Coordinated Entry - Reporting Guide

Entry Points

Report Name	**CE DQ Report – Entry Points**
MAR Location	Business Objects/ Public Folders/ arizona_live_folder/ Data Quality Reports/ Coordinated Entry DQ Reports/ "CE DQ Report - Entry Points"
BOS Location	Business Objects/ Public Folders/ az_dpt_housing_live_folder/ Data Quality Reports/ "CE Data Quality Report"
Uses	-To identify forgotten exits because CE uses same-day entry/exits. -Review if the Enty Point Exit 'Reason Leaving' is valid. -Review if a CE Events sub-assessment: Access Event is recorded. -Review if a CE Assessment sub-assessment Housing Needs Assessment is recorded (not required for BOS). -Review if Current Living Situation sub-assessment was completed. Identify and correct duplicate entries.

Report Name	**0252 Data Completeness Report**
MAR Location	Business Objects/ Public Folders/ arizona_live_folder/ Data Quality Reports/ "0252 Data Completeness Report Card (EE) – v20"
BOS Location	Business Objects/ Public Folders/ az_dpt_housing_live_folder/ Data Quality Reports/ "0252 - Data Completeness Report Card (EE) – v20"
Uses	Complete and accurate data is better representative of the client's situation some info is used directly in BNL prioritization. Use this report to focus on UDE completeness. Maricopa Entry Points have a goal of 95% UDE completeness. BOS Entry Points have more flexible standards.

Referrals

Report Name	**Referrals Report**
MAR/BOS Location	ServicePoint left-side vertical navigation bar/ Reports/ Report Dashboard/ Provider Reports/ "Referrals"

Report Name	**Referrals Report - Coordinated Entry**
MAR Location	Business Objects/ Public Folders/ arizona_live_folder/ Agency Specific Reports/ Single Adult Coordinated Entry/ "Referrals Report - Coordinated Entry"
BOS Location	Business Objects/ Public Folders/ az_dpt_housing_live_folder/ Agency Specific/ Coordinated Entry/ "Referrals Report - Coordinated Entry"
Uses	Conduct DQ reviews around open referrals, missing outcomes, missing reasons. General use data table for review, analysis, or reporting.

Additional custom reports are available targeting specific information or workflows. Please ask the HMIS team for more information if you have a need not met by the above reports.

- **"PS – NOFO Accepted Referral Rate"**
  - o Arizona_live_folder > Common Agency Reports > Performance Standards
- **"PS – NOFO Enrollments with Referral"**
  - o Arizona_live_folder > Common Agency Reports > Performance Standards