

# NEORHYMIS Version 2.1 USERS GUIDE

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Administration for Children and Families  
Family and Youth Services Bureau

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## INTRODUCTION

The National Extranet Optimized Runaway and Homeless Youth Management Information System (NEORHYMIS) is the Family and Youth Services Bureau's (FYSB's) automated information tool, designed to capture data on the youth served by its Runaway and Homeless Youth (RHY) programs. Grantees in the Basic Center Program (BCP), Transitional Living Program (TLP), and Street Outreach Program (SOP) are required to use NEORHYMIS to help FYSB collect data on the number and demographics of youth they serve and the program services provided.

FYSB uses this information in reports to Congress, the President, and the Office of Management and Budget (OMB). Grantees use the information to plan services, develop funding proposals, strengthen partnerships, and educate their local communities and government agencies about the needs of runaway and homeless youth. The data are also available to others interested in youth issues, such as the media, resource organizations, and researchers.

This manual provides information to help RHY grantees use NEORHYMIS version 2.1 (v2.1) to collect program data and submit it to FYSB twice a year, in April and October Federal Transfers, as their grants require. Grantee agencies may also use NEORHYMIS to collect data for non-FYSB programs for their own use, but only FYSB records are submitted in the Federal Transfers and integrated into the Runaway and Homeless Youth Management Information System (RHYMIS) national database. To protect youth privacy, names and all other data identifying individual youth remain in the local client NEORHYMIS database and are not reported nationally.

### IMPORTANT NOTE

NEORHYMIS is not meant to influence how an agency delivers services to youth and families. RHY grantees have no obligation to modify established and well-considered practices of service delivery to accommodate a reporting item in NEORHYMIS. Your agency alone, governed by its charter and State and Federal law, makes the professional decisions about eligibility to receive services and the service delivery modes.

To guarantee the most accurate reporting about the youth in your care, please take time to train yourself and all your staff on the reporting requirements. All reporting requirements and definitions of response options can be found in the OMB Instrument and the individual forms that come with the NEORHYMIS software.

The full OMB Instrument and the NEORHYMIS program forms can be found in the following places:

- On the FYSB Web site at <http://www.acf.hhs.gov/programs/fysb/content/research/RHYMIS.htm>
- In the NEORHYMIS **Help** menu, under **View/Print Forms**
- In the **Forms** subfolder of **nr\_v2.1** on the workstation where NEORHYMIS is installed
- In the **Forms** folder on the NEORHYMIS installation CD

It is also essential to familiarize each new staff member in your program with the NEORHYMIS data requirements and appropriate tools, particularly staff responsible for data entry and recordkeeping. This process should be a routine part of initial orientation and training for new staff.

# GETTING STARTED

## Required Hardware and Software

The NEORHYMIS v2.1 application requires Microsoft (MS) Windows 2000, Windows XP, or Vista. It runs best with a minimum screen resolution of 600 x 800 and works well with higher resolutions. A graphics driver supporting a minimum of 256 colors is required.

The Federal Transfer and backup/restore database utilities require the Sun Java Runtime Environment version 1.6 or above, which can be installed from the NEORHYMIS installation CD.

NEORHYMIS v2.1 uses Adobe Reader version 6.0 or above to access help information in PDF format from the internal **Help** menu. Adobe Reader is available to download and install at no cost at [http://www.adobe.com/products/acrobat/readstep2\\_allversions.html](http://www.adobe.com/products/acrobat/readstep2_allversions.html). The **Help** information is also provided in MS Word files.

Windows 2000 users must have installed Service Pack 2 or higher in order to use Adobe Reader. Service Pack 2 is available to download at no cost at <http://technet.microsoft.com/en-us/library/bb742588.aspx>.

## Installation

### *Backing Up an Existing Database*

If you already have a database in NEORHYMIS v2.1, back it up and store the file for future reference. This precaution safeguards the existing agency data in case of problems. (See the section on Backing Up and Restoring Data for detailed instructions.)

### *Installing the NEORHYMIS Application and Database*

- Close all open desktop applications (for example, Word, Excel).
- Insert the NEORHYMIS v2.1 installation CD in the appropriate drive. The CD should automatically start running the installation script.
- Click **Next** at the **Welcome** window.
- Click **Next** at the **Destination Folder** to install version 2.1 to C:\NEORHYMIS\_v2.1.
- Click **Next** at the **Database Folder** to install version 2.1 database to C:\NEORHYMIS-v2.1\db.
- Click **Finish** when you see “InstallShield Wizard Completed.”

## NOTES:

- NEORHYMIS v2.1 allows both a standard installation to default folders and a more advanced installation to user-defined locations on an individual workstation.
- Installation for multiple workstation access with the NEORHYMIS v2.1 database to the server is a supported, nonstandard process. Please contact the RHYMIS technical assistance help line for assistance installing in your specific network configuration. If not properly done, server installation with the active database at a network location can result in a database being overwritten.
- During installation, error number 1931, “Attempt to Update the Open Database Connectivity (ODBC) Driver,” may occur. If this happens, select **OK** and continue with the installation.

### *Installing the Sun Java Runtime Environment*

Your workstation must have the Java Runtime Environment version 1.6 or above to run NEORHYMIS. The Java Runtime Environment is included on the installation CD for your convenience. Install it unless you know you already have this version or a later one installed and do not need it.

- Click the Windows **Start** button at the lower left of your screen.
- Click on **My Computer** (or **Computer** on some machines).
- From the **Address** line, click on the dropdown arrow to select the CD drive (e.g., D:\).
- Double-click on the **jre-6u17-windows-i586-s** executable file on the installation CD.
- Follow the on-screen prompts to complete the installation.

### **First-Time Login to NEORHYMIS v2.1**

The installation creates a shortcut to the program **nr\_v2.1.exe** on the desktop. Another shortcut is in the **NEORHYMIS** folder of the **All Programs** view on the Windows **Start** menu.

### *Setting State and Agency IDs*

If you are installing an empty database and collecting data for the first time, you are prompted to select the State and Agency ID for your site. This is a process you must complete **only** when the NEORHYMIS database is first initialized. To set up your agency record:

- Start NEORHYMIS v2.1 by double-clicking the **nr\_v2.1** shortcut on the desktop, or select it from the Windows **Start** menu under **All Programs**.
- Select the proper State code for your agency from the displayed dropdown list. (Click on the small down arrow to see the list.)
- Click on **Select State** when the correct State is highlighted.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

- Click **OK** in the message box.
- Use either the mouse or the up and down arrows to select the correct Agency ID on the new dropdown list that appears. This list includes both the Agency ID and the agency name. Click on **Select Agency** when the correct Agency ID is highlighted.
- A message box with the selected Agency ID appears, requesting confirmation.
- Click on **Yes** if the correct Agency ID was selected. The main NEORHYMIS login window will appear. (See login steps below.)
- If the wrong Agency ID was selected, click on **No**, and reselect the Agency ID following the steps above.

NOTE: For easy reference, the selected Agency ID is always displayed on the top line of the **Main Menu**.

### ***Setting Login User ID and Password***

NEORHYMIS v2.1 contains a login process with password security to protect sensitive youth data. An individual staff record, with a unique numeric login ID and a user-defined password, can be created for each NEORHYMIS user, with one of three security access levels:

- **Director** (can access all NEORHYMIS v2.1 functions)
- **Administrator** (can access all NEORHYMIS v2.1 functions)
- **Staff** (can input information into the database and view client files but cannot access reports or utilities, modify staff profiles, create backups, restore the database, or create Federal Transfers)

To create a new Staff Profile:

- From the menu bar on the **Main Menu**, click **Agency Profile**.
- Click **Staff Profile**.
- Click **Add New Staff**.
- Type in the **Staff Name**.
- Type a password in both the **New Password** and **Confirm Password** boxes.
- Click **Save**, then **Yes**, if staff information is correct.
- Record the Staff ID and password displayed in the **Information** screen for future reference.
- In the **Staff Profile** list displayed, scroll down to highlight the new staff row and click **Select** to open the profile.
- Click **Save** and then **OK**.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

## **Login Process**

The initial window you see after starting the NEORHYMIS application is the **Login** window. If this is the first time NEORHYMIS v2.1 has been run, use the default ID (**RHY**) and password (**MIS**) until staff profiles are created.

- Enter your Staff ID or the default ID (**RHY**).
- Enter your staff password or the default password (**MIS**).
- Select the optional **Skip Welcome Message and Program Description** to go directly to the NEORHYMIS **Main Menu** window (see Notes below).
- Select the desired NEORHYMIS function on the **Main Menu** window with either the window buttons or the bar menu options at the top of the window.

### **NOTES:**

- From the 15<sup>th</sup> through the end of each month, the NEORHYMIS program opens to the **BCP Entrance Record w/o Exit** report. Click **Close** to continue to the **Main Menu**.
- From March 1 through April 20, and from September 1 through October 20, the program also displays a **Federal Transfer Reminder** window when opening. Click **Close** to continue to the **Main Menu**.
- Neither the user ID nor the password is case sensitive. They may be entered in either upper or lower case.
- The default ID (RHY) has Administrator security access which cannot be modified.
- Staff IDs are assigned by the NEORHYMIS program and are consecutive numbers.
- Once either a Director or an Administrator profile has been added, the default ID (RHY) and password (MIS) will no longer work. If all created staff profiles have a Staff security level, the default ID and password can still be used.
- If you cannot log into NEORHYMIS, contact RHYMIS technical assistance.

# GETTING HELP

## NEORHYMIS v2.1 Help Menu

The **Help** option is located on the far right of the menu bar at the top of the **Main Menu**. The **Help** menu provides:

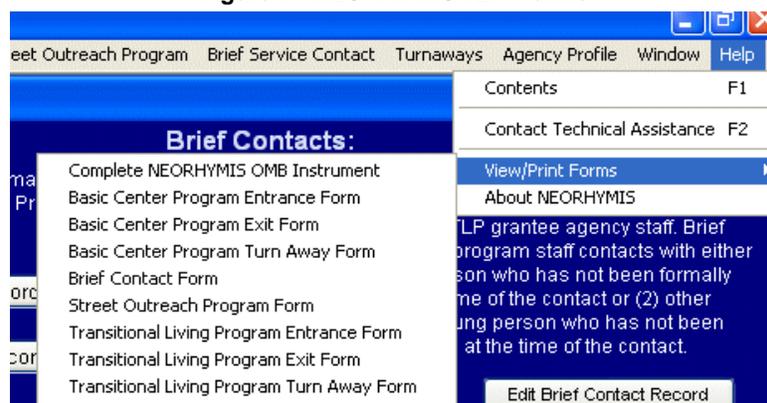
- Contact information for the RHYMIS help desk
- Individual BCP, TLP, and SOP data entry forms in PDF format
- Version and date information about the NEORHYMIS v2.1 program

## Finding and Printing Forms

For agencies that prefer to record client data on paper before transferring it to the database, the NEORHYMIS BCP and TLP Entrance and Exit Forms (including Turnaway and Brief Service Contact forms) and the SOP forms may be accessed and printed from any of the following sources:

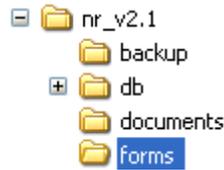
- The NEORHYMIS **Help** menu. From the dropdown menu, select **View/Print Forms**, as illustrated below in Figure 1.
- The subfolder **nr\_v2.1\forms** in the NEORHYMIS software installation disc drive, Figure 2 below. The forms are available here in both PDF and MS Word format.
- Directly from the NEORHYMIS installation CD. Please be aware this CD is configured to automatically begin running the installation script when inserted into your CD drive. You must click **Cancel** to halt the installation process. You can then access the CD from your **My Computer** icon (or **Computer** on some machines) with first a **Right Click** to see the dropdown menu and then a **Left Click** on **Open** to see the contents of the CD.

Figure 1. NEORHYMIS v2.1 Forms



For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

Figure 2. Standard NEORHYMIS v2.1 Sub-folders



## Technical Assistance

NEORHYMIS technical assistance for NEORHYMIS users is provided to RHY grantees by both telephone and e-mail.

### *Telephone Assistance*

NEORHYMIS technical support is available Monday–Friday, 8 a.m.–5 p.m. Eastern Time, through the RHYMIS hotline at **1-888-RHYMIS4 (1-888-749-6474), option #1**. Appointments outside of the standard business hours may also be arranged in advance. Select **option #2** if the **option #1** mailbox is full. If **option #1** is busy, please leave a voice-mail message for fastest response.

When leaving a message, please include your agency identifier (e.g., 01VT0002), your name, and a return phone number along with your request. The RHYMIS technical assistance team makes every attempt to return phone messages within a day.

### *E-mail Assistance*

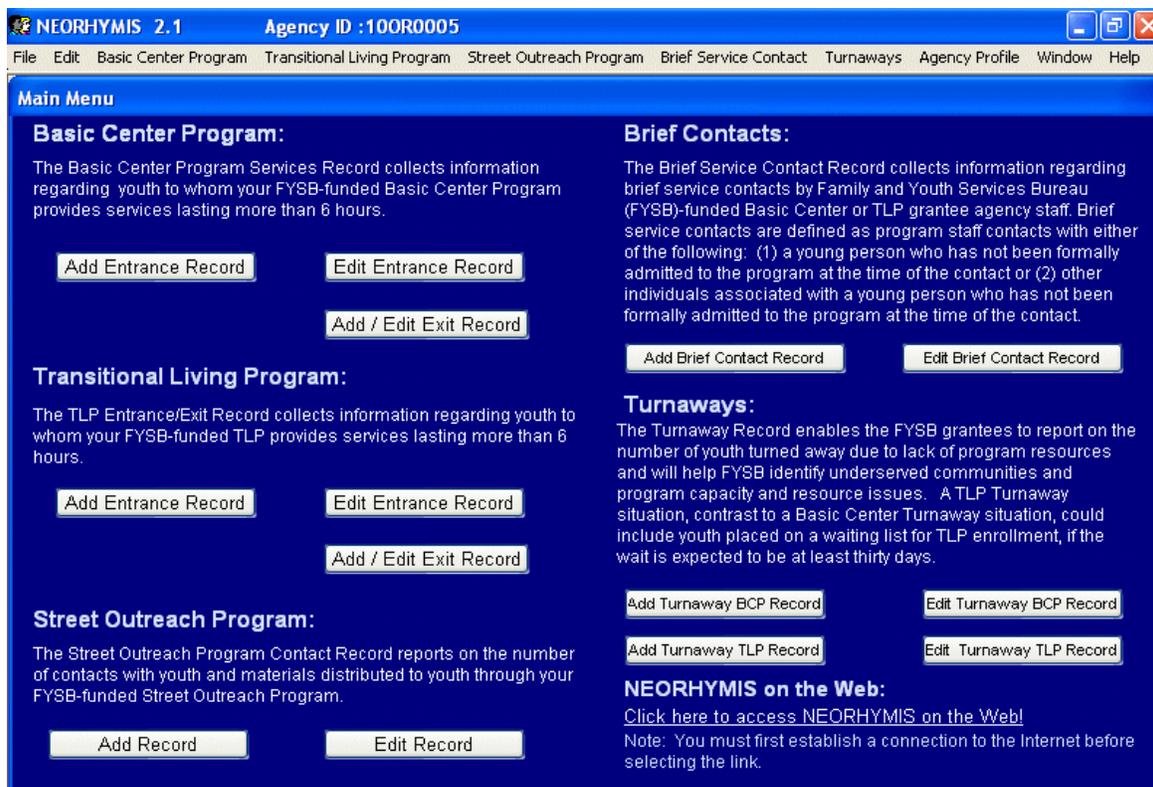
Technical assistance can also be requested by e-mail at [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com). This mailbox is checked daily and accepts attachments. Please leave your contact information and say whether you wish to be contacted by return e-mail or by phone.

# ENTERING AND EDITING DATA

## NEORHYMIS v2.1 Main Menu

Login and continue to the **Main Menu** to begin using NEORHYMIS. All choices are accessible from the **Main Menu**, whether you want to add or edit records, access reports, add staff profiles, print forms, create Federal Transfers, or back up data.

The NEORHYMIS **Main Menu** (below) includes the various buttons under each RHY program to add/edit records. The same options to add/edit records are accessible from the menu bar across the top of the window.



For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

## **Basic Center Program (BCP) Records**

### ***Entrance Records***

BCP Entrance Records should be created in RHYMIS for all youth in any of the following categories:

- Youth who enter the shelter directly and receive shelter services
- Youth who have received services lasting longer than 6 consecutive hours after first contact
- Youth who are expected to begin or continue a service relationship with the BCP, whether for prevention or positive youth development

### ***Settings for BCP Service Delivery***

The definition of resident status was significantly clarified with the release of NEORHYMIS v2.1 in fiscal year (FY) 2008. Youth entering the BCP may enter the shelter directly for services or may receive preventive services to help keep them from requiring shelter. Additional discussion of the types of preventive services provided to youth is included in the section on Exit Record data entry.

**Direct BCP Shelter Services** are provided to young people who are officially entered into the program for shelter, food, clothing, counseling, and other typical BCP services.

**Services to Prevent Shelter Entry** are substantial services, generally more than 6 consecutive hours, provided in the youth's best interest, that may prevent the need for a shelter stay. Preventive services may include:

- Structured, FYSB-funded counseling and mediation
- Other interventions to help build healthy relationships within the family or household
- Referrals, provided after substantial interaction with the youth or family, to promote healthy development or strengthen a youth's assets
- Temporary stay or respite at a setting outside the youth's home
- Alternative placements
- One-night respite in a shelter that is a means of de-escalating a potential runaway situation

Any stay of more than one night for youth receiving prevention services is defined as a regular BCP shelter entry.

## Adding an Entrance Record

To add an Entrance Record, click on the **Add Entrance Record** button on the **Main Menu**.

The screenshot shows the NEORHYMIS 2.1 software interface. The title bar reads "NEORHYMIS 2.1 Agency ID :03DCFYSB". The menu bar includes "File", "Edit", "Basic Center Program", "Transitional Living Program", "Street Outreach Program", "Brief Service Contact", "Turnaways", "Agency Profile", "Window", and "Help". The main window is titled "Basic Center Program" and contains the following fields and instructions:

- Program Name: Basic Center Program
- Youth ID: [Empty]
- Updated By: [Empty]
- First Name: [Empty]
- Center ID: 03DCFYSB
- Updated Date: [Empty]
- Middle Name: [Empty]
- Last Name: [Empty]
- Type of Funding: FYSB Funded (dropdown)
- Date of Birth: [Empty] (mm/dd/yyyy)

NOTE: Names and birthdays should not be modified after the ID is created except by calling NEORHYMIS technical assistance at 1-888-749-6474.

Identify the setting and nature of services delivered to the youth. Youth who are receiving a structured course of preventive services outside the shelter should be recorded in NEORHYMIS Entrance and as youth who directly enter the BCP. The opportunity to describe the course and types of preventive services is found under Services, item 20 in the BCP Exit Report.

Such services recorded in NEORHYMIS BCP reports should be more structured than transient or casual contacts (e.g., hotline/phone or brief, drop-in counseling) recorded in the Brief Service Contact

Setting for Service Delivery: Direct BCP Shelter Services (dropdown)

Enter the date the youth first received preventive services OR directly entered the BCP shelter without prior preventive services:

BCP Service Start Date: [Empty] (mm/dd/yyyy)

**Figure 4. Basic Center Program Entrance Record**

The **Youth ID** is generated by NEORHYMIS after the following fields are completed:

- First Name
- Middle Name (optional)
- Last Name
- Type of Funding
- Date of Birth

The **Setting for Service Delivery** may be either

- Direct BCP Shelter Services OR
- Services to Prevent Shelter Entry

Add the **BCP Service Start Date**, complete the remaining items, and save the record.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

The questions must all be answered in order for the record to be saved. We recommend that you print the BCP Entrance Form to review the information required to complete an Entrance Record.

### ***Exit Records***

Exit Records should be created for all youth who have been discharged from the shelter or who are no longer receiving or in need of preventive services to prevent runaway episodes and other crises. New questions about preventive services (under item #20) were added with the release of NEORHYMIS v2.1 in FY 2008.

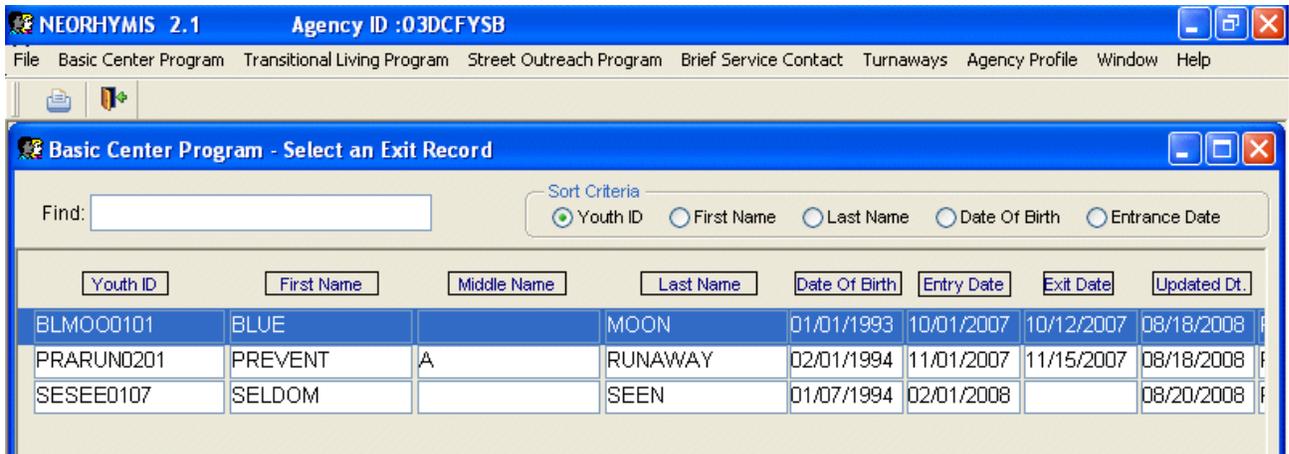
**NOTE FOR BCP HOST HOMES:** A series of nights in a host home does not count as shelter residency and should be recorded as a preventive service under item #20 when entering the BCP services at the youth's exit:

**4. Temporary Stay or Respite at a Setting Outside the Youth's Home but Not in BCP:** The youth was provided temporary or respite living arrangements at an alternative out-of-the-home setting arranged by the grantee and the youth's family or guardian. As in the previous situation, this could be for a "cooling off" period or during transfer to an appropriate permanent living setting. The expectation is the youth returns to the original household or alternative permanent living situation at the end of the temporary period.

It is important to edit and update an Exit Record if you later learn more about where a youth went immediately after exiting your program. For example, if you don't know where a young person went after leaving an RHY program, but you later learn that the youth went to stay with a relative—a much more positive outcome than living on the street—you should edit the Exit Record to reflect that change.

## Adding an Exit Record

To add an Exit Record, click on the **Add/Edit Exit Record** button from the **Main Menu**. A list of youth with Entrance Records will be displayed for selection.



**Figure 5. Basic Center Program Select an Exit Record Screen**

Use the **Find** box to search for an individual record, or select one of the Sort Criteria to create an ordered list. The list of Exit Records is sorted by Youth ID by default.

Program Name:  Youth ID:  Updated By:

First Name:  Center ID:  Updated Date:

Middle Name:

Last Name:

Date of Birth:  ( mm/dd/yyyy ) Type of Funding:

BCP Service Start Date:  ( mm/dd/yyyy )

BCP Exit Date:  ( mm/dd/yyyy )

For each youth who exits the Basic Center Program, please provide answers to all of the questions on this form. To answer a question, click on the appropriate response from the drop-down listbox, and/or select the appropriate response.

**1.) Young People's Critical Issues:**

Choose all codes that describe young people's critical issues, as identified by staff and young people during young people's period in services. It is not necessary to check a response under each heading. These categories are for reporting purposes and are therefore general and broad. Agency case management practice should reflect more precision.

1. Household Dynamics: Issues related to interactions and interrelationships within the household (for example, frequent arguments between household members)

**Figure 6 Example of Basic Center Program Exit Record**

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

Add the **BCP Exit Date**, complete the other requested information, and save the record. We suggest printing a copy of the BCP Exit Form to review the data content of the Exit Record questions.

#### NOTES:

- Service data item #20 under **Services Provided** in the Exit Record is applicable only for those Entrance Records in which the **Setting for Service Delivery** selected was **Services to Prevent Shelter Entry**. These are preventive services and are not applicable to youth who directly entered the BCP shelter.
- If a youth exits to a host home, the **Living Situation at Exit** selected should be **In a private residence** rather than **In a shelter**. In previous versions of RHYMIS, the host home was classified as a shelter, but this classification has changed.

#### ***Editing Entrance and Exit Records***

Once a record is saved, the steps are similar to edit either a BCP Entrance or Exit Record. From the NEORHYMIS **Main Menu**, under the **Basic Center Program** heading:

- Select **Edit Entrance Record** (or **Add/Edit Exit Record**).
- Select the record.
- Make the desired changes and save the record.

Use the **Find** box to search for an individual record, or select one of the **Sort Criteria** to create an ordered list, as when creating an Exit Record.

#### ***Adding a Repeat Youth Entrance Record***

When a youth has completed and exited the program, it is possible for the youth to reenter the program at a later date as a repeat visit. Adding the new Entrance Record for the repeat visit will permanently move the existing visit Entrance and Exit Records to History Records.

History Records cannot be edited. Edits that need to be made to the existing Entrance or Exit Record must be done before adding the new Entrance Record for the repeat visit.

Before adding a returning youth record, check that the current youth profile includes both an Entrance and an Exit Record. If only the Entrance Record exists, create the Exit Record before adding the new entrance. ***Do not delete the current Entrance Record.***

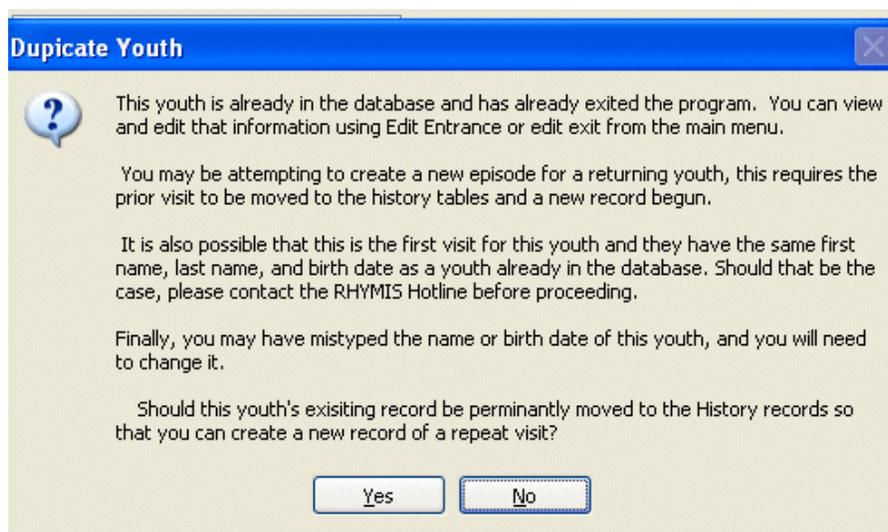


**Figure 7. Basic Center Program Youth Repeat Visit Message**

For the new repeat Entrance Record to be created with history, the youth's name and birth date for the repeat Entrance Record must *exactly* match the existing Entrance Record. Check this by opening the existing Entrance Record in the **Edit** mode to review the name and birth date before adding the new repeat Entrance Record.

Then add the new Entrance Record for the repeat visit as follows:

- Click **Add Entrance Record** to open.
- Start entering the new record for the repeat visit.
- After you complete the name, birth date, and the new **entrance date**, the **Duplicate Youth** screen will open, indicating that the current record has been found.



**Figure 8 Basic Center Program Duplicate Youth ID**

- Click **Yes** to move the youth's existing Entrance and Exit Records permanently to the History Records so that you can create a new Entrance Record for the repeat visit.
- If an error message is displayed, or if the **Duplicate Youth** screen is not displayed, contact the RHYMIS technical assistance staff.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

- Add the new entrance information for the repeat visit and save the record.

If you have questions at any point in this process, call the RHYMIS hotline prior to adding the returning youth record.

## **BCP Turnaway Records**

A turnaway is a youth turned away or placed on hold due to tight staffing ratios or lack of program resources or bed space. The **BCP Turnaway Record** enables you to report on the number of youth that were unable to receive services due to lack of shelter bed capacity. This information helps FYSB identify underserved communities, program capacity, and resource issues.

Most grantees find it efficient to keep a log (outside NEORHYMIS) of turnaways as they occur and then summarize them in Turnaway Records created at the end of the reporting period. Your agency can determine whether to define the reporting period for Turnaway Records internally as 1 month, 6 months, or some other period of time.

Note that there are two circumstances when a different kind of record, rather than a Turnaway Record, should be created. One is when a basic center provides services or assessments for a youth during a “hold” period when it cannot provide shelter. In this case, a **BCP Entrance Record** should be created to document the **preventive services** provided to the youth (see the BCP Entrance Record section).

The other circumstance that warrants a different kind of record, rather than a Turnaway Record, is when a youth is diverted because he or she is eligible for system services (foster care, juvenile justice, or mental health). Such a youth should be noted in a **Brief Service Contact Record** (described below) as a **system referral** (item #4).

### ***Adding and Editing a Turnaway Record***

To add a **BCP Turnaway Record**:

- Click **Add Turnaway BCP Record** from the **Main Menu**.
- Add the BCP turnaway data for the report period covered.
- Save the record.

To edit a **BCP Turnaway Record**:

- Click **Edit Turnaway BCP Record** from the **Main Menu**.
- Select the record to be updated.
- Make the desired changes.
- Save the updated record; doing so returns you to the **Main Menu**.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

A sample BCP Turnaway Record appears below.

The screenshot shows a web browser window titled "Turnaway Record (Basic Center Program)". The main content area is titled "Basic Center Program Turnaway Record". It contains several input fields: "Center Id" with the value "03DCFYSB", "Updated Date" with "11/06/2008", "Updated By" with "RHY", "Report Period Covered" section with "Start Date" set to "00/00/0000" and "End Date" as an empty field, both with "(mm/dd/yyyy)" format instructions. Below these fields is a paragraph of text explaining the purpose of the record. Underneath is a bolded question: "During this reporting period, how many young people eligible to enter the Basic Center could not do so because the Center had no vacancy?". This is followed by two numbered items, each with a text input field containing the number "0": "1. Number of 'turnaway' requests for assistance received by telephone" and "2. Number of 'turnaway' requests for assistance received in person (drop in, by appointment)". A "Save" button is located at the bottom center of the form.

Figure 9. Basic Center Program Turnaway Record

## Transitional Living Program (TLP) Records

### Entrance Record

TLP Entrance Records should be created in RHYMIS for all youth in any of the following groups:

- Youth formally enrolled in the Transitional Living Program
- Youth receiving nonresidential services, such as assessments, counseling, etc., prior to entering residency (e.g., while on a waiting list)
- Youth being assessed prior to entering residency

The steps to add or edit TLP Entrance and Exit Records are similar to those described above for BCP. The steps are repeated here, in the context of TLP data. The TLP records are added or edited in the **Transitional Living Program** section of the **Main Menu** screen.

### Adding an Entrance Record

To add an Entrance Record, click on the **Add Entrance Record** button on the **Main Menu** to open to an empty Entrance Record ready to be completed, as shown below.

Transitional Living Program - Youth Entrance - SWPIE0311

Program Name:  Youth ID:  Updated By:

First Name:  Center ID:  Updated Date:

Middle Name:

Last Name:  Type of Funding:

Date of Birth:  (mm/dd/yyyy)

NOTE: Names and birthdays should not be modified after the ID is created except by calling NEORHYMIS technical assistance at 1-888-749-6474.

Entrance Date:  (mm/dd/yyyy)

For each youth who enters the Transitional Living Program, please provide answers to all of the questions on this form. To answer a question, click on the appropriate response from the drop-down listbox, and/or select the appropriate response. Services for youth provided prior to or outside of the TLP residential program can be reported in the TLP Exit Report under Services, item 20.

1.) Choose one code indicating how the youth describes his/her gender identity.

Gender:

Figure 10. Transitional Living Program Entrance Record

The Youth ID is generated by NEORHYMIS after the following fields are completed:

- First Name
- Middle Name (optional)
- Last Name
- Type of Funding
- Date of Birth

Add the **TLP Service Start Date**, complete the remaining items, and save the record.

The questions must all be answered in order to save the record. We recommend that you print the TLP Entrance Form to review the information required to complete an Entrance Record.

### ***Exit Record***

New services questions (under item #21) added with the release of NEORHYMIS v2.1 in FY 2008 enable you to record services—such as counseling, meals, or special events—that the TLP provides to youth during pre-residential and nonresidential periods. These include services for formerly residential youth who have temporarily moved out of residency for a respite, time-out, or cooling-off period to reconnect with their goals and recommit to the program.

If a youth exits to a host home, the **Living Situation at Exit** selected should be **In a private residence** rather than **In a shelter**. In older versions of RHYMIS, the host home was classified as a shelter, but this classification has changed.

When a youth's return to TLP residency is possible, and nonresidency is thought to be temporary, a TLP Exit Record should not be created until either the youth returns and completes the program or it is clear that the youth is not expected to return.

It is important to edit and update an **Exit Record** if you later learn more about where a youth went immediately after exiting your program. For example, if you don't know where a young person went when they left the RHY program, but you later learn that they went to stay with a relative—a much more positive outcome than living on the street—you should edit the Exit Record to reflect that change.

## Adding an Exit Record

To add an Exit Record, click on the **Add/Edit Exit Record** button from the **Main Menu** window to open to the **Select an Exit Record** screen, like the example shown below.

Use the **Find** box to search for an individual record, or select one of the Sort Criteria to create a list. The list of Exit Records is sorted by Youth ID by default.

Youth ID	First Name	Middle Name	Last Name	Date Of Birth	Entry Date	Exit Date	Updated Dt.
CIRLA0503	Cinda	Rel	La	05/03/1988	01/16/2008	08/04/2008	08/28/2009
INYOU0626	Insure		Yourself	06/26/1988	08/04/2008	02/20/2009	08/28/2009
MIMIC0101	Miss		Micer	01/01/1988	08/03/2009	08/27/2009	08/28/2009
SNWHID101	Snowy		White	01/01/1988	07/29/2008	07/29/2008	09/14/2008
SWPIE0311	Sweety		Pie	03/11/1989	02/14/2008	07/17/2008	09/14/2008

Figure 11. Transitional Living Program Select an Exit Record Screen

A fictitious database record is shown below.

Program Name: Transitional Living Program      Youth ID: SWPIE0311      Updated By: RHY

First Name: Sweety      Center ID: 03DCFYSB      Updated Date: 09/14/2008

Middle Name:

Last Name: Pie      Type of Funding: FYSB Funded

Date of Birth: 03/11/1989 (mm/dd/yyyy)      TLP Entrance Date: 02/14/2008 (mm/dd/yyyy)

TLP Exit Date: 07/17/2008 (mm/dd/yyyy)

For each youth who exits the Transitional Living Program, please provide answers to all of the questions on this form. To answer a question, click on the appropriate response from the drop-down listbox, and/or select the appropriate response.

NOTE: If the youth is temporarily absent from the program by prior arrangement with the TLP staff (e.g., "on hiatus"), then do not enter the TLP exit data. The exit record indicates that the youth has completed their current visit and is not expected to return.

**1.) Young Person's Critical Issues:**

Select all options which describe this young person's critical issues, as identified by staff and youth during the youth's period in services. It is not necessary to check a response under each heading. These categories are for reporting purposes and are therefore general and broad. Agency case management practice should reflect more precision.

1. Household Dynamics: Issues related to interactions and interrelationships within the household (for example, frequent arguments between household members)

Figure 12. Example of Transitional Living Program Exit Record

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

Add the **TLP Exit Date**, complete the other requested information, and save the record. We suggest printing a copy of the TLP Exit Form to review the data content of the Exit Record questions.

### ***Editing Entrance and Exit Records***

Once a record is saved, the steps are similar to edit either a Transitional Living Entrance or Exit Record. From the NEORHYMIS **Main Menu**, under the **Transitional Living Program** heading:

- Select **Edit Entrance Record** (or **Add/Edit Exit Record**).
- Select the record.
- Make the desired changes and save the record.

Use the **Find** box to search for an individual record, or select one of the **Sort Criteria** to create an ordered list, as when creating an **Exit Record**.

### ***Adding a Repeat Youth Entrance Record***

When a youth has completed and exited the program, it is possible for the youth to reenter the program at a later date as a repeat visit. Adding the new Entrance Record for the repeat visit will permanently move the existing visit Entrance and Exit Records to History Records. History Records cannot be edited. Edits that need to be made to the existing Entrance or Exit Record must be done before adding the new Entrance Record for the repeat visit.

Before adding a returning youth record, check that the current youth profile includes both an Entrance and an Exit Record. If only the Entrance Record exists, create the Exit Record before adding the new entrance. ***Do not delete the current Entrance Record.***



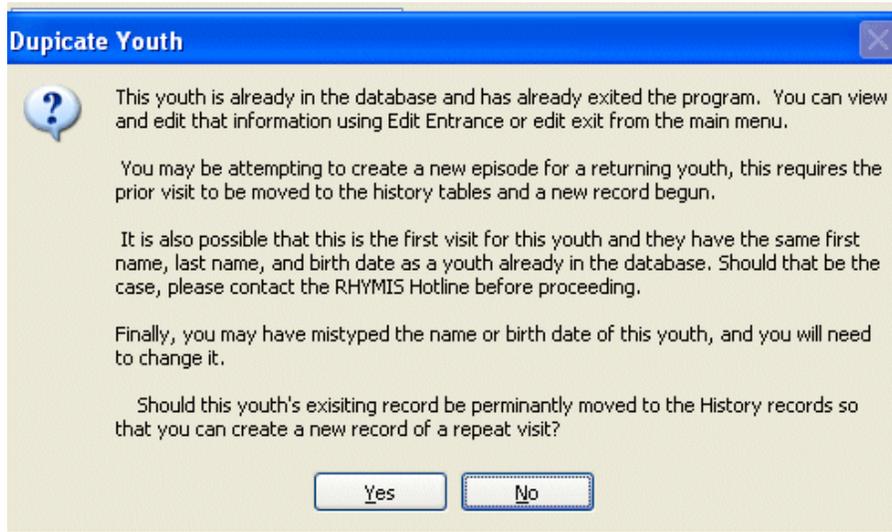
**Figure 13. Transitional Living Program Youth Repeat Visit Message**

For the new repeat Entrance Record to be created with history, the youth's name and birth date for the repeat Entrance Record must exactly match the existing Entrance Record. Check this by opening the existing Entrance Record in the **Edit** mode to review the name and birth date before adding the new repeat Entrance Record.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

Add the new Entrance Record for the repeat visit as follows:

- Click **Add Entrance Record** to open.
- Start entering the new record for the repeat visit.
- After you complete the name, birth date, and the new **entrance date**, the **Duplicate Youth** screen will open, indicating that the current record has been found.



**Figure 14. Transitional Living Program Duplicate Youth ID Message**

- Click **Yes** to move the youth's existing Entrance and Exit Records permanently to the History Records so that you can create a new Entrance Record for the repeat visit.
- If an Error message is displayed, or if the **Duplicate Youth** screen is not displayed, contact the RHYMIS technical assistance staff.
- Add the new entrance information for the repeat visit and save the record.

If you have questions at any point in this process, call the RHYMIS hotline prior to adding the returning youth record.

## TLP Turnaway Records

A TLP turnaway situation, in contrast to a BCP turnaway, may include placing a youth on a waiting list for TLP enrollment. This is done if the wait is expected to be at least 30 days. The number of youth placed on the waiting list is reported to FYSB for TLP.

Grantees generally find it easiest to keep track of TLP turnaways as they occur, in records outside NEORHYMIS, and then summarize them in TLP Turnaway Records at the end of a reporting period.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

## Adding and Editing Turnaway Records

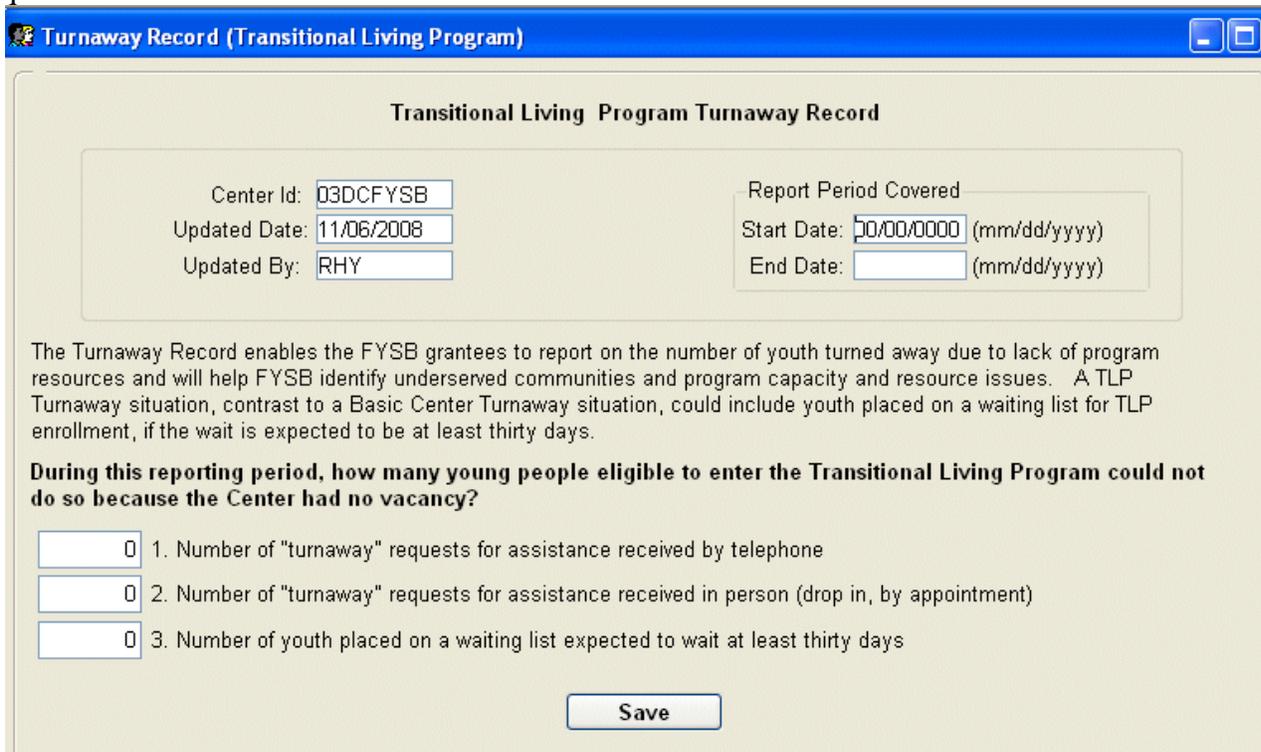
To add a **TLP Turnaway Record**:

- Click **Add Turnaway TLP Record** from the **Main Menu**.
- Add the TLP turnaway data for the report period covered.
- Save the record.

To edit a **TLP Turnaway Record**:

- Click **Edit Turnaway TLP Record** from the **Main Menu**.
- Select the record to be updated.
- Make the desired changes.
- Save the updated record; doing so returns you to the **Main Menu**.

A sample TLP Turnaway Record is shown below. Note the addition of the waiting list count, question #3.



The screenshot shows a web application window titled "Turnaway Record (Transitional Living Program)". The main content area is titled "Transitional Living Program Turnaway Record". It contains several input fields: "Center Id" with the value "03DCFYSB", "Updated Date" with "11/06/2008", and "Updated By" with "RHY". To the right, there is a "Report Period Covered" section with "Start Date" set to "00/00/0000" and "End Date" as an empty field, both with "(mm/dd/yyyy)" labels. Below these fields is a paragraph of text explaining the purpose of the record. Underneath that is a bolded question: "During this reporting period, how many young people eligible to enter the Transitional Living Program could not do so because the Center had no vacancy?". This is followed by three numbered items, each with a text input field containing the number "0": "1. Number of 'turnaway' requests for assistance received by telephone", "2. Number of 'turnaway' requests for assistance received in person (drop in, by appointment)", and "3. Number of youth placed on a waiting list expected to wait at least thirty days". At the bottom center of the form is a "Save" button.

Figure 15. Transitional Living Program Turnaway Record

## Street Outreach Program (SOP) Records

The SOP component in RHYMIS collects information on RHY grantee contacts with youth on the street or at SOP drop-in centers. SOP services may include distribution of health and hygiene products, food and drink items or packages, and brochures and fliers with information potentially useful to street youth.

SOP records should count a given youth more than once, based on a series of contacts with the same youth on different days or nights, including youth frequenting an SOP drop-in center. Multiple contacts with the SOP for individual youth are counted separately. Count each youth that is part of a group receiving SOP services as a separate contact.

SOP grantees are asked to record the number of youth who receive shelter and/or other services for at least one night after coming into contact with the SOP. If a youth leaves the shelter but returns after at least one night of absence, he or she should be counted on each shelter entry. This information is important because it captures the primary mission of the SOP, which is to lead street youth into shelter and services. You are encouraged to count a street youth in the “shelter entry” category even if the youth enters a non-FYSB shelter as a result of your SOP activities. However, you are not expected to keep track of the number of the youth’s overnight visits to that non-FYSB facility.

Grantees generally prefer to keep track of SOP services as they are delivered, in records outside NEORHYMIS, and then summarize them in SOP Records at the end of a reporting period. NEORHYMIS SOP Records may be added monthly, or the data may be compiled into one record for each 6-month reporting period.

### ***Adding an SOP Record***

To add an **SOP Record**:

- Click **Add Record** on the **Main Menu** under the **Street Outreach Program** section.
- Add the SOP data for the report period covered.
- Save the record; doing so returns you to the **Main Menu**.

An empty SOP Record, ready to be completed, is displayed below.

The screenshot shows a web application window titled "Street Outreach Program". Inside, there is a form titled "Street Outreach Program Contact Record". The form contains several input fields and a "Save" button. The fields are: Center ID (03DCFYSB), Updated Date (11/06/2008), Updated By (RHY), Report Period Covered (Start Date: 00/00/0000, End Date: empty), 1.) Number of Contacts (0), 2.) Number of Contacts Sheltered (0), 3.) Number of Materials Distributed (1. 0, 2. 0, 3. 0).

Figure 16. Street Outreach Program Record

### ***Editing an SOP Record***

To edit an **SOP Record**:

- Click **Edit Record** on the **Main Menu** under the **Street Outreach Program** section.
- Select the record to be updated.
- Make the desired changes.
- Save the updated record; doing so returns you to the **Main Menu**.

## Brief Service Contact Records (BCP and TLP only)

A brief service contact occurs when a program staff member counsels or otherwise works for less than 6 consecutive hours with either a young person who has not been formally admitted to the program, or with other individuals associated with such a young person. However, create a RHYMIS Entrance Record for the youth if the period of contact includes a formal assessment or involves one of the following: a waiting list of less than 30 days, development of a transitional living plan, the expectation of aftercare, or continuing nonresidential services (e.g., to prepare a youth for the TLP experience). A brief contact should not be removed from the count even if a brief contact youth returns unexpectedly (even a few days later) and enters shelter or residential services.

A brief service contact might include, for example, a 45-minute phone consultation with a young person seeking assistance, in which you provided a referral to an appropriate program. Brief contacts may also be one-time interactions with parents, friends, and professionals to link a youth with appropriate services outside your FYSB program. They do not include contact with youth on the street or at an SOP drop-in center by street outreach staff.

A youth to whom BCP or TLP staff provide informal, unstructured, or partial-day (drop-in type) services, but not an overnight stay or structured services by appointment, should be entered in a Brief Service Contact Record. A youth who receives more structured, FYSB-funded services—family counseling, mediation, or similar interventions—but is not sheltered overnight should not be entered in a Brief Service Contact Record, but rather in a regular Entrance Record, with the **Setting for Service Delivery** selected as **Services to Prevent Shelter Entry**.

As with turnaways, most grantees find it easiest to keep track of brief service contacts as they occur in a log (outside NEORHYMIS) and then summarize them in Brief Service Contact Records created at the end of the reporting period. Your agency can determine whether to define the reporting period for Brief Service Contact Records internally as 1 month, 6 months, or some other period of time.

### ***Adding and Editing a Brief Service Contact Record***

To add a Brief Service Contact Record:

- Click **Add Brief Contact Record** from the **Main Menu**, under the **Brief Contacts** section.
- Add the Brief Service Contact data for the report period covered.
- Save the record; doing so returns you to the **Main Menu**.

A sample Brief Service Contact Record is shown below.

The screenshot shows a web form titled "Brief Service Contact Record". At the top, there are two sections: "Center ID" with a text box containing "03DCFYSB" and "Updated Date" with a text box containing "11/06/2008". To the right, there is a "Report Period Covered" section with "Start Date" (text box: "00/00/0000 (mm/dd/yyyy)") and "End Date" (text box: "(mm/dd/yyyy)"). Below this is a paragraph of instructions: "Please provide answers to questions 1, 2, 3, and 4 below regarding each brief service contact with a young person, family member, or professional. To answer a question, select the appropriate response. (Brief service contacts regarding youth who are entering or already are in the Basic Center or Transitional Living Programs should not be documented here.) Contacts with young people on the street by FYSB-funded Street Outreach Program grantee staff should be reported on the Street Outreach Program Contact Record." The form contains four numbered questions: 1.) "Brief Contact Type:" with a dropdown menu; 2.) "Individual Contacting the Agency:" with a dropdown menu; 3.) "Please enter the total number for the brief contact type and the individual contacting the agency during the period reported." with a text box containing "0"; 4.) "System referrals: If referral was made to one of the 'system' services below, please indicate which one." with a note and a dropdown menu containing "Not applicable".

Figure 17. Brief Service Contact Record

To edit a Brief Service Contact Record:

- Click **Edit Brief Contact Record** from the **Main Menu**, under the **Brief Contacts** section.
- Select the record to be updated.
- Make the desired changes.
- Save the updated record; doing so returns you to the **Main Menu**.

# TRANSFERRING, USING, AND MANAGING DATA

## Federal Transfer Semiannual Submissions

Grantees are required to submit a Federal Transfer report twice a year, in April and October. The April report covers youth served from October 1 through March 31. The October report covers youth served from April 1 through September 30.

### *Cutoff Dates for Data Entry*

**For the April Federal Transfer, March 31 is the cutoff to add or edit records in the local database.** Records are marked with an Updated Date when they are added or modified. This date can be seen in the upper right or left corner of the record screen. The April Federal Transfer includes only those records with Updated Dates of October 1 through March 31.

**For the October Federal Transfer, September 30 is the cutoff to add or edit records in the local database.** For the October Federal Transfer, only those records with Updated Dates of April 1 through September 30 are transferred.

To ensure that your agency is credited with serving as many youth as you actually served during each 6-month period, all records of services provided must be updated by the data entry cutoff date. There is no grace period.

### *Creating the Federal Transfer*

The Federal Transfer file must be created within the first 2 weeks of the transfer period:

**April Federal Transfer:** Generate the transfer file after March 31 and before April 16.

**October Federal Transfer:** Generate the transfer file after September 30 and before October 16.

The table below summarizes important dates to remember, related to Federal Transfers. A larger table, suitable for posting on a wall as a reminder, may be found on page A-2 of the appendices.

	<b>Data Collection Period</b>	<b>Creation of Data Transfer</b>	<b>Submission of Data Transfer Due</b>
<b>April Transfer Actions</b>	October 1–March 31	April 1–15	April 15
<b>October Transfer Actions</b>	April 1–September 30	October 1–15	October 15

To create a Federal Transfer, from the NEORHYMIS Main Menu:

- Click **File** at the far left of the menu bar on the **Main Menu**.
- Click **Utilities**.
- Click **Federal Transfer**.
- Click **Create Transfer**.

Be sure to note the information displayed on the **NEORHYMIS v2.1 Federal Transfer–Completed (Success, almost done!)** screen. It provides the Federal Transfer file name, the directory folder where the file is saved, and instructions on how to send the Federal Transfer as an e-mail attachment addressed to [rhymis\\_transfer@csc.com](mailto:rhymis_transfer@csc.com).

### ***Cutoff Dates for Federal Transfer Submission***

**Spring** Federal Transfers must be submitted by **April 15**. **Fall** Federal Transfers are due by **October 15**.

If your program provided no BCP or TLP services during a 6-month reporting period—that is, you have no data to submit—e-mail a clear and complete written explanation (e.g., “Program facility was closed for repair”) to your Project Officer and [rhymis\\_transfer@csc.com](mailto:rhymis_transfer@csc.com). This message should include a contact person name and phone number or e-mail address. Otherwise, your agency may be considered noncompliant with RHY grant data reporting requirements.

### **Creating Reports**

NEORHYMIS v2.1 allows you to create and customize data reports about the youth you have served and the services provided:

- From the **Main Menu**, click **File** on the far left of the menu bar at the top.
- Click **Reports** to display the available reports.
- Select the desired report from the list.
- The selection criteria window will open for reports where relevant, and you may either accept the default criteria to create the report or customize your report by choosing specific categories.

For questions about reports, contact the RHYMIS technical assistance staff.

## Backing Up and Restoring Data

### *Creating a Database Backup*

It is wise to regularly back up your NEORHYMIS v2.1 database. A backup enables you to restore the database if you should experience a catastrophic failure resulting in the loss of records. A backup is also a method for moving the database when NEORHYMIS is installed on a new computer.

To create a backup of your database, log into NEORHYMIS v2.1 and continue to the **Main Menu**. Then:

- Click **File**.
- Click **Utilities**.
- Click **Backup**.
- Click **Browse** to select the **nr\_v2.1.mdb** database.
- Click **Open**.
- Click **Okay**.
- The next message tells you the name and location of the backup file, which will be in the backup folder under the installed directory location. Click **OK**.
- Click **Exit**.
- Close NEORHYMIS.

We strongly suggest you keep a copy of the backup files on a CD, flash drive, network drive, or external hard drive in case your principal workstation has a hard drive crash.

### *Restoring Data*

Before following the steps below to restore the data into the newly installed NEORHYMIS v2.1, paste a copy of the backup that was saved on the CD or removable drive into the **backup** folder under **C:\nr\_v2.1**.

To restore the backup data into the new copy of NEORHYMIS v2.1, log into the new NEORHYMIS v2.1 and continue to the **Main Menu**. Then:

- Click **File**.
- Click **Utilities**.
- Click **Restore**.
- Click the **Browse** button next to the **Backup File** box to open the backup folder.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhymis\\_help@csc.com](mailto:rhymis_help@csc.com)

- Click on the backup file: **nr\_agency ID\_backup date.zip**. If the backup file (**nr\_agency ID\_backup date.zip**) is not in the backup folder, click the dropdown arrow to browse to the location of the backup file.
- Click **Open**.
- Click **Restore**.
- Click **Exit**.
- Close NEORHYMIS.

## Data Access and File Locations

### *Direct Database Access*

NEORHYMIS v2.1 uses an MS Access 2000 database, but MS Access software itself is not needed to run NEORHYMIS v2.1. MS Access can be useful, however, to create custom agency reports and data extracts. The database connection is through an ODBC interface, which is established during the installation process with the name **nr\_v2.1** (under System Data Source), and the database is password protected. For assistance in customizing reports and data extracts, call the RHYMIS hotline.

### Default NEORHYMIS v2.1 File Locations

The standard NEORHYMIS v2.1 installation is to the following folders:

Main application folder:        **C:\NEORHYMIS\_v2.1\**

Subfolders under the main application folder:

Database folder:	<b>db\</b>	(NEORHYMIS database)
Forms folder:	<b>forms\</b>	(OMB Instrument and data entry forms)
Documents folder:	<b>documents\</b>	(NEORHYMIS documents)
Utilities executable (Java):	<b>utils\</b>	(NEORHYMIS backup, restore, and Federal Transfer utilities)
Federal Transfer folder:	<b>transfer\</b>	(Location for Federal Transfer when created)
Backup folder:	<b>backup\</b>	(Database backups are put here)

## OTHER SOURCES OF INFORMATION

### RHYMIS Web Site

The RHYMIS page of the FYSB Web site at <http://www.acf.hhs.gov/programs/fysb/content/research/RHYMIS.htm> includes links to RHYMIS information. It also offers downloadable copies of the NEORHYMIS data entry forms for BCP, TLP, and SOP.

### NEORHYMIS Extranet

The ACF NEORHYMIS extranet Web site, <http://extranet.acf.hhs.gov/rhymis/>, allows the public to generate reports from data collected in the NEORHYMIS database since FY 2002. The extranet offers a consolidation of the data collected nationally from RHY program grantees and submitted in the semiannual Federal Transfers.

Users may select the data to be included in their reports using a predefined set of criteria, such as location (State, agency), RHY program (BCP, TLP), gender, race, and ethnicity, among others. Additional reports can be requested by contacting the RHYMIS hotline

### NEORHYMIS v2.1 Installation CD

The NEORHYMIS v2.1 installation CD and the installation folder on the workstation (**nr\_v2.1**) both contain the same additional documents in the **documents** and **forms** subfolders. Most documents are available in both MS Word and PDF formats. Grantees should go to the CD or the **forms** subfolder of **nr\_v2.1** on their computers where NEORHYMIS is installed to access forms in MS Word format if they wish to adapt them for their program needs.

Subfolder: documents

- NEORHYMIS v2.1 Installation Guide
- NEORHYMIS v2.1 Data Conversion Guide
- NEORHYMIS v2.1 Release Notes
- NEORHYMIS v2.1 Users Guide
- Letter from Stan Chappell, FYSB, introducing NEORHYMIS v.2.1, dated May 15, 2008
- RHY Program Community/Service Learning Services slides, provided by FYSB
- RHY strategic goals based on FY 2007 data and provided by FYSB

Subfolder: forms

- OMB\_Instrument\_nr\_v2.1 (details all the data items RHY program grantees are required to enter; the current instrument, OMB Control No. 0970-0123, expires on September 30, 2010)
- BCP Entrance Form\_nr\_v2.1
- BCP Exit Form\_nr\_v2.1
- BCP Turnaway Form\_nr\_v2.1
- Brief Service Contact Form\_nr\_v2.1
- SOP Form\_nr\_v2.1
- TLP Entrance Form\_nr\_v2.1
- TLP Exit Form\_nr\_v2.1
- TLP Turnaway Form\_nr\_v2.1

## UNINSTALLING THE NEORHYMIS v2.1 APPLICATION

To uninstall NEORHYMIS v2.1, first back up the NEORHYMIS v2.1 database to ensure no data are lost. Then go to the MS Windows **Control Panel** and, using **Add or Remove Programs** (or **Programs and Features** on some computers), remove NEORHYMIS v2.1.

Following are the effects of uninstalling NEORHYMIS v2.1:

- All NEORHYMIS v2.1 files (programs, documentation) are deleted if the files are still in the location where they were originally installed. These include files originally placed either on the local computer or at a network location.
- Any files that have been created or have had the file name modified since the original installation, such as database backups or Federal Transfer files, are unaffected.
- If the NEORHYMIS v2.1 database (nr\_v2.1.mdb) is still in the original installation location, the database is renamed nr\_v2.1Backup.mdb and will remain after the Uninstall process completes. Please note: If the database is shared by multiple users on a network, and one workstation performs an Uninstall, the database must be renamed back to nr\_v2.1.mdb for the remaining workstations to have access to the data through the NEORHYMIS application.
- If both a database file (nr\_v2.1.mdb) and a database backup file (nr\_v2.1Backup.mdb) exist in the original database installation location and a NEORHYMIS v2.1 uninstall is attempted, the process will fail, with a message that the backup file must first be removed.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhyomis\\_help@csc.com](mailto:rhyomis_help@csc.com)

If you are uninstalling NEORHYMIS v2.1 in an environment with the database on a server and multiple workstations, please contact RHYMIS technical assistance for help to ensure the database file is protected.

For NEORHYMIS help, call 1-888-749-6474, option #1, or e-mail [rhytis\\_help@csc.com](mailto:rhytis_help@csc.com)

# APPENDICES

## ABBREVIATIONS

ACF	Administration for Children and Families
BCP	Basic Center Program
CD	compact disc
FY	fiscal year
FYSB	Family and Youth Services Bureau
ID	identification
MS	Microsoft
NEORHYMIS	National Extranet Optimized Runaway and Homeless Youth Management Information System
nr_v2.1	NEORHYMIS v2.1 application software or database
ODBC	Open Database Connectivity
OMB	Office of Management and Budget
RHY	Runaway and Homeless Youth (programs of FYSB)
RHYMIS	Runaway and Homeless Youth Management Information System
SOP	Street Outreach Program
TLP	Transitional Living Program
v2.1	Version 2.1 (current version of NEORHYMIS)

## IMPORTANT DATES TO REMEMBER

### Timeline Reference Guide

	<b>Data Collection Period</b>	<b>Creation of Federal Transfer</b>	<b>Submission of Federal Transfer Due</b>
<b>April Transfer Actions</b>	October 1– March 31	April 1–15	April 15
<b>October Transfer Actions</b>	April 1– September 30	October 1–15	October 15