# Overview

Where to find information?

PROJECT NAME: 


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| 1.1 | Data Completeness                                                       | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > "ECHO HMIS Data Completeness Report Card (CM)" > Tab A - Overall Percentage | Percentage of Completed Values  
  • > 99% → 8 pts  
  • > 97% → 6 pts  
  • > 95% → 3 pts | 8                    |
| 1.2 | Timely Submission of Data Completeness Reports                          | Refer to emails sent to ECHO HMIS Director for submission dates. Compare submission dates to due dates. | Number of Timely Data Completeness Reports  
  • 3 out of 3 → 6 pts  
  • 2 out of 3 → 4 pts  
  • 1 out of 3 → 2 pts | 6                    |
| 1.3 | Timely APR Submission                                                    | To calculate, subtract the Submission Date minus the End of the Operating Year. ECHO will verify submission date in Sage. | Timely APR Submission  
  • APR submitted on time → 6 pts  
  • APR not submitted on time → 0 pts | 6                    |
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| **1.4** | Timeliness of Data Entry | To calculate Rate of Timely Data Entry: 1. (# of Start Records in 6 days or less) + (# of Exit Records in 6 days or less) / 2. [(Total # Start Records) + (Total # Exit Records)] | Rate of Timely Data Entry:  
• 75% - 100% → 6 pts  
• 74% - 0% → 0 pts | 6 |
|  |  | | | |
|  | The CoC and CoC-funded projects are monitored by HUD for data quality including timeliness in HMIS. HMIS Policies and Procedures require data to be input within 5 business days of interaction with a client.  
What % of entry/exits were created in 6 days or less during the reporting period? | ServicePoint > Reports > CoC APR > 6e Data Quality: Timeliness > Sum all Start and Exit records created in 6 days or less.  
To calculate 1: ServicePoint > Reports > CoC APR > 6e Data Quality: Timeliness > Sum all Start and Exit Records | | |
| **1.5** | Timeliness of Data Entry: Annual Assessments | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > ECHO HMIS - Annual Assessments Calculator - 2019 * > Calculate the percent of completed annual assessments | Percent of Annual Assessments Completed on Time  
• 100% → 6 pts  
• 95-99% → 4 pts  
• 85-94% → 2 pts | 6 |
|  | HUD requires CoC-funded projects to complete Annual Assessments no more than 30 days before or after the anniversary of the client’s Project Start Date.  
What percent of the Annual Assessments that were due during the reporting period were completed on time? | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > "ECHO HMIS - Annual Assessments Calculator - 2019 *" > Tab A - Summary > Metric 7b.2 - Current Year Counts Percentage successful exits | | |
| **2.1** | Successful Housing Placement (exits or retentions) from PSH | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > "0706 - Permanent Housing Placement-Retention Metric 7b" > Tab A - Summary > Metric 7b.2 - Current Year Counts Percentage successful exits | Successful Housing Placement from PSH  
• 97-100 % → 12 pts  
• 94-96 % → 8 pts  
• 90-93 % → 4 pt | 12 |
|  | Successful housing outcomes are one of the most important measures of program success. It is also CoC Performance Measure 7.b.2.  
What is the percentage of persons that remained in the PSH project or exited to a permanent housing destination? | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > "0706 - Permanent Housing Placement-Retention Metric 7b" > Tab A - Summary > Metric 7b.2 - Current Year Counts Percentage successful exits | | |
| **2.2** | Returns to Homelessness | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > "0701 - Exits to Permanent Housing with Return to Homelessness" > Tab A - Summary > Percentage of Returns in 2 Years | Returns to Homelessness  
• 0-4 % → 12 pts  
• 5-9 % → 8 pts  
• 10-15 % → 4 pts | 12 |
|  | Reducing returns to homelessness is one of the most important measures of program success. It is also CoC Performance Measure 2.  
What is the percentage of persons returning to homelessness within 24 months of exiting to permanent housing? | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > "0701 - Exits to Permanent Housing with Return to Homelessness" > Tab A - Summary > Percentage of Returns in 2 Years | | |
| **2.3** | Income Growth for Stayers | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > "0703 - Employment and Income Growth for CoC Funded Projects Metric 4" > Tab A - Summary > Metric 4.3 - Percentage of adults who increased total income | Income Growth for Stayers  
• 81-100 % → 8 pts  
• 61-80 % → 5 pts  
• 40-60 % → 3 pt | 8 |
|  | Improving someone’s access to financial resources is crucial to reducing the person’s vulnerability to homelessness. HUD is encouraging CoCs to increase program participants’ income through the NOFA and System Performance Measures.  
What is the percentage of adults who increased total income (earned and non-employment) over the reporting period? | ServicePoint > ART > Public Folder > CoC Project Performance Scorecards > "0703 - Employment and Income Growth for CoC Funded Projects Metric 4" > Tab A - Summary > Metric 4.3 - Percentage of adults who increased total income | | |
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| 2.4 | Income Growth for Leavers | Improving someone’s access to financial resources is crucial to reducing the person’s vulnerability to homelessness. HUD is encouraging CoCs, through the NOFA and System Performance Measures, to increase program participants’ income. What is the percentage of adults who increased total income (earned and non-employment) over the quarter? | ServicePoint > ART > CoC Project Performance Scorecards > "0703 - Employment and Income Growth for CoC Funded Projects Metric 4" > Tab A - Summary > Metric 4.6 - Percentage of adults who increased total income | Income Growth for Leavers  
- 91-100 % → 8 pts  
- 81-90 % → 5 pts  
- 71-80 % → 3 pt | 8 |
| 2.5 | Bed Utilization Rate | Bed utilization is important to ensure we are fully utilizing our inventory. The CoC and individual projects are scored by HUD on this measure in the NOFA, with CoCs that have less than 85% bed utilization not receiving any points. What is the project’s average bed utilization rate for the reporting period? | Bed utilization rate = 1. [Average persons served per night] / 2. [the "total beds" reported in the Project Application] To calculate 1: ServicePoint > Reports (not ART) > CoC APR > 7b - Point in Time Count of Persons on the Last Wednesday > Average the four point in times together to calculate the average number served > [January + April + July + October] / 4 = Average Served 2. "Total Beds" is the number of beds in the project’s most recent Project Renewal Application to HUD. ECHO can provide you with this number if you need it. | Bed Utilization Rate  
- 96-100 % → 8 pts  
- 91-95 % → 5 pts  
- 85-90 % → 3 pts | 8 |
| 2.6 | Coordinated Assessment (CA) Clients: | Per 24 CFR 578.(a)(8), CoCs must establish and operate either a coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The purpose is to allocate assistance as effectively as possible, prioritizing services to those that need it the most. What was the percentage of new clients that were accepted into the project that had completed Coordinated Assessment? | ServicePoint > ART > Public Folder > ART ECHO Data Quality (Report Cards) > "ECHO HMIS New Clients CA Complete" | Percentage of CA Clients:  
- 90-100% → 12 pts  
- <89% → 0 pts | 12 |
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<td>2.7</td>
<td>Low-barrier admission policies</td>
<td>Refer to your housing program eligibility criteria-policies and procedures &amp; answer accordingly. Please attach a copy of the program policy to this scorecard, indicating page where criteria is outlined.</td>
<td>Low-barrier admission policies • Program does not screen out on any of the criteria → 8 pts • Program screens out on any combination of the criteria→ 0 pts</td>
<td>8</td>
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Low-barrier admission policies are important to prevent screening out people for assistance because of perceived barriers to housing or services. Housing First practices are a requirement of all HUD CoC-funding recipients. The four components are:

**Income**: Are participants screened out based on having too little or no income?

**Substance Use**: Are participants screened out based on an active or history of substance use?

**Criminal Record**: Are participants screened out based on having a criminal record - with exceptions for HUD-mandated restrictions?

**Domestic Violence**: Are participants screened out based on history of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)?

Total Project Performance 68 0