



Partners Ending Homelessness

Agency Name:	
Program Name:	
Grant Identification #	
Operating Year:	
The number of HUD Units:	
The number of HUD Beds:	
Program Type:	
Grant Amount Total:	\$0.00
Leasing	\$0.00
Rental Assistance	\$0.00
Operations	\$0.00
Support Services	\$0.00
HMIS	\$0.00
Administration	\$0.00
Agency Representative(s) at review	
Review Date:	
Monitoring team at review:	
Total Score	0

Please note that questions highlighted in red are scored as follows:

- If the answer is "No," a negative score is given, and the specified amount will be deducted from the total score.
- If the answer is "Yes," a zero score is given, and no points will be lost.

HMIS Privacy/Security:

			Project's Score	Scoring
1	HMIS Participation Consumer Notice is posted in a conspicuous location.			Yes= 0 No=-1
2	Has the program attended a new or refresher HMIS training this past year?			Yes= 2 No= 0
Section Total:			0	Max Score = 2 Min Score = -1

COC Policy Binder :

1	Agency policy for client privacy in HMIS			Yes= 0 No=-1
2	The agency has a procedure/policy to assist clients who are hearing impaired or do not speak English as a primary language.			Yes= 0 No=-1
3	Agency procedure with an organized exit process includes proper communication of the discharged destination in the file.			Yes= 0 No=-1
4	The agency has a process to ensure that first and last names are correctly spelled and that the DOB is accurate. Describe the process: (is it documented, and are all Staff informed?)			Yes= 0 No=-1
4A	If yes, are all employees trained to follow policy?			Yes= 0 No=-1
5	Policies/procedures for use of client data generated from HMIS			Yes= 0 No=-1
6	Policies/procedures for client information storage and disposal.			Yes= 0 No=-1
Section Total:			0	Max Score = 0 Min Score = -7

Client Consent and Release of Information (ROI)

1	Is the agency using the current (6/17/2021) HMIS ROI?			Yes= 0 No=-1
2	Is the agency using the current HMIS ROI addendum (dated 4/19/2024 or later) ?			Yes= 0 No=-1

3	Is there a policy in place for Housing First? Zero Barriers to entry beyond federal mandatory safety regulations. (Pertains only to projects where Housing First is applicable)			Yes= 0 No=-3
4	A written process is followed for all clients to confirm homelessness			Yes= 0 No=-3
5	A written process is followed for all clients to confirm disability.			Yes= 0 No=-3
6	A policy states: Person(s) with lived experience are on the Board of Directors or involved in other policy-making groups.			Yes= 0 No=-1
7	The program has a formal procedure in place for terminating assistance to participants.			Yes= 0 No=-1
8	A policy states that participants are not required to participate in inherently religious activities.			Yes= 0 No=-1
9	A policy states that participants cannot be denied benefits/services based on religion.			Yes= 0 No=-1
10	A policy/procedure identifies a staff person designated as an educational liaison that will ensure children are enrolled in school, connected to Head Start, Part C of the Disabilities Act.			Yes= 0 No=-1
11	A policy that states the age and gender of a child under age 18 is not used as a basis for denying any family's admission to the program.			Yes= 0 No=-1
12	Is there evidence that the recipient has implemented procedures to ensure availability of information on the existence and locations of facilities and services accessible to persons with disabilities?"			Yes= 0 No=-1
13	Does the recipient have written policies to comply with non-discrimination, Equal Opportunity & Fair Housing regulations in providing services?			Yes= 0 No=-1
14	The agency has a procedure for file reviews, action plans, and a timeline for correcting file deficiencies.			Yes= 0 No=-1
Section Total:			0	Max Score = 2 Min Score = -20
Page Total			0	Max Score = 2 Min Score = -28

HMIS Data Intake and Exit :

		Project's Score	Scoring
1	Using the paper HMIS intake data collection forms which align with the 2024 Data Standards intake form.		Yes= 0 No=-1
2	The agency is actively monitoring program participation entries of clients. 80% of entries are completed in HMIS within 72 hours.		Yes= 0 No=-1
3	There is congruity between the case record responses based on the applicable homeless definition. (Is the client homeless? Has housing status and prior living situation been completed appropriately?)		Yes= 0 No=-1
4	Income, non-cash benefits, and insurance are updated at least annually and at exit.		Yes= 0 No=-1
4A	90% of discharge destination data is appropriately entered into HMIS on the exit screen note section.		Yes= 2 No= 0
5	HMIS active client list matches the Project's active client list 100% (within 72 hours before the site visit)		Yes= 2 No= 0
6	APR 6d Chronic Homelessness		Yes= 2 No= 0
Section Total:		0	Max Score = 6 Min Score = -4

APR 6a to 6c (1 pt for each 0%)
20b & 21 (1 pt for each if the client doesn't know & data not collected = 0)

6a DQ Personally Identifiable Information			Scoring
1	Name		Yes= 1 No= 0
2	Social Security Number (At least last 4 digits)		Yes= 1 No= 0
3	Date of Birth		Yes= 1 No= 0
4	Race and Ethnicity		Yes= 1 No= 0
5	Gender		Yes= 1 No= 0
Section Total:		0	Max Score = 5 Min Score = 0

6b Universal Data Elements (5 pts)

1	Veterans Status			Yes= 1 No= 0
2	Project Start Date			Yes= 1 No= 0
3	Relationship to Head of Household			Yes= 1 No= 0
4	Enrollment CoC (NY-500)			Yes= 1 No= 0
5	Disabling Condition			Yes= 1 No= 0
Section Total:			0	Max Score = 5 Min Score = 0

6c Income & Housing Data Quality (4 pts)				
	Destination			Yes= 1 No= 0
	Income & Sources at Start			Yes= 1 No= 0
	Income & Sources at Annual Assessment			Yes= 1 No= 0
	Income & Sources at Exit			Yes= 1 No= 0
Section Total:			0	Max Score = 4 Min Score = 0

20b Non-Cash Benefits (4 pts) & 21 Health Insurance (6 pts)				
1	Non-cash client doesn't know/Prefers not to answer			
1A	Start			Yes= 1 No= 0
1B	Exit			Yes= 1 No= 0
1	Non-cash client data not collected			
1A	Start			Yes= 1 No= 0
1B	Exit			Yes= 1 No= 0
2	Health Insurance client doesn't know/Prefers not to answer			
2A	Start			Yes= 1 No= 0
2B	Annual			Yes= 1 No= 0

2C	Exit			Yes= 1 No= 0
3	Health Insurance data not collected			
3A	Start			Yes= 1 No= 0
3B	Annual			Yes= 1 No= 0
3B	Exit			Yes= 1 No= 0
Section Total:			0	Max Score = 10 Min Score = 0
Page Total			0	Max Score = 30 Min Score = -4

Possible points (+30 -10) Section Point totals

Coordinated Entry

			Project's Score	Scoring
Have 100% of clients entered the program via the prioritization list? (FY23)	%			Yes= 0 No=-1
Do 75% of clients referred from the prioritization list to the Project have entry dates?	%			Yes= 0 No=-1
100% of clients have a prioritization list referral follow-up note in the client's HMIS file within 14 days of referral.	%			Yes= 0 No=-1
The average time from referral to project entry is 14 days, regardless of RRH or PSH	Days			Yes= 2 No= 0
The average number of days to program entry to housed (PSH within 45 days, RRH within 30 days)	Days			Yes= 2 No= 0
70% of referrals made to the program during the project year have been housed	%			Yes= 2 No= 0
Less than 10% of clients referred from the prioritization list to the Project have rejected this Project.	%			Yes= 3 No= 0
Less than 10% of this Project's referrals from the prioritization list have rejected the client.	%			Yes= 3 No= 0
Section Total:			0	Max Score = 12 Min Score = -4

Page Total			0	Max Score = 12 Min Score = -3
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Possible points (+12 -3) Section Point totals

Information / Documentation

					Project's Score	Scoring (Points)
1	Utilization rate of in-project? (Units) 100% + (5 points) 100% (4 points) 99%- 95% (3 points) 94%-90% (1 points) 89% - 80% (-3 point) 79% and below (- 8 points)	Amount of Units Funded	Average Amount Utilized	#DIV/0!	Average Unit Utilization Rate to Date	-5 to 7 points
		0	January Households 0			
			April Households 0			
			July Households 0			
			October Households 0			
2	Drawdown of Funds 100% (5 points) 99%- 95% (4 points) 94%-90% (2 points) 89% - 80% (1 point) 79% and below (- 3 points)	Amount of Funds Requested	Amount of Funds Spent	#DIV/0!		-3 to 5 points
		\$0.00	\$0.00			
2	Is a lead-based paint certificate on file for projects working with family files					Yes= 0 No=-1
3	Supportive Housing Assessments	Number of Heads of Household	Number of Completed Supportive Housing Assessments	#DIV/0!		
	Percentage of housing assessment completed during project year (the number of completed assessments divided by the number of clients equals 95%)	0	0	#DIV/0!		Yes= 2 No= 0
3A	All Clients that have been in the Project for over a year have an updated housing assessment completed during the project year (the number of completed assessments divided by the number of clients with a year plus in the projects equals 95%)	0	0	#DIV/0!		Yes= 2 No= 0
4	Acuity Index	Number of Heads of Household	Number of Completed Acuity Index	#DIV/0!		
	Percentage of Acuity Index completed during project year (the number of completed Acuity Index divided by the number of clients equals 95%)	0	0	#DIV/0!		Yes= 2 No= 0
4A	All Clients that have been in the Project for over a year have an updated acuity index completed during the project year (the number of completed assessments divided by the number of clients with a year plus in the projects equals 95%)	0	0	#DIV/0!		Yes= 2 No= 0
Section Total:					0	Max Score = 20 Min Score = -9

Page Total

0	Max Score = 20 Min Score = -9
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Project Outcomes

	Project % (APR 2023)	Community Benchmarks	All CoC% for Project APR year	All PSH/RRH/TH % For Project APR Year	Total Points
1	Participants exit to or remain in permanent Housing (2 points for each % reached or at or above)	92%	0%	0%	0
2	Participants have employment income in the program year (1 point for each % reached or at or above)	20%	0%	0%	0
3	Participants have non-employment income in the program year (1 point for each % reached or at or above)	40%	0%	0%	0
4	Participants with no income (2 points for each % reached or at or below)	15%	0%	0%	0
5	Participants have obtained non-cash benefits (2 points for each % reached or at or above)	85%	0%	0%	0
6	Participants have health insurance (2 points for each % reached or at or above)	90%	0%	0%	0
7	Participants increase employment income (1 point for each % reached or at or above)	20%	0%	0%	0
8	Participants increased non-employment income in the program year (1 point for each % reached or at or above)	40%	0%	0%	0
9	Participants exited with an increase of non-employment income (1 point for each % reached or at or above)	45%	0%	0%	0

Points for Section 1

0

Increase or Decrease year over year.

	Project % -2023	Project % -2024	Community Benchmarks	% increase or decrease	Total Points
1	Participants exit to or remain in permanent Housing.	0%	92%	0%	0
2	Participants have employment income in the program year.	0%	20%	0%	0
3	Participants have non-employment income in the program year.	0%	40%	0%	0
4	Participants with no income	0%	15%	0%	0
5	Participants have obtained non-cash benefits.	0%	85%	0%	0
6	Participants have health insurance.	0%	90%	0%	0
7	Participants increase employment income.	0%	20%	0%	0
8	Participants' non-employment income increased in the program year.	0%	40%	0%	0
9	Participants exited with an increase in non-employment income.	0%	45%	0%	0

Projects will get 1 point for every 1% increase, with a maximum of 5 points under the community benchmark.

Projects will get 1 point taken off for every 1% decrease under the community benchmark, with a maximum of 5 points taken off under the community benchmark.

Projects at or above the community benchmark for FY23 will receive 5 points, and projects at or above the community benchmark for FY23 and FY22 will receive two bonus points.

Points for Section 2

0

Possible Points for Section 1, A total of 39 Positive Points

Possible Points for Section 2: a total of 63 Positive Points/45 Negative Points

**Total Points for Sections
1 and 2**

Page Total

0

Notes about Files

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Points for File review	Percentage of Documents Present	#DIV/0!
Page Total	0	

- (1) A checked box indicates the client has this information.
- (2)- For total points, you must have the document for every year the client is housed in the Project. This includes the first year of the client being housed in the Project.

** The file review section will be scored using a sliding scale rubric.

Points will be awarded according to the overall percentage of required documents that were present in the audited files:

100% of documents present	15 points
90-99% of documents present	13 points
80-89% of documents present	11 points
70-79% of documents present	9 points
60-69% of documents present	7 points
50-59% of documents present	5 points
40-49% of documents present	3 points
30-39% of documents present	1 points
29-0% of documents present	0 points

Notes about Files

Points for File review		Percentage of Documents Present	#DW/OJ
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Page Total 0

** The file review section will be scored using a sliding scale rubric. Points will be awarded according to the overall percentage of required documents that were present in the audited files:

100% of documents present	15 points
90-99% of documents present	13 points
80-89% of documents present	11 points
70-79% of documents present	9 points
60-69% of documents present	7 points
50-59% of documents present	5 points
40-49% of documents present	3 points
30-39% of documents present	1 points
29-0% of documents present	0 points

<p>1. What is the percentage of staff at the point in time count? (at minimum)</p> <ul style="list-style-type: none"> o 30% to 20% of total funding = 6 people o 19% to 15% of total funding =5 people o 14%to 10% of total funding = 4 people o 9% to 5% of total funding = 3 people o 4% to 2% of total funding = 2 People 	<p>100% = 5 Points</p> <p>99% to 90% = 4 Points</p> <p>89% to 80% =3 Points</p> <p>79% to 50% = 0 Points</p> <p>49% to 0% = -3 points</p> <p>Bonus points for over 100% = 3 Points</p>	<p>Percentage of HUD CoC Funding for Program =</p> <hr/> <p>Number of Staff participated in PIT Count =</p>
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Did the program attend the training?			0
Was the Project prepared for the site visit?			

Points for Section	0
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Section Point totals				
Section	Possible Positive Points	Possible Negative Points		Section Total
HMIS Privacy/Security & CoC Policy Binder	2	28		0
HMIS Data Intake and Exit	30	10		0
Coordinated Entry	12	3		0
Information/Documentation	20	1		0
Project Outcomes	102	45		0
File Review Section	15	1		0
Client CM Review	15	0		0
Other Scores	2	1		0
Project Totals	198	89	Total Score	0

Notes/Comments: