



HUD: Continuum of Care Annual Performance Report (CoC - APR)

HMIS PROGRAMMING SPECIFICATIONS FOR COORDINATED ENTRY APR (CE APR-CSV)

For Reporting Beginning October 1, 2021 Using FY 2022 HMIS Data Standards

Released July 2022
U.S. Department of Housing and Urban Development
Version 1.6

Contents

Revision History	2
Introduction	3
NEW - CONSOLIDATED REPORT INFORMATION	3
Exporting Report Results to CSV	3
Fundamentals Report Programming Basics	5
Client Universe	5
Determining Age-Related Variables	7
Determining Each Client's Household Type and Counting Distinct Households.....	7
Report Details	8
Q4: HMIS Information.....	8
Q4a: Project Identifiers in HMIS.....	8
Q5: Report Validations.....	9
Q5a: Report Validations Table.....	9
Q6: Data Quality.....	10
Q6a: Data Quality: Personally Identifiable Information	10
Q7: Persons Served	10
Q7a: Number of Persons Served	10
Q8: Households Served.....	11
Q8a: Number of Households Served.....	11
Q9. Participation in Coordinated Entry.....	11
Q9a: Assessment Type - Households Assessed in the Date Range	11
Q9b: Prioritization Status - Households Prioritized in the Date Range	12
Q9c: Access Events - Households with an Access Event	13
Q9d. Referral Events - Households Who Were Referred	15
Q10. Total Coordinated Entry Activity During the Year	16

Revision History

Date	Version	Description
2/6/2020	1.0	First release.
2/12/2020	1.1	Updated universe for Q5-9 to indicate that projects scanned should not be limited to specific project types.
2/28/2020	1.2	Updated instructions for determining reporting universe .
8/20/2020	1.2	Updated effective date to October 1, 2021
8/11/2021	1.3	Updated Q9d and Q10 with additional rows to account for changes in the FY 2022 Data Standards. Add instruction to include only Continuum Projects in report (2.02.5 Continuum Project = yes).
9/23/2021	1.4	Clarified programming instructions on Q9d row 16. Also updated language to say “households” instead of “clients”.
2/16/2022	1.5	Added additional clarification to the client universe instructions
7/5/2022	1.6	Added additional clarification to the client universe on page 5 and for client universe for Q10

Introduction

This HUD HMIS Programming Specification document details the business rules required for the HUD Continuum of Care (CoC) Annual Performance Report (APR) for COORDINATED ENTRY to be submitted in the Sage HMIS Reporting Repository (Sage).

These programming specifications cover all questions for the CoC- APR where the information needed to answer the question is required/expected to be extracted from an HMIS or comparable database system. These specifications were developed utilizing the HUD Data Standards as found in the current version of the FY 2022 HMIS Data Dictionary. Wherever possible, these specifications also refer to the [HMIS Standard Reporting Terminology Glossary](#) (*HMIS Reporting Glossary*), which outlines programming rules developed for, and with HMIS Vendors, to facilitate streamlined programming and like reporting across systems.

NEW - CONSOLIDATED REPORT INFORMATION

The information to be reported on Coordinated Entry for the APR beginning October 1, 2021, is “system-wide”. The system being reported on is the CoC where the Supportive Services Only: Coordinated Entry (SSO: CE) project was funded. Data reported on will be generated from all projects in the CoC, regardless of their funding source. Projects which collect CE data (i.e. whether they are project typed CE (14) in the HMIS or not are included in this report. This includes all projects funded under the CoC program, ESG program, or any other funding source where elements 4.19 Coordinated Entry Assessment and 4.20 Coordinated Entry Event are collected.

The HMIS is required to generate a single CE APR-CSV based on these programming specifications for SSO: CE grants who submit data on or after October 1, 2021. HUD is aware that there are multiple SSO: CE grants in some CoCs. Some of these may be to serve special populations (e.g., youth or domestic violence), others provide funding to expand and existing CE system. Regardless of the purpose of the grant, all recipients will upload the system-wide CE APR-CSV generated for the operating year of the grant being reported on.

It is expected that like a regular APR, the recipient themselves or the HMIS system administrator will be able to generate this SSO: CE CSV extract without HMIS vendor intervention for their submission to HUD.

For comparable database reports, the “system” is limited to all projects operated by the CoC grant recipient organization whose data is captured in the comparable database system.

Exporting Report Results to CSV

1. This special SSO: CE APR must be programmed for export of all HMIS generated tables in CSV format as specified in this document.
2. Each question in the report must generate one CSV file and must be named the same as the question table number, e.g., “Q7b.csv”. Sage is designed to recognize only these exact file names but is case-insensitive so that “Q7b.csv”, “q7b.CSV”, “Q7B.CSV” are all valid.
3. The CE APR CSV consists of 10 separate tables for a total of 10 CSV output files.
4. The structure of each file must match the layout in the Programming Specifications table shell for that question in terms of the quantity and sequence of lettered columns and numbered rows, excluding columns Y and Z. (Y and Z are only present to aid in programming and not part of the report output to screen or CSV.) Sage is designed to read data from the output tables according to cell position, not row and column headers, so the position of each number output in the files is critical.
5. Column and row headers must be exported for every table shell which has them, but these headers are not used to look up or access data in a particular file. There must be a placeholder for each cell that is a header in the CSV file (see first row of example below) to maintain the overall structure of the file.
6. All grayed-out cells are those which logically should not contain any data (see cells D5 through D8, B8 and C8 below). The CSV must contain either 0 (zero) or (blank) with a comma for all grayed-out cells.
7. Use double quotes to surround ALL text in column and row headers in order to ignore commas which are sometimes present in that text.

8. Double quotes are optional surrounding numbers.
9. Table cells that contain percentages must output those as decimal numbers without multiplying by 100 and carry at least 4 places to the right of the decimal.
10. Table cells that contain averages must contain decimal numbers with at least 2 places to the right of the decimal if the output is money. If the output is any other type of average such as number of days, it may contain an integer or a decimal number with up to 4 places to the right of the decimal.
11. When output from an HMIS, the entire set of files should be compressed into a .zip file.

The examples below show the format for an example question (Q6a) with sample data in the table shell as indicated in the Programming Specifications followed by the layout of that same table in CSV format.

Q6a table shell

	A	B	C	D	E	F
1	Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
2	Name (3.01)	0	0	0	0	0
3	Social Security Number (3.02)	1	1	3	5	0.0980
4	Date of Birth (3.03)	0	0	1	1	0.0196
5	Race (3.04)	0	0	0	0	0
6	Ethnicity (3.05)	0	0	0	0	0
7	Gender (3.06)	1	0	0	1	0.0196
8	Overall Score				6	0.1176

Q6a.csv

1	"Data Element", "Client Doesn't Know / Refused", "Information Missing", "Data Issues", "Total", "% of Error Rate"
2	"Name", 0, 0, 0, 0, "0"
3	"Social Security Number", 1, 1, 3, 5, "0.0980"
4	"Date of birth", 0, 0, 1, 1, "0.0196"
5	"Race", 0, 0, 0, 0, "0"
6	"Ethnicity", 0, 0, 0, 0, "0"
7	"Gender", 1, 0, 0, 1, "0.0196"
8	"Overall Score", , , , 6, "0.1176"

Fundamentals Report Programming Basics

Client Universe

Depending on the HMIS implementation, CE data could be scattered across the system in multiple projects. In general, the universe for this report requires the system to scan for any projects that collected 4.19 [\[Coordinated Entry Assessment\]](#) and/or 4.20 [\[Coordinated Entry Event\]](#) within the HMIS for a single CoC for the following clients and enrollments to include in the report.

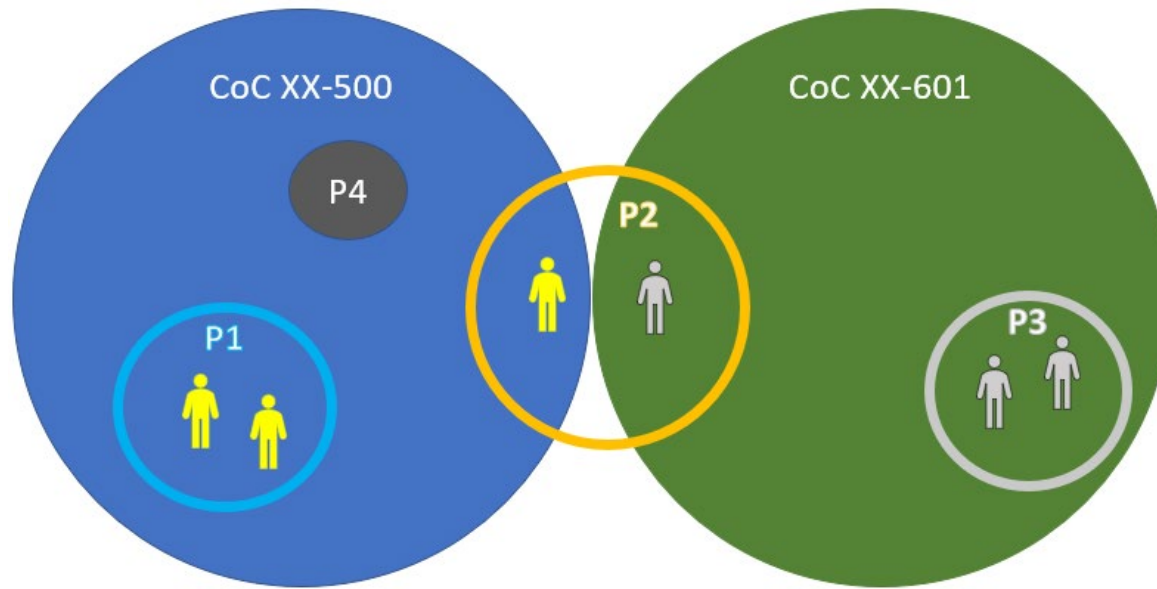
The information to be reported on Coordinated Entry for the APR beginning October 1, 2021, is “system-wide”. The system being reported on is the CoC where the Supportive Services Only: Coordinated Entry (SSO: CE) project was funded. To identify the appropriate data, use the following ordered steps:

1. Select all projects, regardless of [\[project type\]](#), that are set up to collect 4.19 and/or 4.20.
2. Of these projects, select all projects where [\[Continuum Project\]](#) (element 2.02.5) = yes (1).
3. Of these projects, select all projects where the only CoC code is that which is the same as the CoC where the SSO: CE project was funded by using [\[continuum code\]](#) (element 2.03.1).
4. This is the expected list of projects to output in Q4, i.e. these are the projects with the potential to have relevant clients.
5. For projects which have multiple CoC codes, filter enrollments by the [\[client location\]](#) (element 3.16). For each enrollment, use the most recent [\[client location\]](#) dated <= either the [\[date of assessment\]](#) (4.19.1) or [\[date of event\]](#) (4.20.1) to determine the relevant CoC of CE Assessments and CE Events assigned to that enrollment.

It is recognized that the use of this method:

- May count persons who were, for example, assessed in a CE project funded by the CoC where a person residing in another location was served (e.g., CE is in one CoC - person was residing on the streets of another CoC). This is fine, as the CoC providing the service is “credited” for the work.
- Attempts to remove activity reported for another CoC in multi-jurisdictional implementations.

Selecting projects and clients for the CE APR for CoC XX-500



1. Projects P1, P2, and P3 all collect CE data (4.19 and 4.20) in a multi CoC HMIS implementation that has a no-wrong door approach.
2. Project P2 serves two different CoC's within the implementation: xx-500 and xx-601, thus some clients in the project are from each CoC.
3. Project P4 does not collect CE data.
4. The CE APR report is being generated for a grant that was given to xx-500. Therefore:
 - Project P1 operates exclusively in XX-500 so [\[client location\]](#) filtering is unnecessary.
 - Clients in P2 need an additional filter to determine [\[client location\]](#) (3.16) to select the 1 client in XX-500 while the client in XX-601 is ignored.
 - Clients in P4 are not counted as they do not collect CE data.
 - Clients in P3 are not counted because they are not in xx-500.
 - In addition to filtering by project and client location, relevant clients and data are further determined by the criteria below.

Questions 4 through 9

- Clients in any HMIS project using Method 2 - Active Clients by Date of Service where the enrollment has data in element 4.19 (CE Assessment) with a Date of Assessment in the date range of the report.
- When including CE Events (element 4.20) for these clients, the system should include data up to 90 days *past the report end date*. Detailed instructions for this are found on [9c](#) and [9d](#).
- Unless otherwise instructed, use data from the enrollment with the latest assessment.
- Include household members attached to the head of household's enrollment who were active at the time of that latest assessment, as determined by the household members' entry and exit dates.

Question 10

The universe of data for this question is expanded to include all CE activity during the report date range. This includes data in elements 4.19 (CE Assessment) and 4.20 (CE Event) regardless of project or enrollment in which the data was collected.

Determining Age-Related Variables

Per the *HMIS Reporting Glossary*, Age is a global variable determined from a client's Date of Birth. These reporting specifications comply with the methods of determining Age per the *HMIS Reporting Glossary*. In the event a client has more than one active project stay in the report date range, a client's age for every section of the report is as of the *latest* [\[project start date\]](#) or [\[report start date\]](#), whichever comes later.

This report references the following age-related variables in several tables, and as such these will not be repeated in the reference information for each individual question:

Youth = any client age ≥ 12 and ≤ 24 provided that not one household member is above that age range. If so, exclude the entire household including the person age ≥ 12 and ≤ 24 .

Child = any client age < 18 . The [\[relationship to head of household\]](#) (element 3.15) does not matter unless a specific reporting question also includes this element.

Adults and heads of household = Anyone age ≥ 18 or where [\[relationship to head of household\]](#) = "self" (1). This includes "unaccompanied children" who, by definition in HMIS, are heads of household.

Determining Each Client's Household Type and Counting Distinct Households

This report uses the following methods from the *HMIS Reporting Glossary*:

1. Unduplicated Client Counts by Household Type
2. Unduplicated Household Counts by Individual Attribute
3. Unduplicated Household Counts

The relevant method utilized will be detailed in the Reference Information for each question in these Specifications as applicable. Because this report uses data from each client's latest project stay, each client may have only one household type as determined by the household composition on that latest stay. This includes the head of household, which is used for determining counts of households according to household type.

Report Details

(Questions 1-3 are NOT generated from HMIS data, and thus are not detailed in these specifications)

Q4: HMIS Information

Q4a: Project Identifiers in HMIS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date
2														

Field No	Other Relevant Data Standards Required	Relevant Data
2.01.2	Organization Name	text
2.01.1	Organization ID	unique identifier
2.02.2	Project Name	text
2.02.1	Project ID	unique identifier
2.02.6	HMIS Project Type	All projects
2.02.6C	Method for Tracking ES	(If 2.02.6 =1, then) 0 or 3
2.02.6A	Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	(If 2.02.6 =6, then) 0 or 1
2.02.6B	Identify the Project IDs of the housing projects this project is affiliated with	(If 2.02.6a = 1, then) unique identifier(s)
2.03.1	CoC Number	
2.03.2	Geocode	
2.01.3	Victim Service Provider	

Universe: NA

HMIS Reporting Glossary Reference: None

Programming Instructions:

1. Be sure to include data on all projects with clients and enrollments included on any question in this APR.
2. Q4a provides descriptor information on the project that is associated with the APR being submitted, as well as data on projects with which it is affiliated, if any. The information must be generated by the HMIS as it will be utilized in national unduplication efforts and validation for submissions.
3. Report each project included in the APR run on a separate line beginning on line 2.
4. Columns A through K should draw from project descriptor data elements in the HMIS.
5. Columns H, I, and J may have multiple values for a single project. Supply multiple values as a comma-separated list.
6. Column L should contain the general product name of the HMIS and be automatically supplied by the system. This value is simply repeated for each project (each line) of output.
7. Columns M and N should contain the start and end dates which the user supplied in order to execute the report. These dates are simply repeated for each project (each line) of output.
8. When generating the CSV version of this table, be sure to wrap the data in all text columns in double quotes. Certain columns such as organization name may naturally contain a comma, and other columns such as CoC number may contain multiple values in a comma-separated list. Double quotes will ensure the data will be grouped and parsed in the correct columns.

Q5: Report Validations

Q5a: Report Validations Table

	A	B
1	Total number of persons served	
2	Number of adults (age 18 or over)	
3	Number of children (under age 18)	
4	Number of persons with unknown age	
5	Number of leavers	
6	Number of adult leavers	
7	Number of adult and head of household leavers	
8	Number of stayers	
9	Number of adult stayers	
10	Number of veterans	
11	Number of chronically homeless persons	
12	Number of youth under age 25	
13	Number of parenting youth under age 25 with children	
14	Number of adult heads of household	
15	Number of child and unknown-age heads of household	
16	Heads of households and adult stayers in the project 365 days or more	

Universe: Active clients with an assessment in the report date range

HMIS Reporting Glossary Reference: Data Quality Q1.

Programming Instructions

1. Use data from whichever enrollment has the client's latest CE Assessment (element 4.19) in the reporting year.
2. Cells B5 through B9, B11, B13 and B16 are included in this table and should be in the resulting CSV to maintain formatting consistency between this APR, the CoC APR, ESG CAPER, and uploads to Sage. However, the output for those cells should contain either zeros or nothing (just a comma in the CSV).

Q6: Data Quality**Universe:** Active clients with an assessment in the report date range**HMIS Reporting Glossary Reference:** Data Quality Q1.**Q6a: Data Quality: Personally Identifiable Information**

	A	B	C	D	E	F
1	Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
2	Name (3.01)					
3	Social Security Number (3.02)					
4	Date of Birth (3.03)					
5	Race (3.04)					
6	Ethnicity (3.05)					
7	Gender (3.06)					
8	Overall Score					

Q7: Persons Served**Q7a: Number of Persons Served**

	A	B	C	D	E	F
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	Adults					
3	Children					
4	Client Doesn't Know/ Client Refused					
5	Data Not Collected					
6	Total					
7	For PSH & RRH – the total persons served who moved into housing					

Universe: Active clients with an assessment in the report date range**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type.**Programming Instructions:**

1. All projects regardless of type: report active clients report the distinct counts of active clients by age and household type.
2. Row 7 is included in this table and should be in the resulting CSV to maintain formatting consistency between this APR, the CoC APR, ESG CAPER, and uploads to Sage. However, the output for those cells should contain either zeros or nothing (just a comma in the CSV), regardless of project type(s) included in the specific CE APR run.

Q8: Households Served

Q8a: Number of Households Served

	A	B	C	D	E	F
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	Total Households					
3	For PSH & RRH – the total households served who moved into housing					

Universe: Active households with an assessment in the report date range

HMIS Reporting Glossary Reference: Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

Programming Instructions:

- Q8a reports the total number of households served during the report date range. Information on households served must be reported in total and by household type. The “Total” column is an unduplicated count of distinct households served during the report date range. See [Determining Each Client’s Household Type and Counting Distinct Households](#) for additional instruction.
- Row 3 is included in this table and should be in the resulting CSV to maintain formatting consistency between this APR, the CoC APR, ESG CAPER, and uploads to Sage. However, the output for those cells should contain either zeros or nothing (just a comma in the CSV), regardless of project type(s) included in the specific CE APR run.

Q9. Participation in Coordinated Entry

Q9a: Assessment Type - Households Assessed in the Date Range

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
1	Phone						4.19.3 = 1
2	Virtual						4.19.3 = 2
3	In-person						4.19.3 = 3
4	Total Households Assessed	=B1..B3	=C1..C3	=D1..D3	=E1..E3	=F1..F3	4.19.3 = 1, 2 or 3

Universe: Active clients with an assessment in the report date range

HMIS Reporting Glossary Reference: Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type.

Programming Instructions:

- Use data from the latest [Coordinated Entry Assessment](#) (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
- Calculate the household type according to the members present at the [\[date of assessment\]](#) (4.19.1) of that latest assessment record.
- Report the count of households using the [\[personal ID\]](#) of the head of household according to the household type and [\[assessment type\]](#) (4.19.3). Column Z indicates the relevant Data Standards response for each assessment type.
- Report the total count of households in row 4.

Q9b: Prioritization Status - Households Prioritized in the Date Range

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
1	Placed on Prioritization List (Prioritized)						4.19.7 = 1
2	Not Placed on Prioritization List						4.19.7 = 2
3	Percent of Assessed Prioritized Of the total HH Assessed report the percent of those placed on the prioritization list	=B1 / (B1+B2)	=C1 / (C1+C2)	=D1 / (D1+D2)	=E1 / (E1+E2)	=F1 / (F1+F2)	

Universe: Active clients with an assessment in the report date range

HMIS Reporting Glossary Reference: Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type.

Programming Instructions:

1. Use data from the latest [\[Coordinated Entry Assessment\]](#) (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [\[date of assessment\]](#) (4.19.1) of that latest assessment record.
3. Report the count of households using the [\[personal ID\]](#) of the head of household according to the household type and [\[prioritization status\]](#) (4.19.7). Column Z indicates the relevant Data Standards response for each assessment type. CE Assessment records missing data in the [\[prioritization status\]](#) field should be reported on line 2.
4. Report the percentage of households prioritized on line 3.

Q9c: Access Events - Households with an Access Event

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Field and Response
1	Referral to Prevention Assistance project						4.20.2 = 1
2	Problem Solving/Diversion/Rapid Resolution intervention or service						4.20.2 = 2
3	Referral to scheduled Coordinated Entry Crisis Needs Assessment						4.20.2 = 3
4	Referral to scheduled Coordinated Entry Housing Needs Assessment						4.20.2 = 4
5	Total	=B1..B4	=C1..C4	=D1..D4	=E1..E4	=F1..F4	4.20.2 = 1, 2, 3 or 4
6	Result: Client housed/Re-Housed in a safe alternative						4.20.A = 1
7	Percent of successful referrals to Problem Solving/Diversion/Rapid Resolution	=B6/B2	=C6/C2	=D6/D2	=E6/E2	=F6/F2	

Universe: Active clients with an assessment in the report date range

HMIS Reporting Glossary Reference: Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type.

Programming Instructions:

- Determine the [date of assessment] (4.19.1) from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
- Calculate the household type according to the members present at that latest assessment record.
- Search for [Coordinated Entry Event] (4.20) records assigned to the same head of household with a [date of event] (4.20.1) where all of the following are true:
 - [Date of event] >= [date of assessment] from step 1
 - [Date of event] <= ([report end date] + 90 days)
 - [Date of event] < Any [dates of assessment] which are between [report end date] and ([report end date] + 90 days)
 Refer to the example below for clarification.
- For each client, if *any* of the records found belong to the same [project id] (2.02.1) as the CE assessment from step 1, use the latest of those to report the client in the table above.
- If, for a given client, *none* of the records found belong to the same [project id] as the CE assessment from step 1, use the latest of those to report the client in the table above.
- The intention of the criteria is to locate the most recent logically relevant record pertaining to the CE assessment record reported in Q9a and Q9b by giving preference to data entered by the same project.

Example for one client:

Project	Report year 1												Report year 2...					
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
Project ABC		a											c					
Project CDE			b										d					

Events in chronological order

- a. CE Assessment
- b. CE Event (referral to RRH)
- c. CE Assessment
- d. CE Event (successful referral to RRH)

Rules to include a CE event (ALL conditions must be true)

- w. [Event date] >= [Assessment date] of assessment in report range
- x. [Event date] <= ([report end date] + 90 days)
- y. [Event date] < Any [assessment dates] which are between [report end date] and ([report end date] + 90 days)
- z. Use the latest CE Event of all events matching these criteria

CE APR - Report year 1

Client included due to assessment (a) in date range.
 Assessment (a) reported in Q9a and Q9b.
 CE Event (d) is excluded because of rule (y) even though it matches rule (x).
 CE Event (b) is included because it is the most recent event matching all rules.

(90 days)

CE APR - Report year 2

Client included due to assessment (c) in date range.
 Assessment (c) reported in Q9a and Q9b.
 CE Event (d) is reported because it matches all rules.

Q9d. Referral Events - Households Who Were Referred

	A	B	C	D	E	F	Z
	Referral to:	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Field and Response
1	Post-placement/follow-up case management						4.20.2 = 5
2	Street Outreach project or services						4.20.2 = 6
3	Housing Navigation project or services						4.20.2 = 7
4	Non-continuum services: Ineligible for continuum services						4.20.2 = 8
5	Non continuum services: No availability in continuum services						4.20.2 = 9
6	Emergency Shelter bed opening						4.20.2 = 10
7	Transitional Housing bed/unit opening						4.20.2 = 11
8	Joint TH-RRH project/unit/resource opening						4.20.2 = 12
9	RRH project resource opening						4.20.2 = 13
10	PSH project resource opening						4.20.2 = 14
11	Other PH project						4.20.2 = 15
12	Referral to emergency assistance/flex fund/furniture assistance						4.20.2 = 16
13	Referral to Emergency Housing Voucher (EHV)						4.20.2 = 17
14	Referral to a Housing Stability Voucher						4.20.2 = 18
15	Total	=B1..B14	=C1..C14	=D1..D14	=E1..E14	=F1..F14	4.20.2 = 5 through 18
16	Of the total HH prioritized (Q9b row 1) what percentage received a referral						
17	Result: Successful referral: client accepted						4.20.D = 1
18	Result: Unsuccessful referral: client rejected						4.20.D = 2
19	Result: Unsuccessful referral: provider rejected						4.20.D = 3
20	No result recorded						4.20.D = missing
21	Result: Enrolled in Aftercare project						4.20.B = 1
22	Percent of successful referrals to residential projects	=B17 / (B6..B11 + B13 + B14)	=C17 / (C6..C11 + C13 + C14)	=D17 / (D6..D11 + D13 + D14)	=E17 / (E6..E11 + E13 + E14)	=F17 / (F6..F11 + F13 + F14)	

Universe: Active clients with an assessment in the report date range

HMIS Reporting Glossary Reference: Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type.

Programming Instructions:

1. Use the same instructions as Q9c to locate the relevant [\[Coordinated Entry Event\]](#) for each head of household.
2. Rows 1 through 15 and 17 through 21: Report households according to household type and data from relevant [\[Coordinated Entry Event\]](#) record.
3. Row 16: Report the percentage of households prioritized (from Q9b row 1) who received a referral. Note that the universe of households for this row is different from rows 1 – 14. But like the rows above, each prioritized household can only be counted once, using the same [\[Coordinated Entry Event\]](#) data selection criteria to determine a single CE event record for each household.
4. Row 22: Report the percentage of clients successfully referred to residential projects, i.e. [total in row 17] / [sum of total in rows 6 through 11, 13 and 14].

Q10. Total Coordinated Entry Activity During the Year

	A	B	C	D	E	F	G
	Assessment/Event	Total Occurrences	Successful Referral	Unsuccessful Referral: client rejected	Unsuccessful Referral: provider rejected	Re-housed in safe alternative	Enrolled in aftercare
1	Crisis Needs Assessment	4.19.4 = 1					
2	Housing Needs Assessment	4.19.4 = 2					
3	Referral to Prevention Assistance project	4.20.2 = 1					
4	Problem Solving/Diversion/Rapid Resolution intervention or service	4.20.2 = 2				4.20.A = 1	
5	Referral to scheduled Coordinated Entry Crisis Needs Assessment	4.20.2 = 3					
6	Referral to scheduled Coordinated Entry Housing Needs Assessment	4.20.2 = 4					
7	Referral to post-placement/follow-up case management	4.20.2 = 5					4.20.B = 1
8	Referral to Street Outreach project or services	4.20.2 = 6					
9	Referral to Housing Navigation project or services	4.20.2 = 7					
10	Referral to Non-continuum services: Ineligible for continuum services	4.20.2 = 8					
11	Referral to Non continuum services: No availability in continuum services	4.20.2 = 9					
12	Referral to Emergency Shelter bed opening	4.20.2 = 10	4.20.D = 1	4.20.D = 2	4.20.D = 3		
13	Referral to Transitional Housing bed/unit opening	4.20.2 = 11	4.20.D = 1	4.20.D = 2	4.20.D = 3		
14	Referral to Joint TH-RRH project/unit/resource opening	4.20.2 = 12	4.20.D = 1	4.20.D = 2	4.20.D = 3		
15	Referral to RRH project resource opening	4.20.2 = 13	4.20.D = 1	4.20.D = 2	4.20.D = 3		
16	Referral to PSH project resource opening	4.20.2 = 14	4.20.D = 1	4.20.D = 2	4.20.D = 3		
17	Referral to Other PH project/unit/resource opening	4.20.2 = 15	4.20.D = 1	4.20.D = 2	4.20.D = 3		
18	Referral to emergency assistance/flex fund/furniture assistance	4.20.2 = 16					
19	Referral to Emergency Housing Voucher (EHV)	4.20.2 = 17	4.20.D = 1	4.20.D = 2	4.20.D = 3		
20	Referral to a Housing Stability Voucher	4.20.2 = 18	4.20.D = 1	4.20.D = 2	4.20.D = 3		

Universe: All Coordinated Entry Assessment (4.19) and/or Coordinated Entry Event (4.20) data in the report date range. Include data for clients regardless if they have a qualifying assessment in the date range.

Programming Instructions:

- Rows 1 and 2: Count the number of CE Assessments in the report date range by [assessment level] (4.19.4).
- Rows 3, 5, 6, 8, 9, 10, 11, 19: Count the number of CE Events in the report date range by [event] (4.20.2) responses which have no dependent fields.
- Row 4: Count the total number of CE Events in the report date range where [event] = "Problem Solving..." (response 2) in column B. Count the number of those same events (response 2) which have [Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative] (4.20.A) = "Yes" (response 1) in column F.
- Row 7: Count the total number of CE Events in the report date range where [event] = "Referral to post-placement..." (response 5) in column B. Count the number of those same events (response 5) which have [Referral to post-placement/follow-up case management result - Enrolled in Aftercare project] (4.20.B) = "Yes" (response 1) in column G.
- Rows 12 through 17 and 19 -20: Count the total number of CE Events in the report date range where [event] = responses 10 through 15, 17, and 18 in column B. Count the number of events with each different [referral result] (4.20.D) in columns C through E. Records missing [referral result] should be reported only in column B.