**Instructions**: Fill in your shelter’s monthly results for each measure below to evaluate shelter performance.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Measure** | **May**  **2017** | **June**  **2017** | **July**  **2017** | **August 2017** | **Sept**  **2017** | **Oct**  **2017** | **Nov**  **2017** | **Dec**  **2017** |
| 1 | Total number of beds – update only if changed   1. Total beds for unaccompanied individuals 2. Total beds for families |  |  |  |  |  |  |  |  |
| 2 | Total unique **households** served |  |  |  |  |  |  |  |  |
| 3 | Total **households** entering shelter |  |  |  |  |  |  |  |  |
| 4 | Total **households** exiting |  |  |  |  |  |  |  |  |
| 5 | Total **households** exiting to a permanent housing destination |  |  |  |  |  |  |  |  |
| 6 | Average length of shelter stay in days for all **households** exiting the shelter to any destination |  |  |  |  |  |  |  |  |
| 7 | Average length of shelter stay in days for all **households** exiting to a permanent housing destination |  |  |  |  |  |  |  |  |
| 8 | Total **household** stayers (those households who entered in previous months and did not exit this month) |  |  |  |  |  |  |  |  |
| 9 | Average length of shelter stay in days for all stayer **households** |  |  |  |  |  |  |  |  |

**Note:** 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. For a more in-depth explanation of each measure, see page 2.

**DETAILED INSTRUCTIONS**

1. **Total number of beds**

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

1. **Total unique households served**

During each month, the total number of households served.

1. **Total households entering shelter**

During each month, the total number of new households who entered the 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 total number of days that each household who exited that month from date of shelter entry to date of exit. 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 from date of shelter entry to date of exit. 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. Households who entered in the reporting month and did not exit should not be included. For example, for May, enter households who entered in all previous months (April, March, February, etc.) who did not exit shelter in May. Any household who entered in May but did not exit in May would **not** be included.

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.