

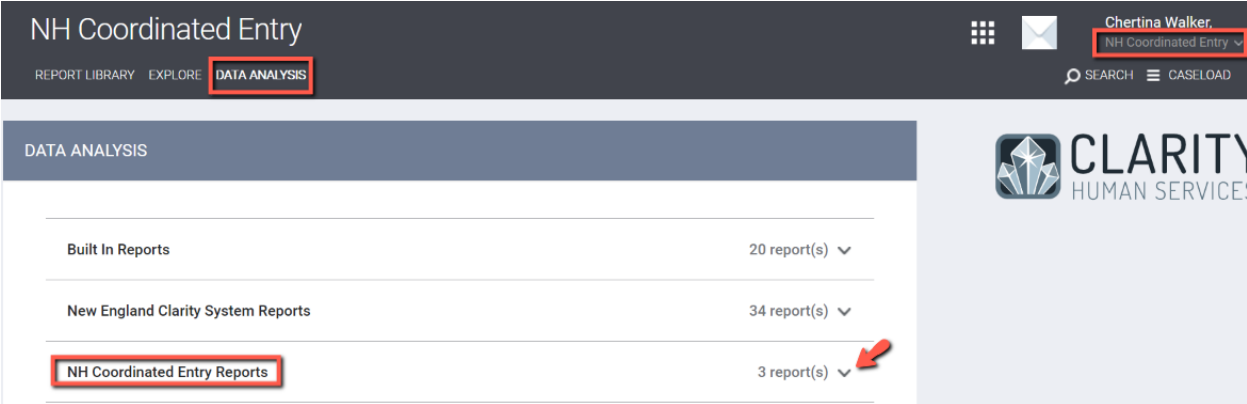
INSTITUTE FOR COMMUNITY ALLIANCES

NH COORDINATED ENTRY PRIORITIZATION REPORT

The NH Coordinated Entry Prioritization report is a custom report that is located in the Data Analysis tool, Looker. To run this report, you must have the additional licensing (with additional annual cost) for Data Analysis; this includes completing the ICA trainings for Basic Data Entry, Coordinated Entry, Privacy and Security, and Data Analysis / Looker.

LOCATING DATA ANALYSIS / LOOKER




1. Log into Clarity
2. Switch into the NH Coordinated Entry agency
3. On the top right of your home page, click on the Launch Pad
4. Click on Reports
5. Click on Data Analysis
6. Expand NH Coordinated Entry Reports



RUNNING THE REPORT

NH Coordinated Entry Reports

3 report(s) ^

Home	
New Hampshire Coordinated Entry Prioritization Report v2.1	
NH CE Clients w/ Active Enrollments not on the Queue	
NH CE Performance Measure Report by Assessment Organization	

1. Locate NH Coordinated Entry Prioritization Report
2. Click **Run** to the right of the report you need to run (please note you will only be able to run one report at a time)

New Hampshire Coordinated Entry Prioritization Report v2.1

33m ago   

Programs Name

BoS CoC Coordinated Entry

Greater Nashua CoC Coordinated Entry

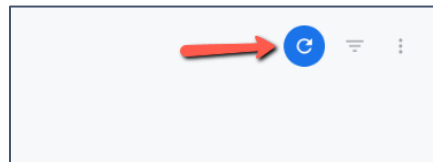
Manchester CoC Coordinated Entry

CoC DV Coordinated Entry: CAPSC

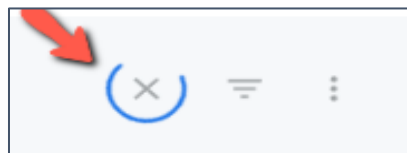
Community Queue Name

is NH Queue

3. If Reporting Prompts need to be updated, make your selections.
 - To pull the report for your CoC unselect the other CoC's that are highlighted blue.
 - Keep the NH Queue selected.
4. Refresh the results by clicking on the Refresh / arrow button on the right side of the screen.



Note: While the results are refreshing, you will see the refresh button change from an arrow to an X with a blue circle moving around the X. This means the report is working on refreshing based on the filters selected.



5. Once the report refreshes, you will see your clients populate on the various Looks

READING THE REPORT

The NH Coordinated Entry Prioritization Report is updated daily and includes the following tables or looks.

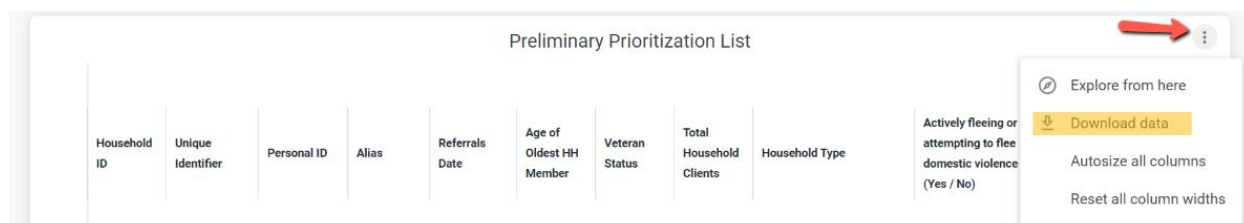
- Preliminary Prioritization List
- Family Prioritization List
- Individual Prioritization List
- Veterans Household Prioritization List
- Youth 24 and Under Prioritization List

IMPORTANT NOTES ABOUT THE LOOKS

- You can review the data further by clicking on any of the numbers or bars on the webpage. An additional page will populate, and you even can go straight into a client record or enrollment.
- Household Type:
 - Indeterminable Household – either missing HoH in enrollment, or more likely the data was entered recently, and the look formula needs time to update.

DOWNLOADING THE REPORT

Once you have entered your prompts and refreshed the report, you can download it by clicking on the 3 dots to the right of the table or look you would like to download.



The screenshot shows a table titled "Preliminary Prioritization List" with the following columns: Household ID, Unique Identifier, Personal ID, Alias, Referrals Date, Age of Oldest HH Member, Veteran Status, Total Household Clients, and Household Type. A dropdown menu is open on the right side of the table, with a red arrow pointing to the three-dot menu icon. The dropdown menu contains the following options: "Explore from here", "Download data" (highlighted in yellow), "Autosize all columns", and "Reset all column widths". There is also a column header "Actively fleeing or attempting to flee domestic violence (Yes / No)" visible to the left of the dropdown menu.

1. Click Download
2. Select the format you would like it to view it in

ADDITIONAL QUESTIONS?

If you have additional questions or would like to set up a meeting with ICA to review your data, please contact your System Administrators at nhhmis@icalliances.org