




HUD/HMIS Commonly Used Reports Quick Reference Guide

GA HMIS ClientTrack
Implementation

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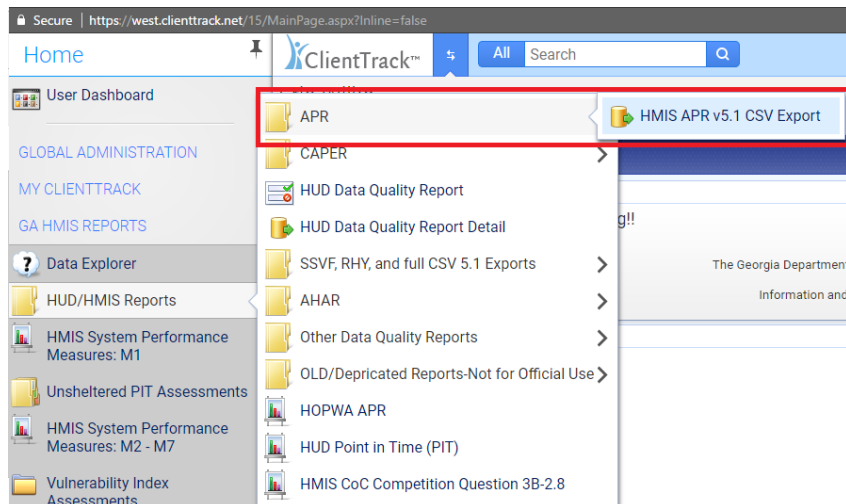
Common Report Parameters

- ❖ **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  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  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  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 YOU ARE IN THE HOME WORKSPACE

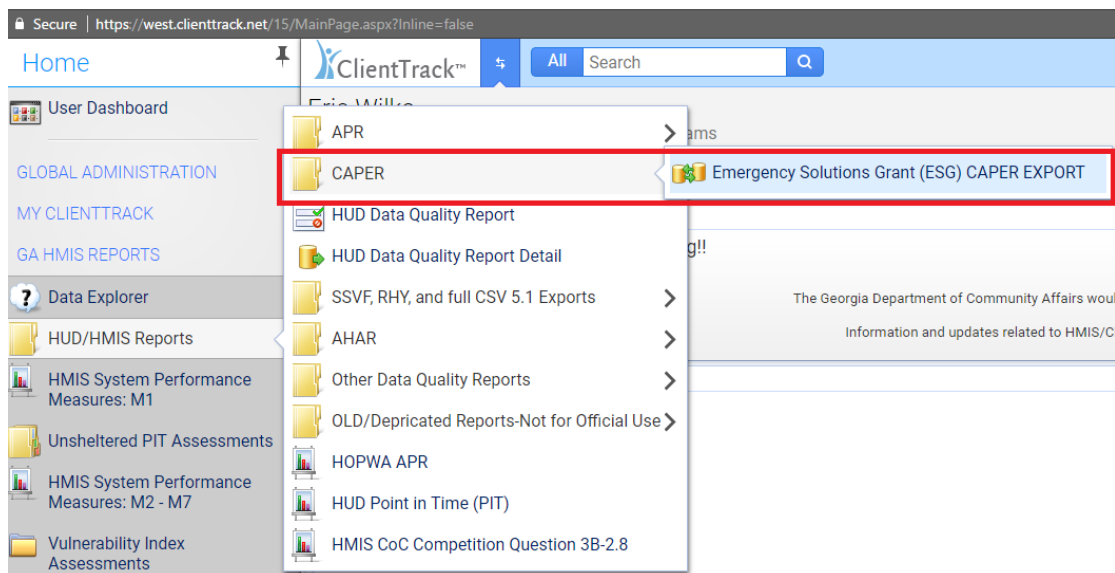
HUD/HMIS Commonly Used Reports are located in the GA HMIS Reports menu group.

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.

Consolidated Annual Performance and Evaluation Report (CAPER)



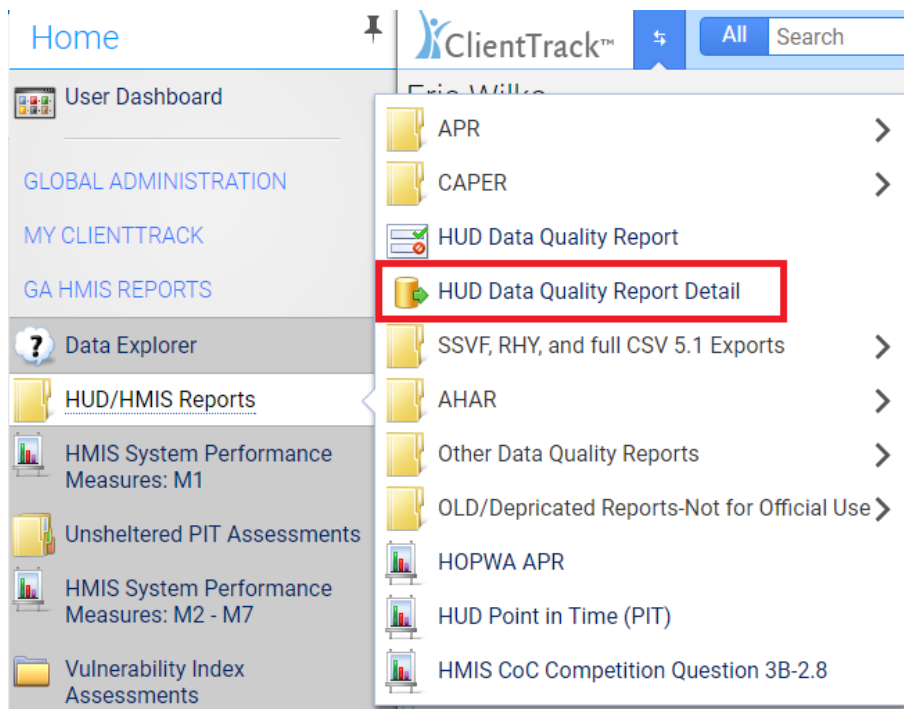
Runs on information entered about your enrolled clients and data input on assessments in workflows. Required for ESG grant funded projects. The ESG_Caper....exe file from the Files on Server page is what should be downloaded, decrypted, reviewed, zipped, and imported into eCART. Please note that you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

HUD Data Quality Report



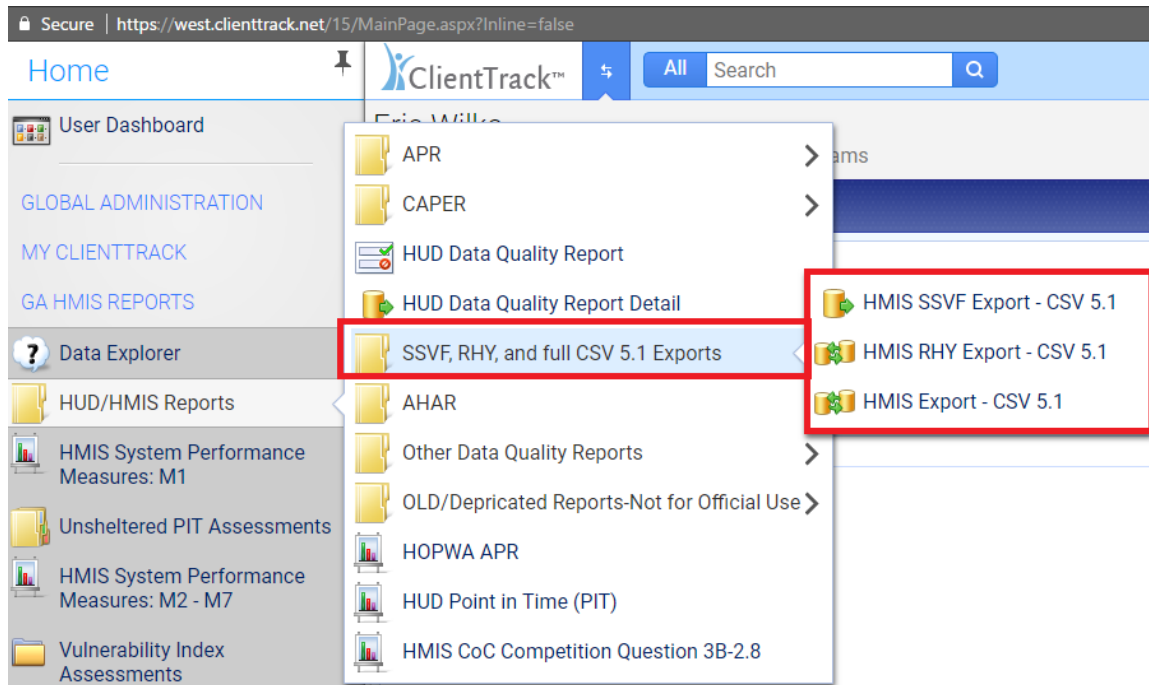
Runs on information entered about your enrolled clients and data input on assessments in workflows and checks for data quality errors and inconsistencies based on logic provided by the federal partners. Not all questions are universally applicable to all funding sources. This is a formatted report that 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.

HUD Data Quality Report Detail



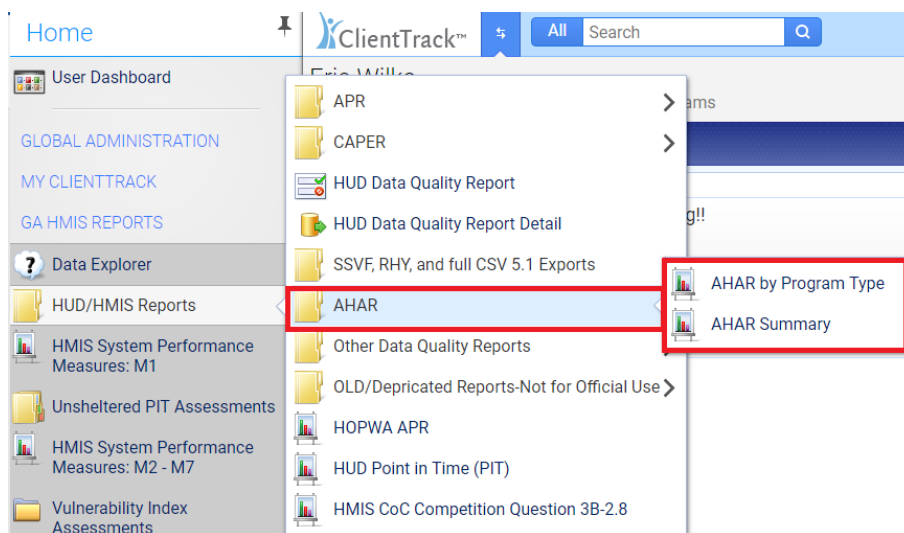
Runs on information entered about your enrolled clients and data input on assessments in workflows and checks for data quality errors and inconsistencies. This is an export that contains several files. The APR Detail....exe file from the Files on Server page is what should be downloaded, decrypted, and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

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



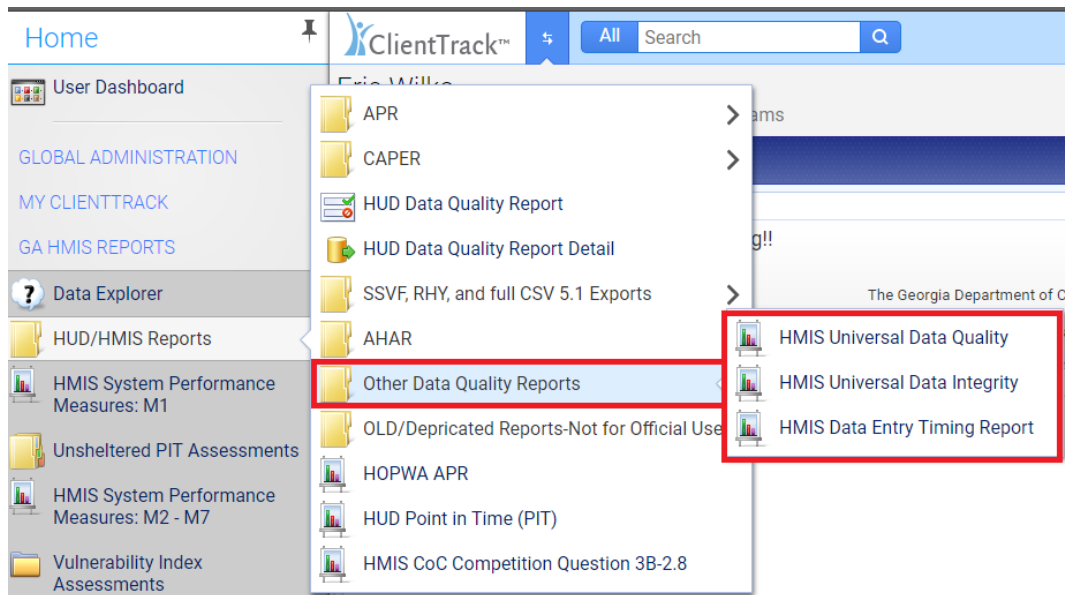
These are exports of client level data of enrolled clients. SSVF and RHY exports only contain the files required by funders and specific export directives, such as the hashed PII directive for RHY. The full CSV 5.1 export is all files, with the broadest of directives (i.e.no hashed PII). The export files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

Annual Homeless Assessment Report (AHAR)



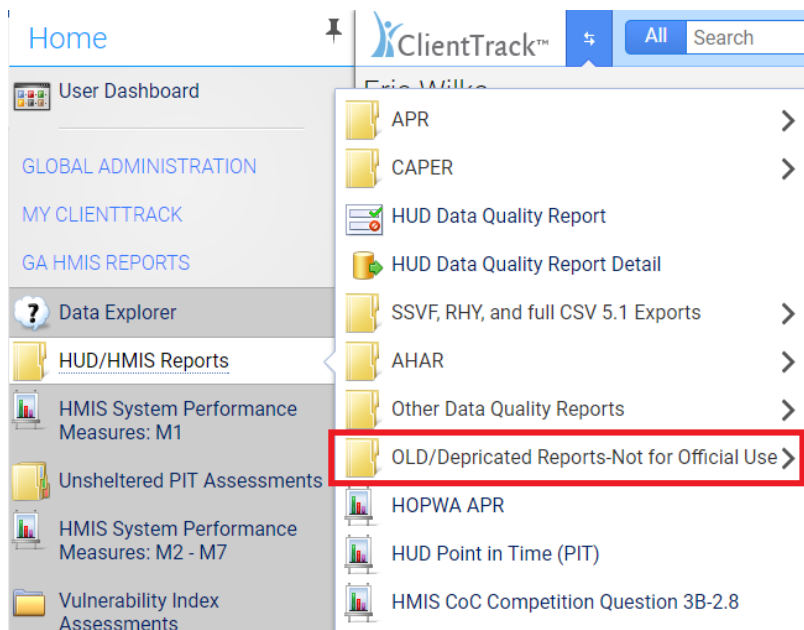
This is for system level reporting on clients in residential project types regardless of funding. No individual project will need to run this for compliance reporting.

Other Data Quality Reports



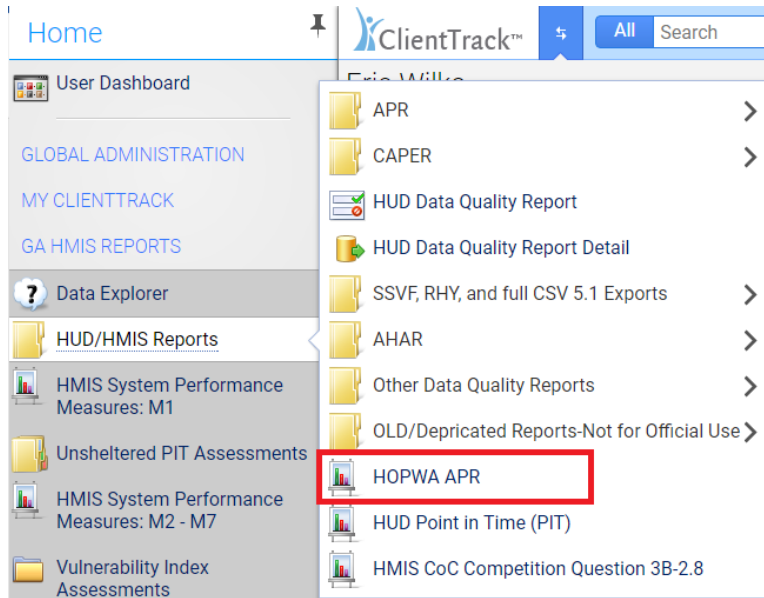
This contains data quality reports that were used prior to the HUD Data Quality Report, and were specific to ClientTrack implementations. While these still can be used, the HUD Data Quality Report contains the most up to date logic and has specifications provided by the federal partners.

OLD/Depricated Reports - Not for Official Use



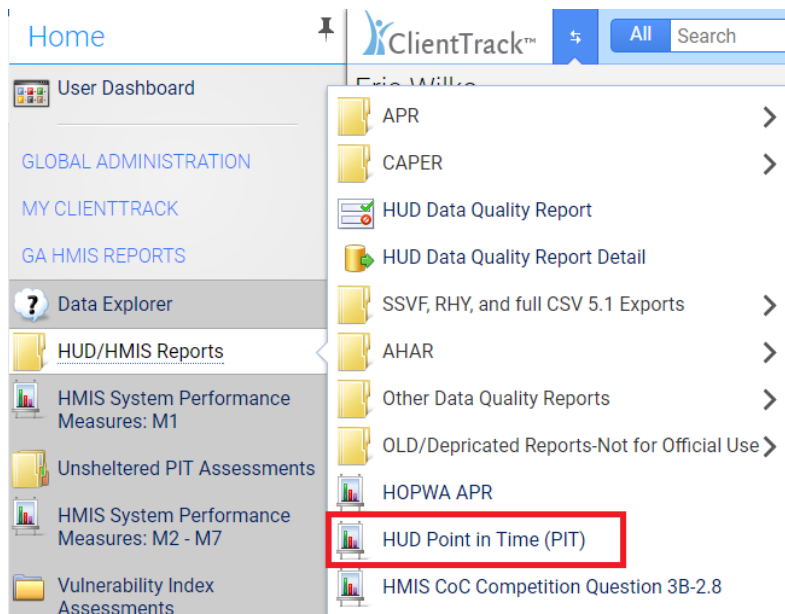
These contain previous versions of compliance reports. They are not maintained or updated for annual data standard changes or report requirement changes. However, they can still provide some information in a familiar format. Reports in this folder may be removed at any time.

Housing Opportunities for Persons with HIV/AIDS (HOPWA) APR



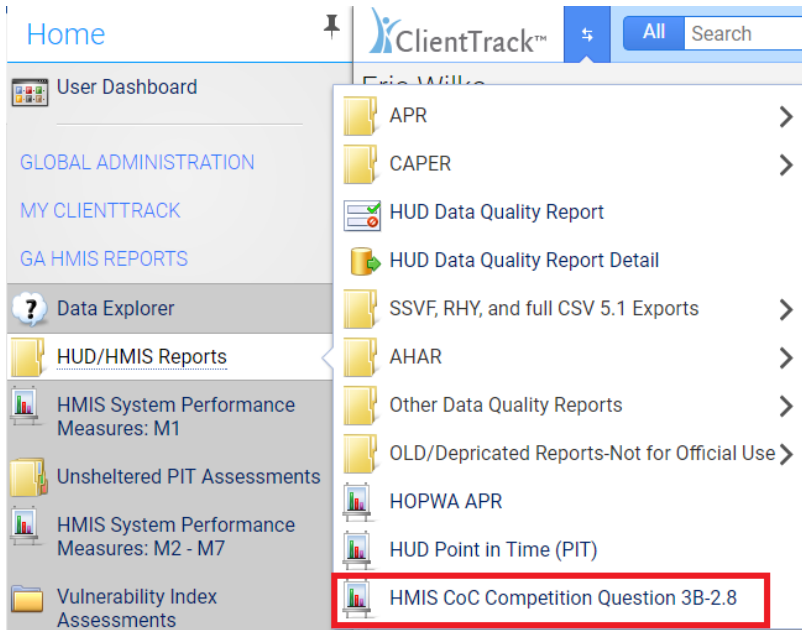
Runs on information entered about your enrolled clients, data input on assessments in workflows, and services. To create a HOPWA Report instance, click Add New. To run the HOPWA report, click the blue circle next to the instance and choose HOPWA Report. For the detail sections of the report, choose Detail 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)



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



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