BAY AREA HMIS

Monterey, Napa, San Benito, Santa Clara, Santa Cruz Counties

ART Recommended

Reports Catalog

About this Guide

The ART Recommended Reports Catalog contains the most useful reports for programs participating in HMIS. More reports available in the ART Gallery Index, which is posted on the HMIS website for each county, and in the ART Gallery Reports and Resources folder (see picture below). Some CoCs also customized reports. Check with CTA.

Accessing ART

An ART Viewer license is needed to access ART

To access ART Recommended Reports:

- Click the **Reports** tab (left side of screen)
- Scroll down to the **Customs Reports** box. Click **ART**
- Click ▶ to left of **Public Folder**
- Click ▶ to left of **ART Recommended Reports**

A listing of folders will appear:

- **1 - Data Quality**
- **2 – Funding Reports**
- **3 – Agency Admin**
- **4 – Program Management**
- **5 – Case Management**
- **6 – SSOM (Matrix)**
- **7 – Call Point**
- **8 – Shelters**
- **9 – Countywide Performance**
- **10 – System Admin**
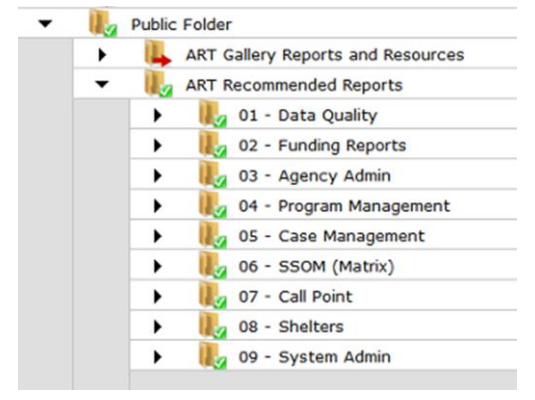
Running Reports:

- Click ▶ to left of the folder containing the report to run
- Find your report. Click 📄 (right side screen)
- Report loads (it may take a few minutes)
- Enter **Prompts** data. Click **Run Query**

Need assistance or more info on a report? Find the user guide for that report.

- Click ▶ to the left of **Available Reports and Templates**
- Click ▶ to the left of **ART Gallery Report Manuals**
- Click **Next** until report found. Reports sorted by number.
- Click 🛈 (right side of screen)
- Option to **Open** or **Save** appears
- **How to Run** or **Instructions** sections offer guidance on each prompt
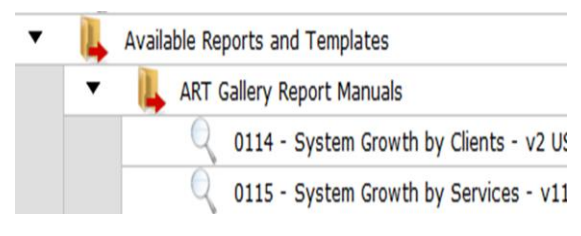
ART Gallery Reports

Data Quality

0227 **Program Descriptor** **Data Elements**	**Program Descriptor Data Elements** This report card helps identify program-level descriptors which are missing from HMIS. Program-level descriptors include such items as Geocode, Program Type, Site Type, and Address. Please contact Community Technology Alliance to correct your program descriptors.
0243 **Data Quality Report** **Card: Services** **Workflow**	**Data Quality Report Card** A data quality monitoring tool that generates a letter grade based upon program's data completion rate for required data elements. The report can be run for multiple programs and is sectioned by provider so that each provider's report card will be displayed on a separate page. Prompts allow the user to specify a date range and to select the provider(s) on which to base the report. The report includes a detail section to assist users in finding and fixing data entry omissions.
0252 **Data Quality Report** **Card: Entry/Exit** **Workflow**	**Programs using entry/exits during their intake process** **Use 0252: run report by selecting one or more Providers** **Programs not using entry/exits (using services or shelter stays)** **Use 0243: run report by selecting one or more Providers**
0252b **Outreach Data** **Quality Report Cards**	**Outreach Data Quality Report Cards** The Outreach Data Quality Report Card is designed for Outreach Programs. The report is designed to provide a data quality grade appropriate for Outreach Programs.
0252c **Don't Know/Refused** **Data Quality Report** **Card**	**Don't Know/Refused Data Quality Report Card** The Don't Know/Refused Data Quality Report Card is designed to give your provider a grade based on the amount of "Don't Know/Refused" answers within client files. This report card is a tool to help providers comply with data quality standards.
0270 **SSOM Data Quality** **Report** **(SSOM** **DQR)**	**Self-Sufficiency Outcomes Measure Data Quality Report** This report was originally created for the Housing 1,000 Care Coordination Project. It is useful for anyone who is using the SSOM module. This report does two things: 1.) Provides users with a list of upcoming and past due matrix measurements (measured quarterly from the program entry date) (Matrix Due Date tab), 2.) Provides a list of those clients with program entries but no initial matrix measurement (No Initial Matrix tab).

Funding Reports

AHAR

| 0629 Housing Inventory Report |

Housing Inventory for NOFA
Produces the HUD Housing Inventory Chart required for the annual NOFA application. The HIC is designed to accurately reflect each CoC's capacity to house homeless and formerly homeless persons and provides an inventory of emergency shelter, transitional housing, and permanent supportive housing beds available in the CoC. The inventory should include all HUD-funded residential programs, as well as non-HUD funded programs that provide housing to homeless and formerly homeless persons. The report provides information on targeted populations that are served in the CoC, inventory types, and bed types.

CoC APR

| 0625 HUD CoC APR |

HUD CoC APR
Facilitates the extraction of data for the completion of the CoC APR. The layout of the report is patterned after the HDX data input screen to facilitate on-line reporting. A companion ART report, 0631, provides details to assist in addressing data quality issues.

| 0631 HUD CoC APR Detail |

HUD CoC APR Detail
A companion to report 0625 and displays details behind the CoC APR report. This report consists of several tabs, each tab focusing on specific portions of the CoC data. The report also includes features to assist in data quality monitoring such as null data flags, identification of non-HUD question values, and a duplicate clients.

| 0632 HMIS APR Questions 10 and 11 |

Report Covering HMIS APR Questions 10 and 11
This report has been created to facilitate the extraction of data for the completion of questions 10a-f and 11a-c of the HMIS APR. The layout of the report is patterned after the e-snaps data input screens to facilitate on-line reporting. The report is broken down by data elements that take into account year round beds and units for clients with and without children as well as the number of persons and households in residential programs. Question 11 of the report (Tab B) gives a depiction of data quality relating to client demographic information.

| 0633 HMIS APR Questions H2 and H3 |

HMIS APR Questions H2 and H3
This report has been created to facilitate the extraction of data for the completion of question H2d of the HMIS APR. The layout of the report is patterned after the e-snaps data input screens to facilitate on-line reporting. Question H2 within this report relates directly to the scope of HMIS implementation within the CoC as well as entire HMIS implementation. The report also generates detailed information relating to client detail, provider detail, and user detail.

HIC/PIT

**0629
Housing Inventory
Report**

Housing Inventory for NOFA

This report produces the Housing Inventory Chart required for the annual NOFA application. The HIC is designed to accurately reflect the CoC's capacity to house homeless and formerly homeless persons. The report further provides an inventory of emergency shelter, transitional housing, and permanent supportive housing beds available in the CoC. The inventory should include all HUD-funded residential programs, as well as non-HUD funded programs that provide housing to homeless and formerly homeless persons. The report provides information on targeted populations that are served in the CoC, inventory types, and bed types. Further details are provided on individual programs throughout the CoC with a description of program type and demographics.

**0630
Shelter/Unsheltered
PIT**

Sheltered/Unsheltered PIT

Provide the client and household data needed to complete the sheltered portion of the "Homeless Populations" tab and the "Homeless Subpopulation" tab in the 2013 Annual Point-In-Time module of the HUD HDX. This information relates to clients being served in an Emergency Shelter, Transitional Housing, or Safe Haven Program at the time or the annual homeless count. This report also provides the client and household level detail to assist in documentation and data quality processes. The report can be easily modified to consider entry exits only. This report is also targeted towards different age groups, broken down by children, adults, and other targeted populations.

**HIC
Bed Inventory Report**

HIC Bed Inventory Report

Extracts the bed inventory data and prepares it for entry into the eHIC chart on the HUD's HDX website. This is a point-in-time report that takes a snapshot of the bed inventory connected with the January 2010 Homeless PIT count. It is essentially designed for one time use, and a new version of this report will be produced annually. The report is broken down by ES, TH, and PSH program types in the CoC.

HOPWA

**0603
HOPWA CAPER**

HOPWA CAPER

Facilitates the extraction of data for the completion of the HOPWA CAPER. (Housing Opportunities for Persons with AIDS Consolidated Annual Performance and Evaluation Report). It will also assist with monitoring of data quality related to the HOPWA CAPER.

**0604
HOPWA APR**

HOPWA APR

This ART Gallery report has been created to facilitate the extraction of data from ServicePoint for the completion of the HOPWA APR (Housing Opportunities for Persons with AIDS Consolidated Annual Performance and Evaluation Report). It will also assist with monitoring of data quality related to the HOPWA APR. Report details include the total number of HOPWA Eligible individuals served with housing assistance broken down by a variety of demographic variables. Further details are provided on Supportive Services and Housing subsidy assistance towards various housing facilities.

Other Funding Reports

City Services

City Services Report
This report includes: the number of clients served, ethnicity of clients served, HUD income level, family characteristics, disabilities, and housing type for all clients in a specified program during the report period. It also lists the names and HMIS user ID's for all clients in the report. **This report includes a prompt for client LP zip code(s).**

City Services (with Zip of 1st contact prompt)
Same as above except: includes optional prompt for Zip code of first contact.

CSD 295

CSD 295 Report
This report is designed to help agencies complete the CDBG 295 Report. It fulfills the 295 Report's data requirements for individuals and families. Data reported includes: client age, ethnicity, race, disability, housing status, family composition, income level, and income type. It also lists the names and HMIS user ID's for all clients in the report.

United Way

United Way (with LP zip code prompt)
This report includes information pertaining to: client age, gender, disability, race, ethnicity, location of residence (by region, city, and zip code), individual income level, and household income level. This report includes a prompt for client zip codes. It also lists the names and HMIS Client ID numbers for all clients in the report.

United Way (with Zip code of 1st contact prompt)
Same as above except: optional prompt for Zip code of first contact.

0635
NOFA CoC
Application Section
2D

Report Covering NOFA CoC Application Section 2D
The 0635.00 report is designed for use to complete two of the Sections in Q2D of the CoC Consolidated Application. The first section is Length of Housing for Emergency Shelter, Safe Haven and Transitional Housing during a user specified date range. The second section reports Missing, Don't Know and Refused percentages on a single day in the last 10 days of January.

*Please note: Reports are periodically added to this folder as they become available. If you see any reports not listed in this catalog, please contact Community Technology Alliance for a full description of the report.

Agency Admin

123 - ServicePoint User Last Login Report

ServicePoint User Last Login Report
This report has been created to show ServicePoint users' last login dates to aid Agency Administrators in license management.

227 - Program Descriptor Elements Data Quality

Program Descriptor Elements Data Quality
This report is designed to monitor data quality by locating HUD required program descriptor data which is missing. Specifically, this report extracts information needed to complete section H11c of the 2010 HMIS Dedicated Project Annual Progress Report funded under the Supportive Housing Program (SHP).

Program Management

0120 - Period End Enrollment

Period End Enrollment
Monitors program enrollment occurring over a specified period of time by reporting the total enrollments at the end of annual, quarterly and monthly time frames. The report contains three tabs and a reference appendix. Tabs A, B and C report on enrollment by year, by calendar quarter and by month. Users can easily control the amount of data shown and the corresponding look of the charts by varying their responses to the user prompts.

0323 Program Demographics

Program Demographics
This report provides a breakdown of client demographics and other data for clients who were actively enrolled in a specified program (or programs) during a specified period of time based upon their entry and exits dates and/or shelter-stays.

0521 Prevention Outcomes

Prevention Outcomes
This report identifies, tracks, and analyzes prevention outcomes. The report identifies clients who have exited a prevention program/received prevention services and have subsequently entered emergency shelter. The report compares the demographics and services of those entering shelter and those remaining housed. The report also analyzes the length of time between prevention intervention and shelter entry

0550 Exit Destination Outcomes

Exit Destination Outcomes
In addition to basic exit and outcome information, the report groups positive and negative exits by different variables such as household status and the number of services received during the program. As a result, you can see how those variables are associated with positive and negative destinations after program exit.

0551 Exit Reason for Leaving Outcomes

Exit Reason for Leaving Outcomes
In addition to basic exit and outcome information, the report groups positive and negative exits by different variables such as household status and the number of services received during the program. As a result, you can see how those variables are associated with the positive and negative reasons for leaving the programs.

0552 Goal Outcomes

Goal Outcomes
The purpose of the report is to look at goal outcomes by goal types. Goal outcomes are also grouped by demographic and service-related variables so you can see what other factors might be affecting goal outcomes.

0554.00 Income Maintenance

Income Maintenance
Want to know how clients' incomes are affected during your program? This report series demonstrates income outcomes during a program. Outcome is defined as whether a client has maintained or improved their income during their stay. No change or any increase in income during a stay are counted as positive.

**0554.01
Income
Improvement**

Income Improvement
This report defines the outcome more rigorously as whether a client has improved their income during their stay. Any instances of an increase in income during a stay are counted positively. Instances in which there is no change in client income are counted negatively, since income is not improving.

**0607
IDIS CAPER for
Multiple Funding**

IDIS CAPER for Multiple Funding Streams
This report extracts data needed to complete the CAPER which is required by IDIS. This report can be utilized for multiple funding streams including but not limited to ESG, CDBG, and HOPWA. The report includes a client detail tab, a household detail tab and a data quality tab which are designed to assist users with data cleaning and verification.

**Countywide
Performance
Measures**

Countywide Performance Measures
This report is designed to provide county-wide performance information to HMIS administrators. The report contains performance measures related to: client housing destination by program type, income change, average nightly bed occupancy, and reason for program exit. A listing of programs in the county is also provided.

Case Management

Client Case Plans

Prints client's case plan including goals, action steps, case notes, referrals and services. This report is designed to allow users to view multiple clients and their respective case plans at once. The Case Plan document displays goals, action steps, and case notes with full details as well as a history of the client's program enrollment, caseworkers, and infractions. The Case Plan document is designed to allow batch printing with each client's plan beginning on a new page. Drill filters allow the user to limit the report to a single client or to the clients of a specific caseworker. Additional Tabs include a case note-only display, a goal analysis tab and case plan statistics.

0404
Client Case Plans

Client Living Situation History

Presents a chronological history of the changes in a client's living situation. The information is based on a combination of four data sources which include residential program enrollments, residential shelter stay events, prior living situation recorded at program entry and destinations recorded at program exits.

0408
**Client Living
Situation History**

Client Event History

Presents a chronological history of a client's program-related events. The report includes a summary of listing of events by client, and a second tab which displays the information connected with each event. This report can also be used to trouble shoot reporting problems with a client. Event types contained in the report include: program entries and exits, needs, services, referrals, goals, action steps, case notes, household membership transactions, release of information transactions, quick call records, incidents, case management assignments, disability starts and ends, income starts and ends, non-cash benefits starts and ends, and work history information.

0409
Client Event History

SSOM (Matrix)

0405 Client Achievement

Client Achievement Report

Compares the initial and the final Self Sufficiency Outcome rating for each of the clients in a selected program. Initial/Final comparisons with calculated gains/losses are reported for each domain where at least one value has been recorded, as well as an average score for all domains. To be included in this report the client must have an initial SSOM assessment and a final SSOM assessment by the specified provider and on or after the report's specified start date.

0407 Client Progress

Client Progress Report

Compares the initial (first) and the most recent (last) Self Sufficiency Outcome rating for each of the clients in a selected program. First/last comparisons with calculated gains/losses are reported for each domain where values have been recorded, as well as an average score for all domains. This summary report displays the results both graphically and in table format. To be included in this report the client must have at least an initial SSOM assessment and one additional assessment of any type by the specified provider, at least one of which must be in the specified date range.

508 SSOM Domains at Population Entry

SSOM Domains at Population Entry

Allows programs to address the relevant matrix domains where the need is greatest. The report depicts the distribution of client entry values in each domain through numeric, graphic, and statistical representation. The report also provides data completeness information so that a program is able to remedy missing data.

509 SSOM Domains at Population Exit

SSOM Domains at Population Exit

Allows programs to see where clients lie on the domains upon exit from the program. The purpose of the report is to depict the distribution of client exit values in each domain through numeric, graphic, and statistical representation. The report also provides data completeness information so that a program is able to remedy missing data.

SSOM - All Points of Measurement for a Program

SSOM - All Points of Measurement for a Program

Allows programs to see points of measurement entered for each client in a program. The client name, client ID, type of measurement point and date of measurement point are all provided.

SSOM Client & Program Achievement Report

SSOM Client & Program Achievement Report

Compares the initial and the final Self Sufficiency Outcome rating for each of the clients in a selected program. Initial/Final comparisons with calculated gains/losses are reported for each domain where at least one value has been recorded, as well as an average score for all domains. Both the client report and the program report display the results both graphically and in table format. To be included in this report the client must have an initial SSOM assessment and a final SSOM assessment by the specified provider and on or after the reports specified start date.

Call Point

1102 **Call Volume**

Call Volume

This report is designed to monitor call volume by reporting on the number of new calls added to the system. The report contains three tabs. The tabs reports report call volume of a yearly, quarterly and monthly basis. Each report includes two bar charts, one showing the total calls to-date and the other representing call volumes during each reporting period. The report's default settings include all calls for all providers, however by utilizing drill filters, or by adding query filters, users can easily limit the results to the clients added by a specific provider or by a specific user, per instructions included in the documentation.

1301 **Call Frequency and** **Distribution**

Call Frequency and Distribution

This report is designed to assist in evaluating call frequency and distribution. Statistics and graphical displays include call volumes by date, by day of the week, by hour of the day and by day of the month. Drill filters allow the user to focus analysis on individual providers, users, call type or type of caller.

Shelters

0254
Shelter – History, Overlap and Return

Shelter – History, Overlap and Return
Displays a client's Service and/or Entry Exit history with alerts to notify the user when the client has multiple stays in the same time period at different providers.   The report can also be used to determine the number of clients that return to the shelter within a certain time period in order to calculate the percentage of repeat clients within that time.

0315
Program Daily Census

0315 Program Daily Census
Designed to provide up to a 31 day daily program census. The daily census is based on client entries and exits, and includes individual counts, household counts, percent of capacity and breakdowns by gender, age, race, ethnicity and prior living situation. The report includes the client detail related to each breakdown, and combined counts for the entire reporting period.

0555
Shelter Recidivism

Shelter Recidivism
Details the extent of shelter recidivism after a program is designed to prevent it. Depending on how the program works, you can examine the extent of shelter recidivism after entry into a program or the extent of shelter recidivism after exiting the program. You can also examine recidivism after either entry or exit simultaneously

Current Bed Inventory

Current Bed Inventory
This report extracts the current bed inventory according the inventory start and end dates and the report date supplied by the user. Unlike 0616, this is a dynamic report that can be used to track inventory on an on-going basis providing the data is updated in ServicePoint. This report does not classify Inventory Type (C/N/U) since it is a fixed/non- dynamic classification.

System Admin

**0121
Users by Provider
Report**

Users by Provider
Lists users by name/email address, and by Provider. Users are further broken down by HMIS access level and by licensing provider. A numeric Service Point User Count and ART User Count is generated through this report as well.

**0122
Art License
Management Report**

ART License Management Report
The report breaks down the implementation's ART licenses by type, allocation status, provider, and assignment status. The report also includes a detailed listing by provider/type which includes user name, license number and date of assignment.

**0126
ServicePoint Provider
Assessment Admin
Report**

Provider Assessment Administration
This report has been created to show current Assessments Administration Settings for all assessments listed on a provider's ServicePoint Admin Providers page. Assessment Administration Settings that can be compared across multiple providers included: "Visible," "Default," "Show on Profile," "Show on Entry," and "Show on Exit".

**0213
UDE Completeness-
EE Workflows-
Program Type Codes**

UDE Completeness with EE Workflows
Designed to assist administrators in monitoring data quality and identifying clients with null values in one or more of the eleven assessment based Universal Data Elements (UDEs) required by HUD for programs which serve homeless individuals. The report provides the percentages of null responses and the percentages of refused/unknown responses for each of the UDEs.

**0227
Program Descriptor
Elements by Provider
Group Mapped**

Program Descriptor Elements by Provider Group
This report locates HUD required program descriptor data which is missing. Reportable data elements include Program Name, Site Configuration Type, Site Address, Geocode, Site Type, Housing Type, CoC Number, Program Type Code, bed and Utility Inventory Information, and Target Population which are further summarized by program. This helps w/ Supportive Housing Program (SHP). A separate Detail by Program Tab breaks the completed and null values for each data element by individual programs.

**0635
NOFA CoC
Application Section
2D**

Report Covering NOFA CoC Application Section 2D
The 0635.00 report is designed for use to complete two of the Sections in Q2D of the CoC Consolidated Application. The first section is Length of Housing for Emergency Shelter, Safe Haven and Transitional Housing during a user specified date range. The second section reports Missing, Don't Know and Refused percentages on a single day in the last 10 days of January.

Count of Homeless Clients Added by CoC

Count of Homeless Clients Added by CoC
This report is used for the CoC APR submission. The report provides a count of clients whose records were created by a provider in a particular CoC by the effective date of the report, and who are homeless as of that date. The report also provides a list and a count of clients whose records were created by a provider in a particular CoC within the report period, and who are homeless as of their first event recorded in the report period.

HMIS Participation by Program Type

HMIS Participation by Program Type
This report is used for the Coc APR submission. Report is divided by program type code and CoC's. Service only providers do not have "outreach programs" listed in this report. Details for each CoC include HMIS Participation by Program Type and information is given about a program's service point user status.