

# MSHDA PAY FOR PERFORMANCE REPORT GUIDANCE

Outcome Measure Logic		
<b>M1):</b> % RRH that entered from Streets/Shelter/Transitional Housing	Percent of RRH clients that entered from the streets, shelter, transitional housing or a Safe Haven as measured by the "Prior Living Situation".	
<b>M2):</b> % CAT.1 Vets Exiting to Housing (Temp. or Permanent)	Percent of Literally Homeless Veteran Leavers exiting to Permanent Housing -OR- Temporarily Staying with Family/Friends. Permanent Housing includes HOPWA PH, Own Home, Rental by Client and Staying with Family/Friends Permanent Tenure	
<b>M3):</b> % HP Clients Exiting to + Housing	Percent of HP leavers exiting to permanent housing including HOPWA PH, Own Home, Rental by Client or Staying with Family/Friends Permanent Tenure	
<b>M4):</b> % RRH Clients Exiting to "+" Housing	Percent of RRH leavers exiting to permanent housing including HOPWA PH, Own Home, Rental by Client or Staying with Family/Friends Permanent Tenure	
<b>M5):</b> % RRH VI-SPDAT (SSVF and RHY Excluded)	Percent of RRH Households with a completed VI-SPDAT (Version2). Filter applied to exclude active RRH clients with a project start date prior to 10/1/2016. Only includes projects using a HUD entry/exit. Entry/Exit type filter is meant to exclude RHY and SSVF providers from pull.	
<b>M6):</b> % ES with VI-SPDAT (SSVF and RHY Excluded)	Percent of ES Households with a Project Stay >14 days that have a completed VI-SPDAT (Version2). Only includes projects using a HUD entry/exit. Filter is meant to exclude RHY and SSVF providers from pull.	
<b>M7)</b> % Decrease in the average length of time homeless	Percent that CoCs have decreased the average length of time individuals remain homeless when comparing data from the current year (10/1/2017-5/31/2018) to the previous year (10/1/2016 to 5/31/2017).	
Measure	Target	Report Location
<b>M1):</b> % RRH that entered from Streets/Shelter/Transitional Housing	80%	<i>MSHDA_CoC Outcomes Report - Client Count Tab</i>
<b>M2):</b> % CAT.1 Vets Exiting to Housing (Temp. or Permanent)	85%	<i>MSHDA_CoC Outcomes Report - Outcome Measures Tab</i>
<b>M3):</b> % HP Clients Exiting to + Housing	85%	<i>MSHDA_CoC Outcomes Report - Outcome Measures Tab</i>
<b>M4):</b> % RRH Clients Exiting to "+" Housing	85%	<i>MSHDA_CoC Outcomes Report - Outcome Measures Tab</i>
<b>M5):</b> % RRH VI-SPDAT (SSVF and RHY Excluded)	85%	<i>MSHDA_CoC Outcomes Report – RRH VI Summary Tab*</i>
<b>M6):</b> % ES with VI-SPDAT (SSVF and RHY Excluded)	85%	<i>MSHDA_CoC Outcomes Report – ES VI Summary Tab*</i>
<b>M7)</b> % Decrease in the average length of time homeless	5% decrease	<i>MSHDA_Length of Time Homeless Report (Run twice – once for current reporting period: 10/1/17 to 5/31/18 and once for the previous year’s reporting period: 10/1/16 to 5/31/17)</i>

\* Communities that are actively using the TAY VI-SPDAT with emergency shelter/rapid re-housing clients should also run and submit the **MSHDA\_TAY VI SPDATs by County (CoC Outcomes Supplemental Report)**. The data contained within this report will be considered when evaluating the community’s overall performance rate for Measures 5 & 6.

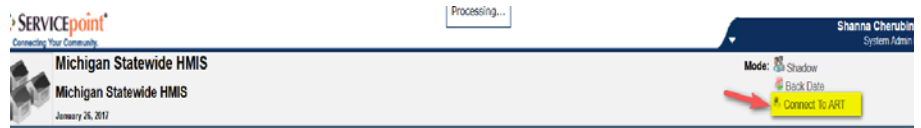
# Running the MSHDA Pay for Performance Reports in ART

MSHDA Pay for Performance Timeframe: 10/1/2017 – 5/31/2018

**NOTE:** Reports submitted to MSHDA **must** be run using the CoC's 2018 (MCAH) reporting group (i.e. R10 Macomb CoC 2018 (MCAH))

\*Merged CoCs can contact MCAH [mihelp@mihomeless.org](mailto:mihelp@mihomeless.org) for assistance with running reports.

- 1) Click **Connect to ART** –  
Located in the top right corner of ServicePoint.

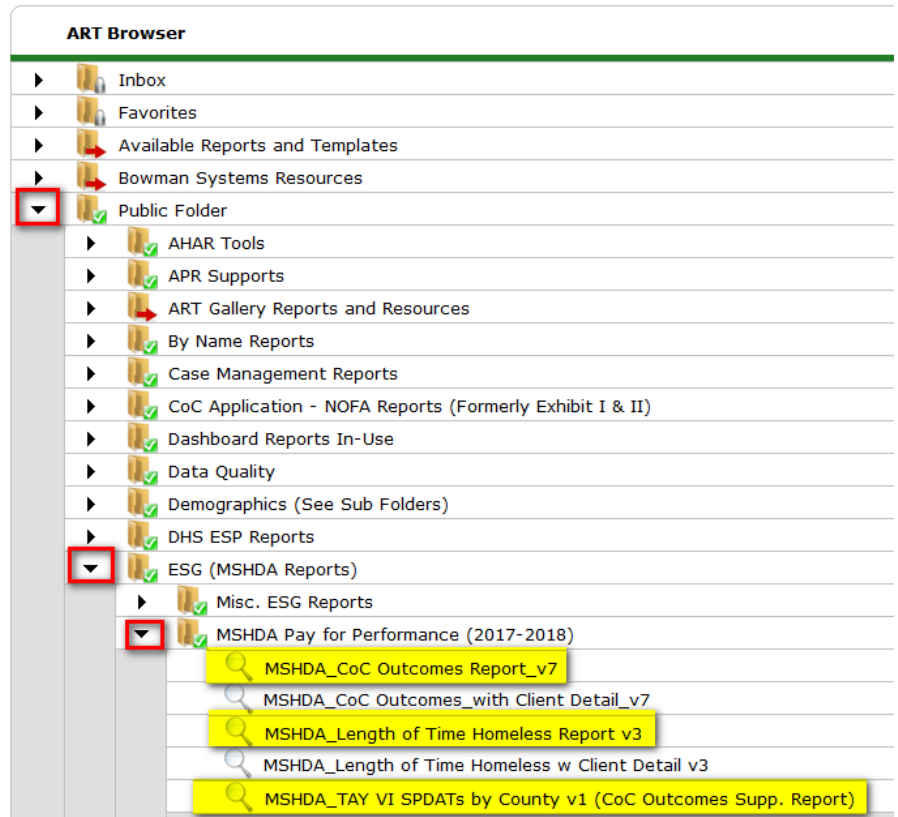


- 2) Click on the ▼ next to:
  - Public Folder
  - ESG (MSHDA Reports)
  - MSHDA Pay for Performance (2017-2018)

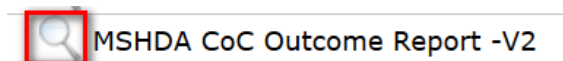
Here you will find the following Pay for Performance reports:

- **MSHDA\_CoC Outcomes Report**
- **MSHDA\_Length of Time Homeless Report**
- **MSHDA\_TAY VI SPDATs by County**  
*(Supplemental report only needed if your community is completing the TAY VI-SPDAT with emergency shelter or RRH clients (with a HUD Entry/Exit Type)).*

\*The **MSHDA\_CoC Outcomes\_with Client Detail** and the **MSHDA\_Length of Time Homeless w Client Detail** reports are available for the purpose of identifying/correcting data quality issues.



- 3) Click on the 🔍 next to the report you want to run



4) Click **Schedule Report**

**ART Item Details**

**MSHDA CoC Outcome Report -V2**

Name	MSHDA CoC Outcome Report -V2
Description	Revised - 2-23-17
Creation Date	2017-02-23 15:16
Update Date	2017-03-11 00:32
Type	Webi
Owner	michigan_live:scherubinisa2a

View Report   Edit Report   **Schedule Report**   Send   Organize   Delete

5) The **ART Report Prompt** Screen will load with **EDA Provider** highlighted. Leave on **'Default Provider'**

**\*Do not complete the EDA Provider prompt when running reports against multiple provider pages.**

**ART Report**

**Prompts**

Fill out each of the prompts below \*

EDA Provider  
Provider Group:  
Provider(s):  
Start Date:  
End Date + 1:

EDA Provider

**-Default Provider-**   Select

Next

6) Select the **Provider Group**

- OR -

Individual **Provider Page(s)** that you wish to have included in the report.

Click on the appropriate prompt (1 or 2), then click on **'Select'**

**\*When using the Provider Group prompt, leave the Provider(s) prompt blank.**

**\*\*When using the Provider(s) prompt, leave the Provider Group prompt set at 'None Selected'.**

**ART Report**

**Prompts**

Fill out each of the prompts below \*


EDA Provider  
Provider Group:  
Provider(s):  
Start Date:  
End Date + 1:

1   2   **1 OR 2 (Not Both)**

EDA Provider

**-Default Provider-**   Select

Next

7) Go down to **Selected Values** and remove any reporting groups/provider pages listed by clicking on the .

8) Go up to the **Search** field and **type** in the **name** of your reporting group **OR** provider page(s).

9) Click **Search**

10) Click on **Start Date** and enter the **first day of the reporting period**.

11) Click **Next**

12) Click on **End Date + 1** and enter the **day AFTER the last date in the reporting quarter**.  
*(If the end date of the reporting period is 5/31, enter 6/1)*

13) Click **Next**











Search for values with using keywords for their name. 2

**Search**

**Batch Selection** 01 - 2013 AHAR - Balance of State MI(2023)...Kalamazoo County ESG Funde



**Search** 3 **Add** **Clear**

### Search Results

Name
 01 - 2013 AHAR - Balance of State MI(2023)
 01 - 2014 AHAR - Balance of State MI(2433)
 01 - 2015 AHAR - Balance of State MI(2921)
 01-AHAR 2016 - Balance of State(3360)
 01 - Balance of State AHAR Motel Voucher Projects(3017)
 0 IDIS Statewide Caper(917)
 0 Mid Michigan CAA HRI(1055)
 0 Mid Michigan CAA TIPLAP(1036)
 0 Mid Michigan CAA TSHLAP(1054)
 0 Permanent Supportive Housing Partnership MI0010B5F00803(938)

Showing 1-10 of 1000 Fi

### Selected Values

Name
 Region 2 CoC 2016 (MCAH)(3102)
 Region 3 CoC 2016 (MCAH)(3103) <span style="border: 1px solid red; padding: 2px;">1</span>

Showing 1-2 of 2




### ART Report

#### Prompts

Fill out each of the prompts below \*

EDA Provider  
Provider Group:  
Provider(s):  
1 Start Date:  
End Date + 1:

Start Date:

2 07 / 01 / 2016    12 : 00 : 00 AM

3 **Next**




### ART Report

#### Prompts

Fill out each of the prompts below \*

EDA Provider  
Provider Group:  
Provider(s):  
Start Date:  
1 End Date + 1:

End Date + 1:

2 10 / 01 / 2017    12 : 00 : 00 AM

3 **Next**

16) Complete report prompts in the **Schedule Report** screen following the guidance below:

- 1) **Name** = Modify if you choose
- 2) **Report Format** = Excel (or PDF)
- 3) **Users Inbox** = Leave as Selected
- 4) **Interval** = Once
- 5) **Start Date** = Leave Today's Date
- 6) **End Date** = Leave Today's Date

**Schedule Report**

**Schedule**

1 **Name \*** ESG Outcomes 12-13-16v2

2 **Report Format \*** -Select-

3 **Users Inbox \*** Shanna Cherubini (3124) Search My User Clear

4 **Interval \*** -Select-

5 **Start Date \*** 01 / 26 / 2017 9 : 43 AM

6 **End Date \*** 01 / 26 / 2017 9 : 43 AM


7 Send

17) Click **Send**

18) The report **Status** will show either:

- Pending
- Running
- Complete

Click on the 'Refresh Button', if necessary.

19) When the report is **Complete**, click the  next to the report name.

**Scheduled Reports**

2	Name	Interval	Start Date	End Date	Type	Status
	ESG Outcomes 12-13-16v2	Once	2017-01-26 09:46	2017-01-26 12:46	Excel	Running

Last Warehouse Build: January 26, 2017 05:00:52 AM

Refresh

*\*The date of the **Last Warehouse Build** should reflect today's date. This means the data in the report is accurate as of late yesterday evening.*

20) Click **Download** to open the report or save a copy to your computer.

**ART Item Details**

**ESG Outcomes 12-13-16v2**

Name	ESG Outcomes 12-13-16v2
Interval	Once
Start Date	2017-01-26 09:46
End Date	2017-01-26 12:46
Creation Date	2017-01-26 09:46
Update Date	2017-01-26 09:50
Type	Excel
Owner	michigan_live:scherubiniSA2
Status	Complete

Download Reschedule Report

## MSHDA \_COC OUTCOMES REPORT GUIDANCE

Report Logic/Definitions	
<b>Project Types Included in Report</b>	Street Outreach (SO), Emergency Shelter (ES), Transitional Housing (TH), Rapid Rehousing (RRH) and Homeless Prevention (HP) Projects using an Entry/Exit workflow
<b>Project Stayers/Leavers</b>	Project Stayers = Still active in the project on the last day of the report date range. Project Leavers = Persons who received services during the reporting period but are no longer enrolled in the project as of the last day of the reporting period.
<b>Category 1 (CAT.1) Homeless &amp; Category 2 (CAT.2) Homeless</b>	Category 1 Homeless = Literally Homeless entering from streets or shelter. Category 2 Homeless = Clients at Imminent Risk of Becoming Homeless includes those with a documented eviction (from own unit or family/friends) with no resources or place to go.
<b>Total Clients</b>	Clients with a Category 1 or 2 Housing Status
<b>Total Households (HHs)</b>	Count of Entry/Exit Household ID or Entry/Exit Client ID (for singles). VI-SPDAT HH counts rely heavily on the 'Relationship to HoH' assessment question.
<b>Total Vets</b>	Clients with a Category 1 Housing Status and Veteran Status = "Yes"
<b>"+" Housed</b>	Project Leavers who are exiting to positive (Permanent) housing including HOPWA PH, Own Home, Rental by Client or Staying with Family/Friends Permanent Tenure.

## MSHDA \_LENGTH OF TIME HOMELESS REPORT GUIDANCE

Report Logic/Definitions	
<b>Project Types Included in Report</b>	Street Outreach (SO), Emergency Shelter (ES), Transitional Housing (TH), Rapid Rehousing (RRH) and Safe Havens using an Entry/Exit workflow
<b>Clients Included in this Report</b>	Individuals exiting a homeless project (see above) to permanent housing. Additional filters have been added to only pull clients with a Housing Status = Category 1 and Relationship to HoH = Self (head of household).
<b>Time Homeless for RRH</b>	Days between Project Start Date and Housing Move-in Date - <b>OR</b> - Days between Project Start Date and Project Exit Date (where Housing Move-in Date is null).
<b>Length of Time Homeless for ES, SO TH and SH</b>	Days between Project Start Date and Project Exit Date
<b>RRH Move-In Date</b>	The Residential Move-In Date field must be completed for ALL household members who move into a permanent unit while enrolled in an RRH Project. Move-In Date = First night in the unit. Do not complete this field if the client is still homeless and looking for housing. Review the Client Detail tab of the MSHDA_Length of Time Homeless w Client Detail report to find and fix data quality errors.