030 MINNESOTA CORE HOMELESS PROGRAMS REPORT

REPORT MANUAL

CONTENTS

EVALUATION TIP!
THROUGHOUT THIS MANUAL YOU'LL SEE EVALUATION TIP BOXES LIKE THIS ONE THAT HIGHLIGHT EXAMPLES OF EVALUATIVE WAYS TO USE THIS REPORT. KEEP AN EYE OUT FOR THEM AND TRY THEM OUT!

| WE WANT TO HEAR FROM YOU! |
| --- |
| OUR PRODUCTS ARE STRONGER WHEN YOU LET US KNOW WHAT YOU LIKE, WHAT YOU DON'T, AND WHAT YOU NEED.

IF YOU HAVE AN IDEA OR SUGGESTION, CONTACT US AT THE HELPDESK AT MNHMIS@ICALLIANCES.ORG. |

PURPOSE OF THIS MANUAL

This manual was developed to support HMIS users, program managers, state and CoC partners who utilize the 030 Minnesota Core Homeless Programs report. As this report was designed with a range of uses in mind, the content that follows describes possible uses, layout, and technical design.

WHAT IS THE MN CORE HOMELESS PROGRAMS REPORT?

If you are charged with reporting your agency's HMIS data to multiple homeless programs, you likely have numerous reports to wade through. Each one is a little different. While similar, there are small, sometimes frustrating, variations in how they count whether you're submitting an APR or an exits report.

To remedy this, in 2017, ICA engaged CoC and state homeless program partners in envisioning a core report across all projects that would have value and wide applicability. This report would not replace *all* currently required reports *but encompass what each program had in common* (with the eventual goal of building supplemental reports for each program).

Think of the 030 Core report as the center of the Venn diagram of all the data that our CoC-funded and state homeless programs have in common.

Core report

State homeless programs

Right here

Agencies

CoCs
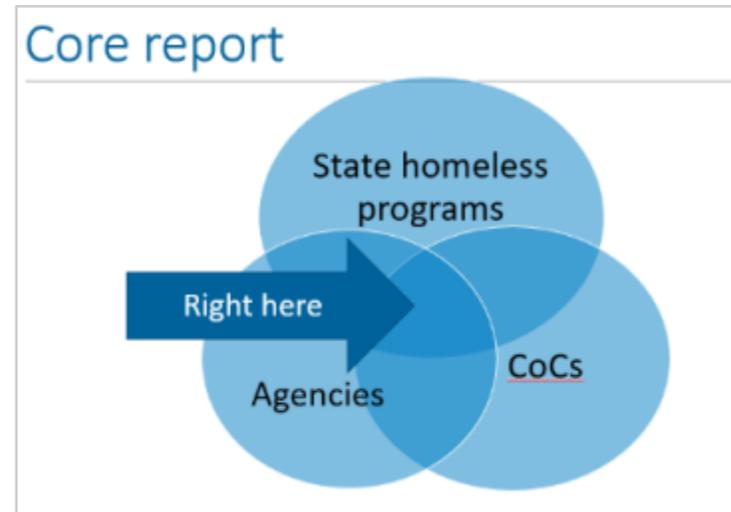
HOW WAS IT DEVELOPED?

Once ICA developed the initial report design with state and CoC partners, over twenty HMIS users from across the state volunteered their time as user testers. User Acceptance Testing is a critical part of report development, to ensure what we produce is legible, functional, and useful. This process took several months. Once each piece of user feedback was considered, we incorporated as many feature enhancements as possible. (Have a feature enhancement idea? You can submit your idea for future upgrades by submitting a request through our website.)

WHO IS IT FOR?

This report isn't just for HMIS users. Program managers, executive directors, CoC Coordinators, supervisors, and county and state homeless program managers will find this report useful.

HOW MANY FOLKS DID YOU SERVE?

WHO MOVES THROUGH YOUR PROGRAMS?

ARE THERE DIFFERENCES BETWEEN WHO IS SERVED, AS WELL AS HOW, OR HOW LONG, ACROSS PROGRAMS OR PROJECTS?

WHAT SPECIFIC BARRIERS WERE CLIENTS UP AGAINST?

DO MORE FAMILIES OR INDIVIDUAL CLIENTS END UP STABLY HOUSED?

ARE THERE DISPARITIES? WHERE?

WHAT PERCENT OF OUR FAMILIES EXIT OUR PROGRAM STABLY HOUSED AND PAYING THEIR OWN RENT?

OVERALL, WHEN CLIENTS WALKED OUT THE DOOR, HOW DID THEY FARE? WHAT ABOUT THOSE WHO CAME IN LITERALLY HOMELESS? THOSE WHO CAME IN FROM INSTITUTIONS?

WHY WOULD I USE IT?

Use this report to understand your program's characteristics. If used routinely, the Core can assist program evaluation and monitoring. The sidebar to the left describes just a few questions this report can answer.

The Core is especially powerful if used to track changes over time. To the extent that the data you seek is tracked in HMIS, it can illuminate how you serve who you serve to help you drive better decisions for your program.

HOW IS IT DIFFERENT THAN REPORTS I'M USED TO?

Here are just a few of the great features:

- Printable!
- Sort-friendly: easy to sort in Excel
- All project types
- Summary (aggregate) and Detail (client-level)
- Keys at top of each tab (errors, data entry issues, logic)
- Singles & Families (HUD definition)
- Base population counts for subpopulation types
- Consistent with 2017 HUD Data Standards, APR specifications, System Performance Measures
- Cross tabulations by family type, subpopulations, outcomes
- **NEW**: includes detail for all program entries (not just the most current) for ease of analysis

HOW IS IT ORGANIZED?

The Core report contains five Summary tabs, six Detail tabs, and a tab for errors.

The Summary tabs tally demographic characteristics, family types, subpopulations, and outcomes.

The Detail tabs display client-level information (excluding identifying information). Detail tabs can be used for further analysis and to cross-reference or isolate specific variables.

WHERE CAN I FIND IT?

The Core report is located in SSA Report Gallery > 5. Agency – Level > Program Evaluation.
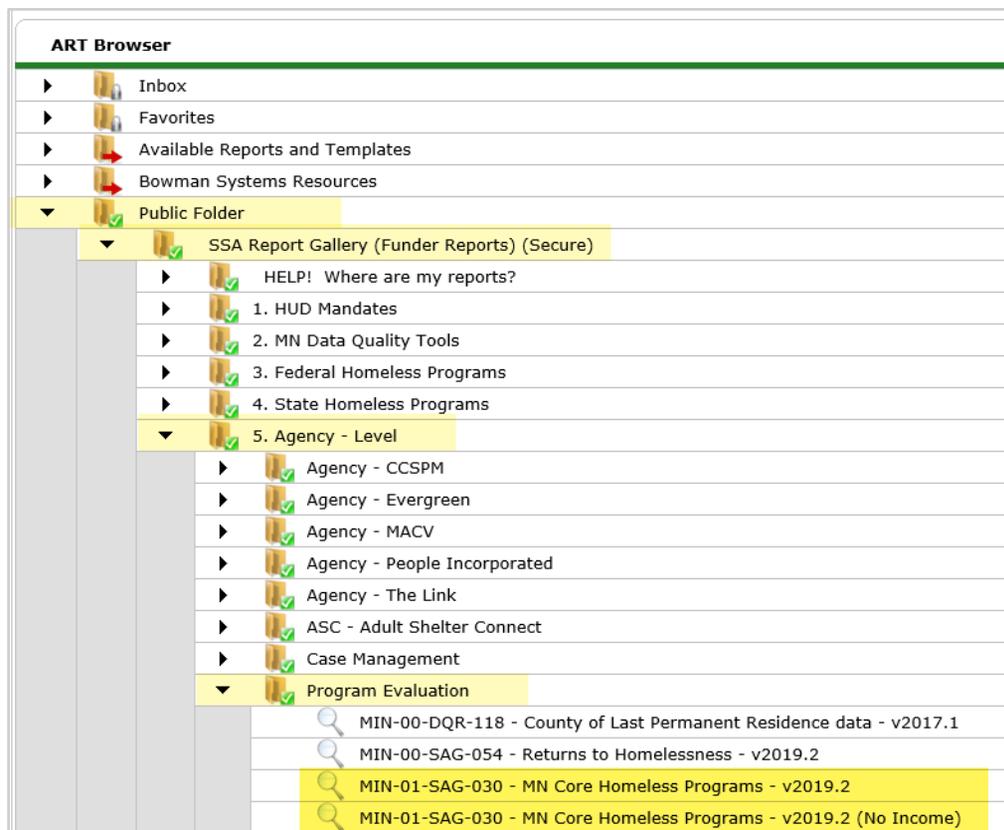
Note: there are two versions of the Core report. One version does not include income data to allow for faster run times on large data sets.

Instructions and screenshots in this manual refer to v2019.2 with income data.

KEY TERMS AND RECOMMENDED PROMPTS

All tabs are filtered to count based on a client's **last valid transaction**, except where noted (see Tabs Defined for more information). This filtering prevents duplicate counts for clients with multiple transactions.

 Last valid transaction is determined using exit date, or entry date if exit date is null, as in this example:

Client Id	Entry Date	Exit Date
12345	5/22/2018	No Exit
12345	7/10/2018	7/12/2018
12345	7/23/2018	8/1/2018	This is the **last valid transaction** used for calculations
12345	7/31/2018	No Exit

This report contains numerous prompts, or parameters, which allows for a variety of ways to cross-cut data. Required prompts are bolded in the table below. When selecting prompts, the fewer selected, the more comprehensive your pull (i.e. if you wish to only review Rapid Re-housing projects in your agency's reporting group, you would select your reporting group, then limit by selecting Rapid Re-housing as a program type code.). Be mindful when choosing prompts how your data will be limited. All prompts will appear on the Additional Information tab of your report, in case you forget what you chose.

PROMPT OPTIONS	PICKLIST	DEFINITION	SPECIAL NOTES
Select Provider(s):	*Optional prompt.*	Provider or set of providers whose clients you'd like to include.	
Select CoC Code(s):	*Optional prompt.*	If selected, all projects in the CoC(s) will pull in if run with appropriate visibility.	
Select Reporting Group(s):	*Optional prompt.*	If selected, all projects in the reporting group will run with appropriate visibility.	
Select Program Type Code:	*Optional prompt.* Emergency Shelter Transitional Housing PH: Rapid Re-Housing		Pre-populated to include the program type codes (or project types) listed here. You may remove or add from the list if you wish to include a subset or program type code beyond what is pre-populated (i.e. Homelessness Prevention or Day Shelter).

PROMPT OPTIONS	PICKLIST	DEFINITION	SPECIAL NOTES
	PH: Permanent Supportive Housing (disability required for entry) PH: Housing with Services (no disability required for entry) PH: Housing Only Street Outreach Safe Haven		
EDA Provider:	-default provider-		Leave blank unless you intend to run this report as an EDA provider.
Limit to Veterans ONLY?	Yes/No		If Yes is selected, this limits the report exclusively to Veterans.
Enter Start Date:	Date format MM/DD/YYYY.	This is the first date of the range you'd like to see. All clients who are in program or start on or after this date will be included.	
Enter End Date (PLUS 1 Day):	Date format MM/DD/YYYY.	All clients who are still in program (stayers) or exited on or prior to this date will be included.	
Enter Effective Date:	Date format MM/DD/YYYY.	This should match the End Date.	
Include Service Codes (in addition to BH1800 series):	*Optional prompt.*	Must know exact name of service to include (this is located in your provider admin).	NOTE: Rare use. Shelters who use service transactions workflows are included automatically. See technical notes.

In the sections below, the report design is explained in detail, organized by tab.

SUMMARY DEMO - ALL

This tab describes summary characteristics of all program participants. Below are screenshots and explanations of the features on this tab.

Dynamic Flags to Alert for Errors

Client counts may not total until ALL clients have a valid Date of Birth recorded. See Errors Tab to identify   ①
- 94 clients 'Missing DOB'
- 21 clients with 'Negative Age'

Heads of Household (HoH) counts may not be accurate until each household (HH) group served has a single HoH identified.   ②
See Errors Tab to identify.
- 874 groups have 'NO HoH'
- 30 groups have 'Multi HoH'

Persons in Programs section below: Client counts for Number on First Day/Entering/Leaving (a/b/c) may not match the 'Total ALL'   ③
column. This may not be an error (in the event that household (HH) members left and/or returned earlier or later than the HoH and
other HH members). There are clients that either exited early or entered the group late. This may not be an error (in the event that
household members joined the household at different times).

1. Until these age issues are resolved, these clients will not be included in the summary totals. Details on age issues can be found on the Error tab,
2. If no Head of Household is identified or multiple heads of household are identified in a single group, the report doesn't know who to count. Details on Head of Household issues can be found on the Error tab.
3. Fluidity in household configuration impacts overall counts when comparing subtotals and totals. Sometimes this is an indicator of an error in the household configuration, but sometimes it's a result of actual household configuration changes. Details can be found on the Error tab.

These error flags at the top of the summary tab alert the user to why counts may not align.

Persons in Program

Persons in Program	Singles					Families (Adult/Child)				Total
	All Clients	Clients 25+	Clients 18-24	Unacc Youth Under 18	Parenting Youth Under 18	All Clients	25+ Clients	Clients 18-24	Clients Under 18	Total ALL
a. Number on First Day of Period	8919	7218	1343	279	22	9730	2633	788	6207	18649
b. Number Entering During Period	5655	4652	712	246	4	2428	736	179	1497	8083
c. Number Who Left During Period (Leavers)	4353	3650	601	238	10	2492	691	226	1557	7020
d. Number on Last Day of the Period (Stayers)(a+b-c=d)	10221	8220	1454	287	16	9666	2678	741	6147	19712
Total Number Served (Unduplicated)	14574	11870	2055	525	26	12158	3369	967	7704	26732

Who was there? Who came in? Who left? Who stayed?

ROW	DEFINITION
Number on First Day of Period	Clients that entered prior to Report Start Date
Number Entering During Period	Clients that entered on or after Report Start Date
Number Who Left During Period (Leavers)	Clients that exited between Report Start and Report End Date
Number on Last Day of Period (Stayers) (a+b-c=d)	Clients with no exit OR exiting on or after Report End Date

Gender/Race/Ethnicity Cross-tabulations

All counts are pulled as of client's last valid transaction (see Key Terms and Recommended Prompts for explanation of "last valid transaction").

Subpopulation Cross-tabulations

See Data Dictionary for explanation of italicized fields referenced in the Definition column below.

ROW	DEFINITION	POPULATION (Pool of clients used for this count)
Veteran	Adults with Yes for *Client Veteran Status*	Services and Entry Exits Adults Only
Chronically Homeless	Adults / HoH with *HUD CH* =Yes	Entry Exits only Adults & HoH
Long-Term Homeless MN Definition	Adults / HoH with *Extent of Homelessness by Minnesota's Definition* = "Long Term…"	Entry Exits only Adults & HoH
Discharge from Jail/Prison *Yes at any point in period	Adults / HoH with *Leave any of these? (0-3 months ago)* = "County Jail or Workhouse";"State or Federal Prison";"Juvenile Detention Center" for ANY transaction at ANY point in reporting period	Entry Exits only Adults & HoH
Domestic Violence *Yes at any point in period	Adults / HoH with *Have you ever experienced domestic violence?* = Yes for ANY transaction at ANY point in reporting period	Entry Exits only Adults & HoH
Fleeing Domestic Violence	Adults / HoH with *Have you ever experienced domestic violence?* = Yes AND *If yes for Domestic Violence Victim/Survivor, are you currently fleeing?*=Yes	Entry Exits only Adults & HoH Domestic Violence (above) = Yes
Discharge from Foster Care	All youth 18-26 or Heads of Household with *Leave any of these? (0-3 months ago)* = "Adoptive home (from foster care system)";"Foster home (youth only)"	Entry Exits only Youth 18-26 or Heads of Household
Any Disability of Long Duration (** EE Detail)	All clients with *Does client have a disability of long duration?*=Yes	Entry Exits only All clients

ROW	DEFINITION	POPULATION (Pool of clients used for this count)

Disabling conditions:
 	
  Chronic Health Condition
 	
  Physical Disability
 	
  Mental Health Problem
 	
  Substance Abuse (Alcohol Abuse, Drug Abuse, or Both Alcohol and Drug Abuse
 	
  Developmental Disability
 	
  HIV/AIDS
	Chronic Health Condition, Physical Disability, Mental Health Problem, Alcohol Abuse, Drug Abuse, Both Alcohol and Drug Abuse: All clients with disability subassessment values with *Disability determination = Yes* AND *If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently = Yes*
	
	Developmental Disability, HIV/AIDS: All clients with disability subassessment values with *Disability determination = Yes*
	
	Note: Logic follows 2020 HUD Data Standards
		Entry Exits only
		
		All clients with a disability subassessment completed
		
		Entry Exits only
		
		All clients with a disability subassessment completed

MN Tribe	All clients with *Primary or Secondary Race = American Indian or Alaska Native* AND the given value for *If Native American, of which tribe are you an enrolled member?*	Services and Entry Exits All clients where *Primary or Secondary Race = American Indian or Alaska Native*

SUMMARY DEMO - HOH

This tab is a duplication of the Summary Demo-All tab, filtered to only include heads of household and single adults. See details in the section above.

SUMMARY OUTCOMES - ALL

This tab displays outcomes that are reported at program exit. Through a series of cross tabulations, it compares Exit Destination with a range of key indicators and subpopulations. Each table on this tab is filtered to include only the applicable population (as not all data elements are required for all persons). The table will specify which population is included: in the example below, all adults and heads of household are included.

Exit Destination by Residence Prior

Residence Prior (Adults and HoH)	Exited to Temporary Destinations			Exited to Permanent Destination	Exited to Other Destinations				Total Leavers	Stayers (No Exit)
	Homeless	Non-Homeless	Institutional		Deceased	Other	Don't Know / Refused	Missing		
Homeless	3	8	1	38	0	11	1	6	68	401
Institutional	2	0	1	1	0	4	1	5	14	68
Transitional / Permanent	2	12	4	166	0	66	2	4	256	475
Other	0	2	0	17	0	6	0	0	25	43
Don't Know/ Refused	0	0	0	0	0	0	0	2	2	6
Missing	0	0	0	4	0	13	0	2	19	38
Total (Adults and HoH)	7	22	6	226	0	100	4	19	384	1,031

Exit destinations are categorized as temporary, permanent, other, and stayers (no exit). See Data Dictionary for field definitions and category information.

The following cross-tabulations appear:

- Residence Prior
- MN Extent of Homelessness
- Length of Time in Program
- Race
- Subpopulations (including chronically homeless, long-term homeless, veterans, domestic violence, currently fleeing domestic violence, disability, chronic health condition, physical disability, serious mental illness, substance abuse, developmental disability, and HIV/AIDS)

SUMMARY OUTCOMES - HOH

This tab is a duplication of the Summary Outcomes-All tab, filtered to only include heads of household. It includes all cross-tabulations listed above and an additional cross-tabulation for Family Type. See details in the section above.

SUMMARY INC

This tab compares income recorded at entry to exit (leavers) or most recent income recorded (stayers). It is filtered to only include clients who are adults and/or heads of household. Note that the tab includes separate tables for Leavers and Stayers (see Data Dictionary in Detail section). Income is calculated and categorized the same way as it is in the CoC-APR.

Income at entry compared to income at exit.

Income (Adult or HoH)	Population	Population Base Count	Had Income at Entry / Reduced at Exit	Had Income at Entry /Retained or Increased at Exit	No Income at Entry /Gained at Exit	No Income at Entry /No Income at Exit	Had Income at Entry / No Income at Exit
Earned Income (EIC)	EE ONLY with Calculable Income	245	↓	↑	↑	141	↓
Other Income (Non-EIC)		245		9		145	
Any Income		245		1?5		67	

Only HUD income sources* with *Receiving Income Source = Yes* are included in calculations. Only "calculable" income will be used. If income is not calculable at Entry or at Exit the client will be excluded from the calculations. See list of HUD income sources in the Data Dictionary.

Examples of non-calculable income:

- *Income from Any Source = Yes* and NO income is recorded in the income subassessment
- *Income from Any Source* is missing or DKR/DNC and NO income is recorded in the income subassessment

To determine counts in table columns, income is totaled per client at Entry and at Exit and then compared:

Earned Income (EIC) totals and compares ONLY *Income Source = Earned Income*
Other Income (Non-EIC) totals and compares all valid income not included in EIC
All Income totals and compares ALL valid income (EIC and non-EIC)

NOTE: If *Income from Any Source* is recorded as any value other than "Yes" but the client has a valid income amount recorded on the income subassessment, that subassessment value WILL be counted in the report.

DETAIL TABS

Each Detail tab has a similar structure. Differences in calculations and data sources are explained in the sections below.

Demographic Detail

Unique Id 952	Group Id 633	Client Id	H	Provider	Entry Date	Exit Date	Leaver Stayer	Age at Entry	Gender	HUD Race	Eth	Vet	Relate HoH	Fam Type	Tribe
					1/7/2019	9/30/2019	a. Leaver	7	Female	White	Non	-	Child	AC	-
					4/11/2019		a. Stayer	16	Female	White	Non	-	Self	sC	-
					10/1/2019		b. Stayer	34	Female	American In	Non	N	Self	sA	Missing
					1/31/2019		a. Stayer	42	Female	White	Non	N	Self	sA	-
					7/31/2019	9/30/2019	b. Leaver	1	Female	White	Non	-	Child	AC	-
					9/22/2019		b. Stayer	30	Female	White	Non	N	Self	AC	-

EE Detail – Current ONLY

This tab contains detail for each client's most current entry-exit during the time period. This transaction is the one counted in the Outcomes tab.

Unique Id 942	Group Id 628	Client Id	H	Entry Exit Provider Id	Proj Type	Entry Date	Exit Date	EE LOT	Age at Entry	HUD CH	Fam Type	MN Hmls	DV	DV Flee	DV When	Disch Jail	Disch Foster	Ever Foster Care?	Disab YN	Vet	County Where Resides	Res Prior to Project Entry
					O	1/7/2019	9/30/2019	266	7		AC	-	-	-	-	-	-	N	N	-	-	-
					SSO	4/11/2019		183	16		sC	Not	No	-	-	*Yes - Juv Det	Juv Det	Y	N	-	Cass County	Institutional - Foster care hor
					ES	10/1/2019		10	34		sA	LTH	*Yes	Yes	0-3 mo	MH Fac	-	-	Y	N	Itasca County	Institutional - Psychiatric hos
					O	1/31/2019		253	42		sA	1st	Null	-	-	Null	-	-	Y	N		Trans/Perm - Staying or livin
					HP	7/31/2019	9/30/2019	61	1		AC	-	-	-	-	-	-	Y	N	-	-	-
					ES	9/22/2019		19	30		AC	1st	*Yes	Yes	0-3 mo	No	-	-	N	N	Koochiching	Trans/Perm - Staying or livin

EE Detail – All

This tab contains detail for all entry-exits for all clients during the report period (i.e. it is not limited to only the last valid transaction). For clients that have more than one entry-exit during the report period, the last valid transaction will be marked with an X in the final column. All other entry-exits (transactions) will not have an X in the last column, and will appear in gray.

Unique Id 942	Group Id 779	Client Id	H	Entry Exit Provider Id	Proj Type	Entry Date	Exit Date	EE LOT	Age at Entry	HUD CH	Fam Type	MN Hmls	DV	DV Flee	DV When	Disch Jail	Disch Foster	Ever Foster Care?	Disab YN	Vet	County Where Resides	Res Prior to Project Entry	Last Valid EE
					O	1/31/2019		253	42		sA	1st	Null	-	-	Null	-	-	Y	N		Trans/Perm - Staying or livin	X
					HP	7/31/2019	9/30/2019	61	1		AC	-	-	-	-	-	-	Y	N	-	-	-	X
					O	9/21/2019		20	30		AC	1st	*Yes	Yes	0-3 mo	Null	-	-	N	N	Koochiching	Trans/Perm - Staying or livin	
					ES	9/22/2019		19	30		AC	1st	*Yes	Yes	0-3 mo	No	-	-	N	N	Koochiching	Trans/Perm - Staying or livin	X
					O	9/27/2019		14	4	CH Family	AC	-	-	-	-	-	-	-	-	-		-	X
					O	8/19/2019		53	38		A	1st	No	-	-	No	-	-	Y	N		Homeless - Place not mear	
					O	10/3/2019		8	38		sA	1st	No	-	-	No	-	-	Y	N		Homeless - Place not mear	X

Disab Detail

Unique Id 1,912	Group Id 1,845	Client Id	H	Entry Exit Provider Id	Entry Date	Exit Date	Age at Entry	Disab YN	Disability Type	Start Date	End Date
					7/15/2014		11	Y	Physical (HUD)	7/15/2014	
					4/23/2019		58	Y	Mental Health Problem (HUD)	9/26/2018	
					12/3/2016		57	Y	Alcohol Abuse (HUD)	6/7/2016	
					12/3/2016		57	Y	Chronic Health Condition (HUD)	6/7/2016	
					12/3/2016		57	Y	Developmental (HUD)	6/7/2016	
					12/3/2016		57	Y	Mental Health Problem (HUD)	6/7/2016	

Income Detail

This tab is limited to Adults and Heads of Household only, matching the Summary Income tab.

Unique Id 6,285	Group Id 6,000	Client Id	H	Entry Exit Provider Id	Entry Date	Exit Date	L/S	Inc YN	Inc Type	EIC ONLY	Other	Inc YN	Inc Type	EIC ONLY	Other
										Income at Entry				Income at Exit	
					7/9/2014				O	$0.00	$1,110.00	Y	O	$0.00	$1,110.00
					4/23/2019			Y	O	$0.00	$771.00	Y	O	$0.00	$771.00
					12/3/2016			Y	O	$0.00	$753.00	Y	O	$0.00	$834.00
					8/1/2017			N		$0.00	$0.00	Y	O	$0.00	$245.00
					11/14/2016					--	--			--	--
					11/9/2016					--	--			--	--

Destination Detail

Unique Id 942	Group Id 628	Client Id	H	Entry Exit Provider Id	Proj Type	Age at Entry	Exit Destination	Res Prior to Project Entry	Extent Homelessness MN Definition	LOT Category	HUD Race	Fam Type
					O	7	DNC/No Intv - Data not collected	-	-	183 - 365	White	AC
					HP	1	Permanent - Rental by client,	-	-	31 - 91	White	AC
					ES	30	Stayer	Trans/Perm - Staying or living i	1st time homeless and less than 1 year without home	7 - 30	White	AC
					O	38	Stayer	Homeless - Place not meant	1st time homeless and less than 1 year without home	183 - 365	White	sA
					O	35	Stayer	Institutional - Substance abuse	1st time homeless and less than 1 year without home	366 - 547	American	sA
					HP	29	Permanent - Rental by client,	Trans/Perm - Rental by client,	Not currently homeless	7 - 30	White	AC

Errors

Clients with records that contain errors affecting counts in this report (e.g. household composition errors) appear on this tab. This table is sorted so that duplicate client errors appear first, followed by all other error types. Remember that EE Date Mismatch flags may not necessarily indicate an error.

Client Unique Id	Group Id	Client Id	H	Age at Entry	EE Id	Entry Exit Provider Id	Entry Exit	Entry Exit Exit	Fam Type	Dup Client	Error DOB	EE Date Mismatch	Error HoH
							8/30/2012		CM	Dup	Missing DOB		NO HoH
							3/28/2016		YM	Dup	Missing DOB		
							5/4/2016		YM	Dup	Missing DOB		
							9/28/2019	9/28/2019	sA	Dup			NO HoH
							9/28/2019	9/28/2019	sA	Dup			
							4/6/2011		sY	Dup			NO HoH

All/Most Tabs	Unique Id	A unique identifier that combines name, DOB, and SSN. In most cases, ServicePoint will generate a single Client Unique ID for a person who has multiple entries over time and across providers.
	Group Id	A unique identifier created for each stay/transaction based on the composition of the household in which the client entered and the entry date.
		Letters appended to the end of the Group Id indicate the type of transaction.
		i = Individual (did not enter program as part of a group)
		EE = Entry Exit workflow
		Sh = ShelterPoint
		Svs = Service transaction workflow
	Client Id	A 6 or 7-digit identifier generated for a single client record. (an individual may have more than one Client Id).
	H	Indicates client is marked as head of household.
	Provider/Entry Exit Provider Id	Name and identifier of HMIS provider through which client was served.
	Entry Date	Transaction Start Date. For Entry Exits this is the entry date. For Service/Shelter transactions it is the transaction start date.
	Exit Date	Transaction End Date. For Entry Exits this is the exit date. For Service/Shelter transactions it is the transaction end date.
	Age at Entry	Client Age calculated at entry/start date.

Summary Inc	HUD Income Sources	HUD income sources include any in this list for which *Receiving Source* is marked *YES*: Earned Income (HUD) Unemployment Insurance (HUD) SSI (HUD) SSDI (HUD) Veteran's Disability Payment (HUD) VA Service Connected Disability Compensation (HUD) Private Disability Insurance (HUD) Worker's Compensation (HUD) TANF (HUD) General Assistance (HUD) Retirement Income from Social Security (HUD) Veteran's Pension (HUD) VA Non-Service Connected Disability Pension (HUD) Pension or retirement income from another job (HUD) Child Support (HUD) Alimony or Other Spousal Support (HUD) Other (HUD)
Demographic Detail	**Leaver Stayer**	Leavers – Clients with exits dated prior to Report End Date. Stayers -- Clients with exits dated on or after Report End Date.
	Gender	Based on the gender assessment question.
	HUD Race	HUD definition of Race. Calculated based on a client's primary and secondary race.
	Eth	Ethnicity -- Based on the ethnicity assessment question.
	Vet Adj	Veteran status -- Based on *Client Veteran Status* question.
	Relate HoH	Based on *Relationship to Head of Household* assessment question.

	Fam Type	See Technical Notes for calculation.
	Tribe	Tribe Enrollment -- Based on *If Native American, of which tribe are you an enrolled member?* for clients whose primary or secondary race is American Indian or Alaska Native.
		Tribe abbreviations:
		Lower Sioux: Lower Sioux Indian Community in the State of Minnesota
		Mdewakanton: Mdewakanton Sioux Indians
		Bois Forte: Minnesota Chippewa Tribe - Bois Forte
		Fond du Lac: Minnesota Chippewa Tribe - Fond du Lac
		Grand Portage: Minnesota Chippewa Tribe - Grand Portage
		Leech Lake: Minnesota Chippewa Tribe - Leech Lake
		Mille Lacs Band: Minnesota Chippewa Tribe - Mille Lacs Band
	Tribe	White Earth: Minnesota Chippewa Tribe - White Earth
		Prairie Island: Prairie Island Indian Community in the State of Minnesota
		Red Lake: Red Lake Band of Chippewa Indians
		Shakopee: Shakopee Mdewakanton Sioux Community of Minnesota
		Upper Sioux: Upper Sioux Community
		Not enrolled: Not enrolled member of any tribe
EE Detail	**EE LOT**	The number of nights between program entry and program exit
		Leavers - Number of nights from entry date to exit date.

		Stayers - Number of nights from entry date to report end date.
		Note: A night is counted if the stay extends past midnight on that night.
	HUD CH	Standard HUD calculation for Chronically Homeless.
		CH Single - a single (group of 1) that meets the HUD Chronic Homeless definition.
		CH Family - a group (2+ persons) that meet the HUD Chronic Homeless definition.
		Note: For singles, time spent in a project may count toward total time needed to qualify for chronic homelessness (the client may "age in"). Time spent in a project does not count for families. See HUD definition for more information.
	Fam Type	See Technical Notes for calculation.
	MN Hmls	Extent of Homelessness by Minnesota's Definition
	MN Hmls	Abbreviations:
		1st: 1st time homeless and less than 1 year without home
		Multi: Multiple times homeless, but NOT meeting LTH definition
		Not: Not currently homeless
		LTH: Long-term homeless. Client has been homeless for at least 1 year OR at least 4 times in past 3 years.
	DV	Domestic Violence -- Values are only displayed for adults and HoH.
		Field: *Have you ever experienced domestic violence?*

		A "Yes" response on any transaction will count as a "*Yes" for all transactions.
	DV Flee	Fleeing Domestic Violence -- Values are only displayed for adults and HoH with a "Yes" response to Domestic Violence (above). Field: *If yes for Domestic Violence Victim/Survivor, are you currently fleeing?*
	Disch Foster	Discharge from foster care -- Values are only displayed for persons 18-26 years of age and Heads of Household Field: *Leave any of these? (0-3 months ago* containing values "Adoptive home (from foster care system)" or "Foster home (youth only)"
	Disch Jail	Discharge from jail/prison -- Values are only displayed for adults & HoH where the field *Leave any of these? (0-3 months ago)* contains the values "County Jail or Workhouse", "State or Federal Prison", or "Juvenile Detention Center". A qualifying response on any transaction will count as a "*Yes: for all transactions.
	Disab YN	Disability -- Based on *Does client have a disability of long duration?*
Disab Detail	Disability Type	Based on Disability Subassessment *Disability Type*
	Start Date	Based on Disability Subassessment *Start Date*
	End Date	Based on Disability Subassessment *End Date*
Income Detail	L/S	L=Leaver S=Stayer

	Inc YN	Based on *Income from Any Source* (at Entry or Exit)
	Inc Type	Income Type -- Indicates an income has been recorded for the client and marked *Receiving Income Source = Yes* E - Earned Income O - Any HUD Income other than Earned Income EO - Both Earned Income and another HUD income type
	EIC ONLY	Client's total amount for Earned Income
	Other	Client's total amount for NON-Earned Income
Destination Detail	**Exit Destination** **Exit Destination**	For Leavers only, based on *Exit Destination*: **Homeless** includes these values: Place not meant for habitation (HUD) Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter (HUD) Safe Haven (HUD) Moved from one HOPWA funded project to HOPWA TH (HUD) Transitional housing for homeless persons (including homeless youth) (HUD) **Non-Homeless** includes these values: Hotel or motel paid for without emergency shelter voucher (HUD) Residential project or halfway house with no homeless criteria (HUD) Staying or living with family, temporary tenure (HUD) Staying or living with friends, temporary tenure (HUD)

	Exit Destination	Host Home (non-crisis) (HUD)
		Institutional includes these values:
		Psychiatric hospital or other psychiatric facility (HUD)
		Substance abuse treatment facility or detox center (HUD)
		Hospital or other residential non-psychiatric medical facility (HUD)
		Jail, prison or juvenile detention facility (HUD)
		Foster care home or foster care group home (HUD)
		Long-term care facility or nursing home (HUD)
		Permanent includes these values:
		Rental by client, with RRH or equivalent subsidy (HUD)
		Moved from one HOPWA funded project to HOPWA PH (HUD)
		Permanent housing (other than RRH) for formerly homeless persons (HUD)
		Rental by client, with GPD TIP housing subsidy (HUD)
		Rental by client, with VASH housing subsidy (HUD)
		Rental by client, with other ongoing housing subsidy (HUD)
		Owned by client, with ongoing housing subsidy (HUD)
		Rental by client, no ongoing housing subsidy (HUD)
		Owned by client, no ongoing housing subsidy (HUD)
		Staying or living with family, permanent tenure (HUD)

		Staying or living with friends, permanent tenure (HUD)
		Rental by client, with HCV voucher (tenant or project based) (HUD)
		Rental by client in a public housing unit (HUD)
		Deceased = Deceased (HUD)
		Other = Other (HUD)
		DKR includes these values:
		Client doesn't know (HUD)
		Client refused (HUD)"
		DNC/No Intv includes these values
		Data not collected (HUD)
		No exit interview completed (HUD)
	Res Prior to Project Entry	Based on *Residence Prior to Project Entry*
		Homeless includes these values:
		Emergency shelter, incl. hotel/motel paid for w/ ES voucher, or RHY-funded Host Home shelter (HUD)
		Place not meant for habitation (HUD)
		Safe Haven (HUD)
		Institutional includes these values:
		Foster care home or foster care group home (HUD)
		Hospital or other residential non-psychiatric medical facility (HUD)
		Jail, prison or juvenile detention facility (HUD)

	Res Prior to Project Entry	Long-term care facility or nursing home (HUD)
		Psychiatric hospital or other psychiatric facility (HUD)
		Substance abuse treatment facility or detox center (HUD)
		Trans/Perm includes these values:
		Hotel or motel paid for without emergency shelter voucher (HUD)
		Owned by client, no ongoing housing subsidy (HUD)
		Owned by client, with ongoing housing subsidy (HUD)
		Permanent housing (other than RRH) for formerly homeless persons (HUD)
		Rental by client, no ongoing housing subsidy (HUD)
		Rental by client, with GPD TIP housing subsidy (HUD)
		Rental by client, with other ongoing housing subsidy (including RRH) (HUD)
		Rental by client, with VASH housing subsidy (HUD)
		Residential project or halfway house with no homeless criteria (HUD)
		Staying or living in a family member's room, apartment or house (HUD)
		Staying or living in a friend's room, apartment or house (HUD)
		Transitional housing for homeless persons (including homeless youth) (HUD)
		Host Home (non-crisis) (HUD)
		Rental by client in a public housing unit (HUD)

		Rental by client, with HCV voucher (tenant or project based) (HUD) **DKR:** Client doesn't know (HUD) Client refused (HUD) **Other** = Other **Missing:** Data not collected (HUD) No Values Recorded
	Extent Homelessness MN Definition	Based on assessment question *Extent of Homelessness by Minnesota's Definition*
	LOT Category	Category based on EE LOT (above). Possible categories: 0 - 6 days 7 - 30 days 31 - 91 days 92 - 182 days 183 - 365 days 366 - 547 days 548 - 730 days 731+ days

FREQUENTLY ASKED QUESTIONS

THIS DOESN'T HAVE THE DATA I NEED, WHERE ELSE CAN I LOOK?

The REPORTcollection! Depending on your program's design, there may be different reports better suited for you. Start by searching our REPORTcollection. You can organize the list by primary use, audience, homeless program, and search by keyword.

WHAT ARE THE MAIN DIFFERENCES BETWEEN HOW THE CORE AND OLDER STATE REPORTS WORK?

Here are a few of the differences:

- Household table will be biggest discrepancy as Core pulls based on the data element "Relationship to Head of Household" while some state reports pivot on the Household table.
- Data elements captured as of the last transaction.
- Core calculates client's age at entry vs. age on first day of report.
- ID2 is an old formula for counting households in state reports. They can exclude some households. The Core report remedies this by grouping households together based on the group at program start.

COMPANION REPORTS

We recommend exploring ICA's REPORTcollection to find related reports. We also have a number of data visualizations on our website, including an APR visualization.

I WANT TO DIG DEEPER TO UTILIZE THIS DATA, ANY SUGGESTIONS?

As a matter of fact, yes! ICA recently published a Data Utilization Toolkit. In addition, we developed an exercise for "Fake Agency" that you can find on our website. Download this worksheet and this dataset and try this exercise with your program staff and let us know what you find!

I HAVE AN IDEA TO IMPROVE THIS REPORT

Fantastic. You can submit a feature enhancement request through our website here.

STILL HAVE QUESTIONS? ASK THE HELPDESK

If you have additional questions about the Core report or need help interpreting this manual, reach out to our ICA Minnesota Helpdesk at mnhmis@icalliances.org.

1) **Fam Type:** This field uses a combination of letters to assign a family type code to the group served. This code is assigned to all members in the group. The code is built from the following letters, with several letters concatenated together when clients in different age categories are served together as a group.

"s": single (group count of 1)
"C": child (age 0-17)
"M": missing (date of birth not recorded)
"Y": youth (age 18-24)
"A": adult (age 25+)

Family, as used in this report and defined by HUD, includes ONLY groups served with at least one adult and at least one child. These *Fam Type* combinations count as Family: YAC / YC / AC / YACM / YCM / ACM.

Note: Groups with missing ages will err on the side of being counted as a family.

For example, these *Fam Type* combinations assume the "M" is a child: YAM / YM / AM. The combination CM assumes the "M" is an adult.

Singles, as used in this report, includes groups served that do NOT include at least one adult and at least one child. These *Fam Type* combinations count as singles: sY / sA / sC / sM. Combinations where persons in the same age category are served together (Y / A / C / M) and combinations with at least one youth and at least one adult served together (YA) also count as Singles.

2) **Services Code Prompt.** If you wish to see demographics of persons for whom you provide services (i.e. bus fare, case management), you will be prompted to select which service transaction types you would like to include. You must know the exact name of the service to include. This report will NOT show you who was provided which service, just that they received a service (and companion Entry Exit, if applicable). If this prompt is utilized, those clients will be present in the Summary tabs and Demographic Detail (only if also have EE).

REVISION HISTORY

Major Versions	Description of Major Changes
V2018.1	Original beta release
V2019.1	Minor revisions: • Chronic homeless calculation adjustment • Added Retired CoC Code prompt
V2019.2, Released 10/1/2019	Revisions: • Updated Residence Prior and Exit Destination categories, Disabilities logic in compliance with HUD 2020 Data Standards • Updated Foster Care, County Where Resides, Domestic Violence in compliance with 2019 MN Data Standards • Updated DV Fleeing to show as of current • Updated Disch Foster Care to show as of current and updated relevant population • Added Ethnicity by Race cross-tabulations • Added Summary Outcomes-HoH tab limited to Heads of Household and single adults only • Updated Summary Outcomes-All tab to reflect individual population applicable to each element. • Updated Detail tabs to show "-" where data element is not applicable • Updated Detail tabs to match relevant population (e.g. Adults and HoH) in corresponding Summary tabs • Added EE Details-All tab inclusive of all transactions • Updated Errors tab for increased clarity