HUD/HMIS Commonly Used Reports Quick Reference Guide

GA HMIS ClientTrack Implementation

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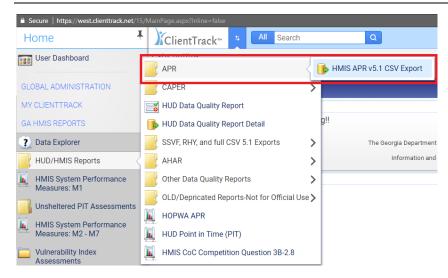
# **Common Report Parameters**

- Date Range Indicate the time period for this report. Only records that fall within the date range you select will be included.
- Run Report By Select Begin Enrollment to filter the report for enrollments that started within the report date range. Select Exited to filter by the program exit date. Select Enroll at any point to show all the clients still in the program during the report date range.
- Organization(s) Indicate which organizations should be included in the report by selecting each organization separately, or click the view icon to select all. Note: The list only shows organizations you are authorized to view.
- Grant Program The APR for CoC Grant-Funded Programs is dependent upon the grant program and related component.
- Grant(s) This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the v icon to select all.
- Program(s) Check the box to limit report results by selected programs. When checked, the list displays programs that belong to the organizations you selected above. Indicate which programs should be included in the report by selecting each program separately, or click the v icon to select all.
- Source Type Identify where the export is being generated from. This populates fields in the Export.csv. It is not a CoC Filter.
  - Continuum Operated Multiple grants or programs at multiple agencies within the same CoC
  - Agency-Specific Database Multiple grants or programs within the same agency
  - Data Warehouse Multiple grants or programs at multiple agencies across multiple CoCs
- CoC Filter You may, optionally, identify a single CoC to filter the report results (HMIS implementations with only one CoC do not need to do so). Note: This filter only applies to the initial client universe.
  - If specified, this CoC must match either the client's enrollment head of household CoC or (if that is blank) then this location must match one of the CoC locations identified for the associated program.

# TO ACCESS REPORTS, ENSURE THAT YOUR ARE IN THE HOME WORKSPACE

HUD/HMIS Commonly Used Reports are located in the GA HMIS Reports menu group.

### HUD Annual Performance Report (APR)

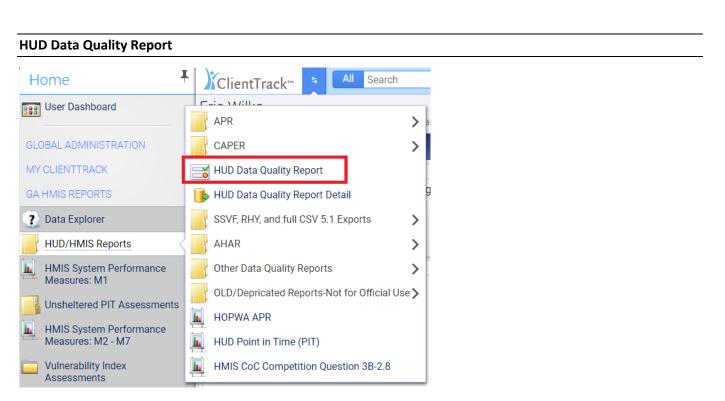


Runs on information entered about your enrolled clients and data input on assessments in workflows. Required for CoC grant funded projects. The HMIS APR v5.1 Export....exe file from the Files on Server page is what should be downloaded, decrypted, reviewed, zipped, and submitted to SAGE.

#### Secure | https://west.clienttrack.net/15/ Ŧ Search Home ClientTrack™ Eria M/III User Dashboard APR > ams GLOBAL ADMINISTRATION Emergency Solutions Grant (ESG) CAPER EXPORT CAPER MY CLIENTTRACK KIND Data Quality Report g!! GA HMIS REPORTS 📑 HUD Data Quality Report Detail ?) Data Explorer SSVF, RHY, and full CSV 5.1 Exports > The Georgia Department of Community Affairs would Information and updates related to HMIS/CI HUD/HMIS Reports AHAR > Other Data Quality Reports HMIS System Performance > Measures: M1 OLD/Depricated Reports-Not for Official Use > Unsheltered PIT Assessments HOPWA APR **.** HMIS System Performance <u>.</u> HUD Point in Time (PIT) Measures: M2 - M7 Vulnerability Index HMIS CoC Competition Question 3B-2.8 ۱. Assessments

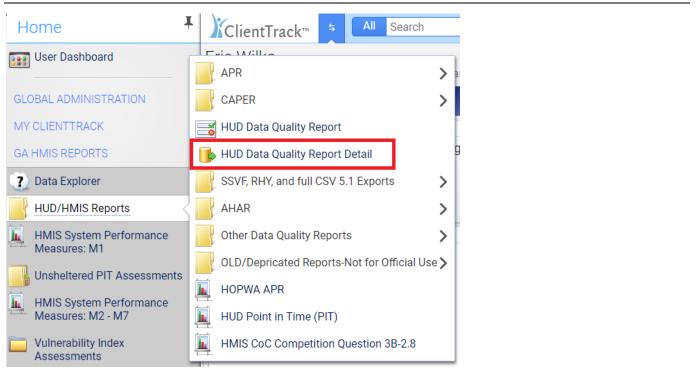
**Consolidated Annual Performance and Evaluation Report (CAPER)** 

Runs on information entered about your enrolled clients and data input on assessments in workflows. Required for ESG grant funded projects. The ESG\_Caper....exe file from the Files on Server page is what should be downloaded, decrypted, reviewed, zipped, and imported into eCART. Please note that you must remove the Data Validation Only file before importing into eCART to get accurate results.

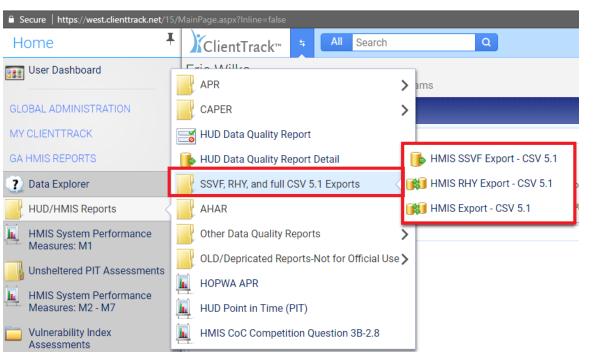


Runs on information entered about your enrolled clients and data input on assessments in workflows and checks for data quality errors and inconsistencies based on logic provided by the federal partners. Not all questions are universally applicable to all funding sources. This is a formatted report that will show in a new window when it completes. To get information on clients populating the results, you will need to run the HUD Data Quality Report Detail.





Runs on information entered about your enrolled clients and data input on assessments in workflows and checks for data quality errors and inconsistencies. This is an export that contains several files. The APR Detail....exe file from the Files on Server page is what should be downloaded, decrypted, and reviewed. The files contain client level data to assist in finding who is being counted as errors.



Assessments Assessments Assessments Assessments Assessments Assessments Assessments Assessments of client level data of enrolled clients. SSVF and RHY exports only contain the files required by funders and specific export directives, such as the hashed PII directive for RHY. The full CSV 5.1 export is all files, with the broadest of directives (i.e.no hashed PII). The export files to download, decrypt, review, and upload (for

SSVF and RHY) are on the Files on Server Page. Annual Homeless Assessment Report (AHAR) Home All Search ClientTrack™ User Dashboard Eric Miller APR > ims GLOBAL ADMINISTRATION CAPER > MY CLIENTTRACK 📑 HUD Data Quality Report GA HMIS REPORTS 🔥 HUD Data Quality Report Detail SSVF, RHY, and full CSV 5.1 Exports 2 Data Explorer ١. AHAR by Program Type HUD/HMIS Reports AHAR AHAR Summary HMIS System Performance Other Data Quality Reports Measures: M1 OLD/Depricated Reports-Not for Official Use > Unsheltered PIT Assessments HOPWA APR **I**. HMIS System Performance Measures: M2 - M7 HUD Point in Time (PIT) **I**. Vulnerability Index HMIS CoC Competition Question 3B-2.8 Assessments

## Supportive Services for Veteran Families (SSVF), Runaway & Homeless Youth (RHY) and full CSV 5.1 Exports

This is for system level reporting on clients in residential project types regardless of funding. No individual project will need to run this for compliance reporting.

### **Other Data Quality Reports**

Home	ClientTrack™ ≒ All Search	٩
User Dashboard	Eric Millio	
	APR >	ams
GLOBAL ADMINISTRATION	CAPER >	•
MY CLIENTTRACK	HUD Data Quality Report	
GA HMIS REPORTS	🕞 HUD Data Quality Report Detail	g!!
Data Explorer	SSVF, RHY, and full CSV 5.1 Exports	The Georgia Department of Cc
HUD/HMIS Reports	AHAR	HMIS Universal Data Quality
HMIS System Performance Measures: M1	Other Data Quality Reports	HMIS Universal Data Integrity
	OLD/Depricated Reports-Not for Official Use	HMIS Data Entry Timing Report
Unsheltered PIT Assessments	HOPWA APR	
HMIS System Performance Measures: M2 - M7	HUD Point in Time (PIT)	
Vulnerability Index Assessments	HMIS CoC Competition Question 3B-2.8	

This contains data quality reports that were used prior to the HUD Data Quality Report, and were specific to ClientTrack implementations. While these still can be used, the HUD Data Quality Report contains the most up to date logic and has specifications provided by the federal partners.

#### **OLD/Depricated Reports - Not for Official Use** All Search Home ClientTrack™ User Dashboard APR > GLOBAL ADMINISTRATION CAPER > MY CLIENTTRACK 📑 HUD Data Quality Report GA HMIS REPORTS 🚯 HUD Data Quality Report Detail SSVF, RHY, and full CSV 5.1 Exports ?) Data Explorer > HUD/HMIS Reports AHAR > HMIS System Performance Other Data Quality Reports > Measures: M1 OLD/Depricated Reports-Not for Official Use > Unsheltered PIT Assessments HOPWA APR . HMIS System Performance Measures: M2 - M7 ١. HUD Point in Time (PIT) Vulnerability Index ١. HMIS CoC Competition Question 3B-2.8 Assessments

These contain previous versions of compliance reports. They are not maintained or updated for annual data standard changes or report requirement changes. However, they can still provide some information in a familiar format. Reports in this folder may be removed at any time.

Housing Opportunities fo	r Persons with HIV/AIDS (HOPWA) A	۱PR
Home	ClientTrack™ 5 All Search	
User Dashboard	APR >	
GLOBAL ADMINISTRATION	CAPER >	
MY CLIENTTRACK	HUD Data Quality Report	
GA HMIS REPORTS	🕞 HUD Data Quality Report Detail	Ç
Data Explorer	SSVF, RHY, and full CSV 5.1 Exports	
HUD/HMIS Reports	AHAR >	
HMIS System Performance	Other Data Quality Reports	
	OLD/Depricated Reports-Not for Official Use >	
Unsheltered PIT Assessments	🔟 HOPWA APR	
HMIS System Performance Measures: M2 - M7	HUD Point in Time (PIT)	
Vulnerability Index Assessments	HMIS CoC Competition Question 3B-2.8	

Runs on information entered about your enrolled clients, data input on assessments in workflows, and services. To create a HOPWA Report instance, click Add New. To run the HOPWA report, click the blue circle next to the instance and choose HOPWA Report. For the detail sections of the report, choose Detail Part 3 and 4 Report Search or Detail Part 5 Report Search. These will generate a report in a new window.

HUD Point in Time Report (PIT)			
Home	ClientTrack™ 5 All Search	_	
User Dashboard			
	APR	>	
GLOBAL ADMINISTRATION	CAPER	>	
MY CLIENTTRACK	HUD Data Quality Report		
GA HMIS REPORTS	🕞 HUD Data Quality Report Detail	ç	
Data Explorer	SSVF, RHY, and full CSV 5.1 Exports	>	
HUD/HMIS Reports	AHAR	>	
HMIS System Performance Measures: M1	Other Data Quality Reports	>	
Unsheltered PIT Assessments	OLD/Depricated Reports-Not for Official Use	>	
<b></b>	HOPWA APR		
HMIS System Performance Measures: M2 - M7	HUD Point in Time (PIT)		
Vulnerability Index	HMIS CoC Competition Question 3B-2.8		

This report output matches the requirements for entering data into HDX. The PIT Date (not on the report launch form) must be set in the system in order to report accurately. The report looks at clients enrolled in homeless residential projects and the clients with the unsheltered service selected.

HMIS CoC Competition Question 3B-2.8			
Home	ClientTrack <sup>™</sup> 5 All	Search	
User Dashboard	APR	>	
GLOBAL ADMINISTRATION	CAPER	>	
MY CLIENTTRACK	HUD Data Quality Report		
GA HMIS REPORTS	🕞 HUD Data Quality Report Detail	Ç	
Data Explorer	SSVF, RHY, and full CSV 5.1 Exp	orts 📏	
HUD/HMIS Reports	AHAR	>	
HMIS System Performance Measures: M1	Other Data Quality Reports	>	
Unsheltered PIT Assessments	OLD/Depricated Reports-Not fo	r Official Use >	
HMIS System Performance	HOPWA APR		
Measures: M2 - M7	HUD Point in Time (PIT)		
Vulnerability Index Assessments	HMIS CoC Competition Questio	n 3B-2.8	

This a report for a specific CoC NOFA competition question, and not used for any other purposes.