

Data Summary Sheet – User Guide

This document is intended to provide you supplementary information to utilize the Data Summary Sheet more effectively.

The information on this sheet is fictitious and does not resemble a true program.

Items to note:

Page 1: This page showcases the Key Performance Indicators on Housing First program contracts. It will show the final resulting percentage. This page details a numeric representation of where to find the numerator and denominator on subsequent pages.



The orange numbers found throughout this user guide mark the corresponding calculations as outlined on the next page

Page 2-5: Display the program's quarterly values.

Intake/Entry/Move-in:

- Intake: Intake into program refers to an Entry on the Entry/exit tab of HMIS
- Move-in: The date the Move-in assessment is complete

Quarterly Schedule

Q1	April, May, June
Q2	July, August, September
Q3	October, November, December
Q4	January, February, March

	Benchmark	Q1	Q2	Q3	Q4
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KEY PERFORMANCE INDICATOR

Orange numbers found on the following pages of this user guide support the calculations as outlined below

Housing Stability	Percentage of Clients who remain Consecutively Housed ¹ (%)	Q1	89%	100%			
		Q2					
		Q3					
		Q4					
Housing Stability	Percentage of Clients who Graduated ² (%)	Q1	89%	88%			
		Q2					
		Q3					
		Q4					
Program Metrics	Housed ³ (%)	Q1	89%	102%			
		Q2					
		Q3					
		Q4					
Program Metrics	Average Days between Intake and Move-in	Q1	15	20			
		Q2					
		Q3					
		Q4					
CAA Data	% of all client referrals Not Eligible ⁴ (%)	Q1	89%	0%			
		Q2					
		Q3					
		Q4					
CAA Data	Average Days between Referral and Intake ⁵	Q1	89%	11			
		Q2					
		Q3					
		Q4					

Numerator: **10**
Denominator: **9**

Numerator: **11+12+13+14+15**
Denominator: **16**
(Only clients who have an exit assessment are considered for this calculation)

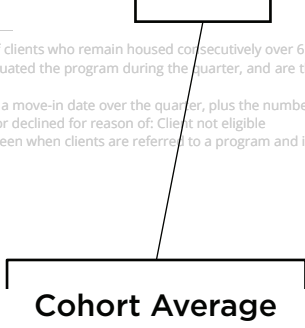
Numerator: **3+8**
Denominator: **4**

Clients considered in **2** - calculating the average # of days between intake and move-in

Denominator: The addition of **1a** and **1b**
(All Accepted and Declined/Cancelled referrals for the quarter)

Clients considered in **3** - calculating the average # of days between initial referral date and program intake

¹ Calculated across the quarter as the % of clients who remain housed consecutively over 6 months (youth) or 9 months (or more for adults/families) and are currently housed
² Calculated as % of clients who have graduated the program during the quarter, and are therefore not counted as consecutively housed, divided by the number of clients who have exited the program during that quarter
³ Calculated as the number of people with a move-in date over the quarter, plus the number of clients currently housed in the program at that quarter's 3 month assessment, divided by the target number.
⁴ Calculated as % of all referrals canceled or declined for reason of: Client not eligible
⁵ Calculated as the average # of days between when clients are referred to a program and intake into a program



	Q1			Q2			Q3			Q4			
IN-BOUND REFERRALS													
	Received	Accepted	Declined	Received	Accepted	Declined	Received	Accepted	Declined	Received	Accepted	Declined	
Program Transfers	3	5	2	3	3	1	0	1	0	4	3	2	
CAA	5	1	2	1	5	2	0	2	2	4	3	1	
Chronic Shelter Users	0	2	0	0	1	1	0	0	0	1	1	1	
Total	8	1a	1b	4	9	4	0	3	2	9	7	4	

Received: Referrals newly received in the quarter

Accepted: Referrals accepted in the quarter

Declined/Cancelled: Referrals declined or cancelled in the quarter

These numbers are not inclusive of each other. As you can be accepting referrals that you received 6 months ago. For example, there may still be outstanding referrals not included in these numbers.

The "Declined" box represents all referrals which are declined/Cancelled. It is NOT equal to calculation: % of clients not eligible.

IN-BOUND

2	New # intakes	1	5	1	4
	# days from referral to Intake	26	98	13	8
3	New move-ins	1	3	2	1
	# days from Intake to move-in	5	31	22	22

Clients who have a move-in into the program this reporting period, calculated as the average # of days between when clients are referred to a program.

clients who had a Move-in assessment completed within the reporting period.

Clients who have an intake (entry into a program) this reporting period, calculated as the average # of days between when clients are referred to a program.

clients who had an entry into the program for the reporting period.

		Q1			Q2			Q3			Q4		
CURRENT PROGRAM													
4	Target	10			10			10			10		
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
5	Occupancy	8	11	9	9	8	8	12	11	9	10	9	10
	Intakes no move-ins	1			0			1			2		
	Average Length of Stay	48			42			40			38		
FOLLOW-UPS													
6	Follow-ups Completed	8			6			8			6		
7	Clients n/a for Follow-up	0			1			1			0		
8	Clients Housed	8			5			8			6		
9	Clients Considered for Housing Stability	4			4			4			4		
10	Clients Stably Housed	3			3			4			4		
	Clients Re-housed	0			1			0			1		
EXIT													
11	Completed Program	0		1		0		1					
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins				
		0	0	1	0	0	0	0	0				
12	Death	0		0		0		1					
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins				
		0	0	0	0	0	0	1	0				

- As per the funding contract.
- The highest # of clients with an entry into program for the month.
- # clients at end of quarter who have an entry into program with no move-in assessment.
- Average length of stay for clients in program, clients with no exit are considered. Based on the entry/intake date till the last day of the quarter. Calculated in MONTHS
- # clients within reporting period with a follow-up entered into the system.
- Of the entered assessments, # deemed unavailable for follow-up.
- Of the entered follow-up assessments, how many clients stated "yes" to "Are you currently housed?."
- # clients who have 6/9 consecutive months of assessments completed.
- # clients with valid 6/9 consecutive assessments and "yes" in each to "Are you currently housed?."
- Of the entered follow-up assessments, # of clients stated "yes" to "Re-housed in the past 3 months."
- # clients who have exited program including those who never had a move-in completed. (Broken down by options available in the system)
- Move-in:** # clients housed and had a move-in assessment and/or follow-ups completed.
- No Move-in:** # clients who intake (had an entry) but exited before moving in.

13	Direct Transfer to HF Program	0		0		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		0	0	0	0	0	0	0	0
14	Left for Housing Opp. Before Completing Program	0		0		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		0	0	0	0	0	0	0	0
15	Referred to Another Program	1		0		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		1	0	0	0	0	0	0	0
	Criminal Activity/Violence	0		1		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		0	0	0	1	0	0	0	0
	Disagreement with Rules	1		0		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		1	0	0	0	0	0	0	0
	Needs Could Not Be Met	0		0		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		0	0	0	0	0	0	0	0
	Non-Compliance with Program	0		1		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		0	0	1	0	0	0	0	0
	Non-Payment of Rent	0		0		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		0	0	0	0	0	0	0	0
	Reached Max Time	0		0		0		0	
		Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
		0	0	0	0	0	0	0	0

Unknown/Disappeared	0		0		0		0	
	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
	0	0	0	0	0	0	0	0
Other	0		0		0		0	
	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
	0	0	0	0	0	0	0	0

Total	2		3		0		1	
	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
16	2	0	2	1	0	0	1	0

Average Length of Stay for Exited Clients	20		12				36	
	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins	Move-ins	No Move-ins
	20	0	18	6	0	0	36	0

clients who exited program within the quarter. Calculation is completed on "Entry to Exit" date, calculated in MONTHS.
(Broken down by clients who moved in and those who didn't)

OUTBOUND REFERRALS

# of Referrals to Program Transfer	2	1	3	2
# of Referrals to Housing First Graduates	1	3	3	4

referrals made to Program Transfer or Housing First Grads within the quarter.
(Does not necessarily mean client has exited program or has been transferred)