

# **AES**

## **Adaptive Enterprise Solutions**

### **REPORT INVENTORY DOCUMENTATION**

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## Report Setup Requirements

The following tables provide the required setup for each report. It should be noted that the Standard Setup table is required for all reporting purposes.

Note: All pages are referenced by actual name, not the tree view name; these names can be found in the URL address field in the system, i.e. Client Demographics page in Central Intake Library is shown as centralintake/household, so Library = Central Intake, Page = Household.

### Standard Outcome Reports Setup (All)

Library	Page	Field(s)	Definition	Impact
Organization	Locations/top section	Type	Type of Agency	Appears on Reports
Organization	Contracts	Description	Description of Contract	Distinguish Contracts
		Funding Source	Who is paying for Contract	Appears on Reports as Funder
		Funding Area	Funding Area	Appears on Reports as RFP
		Active checkbox	Denotes active Contract	Contract will not be viable without checkmark
		Contract Number	Name of Contract	Parameter Choice and appears on Report
		Contract Amount	\$ amount of Contract	Appears on Report, used in calculations on some reports
		Contract Start and End Dates	Start and End dates of this year of contract	Appears on Reports, must include time period that Services are delivered; sets time periods on some reports
Organization	Funding Codes	Code	Funding Code name	Funding Code must be created and linked to Contract in order for Activities to be created
		Activity Flag	Checkbox determines if Activity or Head Start Funding Source	Must be checked in order to create Activities
Organization	Program Setup	Program	Program must be set up in Security Manager	Program Components cannot be created
		Question Code (Program)	Question Code defines questions for Entry page	Questions will not appear on Entry or Exit page
		Active checkbox (Program)	Denotes active Program	Program will not show up in dropdowns if inactive
		Prog Component	Name of Program Component	Program Component must exist for Services to be created
		Active checkbox (PC)	Denotes active Program Component	PC will not show up in dropdowns if inactive
		Activity	Activity Name	Activity must be created so it can be recorded for Client
		Activity Type	Determines Page on which Activity appear	Activity requirement
		Standard Name	Determines Standard Group that Activity is part of	Activity requirement
		Funding Code	Determines which Contract(s) pay for Activity	Activity requirement
		Unit 1 <sup>st</sup> field	Default number of units delivered	This can be changed by User when recording Service and Case Management Activities, but this number will appear on reports for

Library	Page	Field(s)	Definition	Impact
				Daily and Session Activity Types
		Unit 2 <sup>nd</sup> field	Defines unit type – unit, minute, day	This will appear on Application Service reports (and on some input pages in system)
		Active box (Activity)	Denotes active Activity	Activity must be active to appear in dropdowns
	Program Setup Details popup	Focus Code Service	Denotes who is enrolled in Program	Individual enrolls just Client, Family enrolls Client and all Family members
		Focus Code	Determines who shows up on Demographic Reports and how to calculate Poverty Level	Determines who shows up on Demographic report
		Start and End Dates	Start and End dates of Program	Determines Operation Year
		Duration	Must be filled in if using automatic exiting	Clients will be counted as exiting after this number of days
		Poverty Level	Denotes which Poverty Level type from Poverty Level page is used with this Program	Agency may have more than one type of Poverty used in reporting
		Closeout Mode	Must be selected if using different closeout mode	Clients will be counted as having exited from the Program in this closeout mode
Organization	Program Targets (Outcomes)	Milestone Title	Milestone Name, appears on Activity pages	Program Component cannot be generated for Client without at least one Milestone
		Start Date	Determines Operation Year of Milestones	Program Component cannot be generated without a Start Date
If using the Results Reports, the following also needs setup:				
Organization	Contracts	Title (Performance Measure)	This is the title for the Performance Measure selected in the popup window	This is what you will see on the Program Outcomes page
		Active box (Performance Measure)	Denotes active Performance Measure	Performance Measure must be active in order to appear on Program Outcomes page
		Performance Measure popup window	PM selected in popup links with selected Contract	This link allows PM to appear on Program Outcomes page
Organization	Program Targets (Outcomes)	Milestone – Contracted Target Areas Link	Link is created by selecting Milestone and Target Area then clicking DOWN arrow	Any achievements of this Milestone counts as an achievement of this Target Area
Organization	Forecaster	Start Date	Start Date of the Projection	Projection will start on this Date
		# Months	# Months to create Projection	Projection will start on Start Date and continue for this number of months
		Duration Date	Usually the Contract Start Date	Usually used for Programs that operate for less than a full year (Head Start)

<b>Library</b>	<b>Page</b>	<b>Field(s)</b>	<b>Definition</b>	<b>Impact</b>
		Total New – for each Milestone	Total number of Clients expected to complete this Milestone (will usually be less than the previous Milestone)	Used with Days to calculate Projection
		Calendar Days – for each Milestone	Number of days expected the average Client to complete this Milestone (from the completion of previous Milestone)	Used with Total New to calculate Projection, some Reports will show Clients who complete the Milestone within this time vs. who complete it at all
		Forecast	Forecast is created by clicking Generate Projection button	Results reports cannot calculate without the Projection

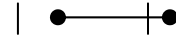
## Standard Reports - Common

### ACTIVE APPLICATION CUSTOMER

#### PARAMETERS AND SELECTION CONDITIONS

The Client must be enrolled in a Program during the Parameter dates; does not need Program Component or Service; does not matter what Operation Year

Only C and E Clients – entered during Parameter Dates and not exited will count



Application must have valid security information.

User must have security to see Clients.

Parameters:

- Start Date (Program Entry)
- End Date
- Agency Name
- Program
- Case Manager

#### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Last Name	Last Name	U	Central Intake	Demographics
First Name	First Name	U	Central Intake	Demographics
Date of birth	Date of Birth	U	Central Intake	Demographics
Gender	Gender	U	Central Intake	Household
Program Date	Date of Program Entry	U	CSBG Services or Services	Entry
Resource	Case manager selected at Program Entry	U	CSBG Services or Services	Entry

### ACTIVITIES & DEMOGRAPHICS REPORT or PROGRAM COMPONENT AND DEMOGRAPHICS REPORT

#### PARAMETERS AND SELECTION CONDITIONS

Use this report to view the demographic information on Clients served in Programs.

Client must be entered into a Program and received a Service to be counted

Parameters:

- Agency Name
- Program
- Start Date
- End Date
- Report Type (HMIS or CSBG)

#### REPORT MAPPING

Report Item	System Item	Setup, User or Calculation	Library	Page
Agency Customer Participants				
Poverty & Income at Entry				
% of households below 50% poverty level	Poverty Level = Below 50%	U & C	Central Intake & HMIS	Household & Entry Snapshot

Report Item	System Item	Setup, User or Calculation	Library	Page
% of households with HH income less than 1.5 time poverty	Poverty Level us 151% and over	U & C	Central Intake & HMIS	Household & Entry Snapshot
% of participants with income only from employment	Income Source = Employment Income	U & C	Central Intake & HMIS	Household & Entry Snapshot
% of participants with income from employment plus other sources	Income Source = Employment Income AND any other source	U & C	Central Intake & HMIS	Household & Entry Snapshot
% of participants with no source of income	Income Source = No Financial Resources	U & C	Central Intake & HMIS	Household & Entry Snapshot
Family Income by Percentage of Federal Poverty Level (Graph)		U & C	Central Intake & HMIS	Household & Entry Snapshot
Source of Family Income (graph)	Income Source dropdown	U & C	Central Intake & HMIS	Household & Entry Snapshot
Housing Status of Participants (graph)	Housing Type dropdown choices	U & C	Central Intake & HMIS	Household & Entry Snapshot
% who own their own homes	Housing Type = Own	U & C	Central Intake & HMIS	Household & Entry Snapshot
Family Composition (graph)	Family Type dropdown	U & C	Central Intake & HMIS	Household & Entry Snapshot
% of Families with two parents	Family type = Two Parents	U & C	Central Intake & HMIS	Household & Entry Snapshot
% Families headed by single female parent	Family type = Single Parent AND HOH gender = Female	U & C	Central Intake & HMIS	Household & Entry Snapshot
% Families headed by single male parent	Family type = Single Parent AND HOH gender = Male	U & C	Central Intake & HMIS	Household & Entry Snapshot
% Families with three or four members	Counts members of Family entered on Household page, >=3 and <=4	U & C	Central Intake & HMIS	Household & Entry Snapshot
% Families with five or more members	Counts members of Family entered on Household page, >=5	U & C	Central Intake & HMIS	Household & Entry Snapshot
Marital Status (graph)	Marital Status dropdown choices	U & C	Central Intake & HMIS	Household & Entry Snapshot
Participants by Age (graph)	Calculates by DOB	U & C	Central Intake & HMIS	Household & Entry Snapshot
% who are children younger than 18	Age < 18	U & C	Central Intake & HMIS	Household & Entry Snapshot
% who are adults	Age >=18	U & C	Central Intake & HMIS	Household & Entry Snapshot
% who are seniors age 55 or older	Age >=55	U & C	Central Intake & HMIS	Household & Entry Snapshot
Race of Participants (graph)	Race checkbox selections, including multi	U & C	Central Intake & HMIS	Household & Entry Snapshot
% of participants	Race does not = White	U & C	Central Intake &	Household & Entry

Report Item	System Item	Setup, User or Calculation	Library	Page
who are a racial or ethnic minority			HMIS	Snapshot
Ethnicity (graph) % of participants who are identified as Hispanic	Ethnicity = Hispanic	U & C	Central Intake & HMIS	Household & Entry Snapshot
Gender (graph) % female and % male	Gender = Female; Gender = Male	U & C	Central Intake & HMIS	Household & Entry Snapshot
Education Level of Participants (graph)	Shows Education dropdown totals	U & C	Central Intake & HMIS	Household & Entry Snapshot
% of participants who did not complete high school	Education Level = No Schooling Completed Or Nursery School to 4th Grade Or 5th or 6th Grade Or 7th or 8th Grade Or 9th Grade Or 10th Grade Or 11th Grade Or 12th Grade, No diploma	U & C	Central Intake & HMIS	Household & Entry Snapshot
% who have high school diploma or GED	Education Level = GED Or High School Diploma	U & C	Central Intake & HMIS	Household & Entry Snapshot
% who have college degree	Education Level = 4 Years College Or Graduate School	U & C	Central Intake & HMIS	Household & Entry Snapshot
% who have graduate degree	Education Level = Graduate School	U & C	Central Intake & HMIS	Household & Entry Snapshot
Veteran Status % who have served on active duty in Armed Forces of the United States	Veteran Status = Yes	U & C	Central Intake & HMIS	Household & Entry Snapshot
Disability Status % who have a physical, mental, emotional or developmental disability, or a diagnosable substance abuse problem that is expected to be of long duration and substantially limits their ability to live on their own	Disabled Status = Yes	U & C	Central Intake & HMIS	Household & Entry Snapshot
Veteran Status (graph)	Shows Veteran status = Yes, No or Refused			
Disability Status (graph)	Shows No, Yes, Refused, Missing, Don't know			
Primary Language (graph)	Graph of Primary Language dropdown Selections	U & C	Central Intake & HMIS	Household & Entry Snapshot
Second Language (graph)	Graph of Secondary Language dropdown Selections	U & C	Central Intake & HMIS	Household & Entry Snapshot
Prior Living Situation (graph)	Graph of Prior Living Situation dropdown Selections	U & C	HMIS	Entry Snapshot
Length of Stay (graph)	Graph of Length of Stay dropdown Selections	U & C	HMIS	Entry Snapshot
Poverty & Income				

Report Item	System Item	Setup, User or Calculation	Library	Page
Exit Information				
Poverty & Income at Exit % of households below 50% of poverty	Poverty Level = Below 50%	U & C	HMIS	Exit Snapshot
% of households with less than 1.5 times the federal poverty line	Poverty Level = 151% and over	U & C	HMIS	Exit Snapshot
% of participants with income only from employment	Income Source = Employment Income	U & C	HMIS	Exit Snapshot
% with income from employment and other sources	Income Source = Employment Income AND another source	U & C	HMIS	Exit Snapshot
% with no source of income	Income Source = No Financial Resources	U & C	HMIS	Exit Snapshot
Family Income by Percentage of Federal Poverty Level (graph)	Graph of Exit Income % of Poverty	U & C	HMIS	Exit Snapshot
Source of Family Income at Exit (graph)	Income Source dropdown selections, Exit Snapshot	U & C	HMIS	Exit Snapshot
Destination after leaving Program (graph)	Exit Question 2117	U & C	HMIS	Exit
Reason for leaving Program (graph)	Exit Question 2060	U & C	HMIS	Exit
Activity information	Grouped by Standard Name	S	Organization	Agency program
Activity Name	Name used for each Activity	S	Organization	Agency program
Number of individuals served	Counts number of Individuals who received this Service	C	HMIS	Services & Case Notes & Client Profile
Number of Households served	Counts number of Households who received this Service	C	HMIS	Services & Case Notes & Client Profile
Times Service Provided	Counts number of times this Service was provided	C	HMIS	Services & Case Notes & Client Profile

## AGENCY CUSTOMER REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to see all Clients created at your Agency and see their most recent active Program.

The Client must be originally entered into the system at this Agency; they do not have to be enrolled in a Program

User must have security to see Clients.

Note the + next to Agency Name, click it to view Client records

Parameters:

- Start Date (Date of Client creation in Central Intake)
- End Date
- Agency Name

## REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Last Name	Last Name	U	Central Intake	Demographics
First Name	First Name	U	Central Intake	Demographics
Date of Birth	Date of Birth	U	Central Intake	Demographics
Primary Language	Primary Language	U	Central Intake	Household
ID	Client ID	C	Central Intake	Demographics
UserID	UserID of staff who created original Intake	U	CSBG Services or Services	Entry
Program	Last Program client is enrolled in	U	CSBG Services or Services	Entry

## AGENCY CUSTOMER WITHOUT APPLICATION REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to see all Clients created at your Agency and see who does not have an active application.

The Client must be originally entered into the system at this Agency; they must NOT be enrolled in a Program

User must have security to see Clients.

Note the + next to Agency Name, click it to view Client records

Parameters:

- Start Date (Date of Client creation in Central Intake)
- End Date
- Agency Name

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
First Name	First Name	U	Central Intake	Demographics
Last Name	Last Name	U	Central Intake	Demographics
Date of Birth	Date of Birth	U	Central Intake	Demographics
Gender	Gender	U	Central Intake	Household
Primary Language	Primary Language	U	Central Intake	Household
ID	Client ID	C	Central Intake	Demographics
UserID	UserID of staff who created original Intake	U	CSBG Services or Services	Entry


## CASE MANAGER CASE TRACKING REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to make sure all existing Clients entered in the time period have Services recorded, view the last Service recorded for each Client

The Client must be entered into a Program at this Agency

Only B, C, E type Clients – entered during Parameters, but may have exited, and do not have to have Service within Parameter Dates

User must have security to see Clients. 

Parameters:

- Start Date (Program Entry Date)
- End Date
- Agency Name
- Case Manager (Staff login ID)

## REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Lists by Case Manager	Case Manager selected at Program Entry			
Last Name	Last Name	U	Central Intake	Demographics
First Name	First Name	U	Central Intake	Demographics
Program Name	Program Client is entered in	U & S	Services	Entry
Application Date	Date Client entered Program	U	Services	Entry
Last Service	Name of last service recorded for Client	U	Services	All service pages
Date of Last Service	Date service delivered	U	Services	All service pages
Today's Date	Number of months since last service	C	Services	

## CLIENT EMPLOYMENT REPORT

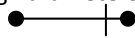
### PARAMETERS AND SELECTION CONDITIONS

Use this report to view Client Employment records and to see any change in Employment and Employment Income

The Client must be entered into a Program at this Agency

Only C or E type Clients – entered during Parameters, not exited, and do not have to have Service within Parameter Dates

User must have security to see Clients.



Parameters:

- Agency Name
- Program
- Case Manager (Staff login ID)
- Start Date (Program Entry Date)
- End Date

## REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Last Name	Last Name	U	Central Intake	Demographics
First Name	First Name	U	Central Intake	Demographics
Program Entry Date	Date entered on Program Entry page	U	Services or CSBG Services	Entry
Program Exit Date	Date entered on Program Exit page	U	Services or CSBG Services	Exit
Employer at Entry	Employer	U	Central Intake	Employment
Job Status	Job Status	U	Central Intake	Employment
Hire Date	Date entered as Date From	U	Central Intake	Employment
Hourly Wage	Hourly Wage	U	Central Intake	Employment
Monthly Income	Income entered (does not need to be monthly)	U & C	Central Intake	Household
Employer at Entry	Employer – will show 2 <sup>nd</sup> employer if exists	U	Central Intake	Employment
Job Status	Job Status – will show 2 <sup>nd</sup> employer if exists	U	Central Intake	Employment
Hire Date	Date entered as Date From – will show 2 <sup>nd</sup> employer if exists	U	Central Intake	Employment
Hourly Wage	Hourly Wage – will show 2 <sup>nd</sup> employer if exists	U	Central Intake	Employment
Monthly Income	Income entered – will show new	U & C	Central Intake and	Household and

	income entered if snapshot is also created on Entry page		Services or CSBG Services	Entry – Income Snapshot popup
Change in Income	Difference between the two monthly income figures	C	Central Intake and Services or CSBG Services	Household and Entry – Income Snapshot popup

## CUSTOMER IN PROGRAM 1 REPORT

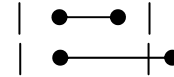
### PARAMETERS AND SELECTION CONDITIONS

Use this report to view number of Clients enrolled or exited during Date Parameters and also the number who received Services or completed Milestones during Date Parameters

The Client must be entered into a Program at this Agency, report will show all Programs

Only Clients enrolled during Date parameters (B, C, E) have potential for being counted

User must have security to see Clients.



Parameters:

- Start Date (Program Entry Date)
- End Date
- Agency Name

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Customer Enrolled in Program	Client Enroll Date is within Date parameters (B,C,E)	C	Services or CSBG Services	Entry
Customer Received Service	Client receives at least one Service within Date parameters (B,C)	C	Services or CSBG Services	Services
Customer Completed Milestone	Client has at least one Milestone marked Complete during Date parameters	C	Services or CSBG Services	Services
Customer Exit From Program	Client exited Program during Date parameters (B)	C	Services or CSBG Services	Exit

## CUSTOMER IN PROGRAM 2 REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to view number of Clients active in Program at any time during Date Parameters and also the number who received Services or completed Milestones during Date Parameters

The Client must be entered into a Program at this Agency, report will show all Programs

All Clients (A, B, C, D, E) have potential for being counted in at least one section of this report

User must have security to see Clients.

Parameters:

- Start Date (Program Entry Date)
- End Date
- Agency Name

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Customer Enrolled in Program	Counts all Clients currently in Program at any time during Parameter Dates (A,B,C,D,E)	C	Services or CSBG Services	Entry

Customer Received Service	Client received at least one Service during Parameter Dates (A,B,C,D)	C	Services or CSBG Services	Services
Customer Completed Milestone	Clients completed at lease one Milestone during Date parameters	C	Services or CSBG Services	Services
Customer Exit From Program	Client exited from Program during Date parameters (A,B)	C	Services or CSBG Services	Exit

## EXECUTIVE SUMMARY REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to usage information for Agencies and Programs in collaborative

User must have security to see Clients.

Parameters:

- None

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
I Deployment Status 1 Overview	# of Agencies	S		
	# of Programs	S		
2 History	# of Agencies and programs created during each month of previous year	S		
3 Number of Programs Details	Total s# of Programs in each Agency during the current month	S		
II Utilization 1 Monthly Average Utilization	% of Users per month	C		
2 % of Agency Users Online	% of users online at each Agency for current month	C		
3 total Average User Time Online	Time in minutes per month	C		
4 Average User Time Online	Time in minutes by Agency for current month	C		
5 New Customers	New Customers, Applications and Services for current month	C		
III Quality Measure 1 Severity 1 Support Ticket	Number of New, Closed and Open tickets per month for entire collaborative	C		
2 Severity 1 totals to date	Total number of Severity 1 tickets by closed, Developed, New and Open	C		
3 Average time to close Severity 1 ticket	Time in days by month	C		
4 Average Customer Movement	Average minutes	C		
5 Customer Movement	Average minutes	C		

# MONTHLY CUSTOMER SUMMARY REPORT

## PARAMETERS AND SELECTION CONDITIONS

Use this report to see usage information across a collaborative group. View percentage of usage by Region, by Agencies within each Region, and aggregate demographic information

The Client must be entered into a Program at this Agency, report will show all Programs

No Parameters

## REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Each Region plus the Collaborative Total shows:				
# of Customers entered in Central Intake	# Clients entered by Organization within the Region	U & C	Central Intake	Household & Demographics
# Custs in System	Same number expressed as a percentage of total Clients	U & C	Central Intake	Household & Demographics
# of Custs Entered in Program Entry	# of Clients entered into a Program within Region	U & C	Services	Entry
# of Orgs on System	# or Organizations within each Region	S		
% of Orgs on System	Same number expressed as a percentage of total Organizations	S		
# of Progs on System	# of Programs within Organizations in each Region	S		
% of Progs on System	Same number as a percentage of total Programs			
% of System Use	This Region's use as % of total Use	C		
By Agency within each Region shows:				
# of Custs Entered in Central Intake	# Clients entered by Organization within the Region	U & C	Central Intake	Household & Demographics
% of Custs in System	Same number expressed as a percentage of total Clients	U & C	Central Intake	Household & Demographics
# of Custs Entered in Program Entry	# of Clients entered into a Program within Organization	U & C	Services	Entry
# of Progs on System	# of Programs within Organizations in each Region	S		
% of Progs on System	Same number as a percentage of total Programs	S		
% of System Use	This Agency's use as % of total use	C		
Bar Charts show:				
Total number of customers in Central Intake for each Agency		U & C		
Total number of customers in Program entry for each Agency		U & C		
Pie Charts show:	% of total Collaborative in each Category, including missing			
Ethnicity	From dropdown	U & C	Central Intake	Household

Gender	From dropdown	U & C	Central Intake	Household
Veteran Status	From dropdown	U & C	Central Intake	Household
Disabled	From dropdown	U & C	Central Intake	Household
Primary Language	From dropdown	U & C	Central Intake	Household
Insurance	From dropdown	U & C	Central Intake	Household
Marital Status	From dropdown	U & C	Central Intake	Household
Relation	From dropdown	U & C	Central Intake	Household
Education	From dropdown	U & C	Central Intake	Household

## UNIVERSAL DATA ELEMENTS SUMMARY REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine missing data elements, both in a chart and graphically; the report shows missing data by Client for all Programs for one Agency or all Agencies

The Client must be entered into a Program, report will show all Programs and all Agencies

All Clients (A, B, C, D, E) have potential for being counted in at least one section of this report; Client will be listed for each Program and Agency entered into

User must have security to see Clients.

Parameters:

- Region
- Agency Name

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Data Elements	Various			
Count	Counts number of Clients who have this information	U & C	Central Intake & Services	Household, Demographics, Entry, Exit
Percentage	Calculates the percentage of Clients who have this information	U & C	Central Intake & Services	Household, Demographics, Entry, Exit
Graph	Graph shows the above percentages graphically			
Lower chart	Lists all Clients and shows information for each Client entered into a Program at an Agency	U	Central Intake & Services	Household, Demographics, Entry, Exit
Last Name/First name	Client Last Name and First Name	U	Central Intake	Household & Demographic
Agency	Agency recording Client	U		
Program	Program client entered into	U		
App ID	Generated Client Application ID	U		
SSN	Social Security Number	U	Central Intake	Household & Demographic
SSN Code	SSN Code	U	Central Intake	Household & Demographic
DOB	Date of Birth	U	Central Intake	Household & Demographic
Ethnicity	Ethnicity Status dropdown	U	Central Intake	Household
Gender	Gender dropdown	U	Central Intake	Household
Veteran	Veteran Status dropdown	U	Central Intake	Household
Disabling Condition	Disabled Status dropdown	U	Central Intake	Household

Residence Prior	Question 1 on Program Entry Page	U	Services	Entry
Length of Stay	Question 2 on Program Entry Page	U	Services	Entry
Zip	Zip Code	U	Central Intake	Demographic
Zip Code	Zip Data Quality	U	Central Intake	Demographic
Entry Date	Entry Date	U	Services	Entry
Exit Date	Date of Program Exit	U	Services	Exit, Exit Date from Exit popup window

## UNIVERSAL DATA ELEMENTS SUMMARY AGENCY REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine missing data elements, both in a chart and graphically; the report shows missing data by Client for all Programs in the Agency; same as previous report but shows only one Agency

The Client must be entered into a Program at this Agency, report will show all Programs

All Clients (A, B, C, D, E) have potential for being counted in at least one section of this report

User must have security to see Clients.

Parameters:

- Region
- Agency Name

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Data Elements	Various (see below)			
Count	Counts number of Clients who have this information	U & C	Central Intake & Services	Household, Demographics, Entry, Exit
Percentage	Calculates the percentage of Clients who have this information	U & C	Central Intake & Services	Household, Demographics, Entry, Exit
Chart	Chart shows the above percentages graphically			
Lower chart	Lists all Clients and shows information for each Client entered into a Program at Agency	U	Central Intake & Services	Household, Demographics, Entry, Exit
Last Name/First name	Client Last Name and First Name	U	Central Intake	Household & Demographic
Agency	Agency recording Client	U		
Program	Program client entered into	U		
App ID	Generated Client Application ID	U		
SSN	Social Security Number	U	Central Intake	Household & Demographic
SSN Code	SSN Code	U	Central Intake	Household & Demographic
DOB	Date of Birth	U	Central Intake	Household & Demographic
Ethnicity	Ethnicity Status dropdown	U	Central Intake	Household
Gender	Gender dropdown	U	Central Intake	Household
Veteran	Veteran Status dropdown	U	Central Intake	Household
Disabling Condition	Disabled Status dropdown	U	Central Intake	Household
Residence Prior	Question 1 on Program Entry Page	U	Services	Entry
Length of Stay	Question 2 on Program Entry Page	U	Services	Entry
Zip	Zip Code	U	Central Intake	Demographic
Zip Code	Zip Data Quality	U	Central Intake	Demographic
Entry Date	Entry Date	U	Services	Entry

Exit Date	Date of Program Exit	U	Services	Exit, Exit Date from Exit popup window
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## Standard Reports – CSBG

### CSBG SECTION G REPORT OR CLIENT DEMOGRAPHIC REPORT

#### PARAMETERS AND SELECTION CONDITIONS

All data in this report comes from a Snapshot. If a Client has more than one application they will have more than one snapshot. Reports will look for the earliest application snapshot that falls within the date range in one family.

Program Entry Date DOES NOT have to be inside of the given Date Range.

The Client’s application has to have at least has one Service which falls within the given Date Range.

Parameters:

- Start and End Date
- Agency Name
- Contract Number
- Program
- Program Component
- Activity
- County
- Case Worker

#### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Name of Agency Reporting		Set up in Security Wizard	Agency	Locations
Total Non CSBG Resources Reported in Section F, page 12		Parameter		
Total amount of CSBG Funds allocated		Parameter		
Total unduplicated number of persons about whom one or more characteristics were obtained		Calculation	Central Intake	
Total unduplicated number of persons about whom no characteristics were obtained		Calculation	Central Intake	
Total unduplicated number of families about whom one or more characteristics were obtained		Calculation	Central Intake	
Total unduplicated number of families about whom one or more characteristics were obtained		Calculation	Central Intake	

Report Item	System Item	Setup User Calculation	Library	Page
Gender	Male=Male Female=Female Other=Unknown		CentralIntake	Household
Ages	Calculation on DOB Value		CentralIntake	Household
Hispanic	Yes = Yes No = No Don't Know=Unknown Refused=Unknown		CentralIntake	Household
Race	White=White Asian=Asian Black/African-American=Black or African-American Native Hawaiian/Pacific Islander=Native Hawaiian and Other Pacific Islander US Indian/Alaska Native=American Indian and Alaska Native Other=Other Multi checks=Multi-race		CentralIntake	Household
Education level of adults	No Schooling Complete=0-8 Nursery School to 4 <sup>th</sup> Grade=0-8 5 <sup>th</sup> or 6 <sup>th</sup> Grade=0-8 7 <sup>th</sup> or 8 <sup>th</sup> Grade =0-8 9 <sup>th</sup> Grade=9-12, Non-graduate 10 <sup>th</sup> Grade=9-12, Non-graduate 11 <sup>th</sup> Grade=9-12, Non-graduate 12 <sup>th</sup> Grade, No Diploma=9-12, Non-graduate High School Diploma=HS Grad/GED GED= HS Grad/GED Post Secondary School=12+ some Post Secondary= Unknown=Unknown 4 Years college=2 or 4 yr College Graduate Graduate School=2 or 4 yr College Graduate		CentralIntake	Household
Other Characteristics	None=counted in No Health Insurance		CentralIntake	Household
Other Characteristics	Disabled=Yes		CentralIntake	Household
Family Type	Single Parent/female=single parent/female Single parent/male=Single parent/male Two Parent Household=Two parent household Single person=Single Person Two Adults, No children=Two adults, no children Other=Other		CentralIntake	Household
Source of Family Income	Child Support= Other Employment Disability = Other		CentralIntake	Household

Report Item	System Item	Setup User Calculation	Library	Page
	General Assistance = General Assistance No Income = No Income Other = Other Pension = Pension Self Employment = Other Social security = Social security SSDI = Social security SSI = SSI TANF/DA= TANF/DA Unemployment insurance = Unemployment insurance Wage 1 = Employment Only Wage 2= Employment Only Wage 3= Employment Only Workers Compensation= Other Wage & additional income= Employment & other sources			
Family Income (% of HHS Guideline)	Calculated from Snapshot		CentralIntake	Household
Housing	Own= Own Rent= Rent At Risk Homeless= Other Homeless= Homeless Shelter= Other Other= Other		CentralIntake	Household

## CLIENT DEMOGRAPHIC \_DETAILS, CLIENT DEMOGRAPHICS\_DETAILS\_MISSING

### PARAMETERS AND SELECTION CONDITIONS

All data in this report comes from a Snapshot. If a Client has more than one application they will have more than one snapshot.

Reports will look for the earliest application snapshot that falls within the date range in one family.

Program Entry Date DOES NOT have to be inside of the given Date Range.

The client's application has to have at least has one Service which falls within the given Date Range.

Parameters:

- Start and End Date
- Agency Name
- Contract Number
- Program
- Program Component
- Activity
- County
- Case Worker

Details Report shows for each Client

- For Each Client:
  - Sex
  - Age
  - Ethnicity
  - Race
  - Education Level
  - Disability Status
  - Insurance

- Family ID
- For each Family ID:
  - Family type
  - Individuals in Family
  - Poverty level
  - Home Status
  - For each Client ID in Family – Income Source

Details Report Missing Family shows for each Family ID

- Family ID
  - Family type
  - Individuals in Family
  - Poverty level
  - Home Status
  - Application ID
  - First Name (HOH)
  - Last Name (HOH)

## CENTRAL INTAKE APPLICATION REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to print a blank application form to fill out for a Client; it lists all items from Demographics and Household page, including Income and Family Contacts.

No clients needed

Parameters:

- Agency Name
- Program

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Shows all items from Demographics and Household pages	No system information, just blank fields for User input	U	Central Intake	Demographics and Household

## CLIENT ENROLL FUNNEL REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to make sure all existing Clients entered in the time period have Services recorded, view the last Service recorded for each Client

The Client must be entered into a Program at this Agency, if exited they will be counted as exited, not enrolled; they do not have to be in a Program Component or have received a Service

A, B, C, D, E type Clients ok

User must have security to see Clients.

Parameters:

- Start Date (Program enrollment, but not Entry)
- End Date
- Agency Name
- Program

## REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Total # Clients Enrolled n program	Counts # Clients currently enrolled at parameter end date	C	CSBG Services or Services	Entry (& Exit)
Total # Clients exited	Counts # Clients exited during date parameters	C	CSBG Services or Services	Exit
Where Clients were exited to	If no data- <i>Missing Answer!</i> appears	U	Services	Exit
Reason for leaving the program	If no data- <i>Missing Answer!</i> appears	U	Services	Exit
Total # new Clients enrolled in program	Counts # Clients enrolled during date parameters	C	CSBG Services or Services	Entry
Total # New Enrolled Male	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Female	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Hispanic	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Non-Hispanic	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled White	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Asian	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Black/African-American	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Native Hawaiian Pacific Islander	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled US Indian/Alaska Native	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Aged 18-20	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Aged 21-49	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Aged 50-59	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Aged 60+	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household
Total # New Enrolled Drug or Alcohol Problem=Drug	Counts # Clients enrolled during date parameters with this characteristic	C		

Total # New Enrolled Drug or Alcohol Problem = Alcohol	Counts # Clients enrolled during date parameters with this characteristic	C		
Total # New Enrolled Drug or Alcohol Problem = Both	Counts # Clients enrolled during date parameters with this characteristic	C		
Total # New Enrolled Veterans	Counts # Clients enrolled during date parameters with this characteristic	C	CSBG Services or Services and Central Intake	Entry And Household

## LATEST MILESTONE ACHIEVED REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to view the number of Clients for whom a Milestone is the last Milestone achieved and the date of the change. The Clients are separated by year of enrollment.

The Client must be entered into a Program at this Agency

All Clients (A, B, C, D, E) have potential for being counted in at least one section of this report

User must have security to see Clients.

Parameters:

- Start Date (Program Entry Date)
- End Date
- Agency Name
- Program

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Year	Year of Enrollment into Program			
Milestone	Milestone Title	S	Agency	Program Outcomes
Total	Total number of Clients for whom this is the last Milestone achieved	C	Services or CSBG Services	Services
If there is more than one year for Program Enrollment, there will be an additional set of Milestones for the second year showing the same information as above				

## LATEST MILESTONE ACHIEVED DETAILS REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to view the last Milestone achieved for each Client and the date of the change. The Clients are separated by year of enrollment. This report shows the same information as the previous report, but includes each Client's name and information

The Client must be entered into a Program at this Agency

All Clients (A, B, C, D, E) have potential for being counted in at least one section of this report

User must have security to see Clients.

Parameters:

- Start Date (Program Entry Date)
- End Date
- Agency Name
- Program

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Year	Year of Enrollment into Program			
Each Milestone will be listed with the following information				
Milestone	Milestone Title	S	Agency	Program Outcomes
Total	# of Clients whose last achievement is this Milestone	C	Services or CSBG Services	Services
First Name	First Name	U	Central Intake	Demographics or Household
Last Name	LAST name	U	Central Intake	Demographics or Household
DateofBirth	Date of Birth	U	Central Intake	Demographics or Household
ID	Client ID	C	Central Intake	Demographics or Household
Milestone Status Date	Date of Status change to Complete	U	Services or CSBG Services	Services
If there is more than one year for Program Enrollment, there will be an additional set of Milestones for the second year showing the same information as above				

## Standard Reports – HMIS

### HMIS CLIENT DEMOGRAPHIC REPORT

#### PARAMETERS AND SELECTION CONDITIONS

Use this report to view the number of Clients and their demographic information.

Clients must be entered into a Program and received a service to be counted

Parameters:

- Start Date
- End Date
- Agency Name
- Contract Number
- Program Category
- Program
- Activity

#### REPORT MAPPING

Report Item	System Item	Setup, User or Calculation	Library	Page
1 Agency Name		C		
2a Total Non CSBG Resources Reported in Section F, page 12	Parameter			
2b Total amount of CSBG Funds allocated	Parameter			
Total Resources	2a + 2b			
3 Total unduplicated number of persons about whom one or more characteristics were obtained	Number of clients who have received a Service who have characteristics recorded	U & C	Central Intake	Household & Demographics
3 Total unduplicated number of persons about whom no characteristics were obtained	Number of clients who have received a Service who have no characteristics recorded	U & C	Central Intake	Household & Demographics
4 Total unduplicated number of families about whom one or more characteristics were obtained	Number of Families who have characteristics recorded	U & C	Central Intake	Household & Demographics
5 Total unduplicated number of families about whom no characteristics were obtained	Number of Families who have no characteristics recorded	U & C	Central Intake	Household & Demographics
7 Gender	Gender dropdown Total = total of 2 items below, should not exceed value of #3			
Male	Male OR Transgender M	U & C	Central Intake	Household
Female	Female OR Transgender F	U & C	Central Intake	Household
8 Ages	Calculated from Date of Birth	C	Central Intake	Household &

Report Item	System Item	Setup, User or Calculation	Library	Page
				Demographics
9 I. Ethnicity	Ethnicity dropdown Total = Yes + No			
Yes	Hispanic	U	Central Intake	Household
No	Non-Hispanic	U	Central Intake	Household
9 II. Race	Race checkboxes Total = adds all 7 items below together			
White	White	U	Central Intake	Household
Black/African-American	Black/African American	U	Central Intake	Household
American Indian and Alaska Native	US Indian/Alaska Native	U	Central Intake	Household
Asian	Asian	U	Central Intake	Household
Native-Hawaiian/Pacific-Islander	Native Hawaiian/ Pacific Islander	U	Central Intake	Household
Other	Other	U	Central Intake	Household
Multi-Race	more than 1 box checked	U	Central Intake	Household
10 Education level of adults (counts only 24 and older)	Education dropdown Total=adds all above together			
0 – 8	No Schooling completed OR Nursery School to 4 <sup>th</sup> Grade OR 5 <sup>th</sup> or 6 <sup>th</sup> Grade OR 7 <sup>th</sup> or 8 <sup>th</sup> Grade	U	Central Intake	Household
9 – 12, Non-graduate	9 <sup>th</sup> Grade OR 10 <sup>th</sup> Grade OR 11 <sup>th</sup> Grade OR 12 <sup>th</sup> Grade no diploma	U	Central Intake	Household
HS Grad/GED	High School Diploma OR GED	U	Central Intake	Household
12+ some Post Secondary	Post Secondary School OR Certificate OR Associates Degree	U	Central Intake	Household
2 or 4 yr College Graduate	4 Year College OR Graduate School OR Other Graduate/Professional Degree OR PhD	U	Central Intake	Household
11 Other Characteristics a No health Insurance	Insurance dropdown = None # of Persons = None # Surveyed = Any answer	U	Central Intake	Household
b Disabled	Disabled dropdown = Yes # of persons = Yes # surveyed = any answer	U	Central Intake	Household
12 Family Type	Family Type dropdown			
Single Parent	Single Parent	U	Central Intake	Household
Two Parent Household	Two parents	U	Central Intake	Household
Single Person	Unaccompanied	U	Central Intake	Household
Two Adults, No children	Adults No Children	U	Central Intake	Household
Other	Foster Parent or Blank	U	Central Intake	Household
13 Family Size	Counts number of Clients in Family ID	C	Central Intake	Household
14 Sources of Family	Income Source dropdown			

Report Item	System Item	Setup, User or Calculation	Library	Page
Income				
Unduplicated # of families Reporting One or More Sources of Income	Income Source dropdown	U	Central Intake	Household
No Income	Answer like No financial resources	U	Central Intake	Household
TANF/DA	Answer like Temporary Assistance for Needy Families (TANF)	U	Central Intake	Household
SSI	Answer like Supplemental Security Income or SSI	U	Central Intake	Household
Social Security	Answer like Retirement income from Social Security or Social Security Disability Income (SSDI)	U	Central Intake	Household
Pension	Answer like Pension from a former job	U	Central Intake	Household
General Assistance	Answer like General Assistance (GA)	U	Central Intake	Household
Unemployment Insurance	Answer like Unemployment insurance	U	Central Intake	Household
Employment & other sources	Answer like Earned Income AND at least one other another source	U	Central Intake	Household
Employment only	Answer like Earned Income only	U	Central Intake	Household
Other	Answer like Other source	U	Central Intake	Household
15 Family Income (% of HHS Guideline)	Calculates amount of income listed for Family as a percentage of HHS Guideline		Central Intake	Household
16 Housing	Housing dropdown	U	Central Intake	Household
Own	Own	U	Central Intake	Household
Rent	Rent	U	Central Intake	Household
Homeless	Homeless	U	Central Intake	Household
Other	Other	U	Central Intake	Household

## CDBG REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine the number of Clients and their demographic information served by CDBG Programs. Base Detail report includes all information for each Client. Income Detail report includes HH Yearly income and income level for each Client.

Report will display Residential or Non-Residential according to program specifications, but not both

Age calculations in report are based on first date of service received during the reporting period

Services counted include Activity Type Service, Case, Profile, Session, Daily, Bed; Case, Session, Daily must be linked to a Milestone to be counted

Residential Services = Standard Program names not like "supportive services", "innovative supportive services" or "HMIS" program;

Non Residential Services = Standard Program names like "supportive services", "innovative supportive services" or "HMIS" program

Program Type Code = Emergency Shelter or Prevention Services (HUD popup window on Program Setup page)

Quarters are based on the Contract Year, not calendar year

Parameters:

- Contract Number

- Contract Year
- Quarter (will count all Quarters up to and including the one selected)
- City (used only for Label for Question G)
- AMI County – determines which AMI level to use for section H

### ADDITIONAL SETUP

Library	Page	Field(s)	Definition	Impact
Organization	Agency Program – HUD Activity Codes window	Program Type Code	Emergency Shelter or Prevention Services	One of these Program types must be selected for information to appear on report
Organization	Agency Program, Details window	Project name		Appears as 1. Program
Organization	Contracts, 2 <sup>nd</sup> section	Sponsor		Sub-Recipient
System	Poverty Level	AMI Poverty Levels	AMI poverty levels must be set up on this page	Will not be able to calculate AMI poverty levels for report

### REPORT MAPPING

Report Item	System Item	Setup, User or Calculation	Library	Page
Reporting Year	Reporting Year - Parameter	S		
Reporting Period	Contract Start and End Dates	S	Organization	Contracts
A Sub-Recipient	Sponsor		Organization	Contracts-2 <sup>nd</sup> section
Project Number	Contract Number		Organization	Contracts-2 <sup>nd</sup> section
Program	Project Name		Organization	Program Setup, Details popup window
B For Emergency or Transitional Shelters	Figures will appear for either Residential or Non-Residential, but not both			
Number of Adults Served	Total number of Adults receiving service; calculates for each Quarter and Total	U & C	HMIS	Entry & Services pages
Number of Children served	Total number of Children receiving service; calculates for each Quarter and Total	U & C	HMIS	Entry & Services pages
Total	Total of adults plus children; calculates for each Quarter and Total	C		
C Racial Categories (same as Section 2 total of APR)	Totals the number of Clients in each racial category or category combo; calculates the number of those counted who have Ethnicity = Hispanic; calculates for each Quarter and Total	U & C	Central Intake	Household
D Number of Individual Households (Singles no children)	Counts Gender = Male and Female; Age >= 18 and < 18; Family ID includes no children < 18; calculates for each Quarter and Total	U & C	Central Intake	Household
Number of Family Households with Children headed by: Single Parent	Counts Gender = Male and Female; Age >= 18 and <18; Family ID includes children;; calculates for each Quarter and Total	U & C	Central Intake	Household
Number of Family	Counts Family ID includes 2	U & C	Central Intake	Household

Report Item	System Item	Setup, User or Calculation	Library	Page
Households with Children headed by: Two Parents	persons with Relation = <i>Self, Spouse or Partner</i> and at least one child; Two Parents 18 and over includes at least one person >=18 and Two Parents under 18 includes both persons <18; calculates for each Quarter and Total			
Number of Family Households with NO Children	Counts Family ID includes more than one person >=18 and no children; calculates for each Quarter and Total	U & C	Central Intake	Household
Total	Counts total number of households from above 4 categories	C		
E Persons By Category – Totally Chronically Homeless	Program Entry Question #2705 = Yes; also calculates the total for Residential OR Non-Residential	U	HMIS	Entry
Mentally Ill	Program Entry Question 2040 = Yes	U	HMIS	Entry
Chronic Substance Abuse (Total of Type of Substance Abuse)	Total of next three questions	U	HMIS	Entry
Alcohol Abuse	Program Entry Question #2115 = Alcohol	U	HMIS	Entry
Drug Abuse	Program Entry Question #2115 = Drug	U	HMIS	Entry
Both Alcohol and Drug Abuse	Program Entry Question #2115 = Both Alcohol and Drug	U	HMIS	Entry
Developmental Disability	Program Entry Question #2037 = Yes	U	HMIS	Entry
Physical Disability	Program Entry Question #2113 = Yes	U	HMIS	Entry
Veterans	Veteran Status dropdown = Yes and Program Entry Snapshot	U	Central Intake	Household
Persons with HIV/AIDS	Program Entry Question #2038 = Yes	U	HMIS	Entry
Victims of Domestic Violence	Program Entry Question #2114 = Yes	U	HMIS	Entry
Elderly	Program Entry Question #2120 = Yes	U	HMIS	Entry
Runaway Youth	Program Entry Question #2119 = Yes	U	HMIS	Entry
F for Residential programs – Numbers Served in: Shelter Type (Total should equal section 2 total)	Counts totals for each category of question code ESGCDBGSessionF on Monthly Reports page; calculates for each Quarter and Total	U	Organization	Monthly Reports
G Funding Sources – Enter the amounts	Counts totals for each category of question code ESGCDBGSessionG	U	Organization	Monthly Reports

Report Item	System Item	Setup, User or Calculation	Library	Page
of all other funds that have been used for this program	on Monthly Reports page; calculates for each Quarter and Total			
H Recipient by Income	AMI must be set up on Poverty Levels page; County must be selected as a parameter; total should equal same as section B	S U U	System Central Intake HMIS	Poverty Level Demographics/Household Entry-Snapshot
8.4 Performance Targets	Number of participants in Program is total from Section B; 1 <sup>st</sup> 4 column values come from Question code ESGCDBGSessionH, Question 1; value will go to right side, comment will go to left side text	U, S	Organization	Monthly Report
Previous Operation Year Performance Target Results	Number of participants come from Question Code ESGCDBGSessionH, question 3; 1 <sup>st</sup> 4 column values come from question 2; value will to right side, comment will go to left side text	U, S	Organization	Monthly Report
I New Jobs	Information comes from Question code CDBGSession1	U, S	Organization	Monthly Report

## ESG (EMERGENCY SHELTER GRANT) REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine the number of Clients and their demographic information served by ESG Programs.

Report will display Residential or Non-Residential according to program specifications, but not both

Parameters:

- Contract Number
- Contract Year
- Quarter (will count all Quarters up to and including the one selected)
- City (used only for Label for Question 7)

### ADDITIONAL SETUP

Library	Page	Field(s)	Definition	Impact
Agency	Agency Program – HUD Activity Codes window	Program Type Code	Emergency Shelter or Prevention Services	One of these Program types must be selected for information to appear on report
Agency	Agency Program, Details window	Project name		Appears as 1. Program
Agency	Contracts, 2 <sup>nd</sup> section	Sponsor		Appears as Sub-Recipient
System	Poverty Level	AMI Poverty Levels	AMI poverty levels must be set up on this page	Will not be able to calculate poverty levels for report

### REPORT MAPPING

Report Item	System Item	Setup, User or Calculation	Library	Page
Reporting Year	Reporting Year - Parameter	S		

Report Item	System Item	Setup, User or Calculation	Library	Page
Reporting Period	Contract Start and End Dates	S	Organization	Contracts
A Sub-Recipient	Sponsor		Organization	Contracts-2 <sup>nd</sup> section
Project Number	Contract Number		Organization	Contracts-2 <sup>nd</sup> section
Program	Project Name		Organization	Program Setup, Details popup window
B For Emergency or Transitional Shelters	Figures will appear for either Residential or Non-Residential, but not both			
Number of Adults Served	Total number of Adults receiving service; calculates for each Quarter and Total	U & C	HMIS	Entry & Services pages
Number of Children served	Total number of Children receiving service; calculates for each Quarter and Total	U & C	HMIS	Entry & Services pages
Total	Total of adults plus children; calculates for each Quarter and Total	C		
C Racial Categories (same as Section 2 total of APR)	Totals the number of Clients in each racial category; calculates the number of those counted who have Ethnicity = Hispanic; calculates for each Quarter and Total	U & C	Central Intake	Household
D Number of Individual Households (Singles no children)	Counts Gender = Male and Female; Age >= 18 and < 18; Family ID includes no children < 18; calculates for each Quarter and Total	U & C	Central Intake	Household
Number of Family Households with Children headed by: Single Parent	Counts Gender = Male and Female; Age >= 18 and <18; Family ID includes children;; calculates for each Quarter and Total	U & C	Central Intake	Household
Number of Family Households with Children headed by: Two Parents	Counts Family ID includes 2 persons with Relation = <i>Self, Spouse or Partner</i> and at least one child; Two Parents 18 and over includes at least one person >=18 and Two Parents under 18 includes both persons <18; calculates for each Quarter and Total	U & C	Central Intake	Household
Number of Family Households with NO Children	Counts Family ID includes more than one person >=18 and no children; calculates for each Quarter and Total	U & C	Central Intake	Household
Total	Counts total number of households from above 4 categories	C		
E Persons By Category – Totally Chronically Homeless	Program Entry Question #2705 = Yes; also calculates the total for Residential OR Non-Residential	U	HMIS	Entry
Mentally Ill	Program Entry Question 2040 =	U	HMIS	Entry

Report Item	System Item	Setup, User or Calculation	Library	Page
	Yes			
Chronic Substance Abuse (Total of Type of Substance Abuse)	Total of next three questions	U	HMIS	Entry
Alcohol Abuse	Program Entry Question #2115 = Alcohol	U	HMIS	Entry
Drug Abuse	Program Entry Question #2115 = Drug	U	HMIS	Entry
Both Alcohol and Drug Abuse	Program Entry Question #2115 = Both Alcohol and Drug	U	HMIS	Entry
Developmental Disability	Program Entry Question #2037 = Yes	U	HMIS	Entry
Physical Disability	Program Entry Question #2113 = Yes	U	HMIS	Entry
Veterans	Veteran Status dropdown = Yes and Program Entry Snapshot	U	Central Intake	Household
Persons with HIV/AIDS	Program Entry Question #2038 = Yes	U	HMIS	Entry
Victims of Domestic Violence	Program Entry Question #2114 = Yes	U	HMIS	Entry
Elderly	Program Entry Question #2120 = Yes	U	HMIS	Entry
Runaway Youth	Program Entry Question #2119 = Yes	U	HMIS	Entry
F for Residential programs – Numbers Served in: Shelter Type (Total should equal section 2 total)	Counts totals for each category of question code ESGCDBGSessionF on Monthly Reports page; calculates for each Quarter and Total	U	Organization	Monthly Reports
G Funding Sources – Enter the amounts of all other funds that have been used for this program	Counts totals for each category of question code ESGCDBGSessionG on Monthly Reports page; calculates for each Quarter and Total	U	Organization	Monthly Reports
H Recipient by Income:	AMI must be set up on Poverty Levels page; County must be selected as a parameter; total should equal same as section B	S U U	System Central Intake HMIS	Poverty Level Demographics/Household Entry-Snapshot
8.4 Performance Targets	Number of participants in Program is total from Section B; 1 <sup>st</sup> 4 column values come from Question code ESGCDBGSessionH, Question 1; value will go to right side, comment will go to left side text	U, S	Organization	Monthly Report
Previous Operation Year Performance Target Results	Number of participants come from Question Code ESGCDBGSessionH, question 3; 1 <sup>st</sup> 4 column values come from question 2; value will to right side, comment will go to left side text	U, S	Organization	Monthly Report

## HMIS BED INVENTORY REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine the inventory of beds that are either in use, vacant or vacant ready at the current time and date.

Beds must be created and active for the Program to be counted

The Bed will be counted as In Use, Vacant, or Vacant-Ready at the time and date of the report

Parameters:

- Region
- Agency Name (all or one)
- Bed Status (In Use, Vacant, Vacant Ready)

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
User ID	User login ID	S		
Group ID	Group currently logged in as			
Region	Parameter			
Agency	Parameter (must have rights to see Agency)			
Bed Status	Parameter			
Report Date	Today's date and time			
Agency Name	Agency Name (report sorts by Agency if % is selected)	S		
Location Name	Location Name	S	Agency	Location
Room	Room	S	HMIS Services	Bed inventory
Bed ID	Bed ID	S	HMIS Services	Bed inventory
Bed Key	Bed Key-assigned to record	S/C	HMIS Services	Bed inventory
Status	In Use, Vacant or Vacant Ready	C	HMIS Services	Bed inventory
Bed Group	Bed Group-Individual or Family	S	HMIS Services	Bed inventory
Pop A	Population A	S	HMIS Services	Bed inventory
Family Unit	Family Unit (only if Bed Group = Family)	S	HMIS Services	Bed inventory
Pop B	Population B	S	HMIS Services	Bed inventory
Prg Type	Program Type	S	HMIS Services	Bed inventory
Seasonal	Seasonal	S	HMIS Services	Bed inventory
Begin Date	Begin Date (only if Seasonal)	S	HMIS Services	Bed inventory
End Date	End Date (only if Seasonal)		HMIS Services	Bed inventory

## HMIS BED INVENTORY DETAILS REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine the inventory of beds that are either in use, vacant or vacant ready at the current time and date.

Beds must be created and active for the Program to be counted

The Bed will be counted as In Use, Vacant, or Vacant-Ready at the time and date of the report

Parameters:

- Region
- Agency Name (all or one)
- Bed Status (In Use, Vacant, Vacant Ready)

## REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
User ID	User login ID	S		
Group ID	Group currently logged in as			
Region	Parameter			
Agency	Parameter (must have rights to see Agency)			
Bed Status	Parameter			
Report Date	Today's date and time			
Agency Name	Agency Name (report sorts by Agency if % is selected)	S		
Location Name	Location Name	S	Agency	Location
Room	Room	S	HMIS Services	Bed inventory
Bed ID	Bed ID	S	HMIS Services	Bed inventory
Bed Key	Bed Key-assigned to record	S/C	HMIS Services	Bed inventory
Status	In Use, Vacant or Vacant Ready	C	HMIS Services	Bed inventory
Bed Group	Bed Group-Individual or Family	S	HMIS Services	Bed inventory
Pop A	Population A	S	HMIS Services	Bed inventory
Family Unit	Family Unit (only if Bed Group = Family)	S	HMIS Services	Bed inventory
Pop B	Population B	S	HMIS Services	Bed inventory
Prg Type	Program Type	S	HMIS Services	Bed inventory
Seasonal	Seasonal	S	HMIS Services	Bed inventory
Begin Date	Begin Date (only if Seasonal)	S	HMIS Services	Bed inventory
End Date	End Date (only if Seasonal)		HMIS Services	Bed inventory

## HMIS BED INVENTORY SUMMARY REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine the total number of beds of Family or Individual Bed Group type at the current time and date.

Beds must be created and active for the Program to be counted

The Bed will be counted as Individual or Family at the time and date of the report

Parameters:

- Region
- Agency Name (all or one)
- Bed Group (Family, Individual or All)

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
User ID	User login ID	S		
Group ID	Group currently logged in as			
Region	Parameter			
Agency	Parameter (must have rights to see Agency)			
Bed Group	Parameter			
Report Date	Today's date and time			
Agency Name	Agency Name	S		
Total Beds	Total number of beds of selected	C		

	Bed Group, this is listed for each Agency and for the Region Total			
Beds in Use	Total number of beds in use of selected Bed Group, this is listed for each Agency and for the Region Total	C		

## PROFILE SCORE DETAILS 4\_32 REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine progress made by Clients on profile assessments.

The Client must be entered into a Program at this Agency, Client must have Program Component generated and must have completed at least one measureable Profile Activity.

Only Clients who have had this Profile service may be counted(A, B, C, D) have potential for being counted

User must have security to see Clients.

Parameters:

- Agency Name
- Program (one or all)
- Profile Name
- Start Date
- End Date
- Staff

### ADDITIONAL SETUP

Library	Page	Field(s)	Definition	Impact
Agency	Agency Program, Activity section	Profile Activity must be set up	Profile must be Matrix type of Profile	

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Last name	Last name	U	Central Intake	
First Name	First Name	U	Central Intake	
Application ID		C	Services	Program Entry
Questions	Each Question in the requested profile will be listed; a score for each Question and for the Total will appear	S	Services	Profile
Beginning total	Profile Answers for first Profile taken by client		Services	Profile
Ending total	Profile Answers for last Profile taken by client	U	Services	Profile
Difference	Amount difference between Beginning and Ending numbers	C	Services	Profile

## PROFILE TOTAL BY DATE REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine progress made by Clients on profile assessments, only totals will appear, not information for individual questions.

The Client must be entered into a Program at this Agency, Client must have Program Component generated and must have completed at least one measureable Profile Activity.

Only Clients who have had this Profile service may be counted(A, B, C, D) have potential for being counted

User must have security to see Clients.

Parameters:

- Agency Name
- Program (one or all)
- Profile Name
- Start Date
- End Date
- Staff

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Client Name	Client First and Last Name	U		
Total Score	Total score for all questions on Profile indicated	C		
Date	Date profile was given	U	Services	Profile

## PROGRAM COMPONENT STATUS REPORT AND PROGRAM COMPONENT STATUS\_10 REPORT

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine each Client's progress on Milestone completion in any Program Component.

The Client must be entered into a Program at this Agency, Client must have Program Component generated and will appear on report only for those Program Components generated

All Clients (A, B, C, D, E) have potential for being counted

User must have security to see Clients.

Parameters:

- Start Date (Program Entry Date)
- End Date
- Region
- Agency Name
- Program (one or all)
- Program Component (one or all)
- Milestone Year (one or all)

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Date Range	Parameter			
UserID	User Login ID			
Group ID	Group currently logged in as			
Program	Parameter			
Agency	Parameter			

Program Component	Parameter			
Client's Last name	Client Last name – Client will appear only if they have the Program Component generated	U	Central Intake	Demographics or Household
Complete Unsuccessful In Progress N/A	Milestone Status – percentage of all those with PC generated who have this Status This will appear for each Milestone in Program Component selected for report	S & U	Services	Services
Client Status	Client Status will show for each Milestone recorded	U	Services	Services

## PROGRAM SPECIFIC DATA ELEMENT REPORT DETAILS

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine elements missing from a Client's record.

The Client must be entered into a Program at this Agency, Client must have Program Component generated and will appear on report only for those Program Components generated

All Clients (A, B, C, D, E) have potential for being counted

User must have security to see Clients.

Parameters:

- Start Date (Program Entry Date)
- End Date
- Agency Name
- Program (one or all)

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Date Range	Parameter			
Agency	Parameter			
Program	Parameter			
Full Name	Client First and Last Name	U	Central Intake	Demographics or Household
AppID	Application ID	C (generated)	Services	Entry
Data Elements	Each column refers to one Data Element, and will appear as X if it exists for Client, or shaded if does not appear for Client	U & C	Various	Various

## PROGRAM SPECIFIC DATA ELEMENT REPORT SUMMARY

### PARAMETERS AND SELECTION CONDITIONS

Use this report to determine the percentage of each data element that is complete for all enrolled Clients.

The Client must be entered into a Program at this Agency, Client must have Program Component generated and will appear on report only for those Program Components generated

All Clients (A, B, C, D, E) have potential for being counted

User must have security to see Clients.

Parameters:

- Start Date (Program Entry Date)
- End Date
- Agency Name
- Program (one or all)

**REPORT MAPPING**

Report Item	System Item	Setup User Calculation	Library	Page
Date Range	Parameter			
Agency	Parameter			
Program	Parameter			
Data Element number and Description		S	Various	Various
Percentage	Calculates percentage of enrolled Clients who have this data element complete	C	Various	Various

## Application Reports

For most of the Application Reports, the Program must be set up correctly, including the Program Component, Milestones and at least one Activity (some require a specific type of Activity). If the setup is complete for the Standard Outcome Reports, the Application Reports setup will be complete also.

### SERVICES BY CLIENT

#### PARAMETERS AND SELECTION CONDITIONS

The Client must be enrolled in a Program and have received at least one Service (Type=Service, Daily, Session) during the parameter date range.

#### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Agency Name	Agency Name	S	Security Wizard	
Client Name	Client First and Last Name	U	Central Intake	Demographics or Household
Date of Activity	Date recorded for Activity	U	Services	Services or Case Notes or Client Profile or Daily or Sessions
Staff	Staff recorded for Activity	U	Services	Services or Case Notes or Client Profile or Daily or Sessions
Activity	Activity Name	S	Agency	Agencyprogram
Activity Description	Activity Description field	U	Services	Services
Activity Comments	Activity Comments field	U	Services	Services
Units	Number of Units recorded	U	Services	Services or Case Notes or Client Profile or Daily or Sessions
Unit Type	Unit Type	S	Agency	Agencyprogram

## HMIS APPLICATION OC REPORT

#### PARAMETERS AND SELECTION CONDITIONS

Client must be enrolled in Program, no Program Component is needed

Report can be pulled on only one Client at a time

#### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Head of Household information section	SSN, Name and DOB is from Central Intake, Disabled is from Household	U	Central Intake	Demographics and Household
Last Known Permanent Address section	Name and Address information fields on Intake page	U	Central Intake	Demographics
Family Contacts	Family contacts popup window	U	Central Intake	Demographics or Household
Household/ Demographics Household Member	Lists all information entered on Household page for this Client and other Household members	U	Central Intake	Household
Income Sources section	Lists all income information entered on Household page for	U	Central Intake	Household

	this Client and other Household members			
Education Programs section	Lists all information entered in Education section of on Employment/Education	U	Central Intake	Education/Employment
Employment section	Lists all information entered in Employment section of on Employment/Education	U	Central Intake	Education/Employment
Program Entry Questions	Lists all Questions, Answers and Comments from Program Entry page	U	Services or CSBG Services	Entry

## ENTRY APPLICATION

### PARAMETERS AND SELECTION CONDITIONS

The Client must be enrolled in a Program, does not need to have Program Component generated. Information will appear on the report depending on what was input during Intake and Enrollment.

### ADDITIONAL SETUP

Library	Page	Field(s)	Definition	Impact
Agency	Programs	Question Code	Defines Questions that will appear when enrolled in a Program on Program Entry page	Questions, answers and comments will appear only if Questions are set up

## ENTRY APPLICATION REPORT

### PARAMETERS AND SELECTION CONDITIONS

Client must be enrolled in Program, no Program Component is needed  
Report can be pulled on only one Client at a time

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Head of Household information section	Name and DOB is from Central Intake, Disabled is from Household	U	Central Intake	Demographics and Household
Last Known Permanent Address section	Name and Address information fields on Intake page	U	Central Intake	Demographics
Family Contacts	Family contacts popup window	U	Central Intake	Demographics or Household
Household/ Demographics Household Member	Lists all information entered on Household page for this Client and other Household members	U	Central Intake	Household
Income Sources section	Lists all income information entered on Household page for this Client and other Household members	U	Central Intake	Household
Education Programs section	Lists all information entered in Education section of on Employment/Education	U	Central Intake	Education/Employment
Employment section	Lists all information entered in Employment section of on	U	Central Intake	Education/Employment

	Employment/Education			
Program Entry Questions	Lists all Questions, Answers and Comments from Program Entry page	U	Services or CSBG Services	Entry

## CASE NOTES REPORT

### PARAMETERS AND SELECTION CONDITIONS

The Client must be enrolled in a Program, must have a Program Component generated, must have a Case Activity recorded on the Case Notes page.

Client must be enrolled in Program, must have at least one Case Note Activity recorded

Report can be pulled on one Client at a time

If Report is generated from Entry page, it will list all Case Note records; if Report is generated from Case Notes page, it can be pulled on one Case Note record or on multiple records; the records will be listed by date

### ADDITIONAL SETUP

Library	Page	Field(s)	Definition	Impact
Agency	Programs	Activity	Defines Activity name	Will appear on Case Notes page Activity dropdown, not on Report
Agency	Programs	Activity type	Must be set to Case to appear on Case Notes page	Will not appear on Case Notes page if not Case
Agency	Programs	Active	Active box must be checked to be active	Activity will not appear in dropdown unless Active

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Agency Name	Agency name	S	Security Wizard	
Program Name	Program name	S	Security Manager	
Program Component Name	Program Component name	S	Agency	Programs
Client Name	Client name	U	Central Intake	Demographics
Date	Date of Activity	U	Services or CSBG Services	Case Notes
Subject	Subject field	U	Services or CSBG Services	Case Notes
Staff	Staff selected with Activity	U	Services or CSBG Services	Case Notes
Case Note	Text of Case Note	U	Services or CSBG Services	Case Notes

## MILESTONE SUMMARY REPORT

### PARAMETERS AND SELECTION CONDITIONS

Client must be enrolled in Program, Program component generated, Milestone Status does not need to have changed

Client does not have to receive a Service

Report can be pulled for more than on Client at a time on Client Listing page

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Program	Program Component	S	Agency	Program

Component				
Date	Date of Milestone Status Change	U	Service or CSBG Services	Services
Staff	Staff selected with Program Component	U	Service or CSBG Services	Services
Milestone	Milestone Title	S	Agency	Program Outcomes
Milestone Description	Milestone Description	S	Agency	Program Outcomes
Status	Milestone Status selection	U	Service or CSBG Services	Services
Comment	Comments entered with Milestone Status change	U	Service or CSBG Services	Services

## SERVICE REPORT BY CLIENT\_APPLICATIONID REPORT

### PARAMETERS AND SELECTION CONDITIONS

Client must be enrolled in Program, Program Component generated, at least one Service must be received; Client will still be counted if exited

Report counts Activities with Activity Type Service, Daily or Session; Service may be added on Services page or Case Notes page

Report does not count Activities with Activity Type Case or Profile

Report can be pulled for more than one Client at a time

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Client Name	Client Name	U	Central Intake	Demographics
Date of Activity	Date of Activity	U	Service or CSBG Services	Services or Case Notes or Sessions or Daily Services
Staff	Staff selected with Activity; for Sessions and Daily, Staff who recorded Activity	U	Service or CSBG Services	Services or Case Notes or Sessions or Daily Services
Activity	Activity recorded	U	Service or CSBG Services	Services or Case Notes or Sessions or Daily Services
Activity Description	Description entered with Activity; Activity added on Case Notes page will show Case Notes subject	U	Service or CSBG Services	Services or Case Notes or Sessions or Daily Services
Activity Comments	Comments entered with Activity	U	Service or CSBG Services	Services or Case Notes or Sessions or Daily Services
Units	# Units entered with Activity; if no Units recorded, will list default amount entered with Activity setup	U or S	Service or CSBG Services	Services or Case Notes or Sessions or Daily Services
Unit Type	Set up on Program Setup Page	S	Agency	Program

## CLIENT CONSENT LETTER

### PARAMETERS AND SELECTION CONDITIONS

Client must be enrolled in Program

Client does not have to receive a Service

Report can be pulled for more than on Client at a time

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Client Name	Client Name appears on both pages	S	Central Intake	Household or Demographics

### CLIENT FOLDER LABEL ID REPORT

#### PARAMETERS AND SELECTION CONDITIONS

Client must have address entered in Central Intake; demographic information does not need to be complete

### REPORT MAPPING

Report Item	System Item	Setup User Calculation	Library	Page
Client Name	Client Name and DOB need to be entered and saved	U	Central Intake	Demographics

## Modular Reports

### APR REPORT

#### PARAMETERS AND SELECTION CONDITIONS

Q2 Data Element Report lists all clients and their demographic information to be counted on APR

APR Details lists all client who will be counted in Question 2 to view missing data

The Client must be enrolled in a Program and receive at least one Service, children must have a Program Component generated

Client must complete Program Entry Questions

Client must have correct Snap Shot (will not be counted without correct Snapshot information)

Milestones must link to correct Contract Number

Service must have Funding Code link to correct Contract Number

Contract must have at least one Contract Contact

Some information comes from Yearly Report page; when answering questions, make sure correct Contract is selected on page

Parameters:

- Operation Year
- Contract Number

#### ADDITIONAL SETUP

Library	Page	Field(s)	Definition	Impact
Agency	Contracts	Contract Number	Number/name for current year of Contract	Appears as <b>HUD Grant or project Number</b>
		Contract Code	Define as Extension or Renewal	Appears as checked box
		Sponsor	Defines Sponsor	Appears as <b>Project Sponsor</b>
		Grantee	Defines Grantee	Appears as <b>Grantee</b>
		Contract Start Date	Start Date of Contract Fiscal Year (mm/dd/yyyy)	Appears as <b>From</b>
		Contract End Date	End Date of Contract Fiscal Year (mm/dd/yyyy)	Appears as <b>End</b>
	Contacts section	Contact Type=Grantee Official	This is person who can answer questions about this report	Information about the person selected as Grantee will appear as person who can answer questions
		First and Last name	Grantee's first and last name	Will appear on report
		Work Phone	Grantee's work phone	Will appear on report
		Fax	Grantee's fax	Will appear on report
		E-mail	Grantee's email address	Will appear on report
		Title	Grantee's Job Title	Will appear on report
		Address	Grantee's Address	Will appear on report
		Contact Type-Sponsor Official	Designates this contact as project Sponsor	Name and Job Title appear on report
	Program Setup	Program Standard Name	Defines the type of Program	Box is checked for type of Program
	Program Setup Details popup	Project Name	Defines name of Project	Appears as <b>Project Name</b>
		Program Description	Summarizes the project	Appears as <b>Summary of the Project</b>
		Start Date, End Date	Program Start and End Dates	Appear as Reporting Period

## REPORT MAPPING

Report Item	System Item	Setup, User or Calculation	Library	Page
Grantee	Grantee	S	Organization	Contracts
HUD Grant or Project Number	Contract Number	S	Organization	Contracts
Project Sponsor	Sponsor	S	Organization	Contracts
Project Name	Project Name	S	Organization	Agency Program, Details popup
Operating Year	Answer to Yearly Report question 1A Operating Year; must be digit (1, 2, 3 etc.)	U	Organization	APR Report
Reporting Period	Start Date, End Date	S	Organization	Agency Program, Details popup
Indicate if extension	Contract code = Extension	S	Organization	Contracts
Indicate if renewal	Contract code = Renewal	S	Organization	Contracts
Previous Grant Numbers	Last question of Yearly Report 1A; ADD button allows additional Grant Numbers to be input	U	Organization	APR Report
Component for the program on which you are reporting	Standard Name selection on Program Setup Page, in Program section	S	Organization	Agency Program, Program section
Summary of the project	Program Description	S	Organization	Agency Program, Details popup
Grantee Name	Name (of person with Contact Type = Grantee)	S	Organization	Contracts, Contact Section
Grantee Phone	Work Phone (of person with Contact Type = Grantee)	S	Organization	Contracts, Contact Section
Project Sponsor Name	Name (of person with Contact Type = Project Sponsor)	S	Organization	Contracts, Contact Section
Project Sponsor Phone	Work Phone (of person with Contact Type = Project Sponsor)	S	Organization	Contracts, Contact Section
Grantee Address	Address (of person with Contact Type = Grantee)	S	Organization	Contracts, Contact Section
Grantee Fax Number	Fax (of person with Contact Type = Grantee)	S	Organization	Contracts, Contact Section
Project Sponsor Address	Address (of person with Contact Type = Project Sponsor)	S	Organization	Contracts, Contact Section
Project Sponsor Fax Number	Fax (of person with Contact Type = Project Sponsor)	S	Organization	Contracts, Contact Section
Grantee E-Mail Address	E-mail (of person with Contact Type = Grantee)	S	Organization	Contracts, Contact Section
Project Sponsor E-Mail Address	E-mail (of person with Contact Type = Project Sponsor)	S	Organization	Contracts, Contact Section
Questions 1-3	Column 1 Singles not in Families are Family Type = Unaccompanied OR Adults No Children Column 2 Adults in Families are Age >= 18 AND Family Type ≠ Adults No Children and Unaccompanied Column 3 Children in Families are Relationship = Child OR Stepchild AND Family Type ≠ Unaccompanied AND Adult No			

Report Item	System Item	Setup, User or Calculation	Library	Page
	Children AND Age < 18 Column 4 counts number of distinct families where Family Type ≠ Unaccompanied AND Adults No Children			
1a Persons to be served at a given point in time	Answers are from Yearly Report, 1A	U	Organization	APR Report
2 all	Adults are counted ONLY if they have received a Service; children are counted ONLY if they have a Program Component generated;	C	HMIS	Entry – Program Entry Date and Snapshot & Exit – Program Exit Date and Snapshot
2a Number on the first day of the operating year	Number enrolled on Program Start Date, who have not exited by Program Start Date;	C	HMIS	Entry – Program Entry Date and Snapshot
2b Number entering program during the operating year	Number enrolled between Program Start Date and Program End Date; Clients counted only once if multiple entries	C	HMIS	Entry – Program Entry Date and Snapshot
2c Number who left the program during the operating year	Number who exited between Program Start Date and Program End Date; Clients counted once if multiple entries/exits;	C	HMIS	Entry – Program Entry Date and Snapshot & Exit – Program Exit Date and Snapshot
2d Number in program on the last day of the operating year	Calculates 2a + 2b - 2c;	C	HMIS	Entry – Program Entry Date and Snapshot & Exit – Program Exit Date and Snapshot
3a Number on the last day	Same number as 2d	C	HMIS	Entry – Program Entry Date and Snapshot & Exit – Program Exit Date and Snapshot
3b Number proposed in application	Same number as 1a	U	Agency	APR Report
3c Capacity Rate	Divide 3a by 3b = %	C		
4 Number of income-eligible non-homeless persons	Program Standard Name = Section 8 Single Room Occupancy; Income ≠ No Financial Resources; Program Entry Question “Are you currently homeless?” = Yes	S, U	Organization; Central Intake; HMIS	Agency Program; Household; Entry
5 Age and Gender	Only those who Entered Program in operating year: Date of Birth, Gender; Age is calculated from DOB, put into categories of age by Male/ Female, and by Single Persons (2bc1) and Persons in Families (2bc2, 2bc3)	U, C	Central Intake	Household and Demographic
6a How many participants were veterans	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Veteran dropdown = Yes	U, C	Central Intake	Household
6b Chronically	Only Singles and Adults who	U, C	HMIS	Entry

Report Item	System Item	Setup, User or Calculation	Library	Page
Homeless	Entered Program in operating year (2bc1, 2bc2) Program Entry Question 2705 = Yes			
7a Ethnicity				
Hispanic or Latino	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Ethnicity dropdown = Hispanic	U, C	Central Intake	Household
Non-Hispanic or Non-Latino	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Ethnicity dropdown = Non-Hispanic	U, C	Central Intake	Household
8 Race				
8a Race – American Indian/ Alaskan Native	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = US Indian/Alaska Native	U, C	Central Intake	Household
8b Race - Asian	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = Asian	U, C	Central Intake	Household
8c Race – Black/ African American	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = Black/ African- American	U, C	Central Intake	Household
8d Race – Native Hawaiian/ Other Pacific Islander	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = Native Hawaiian/ Pacific Islander	U, C	Central Intake	Household
8e Race – White	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = White	U, C	Central Intake	Household
8f Race – American Indian/ Alaskan Native & White	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = US Indian/Alaska Native and White	U, C	Central Intake	Household
8g Race – Asian & White	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = Asian and White	U, C	Central Intake	Household
8h Race – Black/ African American & White	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = Black/ African-American and White	U, C	Central Intake	Household
8i Race – American Indian/ Alaskan Native & Black/ African American	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = US Indian/Alaska Native	U, C	Central Intake	Household

Report Item	System Item	Setup, User or Calculation	Library	Page
	and Black/ African-American			
8j Other Multi-Racial	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Race = More than one race selected except 8h and 8i	U, C	Central Intake	Household
9a All and Chronic	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2); uses Program Entry Questions; also counts the number of each Category who are Chronically Homeless from Program Entry Question 2705 = YES	U, C	HMIS	Entry
9aa Mental Illness	Program Entry Question 2039 = Yes	U, C	HMIS	Entry
9ab Alcohol Abuse	Program Entry Question 2115 = Alcohol OR Both Alcohol and Drug	U, C	HMIS	Entry
9ac Drug Abuse	Program Entry Question 2115 = Drug OR Both Alcohol and Drug	U, C	HMIS	Entry
9ad HIV/AIDS and Related Diseases	Program Entry Question 2038 = Yes	U, C	HMIS	Entry
9ae Developmental Disability	Program Entry Question 2037 = Yes	U, C	HMIS	Entry
9af Physical Disability	Program Entry Question 2113 = Yes	U, C	HMIS	Entry
9ag Domestic Violence	Program Entry Question 2114 = Yes	U, C	HMIS	Entry
9ah Other (please specify)	Program Entry Question 2116 = Yes	U, C	HMIS	Entry
9b How many of the participants are disabled	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2) Intake question Disability = Yes	U, C	HMIS	Household
10 How many participants slept in the following places in the week prior?	Only Singles and Adults who Entered Program in operating year (2bc1, 2bc2); uses Prior Living Situation Question on Program Entry page; Chronic adds Program Entry Question 2705 = YES	U, C	HMIS	Entry
10a Non-housing	Prior Living Situation = Place not meant for habitation	U, C	HMIS	Entry
10b Emergency Shelter	Prior Living Situation = Emergency Shelter	U, C	HMIS	Entry
10c Transitional housing for homeless persons	Prior Living Situation = Transitional housing for homeless persons	U, C	HMIS	Entry
10d Psychiatric facility	Prior Living Situation = Psychiatric hospital or other psychiatric facility	U, C	HMIS	Entry
10e Substance abuse treatment facility	Prior Living Situation = Substance abuse treatment facility or detox center	U, C	HMIS	Entry

Report Item	System Item	Setup, User or Calculation	Library	Page
10f Hospital	Prior Living Situation = Hospital (non-psychiatric)	U, C	HMIS	Entry
10g Jail/prison	Prior Living Situation = Jail, prison or juvenile detention facility OR Camp community placement	U, C	HMIS	Entry
10h Domestic violence situation	Prior Living Situation = Domestic violence situation	U, C	HMIS	Entry
10i Living with relatives/friends	Prior Living Situation = Staying or living in a family member's room, apartment, or house OR Staying or living in a friend's room, apartment, or house	U, C	HMIS	Entry
10j Rental housing	Prior Living Situation = Room, apartment, or house that you rent	U, C	HMIS	Entry
10k Other	Prior Living Situation = Permanent housing for formerly homeless persons OR Don't Know OR Refused OR Apartment or house that you own OR Hotel or motel paid for without emergency shelter voucher OR Foster care home or foster care group home OR Other	U, C	HMIS	Entry
11 ALL	Only Singles and Adults who Exited during operating year (2cc1, 2cc2) are counted; Chronic column counts only those with Program Entry question 2705 = Yes; If multiple Program entries, first income snapshot is counted for entry and last snapshot is counted for exit	U, C	HMIS	Entry & Exit, Income Snapshot
11A Monthly Income at Entry	Calculates Income from Program Entry first Snapshot	U, C	HMIS	Entry, Income Snapshot
11B Monthly Income at Exit	Calculates Income from Program Exit last Snapshot	U, C	HMIS	Exit, Income Snapshot
11C Income Sources at Entry	Program Entry first Snapshot Income Source and/or Non-Cash Benefit popup window	U, C	HMIS	Entry, Income Snapshot
11Ca Supplemental Security Income (SSI)	Income Source = Supplemental Security Income OR SSI	U, C	HMIS	Entry, Income Snapshot
11Cb Social Security Disability Income (SSDI)	Income Source = Social Security Disability Income (SSDI)	U, C	HMIS	Entry, Income Snapshot
11Cc Social Security	Income Source = Retirement Income from Social Security	U, C	HMIS	Entry, Income Snapshot
11Cd General Public Assistance	Income Source = General Assistance (GA) OR Non-Cash Benefit checked = Medicare OR Section 8 OR WIC	U, C	HMIS	Entry, Income Snapshot
11Ce Temporary Aid to Needy Families (TANF)	Income Source = Temporary Assistance For Needy Families (TANF) OR Non-Cash Checked =	U, C	HMIS	Entry, Income Snapshot

Report Item	System Item	Setup, User or Calculation	Library	Page
	TANF Child Care OR TANF Transportation OR TANFF Funded			
11Cf State Children's Health Insurance Program (SCHIP)	Non-Cash checked = Child Insurance	U, C	HMIS	Entry, Income Snapshot
11Cg Veterans Benefits	Income Source = Veterans Pension OR A veterans disability payment	U, C	HMIS	Entry, Income Snapshot
11Ch Employment Income	Income Source = Earned Income	U, C	HMIS	Entry, Income Snapshot
11Ci Unemployment Benefits	Income Source = Unemployment Insurance	U, C	HMIS	Entry, Income Snapshot
11Cj Veterans Health Care	Non-Cash checked = VA Medical	U, C	HMIS	Entry, Income Snapshot
11Ck Medicaid	Non-Cash checked = Medicaid	U, C	HMIS	Entry, Income Snapshot
11Cl Food Stamps	Non-Cash checked = Food Stamps	U, C	HMIS	Entry, Income Snapshot
11Cm Other (please specify)	Income Source = Other Source OR Child Support OR State Disability Insurance (SDI) OR AFDC or Cal Works OR Private Disability Insurance OR Pension from a former job OR Workers Compensation OR Alimony or other spousal support OR Non-cash has OTHER filled in	U, C	HMIS	Entry, Income Snapshot
11Cn No Financial Resources	Income Source = No Financial Resources	U, C	HMIS	Entry, Income Snapshot
11D Income Sources at Exit	Program Entry last Snapshot Income Source or Non-Cash Benefit; sources are the same as for 11C	U, C	HMIS	Exit, Income Snapshot
12a Length of stay in Program – those who have Exited	Counts Clients who Exited during operating year (2cc1 and 2cc2); Chronic column counts only those with Program Entry question 2705 = Yes; Calculates days from Program Entry to Program Exit; If multiple exits, calculates length of stay for each program stay and adds them together; total should equal 2cc1 +2cc2	U, C	HMIS	Exit
12b Length of stay in Program –those in Program on last day of Operating Year	Counts clients who have NOT Exited on last day of Operating Year (2dc1 and 2dc2); Chronic column counts only those who Program Entry question 2705 = Yes; counts days from Program Entry to last day of Operating Year; ALL total should equal 2dc1 + 2dc2	U, C	HMIS	Exit
13 Reason for Leaving	Counts Clients who Exited during operating year (2cc1 and 2cc2); Uses Program Exit Question; Chronic column counts only those with Program Entry question 2705	U, C	HMIS	Exit

Report Item	System Item	Setup, User or Calculation	Library	Page
	= Yes			
13a Left for a housing opportunity before completing program	Primary Reason = Left for a housing opportunity before completed program	U, C	HMIS	Exit
13b Completed Program	Primary Reason = Completed Program	U, C	HMIS	Exit
13c Non-payment of rent/occupancy charge	Primary Reason = Non-payment of rent/occupancy change	U, C	HMIS	Exit
13d Non-compliance with project	Primary Reason = Non-compliance with project	U, C	HMIS	Exit
13e Criminal activity/ destruction of property/ violence	Primary Reason = Criminal activity/destruction of property/ violence	U, C	HMIS	Exit
13f Reached maximum time allowed by project	Primary Reason = Reached maximum time allowed by project	U, C	HMIS	Exit
13g Needs could not be met by project	Primary Reason = Needs could not be met by project	U, C	HMIS	Exit
13h Disagreement with rules/persons	Primary Reason = Disagreed with rules/ persons	U, C	HMIS	Exit
13i Death	Primary Reason = Death OR Don't know OR Refused	U, C	HMIS	Exit
13j Other (please specify)	Primary Reason = Other	U, C	HMIS	Exit
13k Unknown/ disappeared	Primary Reason = Unknown/ Disappeared	U, C	HMIS	Exit
14 Destination	Counts Clients who Exited during operating year (2cc1 and 2cc2); Calculates categories from Program Exit Questions; Chronic column counts only those with Program Entry question 2705 = Yes	U, C	HMIS	Exit
14a PERMANENT Rental House or apartment (no subsidy)	Destination = Room, apartment, or house that you rent AND Subsidy Type = Other housing subsidy OR Don't know OR Refused	U, C	HMIS	Exit
14b PERMANENT Public Housing	Destination = Don't know OR Refused OR Room, apartment, or house that you rent OR <i>like</i> Place not meant for habitation AND Subsidy Type = Public Housing	U, C	HMIS	Exit
14c PERMANENT Section 8	Destination = Don't know OR Refused OR Room, apartment, or house that you rent OR <i>like</i> Place not meant for habitation AND Subsidy Type = Section 8	U, C	HMIS	Exit
14d PERMANENT Shelter Plus Care	Destination = Don't know OR Refused OR Room, apartment, or house that you rent OR <i>like</i> Place	U, C	HMIS	Exit

Report Item	System Item	Setup, User or Calculation	Library	Page
	not meant for habitation or Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab) AND Subsidy Type = S+C			
14e PERMANENT HOME subsidized house or apartment	Destination = Don't know OR Refused OR Room, apartment, or house that you rent OR <i>like</i> Place not meant for habitation AND Subsidy Type = HOME program	U, C	HMIS	Exit
14f PERMANENT Other subsidized house or apartment	Destination = Don't know OR Refused OR Room, apartment, or house that you rent OR <i>like</i> Place not meant for habitation AND Tenure = Permanent AND Subsidy Type = HOPWA program	U, C	HMIS	Exit
14g PERMANENT Homeownership	Destination = Apartment or house that you own	U, C	HMIS	Exit
14h PERMANENT Moved in with family or friends (Permanent)	Destination = Staying or living in a family members room, apartment or house AND Tenure = Permanent	U, C	HMIS	Exit
14i TRANSITIONAL Transitional Housing for homeless persons	Destination = Transitional housing for homeless persons (including homeless youth)	U, C	HMIS	Exit
14j TRANSITIONAL Moved in with family of friends (Transitional)	Destination = Staying or living in a family members room, apartment or house AND Tenure = Transitional OR Don't Know OR Refused	U, C	HMIS	Exit
14k INSTRUCTION Psychiatric hospital	Destination = Psychiatric hospital or other psychiatric facility	U, C	HMIS	Exit
14l INSTRUCTION Inpatient alcohol or other drug treatment facility	Destination = Substance abuse treatment facility or detox center	U, C	HMIS	Exit
14m INSTRUCTION Jail/ Prison	Destination = Jail, prison or juvenile detention facility	U, C	HMIS	Exit
14n EMERGENCY Shelter Emergency Shelter	Destination <i>like</i> Emergency shelter	U, C	HMIS	Exit
14o OTHER Other supportive Housing	Destination = Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab) AND Subsidy Type $\neq$ S+C	U, C	HMIS	Exit
14p OTHER Places not meant for human habitation (e.g. street)	Destination = Foster care home or foster care group home	U, C	HMIS	Exit
14q OTHER Other (please specify)	Destination = Hospital (non-psychiatric) OR Staying or living in a friend's room, apartment, or house OR Hotel or motel paid for	U, C	HMIS	Exit

Report Item	System Item	Setup, User or Calculation	Library	Page
	without emergency shelter voucher OR Other OR Destination <i>like</i> Place not meant for habitation AND Subsidy Type = Other housing subsidy OR Don't Know OR Refused OR Destination = Don't Know OR Refused OR Room, apartment, or house that you rent OR <i>like</i> Place not meant for habitation AND Tenure = Transitional AND Subsidy Type = HOPWA program			
14r Unknown	Destination = Don't Know OR Refused AND Subsidy Type = Other housing subsidy OR Don't know OR Refused	U, C	HMIS	Exit
15 Supportive Services	Counts Clients who Exited during operating year (2cc1 and 2cc2); Counts number who received Services indicated by Activity Standard Name; Chronic column counts only those with Program Entry question 2705 = Yes	U, C	HMIS	Exit & all Service pages
15a Outreach	Activity Standard Name = Outreach	U, C	HMIS	Exit & all Service pages
15b Case Management	Activity Standard Name = Case/care management	U, C	HMIS	Exit & all Service pages
15c Life skills (outside of case management)	Activity Standard Name = Consumer assistance and protection OR Personal enrichment	U, C	HMIS	Exit & all Service pages
15d Alcohol or drug abuse services	Activity Standard Name = Substance abuse services	U, C	HMIS	Exit & all Service pages
15e Mental health services	Activity Standard Name = Mental health care/counseling	U, C	HMIS	Exit & all Service pages
15f HUV/AIDS-related services	Activity Standard Name = HIV/AIDS-related services	U, C	HMIS	Exit & all Service pages
15g Other health care services	Activity Standard Name = Health care	U, C	HMIS	Exit & all Service pages
15h Education	Activity Standard Name = Education	U, C	HMIS	Exit & all Service pages
15i Housing placement	Activity Standard Name = Housing/shelter	U, C	HMIS	Exit & all Service pages
15j Employment Assistance	Activity Standard Name = Employment	U, C	HMIS	Exit & all Service pages
15k Child Care	Activity Standard Name = Day Care	U, C	HMIS	Exit & all Service pages
15l Transportation	Activity Standard Name = Transportation	U, C	HMIS	Exit & all Service pages
15m Legal	Activity Standard Name = Criminal justice/legal services	U, C	HMIS	Exit & all Service pages
15n Other (please specify)	Activity Standard Name = Other OR Food OR Material goods OR Temporary housing and other financial aid	U, C	HMIS	Exit & all Service pages

Report Item	System Item	Setup, User or Calculation	Library	Page
16 Overall Program Goals	Answers come from Yearly Report page, Questions 16A, 16B and 16C; Answers are from Comments section (not from answer field); make sure correct Contract is selected before answering questions	U	Organization	APR Report
16a Residential Stability Objectives	16 A Objectives Comments section	U	Organization	APR Report
16a Residential Stability Progress	16 A Progress Comments section	U	Organization	APR Report
16a Residential Stability Next Operating Year's Objectives	16 A Next Operating Year's Objectives Comments section	U	Organization	APR Report
16b Increased Skills or Income Objectives	16 B Objectives Comments section	U	Organization	APR Report
16b Increased Skills or Income Progress	16 B Progress Comments section	U	Organization	APR Report
16b Increased Skills or Income Next Operating Year's Objectives	16 B Next Operating Year's Objectives Comments section	U	Organization	APR Report
16c Greater Self-determination Objectives	16 C Objectives Comments section	U	Organization	APR Report
16c Greater Self-determination Progress	16 C Progress Comments section	U	Organization	APR Report
16c Greater Self-determination Next Operating Year's Objectives	16 C Next Operating Year's Objectives Comments section	U	Organization	APR Report
17 Beds	SHP recipients answer 17a; S+C recipients answer 17b; SRO recipients answer 17c; SHP-SSO projects do not complete this questions	U	Organization	APR Report
17a SHP current level; new effort, new effort in place	17A Current Level answer; New Effort answer; new effort in place answer	U	Organization	APR Report
17b S+C number of beds; number of dwelling units	17B Number of Beds answer; Number of Dwelling Units answer	U	Organization	APR Report
17c SRO number of dwelling units	17C Number of dwelling Units answer	U	Organization	APR Report
18 Supportive Services	Figures come from Yearly Reports page, question 18; Total is calculated from all answers to 18; Cumulative amount is from last answer for Cumulative mount of match	U, C	Organization	APR Report

Report Item	System Item	Setup, User or Calculation	Library	Page
19 Supportive Housing Program: Leasing, Supportive Services, Operating Costs, HMIS Activities and Administration	Figures are from Yearly Report; figures in each section are totaled	U	Organization	APR Report
19a Cash Match	Figures are from answers for 19ACash; total is calculated	U & C	Organization	APR Report
19a SHP	Figures are from answers for 19ASHP; total is calculated		Organization	APR Report
19b Sources of Cash Match	Figures are from answers to 19B; Comments are entered on separate line with amount; use ADD button to add more sources; total is calculated		Organization	APR Report
20 Supporting Housing Program: Acquisition, Rehabilitation and New construction	Figures are from Yearly Report; figures in each section are totaled		Organization	APR Report
20a Cash Match	Figures are from answers for 20ACash; total is calculated		Organization	APR Report
20a SHP	Figures are from answers for 20ASHP; total is calculated		Organization	APR Report
20b Sources of Cash Match	Figures are from answers to 20B; Comments are entered on separate line with amount; use ADD button to add more sources; total is calculated		Organization	APR Report
21 For Supportive Housing (SHP) – HMIS Activities			Organization	
21a HMIS Activities Only – Equipment, Software, Services, Personnel, HMIS Space and Operations	Figures are from answers to Yearly Report questions, Subtotal is calculated for each of the five sections, and total for entire 21A section		Organization	APR Report
21b Describe any problems and/or changes implemented during the operating year	Answer is from Comments to Question 21B		Organization	APR Report
21c Technical Assistance and recommendations	Answer is from Comments to Question 21C		Organization	APR Report

