

# Ohio Balance of State Continuum of Care Temporary Prioritization Report and Process for Coordinated Entry

## Purpose of this Listserv Message

This message provides information about the Temporary Prioritization Report and processes that providers will need to use in their housing prioritization process as part of the interim transition to the new HMIS product, Clarity.

## Target Audience

All Ohio BoSCoC providers.

## Temporary Prioritization Report and Process

As stated in the [Ohio Balance of State CoC Program Standards](#) and [Coordinated Entry \(CE\) Operational Manual](#), all Ohio BoSCoC Supportive Housing (PSH), Rapid Re-Housing (RRH), and Transitional Housing (TH) projects are required to prioritize for assistance individuals and households with the most severe needs and the longest homeless histories.

Our usual Prioritization Report is unavailable while our team works to connect R minor elevated to the new HMIS system, Clarity. In the interim, we recommend that you use the following process to identify clients for prioritization. We expect this temporary guidance to be in place through September 2021.

1. Identify the HMIS User at your agency who has a Looker license. Email notifications were sent out the week of August 16<sup>th</sup>. This HMIS User will be responsible for running the report. If the COHHIO HMIS Team needs to add a Looker license for an HMIS User at your agency, please email [hmis@cohhio.org](mailto:hmis@cohhio.org).
2. Once you log in, click the Launch Pad (nine squares icon)
3. Click Reports
4. Click Data Analysis
5. Click COHHIO Clarity System Reports
6. Click Run next to Temporary Prioritization Report (August and September 2021 only)
7. You can choose the counties for your Temporary Prioritization Report at the top in the filters section. Enter the counties you will be making a prioritization report for and click Run in the top right corner. Do not alter the other filters.
  - The Prioritization Report in R minor elevated has additional columns that are not included here. We've done our best to include as many of the same columns as possible.
8. You can download the report as an Excel file by clicking the cog icon in the top right corner next to the Run button. Select Download, choose your file type and rename the file if necessary. Please keep in mind that there is client PII in this report. Please do not email copies of this report as it contains client personally identifying information.

## Training Video

### [Temporary Prioritization Guidance Training Video](#)

Providers can access a brief training video that demonstrates the steps to run the Temporary Prioritization Report above.

if you have additional questions about running the Temporary Prioritization Report, you may contact [hmis@cohhio.org](mailto:hmis@cohhio.org).