

HMIS Reports Guide

ART Reports – must have an ART license

| Report | Location | Prompts | Description | Key Words | How often should it be run? |
|------------------------------|---|----------------------------------|--|--------------------------|-----------------------------|
| HMID Data Quality | ART Public→LHC→Data Quality Reports | Provider(s) and date range | Shows DQ errors related to housing move in date. The report only pulls in clients with errors and shows 2 types or errors. 1) Missing move in dates for clients who exited to a positive destination 2) Housing move in dates that are not dated between the project entry and exit date | Housing Move- In Date | Quarterly |
| Exit Destination W/ Notes | ART Public→LHC→Data Quality Reports | Provider(s) and date range | This report shows all clients who exited a program in the date range provided. The report shows the reason for leaving, the exit destination, and any accompanying notes caseworkers wrote with the exit in HMIS This can be used to look through the notes and look for discrepancies between what the note says and the exit destination. Exit destinations can be updated to most accurately reflect where the client is living according to the notes. | Exit Destinations | Monthly |

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| <p>Relationship to HoH Errors</p> | <p>ART Public→LHC→LSA & SPM Data Clean Up→LSA</p> | <p>Provider(s), date range, program type (make sure the program type for the providers are included)</p> | <p>The report details client-level Relationship to Head of Household errors broken out by project.</p> <p>Examples of errors are households missing a head of household, or single individuals who are not listed as the head of household.</p> <p>The report also lists clients whose client location (the CoC code entered in project entry assessment) is different from the CoC code of the provider. This is an error if the provider serves exclusively one CoC that is different from what is entered for the client's location.</p> | <p>Relationship to head of household</p> <p>Client location discrepancies</p> | <p>Quarterly</p> |
| <p>Annual Review Audit Report</p> | <p>ART Public→LHC→Data Quality Reports</p> | <p>Provider(s) or provider group.</p> | <p>The report shows every client who is in their 60-day window to have their annual review completed.</p> <p>It also shows clients who will be coming up on their 60-day window soon, and which clients have missed the deadline.</p> <p>You can see the client's entry date, date of last annual assessment, etc.</p> | <p>Annual Assessments</p> | <p>Monthly</p> |

Canned Reports

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| CoC APR | Provider Reports | Provider or Provider Group, date range, entry/exit type | <p>This report shows data quality error rates for all the HUD Universal Data Elements, such as DOB, race, ethnicity, gender, veteran status, relationship to head of household, client location, disabling condition, income at project start, annual assessment and exit, and homeless history</p> <p>The blue counts in each category are hyperlinks, and the clients with the errors can be downloaded to an Excel spreadsheet.</p> <p>This report also gives breakdowns of the clients in the program in the date range, including breakdowns of gender, vet status, race, income, disabling condition, prior living situation, exit destinations, length of stay in program, etc.</p> | <p>Universal Data Elements Data Quality</p> <p>Client demographics</p> <p>Aggregate data from entry/exit assessments</p> | Monthly at a minimum, more often is better |
| ESG CAPER | Provider Reports | Provider or Provider Group, date range, HUD entry/exit type | This report is similar to the CoC APR report and shows all of the same HUD Universal Data Element data and error rates | <p>Universal Data Elements Data Quality</p> <p>Client demographics</p> <p>Aggregate data from entry/exit assessments</p> | If you receive ESG funding for a project, monthly at a minimum |

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| | | | | Outreach contacts and rates of date of engagement | |
| Service Transaction Report | Provider Reports | Date range, service transaction name, need outcome (optional) | <p>The report can be used to view all service transactions, shelter stays, or needs entered by a provider in a given date range.</p> <p>You have the option of pulling needs by need outcome.</p> <p>Only one service transaction type can be pulled at a time.</p> <p>The report shows the need date, name, and type, the user who created it, and service provider. The info can be downloaded to Excel</p> | Service Transactions | As needed |