

## Appendix C

### Data Collection Guide

All potential applicants are **required** to track demographic data within their core data set. Examples of potential demographic data measures include:

1. Race or Ethnicity
2. Age Range
3. Gender or Gender Identifier
4. Income Level
5. Geographic Distribution within County

In addition to demographic data, projects should collect additional data that will help assess project progress and success. Below are suggested data sets of common LICN themes and projects. These data sets *are not* required but can be used as a helpful tool if your organization is struggling to determine what information to collect.

#### **If your project focuses on securing housing and improving respite care:**

- Number of individuals experiencing homelessness
- Number of client referrals and where they come from
- Number of clients who received permanent housing
- Number of hospitalizations
- Percent reduction in hospital re-admission rates compared to baseline
- Number of emergency department visits and/or percent reduction
- Number of participants in temporary housing and duration of their stay
- Number of linkages to community resources

#### **If your project focuses on improving linkages to enabling services and providing case management:**

- Number of client referrals and where they come from
- Type of services clients are seeking
- Number of clients receiving case management
- Number of linkages to community resources
- Number of clients screened for behavioral health, substance abuse, medical treatment or other needs
- Number of clients establishing and/or maintaining primary care, specialty care, substance use services, behavioral health services or other referred services
- Number of individuals acquiring Medi-Cal, CalFresh, or disability or retirement benefits

*LICN Implementation Grants*  
*Informational Resource*

**If your project focuses on care coordination through improving client transportation:**

- Number of client referrals
- Type of services clients require transport for
- Average travel time to appointments
- Cost of miles per transport
- Average wait time between initial client contact and provider visit
- Number of linkages to community resources
- Number of provider visits required per client
- Commonly reported barriers to transportation

**Other common data metrics that can be applied to most projects include:**

- No-show rates for services
- Health status indicators
- Patient testimonials
- Key Partner meeting minutes
- Number of outreach materials created and distributed
- Number of in-person connections made with target population members
- Number of digital connections made with target population members
- Number of health professionals trained (and type of training provided)
- Responses from client or health professional surveys
- Client satisfaction rating