

OAEH HUD CoC Scoring Tool Information Sheet

The OAEH HUD CoC Scoring Tool measures the specific components outlined in the various HUD related tools. As a Continuum of Care, the OAEH is primarily measured by HUD on specific system performance measures, monitoring outcomes and compliance, the extent we serve marginalized and underserved populations, and alignment and coordination throughout the system. The OAEH HUD CoC Scoring Tool for Renewal/Expansion and First Year Renewal Projects may require agencies to pull data from the below reports. See the HUD CoC Scoring Tool for specifics on which reports are needed for your project. Agencies will need to pull the appropriate date range for the reporting period needed, which is the last 12 months of operations from the date the report is pulled. If you have further questions, contact Emily Fessler (efessler@cpozarks.org) and Dandy Myles (Dandy.Myles@ICAlliances.org)

COC APR REPORT

1. Before running the CoC APR, ensure your **Enter Data As** is set to the project you are running the report for.
2. Select **Reports** on the left-hand navigation menu to open the report dashboard.
3. Under Provider Reports, click the **FY CoC APR** tile.
4. Complete the report prompts as follows:

Name:	Enter a name for your report
Provider Type:	Provider
Provider:	If the Enter Data As is set correctly the correct provider will default. Select the “This provider ONLY” radio button.
Program Date Range:	Enter the date range for which you are running the report.
Entry/Exit Types:	Select HUD

5. Click **Build Report** to run
6. When the report is complete, click the **Magnifying Glass icon** next to the report to view it.
7. To include a pdf of the report with your CoC application, **right-click anywhere in the report** and select **Print**.

CoC APR Report Results - Date Ran: 05/24/2023 01:21:09 PM - Report ID: 85

4a - Project Identifiers in HMIS

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential IDs of project? (SSO)	Project Affiliation	CoC Codes	Geocodes	Victim Service	HMIS Software Provider Name	Report Start Date	Report End Date	Total Active Clients	Total Active Households												

5a - Report Validations Table

Report Validations Table	Count of Clients for DQ	Count of Clients
1. Total Number of Persons Served	1	1
2. Number of Adults (age 18 or over)	1	1
3. Number of Children (under age 18)	0	0
4. Number of Persons with Unknown Age	0	0
5. Number of Leavers	1	1
6. Number of Adult Leavers	1	1
7. Number of Adult and Head of Household Leavers	1	1
8. Number of Stayers	0	0
9. Number of Adult Stayers	0	0
10. Number of Veterans	0	0
11. Number of Chronically Homeless Persons	0	0
12. Number of Youth Under Age 25	0	0
13. Number of Parenting Youth Under Age 25 with Children	0	0
14. Number of Adult Heads of Household	1	1
15. Number of Child and Unknown-Age Heads of Household	0	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0	0

5a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	Total	% of Error Rate
Name (3,1)	0	0	0	0	0%

8. When the print window opens, select **Save as PDF for Destination**, and **ALL pages**, click **Save** in the bottom-right corner. File Explorer will open for you to name the PDF and save it to a file.

The screenshot shows a software interface for generating reports. On the left, there's a 'Report Run History' table with columns for Report ID, Date, Name, Type, User, and Provider. Below it are 'Report Options' for a specific report, including Name, Description, Provider, and Program Date Range. The main part of the interface is a large data table titled 'CoC APR Report Results - Date Ran: 05/24/2023 01:21:09 PM - Report ID: 85'. This table has columns for Organization, Project, HMIS, Method, Affiliated, Project, CoC, Victim, HMIS, Report, Report, Total, and Total. Below the main table is a 'Report Validation Table' with 16 rows of validation questions and their counts. At the bottom right, there's a 'Print' dialog box with 'Destination' set to 'Save as PDF', 'Pages' set to 'All', and 'Layout' set to 'Portrait'. A blue arrow points to the 'Save' button in the dialog box.

This report will cover the following questions on the Scoring Tool:

Renewal/Expansion – J, K, M, O, Q.

First Time Renewal – J, K, M, P, R.

New Project – Not Applicable

SYSTEM PERFORMANCE MEASURE 2

This report will need to be pulled by an HMIS Administrator. Agencies will need to communicate the appropriate dates for the reporting period needed when contacting ICA about the System Performance Measure 2 Report.

To view the report, contact MOHMIS@ICAlliances.org

For HUD CoC Application, contact Dandy Myles at Dandy.Myles@ICAlliances.org

This report will cover the following questions on the Scoring Tool:

Renewal/Expansion – L.

First Time Renewal – Not Applicable

New Project – Not Applicable

SPRINGFIELD MONITORING REPORT

- All HMIS users with a BusinessObjects license have access to the report. To run the Springfield Monitoring Report, connect to **BusinessObjects** and follow the path to the report: **Folders tile > Public Folders > missouri_live_folder > Springfield CoC**, click on the **Springfield Monitoring Report** to run the report.

The screenshot shows the SAP BI Launch Pad interface. At the top, there is a 'BI Launch Pad' dropdown menu and navigation tabs for 'Home', 'Favorites', 'Recent Documents', 'Recently Run', and 'Applications'. Below these are several tiles: 'Folders', 'Categories', 'Documents', 'BI Inbox', 'Instances', and 'Recycle Bin'. A blue arrow points to the 'Folders' tile. Below this is a detailed view of the 'Folders' structure. The left pane shows a tree view with 'Public Folders' expanded, and 'missouri_live_folder' selected. The right pane shows the contents of 'Public Folders / missouri_live_folder / Springfield CoC /', with a table listing reports. The 'Springfield Monitoring Report (v1.2)' is highlighted in yellow, and a mouse cursor is pointing at it. A blue dashed line with arrows indicates the navigation path from 'Public Folders' to 'missouri_live_folder' to 'Springfield CoC' to the 'Springfield Monitoring Report (v1.2)'.

- Complete the report prompts as follows:

Select Provider:	Select the project you are running the report for
EDA Provider:	Select the project you are running the report for
Enter Effective Date:	The effective date is the same as End Date Plus 1 Day and should match the date selected for the “Enter Current Year End Date PLUS 1 Day” prompt below. It is the last day you want included in the report plus 1 day.
Enter Current Year End Date PLUS 1 Day:	Select the last day you want included in the report plus 1 day.
Enter Prior Year Start Date:	Select the Start Date that is one year prior to the report’s start date. If you are running the report for 1/1/2022 – 12/31/2022 then the Prior Year Start Date is 1/1/2021.
Enter Current Year Start Date:	Select the start date for which you are running the report.

EXAMPLE FOR RUNNING THE REPORT FOR THE LAST 12 MONTHS OF OPERATION

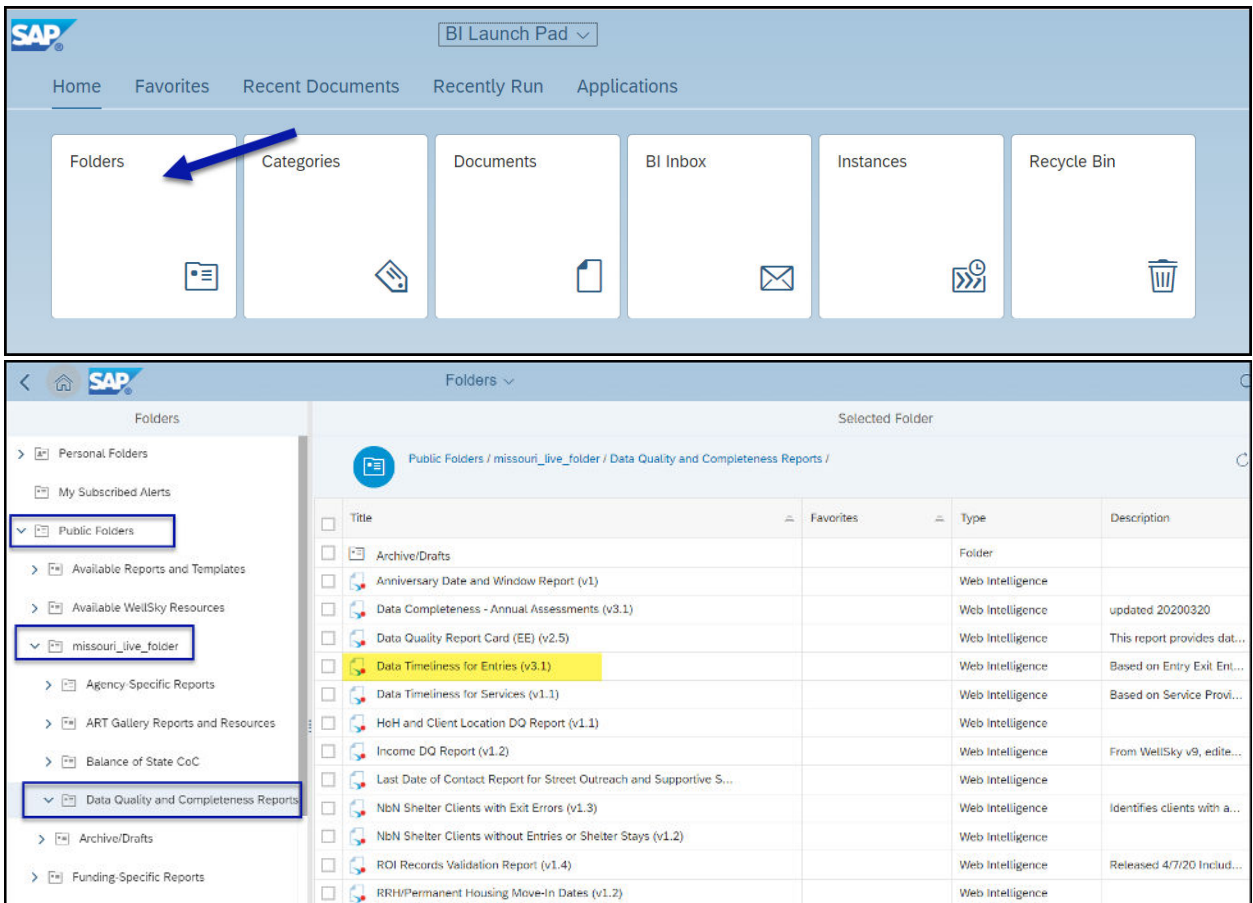
Example: Effective Date: 01/01/2023
 Current Year End Date PLUS 1 Day: 01/01/2023
 Prior Year Start Date: 01/01/2021
 Current Year Start Date: 01/01/2022

This report will cover the following questions on the Scoring Tool:

Renewal/Expansion – N., P.
 First Time Renewal – L., N.,
 New Project – Not Applicable

DATA TIMELINESS FOR ENTRIES (ICA CUSTOM REPORT)

1. All HMIS users with a BusinessObjects license have access to the report. To run the Data Timeliness for Entries report, connect to **BusinessObjects** and follow the path to the report: **Folders tile > Public Folders > missouri_live_folder > Data Quality and Completeness Reports**, click on the **Data Timeliness for Entries** report to run the report.



2. Complete the report prompts as follows:

Select Federal Partner:	Select CoC (Continuum of Care)
Select Provider:	Select the project you are running the report for

Select Reporting Group:	Leave blank, do NOT select a group
Select CoC:	Leave blank, do NOT select a CoC
Select Project Type:	Select the correct project type (i.e., PH-Permanent Supportive Housing, PH-Rapid ReHousing, etc.)
Join split projects?	No selection needed – prompt defaults to “No”
Show client names?	No selection needed – prompt defaults to “No”
Enter Start Date:	Select the start date for which you are running the report
Enter End Date PLUS 1 Day:	Select the last day you want included in the report plus 1 day
EDA Provider:	Select the project you are running the report for

This report will cover the following questions on the Scoring Tool:

Renewal/Expansion – R.

First Time Renewal – Q.

New Project – Not Applicable