



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

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

For Reporting Beginning January 1, 2023 Using FY 2022 HMIS Data Standards

Released February 2023
U.S. Department of Housing and Urban Development
Version 1.8

Introduction	3
Consolidated Report Information.....	3
Exporting Report Results to CSV.....	3
Fundamentals: Report Programming Basics	5
Report Universe	5
Determining Latest Assessments.....	8
Determining Age-Related Variables	9
Determining Each Client’s Household Type and Counting Distinct Households	10
Section-Specific Guidance.....	10
Questions 4 through 9	10
Question 10	10
Report Details	11
Q4: HMIS Information	11
Q4a: Project Identifiers in HMIS.....	11
Q5: Report Validations	12
Q5a: Report Validations Table	12
6: Data Quality	13
Q6a: Data Quality: Personally Identifiable Information	13
Q7: Persons Served	13
Q7a: Number of Persons Served	13
Q8: Households Served.....	14
Q8a: Number of Households Served	14
Q9. Participation in Coordinated Entry.....	15
Q9a: Assessment Type - Households Assessed in the Date Range	15
Q9b: Prioritization Status - Households Prioritized in the Date Range	15
Q9c: Access Events - Households with an Access Event.....	16
Q9d. Referral Events - Households Who Were Referred	19
Q10. Total Coordinated Entry Activity During the Year	20

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
8/3/2022	1.7	Added programming instructions for Q4 to added two new columns for total clients and total households by project. Added header row and column for count of clients to Q5.
2/15/2023	1.8	Added additional clarification to the client universe instructions and renamed "report universe" Added instructions for identifying latest assessment Aligned household type determination for questions 6-9

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 (hereafter referred to as the CE APR) to be submitted in the Sage HMIS Reporting Repository (Sage).

These programming specifications cover all questions for the CE 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 similar reporting across systems.

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. This report must be generated from all projects in the CoC, regardless of their funding source. Projects which collected CE data during the report period are included in this report, regardless of whether they are project typed CE (14) in the HMIS. 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 were collected.

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

Report 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:

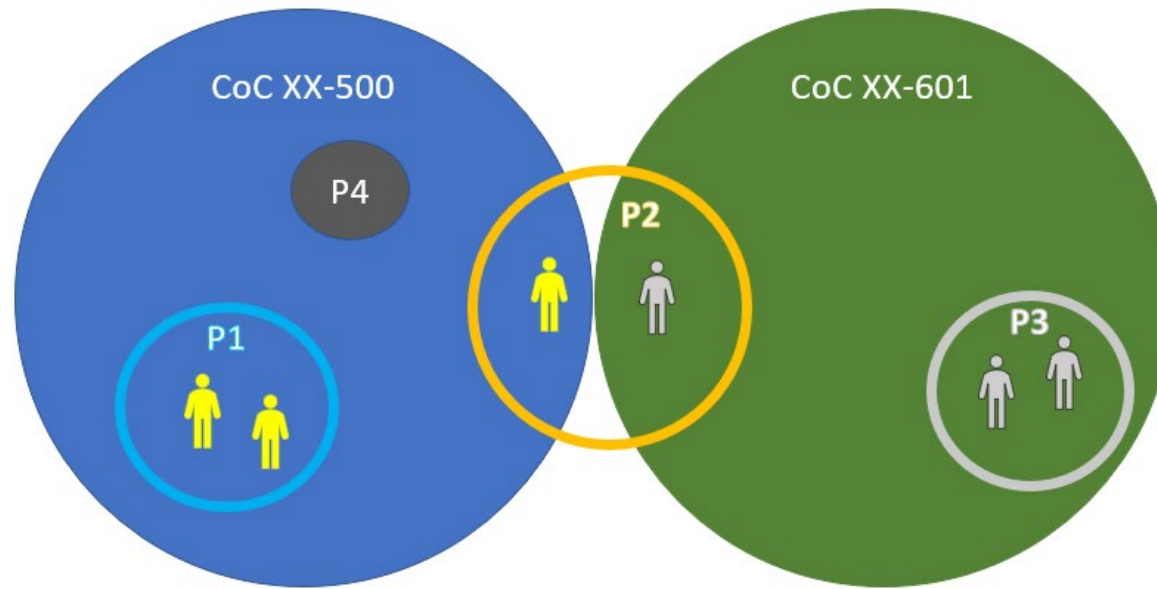
1. Select all projects, regardless of project type, where [Continuum Project] (2.05.5) = yes (1).
2. Of these projects, select those where either:
 - a. The project has only one [Continuum Code] (2.03.1) and it is the same as the CoC code on which the report is being run. These are the single-CoC projects.
OR
 - b. The project has multiple [Continuum Codes] and one of them matches the CoC code on which the report is being run. These are the multi-CoC projects.
3. Select the following assessments and events. These will be handled similarly in the following steps and are referred to as “assessments/events.”
 - a. All CE Assessments where the [date of assessment] (4.19.1) is on or after the [report start date] and on or before the [report end date]
 - b. All CE Events where the [date of event] (4.20.1) is on or after the [report start date] and on or before ([report end date] + 90 days)
4. Use the [enrollment identifier] (5.06) associated with each assessment/event selected in step 3 to identify the relevant enrollments.
5. Using the enrollments from step 4, assign a CoC to each assessment/event identified in step 3.
 - c. For assessments/events linked to enrollments in single-CoC projects, the assigned CoC is the CoC code of the project.
 - d. For assessments/events linked to enrollments in multi-CoC projects, use the following steps to assign a CoC:
 - i. Find all [client location] (3.16) records connected to the relevant enrollment for this assessment/event,
then
 - ii. Use the [information date] (3.16.1) associated with each [CoC code for client location] (3.16.2) to exclude any [client locations] recorded after the date of the assessment/event,
then
 - iii. Of these filtered [client locations], keep the most recent. This [CoC code for client location] is the CoC code assigned to the assessment/event.
6. Filter the assessments/events, keeping only those where the CoC code assigned in step 5 matches the CoC on which the report is being run.

7. Of those projects identified in step 2, keep those containing enrollments linked to the filtered assessments/events from step 6. This is the expected list of projects to output in Q4.
 - a. Note: it is possible to include projects in Q4 that had no relevant assessments or events within the report period if and only if they had relevant events entered in the 90 days following the end of the report period.

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 while the 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 CoCs within the implementation: xx-500 and xx-601, thus some clients in the project are from each CoC.
3. Project P4 did not collect CE data.
4. The CE APR 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 had no CE data collected.
 - 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.

Determining Latest Assessments

Assessments are usually attached to the head of household ([[relationship to head of household](#)] (3.15) = “Self”), but enrollments and relationships are fluid so there are valid reasons that an assessment may not be attached to the head of household. To ensure that all assessments completed in the period are considered for the APR, the most recent assessment date associated with each household is used for reporting.

1. Identify the most recent [[date of assessment](#)] (4.19.1) for each individual from the pool of assessments identified in step 6 of the Report Universe instructions.
2. For each household, identify the most recent of the dates identified in step 1.
3. The head of household and any household members are reported based on that household’s most recent assessment date. This is true regardless of which household member is the person with the household’s most recent assessment date.

Example for One Client

In this example, the client’s most recent assessment for a CE APR run for CoC XX-500 is the assessment marked “d” because each assessment is associated with a single CoC code. Assessment “f” is disqualified from consideration according to step 6 in the Report Universe instructions. Of the two assessments in CoC XX-500, “d” is later than “b” so it is the most recent assessment for this client.

	Month in Report Year											
Project	1	2	3	4	5	6	7	8	9	10	11	12
Project ABC		a		b					e	f		
Project XYZ					c			d				

- a** Enrolled in ABC, client location is XX-500
- b** Assessed in ABC
- c** Enrolled in XYZ, client location is set to XX-500 because XYZ only operates in XX-500
- d** Assessed in XYZ
- e** Update entered for enrollment in ABC, new client location is XX-501
- f** Assessed in ABC

Report is run on XX-500

Project	Operates in	
ABC	XX-500	XX-501
XYZ	XX-500	

Example for a Household

In this example we extend the above individual example by adding a partner to their enrollment in project XYZ. The head of household is client 1001 and their most recent assessment is still the one marked “c,” but now there is a later assessment in this household because their partner 1002 was assessed in assessment “g.” When reporting on this household, assessment “g” is used to determine the date of assessment, assessment type, and prioritization status for the household. However, counts of households will still count 1001 as they are the head of household. Essentially, once the latest assessment in the household is determined, this information is imputed to the head of household for further reporting.

Project	Client	Relationship	Month in Report Year												
			1	2	3	4	5	6	7	8	9	10	11	12	
Project ABC	1001	Self		a		b						e	f		
Project XYZ	1001	Self						c							
	1002	Partner												g	

- a 1001 enrolled in ABC, client location is XX-500
- b 1001 assessed in ABC
- c 1001 and 1002 enrolled together in XYZ, client location is set to XX-500 because XYZ only operates in XX-500
- d 1001 assessed in XYZ
- e Update entered for enrollment in ABC, new client location is XX-501
- f 1001 assessed in ABC
- g 1002 assessed in ABC

Report is run on XX-500

Project	Operates in	
ABC	XX-500	XX-501
XYZ	XX-500	

Determining Age-Related Variables

Per the *HMIS Reporting Glossary*, Age is a global variable determined from a client’s [Date of Birth] (3.03). 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 known to be 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
 - a. CE APR modification: Calculate the household type according to the members present at the [\[date of assessment\]](#) (4.19.1) of the latest assessment record. This supersedes the instruction in the glossary to include all household members present during the report period when determining 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.

Section-Specific Guidance

Questions 4 through 9

- Clients in any HMIS project using Method 2 - Active Clients by Date of Service. The applicable service dates are the assessment dates in element 4.19 (CE Assessment).
- 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 according to the instructions provided above.
- Include household members attached to the head of household’s enrollment who were active at the time of the household’s 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 all data in elements 4.19 (CE Assessment) and 4.20 (CE Event) identified in step 6 of the Report Universe instructions, regardless of project or enrollment in which the data was collected.

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

Change from CE APR FY2022: Addition of columns O and P.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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	Total Active Clients	Total Active Households
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, regardless of project type.
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 deduplication 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. Column O should be a simple unduplicated count of the total clients who have any CE Event or Assessment data in the report date range attached to their enrollment at the project on that row. If any one person in a household has a relevant CE Event or Assessment, include all others in the household active on the date of that record - either [date of assessment] (4.19.1) or [date of event] (4.20.1). Count each client once per project regardless of how many Events or Assessments they have.
9. Similarly, column P should be a simple count of total active households in the project for that row using the same data selection criteria as 8.
10. 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

Change from CE APR FY2022: Addition of column header row (row 1) and “count of clients” column.

	A	B	C
1	Category	Count of Clients for DQ	Count of Clients
2	Total number of persons served		
3	Number of adults (age 18 or over)		
4	Number of children (under age 18)		
5	Number of persons with unknown age		
6	Number of leavers		
7	Number of adult leavers		
8	Number of adult and head of household leavers		
9	Number of stayers		
10	Number of adult stayers		
11	Number of veterans		
12	Number of chronically homeless persons		
13	Number of youth under age 25		
14	Number of parenting youth under age 25 with children		

15	Number of adult heads of household		
16	Number of child and unknown-age heads of household		
17	Heads of households and adult stayers in the project 365 days or more		

Universe: Active clients with an assessment in the report date range and their relevant household members

HMIS Reporting Glossary Reference: Data Quality Q1.

Programming Instructions

1. Use data from whichever enrollment has the household’s latest CE Assessment (element 4.19) in the reporting year.
2. Cells B6 through B10, B12, B14 and B17 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).

6: Data Quality

Q6a: Data Quality: Personally Identifiable Information

Change from CE APR FY2022: None.

	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					

Universe: Active clients with an assessment in the report date range and their relevant household members

HMIS Reporting Glossary Reference: Data Quality Q1.

Q7: Persons Served

Q7a: Number of Persons Served

Change from CE APR FY2022: None.

	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 and their relevant household members

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

Change from CE APR FY2022: None.

	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:

1. 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.
2. 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

Change from CE APR FY2022: None.

	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:

1. Use data from the latest [\[Coordinated Entry Assessment\]](#) (element 4.19) for each household in the report universe as described in the report universe instructions and the determining latest assessment instructions.
2. Report the count of households using the [\[personal Identifier\] \(5.08\)](#) 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.
3. Report the total count of households in row 4.

Q9b: Prioritization Status - Households Prioritized in the Date Range

Change from CE APR FY2022: None.

	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

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
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 household in the report universe as described in the report universe instructions and the determining latest [assessment](#) instructions.
2. Report the count of households using the [\[personal Identifier\]](#) (5.08) 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 [\[prioritization status\]](#) (4.19.7) field should be reported on line 2.
3. Report the percentage of households prioritized on line 3.

Q9c: Access Events - Households with an Access Event

Change from CE APR FY2022: None.

	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:

1. Determine the [date of assessment] (4.19.1) from the latest [Coordinated Entry Assessment] (4.19) for each household in the report universe as described in the report universe instructions and the determining latest assessment instructions.
2. Search for [Coordinated Entry Event] (4.20) records assigned to the head of household with a [date of event] (4.20.1) where all of the following are true:
 - a. [Date of event] >= [date of assessment] from step 1
and
 - b. [Date of event] <= ([report end date] + 90 days)
and
 - c. [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.
3. 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.
4. If, for a given client, *none* 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.
5. 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. As each head of household only has a single 'most recent' event, they may appear in either Q9c or Q9d but not in both.

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

Change from CE APR FY2022: None.

	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. Again, as each head of household only has a single ‘most recent’ event, they may appear in either Q9c or Q9d but not in both.
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. Rows 17 through 20: Report households according to the result on their most recent [Coordinated Entry Event] record. Households can only be counted here if their most recent event was a referral with the response to 4.20.2 in 10-15 or 16-17.
5. 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

Change from CE APR FY2022: None.

	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 of whether they have a qualifying assessment in the date range.

Programming Instructions:

1. Rows 1 and 2: Count the number of CE Assessments in the report date range by [\[assessment level\]](#) (4.19.4).
2. Rows 3, 5, 6, 8, 9, 10, 11, 18: Count the number of CE Events in the report date range by [\[event\]](#) (4.20.2) responses which have no dependent fields.
3. 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.
4. 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.
5. 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.