Specialized Training: Managing YHDP Projects

Learner Guide

Become proficient in managing YHDP projects in WellSky Community Services.

About YHDP

The Youth Homelessness Demonstration Program (YHDP) is an initiative designed to reduce the number of youth experiencing homelessness.

The goal of the YHDP is to support selected communities, including rural, suburban, and urban areas across the United States, coordinating community approach to preventing and ending youth homelessness.

YHDP Eligibility

Eligible populations are:

- unaccompanied youth and young adults experiencing homelessness
- unaccompanied pregnant or parenting youth
- young adults with no member of the household older than 24.

YHDP Funding

YHDP funding will support a wide range of housing programs and support services, including:

- Rapid Housing
- Transitional Housing
- Permanent Supportive Housing
- Family-based setting support program

Explore how to:

Start a YHDP Project Entry

- For accurate reports, each client must be registered with a project in WSCS. Worry not! it's a simple and easy process.

Learn more

Manage Service Requests

- Providing services to clients will be part of your day-to-day. It could be financial assistance, counseling, or a referral.

Learn more

Perform YHDP Project Updates

- Keeping project records updated in WSCS is essential. Some projects might need a status update, while others will require an annual update.

Learn more

Manage YHDP Project Exits

- Recording client discharges or project exits in WSCS for accurate data and reliable reports is essential.

Learn more

Project Entry

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How to start a project entry

To be counted in most reports, each client must be enrolled in a project. Enrolling a client in a YHDP project in Community Services is a very straightforward process.

YHDP project entry steps

1 Search for the client to enroll

Go to *Clients,* and look for the client you want to enroll in a project using the client search function.

2 Add Project Entry

In the client record, go to the *Entry/Exit* tab. Ensure all household members are in the database listed in the Households tab.

Next, click the *Add Entry/Exit* button.

3 Fill out the Entry Data Form and YHDP-dedicated Assessments

- The Project Entry Data form appears. Here, select the household members who are entering the project.
- Next, select the *Provider*, the *Project Type (RHY)*, and the *Project Start Date*.
- In the section below, you'll find the YHDP sub-assessment that must be completed for the project entry.

Remember: Before you start a project entry

- When you *Enter Data As* a provider, all data you enter (project entries, project updates, follow-ups, services, and project exits) will automatically be associated with that provider.

What's different in YHDP Projects?

- The type of entry is **RHY** (Runaway Homeless Youth). Keep in mind that these fields are critical for accurate data collection and reporting.
- In the YHDP Assessment, be sure to respond to all questions in this sub-assessment. The required fields to pay attention to are *Sexual Orientation*, *School Status*, *Dental Health Status*, *Mental Health Status*, *Formerly a Ward of Child Welfare/Forster Care*.

Pro Tips

The YHDP project entry assessment questions will vary depending on the type of program you are entering data for.

Note: This guide covers the essentials of the course Specialized Training: Managing YHDP Projects. Review the training course for a complete overview.

Service Requests

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How to manage service requests

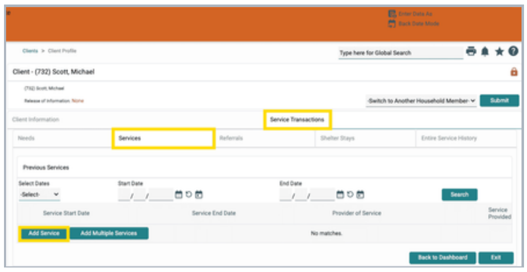
As a Case Manager, you will spend most of your day providing services to clients, such as financial assistance, counseling, or referrals. Handling service requests in WSCS is easier than you think!

Service request steps

1 Service transactions

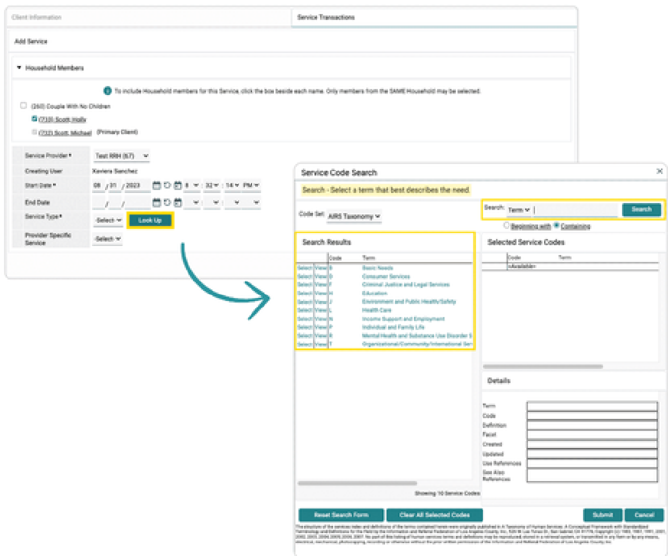
Go to *Clients* from the main menu. Then select *Service Transactions.*

Select *View Entire Service History* to look at all services listed under your client's profile.



2 Fill out the required fields

Be sure to complete the required fields: Service provider, Start Date, Service Type, Provider Specific Service.



3 Choose YHDP applicable services

You will find a drop-down list of all the eligible services applicable to YHDP.

After finding the correct YHDP service, a window will open where you can enter the service information.

To *add* a service not listed, you may go to the *Services tab* to see all service information.

Remember

Not all programs are required to collect services. There's a chance you will not see information listed under Services.

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Project Updates

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How to update project records

Keeping your project records updated in WSCS is essential. Some projects will require regular reviews or updates, as enrolled clients keep receiving services. Other projects will require annual reviews.

Perform project updates

1 Search for the client record

Search for a client that requires an interim review. Then, go to the *Entry/Exit tab* of the client's record.

2 Add Interim Review

From the *Entry/Exit* tab, view the *Program History list*. Then, locate the *Interim* section and select the page icon.

Choose the *Interim Review Type*. For updates on the record, select *Update*. For records dated a year longer or more, *choose Annual Assessment.*

3 Interim Review Assessment

At the top of this pop-up screen, you will see summary information. Further down is an interim review assessment, which must be completed.

This assessment is similar to the Project Entry assessment.

When to perform project updates?

- Regular updates are necessary for projects in WSCS, performed through **interim reviews.**
- Other projects will need an annual update if a client has been enrolled in a program for over a year, even if no information has changed. This is called **Annual Assessment.**

About Annual Assessments

- Annual Assessments are only for clients enrolled in programs for a year or longer.
- Annual Assessments must be dated **within 30 days** (before or after) the client's project entry anniversary.
- Assessments may vary based on project type and agency-specific data collection and reporting needs.
- To update a record that requires an annual assessment, follow the same steps as in interim reviews.

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Project Exit

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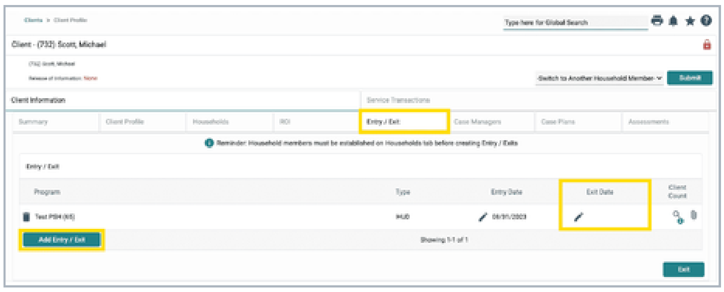
How to manage project exits

Recording a client discharge or YHDP project exit in WSCS is a crucial task that requires prompt attention. This ensures the accuracy of the recorded data and minimizes inconsistencies in reports, making them reliable and actionable.

YHDP project exit steps



1 Search for the Head of Household or client

Once you've opened a client's record, select the *Entry/Exit* tab on the client profile page.

Select the *Add Entry/Exit* button.

2 Select the program the client will exit

First, locate the program in the Program list. Then, select the pencil icon under *Exit Date* next to the program.

This will open a small pop-up window allowing you to select which group members are being exited.

3 Fill out the YHDP assessment exit questions

Enter any necessary updates to the Assessment questions, and be sure to answer the *Destination* question.

YHDP Exit Assessment Additional Questions

- Project Completion Status. This question is mandatory.
- If expelled or involuntarily discharged, select the primary reason. Please select the appropriate option from the drop-down list.
- Counseling received by client. This is a yes/no question. If "yes", subsequent questions need to be answered.

Pro Tips

- Avoid answering the *Destination* question with "Other".
- Most questions are "yes/no" questions. Select the appropriate option in all fields.

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