

## Q4a Project Identifiers in HMIS

### Logic Notes

- Agency and project descriptors for all projects that include data relevant to APR
- Columns A-K draw from project descriptor data elements
- Columns H-J may have multiple values for a single project

### Troubleshooting

- Missing information: Review agency and project setup screens
- Check CE Participation Status for report period
- Agency/project not included: check for relevant enrollment, assessment, and/or CE event activities for agencies and projects

**Universe** All CE assessments and events during report range

## Q5a Report Validations Table

### Logic Notes

- Counts of client demographics found on similar reports. Used to validate counts in other areas of report
- Adults must be 18 or older at project or report start, whichever is later
- Unknown age is based on DOB DQ field
- Veterans must be age 18 or older at time of project start or report start date, whichever is later, and must indicate 'yes' for veteran status
- Youth under 25 must be ages 12-24, with no one in household older than 24

### Troubleshooting

- High counts: Have clients been exited?
- Low counts: Did assessment occur in reporting period?
- Unknown age: Check DOB data quality field
- Too many youth: Check DOBs, group enrollment correct?
- Child/unknown age households: Group enrollment correct?
- Other household issues: were household members added or removed from group enrollment at times that would impact counts?

**Universe** Active clients with CE assessment during report range

## Q6a Data Quality on Personally Identifiable Information

### Logic Notes

- Looks at data completeness for personally identifiable fields in HMIS.
- Logic matches that used in [HUDX-225] HMIS Data Quality Report
- Error Rate percentage is determined by dividing the total clients by the total number of people indicated in Q5a.

### Troubleshooting

- See troubleshooting for Q5a

**Universe** Active clients with CE assessment during report range

## Universe

Q4a, Q10

### All CE assessments and events during report range

- All CE assessments and events provided during report range
- Assessments and events must be attached to an enrollment
- Assessments and events must be provided to HoH
- Enrolled program must have affirmative CE Participation Status at time of assessment

## Universe

Q5a, Q6a, Q7a, Q8a, Q9a, Q9b

### Active clients with CE assessment during report range

- HoH with enrollment that overlaps report period
- HoH with CE assessment during report period attached to that enrollment
- Family members in group enrollment at assessment
- If more than one CE assessment, report uses most recent assessment during report period
- Enrolled program must have affirmative CE Participation Status at time of assessment

## Universe

Q9c, Q9d

### Active clients with CE assessment during report range plus CE event during report range + 90 days

- Criteria for "Active clients with CE assessment during report range"
- HoH with a CE access event after the CE assessment, but before the report end + 90 days
- If HoH has CE assessment in end + 90-day period, event must occur before that assessment
- Program attached to CE assessment or event must have affirmative CE Participation Status at time of assessment or event

**Q7a**  
Number of Persons Served

**Logic Notes**

- Clients can be enrolled in and complete a CE assessment in any project so long as the assessment takes place during the reporting period and the project has affirmative CE Participation Status at time of assessment
- If a client has multiple reportable enrollments, the client's age for the report should be their age at project enrollment or report start, whichever is later
- Row 7 is included in the table to maintain formatting consistency between similar reports uploaded to Sage.

**Troubleshooting**

- Run [GNRL-220] Program Details Report and scan for errant values
- Use Client, Data Quality, or HMIS Performance models in Clarity Data Analysis tools to conduct more detailed searches

**Universe** Active clients with CE assessment during report range

**Q8a**  
Number of Households Served

**Logic Notes**

- Counts data from client's enrollment attached to latest CE assessment, so each client may have only one household type as determined by the household composition on that latest stay
- HoH determines household type
- Because an active client may be associated with more than one household during the report period, the sum of unduplicated clients by household type may exceed the total number of unduplicated clients

**Troubleshooting**

- See troubleshooting for Q5a

**Universe** Active clients with CE assessment during report range

**Q9a**  
Assessment Type: Households Assessed in Date Range

**Logic Notes**

- For the CE assessments counted in this universe, the method by which they were assessed
- Uses Assessment Type Field options from data element 4.19
- Households align with those from Q8a

**Troubleshooting**

- See troubleshooting for Q5a
- Coordinated Entry toggle on Assessment screen toggled on?

**Universe** Active clients with CE assessment during report range

**Q9b**  
Prioritization Status: Households Prioritized in the Date Range

**Logic Notes**

- Prioritization statA client is "prioritized" when referred to a queue that's marked as a "Prioritization List"
- us is tracked with the assessment, so each of a client's CE assessments can have a different priority status
- For the system to record a value of "1 - Placed on Prioritization List," the assessment must be referred to a Community Queue with Prioritization List toggled on.
- If assessment is not referred to a Community Queue or is referred to a Community Queue with Prioritization List toggled off, the system records a value of "2 - Not Placed on Prioritization List."
- Current prioritization status and any changes also display in the assessment's audit log.

**Troubleshooting**

- See troubleshooting for Q5a and Q9a
- Is assessment prioritized? Check the [HUDX-111] Program Data Export and the Client and Coordinated Entry Data Analysis models.
- Is the queue to which they were referred a Prioritization List? Check the specific Community Queue in Referral Settings
- Check the Help Center article, "Prioritization Status," for detailed information about prioritization in certain circumstance

**Universe** Active clients with CE assessment during report range

**!** Assessments occurring **during** the reporting period but were not referred to a Priority List until **after** the reporting period will not be counted as prioritized during this or any other reporting period. (Next year that assessment will no longer be included in the report.)

**Q9c**  
Access  
Events:  
Households  
with an  
Access Event

**Logic Notes**

- CE Access events are tracked as CE event services in Clarity
- Events are only tracked for the HoH
- Event must take place after assessment and before report end date + 90 days. If client has another assessment within that 90-day period, the event must occur before that assessment
- Report first counts events attached to enrollment with assessment. If none, report looks for events attached to any other enrollment

**Troubleshooting**

- Does the service have a category of Coordinated Event and the service item have a category of the appropriate access?
- Is the service date after the relevant assessment date?
- Was the service provided to the HoH?
- Was the service provided between the report start date and (the report end date + 90 days)?

**Universe** Active clients with CE assessment during report range plus CE event during report range + 90 days

**!** For the event “Problem Solving/Diversion/Rapid Resolution intervention or service” an unexpected outcome may be captured. If the event is attached to the program of the assessment, it will be counted. However, if a later event occurred in another program with a different outcome, it won’t be counted.

**!** Because the assessment must occur before or at the same time as the event, no access events prior to the assessment will be captured.

**Q9d**  
Referral  
Events:  
Households  
Who Were  
Referred

**Logic Notes**

- CE Referral events are tracked as CE event services OR inferred events in Clarity. For details, see the Help Center article, “Introduction to Coordinated Entry Events”
- Inferred events and their outcomes are tracked via referrals made through the Eligibility Determination screen or the Community Queue
- Outcome follow up questions are based on outcome of referral:
  - HoH enrolled in referred-to program = Successful referral: client accepted
  - Referral denied with Denied By Type = Provider OR referral expired while pending/pending in process = Unsuccessful referral: provider rejected
  - Referral denied with Denied By Type = Client = Unsuccessful referral: client rejected
- Like Q9c, the event date range is from report start to report end plus 90 days, and events attached to the program with the assessment

**Troubleshooting**

- For CE event services, see troubleshooting in Q9c
- Are referrals attached to assessment that’s being counted in universe?
- Did referral happen via Eligibility Determination screen or Community Queue?
- Is referral still pending?

**Universe** Active clients with CE assessment during report range plus CE event during report range + 90 days

**!** For the event “Referral to post-placement/follow-up case management,” an unexpected outcome may be captured. If the event is attached to the program of the assessment, it will be counted. However, if a later event occurred in another program with a different outcome, it won’t be counted.

**Q10**  
Total  
Coordinated  
Entry  
Activity  
During the  
Year

**Logic Notes**

- Counts all coordinated entry assessments and events during the reporting period regardless of program, enrollment, or other limiting factors in previous questions
- Because counts may include assessments and events not counted in other questions, counts may not align with other questions

**Troubleshooting**

- Am I counting events only within reporting period? (Q10 does not use the report end date + 90 days that other event-related questions use)

**Universe** All CE assessments and events during report range