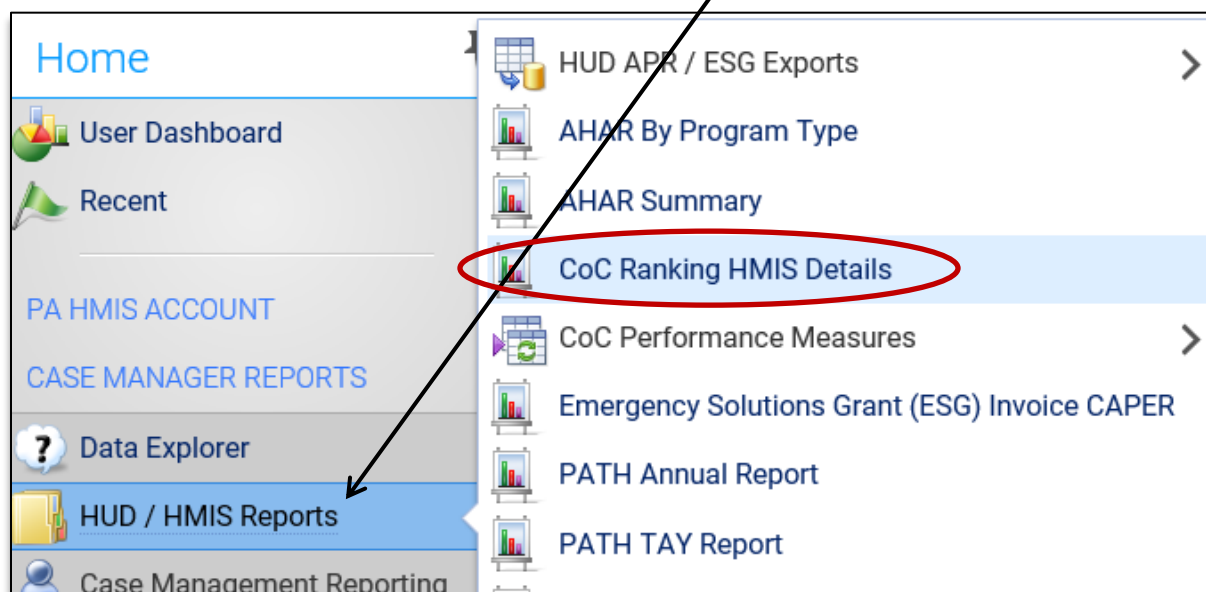


## CoC Ranking HMIS Details Guide

The following guide provides information on locating and running the CoC Ranking HMIS Details report within the PA HMIS. This seasonal report is currently available to all users and generates data from HMIS on a per project basis that is used in the most recent CoC Renewal Ranking process for the Balance of State CoC's.

*Along with providing aggregated data by Program, this report will also provide a list of all clients enrolled in the program from which the data was pulled.*

The CoC Ranking HMIS Details report and is located under the **Home** -> **Case Manager Reports** area of the system. Once in the Case Manager Area, click on the "HUD / HMIS Reports" section shown below and the report will be the 4<sup>th</sup> one down in the list (circled in red).



Select the CoC Ranking HMIS Details link and the system will load the report filter that will enable you to enter options for which to generate the report.

**Date Range:** while you can enter in any date range you would like, we highly recommend using the ranking periods for your CoCs. The Eastern CoC for 2019 is using 10/1/2017 – 9/30/2018 and the Western CoC for 2019 is using 1/1/2018 – 12/31/2018.


Predefined Date Range:	Last Year
Begin Date: *	01/01/2018
End Date: *	12/31/2018



**Continuum of Care (CoC):** the report needs to be run on a per CoC basis, and since most agencies serve programs in the same CoC, this should not be a problem. For those that do have programs from multiple CoCs, you can run the report for your programs in each region.

other CoC based data please select the CoC of the projects you will be including in the report. If you have projects

Continuum of Care (CoC): \* Eastern Pennsylvania CoC (PA-509) ▼













**Organization(s):** the report will require you to select the organization in which you want to report on and most of the time will automatically select your organization for you (defaults if you have access to only a single organization).

ould be included in the report by selecting each organization separately, or click the  icon to select all. *Note: The list only*

Organization(s): \*  HMIS Service Agency 

**Project(s):** the system will require you to select a project or group of projects to be included, which is based both on the organization(s) previously selected as well as the CoC previously selected. For can select a single program at a time or you can combine multiple programs into the same report.

within the CoC you selected above. Indicate which programs should be included in the report by selecting

Project(s): \*  HMIS Service - Call Screening Program   
 HMIS Service - Emergency Shelter Voucher Program   
 HMIS Service - PATH Program   
 HMIS Service - Rental Assistance Housing (TH)   
 HMIS Service - RHY BCP Shelter   
 HMIS Service - RHY SOP 

Please note that the report does not filter by “CoC Funding” or “CoC Ranking” projects, it shows all projects under your organization and CoC previously selected. We recommend when looking at this information from a ranking standpoint to only include the projects currently in that process.

**Report Format:** each included project is included in 2 sections and lists aggregated data for that project and a list of enrolled clients that contributed their data along with whether they were counted or not in each measure.

The highlighted rows show each project and their calculated totals for each criterion used within the CoC Ranking. Underneath each highlighted project row is a section that lists all the client participants of that project that are included/used in the overall calculated totals.

Project Type	# of Clients	# of HH	# of Adults	# of Leavers	Housing Outcome Measures			Income & Insurance					
					Housing Outcome Targeted	Housing Outcome Achieved	Housing Outcome %	E. Income Targeted	E. Income Achieved	E. Income Achieved %	Non-Earned Income Targeted	Non-Earned Income Achieved	Non-Earned Income Achieved %
	30	30	30	13	13	3	23.08 %	13	0	0.00 %	13	1	7.69 %
Age	Enroll Date	Exit Date	Adult	Leaver	Outcome Targeted	Outcome Achieved		E. Income Targeted	E. Income Achieved		NE. Income Targeted	NE. Income Achieved	
			1	0	0	0		0	0		0	0	
			1	0	0	0		0	0		0	0	
			1	0	0	0		0	0		0	0	

The 1<sup>st</sup> section includes project and client details data for general enrollment, outcome, income growth and health insurance / non-cash benefits criteria.

*For client details, a 1 denotes "Yes" and 0 denotes "No" for each criteria*

Outcome, Income Growth and Insurance/Benefits							
Project Information							Housing Outcome Targeted
Organization	Project	Project Type	# of Clients	# of HH	# of Adults	# of Leavers	Housing Outcome Targeted

The 2<sup>nd</sup> section includes project and client details data for returns to homelessness, data quality, vulnerability and eligibility criteria.

Returns to Homelessness, Data Quality, Vulnerability and Eligibility Criteria:							
Project Information						# of Returns (< 6)	Return % of Returns (< 6)
Organization	Project	Project Type	# of Leavers	# Exited to PH	Exit to PH LOS (Months)	# of Returns (< 6)	% of Returns (< 6)

*For the client details, each client listed under the project totals, and a 1 denotes "Yes" and a 0 denotes "No" for inclusion (targeted) and/or credit (achieved) for each criterion listed.*

**Run the Report:** Once the report filters have been properly set, simply select the "Report" button on the bottom right-hand side of the screen, this will generate the report.

The report will appear in a new window on your screen, you can use the "PDF Export" option near the top of the report window to create and save the report.

