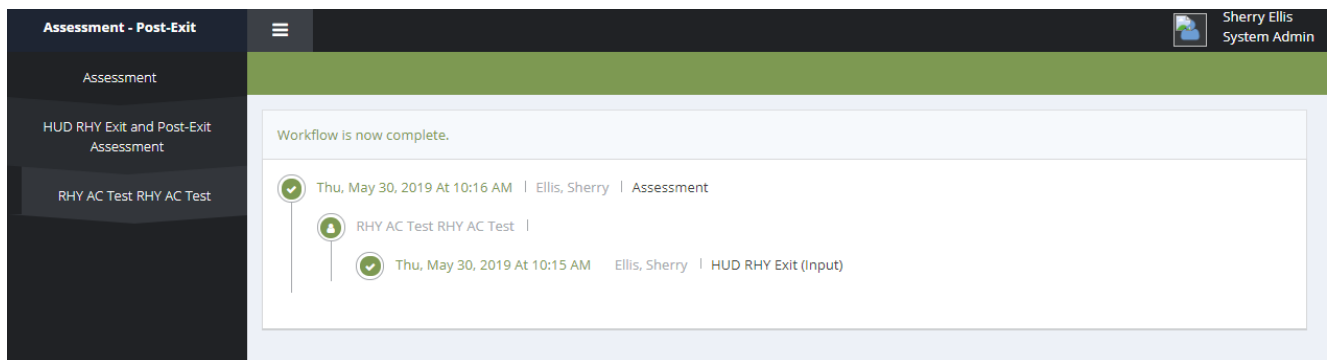
Status	Project   Assigned Case Mgr	Project Start- Exit Dates	Provider	Organization	Family	Enrollment ID
Exited	reStart - Youth - YES (BCP)	3/31/2018 - 4/22/2018	reStart	reStart, Inc.		2924014
Exited	reStart - Youth - YES (BCP)	1/2/2018 - 1/12/2018	reStart	reStart, Inc.		2925953
Exited	reStart - Youth - YES (BCP)	8/22/2017 - 9/20/2017	reStart	reStart, Inc.		2858929
Exited	reStart - Youth - YES (BCP)	10/11/2017 - 11/10/2017	reStart	reStart, Inc.		2911312
Exited	reStart - Youth - YES (BCP)	11/10/2017 - 11/17/2017	reStart	reStart, Inc.		2911313
Exited	reStart - Youth - YES (BCP)	11/17/2017 - 11/20/2017	reStart	reStart, Inc.		2911314
Exited	reStart - Youth - YES (BCP)	12/5/2017 - 12/5/2017	reStart	reStart, Inc.		2911315

STEP 2 – Complete the Post-Exit Assessment Workflow and  Save

- If *Aftercare Was Provided* is No or Client Refused the *Identify the primary way(s) it was provided* does not appear.
- The following options are available for *Identify the primary way(s) it was provided*:



- Once saved the following workflow completion screen appears.



How to – View Aftercare Assessments Completed

STEP 1 – Go to the HUD Assessments Dashboard and select the HUD RHY Dashboard icon

The screenshot shows the HUD Assessments dashboard. On the left is a navigation sidebar with options like Find Client, Add Client, Case Management, Assessments, and My CaseWorthy. The main area displays a grid of assessment categories: HUD Universal, HUD Program, Veteran Assessment, Financial Assessment, HUD Health Insurance, HUD HOPWA, HUD PATH, and HUD RHY Dashboard. A purple arrow points to the HUD RHY Dashboard icon. To the right, there are three tables of assessment data:

HUD Universal		
Assessment Date	Program	Event
05/31/2019	reStart - Youth - YES (BCP)	At Exit
05/30/2019	reStart - Youth - YES (BCP)	At Entry

HUD Program		
Assessment Date	Program	Event
05/31/2019	reStart - Youth - YES (BCP)	At Exit
05/30/2019	reStart - Youth - YES (BCP)	At Entry

Financial - Individual Income						
Assessment Date	Program	Event	Total Income	Percent Of Poverty	Area Name	Percent Of AMI

STEP 2 – The screenshot below identifies that 2 Post-Exit assessments were identified for this client.

- Post-Exit Assessments are included in the RHY Exit Assessment group.

The screenshot shows the RHY Assessments dashboard. On the left is a navigation sidebar with options like RHY Main Assessment, RHY Critical Issues, and RHY Exit. The main area displays three tables of assessment data:

RHY Main		
Assessment Date	Program	Event
05/31/2019	reStart - Youth - YES (BCP)	At Exit
05/30/2019	reStart - Youth - YES (BCP)	At Entry

RHY Critical Issues		
Assessment Date	Program	Assessmetn Type
05/30/2019	reStart - Youth - YES (BCP)	At Entry
05/31/2019	reStart - Youth - YES (BCP)	At Exit

RHY Exit		
Assessment Date	Program	Assessmetn Type
05/31/2019	reStart - Youth - YES (BCP)	At Exit
08/30/2019	reStart - Youth - YES (BCP)	Post-Exit
07/30/2019	reStart - Youth - YES (BCP)	Post-Exit

FOR ADDITIONAL INFORMATION ON RHY AND AFTERCARE PLANS

<https://files.hudexchange.info/resources/documents/RHY-Program-HMIS-Manual.pdf>