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 exitDenominator: 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 colorDenominator: 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 exitDenominator: 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 colorDenominator: 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
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I-Trac Reports- Visuals

**Number of Referrals Received**





**Number of referrals accepted**



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







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



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







**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.**