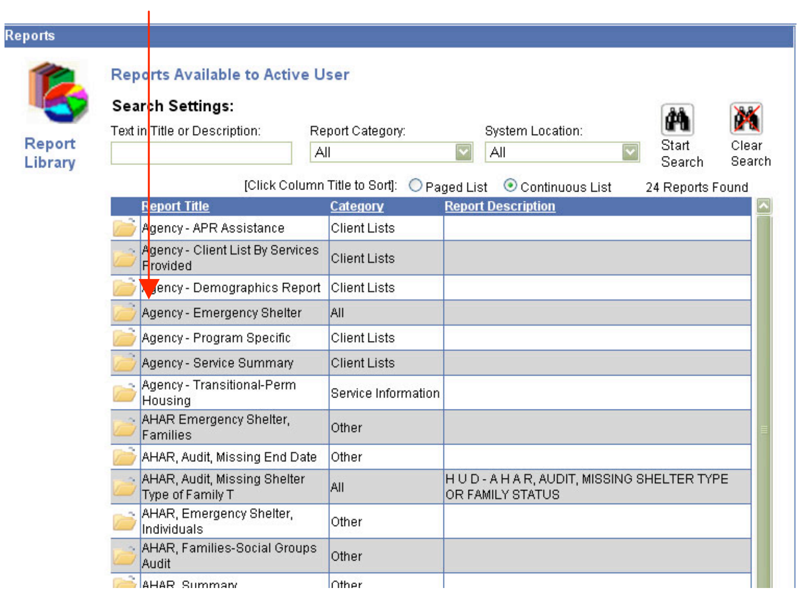
Running Reports in the HMIS

Within the HMIS, you are able to run a variety of Reports to assist with and verify correct client placements and data entry as well as Quarterly and Annual reports required for funding.

1) In the Common Tool area located at the top of each screen, click the Reports icon.

2) The Report Library will be displayed. Click the folder icon to select the Report you would like to run.



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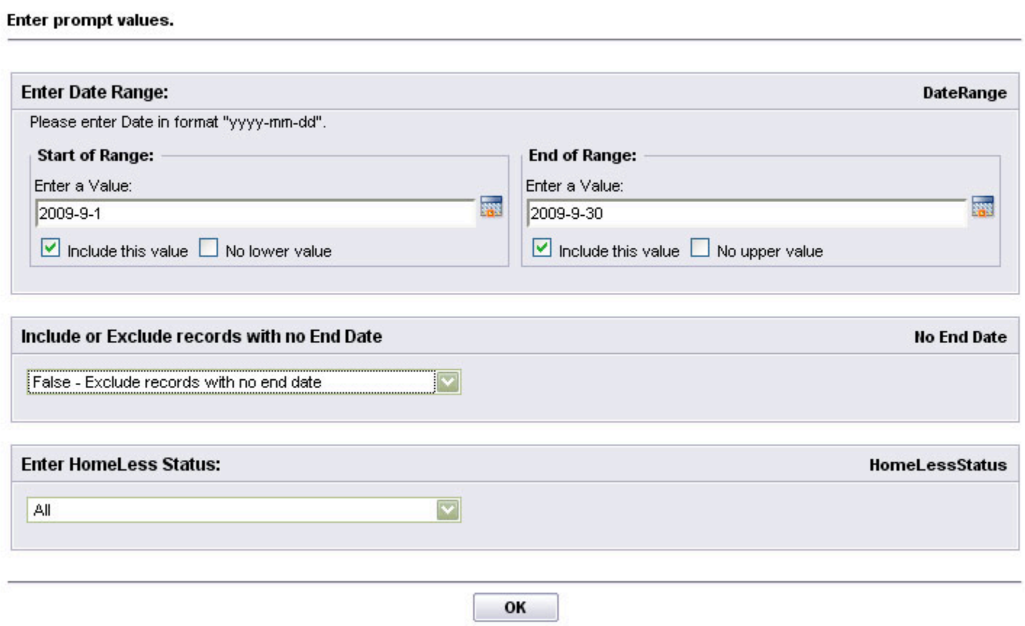
3) Each report asks for a specific set of values (parameters from which to pull data). This will differ for each report.

General parameters will include any or all of the following:
Start Date, End Date, Homeless Status, and the option to include or exclude Clients whose placements have no end date.

For this example we are running the Client Demographics Report, which requires a Start and End Date, Homeless Status, and the option to include or exclude records with no End Dates.



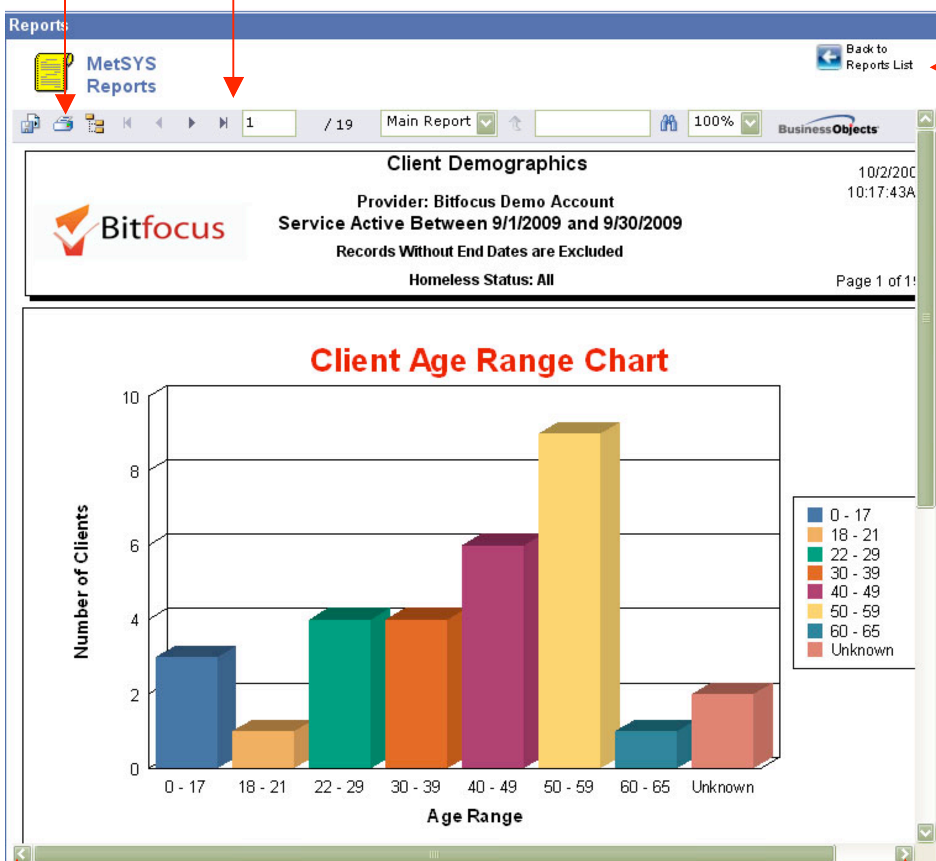
NOTE: Every service placement requires both a Start and End Date; however, by including Client records with no End Dates your report will pull any past clients with open-ended placements done in error, as they would still be considered active regardless of the date range parameters you have entered. If open-ended service placements have been entered in the past, your Agency should attempt to identify those Clients and add correct End Dates to their past services.

4) Report layout overview:

Clicking the Print icon will display a list of printers. Choose your printer or pdf writer from the list to print or save the report.

The page number is displayed in the center box.

Click the triangles to the left or right of the center box to navigate back or forward by page.



Enhance the view of your report by scrolling up, down left or right.

Return to the Main Report Library by clicking the back arrow in the upper right corner.

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Recommended Reports:

Agency- APR Assistance:
Staff level listing of all case records. Includes Application, Enrollment, Services, and Category details. If your Agency is required to supply an APR for HUD or HPRP Funds, this report should be run at least once per month to verify correct Case Record intake for all appropriate Clients.

Agency- Client List by Services:
Provides a list of Clients who have received services from your Agency during the date range entered. Report includes Client name, Data Quality average and UserID of staff member who placed the client. Clicking on a Client name will expand the report to show individual information including Client service history and Data Quality analysis details (i.e. missing data fields). This report should be run weekly by both Management and Staff to ensure proper placement and data quality.

Agency- Demographics Report: (shown in above example)
This Report details demographic data for all Clients placed by your Agency during the date range entered. Each page of the Report contains either a bar or pie chart with full demographic data. This Report can be run as needed to supply demographic data for funding and research.

Housing Inventory Report:
There are two separate Housing Inventory reports currently available, Emergency Shelter and Transitional-Permanent Housing. Both reports provide the total number of Clients in attendance per day for each housing program/category. Clicking on any specific date will expand the report to view Participant (Client) names, Data Quality average and UserID of Staff who placed the Client into housing. You may further expand the report by clicking on a Client name to view housing service history and Data Quality Analysis for that particular Client. This Report should be run on a weekly basis to determine accurate attendance intake.

Agency- Service Summary:
Provides details of all services with total Clients placed and any associated cost. Can be expanded to list individual clients/costs. Management/Staff should run this Report on a regular basis to ensure intake and placements are up to date and being reflected properly.

Additional Reports are available and can be run by Management or Staff as needed. Please contact Bitfocus support at 702-614-6690 x2 if you require assistance.