**Guide to the Coordinated Entry list-**

All information from the old coordinated entry list is still included in the new list. However, many fields that were manually entered by caseworkers are now automatically drawn from the most recent data in HMIS, including intake assessments and VISPDAT scores.

The need notes section is replaced by a series of columns that have each relevant data element.

This guide starts with “Fields that are new and exciting”, then describes the contents of each sheet (Sheets section), then describes each field included in the sheets (Fields section).

**Fields that are new and exciting**

These fields are in each referral list and should help housing provider intake staff identify active referrals and contact shelter staff more quickly and easily:

**Case managers**: Contact Information for the most recently added case manager is included for all clients.

**Most Recent ES/SO Entry and Exit:** Shows the most recent Emergency shelter entry and exit for this client. This should help housing providers determine which clients are currently active in shelter or street outreach.

**Paperwork status questions**: For chronically homeless persons, shows the status of their Length of Time Homeless documentation and their Disability documentation. This should make finding paperwork ready individuals easier for PSH providers.

**Sheets:**

In addition to the usual referral lists, we’ve now also included data quality lists so that staff doing data entry can efficiently find referrals that have errors and fix them.

**Referral Lists**

**Chronic PSH Referrals**: Clients in this list have been referred for permanent supportive housing and were flagged as chronic based on their HMIS assessments. This list is sorted by Months Homeless in the last 3 years, and then by VISPDAT score. The chronic questions are included as the last 6 columns of the spreadsheet, along with an explanation of why they are flagged as chronic in the “WhyChronic” column. ”Episodic” indicates their most recent assessment said they were homeless 4 or more times in the past 3 years for a total of 12 months or more. “1YearStraight” indicates their approximate date homelessness started is more than a year old (which may or may not be correct).

**PSH Individuals:** Clients in this list have been referred for permanent supportive housing and were *not* flagged as chronic based on their HMIS assessments. This list is sorted by Months Homeless in the last 3 years, and then by VISPDAT score.

**PSH Families:** Clients in this list have been referred for permanent supportive housing , were *not* flagged as chronic based on their HMIS assessments, and were referred as part of a household. This list is sorted by Months Homeless in the last 3 years, and then by VIFSPDAT score.

**HUDRAP:** Clients in this list have been referred for permanent supportive housing and have a VISPDAT of 8, 9, or 10. This list is sorted by Chronic Status, then by Months Homeless in the last 3 years, and then by VISPDAT score.

**RRH\_Individ:** Clients in this list have been referred for rapid re-housing and were referred as individuals. This list is sorted by weeks since their “Approximate Date Homelessness Started”, then by VISPDAT score.

**RRHFam:** Clients in this list have been referred for rapid re-housing and were referred as part of a family. Only the head of household’s information is shown here. This list is sorted by weeks since their “Approximate Date Homelessness Started”, then by VISPDAT score.

**RRHFam:** Clients in this list have been referred for rapid re-housing, were referred as singles, and are under age 25. This list is sorted by weeks since their “Approximate Date Homelessness Started”, then by VISPDAT score.

-**ESG Individuals:** Clients in this list have been referred for rapid re-housing were referred as individuals, and their CE Information assessment said “Yes” to the ESG question. This list is sorted by whether or not their VISPDAT is below 7, then by weeks since their “Approximate Date Homelessness Started”, then by specific VISPDAT score.

-**ESG Families:** Clients in this list have been referred for rapid re-housing were referred as head of a household, and their CE Information assessment said “Yes” to the ESG question. This list is sorted by whether or not their VISPDAT is below 7, then by weeks since their “Approximate Date Homelessness Started”, then by specific VISPDAT score.

**Data Quality Lists**

**Missing Referral Info**: Clients in this list are missing part or all of the information on their referral assessment. The “Missing\_referralinfonos” column reflects the most important part of their referral that is missing. Clients on this list should have the entirety of their referral examined for completeness, because more than one part of their referral may be missing.

**Open In Housing**: Clients in this list are open in a PSH or RRH housing project. Their referrals need to be closed by the housing project.

**Old Referrals To Cancel**: Clients in this list have not had an open emergency shelter or street outreach entry in more than 90 days. Their referrals need to be cancelled if they are not in contact with the shelter caseworkers.

**Check App Date Homeless**: Clients in this list have Approximate dates of homelessness that are more than a year old and may be an error. This information may be accurate for some clients, but should be double-checked.

**Fields and sources in HMIS**

How each field in the coordinated entry list corresponds to a field in HMIS.

**Client\_ID**: HMIS ID of the client, from Referral form

**Provider\_Creating**: Provider of the user who created the Coordinated Entry Referral in HMIS

*Fields used for Ranking:*

*PSH*: **Months Homeless**: Months Homeless in the Past 3 years, entered in the Coordinated Entry Information Assessment.

*HUDRAP*: **Chronic**: Whether or not a client is chronically homeless. Calculated from chronic homeless questions on most recent entry assessment.

*RRH*: **WksSinceHmls**: Number of weeks since a client’s approximate date homelessness started. Calculated from the Approximate Date Homeless Started (AppDateHmls).

*RRH*:**AppDateHmls:** Approximate Date Client’s current episode of homelessness began, taken from the client’s most recent entry assessment. This field is also in the PSH lists.

*ESG*: **VISPDATover8:** Whether or not the client’s VISPDAT/VIFSPDAT/TAY-VISPDAT score is above 8. Calculated from the VISPDAT score.

*All programs:* **Any\_VISPDAT**: Score of the most recent VISPDAT, VIFSPDAT, or TAY-VISPDAT completed for a client. Taken from the VISPDAT, VIFSPDAT, and TAY-VISPDAT assessments. I included the score from any VISPDAT instead of separate columns for each type of VISPDAT because TAY-VISPDATs and VI-FSPDATs include an additional section for youth and family risks, respectively, and can be somewhat compared to the VISPDAT for individuals.

**Date\_Updated**: Date that the Coordinated Entry Information Assessment was last updated, from the Coordinated Entry Information Assessment. An old date on this field will indicate if the information in the rest of the referral is out of date.

**County\_Preferred:** County the client is interested in living in, taken from the Coordinated Entry Information Assessment.

**LotPaperwork**: Status of the client’s Length of Time Homeless Paperwork, taken from the Coordinated Entry Information Assessment.

**HasDisabilityDocumentation:** Status of the client’s Disability Documentation, taken from the Coordinated Entry Information Assessment.

**ReferralDate:** Date the referral was completed, taken from the Referral.

**RefertoProvider**: Provider that the referral was made to (Either Coordinated Entry NY-505, Coordinated Entry NY-505 Cayuga Co., or Coordinated Entry NY-505 Oswego Co.)

**Most Recent ES/SO Entry**: Entry date of most recent Emergency Shelter or Street outreach entry, taken from entry/exit information.

**Most Recent ES/SO Exit**: Exit date of most recent Emergency Shelter or Street outreach entry, taken from entry/exit information. This field is blank if clients are still in shelter or street outreach.

**Most Recent ES/SO Entry Provider**: Provider of most recent Emergency Shelter or Street outreach entry, taken from entry/exit information.

**Most Recent Case Manager**: Name of most recently added case manager. Taken from case managers information (tab in clientpoint).

**CM Phone:** Phone Number of most recently added case manager. Taken from case managers information (tab in clientpoint).

**CM Email**: Email address of most recently added case manager. Taken from case managers information (tab in clientpoint).

**CM Agency**: HMIS provider of most recently added case manager. Taken from case managers information (tab in clientpoint).

**Age:** Client’s Age, calculated from date of birth in client’s most recent entry assessment.

**Gender**: Client’s self-reported Gender, taken from client’s most recent entry assessment.

**NtimesHmls:** Number of times client has become literally homeless in the last 3 years, taken from the client’s most recent entry assessment.

**TotalMonthsHmls**: Number of months client was literally homeless for in the last 3 years, taken from the client’s most recent entry assessment.

**AnyDisablingCondition**: Did the client report a disabling condition? , taken from the client’s most recent entry assessment.

**WhyChronic:** Which length of time definition of chronic homelessness did the client meet? Episodic: 4 times in the past 3 years, with 12 or more total months of homelessness. 1YearStraight: Client has been continuously homeless for one year or more.