

# MIN-00-CES-211 - CES MONITORING REPORT

## REPORT GUIDE

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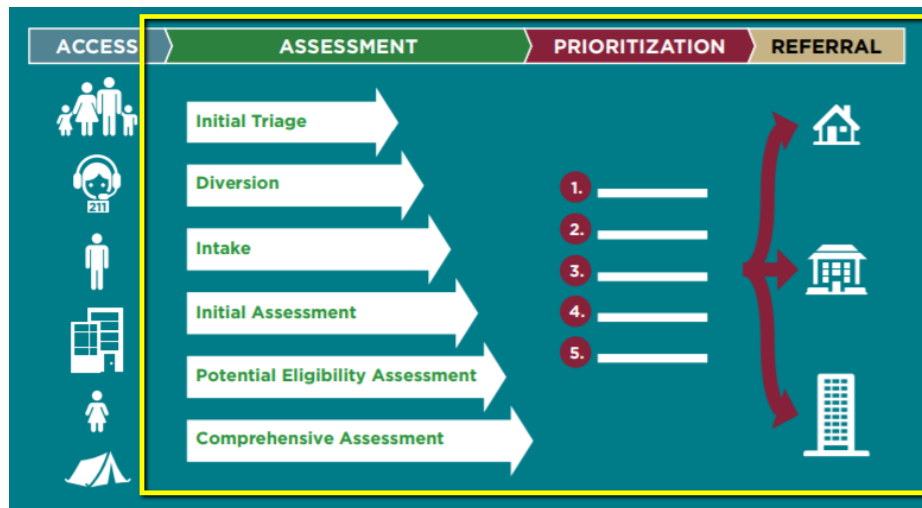
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## INTRODUCTION

### WHAT IS THE CES MONITORING REPORT?

The CES Monitoring Report summarizes coordinated entry HMIS data to help CoCs identify gaps in the coordinated entry process and inform resource planning. The report focuses on the following three of four coordinated entry core elements noted in HUD'S [Coordinated Entry Core Elements Guidebook](#):

- **Assessment:** CoC providers in HMIS associated with coordinated entry assess the person’s housing needs, preferences, and vulnerability.
- **Prioritization:** Prioritization helps CoCs manage community housing resources and services, ensuring that those persons with the greatest need receive the supports they need to resolve their housing crisis.
- **Referral:** Persons are referred to available CoC housing resources and services in accordance with the CoC’s documented prioritization guidelines.



Coordinated entry is an approach to efficiently and effectively connect individuals to interventions to rapidly end their homelessness. It is a part of system performance. The CES Monitoring Report is not intended to contain system performance measures.

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## WHO CAN RUN THE REPORT?

The report is intended to be run by CES Leadership and Planners in communities can be scheduled by all ServicePoint users. However, to ensure that there are no data visibility issues on a CoC-level the report should be run by Minnesota ServicePoint users with System Administrator II level ART access. This.

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## WHAT REPORT PROMPTS SHOULD I ENTER?

Prompt	Description
**ICA ONLY** Select Provider(s)	Leave empty. This prompt is only here for ICA to troubleshoot the report.
Select CoC Code(s)	Select the CoC Codes you would like to run this report for
EDA Provider	Leave as is.
Enter Start Date	Enter report start date
Enter End Date (PLUS 1 Day)	Enter report end date + 1 day
Enter Effective Date	Same as above

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## WHAT IS THE RECOMMENDED TIME FRAME YOU CAN RUN THIS REPORT FOR?

The report can be run for all 10 CoCs on a quarterly basis and each CoC on an annual basis. We recommend that at minimum you run this report on a quarterly basis for your CoC. Pick measures that you would like to keep track of and record elsewhere so you can track changes in data through time.

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## HOW SHOULD I USE THIS GUIDE?

We recommend that you use this guide as a reference to help understand how data is being pulled into this report and how measures are being calculated. The *Queries* section will provide you information about how and what type of data is being pulled into this report. The *Data Definitions* section will provide you with an understanding of terms and calculations throughout the report. The definitions were written with an expectation that you have a solid understanding of your CoC's HMIS workflow. For a refresher, please reference resources on the [Coordinated Entry landing page](#) of the Minnesota HMIS website.

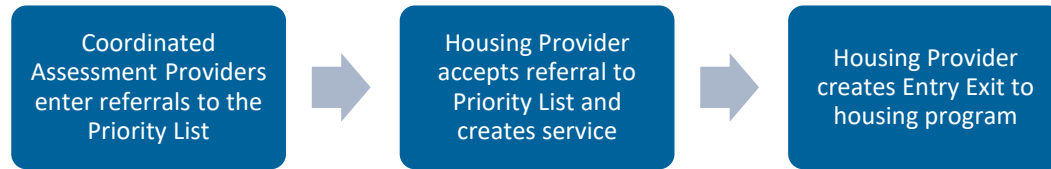
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## WHAT ARE THE TWO COORDINATED ENTRY WORKFLOWS? HOW DOES HAVING TWO WORKFLOWS AFFECT THE REPORT?

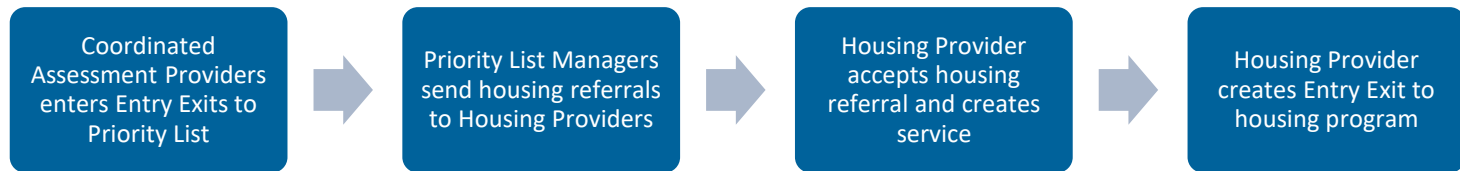
Minnesota uses two different coordinated entry HMIS workflows. The Referral Workflow is used by Ramsey CoC, SMAC CoC, Southeast CoC, Northwest CoC, West Central CoC, and Southwest CoC. The Entry Exit workflow is used by Hennepin CoC, Northeast CoC, and St. Louis County CoC. Having two workflows combined into one report complicates calculations and logic within the report. In the guide, we tried our best to break down how individuals are counted based on the type of workflow. Below we outline ServicePoint workflow differences between the Entry Exit and Referral workflows:

In a situation where an individual is successfully referred to a housing program...

*Referral Workflow*



*Entry Exit Workflow*

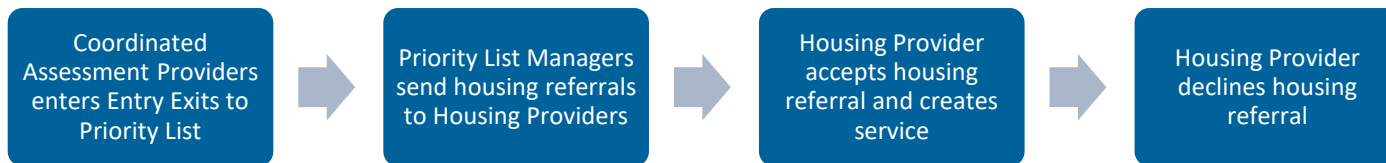


In a situation where an individual is declined from a housing program...

*Referral Workflow*

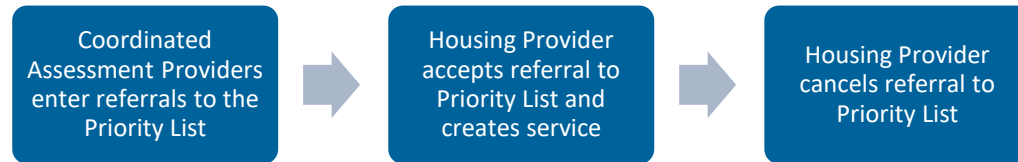


*Entry Exit Workflow*

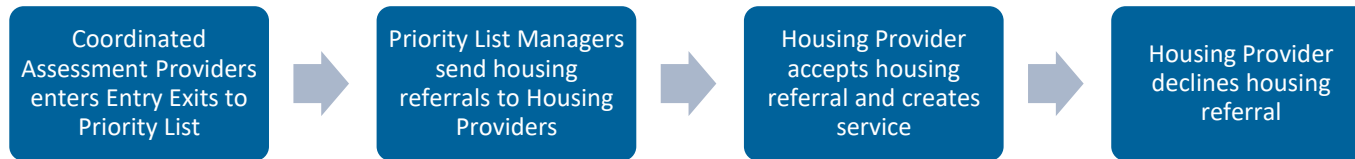


In a situation where an individual needs to be removed from the priority list...

*Referral Workflow*



*Entry Exit Workflow*



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THIS REPORT IS MISSING INFORMATION I NEED TO UNDERSTAND COORDINATED ENTRY IN MY COMMUNITY. HOW CAN I GET INFORMATION ADDED TO THE REPORT?

To keep this report applicable to all audiences in the state, we are not able to incorporate all community measures into this report. We do include detail tabs so you have the ability to break down this information further to help you make CES decisions as a community. Due to the structure of this report, we are not able to implement all coordinated measures, including time to first referral. We will explore adding length of time measures in future reports. If you have any ideas for feature enhancements for this report, please submit the [Minnesota Reports Request form](#).

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THE REPORT KEEPS FAILING WHEN I SCHEDULE IT. WHAT SHOULD I DO?

You can use Error Messages associated with your failed reports to help troubleshoot.

**Error Message 1:** Object could not be scheduled within the specified within the specified time interval.

Interval	Once
Start Date	2018-08-21 13:10
End Date	2018-08-21 16:10
Error Message	Object could not be scheduled within the specified time interval.
Creation Date	2018-08-21 13:10
Update Date	2018-08-21 16:11
Type	Excel

This error means that the report could not process all information, we recommend scheduling the report for an off-peak hour (12am – 7am) or scheduling it for a smaller dataset

**Error Message 2:** The Web Intelligence server cannot be reached. Contact your Business Objects administrator. (Error: RWI 00236).

Interval	Once
Start Date	2018-08-22 11:39
End Date	2018-08-22 14:39
Error Message	The Web Intelligence server cannot be reached. Contact your Business Objects administrator. (Error: RWI 00236)
Creation Date	2018-08-22 11:39
Update Date	2018-08-22 15:22
Type	Excel

This error means that there lost connection to the server. Please re-schedule the report. If the report fails three times in a row, contact the MN Helpdesk ([mnhmis@icalliances.org](mailto:mnhmis@icalliances.org)) for support.

**Error Message 3:** SQL Error

Interval	Once
Start Date	2018-08-29 08:18
End Date	2018-08-29 11:18
Error Message	The SQL is not ready.
Creation Date	2018-08-29 08:18
Update Date	2018-08-29 08:24
Type	Excel

Contact the MN Helpdesk ([mnhmis@icalliances.org](mailto:mnhmis@icalliances.org)) for support.

**Error Message 4:** A database error occurred. The database error text is ERROR: canceling statement due to user request (WIS 10901).

Error Message	A database error occurred. The database error text is: ERROR: canceling statement due to user request. (WIS 10901)
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The report ran out of time processing the request. The query couldn't complete. Contact the MN Helpdesk ([mnhmis@icalliances.org](mailto:mnhmis@icalliances.org)) for support.

## QUERIES

The following queries are used in the report to pull individuals with coordinated entry activity during the report period.

Query Name	Universe Name	Purpose
Providers	Resource_point_u	Pulls Providers as entered in Provider or CoC Code report prompt
Diversion	Client_event_u	Pulls services coded as Information Services with a Service Start Date between the dates entered in the report prompt for providers pulled in the Providers query.
Base EE	Live_u	<p>From the list of providers pulled in the Providers query, this query filters for only Entry Exit Providers with “Coor” in their names.</p> <p>Pulls Entry Exits made to Coordinated Assessment and Coordinated Referral Providers with a Entry Exit Entry Date greater than or equal to the Report Start Date, and a Entry Exit Exit Date that is null or less than the Report End Date.</p> <p>Query is limited to pulling only Entry Exits greater than or equal to 1/1/2017.</p>
Base Svs	Live_u	<p>Union of Combined Query 1 and Combined Query 3</p> <p>Combined query 1: From the list of providers pulled in the Providers query, this query filters for only Service Refer to Providers with “Priority” in their names. Pulls referrals made to Priority List Providers where Need Code is not equal to Information Services...</p> <ul style="list-style-type: none"> <li>• Referral date on or greater than Report Start and less than or equal to Report End <i>or</i></li> <li>• Referral date is less than Report Start and Service Provide Start Date is greater than Report Start and less than or equal to Report End <i>or</i></li> <li>• Referral date is greater than or equal to 1/1/2017 and less than Report Start and Referral Outcome and Service Provide Start Date are null</li> </ul> <p>Combined query 3: From the list of providers pulled in the Providers query, this query filters for only Need Providers with “Priority” in their names. Needs greater than or equal to 1/1/2017 where Need Code is not equal to Information Services are pulled into this report for clients in the Base EE query.</p>



		<p>Pulls referrals made by Priority List Providers where...</p> <ul style="list-style-type: none"> <li>• Referral does not have corresponding service. Referral date is greater than or equal to 1/1/2017 and the referral date is on or greater than Report Start and less than or equal to Report End</li> <li><i>or</i></li> <li>• Referral has a corresponding service. Referral date is greater than 1/1/2017, referral outcome is not null, and Service Provide Start Date is on or greater than Report Start and less than or equal to Report End</li> </ul>
EE Svs Data	Client_event_u	<p>Union of Combined Query 1 and Combined Query 2 Only clients with a Relationship of Head of Household marked as “Self (Head of Household)” at event start are pulled in this query</p> <p>Combined Query 1 Pulls client data as of Referral and Service Start for Referrals and Services with Service Ids from the Base Svs query.</p> <p>Combined Query 1 Pulls client data as of Program Entry for Entry Exits with Entry Exit Ids from the Base EE query.</p>
VI VooDoo	Live_u	<p>Pulls VI-SPDAT scores from the VI-SPDAT for Individuals, TAY VI-SPDAT, VI-FSDPAT, and Override/Backlog subassessments with Start Dates on or greater than Report Start and less than or equal to Report End.</p>
HMI Cutoff	Ee_cutoff_u	<p>Pulls Entry Exit data for clients in EE Svs Data query with an Entry Date greater than 1/1/2017 and one of the following Program Type Code PH - Housing only (HUD);PH - Housing with services (no disability required for entry) (HUD);PH - Permanent Supportive Housing (disability required for entry) (HUD);PH - Rapid Re-Housing (HUD);Transitional housing (HUD).</p>

## DATA DEFINITIONS

### DETERMINING VALID CES TRANSACTION

To prevent counting individuals with different values at different transaction starts multiple times we limit this report to an individual’s most **recent Valid CES Transaction**. The most recent valid CES transaction is determined as follows:

- When running the report for CoCs that only use the **Entry Exit Workflow**, the valid transaction is the E/E with the most recent activity.
- When running the report for CoCs that only use the **Referral Workflow**, the valid transaction is the individual’s CES Referral to the Priority List or CES Service (whichever is more recent).

- When running the report for CoCs that use the Entry Exit Workflow and Referral Workflow, the valid transaction is the most recent of the three transactions (E/E, CES Referral to Priority List, or CES Service).

In ART, the logic is set up as follows:

If the individual has only Declined Referral Outcomes associated with the Client Unique ID, the valid transaction will be the most recent Referral or Services Start date.

Otherwise, if the individual has only Entry Exit transactions, the valid transaction will be the entry exit transaction with the most recent activity.

Otherwise if the individual has only Services and Referrals, the valid transaction is the most recent Services/Referral Start Date where is Referral Outcome is not declined and the RefertoProvider contains the term “priority list.”

If the individual has a mix of E/Es and CES Services or CES Referrals where the RefertoProvider contains the term “priority list” and the Referral Outcome is not declined, the valid transaction is most recent E/E, Service, or Referral.

If the individual has a mix of E/Es and no CES Services or CES Referrals where the RefertoProvider contains the term “priority list, the valid transaction will be the entry exit transaction with the most recent activity.

If an individual falls out of this calculation, it will rank their most recent transaction.

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## HOUSEHOLD TYPES

Only ServicePoint transactions for individuals with a Relationship to Head of Household entered as Self (Head of Household) at the time of transaction start are pulled into this report. If an individual is not labeled as Head of Household, the person will not be counted in this report.

Counts in the report are broken out by Household Type (Singles and Families) and Age at Entry. Household Type is determined using answers to *Total Household Size: # of Persons*, *Total Household Size: # of Children (17 and under)*, and *Total Household Size: # of Adults (18 and over)* at most recent CES Valid Transaction. Singles and Families are defined as follows:

**Singles (Adult Only or Child Only Households):** A household in which all household members have are age 18 or older; a household in which all household members are age 17 or younger.

In the report this is determined as follows:

- Total Household Size: # of Persons is equal to 1; OR

- Total Household Size: # of Persons is greater than 1 and Total Household Size: # of Children (17 and under) is equal to 0 or null; OR
- Total Household Size: # of Persons is greater than 1 and Total Household Size: # of Adults (18 and over) is equal to 0 or null

**Family (Adult and Child Households):** A household in which at least one household member is age 18 or older and at least one household member is age 17 or younger.

In the report this is determined as follows:

- Total Household Size: # of Persons is equal to 1 and Total Household Size: # of Children (17 and under) greater than or equal to 1 and Total Household Size: # of Adults (18 and over) is equal to or greater than 1

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#### AGE AT ENTRY

HoH age is determined as of the individual's most recent CES valid transaction.

Singles				Families				Missing HH Type or Age	Total ALL
All HoH	HoH 25 +	HoH 18 - 24	Youth HoH Under 18	All HoH	HoH 25 +	HoH 18 -24	HoH 0 -17		

Individuals with Missing HH Type or Age are missing answers to one or more of the following: to *Total Household Size: # of Persons*, *Total Household Size: # of Children (17 and under)*, and *Total Household Size: # of Adults (18 and over)*, *Date of Birth*.

#### A. STEP 1

Only Coordinated Entry providers in MN-502 Southeast CoC, MN-505 Central CoC, MN-506 Northwest CoC, MN-508 West Central are currently entering Information Services Service Transactions. MN-503 SMAC CoC is only entering these transactions for initials continuing to CES Step 2. The tab is filtered to only count transactions entered by providers from these CoCs.

The report also uses the term Problem Solving to align with updated HUD terminology. The tab pulls individuals entering CES Step 1 in the CoCs noted above. Since only heads of household are entered in CES Step 1, the numbers below can be assumed to be household counts.

\*HoH counts use count of Client Unique ID.

ID	Measure	Definition
A1	<p><b>Individuals Entering During Period</b></p> <p>The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period.</p>	<p>Total number of individuals with an Information Services Service Transaction created by Coordinated Entry Referrals providers with a Service Start Date between the Report Start and End Date.</p>
A2	<p><b>Transactions Entered During Period</b></p> <p>The total number CES Step 1 (Diversion/Triage) transactions entered in the report period.</p>	<p>The total number CES Step 1 (Diversion/Triage) transactions in the report period.</p> <p>Total number of Information Services Service Transactions created by Coordinated Entry Referrals providers with a Service Start Date between the Report Start and End Date.</p> <p>Service ID is counted here.</p>
A3	<p><b>Outcomes</b></p> <p>The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period by outcome.</p>	<p>Outcome is assigned based on most recent Information Services service transaction in the report period.</p> <p>Outcome is a Core CES question.</p> <p>Outcome options are limited to:</p> <ul style="list-style-type: none"> <li>CES Step 2 Housing Assessment &amp; Housed</li> <li>CES Step 2 Housing Assessment &amp; No Shelter</li> <li>CES Step 2 Housing Assessment &amp; Shelter</li> <li>Referral to mainstream resources (No housing crisis identified)</li> <li>Referral to mainstream resources (Housing crisis identified)</li> <li>Referral to prevention resources</li> <li>Client self-resolved</li> <li>Unknown</li> <li>Other</li> </ul>
A4	<p><b>Gender</b></p> <p>The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period by gender.</p>	<p>Gender is assigned based on most recently entered value in HMIS.</p> <p>Gender is HUD Universal Data Element (3.6).</p>
A5	<p><b>Race</b></p>	<p>Race is assigned based on most recently entered value in HMIS.</p>

	The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period by race.	Race is HUD Universal Data Element (3.6).
<b>A6</b>	<b>Ethnicity</b>  The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period by ethnicity.	Ethnicity is assigned based on most recently entered value in HMIS.  Ethnicity is HUD Universal Data Element (3.6).
<b>A7</b>	<b>How long are you able to safely and stably stay in your current housing situation?</b>  The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period by length of time they can safely and stably stay in their current housing situations.	Answers are determined as of individual's most recent Information Services service transaction in the report period.  Individuals' answers to <i>How long are you able to safely and stably stay in your current housing situation?</i> are counted here.  <i>How long are you able to safely and stably stay in your current housing situation?</i> is a MN CES question.
<b>A8</b>	<b>Residence Prior</b>  The total number of individuals in the report period by living situation the night before entering CES Step 1 (Diversion/Triage).	Residence Prior determined as of individuals' answer to <i>Where did you stay last night?</i> In their most recent Information Services service transaction in the report period.  Where did you stay last night utilizes the same answer options as the Residence Prior to Project Entry (HUD UDE 3.917). See 2017 HUD Data Standards for Residence Prior Category.
<b>A9</b>	<b>HoH Age Groups</b>  The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period by HoH Age Group.	Age is determined as of individual's start of most recent transaction.  Service transactions have not been filtered and pull all individuals with referrals to the priority list as we are assuming all individuals with referrals are heads of household, as indicated by workflow rules.
<b>A10</b>	<b>Veteran</b>  The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period by veteran status.	Veteran Status is HUD Universal Data Element (3.7).  Veteran Status is assigned based on most recently entered value in HMIS.  Only individuals who are 18 and older with a "Yes" noted to the <i>U.S. Military Veteran?</i> Question on the Client Record are counted.
<b>A11</b>	<b>Fleeing Domestic Violence</b>	Individuals with a "Yes" indicated in the CES question <i>Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you?</i>

	The total number of individuals entering CES Step 1 (Diversion/Triage) in the report period who noted Yes to fleeing domestic violence.	<p>Answers is determined as of individual’s most recent Information Services service transaction in the report period.</p> <p><i>Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you?</i> Is a CES Core question.</p>
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## B. PRIORITIZATION

This tab pulls all individuals with open transactions to state priority lists at some point in the report period. For ease of understanding, we noted how individuals are counted in each table based on Referral and Entry Exit workflows. If an individual has a transaction to multiple CoCs with different workflows, the individual is counted in all tables based on their most recent valid CES transaction in the report period.

Only individuals with their Relationship to Head of Household noted as “Self (Head of Household)” are pulled into this tab.

Individuals are pulled into this tab regardless of inactivity/suspension.

\*HoH counts use count of Client Unique ID.

ID	Measure	Definition
B1	<p><b>Number on Priority List (Unduplicated)</b></p> <p>The total number of individuals on the Priority List(s) during the report period.</p> <p>This can be thought of as total number of individuals served in Step 2.</p>	<p><i>Entry Exit Workflow:</i> Number of individuals with open Entry Exits at any point in the report period</p> <p><i>Referral Workflow:</i></p> <ul style="list-style-type: none"> <li>• Number of individuals with referrals to the Priority List entered in the report period, and</li> <li>• Number of individuals with referrals to the Priority List entered prior to Report Start without a referral outcome, and</li> <li>• Number of individuals with referrals to the Priority List entered prior to Report Start with a Service Provide Start Date in the report period.</li> </ul>
B2	<p><b>Number on the Priority List First Day of Period</b></p>	<p><i>Entry Exit Workflow:</i> Number of individuals with open Entry Exits on the first day of the report period.</p>

	The total number of individuals on the Priority List(s) on the first day of the report period.	<p><i>Referral Workflow:</i></p> <ul style="list-style-type: none"> <li>• Number of individuals with referrals to the Priority List entered prior to Report Start without a referral outcome, and</li> <li>• Number of individuals with referrals to the Priority List entered prior to Report Start with a Service Provide Start Date in the report period.</li> </ul>
<b>B3</b>	<p><b>Number Entering During Period</b></p> <p>The total number of individuals added to the Priority List(s) during the report period.</p>	<p><i>Entry Exit Workflow:</i> Number of individuals with an E/E Entry Date on or greater than the Report Start Date</p> <p><i>Referral Workflow:</i> Number of individuals with referrals to the Priority List entered on or after the Report Start Date</p>
<b>B4</b>	<p><b>Number Leaving During Period (B2+B3)-B5</b></p> <p>The total number of individuals removed from the Priority List(s) during the report period.</p> <p>Removal from the Priority List(s) may be due to housing or other reasons (ex. Being unreachable, self-resolution, etc.). This may vary by CoC.</p>	<p><i>Entry Exit Workflow:</i> Number of individuals with an E/E Exit Date on or prior to the Report End.</p> <p><i>Referral Workflow:</i></p> <ul style="list-style-type: none"> <li>• Number of individuals with a Service Provide Start Date on or prior to the Report End, and</li> <li>• Number of individuals with a Cancelled Referral Outcome.</li> </ul>
<b>B5</b>	<p><b>Number on the Priority List on the Last Day of the Period</b></p> <p>The total number of individuals on the Priority List(s) on the last day of the report period.</p>	<p><i>Entry Exit Workflow:</i> Number of individuals with open Entry Exits on the last day of the report period.</p> <p><i>Referral Workflow:</i> Number of individuals without Cancelled referrals to the Priority List and without a Service Provide Start Date in the report period.</p>
<b>B6</b>	<p><b>Net Change (First Day – Last Day)</b></p> <p>Difference between count of individuals on the Priority List(s) from the first day and last day of the report period.</p>	A negative net change shows there are more individuals on the priority list on the last day of the report period than on the first day.
<b>B7</b>	<p><b>Gender</b></p> <p>The number of individuals on the Priority List(s) during the report period by gender.</p>	<p>Gender is assigned based on most recently entered value in HMIS.</p> <p>Gender is HUD Universal Data Element (3.6).</p>

<b>B8</b>	<b>Race</b>  The number of individuals on the Priority List(s) during the report period by race.	Race is assigned based on most recently entered value in HMIS.  Race is HUD Universal Data Element (3.6).
<b>B9</b>	<b>Ethnicity</b>  The number of individuals on the Priority List(s) during the report period by ethnicity.	Ethnicity is assigned based on most recently entered value in HMIS.  Ethnicity is HUD Universal Data Element (3.6).
<b>B10</b>	<b>HoH Age Groups</b>  The number of individuals on the Priority List(s) during the report period by age group.	Age is determined as of individual's last valid CES transaction.  Only Head of Households are added to the Priority List(s) in both workflows.  Entry Exit workflow and Referral workflow transactions have been filtered to pull individuals with Relationship to Head of Household noted as "Self (head of household)."
<b>B11</b>	<b>Household Size</b>  The number of individuals on the Priority List(s) during the report period by total household size.	<i>Household Size: Total # of Persons</i> is used to determine household size as of an individual's valid CES transaction in the report period.  <i>Household Size: Total # of Persons</i> is a CES question.
<b>B12</b>	<b>Veteran</b>  The number of individuals on the Priority List(s) during the report period noted as veterans.	Veteran Status is HUD Universal Data Element (3.7).  Veteran Status is assigned based on most recently entered value in HMIS.  Only individuals who are 18 and older with a "Yes" noted to the U.S. Military Veteran? Question on the Client Record are counted.
<b>B13</b>	<b>Fleeing Domestic Violence</b>  The number of individuals on the Priority List(s) during the report period who noted Yes to fleeing domestic violence.	Individuals with a "Yes" indicated in the CES question <i>Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you?</i> are counted here or a "Yes" indicated in the HUD question <i>If yes for Domestic Violence Victim/Survivor, are you currently fleeing?</i>  Answer is determined as of individual's valid CES transaction.



		<p><i>Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you? Is a CES Core question.</i></p> <p><i>If yes for Domestic Violence Victim/Survivor, are you currently fleeing? Is a HUD data element.</i></p>
<b>B14</b>	<p><b>HUD Homeless (Literally Homeless)</b></p> <p>The number of individuals on the Priority List(s) during the report period lacking a fixed, regular, and adequate nighttime residence.</p>	<p>Individuals with a <i>Residence Prior to Project Entry</i> equal to</p> <ul style="list-style-type: none"> <li>• Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)"</li> <li>• "Emergency shelter, including hotel or motel paid for with emergency shelter voucher(HUD)"</li> <li>• "Place not meant for habitation inclusive of 'non-housing service site(outreach programs only)'(HUD)"</li> <li>• "Safe Haven (HUD)"</li> <li>• "Place not meant for habitation (HUD)"</li> <li>• "Interim Housing"</li> <li>• "Interim Housing (HUD)";</li> </ul> <p>and, individuals with a <i>On the night before did you stay on the streets, ES or SH?</i> equal to "Yes."</p> <p>Answers are determined as of individual's valid CES transaction.</p>
<b>B15</b>	<p><b>Chronically Homeless (HUD)</b></p> <p>The number of individuals on the Priority List(s) during the report considered chronically homeless.</p>	<p>Individuals who meet criteria of HUD Homeless (Literally Homeless) above and either of the following:</p> <ul style="list-style-type: none"> <li>• (1) <i>Does client have a disability of long duration?</i> Is equal to "Yes"; and (2) <i>Days between Approximate date homelessness started: and Report End</i> is greater than or equal to 365 days.</li> <li>• (1) <i>Does client have a disability of long duration?</i> Is equal to "Yes"; (2) <i>Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today</i> is equal to "Four or more times"; and (3) <i>Total number of months homeless on the street, in ES or SH in the past three years</i> is equal to "12" or "More than 12 months"</li> </ul> <p>Only individuals who are determined to be HUD Homeless (Literally Homeless) at transaction start can be considered to meet the Chronic Homeless criteria at Report Start.</p>

		<p><i>E/E Workflow:</i> Answers is determined as of individual’s CES E/E start.</p> <p><i>Referral Workflow:</i> Answer is determined as of individual’s CES Referral to the Priority List or CES Service (whichever is more recent).</p> <p>Answers are determined as of individual’s valid CES transaction.</p>
<b>B16</b>	<p><b>Long Term Homeless (MN Definition)</b></p> <p>The number of individuals on the Priority List(s) during the report period considered long term homeless by Minnesota’s definition.</p>	<p>Individuals with a “Long term: At least 1 year OR at least 4 times in past 3 years” indicated in the question <i>Extent of Homelessness by Minnesota's Definition</i> are counted here.</p> <p>Answer IS determined as of individual’s valid CES transaction.</p>
<b>B17</b>	<p><b>First Time Homeless (MN Definition)</b></p> <p>The number of individuals on the Priority List(s) during the report period considered to be homeless for the first time at transaction start.</p>	<p>Individuals with a “1<sup>st</sup> time homeless and less than 1 year without a home” indicated in the question <i>Extent of Homelessness by Minnesota's Definition</i> are counted here.</p> <p>Answer is determined as of individual’s valid CES transaction.</p>
<b>B18</b>	<p><b>Any disability of long duration</b></p> <p>The number of individuals on the Priority List(s) during the report period reporting a disabling condition at transaction start.</p>	<p>Individuals with a “Yes” indicated in the question <i>Does client have a disability of long duration?</i> are counted here.</p> <p>Disabling Condition (3.8) is a HUD UDE.</p> <p>Answer is determined as of individual’s valid CES transaction.</p>
<b>B19</b>	<p><b>VI-SPDAT Score Range</b></p> <p>The number of individuals on the Priority List(s) during the report period by VI-SPDAT Score.</p>	<p>Individuals’ most recent VI-SPDAT score with a Start Date within the report period are counted in this table. The following four VI-SPDSAT subassessments are compared to determine the individual’s scores: VI-SPDAT for Individuals v2.0, TAY-VI-SPDAT v1.0, VI-FSPDAT v2.0 , VI-SPDAT Override/Backlog Entry.</p> <p>Note, this is the way VI-SPDATs are pulled into the Entry Exit Workflow Priority Lists, but not how scores are pulled into the Referral Workflow Priority Lists. On the Referral Workflow Priority Lists, the score pulled into the report is the one associated with the individual’s referral to the priority list. This may explain why an individual’s score on this report is different than on a Referral Workflow priority list.</p>

<b>B20</b>	<p><b>Length of Time of List</b></p> <p>The number of individuals on the Priority List(s) during the report period by the number of days they have been on the list.</p>	<p><i>E/E Workflow:</i> For leavers, the length of time is determined based on the number of days between the CES E/E Start Date and CES E/E End Date. For stayers, the length of time is determined based on the number of days between the CES E/E Start Date and last day of report period.</p> <p><i>Referral Workflow:</i> For leavers, the length of time is determined based on the number of days between date of Referral to the Priority List and CES Service Start Date. For stayers, the length of time is determined based on the number of days between the date of Referral to the Priority List and last day of report period.</p> <p>Length of time is only determined for an individual’s valid CES transaction.</p>
<b>B21</b>	<p><b>County of Primary (Current) Residence</b></p> <p>The number of individuals on the Priority List(s) during the report period by county of primary (current) residence.</p>	<p>County of Primary (Current) Residence is a CES Core question.</p> <p><i>E/E Workflow:</i> Answers is determined as of individual’s CES E/E start.</p> <p><i>Referral Workflow:</i> Answer is determined as of individual’s CES Referral to the Priority List or CES Service (whichever is more recent).</p>

### C. PRIORITIZATION – STAYERS

Tables C1 to C21 are filtered to pull in individuals on the Priority List(s) on the last day of the report period. Reference tables B1 to B21 for definitions.

Stayer status is determined based on individual’s most recent valid CES transaction in the report period. Stayers are defined as follows:

*Entry Exit Workflow:* Number of individuals with a null E/E Entry Date or an E/E Exit Date greater than or equal to the Report End.

*Referral Workflow:*

- Number of individuals with a null Service Provide Start Date or a Service Provide Start Date greater than or equal to the Report End; and
- without a Cancelled Referral Outcome.

\*HoH counts use count of Client Unique ID.

## D. PRIORITIZATION – LEAVERS

Tables D1 to D22 are filtered to only pull in individuals removed from the Priority List(s) during the report period. Reference tables B1 to B21 for definitions of counts in D1 to D21. D22 is specific to leavers and explained below.

Leaver status is determined based on individual’s most recent valid CES transaction in the report period. Leavers are defined as follows:

*Entry Exit Workflow:* Number of individuals with an E/E Exit Date on or prior to the Report End.

*Referral Workflow:*

- Number of individuals with a Service Provide Start Date on or prior to the Report End, and
- Number of individuals with a Cancelled Referral Outcome.

\*HoH counts use count of Client Unique ID.

ID	Measure	Definition
D22	<p><b>Exit Outcome (Leavers)</b></p> <p>The number of individuals on the Priority List(s) leaving during the report period by exit outcome.</p>	<p>Exit Outcome options are a combination of exit destination categories and referral denial/cancellation reasons.</p> <p>Outcome is determined as of individual’s valid CES transaction.</p> <p><i>E/E Workflow:</i> E/E Exit destinations of Coordinated Entry E/Es are pulled into the list of Exit Outcomes. Exit Destination is a HUD UDE. Exit Destination is categorized according to HUD Data Standards.</p> <p><i>Referral Workflow:</i> Denial/Cancellation Reasons are pulled into the list of Exit Outcomes.</p>

## E. REFERRAL

This tab pulls all housing referrals made in the reporting period. Tables E1 to E3 count housing referrals made and E4 and E5 count individuals with housing referrals made in the reporting period.

Note, housing referrals inn the Referral Workflow can only be counted when housing providers create services attached to the priority list referral as indicated by workflow instructions.

\*HoH counts use count of Client Unique ID.

ID	Measure	Definition
E1	<p><b>Total Referrals Made</b></p> <p>The number of housing referrals made in the report period.</p>	<p><i>E/E Workflow:</i> All housing referrals made by Priority List providers in the report period are counted here. Housing referrals need to have Referral Date in the report period to be counted.</p> <p><i>Referral Workflow:</i> Referrals to the Priority List with an associated Service are counted as housing referrals here. Referrals need to have a Start Date within the report period to be counted.</p>
E2	<p><b>Total Referrals Accepted</b></p> <p>The number of housing referrals in the report period with an Accepted Referral Outcome.</p>	<p><i>E/E Workflow:</i> Of all housing referrals made by Priority List providers in the report period, housing referrals with an Accepted Referral Outcome are counted here.</p> <p><i>Referral Workflow:</i> Of all referrals to the Priority List with associated Services with a Start Date within the report period, referrals with an Accepted Referral Outcome are counted here.</p> <p>Referral outcome is pulled as of current. Regardless of when a referral outcome is edited, if the housing referral was made in the report period, the most recent outcome of the referral will display here.</p>
E3	<p><b>Total Referrals Declined</b></p> <p>The number of housing referrals in the report period with a Declined Referral Outcome.</p>	<p><i>E/E Workflow:</i> Of all housing referrals made by Priority List providers in the report period, housing referrals with a Declined Referral Outcome are counted here.</p> <p><i>Referral Workflow:</i> Of all referrals to the Priority List with associated Services with a Start Date within the report period, referrals with a Declined Referral Outcome are counted here.</p> <p>Referral outcome is pulled as of current. Regardless of when a referral outcome is edited, if the housing referral was made in the report period, the most recent outcome of the referral will display here.</p>
E4	<p><b>Total Referrals Canceled</b></p> <p>The number of housing referrals in the report period with a Referral Outcome of Canceled.</p>	<p><i>E/E Workflow:</i> Of all housing referrals made by Priority List providers in the report period, housing referrals with a Canceled Referral Outcome are counted here.</p>

		<p><i>Referral Workflow:</i> Of all referrals to the Priority List with associated Services with a Start Date within the report period, referrals with a Canceled Referral Outcome are counted here.</p> <p>Referral outcome is pulled as of current. Regardless of when a referral outcome is edited, if the housing referral was made in the report period, the most recent outcome of the referral will display here.</p>
<b>E5</b>	<p><b>No Referral Outcome</b></p> <p>The number of housing referrals in the report period with a null Referral Outcome.</p>	<p><i>E/E Workflow:</i> Of all housing referrals made by Priority List providers in the report period, housing referrals with a null Referral Outcome are counted here.</p> <p><i>Referral Workflow:</i> Of all referrals to the Priority List with associated Services with a Start Date within the report period, referrals with a null Referral Outcome are counted here.</p> <p>Referral outcome is pulled as of current. Regardless of when a referral outcome is edited, if the housing referral was made in the report period, the most recent outcome of the referral will display here.</p>
<b>E6</b>	<p><b>Denial/Cancellation Reason</b></p> <p>The number of canceled and declined housing referrals in the report period by reason for declining or canceling.</p>	<p><i>E/E Workflow:</i> Of all housing referrals made by Priority List providers in the report period, housing referrals with a Declined/Canceled Referral Outcome are counted here by the reason entered in <i>If Canceled or Declined, Reason</i>.</p> <p><i>Referral Workflow:</i> Of all referrals to the Priority List with associated Services with a Start Date within the report period, referrals with a Declined/Canceled Referral Outcome are counted here by the reason entered in <i>If Canceled or Declined, Reason</i>.</p> <p>Referral outcome is pulled as of current. Regardless of when a referral outcome is edited, if the housing referral was made in the report period, the most recent outcome of the referral will display here.</p>
<b>E7</b>	<p><b>Total Individuals Referred</b></p> <p>The number of individuals who received housing referrals in the reporting period.</p>	<p>For the referrals counted in E1, individuals who received housing referrals during the reporting period are counted here.</p>
<b>E8</b>	<p><b>Individuals Accepted</b></p>	<p>For the referrals counted in E2, individuals who received housing referrals during the reporting period are counted here.</p>

	The number of individuals who received housing referrals in the reporting period with an Accepted Referral Outcome.	Individual may be counted in multiple lines here if they received more than one referral with different outcomes.
<b>E9</b>	<b>Individuals Declined</b>  The number of individuals who received housing referrals in the reporting period with a Declined Referral Outcome.	For the referrals counted in E3, individuals who received housing referrals during the reporting period are counted here.  Individual may be counted in multiple lines here if they received more than one referral with different outcomes.
<b>E10</b>	<b>Individuals Canceled</b>  The number of individuals who received housing referrals in the reporting period with a Canceled Referral Outcome.	For the referrals counted in E4, individuals who received housing referrals during the reporting period are counted here.  Individual may be counted in multiple lines here if they received more than one referral with different outcomes.
<b>E11</b>	<b>Individuals w/ No Outcome</b>  The number of individuals who received housing referrals in the reporting period with a null Referral Outcome.	For the referrals counted in E5, individuals who received housing referrals during the reporting period are counted here.  Individual may be counted in multiple lines here if they received more than one referral with different outcomes.
<b>E12</b>	<b>Project Type &amp; VI-SPDAT</b>  The number of individuals who received housing referrals in the reporting period by VI-SPDAT score and housing referral project type.	<i>E/E Workflow:</i> Project type is determined based on the housing provider the Priority List provider makes the housing referral to.  <i>Referral Workflow:</i> Project type is determined based on the housing provider that creates a Service associated with the referral to the Priority List  See B19 for more information on how VI-SPDAT is pulled into the report.  Individual may be counted in multiple lines here if they received more than one referral to different project types.

## F. EXITS

This tab pulls all individuals who with open transactions to the priority list at some point in the reporting period with an E/E Entry Date into a Transitional Housing or Permanent Housing project. E/E Entry Date into a Transitional Housing or Permanent Housing project needs to be after the individual’s most recent CES valid transaction for the individual to appear here.

\*HoH counts use count of Client Unique ID.

\*\*The tab also includes a detail table for all individuals in the count tables. For more information, reference the Details Tabs section.

ID	Measure	Definition
F1	<p><b>Housing Outcomes – Entered TH or PH</b></p> <p>The number of individuals with open transactions to state priority lists at some point in the report period who entered Transitional Housing or Permanent Housing projects in the report period.</p>	<p>Individuals with open transactions to the priority list at some point in the reporting period with an E/E Entry Date into a Transitional Housing or Permanent Housing project are counted.</p> <p>E/E Entry Date needs to be after Start Date of the individual’s valid CES transaction.</p>
F2	<p><b>Housing Outcomes – Housed in PH</b></p> <p>The number of individuals with open transactions to state priority lists at some point in the report period who were housed in permanent housing.</p>	<p>Individuals with open transactions to the priority list at some point in the reporting period with an E/E Entry Date into a Transitional Housing or Permanent Housing project and a Housing Move-In are counted.</p> <p>Housing Move-In needs to be after Start Date of the individual’s valid CES transaction.</p>
F3	<p><b>Length of Time from Entering Priority List to Entering TH or PH</b></p> <p>Number of individuals by the number of days between date entering priority list and date entering Transitional Housing or Permanent Housing.</p>	<p>Days between Start Date of the individual’s valid CES transaction and /E Entry Date into a Transitional Housing or Permanent Housing project.</p>



DETAIL TABS

PROBLEM SOLVING DETAIL – INCLUDES ALL INDIVIDUALS PULLING INTO THE PROBLEM SOLVING TAB

Column Name	Explanation
<b>Client Unique Id</b>	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.
<b>Client ID</b>	A 6 or 7-digit identifier generated for a single client record.
<b>Provider</b>	Provider entering Information Services service
<b>Start Date</b>	Service Start Date of Information Services service transaction
<b>Age at Entry</b>	Age of client at time of service start
<b>HH Type</b>	SA = Single Adult SY = Single Youth SC = Single Child FA = Family Adult FY – Family Youth FC = Family Child SM = Single Missing FM = Family Missing MY = Missing Youth MA = Missing Adult MM = Missing Missing
<b>Total HH Size</b>	Total Household Size: # of Persons on CES Assessment
<b>Total HH Adult</b>	Total Household Size: # of Adults on CES Assessment
<b>Total HH Child</b>	Total Household Size: # of Child on CES Assessment
<b>Vet</b>	Veteran Status (HUD)
<b>Gender</b>	Gender (HUD)
<b>Race</b>	Race (HUD)
<b>DV</b>	Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you? on CES Assessment
<b>Stay Last Night</b>	Where did you stay last night? on Step 1 CES Assessment
<b>LOT able to stay housing situation?</b>	How long are you able to stay in your current housing situation? on CES Assessment
<b>Outcome</b>	Outcome on Step 1 CES Assessment
<b>Valid Trans</b>	Transaction data that is counted in the tables

PRIORITIZATION DETAIL – INCLUDES ALL INDIVIDUALS PULLING INTO THE PRIORITIZATION, PRIORITIZATION – STAYERS, PRIORITIZATION – LEAVERS TAB

Column Name	Explanation
<b>Client Unique Id</b>	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.
<b>Client ID</b>	A 6 or 7-digit identifier generated for a single client record.
<b>Start Date</b>	Transaction Start Date
<b>End Date</b>	Transaction End Date
<b>Exit Dest</b>	
<b>Age at Entry</b>	Age of client at time of service start
<b>Leaver Stayer</b>	<ul style="list-style-type: none"> <li>a. Stayer = Stayers entering in report period</li> <li>b. Stayer = Stayers entered prior to report start</li> <li>a. Leaver = Leavers entering in report period</li> <li>b. Leaver = Leavers entered prior to report start</li> </ul>
<b>HH Type</b>	SA = Single Adult SY = Single Youth SC = Single Child FA = Family Adult FY – Family Youth FC = Family Child SM = Single Missing FM = Family Missing MY = Missing Youth MA = Missing Adult MM = Missing Missing
<b>Total HH Size</b>	Total Household Size: # of Persons on CES Assessment
<b>Total HH Adult</b>	Total Household Size: # of Adults on CES Assessment
<b>Total HH Child</b>	Total Household Size: # of Child on CES Assessment
<b>Gender</b>	Gender (HUD)
<b>Race</b>	Race (HUD)
<b>Ethnicity</b>	Ethnicity (HUD)
<b>Vet</b>	Veteran Status (HUD)
<b>DV</b>	Are you seeking housing due to concern for your safety or fear of violence or abuse from another person staying with you? or If yes for Domestic Violence Victim/Survivor, are you currently fleeing? on CES Assessment

<b>Lit Hmls</b>	HUD Homeless (Literally Homeless)
<b>CH</b>	Chronically Homeless (HUD Definition)
<b>Res Prior</b>	Residence Prior to Project Entry
<b>LOT Previous Place</b>	Length of time in pervious place
<b>On The Night</b>	On the night before did you stay on the streets, ES or SH?
<b>Number of Times</b>	Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today
<b>Total Months</b>	Total number of months homeless on the street, in ES or SH in the past three years
<b>MN Homeless</b>	Extent of Homelessness by Minnesota's Definition
<b>Disab Y/N</b>	Does client have a disability of long duration?
<b>VI Score</b>	VI-SPDAT Score, Reference B19.
<b>County of Primary (Current) Residence</b>	County of Primary (Current) Residence
<b>Valid Trans</b>	Transaction data that is counted in the tables
<b>Trans Type</b>	Type of ServicePoint transaction(s) pulled for individual (Entry Exit, Referral, or Service)

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REFERRAL DETAIL – INCLUDES ALL INDIVIDUALS PULLING INTO THE REFERRAL TAB

Column Name	Explanation
<b>Client Unique Id</b>	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.
<b>Client ID</b>	A 6 or 7-digit identifier generated for a single client record.
<b>Start Date</b>	Transaction Start Date
<b>End Date</b>	Transaction End Date
<b>Age at Entry</b>	Age of client at time of service start
<b>HH Type</b>	SA = Single Adult SY = Single Youth FA = Family Adult FY – Family Youth SM = Single Missing FM = Family Missing MM = Missing Missing
<b>Total HH Size</b>	Total Household Size: # of Persons on CES Assessment
<b>Total HH Adult</b>	Total Household Size: # of Adults on CES Assessment

<b>Total HH Child</b>	Total Household Size: # of Child on CES Assessment
<b>Outcome</b>	Housing referral outcome
<b>Denial Reason</b>	Denial/Cancelation reason
<b>Provider</b>	Housing Provider
<b>Project Type</b>	Housing Provider project type

EXITS DETAIL – INCLUDES ALL INDIVIDUALS PULLING INTO THE EXIT TAB. THE EXITS DETAIL TABLE IS LOCATED ON THE EXITS TAB.

<b>Column Name</b>	<b>Explanation</b>
<b>Client Unique Id</b>	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.
<b>Client ID</b>	A 6 or 7-digit identifier generated for a single client record.
<b>Start Date</b>	Transaction Start Date
<b>End Date</b>	Transaction End Date
<b>Valid Start EE Date</b>	First Entry Exit Start Date into TH or PH following valid CES transaction start date
<b>Valid Start EE HMI Date</b>	Housing move-in date associated with the Valid Start EE