**Pre-Work Monthly Metrics Form for past three months. Submit with informational packet by 4:00 p.m. on March 5, 2018**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**: Please complete this chart and submit it with your Learning Collaborative Pre-Work Information Form to Kay Moshier McDivitt at [kmoshiermcdivitt@naeh.org](mailto:kmoshiermcdivitt@naeh.org) by 4:00 p.m. on March 5, 2018. Make sure to include your organization’s name above. Fill in your monthly results for each measure below. Note that this is per “household” not “persons.” **If you serve couples or families with children, each couple or family is counted as “1 household” for each measure**. For a more in-depth explanation of each measure, see the explanation below the chart.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Measure** | **November 2017** | **December 2017** | **January 2018** |
| 1 | Total number of beds   1. Total beds for unaccompanied individuals 2. Total beds for families |  |  |  |
| 2 | Utilization rate |  |  |  |
| 3 | Total unique **households** served |  |  |  |
| 4 | Total **households** entering shelter |  |  |  |
| 5 | Total **households** exiting shelter |  |  |  |
| 6 | Total **households** exiting to a permanent housing destination |  |  |  |
| 7 | Average length of shelter stay in days for all **households e**xiting the shelter to any destination |  |  |  |
| 8 | Average length of shelter stay in days for all **households** exiting to a permanent housing destination |  |  |  |
| 9 | Total **household** stayers (those households who entered in previous months and did not exit this month) |  |  |  |
| 10 | Average length of shelter stay in days for all stayer **households** |  |  |  |

**Metrics Explanation**

All measures are per “household,” not “persons.” If your organization serves couples or families with children, each couple or family is counted as “1 household” for each measure.

1. **Total number of beds**

Enter the total number of beds available each month for each household type.

1. **Utilization Rate**

To calculate this measure divide the number of beds occupied in a given month by the total number of beds.

1. **Total unique households served**

During each month, the total number of **households** served. NOTE: This is not persons, but households, Each family or couple is counted as one (1) households.

1. **Total households entering shelter**

During each month, the total number of new households entering shelter.

1. **Total households exiting**

During each month, the total number of households exiting to any destination

1. **Total households exiting to a permanent housing destination**

During each month, enter the total number of households exiting to a permanent housing destination. Permanent housing may include private, unsubsidized housing; subsidized housing; permanent supportive housing; or housing shared with friends or family in a sustainable living situation (one that should not be categorized as “temporary”). Permanent housing does not include shelter, a transitional housing program, jail or prison, or a treatment facility.

1. **Average length of shelter stay in days for all households exiting the shelter to any destination**

This measure requires calculating the average number of days from entry into shelter to exit to any destination each month. To calculate the average, add together the number of days that each household who exited that month remained in shelter. Then, divide this sum by the total number of households who exited each month.

1. **Average length of shelter stay in days for all households exiting to a permanent housing destination**

This measure requires calculating the average number of days from entry into shelter to exit to permanent housing each month. To calculate the average, add together the number of days that each household who exited to permanent housing that month remained in shelter. Then, divide this sum by the total number of households who exited to permanent housing each month. For a definition of what is considered “permanent housing” see explanation under measure 5.

1. **Total household stayers (those households who entered in previous months and did not exit this month)**

For this measure, enter the total number of households who entered in previous months who did not exit that month.

1. **Average length of shelter stay in days for all stayer households**

This measure requires calculating the average number of days households who entered shelter in previous months, but did not exit this month, (“stayer households”) remained in shelter. To calculate the average, add together the number of days that each stayer household remained in shelter. Then, divide this sum by the total number of stayer households.