

Reports



Institute for Community Alliances

Reports You Should Know



Housing Referrals Report (258): Tracks the status of referrals through Coordinated Entry



Housing Provider Audit Report (267): Calculates success rate of referrals, finds missing information, and tracks referrals that may have been forgotten



Housing Provider Data Check (294): Finds missing data fields and data entry errors in housing referrals and program entries

- > 6. Coordinated Entry
 - > CoC - HCC
 - Monitoring and Evaluation
 - > 7. ICA System Administrator
 - > 8. Custom/Research
 - > 9. Temporary Testing
 - > CoC/LSA Report Gallery
 - > AHWF Reports

Public Folders / minnesota_live_folder / SSA Report Gallery (Funder Reports) (Secure)

	Title	Favorites
<input type="checkbox"/>	MIN-00-CES-222 - CE Assessor Agency Check - v2...	
<input type="checkbox"/>	MIN-00-CES-248 - Client Coordinated Entry Status ...	
<input type="checkbox"/>	MIN-00-CES-258 - CE Housing Referrals - v2022.3	
<input type="checkbox"/>	MIN-00-CES-266 - CE Monitoring - v2024.1	
<input type="checkbox"/>	MIN-00-CES-267 - CE Housing Provider Audit - v20...	
<input type="checkbox"/>	MIN-00-CES-268 - CE Contact List - v2021.1	
<input type="checkbox"/>	MIN-00-CES-294 - CE Housing Provider Data Chec...	

Report Path: Public Folders -> minnesota_live_folder -> SSA Report Gallery -> 6. Coordinated Entry -> Monitoring and Evaluation

Housing Referrals Report

This report lists all active referrals for your projects and whether they are pending, acknowledged, or resolved. This can help you track current referrals and catch those that may have fallen through the cracks.

Total Referrals	Pending Referrals	Acknowledged Referrals	Resolved Referrals
24	1	5	18
24	0	4	20
16	0	0	16
15	0	0	15
10	0	8	
3	0	0	3
3	0	0	3
1	0	1	0
1	0	0	

Note: The Resolved Referrals tab only includes clients still on the Priority List. Clients should be removed from the PL after housing move-in.

Housing Provider Audit

This report summarizes data across a given time period on referral success and calculates the share that are unsuccessful or unresolved. Summary A lists overall statistics by provider, while Summaries B and C break down unsuccessful referrals.

Total Referrals Made to Provider	Successful Referrals During Period	% Successful	Declined/ Canceled Referrals During Period	% Declined/ Canceled	Unresolved Referrals	Referrals Missing Info During Period	% Unresolved or Missing Info
11	0	0.00%	3	27.27%	8	0	72.73%
9	2	22.22%	3	33.33%	4	0	44.44%
1	0	0.00%	0	0.00%	1	0	100.00%
5	5	100.00%	0	0.00%	0	0	0.00%
18	10	55.56%	4	22.22%	4	0	22.22%
4	0	0.00%	4	100.00%	0	0	0.00%
1	1	100.00%	0	0.00%	0	0	0.00%

C1	C3	C4	C6	D1	D2	D3	D5	D7	Total by Provider
						3 (100%)			3 (21.43%)
1 (33.33%)				1 (33.33%)				1 (33.33%)	3 (21.43%)
		1 (25%)	1 (25%)		1 (25%)		1 (25%)		4 (28.57%)
	1 (25%)				3 (75%)				4 (28.57%)
1 (7.14%)	1 (7.14%)	1 (7.14%)	1 (7.14%)	1 (7.14%)	4 (28.57%)	3 (21.43%)	1 (7.14%)	1 (7.14%)	

Housing Provider Data Check

The Data Check report finds invalid or missing data for each of the projects included in the report. Impossible values and missing required fields are marked as errors, while other missing fields and improbable values are marked as warnings.

Data Element	Number of Clients with Warnings	Number of Clients with Errors	Number of Referrals with Warnings	Number of Referrals with Errors
Coordinated Entry Event	16	2	16	2
Event	-	0	-	0
Date Referral Acknowledged	0	0	0	0
Referral Result	11	0	11	0
If Unsuccessful, Reason	-	1	-	1
Date of Result	2	0	2	0
If Not Housed, Reason	0	-	0	-
End Date	3	1	3	1
Housing Program Entry/Exit	44	3	45	3
Project Start Date	-	3	-	3
Provider	0	-	0	-
Housing Move-In Date	44	-	45	-
CE Entry/Exit	5	-	5	-
Exit Date	5	-	5	-

Contact Us



HMIS Help Desk

mnhmis@icalliances.org

Live email help line,
staffed Monday through
Thursday, 9am – 4pm
and Friday, 9am – 1pm



Knowledge Base

hmismn.helpscoutdocs.com

Frequently updated base for
reference documents and
helpful user guides



Personal Contact

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Available during standard
business hours, by phone
or email