

# Chicago 2017 HUD Evaluation Report Documentation and Instructions

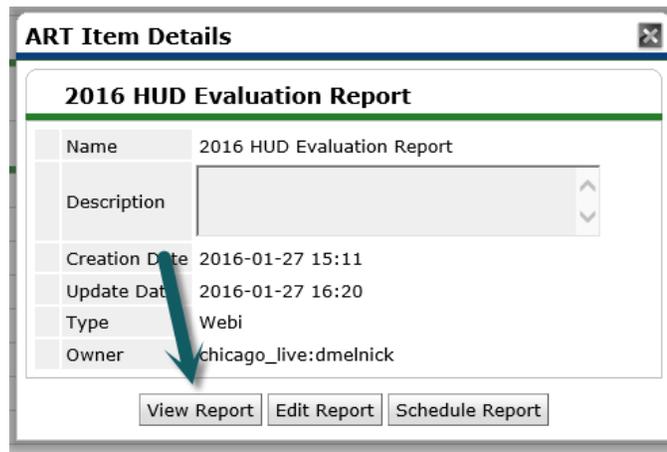
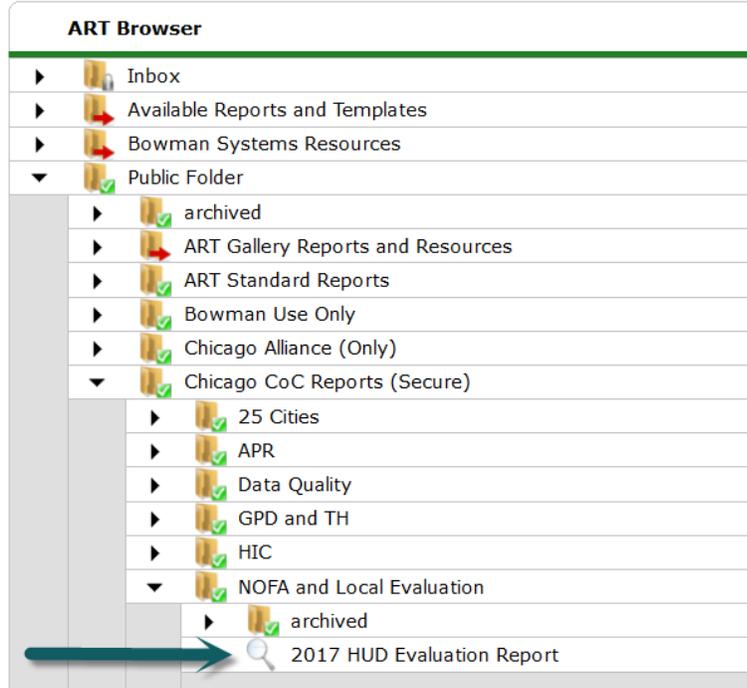
## How to Run the 2017 HUD Evaluation Report

The report all providers will need to run is called **2016 HUD Evaluation Report**. Please note only Agency Technical Administrators (ATAs) have access to this report in ServicePoint's Advanced Reporting Tool (ART).

### OPEN UP SERVICEPOINT AND 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. Within the ART Browser...
  - a. Navigate to **Public Folder -> Chicago CoC Reports (Secure) -> NOFA and Local Evaluation -> 2017 HUD Evaluation Report**

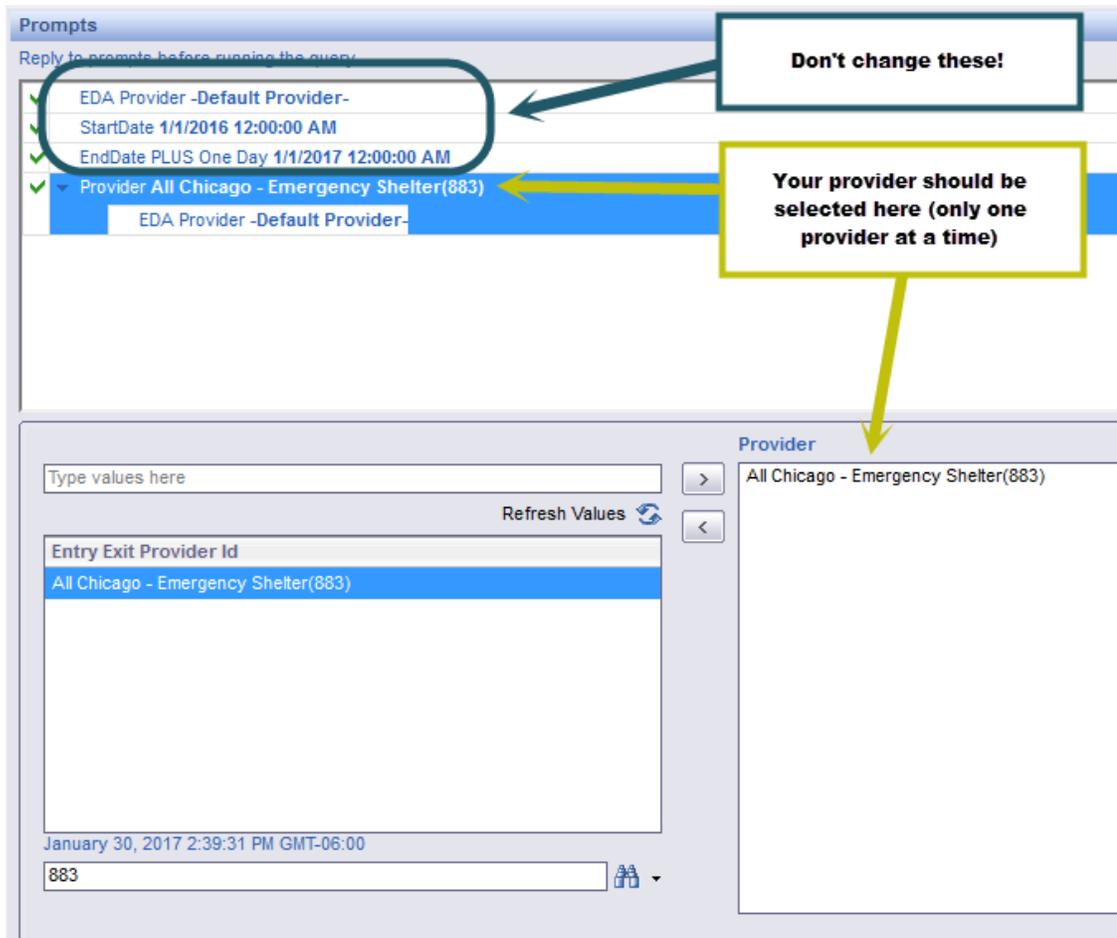
- b. Click on the magnifying glass to the left of the report name. In the resulting pop-up window, select “View Report” to open up the ART report-running dialog.



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

## REPORT PROMPTS

3. You will only have to pay attention to one of the prompts. 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 of your agencies' programs together). If you do not see any providers to select, click the *Refresh Values* button to populate the list.



**Prompts**  
Reply to prompts before running the query

- EDA Provider -Default Provider-  
StartDate 1/1/2016 12:00:00 AM  
EndDate PLUS One Day 1/1/2017 12:00:00 AM
- Provider All Chicago - Emergency Shelter(883)  
EDA Provider -Default Provider-

**Don't change these!**

**Your provider should be selected here (only one provider at a time)**

**Provider**  
All Chicago - Emergency Shelter(883)

Type values here  
Refresh Values

Entry Exit Provider Id  
All Chicago - Emergency Shelter(883)

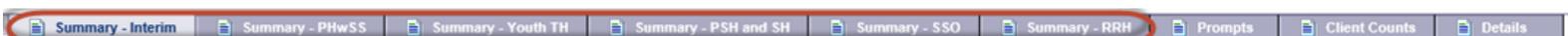
January 30, 2017 2:39:31 PM GMT-06:00  
883

- After all of your prompt selections are made, click on **Run Query** in the bottom right. This will make your report run.

## How to Interpret the 2017 HUD Evaluation Report

### QUESTION RESPONSES

You will notice that the first 6 tabs are very similar. **You only need to look at the tab that corresponds to your program type.** Only this tab will contain all of the information that you need to complete the evaluation. All of the remaining tabs are just to help you understand your data.



## PROMPTS

This tab is for our use. It helps us make sure that the report was run properly

## CLIENT COUNTS

This tab only exists to help you understand your data. This tab helps you understand the numbers you see in the top left, middle left, and bottom right tables on the report. The image below shows the tables from the summary page that the Client Counts tab will help you understand.

Threshold Questions				
	# Beds	# Enrolled	Utilization	# HH Enrolled
PIT1	0	37	Contact HMIS@allc hicago.org to create bed lists	22
PIT2	0	35	Contact HMIS@allc hicago.org to create bed lists	23
PIT3	0	39	Contact HMIS@allc hicago.org to create bed lists	27
PIT4	0	41	Contact HMIS@allc hicago.org to create bed lists	29
AVG	0	38.98	Contact HMIS@allc hicago.org to create bed lists	

## SECTION E. Project Performance and Consumer Outcomes

2. Of the program participants who left the project, what percentage went into permanent housing within 180 days?	0%
3. What percentage of program participants without income at entry obtained employment?	0%
4. Of the program participants who left the project, what percentage went into permanent housing within 120 days?	0%
16. What percentage of program participants without source of non-cash benefits at entry, obtained non-cash benefits through mainstream resources?	4.76%
17. What percentage of program participants maintained or increased their income through cash benefits, earned income, or combination of both?	85%

Total number of records for All Clients	25
Total number of records for Adults Only	15
Total number of records for Unaccompanied Youth	1
Total number of records for Leavers	5

## SECTION D. System Priorities

1A: How many people have you served from January 1, 2016 to December 31, 2016 that meet HUD's definition of chronically homeless?	2
1B: How many total people did you serve from January 1, 2016 to December 31, 2016	25
Percentage	8.00%

2A: How many households have you served from January 1, 2016 to December 31, 2016 have the following conditions:	i. Have a HUD-defined disability (head of household)	18
	ii. Are youth heads of households ages 14-24	1
	iii. Are families	8
	iv. Are veterans (head of household)	11
2B: How many total households did you serve from January 1, 2016 to December 31, 2016		35



Specifically, it will tell you which of your clients are counted as adults, unaccompanied youths, leavers, whether they were enrolled during the 4 Point In Time Counts during the year, and whether they met HUD’s definition of chronically homeless.

Client ID	Entry Exit ID	Client Unique ID	Adult	Leaver	UAY	EnrolledFor PIT1	EnrolledFor PIT2	EnrolledFor PIT3	EnrolledFor PIT4	Chronically Homeless	
285825	407320	btsm01012015l	0	0	1	0	0	0	0	1	0
285825	413833	btsm01012015l	0	0	1	1	1	1	1	1	0
292021	400593	pknm03112011	0	0	0	0	0	0	0	1	0
295154	369372	pknf05181960p	1	0	0	0	1	1	1	1	0

Each row shows whether the client is being counted in each of these categories.

## HOUSEHOLD COUNTS

This tab only exists to help you understand your data. This tab helps you understand the numbers you see in the bottom left table on the report. The image below shows the tables from the summary page that the Household Counts tab will help you understand.

### Threshold Questions

	# Beds	# Enrolled	Utilization	# HH Enrolled
PIT1	0	37	Contact HMIS@allchicago.org to create bed lists	22
PIT2	0	35	Contact HMIS@allchicago.org to create bed lists	23
PIT3	0	39	Contact HMIS@allchicago.org to create bed lists	27
PIT4	0	41	Contact HMIS@allchicago.org to create bed lists	29
AVG	0	38.98	Contact HMIS@allchicago.org to create bed lists	

### SECTION E. Project Performance and Consumer Outcomes

2. Of the program participants who left the project, what percentage went into permanent housing within 180 days?	0%
3. What percentage of program participants without income at entry obtained employment?	0%
4. Of the program participants who left the project, what percentage went into permanent housing within 120 days?	0%
16. What percentage of program participants without source of non-cash benefits at entry, obtained non-cash benefits through mainstream resources?	4.76%
17. What percentage of program participants maintained or increased their income through cash benefits, earned income, or combination of both?	85%

Total number of records for All Clients	25
Total number of records for Adults Only	15
Total number of records for Unaccompanied Youth	1
Total number of records for Leavers	5

### SECTION D. System Priorities

1A: How many people have you served from January 1, 2016 to December 31, 2016 that meet HUD's definition of chronically homeless?	2
1B: How many total people did you serve from January 1, 2016 to December 31, 2016	25
Percentage	8.00%

2A: How many households have you served from January 1, 2016 to December 31, 2016 have the following conditions:	i. Have a HUD-defined disability (head of household)	18
	ii. Are youth heads of households ages 14-24	1
	iii. Are families	8
	iv. Are veterans (head of household)	11
2B: How many total households did you serve from January 1, 2016 to December 31, 2016		35

Specifically, this tab will show you which the groups enrolled are families, include a head of household with a disabling condition, the age of the head of household, and the veteran status of the head of household.

Group UID	Client ID	Family	Disability HoH	Age Of HoH	Veteran HoH
319926	308444	0	0	No HoH listed	0
337140	310429	1	0	No HoH listed	0
338945	306588	0	1	33	1
339695	310429	0	0	No HoH listed	0
346620	308444	0	0	No HoH listed	0
348202	326692	1	0	No HoH listed	0

## DETAILS

This tab only exists to help you understand your data. This tab helps you understand the numbers you see in the top right table on the report. The image below shows the table from the summary page that the Client Counts tab will help you understand.

**Threshold Questions**

	# Beds	# Enrolled	Utilization	# HH Enrolled
PIT1	0	27	Contact HMIS@allchicago.org to create bed lists	14
PIT2	0	31	Contact HMIS@allchicago.org to create bed lists	18
PIT3	0	30	Contact HMIS@allchicago.org to create bed lists	18
PIT4	0	36	Contact HMIS@allchicago.org to create bed lists	21
AVG	0	32.16	Contact HMIS@allchicago.org to create bed lists	

**SECTION F. Project Performance and Consumer Outcomes**

2. Of the program participants who left the project, what percentage went into permanent housing within 180 days?	22.22%
3. What percentage of program participants without income at entry obtained employment?	6.67%
4. Of the program participants who left the project, what percentage went into permanent housing within 120 days?	22.22%
19. What percentage of program participants without source of non-cash benefits at entry, obtained non-cash benefits through mainstream resources?	2.56%
20. What percentage of program participants maintained or increased their income through cash benefits, earned income, or combination of both?	87.23%

Total number of records for All Clients	20
Total number of records for Adults Only	11
Total number of records for Unaccompanied Youth	1
Total number of records for Leavers	0

## SECTION E. System Priorities

1A. How many people have you served from January 1, 2015 to December 31, 2015 that meet HUD's definition of chronically homeless?	3
1B: How many total people did you serve from January 1, 2015 to December 31, 2015	20
Percentage	15.00%

For an example of how the coding works, let's focus on entry 400594

Client ID	Entry Exit ID	#2	#3	#4	#5	#6	#8	#9	#11	#12	#14	#16	#19	#20
285825	407320	-	1	-	-	1	-	-	-	-	-	-	0	1
285825	413833	-	1	-	-	1	-	-	1	-	-	-	0	1
292021	400593	-	0	-	-	0	-	-	-	-	-	-	-	1
295154	369372	-	0	-	-	0	-	-	1	-	-	-	0	1
295154	400594	-	0	-	-	0	-	-	-	-	-	-	0	1
295156	400595	-	0	-	-	0	-	-	-	-	-	-	0	1
296926	400596	-	-	-	-	-	-	-	-	-	-	-	0	1
306588	338945	-	-	-	-	-	-	-	1	-	-	-	1	1
306588	346620	0	-	0	1	-	1	1	1	1	1	1	-	0
306588	352449	-	-	-	-	-	-	-	1	-	-	-	-	0
306588	363391	-	-	-	-	-	-	-	1	-	-	-	0	0

- This client has a “-” for questions 2, 4, 5, 8, 9, 11, 12, 14, and 16, because she was ineligible for those questions, because she had not left the program. She will not be counted in the percentages for those questions.
- The client has a “0” for question 3, 6, and 19 because she was eligible for those questions, but was not successful. For example, for question 3, “What percentage of program participants without income at entry obtained employment?”, she did not have income at program entry (so she was eligible for the question) but she did not obtain employment.
- The client has a “1” for question 20, “What percentage of program participants maintained or increased their income though cash benefits, earned income, or combination of both?”, because she was eligible for that question and was successful. In this case, she maintained her current income from project entry to the present time.

## Questions?

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