



## LEI Instruction Manual Corrections

While reviewing and scoring the Local Evaluation Instrument (LEI), All Chicago encountered several mistakes in the [LEI Instruction Manual](#) and errors in the performance data reporting logic. A list of the errors and a description of the fixes are provided below. These fixes are being applied to the preliminary scores. Please contact [CoCprograms@allchicago.org](mailto:CoCprograms@allchicago.org) with any questions.

### Appeal Panel Membership

The number of members on the Appeal Panel has been updated to include 2 representatives from the Youth Action Board, which increases the number of panel members from 11 to 13. This correction will support our CoC by including youth feedback and involvement in the evaluation and quality improvement work in the community.

### Grant Management Section

All Chicago has corrected a mistake in the scoring criteria for Question 1. The correction was to add that a project can earn 3 points if it reallocated funds in the 2021 NOFO and spent less than 100% in the grant year that ended in 2021. A clause to include points for this situation was included in the 2019 LEI (the most recent year in which this same scenario could have occurred), and it was an oversight to exclude this clause in the 2022 LEI Instruction Manual.

### Project Performance Section

- Question 1
  - One issue was that for Coordinated Entry (CE) referrals, it was assumed that there is a preceding CE enrollment. This turns out not to be true, so the logic was changed to include CE referrals regardless of a prior CE enrollment.
  - A second issue was that all Transfer Requests were assumed to have an associated CE referral, which was then used to match to a Permanent Housing (PH) enrollment. This turns out not to be true, especially for internal transfers, so the logic was adjusted to include Transfer Requests for the same client as the PH enrollment that preceded the enrollment when the CE referral was not present.
- Question 9
  - Participants whose anniversary date occurred in December 2021 and the annual assessment was completed in HMIS after December 31, 2021 are counted in the APR results under the category "Data not Collected." All Chicago decided to manually adjust the data so that these participants would not be counted as a negative outcome. All Chicago asked ATAs to notify the HMIS helpdesk of any participants falling into this category. We will allow appeals to correct this if any participants in this category were not reported.
- Question 11
  - There was a mistake on page 40 of the LEI Instruction Manual regarding the values in APR Q22a1.csv which would be used to calculate "#Stayers\_PH." Instead of summing the values highlighted in column B "Total", the correct formula is the sum of the values



in column D “Stayers.” The rows that are included are the same. This influences the calculation of the metric for PSH and SH projects. The calculation for RRH and TH projects did not have this error and remains unchanged.

- Question 12
  - The original assessment question used to calculate the participant’s housing status at 6 month follow up was incorrect. The correct field has been identified as the “Current Living Situation” field within the HUD CoC & ESG Update assessment. All Chicago has decided not to score this question for RRH projects that are participating in the LEI for this first time in 2022 because they did not previously receive notification regarding where to enter this data in HMIS. RRH projects that participated in the LEI in 2019 are being scored on this question.
- Question 16
  - There were mistakes on page 42 of the LEI Instruction Manual regarding the number of disabilities being counted. The title and the formula both indicated that the value measured is the percentage of participants with one or more disabilities. The correct value is the percentage of participants with more than one disability (i.e., two or greater).