RA Hub Quarterly Reporting Guidance PY 23

**I-trac**

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| **Reporting Element** | **Definition and Methodology** | **How to Pull the Data** |
| Referrals received | | |
| Number of referrals received | All referrals submitted to the HUB via i-trac | **I-Trac Standard Reports: Customer Flow**   * Choose Current Program Year * Filters- NONE * Report the number on “Applied” line for the Reporting quarter and Total |
| Number of referrals accepted | All referrals that were accepted by the RA Hub | **I-Trac Standard Reports: Customer Flow**   * Choose Current Program Year * Filters- NONE * Report the number on “Registered” line for the Reporting quarter and Total |
| **Success Measures** | | |
| Number of EOP participants provided with housing placement (Rapid Rehousing) | Number of Rapid Rehousing participants who received at least one housing related payment | **I-Trac Standard Reports: Rent Assistance Payments**   * Choose Current Program Year * Filters- NONE * Go to Rent Assistance Payments section * Select Rapid Rehousing Total * Open list report, find # of customers * Report # of customers for the Reporting Quarter and Total |
| Number of EOP participants provided with housing placement (Rapid Rehousing) who are People of Color | Number of Rapid Rehousing participants who received at least one housing related payment and are people of color | **I-Trac Standard Reports: Rent Assistance Payments**   * Choose Current Program Year * Filter- People of Color * Go to Rent Assistance Payments section * Select Rapid Rehousing Total * Open list report, find # of customers * Report # of customers for the Reporting Quarter and Total |
| Number of EOP participants provided with eviction prevention (Homeless Prevention) | Number of Homeless Prevention participants who received at least one housing related payment | **I-Trac Standard Reports: Rent Assistance Payments**   * Choose Current Program Year * Filters- NONE * Go to Rent Assistance Payments section * Select Homeless Prevention Total * Open list report, find # of customers * Report # of customers for the Reporting Quarter and Total |
| Number of EOP participants provided with eviction prevention (Homeless Prevention) | Number of Homeless Prevention participants who received at least one housing related payment who are people of color | **I-Trac Standard Reports: Rent Assistance Payments**   * Choose Current Program Year * Filters- People of Color * Go to Rent Assistance Payments section * Select Homeless Prevention Total * Open list report, find # of customers * Report # of customers for the Reporting Quarter and Total |
| Total unduplicated number of participants provided with housing placement & eviction prevention | Number of Homeless Prevention and Rapid Rehousing participants who received at least one housing related payment | **I-Trac Standard Reports: Rent Assistance Payments**   * Choose Current Program Year * Filters- none * Go to Rent Assistance Payments section * Select Grand Total line * Open list report, find # of customers * Report # of customers for the Reporting Quarter and Total |
| Total unduplicated number of participants provided with housing placement & eviction prevention who are People of Color | Number of Homeless Prevention and Rapid Rehousing participants who received at least one housing related payment who are People of Color | **I-Trac Standard Reports: Rent Assistance Payments**   * Choose Current Program Year * Filters- People of Color * Go to Rent Assistance Payments section * Select Grand Total line * Open list report, find # of customers * Report # of customers for the Reporting Quarter and Total |
| Housing Retention for 6 months after rent assistance ends | Numerator: Participants who are housed 6 months after exit  Denominator: All participants served who were exited 6 months prior | **I-Trac Standard Reports: Local Measures**   * Choose Current Program Year * Filters- NONE * Go to Retained in Housing 6 months after Exit section * Report Total % for the reporting quarter and Total column * Open list report by clicking on the percentage * Report Numerator and Denominator on the report |
| Housing Retention for 6 months after rent assistance ends for People of Color | Numerator: Participants who are housed 6 months after exit who are people of color  Denominator: All participants served who were exited 6 months prior who are people of Color | **I-Trac Standard Reports: Local Measures**   * Choose Current Program Year * Filters- People of Color * Go to Retained in Housing 6 months after Exit section * Report Total % for the reporting quarter and Total column * Open list report by clicking on the percentage * Report Numerator and Denominator on the report |
| Housing Retention for 12 months after rent assistance ends | Numerator: Participants who are housed 12 months after exit  Denominator: All participants served who were exited 12 months prior | **I-Trac Standard Reports: Local Measures**   * Choose Current Program Year * Filters- NONE * Go to Retained in Housing 12 months after Exit section * Report Total % for the reporting quarter and Total column * Open list report by clicking on the percentage * Report Numerator and Denominator on the report |
| Housing Retention for 12 months after rent assistance ends for People of Color | Numerator: Participants who are housed 12 months after exit who are people of color  Denominator: All participants served who were exited 12 months prior who are people of Color | **I-Trac Standard Reports: Local Measures**   * Choose Current Program Year * Filters- People of Color * Go to Retained in Housing 12 months after Exit section * Report Total % for the reporting quarter and Total column * Open list report by clicking on the percentage * Report Numerator and Denominator on the report |

I-Trac Reports- Visuals

**Number of Referrals Received**

A screenshot of a computer

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A screenshot of a report

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**Number of referrals accepted**

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**Number of participants provided with housing placement/prevention**

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A screenshot of a computer

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A close-up of a number

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**Number of participants provided with housing placement/prevention who are people of color**

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**Retained Housing 6 month/12 month after Exit**

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A white rectangular object with text

Description automatically generated

**Service Point Report guidance can be found** [**here**](https://www.multco.us/multnomah-county-servicepoint-helpline/servicepoint-artsap-business-objects-guides)**. Use Program Performance and Follow ups/Housing Retention reports.**