



Massachusetts Balance of State Continuum of Care

Welcome to the VESTAmator Report



2024

VESTAmator Report

- Overview on how run the VESTAmator
 - Displays available units in participating PH, RRH, and TH housing projects based on Available Units forms submitted by providers
 - It also lists client matches for selected projects

Feel free to ask questions at anytime!



VESTAmator Report and Front-End Projects

- The VESTAmator relies on information configured in a project's Front-End
 - **Project info** – Region and “This project participates in CE”
 - **CE Participation Status** - Receives CE Referrals and CE Participation Status Start Date
 - **Available Units** – Available and Unavailable units



Housing Navigators are not responsible for maintaining project's Front-End information or completing Available Unit forms, but it is helpful to understand the relationship between this information and the VESTAmator.



Front-End: Project Info

AI - Welcome Home

Agency/project Info

Grants

Bed/Unit Inventory

Users

HMIS Participation Status

CE Participation Status

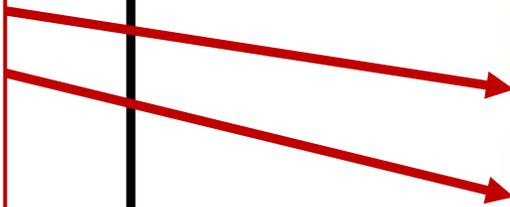
Available Units

Agency/project Info

DHCD is responsible for all Front End records.

Name	AI - Welcome Home
Type of entry	Project
Project type	3.1 Permanent supportive housing
This is a joint component project	No
Principal project site address	180 Main Street
City	Gloucester
State	MA
ZIP	01930
Geocode	Gloucester - 250858
COC Number	MA-516 - Massachusetts Balance of State CoC
Region	Northshore
Former CoC	MA-510
This project participates in coordinated entry	Yes
Chronic dedication	
Continuum project	Yes
Project description	

- VESTAmator relies on Region & CE participation



Front-End: CE Participation Status

AI - Welcome Home View as (default) [S] [+] [P]

Agency/project Info **CE Participation Status**

Grants Allows for multiple forms to reflect changing status. At any given time, all projects with a blank "Operating End Date" should have a CE Participation Status record with a blank CE Participation Status End Date. + ADD

Bed/Unit Inventory

Date	Date entered	For intake on	Type	Project	User	
9/14/2023	9/14/2023	8/5/2021	Update	AI - Front End	0	EDIT DELETE HISTORY

Users

NMIS Participation Status

CE Participation Status

- Project is a Coordinated Entry Access Point No
- Project Receives CE Referrals Yes
- CE Participation Status Start Date 1/1/2018
- CE Participation Status End Date

Available Units

Receives Referrals and CE Participation Start Date



Front-End: Available Units

Agency/project info
Grants
Bed/Unit Inventory
Users
HMIS Participation Status
CE Participation Status
Available Units

Available Units for Coordinated Entry

Enter both units with immediate availability, and placeholders for units temporarily unavailable. Any units marked available will appear immediately for housing navigators to refer clients to, as of the date recorded.

+ ADD

1. Available units

Showing 1 to 4 of 4 entries Show 50 entries Download as Excel Copy to clipboard Reset filtering Filter:

Project	Unit	Region	Client requirements	Match any or ALL	Household type	Unit info	Notes	Date added	
(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X
El - Emerson Hall Apartments	116 Emerson Street, Unit 1	Northshore	Chronic	Match clients with any of the requirements	Adult-only household		this is my cell #, call after 3pm if possible.	2/20/2024	EDIT CLONE
El - Emerson Hall Apartments	116 Emerson Street, Unit 11	Northshore	Chronic	Match clients with any of the requirements	Adult-only household		this is my cell #, call after 3pm if possible.	2/20/2024	EDIT CLONE
El - Emerson Hall Apartments	116 Emerson Street, Unit 2	Northshore	Chronic	Match clients with any of the requirements	Adult-only household		this is my cell #, call after 3pm if possible.	2/20/2024	EDIT CLONE
El - Emerson Hall Apartments	To be determined	Northshore	Chronic	Match clients with any of the requirements	Adult-only household		this is my cell #, call after 3pm if possible.	2/20/2024	EDIT CLONE

Showing 1 to 4 of 4 entries Show 50 entries Previous 1 Next

2. Unavailable units

Showing 1 to 1 of 1 entries Show 50 entries Download as Excel Copy to clipboard Reset filtering Filter:

Project	Unit	Availability	Linked to client	Region	Client requirements	Match any or ALL	Household type	Unit info	Notes	Date added	
(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X	(all) X
El - Emerson Hall Apartments	116 Emerson Street, Unit 12	Temporarily unavailable (cleaning, renovation)		Northshore	Chronic	Match clients with any of the requirements	Adult-only household		this is my cell #, call after 3pm if possible.	2/20/2024	EDIT CLONE

Showing 1 to 1 of 1 entries Show 50 entries Previous 1 Next

• Key Contacts or other VESTA users Add units to projects



Front-End: Available Unit Details

“Client Requirements”

Enter both units with immediate availability, and placeholders for units temporarily unavailable.
Any units marked available will appear immediately for housing navigators to refer clients to, as of the date recorded.

Date 

Rental assistance availability 

Street address

City

Availability

Region Metro North Middlesex Northshore VSP YHDP Not applicable
 West

Client requirements

<input type="checkbox"/> Mental health disorder	<input type="checkbox"/> Disability	<input type="checkbox"/> 55+
<input type="checkbox"/> Youth	<input type="checkbox"/> Veterans	<input type="checkbox"/> Men
<input type="checkbox"/> Domestic violence	<input type="checkbox"/> Mental health disorder AND substance use disorder (must have both)	<input type="checkbox"/> Women
<input type="checkbox"/> Substance use disorder	<input type="checkbox"/> Chronic	<input type="checkbox"/> RRH Level 1 - move-in ready
<input type="checkbox"/> HIV / AIDS	<input type="checkbox"/> No specific focus	

Logic to use with choices above Match clients with any of the requirements
 Match clients with ALL of the requirements

Household type Adult-only household
 Family
 Either adult-only or family

Unit info First floor unit
 Elevator in building
 Handicapped accessible
 Devices for the visually impaired
 Unit does NOT have a Lead Certificate

Number of bedrooms

Contact person

Contact info

Notes

Unique unit identifier



Available Units: Rental Assistance Availability

Rental assistance projects (such as RRH), Select the checkbox indicating that it is rental Assistance. That will replace the address fields with a “Name” field in which the opening must be given a descriptive name.

Enter both units with immediate availability, and placeholders for units temporarily unavailable.
Any units marked available will appear immediately for housing navigators to refer clients to, as of the date recorded.

Date 

Rental assistance availability ?

Street address

City

Availability 

Funding is available but there is no unit secured yet. The client will have to find and lease a unit with the available funds.

Date 

Rental assistance availability ?

Name



Run the VESTAmator report

1. Select "Reports" from the top of the screen

2. Select "Administrative" from the left side of screen

3. Select "Admin – VESTAmator"

This report shows available units in participating housing projects based on completed Available Units forms

The screenshot shows the VESTA web application interface. At the top, there is a navigation bar with links for Dashboard, Search, Reports (highlighted with a red box), Help & More, Assessment, Admin, Switch project, and Log out. Below the navigation bar is the VESTA logo and the text "BoSCoC - Coordinated Entry".

The main content area is titled "Reports" and features a search bar with the text "Search for a report title or section" and buttons for "GO" and "Show all". There is also a checkbox for "Hide report descriptions".

Below the search bar, there are radio buttons for "Show reports for all my projects" (selected) and "Show reports for my current project (BoSCoC - Coordinated Entry)".

The "Administrative reports" section is highlighted with a red box. It contains the following reports:

- A - D**
 - Admin - Active Users by Project: List of all users for a given program, the user's access level, user agreement expiration, and current email address in VESTA. This report is made available to programs and use of report is optional.
 - Admin - Administrator Data Report
- E - U**
 - Admin - Error Alerts
 - Admin - Front End Information For VESTA-Massachusetts
 - Admin - Lock APR related data
- V - H**
 - Admin - VESTAmator (highlighted with a red box): Estimates available units in permanent housing projects based on current occupancy and FMR.
 - Admin - VESTAmator Management: View and manage project information necessary for the VESTAmator's operation.

A warning message is displayed: "WARNING: THIS LOCKS DATA FOR THE SELECTED PROGRAM(S) IN THE SELECTED DATE RANGE".

The page number "9" is visible in the bottom right corner.



Admin - VESTAmator

- Select the projects by reporting group
- or
- Select a project or projects

Admin - VESTAmator ★

Estimates available units in permanent housing projects based on current occupancy and FMR.

+ Your previous runs of this report

- Report criteria: choose your filters for this report run

Projects
Select projects by reporting group ?

- CE - NorthShore
- CE - West
- CoC-Funded
- Somerville ES & TH
- YHDP Only
- Youth - All

Filter by text

Select projects (1 selected)

- ADV - Advocates Supported Housing
- AH - *Mary Rita's House Transitional Housing Program
- AH - *New Dawn RRH
- AI - ESG RRH
- AI - Sponsor Based Permanent Supportive Housing
- AI - Welcome Home
- BCHS - KCSS Journey to Success
- BCHS - North Star Housing: Site-Based
- BCMh - Newton ESG RRH
- BI - Pathfinder PH Program
- BoSCoC - EHV Emergency Housing Voucher
- BYFS - Burlington YHDP RRH**
- CC - St. Patrick's Rapid Re-Housing Somerville
- COL - Rapid ReHousing
- CTI - Campus Apartments Haverhill
- CTI - City of Lowell CARES ESG-Rapid Rehousing
- CTI - Mainstream Vouchers
- CTI - Seasonal Shelter
- CTI - YHDP Crisis Transitional Housing



VESTAmator: Select projects by Reporting Group

Project Reporting Group tip:

- Run daily
- Review clients with highest CE scores

Report criteria: choose your filters for this report run

Projects

Select projects by reporting group ?

- CE - Metro
- CE - North Middlesex**
- CE - NorthShore
- CE - West
- CoC-Funded
- Somerville ES & TH

Filter by text

Select projects (18 selected)

- ADV - Advocates Supported Housing
- AH - *Mary Rita's House Transitional Housing Program
- AH - *New Dawn RRH
- AI - ESG RRH
- AI - Sponsor Based Permanent Supportive Housing
- AI - Welcome Home
- BCHS - KCSS Journey to Success
- BCHS - North Star Housing: Site-Based
- BCMH - Newton ESG RRH
- BI - Pathfinder PH Program**
- BoSCoC - EHV Emergency Housing Voucher**
- BYFS - Burlington YHDP RRH
- CC - St. Patrick's Rapid Re-Housing Somerville
- COL - Rapid ReHousing
- CTI - Campus Apartments Haverhill
- CTI - City of Lowell CARES ESG-Rapid Rehousing**
- CTI - Mainstream Vouchers**
- CTI - Seasonal Shelter
- CTI - YHDP Crisis Transitional Housing**

Select all Clear all Include Z-ed out projects

Or select by type +

You selected

- BI - Pathfinder PH Program**
- BoSCoC - EHV Emergency Housing Voucher**
- BYFS - Burlington YHDP RRH
- CTI - City of Lowell CARES ESG-Rapid Rehousing
- CTI - Mainstream Vouchers
- CTI - YHDP Crisis Transitional Housing
- CTI - YHDP Joint - RRH
- CTI - YHDP Joint - TH
- CTI - Youth TH-RRH - Rapid Rehousing
- CTI - Youth TH-RRH - Transitional Housing
- DMH - NESST - North East Scattered Site Tenancy
- ECHS - E-Nav ESG Rapid ReHousing MA-516 ESG
- ECHS - MHSA Rapid Re-Housing ESG
- HH - GBTB Greater Boston Tenant Based Dept of Mental Health
- HH - GBTB Greater Boston Tenant Based Heading Home
- IHR - Julie House
- SMOC - Lowell PSH
- SMOC - LTLC Sponsor Based Permanent Supportive Housing Lowell



VESTAmator: Select project(s)

Project selection tip:

- If you select a single project the list of matched clients will be shorter for you

Select projects
(1 selected)

ADV - Advocates Supported Housing
AH - *Mary Rita's House Transitional Housing Program
AH - *New Dawn RRH
AI - ESG RRH
AI - Sponsor Based Permanent Supportive Housing
AI - Welcome Home
BCHS - KCSS Journey to Success
BCHS - North Star Housing: Site-Based
BCMh - Newton ESG RRH
BI - Pathfinder PH Program
BoSCoC - EHV Emergency Housing Voucher
BYFS - Burlington YHDP RRH
CC - St. Patrick's Rapid Re-Housing Somerville
COL - Rapid ReHousing
CTI - Campus Apartments Haverhill
CTI - City of Lowell CARES ESG-Rapid Rehousing
CTI - Mainstream Vouchers
CTI - Seasonal Shelter
CTI - YHDP Crisis Transitional Housing
CTI - YHDP Joint - RRH

You selected
BYFS - Burlington YHDP RRH

Refresh options based on selected projects

Turn off strict PSH/RRH matching

Turn off strict region matching

Show DV comparable scores

View column/field names Show cell position markers

Select a section to run
(all selected) Show/hide

Run the report

[View here](#) [Download as Excel file](#) [Email me](#) [Print](#)



Select Options

Option selection tip:

Turn off strict PSH/RRH matching

Turn off strict region matching

Show DV comparable scores

Select projects
(1 selected)

- ADV - Advocates Supported Housing
- AH - *Mary Rita's House Transitional Housing Program
- AH - *New Dawn RRH
- AI - ESG RRH
- AI - Sponsor Based Permanent Supportive Housing
- AI - Welcome Home
- BCHS - KCSS Journey to Success
- BCHS - North Star Housing: Site-Based
- BCMh - Newton ESG RRH
- BI - Pathfinder PH Program
- BoSCoC - EHV Emergency Housing Voucher
- BYFS - Burlington YHDP RRH**
- CC - St. Patrick's Rapid Re-Housing Somerville
- COL - Rapid ReHousing
- CTI - Campus Apartments Haverhill
- CTI - City of Lowell CARES ESG-Rapid Rehousing
- CTI - Mainstream Vouchers
- CTI - Seasonal Shelter
- CTI - YHDP Crisis Transitional Housing
- CTI - YHDP Joint - RRH

You selected
BYFS - Burlington YHDP RRH

[Refresh options based on selected projects](#)

Turn off strict PSH/RRH matching

Turn off strict region matching

Show DV comparable scores

View column/field names Show cell position markers

Select a section to run
(all selected) [Show/hide](#)

Run the report

[View here](#) [Download as Excel file](#) [Email me](#) [Print](#)



Select Options

- Turn off strict PSH/RRH matching** – to show eligible clients regardless of whether they are geared to PSH or RRH
- Turn off strict region matching** – to show eligible clients from any region
- Show DV comparable scores** - the score contains all scored elements from the CE Assessment plus the CE Quick Screen score and time homeless



Tip: When eligible clients cannot be found, start by selecting only one of these toggles at a time.



Results Section 1: Project Availability

1. Projects with availability



Showing 1 to 7 of 7 entries

Download as Excel

Copy to clipboard

Activate filtering

Filter:

Project Name	Rental Assistance Availability	Address or Unit Name	Region	Client Requirements	Match Any or ALL Requirements	Household Type	# Bedrooms	Unit Info	Contact Person	Contact Info	Notes	
BYFS - Burlington YHDP RRH ?	Yes	Available Unit 2	YHDP	Youth	any	Either adult-only or family			Catherin Torres Iparraguirre	7815051105 - ctorres@burlington.org	Contact Monday through Thursday	Find clients
BYFS - Burlington YHDP RRH ?	Yes	Unit 3	YHDP	Youth	any	Either adult-only or family			Catherin Torres Iparraguirre	7815051105 - ctorres@burlington.org	Contact Monday through Thursday	Find clients
BYFS - Burlington YHDP RRH ?	Yes	Unit 4	YHDP	Youth	any	Either adult-only or family			Catherin Torres Iparraguirre	7815051105 - ctorres@burlington.org	Contact Monday through Thursday	Find clients

Use the "Find clients" feature to show the clients matched to a single unit or scroll to Results Section 2



Results Section 2: Client matches for selected projects



2. Client matches for selected projects

- Clients are matched to projects by household type, number of bedrooms, and regions.
- For PSH projects, clients also must be chronically homeless, AND have at least one characteristic matching the project's target populations.
- Only clients with no outstanding housing referrals are included.

Project name	Unit name	Client	Total score	Client type	Household size	Bedrooms needed	Preferred Regions	Client Profile ?	Matched on	Refer client
(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕	(all) ▾ ✕
BYFS - Burlington YHDP RRH	Available Unit 2		125	RRH	1	1	YHDP	?	Youth	Refer
BYFS - Burlington YHDP RRH	Available Unit 2		106	RRH	1	1	YHDP	?	Youth	Refer
BYFS - Burlington YHDP RRH	Available Unit 2		99	RRH	1	1	YHDP	?	Youth	Refer



Filter & Sorting Options

Showing 1 to 406 of 406 entries Download as Excel Copy to clipboard Reset filtering Filter:

Project name	Unit name	Client	Total score	Client type	Household size	Bedrooms needed	Preferred Regions	Client Profile	Matched on	Refer client
(all)	(all)	(all)	(all)	(all)	(all)	(all)	(all)	(all)	(all)	(all)

Filter options - type a filter term into the upper right-hand field or use one of the drop-down fields.

Sorting - use the “faint” arrows next to data elements to sort by ascending or descending



Referring Clients to Project Openings

There are only two ways to correctly refer a client to a project opening in VESTA:

1. From section 2. of the VESTAmator report click the Refer button in the right column of the client you want to refer:

2. Client matches for selected projects [Help](#)

Showing 1 to 399 of 399 entries [Download as Excel](#) [Copy to clipboard](#) [Reset filtering](#) Filter:

Project name	Unit name	Client	Total score	Client type	Household size	Bedrooms needed	Preferred Regions	Client Profile	Matched on	Refer client
(all) ✕	(all) ✕	(all) ✕	(all) ✕	(all) ✕	(all) ✕	(all) ✕	(all) ✕	(all) ✕	(all) ✕	(all) ✕
BYFS - Burlington YHDP RRH	Available Unit 2		125	RRH	1	1	YHDP	?	Youth	Refer

2. From the Client Summary page:

Client Summary

Latest assessment overview

Latest Assessment was on **12/19/2023** with a score of **66**. [> VIEW](#)

This client is not chronically homeless and should go to Rapid Re-Housing.

There are no pending intakes to a housing project.

[+ Refer to housing with the VESTAmator](#)



Refer a Client – Method 1

Fill out the referral details and save.

Is the Unique Unit Identifier present?

An electronic referral in VESTA will **only** take place if there is a Unique Unit ID on this form. If this field is blank, it means that you did not use one of the two referral methods described on the prior slide and the provider will NOT receive notice of the referral.

Add new Coordinated Entry Event for Peppermint Sidewalk (Peppermint7340)

Use this form to record client referrals to housing and services.

Date

Current living situation

Living situation verified by

Event

→ Proposed match

Unique unit identifier

→ Referral result

→ Date of result

Note

45 of 2500 > CHECK SPELLING > ZOOM

< CANCEL SAVE >



Receiving Referrals

Dashboard Search Reports Help & More Admin Switch project Log out

BYFS - Burlington YHDP RRH (click here to view an active client) Add a client / intake a client

RRH with HMIS Admin user level.

In the Last 365 Days

Average 4 months, 4 days

Time from Start to Move-in (no clients found)

What's Up with My Data?

Timely Data Entry in the Last Year (Goal: 100%)

	% entered	real time
Intake	100%	
Exit	100%	

What I Need To Know

Pending Intakes ?

Filter:

- > Greene2136 Phone: 16175731399; Email: donna.curley@mass.gov Added 2/23/2024 1:16:36 PM ✖
- > Honesty6833 Phone: 513-555-1212; Email: techsupport@partnershipcenter.net Added 2/23/2024 1:17:10 PM ✖

Incomplete intakes and exits ?

(none)

Referrals will display under the housing project's "What I Need To Know" section on the project dashboard as a Pending Intake



Referring Clients to Projects – Method 2

There are only two ways to correctly refer a client to a project opening in VESTA:

2. From the Client Summary page:

Select the “Refer to housing with the VESTAmator

▼ Client Summary

🎯 Latest assessment overview

Latest Assessment was on **12/19/2023** with a score of **66**. [> VIEW](#)

This client is not chronically homeless and should go to Rapid Re-Housing.

❗ There are no pending intakes to a housing project.

+ Refer to housing with the VESTAmator



Refer to housing with Method 2

Choose "Select" and the project will show in the "Proposed match" section, save the form to create the referral

Add new Coordinated Entry Event for Peace Cleverly (Peace9547)

Use this form to record client referrals to housing and services.

Date:

Select a target project using the VESTAmator **Match rank of 1 is best, 99 means no direct match on client characteristics**
Indicates a joint component project - check with provider for availability Search this table:

Match rank	Project name	Unit Name	Project type	Total active clients	Total pending clients	Region	Target populations	
Exact matches based on project type, region, household type and bedrooms								
	SHC - PASS Rapid Re-housing	2134 Alpine PI RRH		3	0	Metro, North Middlesex, Northshore, VSP, West, YHDP	Domestic violence	<input type="button" value="Select"/>
Matches based on these client characteristics								
Household size: 1; Number of bedrooms: 1; Preferred regions: Northshore ; Client characteristics: Mental health disorder, Disability, Veterans, 55+, Men								
Your selection is recorded below. Click "SAVE" to complete the referral and create a pending intake at the selected project.								

Event:

→ Proposed match:

Unique unit identifier: e2b9ce21-34a9-4b05-9a97-dafe12c3ce7f

Note:

< CANCEL SAVE >



Client Summary referral

The referral with show as a “Proposed match” in the projects Pending Intake list

▼ Client Summary

🎯 Latest assessment overview

Latest Assessment was on **5/30/2023** with a score of **54**. > VIEW

❗ No Housing Preferences form has been recorded. + ADD

This client is not chronically homeless and should go to Rapid Re-Housing.

Referral to **SHC - PASS Rapid Re-housing** done on **2/27/2024**, Pending intake created, ⌚ No result yet ✎ EDIT ↗

What I Need To Know

Pending Intakes ? 🔍

Filter:

> Peace9547 ↗ **Phone: 513-555-1212; Email: techsupport@partnershipcenter.net**
Added 2/27/2024 3:39:53 PM ✖ ↗



Running Reports – Enhance your view

- **View here** – displays the report on your screen
- **Download as Excel file** – opens an excel spreadsheet of the report
- **Email me** – will e-mail you an Excel spreadsheet of the report (this is very useful when running large reports)
- **Print** – to print your report



Thank you!

