

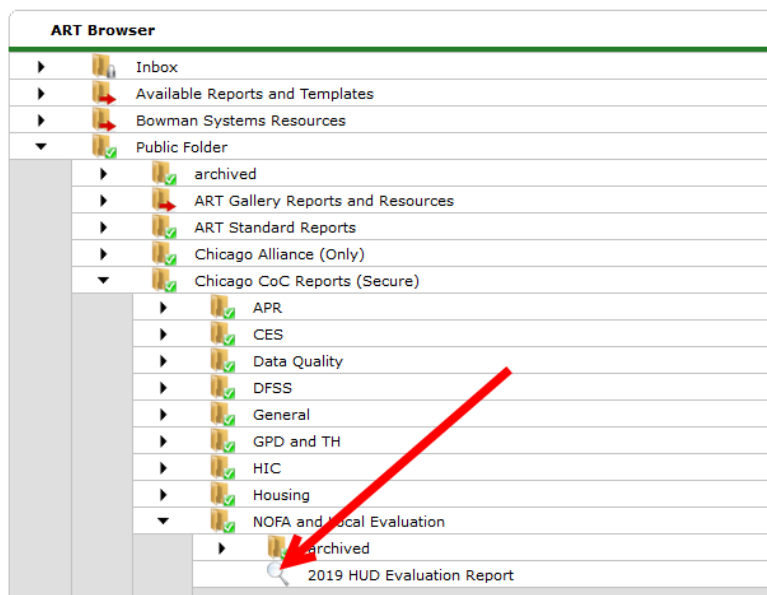
# Chicago 2019 HUD Evaluation Report Documentation and Instructions

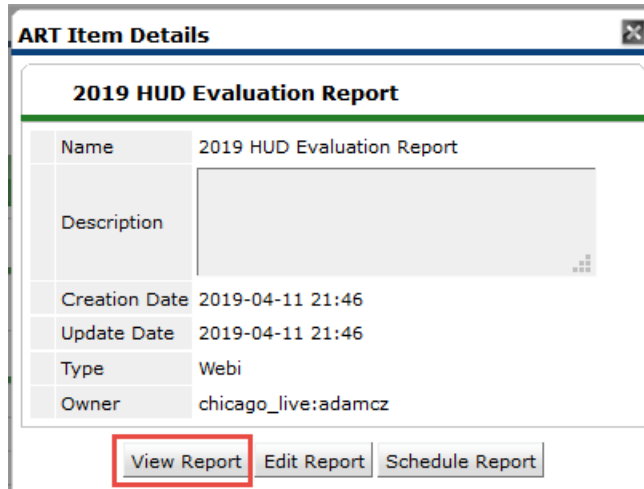
## How to Run the 2019 HUD Evaluation Report

All Providers (except for Domestic Violence Service Providers) will run the **2019 HUD Evaluation Report** to complete the 2018 HUD CoC Competition Local Evaluation Instrument. The report is generated from ServicePoint's Advanced Reporting Tool (ART). Please note only Agency Technical Administrators (ATAs) have the ability to run this report.

### ACCESSING ART

1. Log in to ServicePoint, and navigate to the Advanced Reporting Tool section in either of the following ways:
  - a. Reports -> Under Custom Reports click on **ART**
  - b. Top right corner under Mode: -> click on **Connect To ART**
2. Once connected to ART:
  - a. Navigate to **Public Folder -> Chicago CoC Reports (Secure) -> NOFA and Local Evaluation -> 2019 HUD Evaluation Report**
  - b. Click on the magnifying glass to the left of the report name. In the resulting pop-up window, select "View Report" to open the ART report-running dialog.

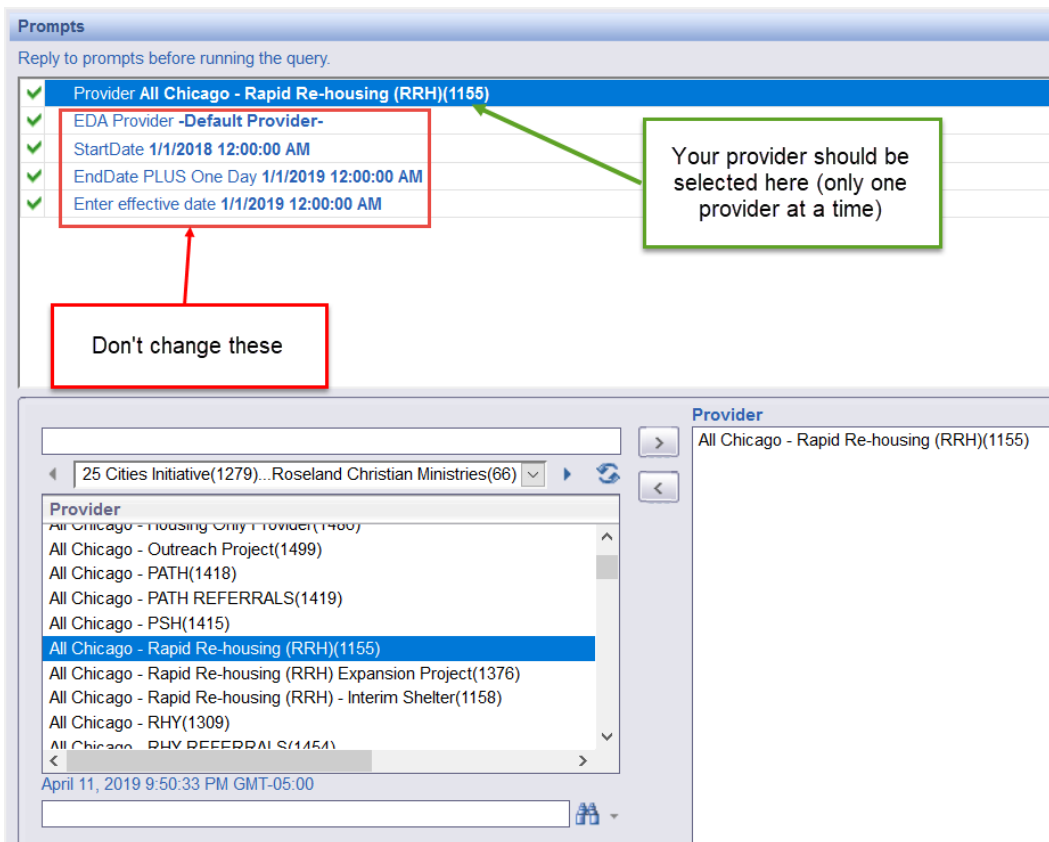




A new tab will open in your browser where the report will load.

**REPORT PROMPTS**

3. Please only respond to a single prompt: **Provider**. The others should be set for you. *Do NOT enter anything for the EDA Provider prompt.*
  - a. **Provider:** Run the report for your SINGLE program (not all your agency’s programs). If you do not see any providers to select, click the *Refresh Values* button to populate the list.

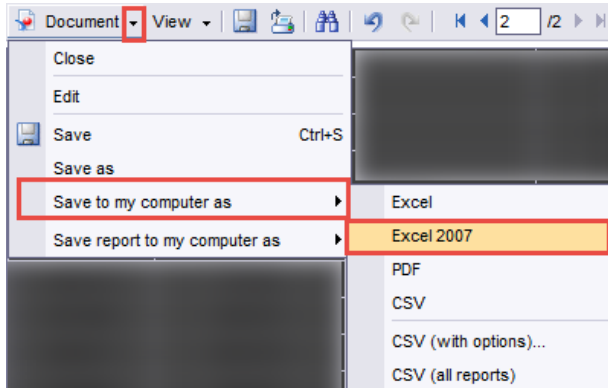


4. After you have selected the single provider to be included in the report, click on **Run Query** in the bottom right to generate the report.

## How to Download the 2019 HUD Evaluation Report

The easiest way to view the data in the report is by downloading it to Microsoft Excel.

When reviewing the report, click on **Document** in the upper-left corner, go to **Save to my computer as...**, and select **Excel 2007**.



You will then go through the normal process of downloading a file to your computer.

## How to Interpret the 2019 HUD Evaluation Report

### WHERE TO FIND INFORMATION

There are four tabs within the report containing information.



- **Summary** – This tab contains the final numbers that will be considered for a project’s performance.
- **DQ** – Any households shown in this tab will need to have data be corrected in order for the report to produce accurate numbers.
- **CES Question Details** – All questions listed in the *Coordinated Entry* section of the Summary tab will show detailed lists of client data to show how the calculations are made.
- **Project Performance Details** – All questions listed in the *Project Performance* section of the Summary tab will show detailed lists of client data to show how the calculations are made.

### SUMMARY TAB

The Summary tab has been created to provide you with information on the source data for the aggregate numbers.

At the top of the page, you will see a table that shows all the information specific to your report run. If your project's Program Type has not been set up properly, you will see **red text** informing you of this fact. If this happens, you can contact [hmis@allchicago.org](mailto:hmis@allchicago.org) to get your project set up properly.

**Chicago CoC - HUD Local Evaluation Report  
Spring 2019  
Data from Homeless Management Information System**

<b>Provider</b>	All Chicago(1)
<b>Provider Program Type</b>	Please contact All Chicago at <a href="mailto:hmis@allchicago.org">hmis@allchicago.org</a> to set up this provider's program type
<b>Start Date</b>	1/1/18
<b>End Date PLUS One Day</b>	1/1/19
<b>Date Run</b>	4/11/2019

There are two sections below: Coordinated Entry and Project Performance. Based on your project's Program Type (Permanent Supportive Housing, Rapid Re-Housing, Permanent Housing with Short Term Support, Youth Transitional Housing, Safe Haven, Interim Housing, or Supportive Services Only), certain questions will show up in white and blue (required for that program type) while others show up in dark gray (not applicable for your program type).

<b>CE Q2. Required for PSH, RRH, PHwSS, YTH, and SH projects</b>		
How many households that were housed by your project from January 1, 2018, to December 31, 2018 were matched to your project through Coordinated Entry?	11	
How many households were housed by your project from January 1, 2018, to December 31, 2018?	23	
Percentage (A/B)	47.8%	<div style="border: 1px solid green; padding: 5px; display: inline-block;">                     Required for this project's program type                 </div>
<b>CE Q3A. Required for PHwSS, YTH, RRH, SH, and PSH projects</b>		
For those matched to your project and housed, how many days on average did it take from match to housing?	91.5	
<b>CE Q3B. Required for PSH and RRH projects</b>		
How many days on average did it take from enrollment to housing?	32.9	
<b>CE Q5. Required for IH and SSO projects</b>		
How many participants served by this project during the reporting year had an assessment through Coordinated Entry (before or during enrollment)?	34	<div style="border: 1px solid red; padding: 5px; display: inline-block;">                     Not applicable for this project's program type                 </div>
How many households were served by the project?	60	
What percentage of project participants had an assessment through Coordinated Entry? (A/B)	56.7%	

If you want to know how certain numbers were calculated, you can look at the CES Question Details and Project Performance Details tabs.

**DQ TAB**

Every household, whether containing a single or multiple persons, needs to have *one and only one person identified as the Head of Household*. This tab will show any household that has either 0 persons or 2+ persons with an answer of “Self (head of household)” to the field [Relationship to Head of Household] in the clients’ entry assessment for this enrollment. Any households shown in this tab will need to be corrected in order for the report to produce accurate numbers.

**CES QUESTION DETAILS TAB**

The information on the CES Question Details tab is provided to help the viewer determine how the aggregate numbers to the Coordinated Entry section’s questions in the Summary tab were calculated.

**PROJECT PERFORMANCE DETAILS TAB**

The information on the Project Performance Details tab is provided to help the viewer determine how the aggregate numbers to the Project Performance section’s questions in the Summary tab were calculated.

If any information in any of the tabs looks incorrect, the agency may contact All Chicago to inquire: [hmis@allchicago.org](mailto:hmis@allchicago.org).

## Formulas

<b>COORDINATED ENTRY</b>	
1. What percentage of those housed in your project in 2018 were matched to your project through Coordinated Entry?	$\frac{\text{Total households housed in 2018 with a match through CE}}{\text{Total households housed in 2018}}$
2. For those matched to your project and housed in 2018, how many days on average did it take from match to housing?	$\frac{\text{Total sum of days between household's Coordinated Entry match and housing move – in date}}{\text{Total households housed in 2018 with a match through CEholds housed in 2018}}$
3. For those housed in 2018, how many days on average did it take from enrollment to housing?	$\frac{\text{Total sum of days between household's enrollment date and housing move – in date}}{\text{Total households housed in 2018 with a match through CEholds housed in 2018}}$
5. What percentage of project participants had an assessment through Coordinated Entry?	$\frac{\text{Total households served by this project during the reporting year having an assessment through CE}}{\text{Total households served}}$
<b>PROJECT PERFORMANCE</b>	
1A. Is your project at or above 80% capacity? (total average)	$\frac{\text{Sum of the four PIT date utilization rates}}{4}$
1B. Was your project at or above 80% capacity for each of the four PIT dates throughout the year?	$\frac{\text{Number of clients enrolled on each PIT date}^5}{\text{Number of beds available on each PIT date}^5}$

<p>2.1. Of the households who left the project, what percentage went into permanent housing within 180 days?</p>	$= \frac{\text{Number of households whose head of household exited the project to a permanent destination}^1 \text{ within 180 of entering the project}}{\text{Number of households whose head of household exited the project}^2}$
<p>2.2. What percentage of households remained permanently housed for 12 months or exited to permanent destination within the first 12 months of enrollment?</p>	$= \frac{\text{Number of households whose head of household has either been enrolled for at least 365 days or exited the project to a permanent destination}^1}{\text{Number of households whose head of household has either been enrolled for at least 365 days or exited the project}^3}$
<p>3.1. What percentage of households exited to permanent destinations?</p>	$= \frac{\text{Number of households whose head of household exited the project to a permanent destination}^1}{\text{Number of households whose head of household exited the project}^2}$
<p>3.2 What percentage of households exited to more stable housing?</p>	$= \frac{\text{Number of households whose head of household exited the project to a more stable destination}^1}{\text{Number of households whose head of household exited the project}^2}$
<p>4. Of the households who exited to permanent destinations, what percentage remained permanently housed at 6-month follow up?</p>	$= \frac{\text{Number of households whose head of household exited the project to a permanent destination}^1 \text{ between 7/1/2017 and 6/30/2018 and has a 6 month follow up indicating that they were housed}}{\text{Number of households whose head of household exited the project to a permanent destination}^1 \text{ between 7/1/2017 and 6/30/2018}}$

<p>5. What percentage of households without a source of non-cash benefits at entry obtained non-cash benefits through mainstream resources?</p>	$\frac{\text{Number of households for which no member has a non cash benefit}^4 \text{ at program entry and the head of household has either been enrolled for at least 365 days or exited the project during the reporting year and at least one member has obtained a non cash benefit}^4}{\text{Number of households for which no member has a non cash benefit}^4 \text{ at program entry and the head of household has either been enrolled for at least 365 days or exited the project during the reporting year}}$
<p>6. What percentage of households with a source of non-cash benefits at entry maintained their non-cash benefits through 2018?</p>	$\frac{\text{Number of households for which some member has a non cash benefit}^4 \text{ at program entry and the head of household has either been enrolled for at least 365 days or exited the project during the reporting year and at least one member still has a non cash benefit}^4}{\text{Number of households for which some member has a non cash benefit}^4 \text{ at program entry and the head of household has either been enrolled for at least 365 days or exited the project during the reporting year}}$
<p>7. What percentage of households maintained or increased their income through cash benefits, earned income, or combination of both?</p>	$\frac{\text{Number of households for which the head of household has either been enrolled for at least 365 days or exited the project during the reporting year and the total income within the household is greater than zero and is greater than or equal to the total income within the household at project entry}}{\text{Number of households for which the head of household has either been enrolled for at least 365 days or exited the project during the reporting year and had some amount of income either at entry or at report end}}$



8. What percentage of adult program participants have health insurance?	$\frac{\text{Number of participants who were adults at the greater of the project entry date and 1/1/2018 who have health insurance}}{\text{Number of participants who were adults at the greater of the project entry date and 1/1/2018}}$
---	---

1: The following are considered permanent destinations: *“Moved from one HOPWA funded project to HOPWA PH”, “Owned by client, no ongoing housing subsidy”, “Owned by client, with ongoing housing subsidy”, “Permanent housing (other than RRH) for formerly homeless persons”, “Rental by client, no ongoing housing subsidy”, “Rental by client, with RRH or equivalent subsidy”, “Rental by client, with GPD TIP subsidy”, “Rental by client, with other ongoing housing subsidy”, “Rental by client, with VASH subsidy”, “Staying or living with family, permanent tenure”, “Staying or living with friends, permanent tenure”, “Rental by client, with other ongoing housing subsidy”*

In addition to those in the permanent destinations, the following are considered more stable destinations: *“Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)”, “Hotel or motel paid for without emergency shelter voucher (HUD)”, “Moved from one HOPWA funded project to HOPWA TH (HUD)”, “Psychiatric hospital or other psychiatric facility (HUD)”, “Staying or living with family, temporary tenure (e.g., room, apartment or house)(HUD)”, “Staying or living with friends, temporary tenure (e.g., room apartment or house)(HUD)”, “Substance abuse treatment facility or detox center (HUD)”, “Transitional housing for homeless persons (including homeless youth) (HUD)”*

For Coordinated Entry Data: Permanent Housing includes participant Entries into “Transitional Housing for homeless persons” if Chicago Program Models Chart designation includes: Permanent Housing with Short Term Support, Youth Project Based Transitional Housing, or Youth Scattered Site Transitional Housing

2: This excludes clients exiting to “Deceased”, “Hospital or other residential non-psychiatric medical facility”, “Foster care home or foster care group home” or “Long-term care facility or nursing home”. For Street Outreach projects, this includes clients who exited to “Foster care home or foster care group home” or “Long-term care facility or nursing home”, but excludes clients exiting to “Residential project or halfway house with no homeless criteria”

3: This excludes clients exiting to “Deceased”

4: Non-cash benefits include: Supplemental Nutritional Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), TANF Child Care Services, TANF transportation services, Other TANF-funded services, or other source. Non-cash benefits do not include health insurance.

5: The PIT dates are 1/31/2018, 4/25/2018, 7/25/2018, and 10/31/2018.

## Questions?

If you have questions about how to run the report, please submit a ticket at the HMIS Helpdesk at: <https://hmis.allchicago.org>.