



# **Top Ten Reports – Presenting Data in Useful Formats for Programs, Agencies, CoC, Funders and Advocates**

---

**Kathleen Freeman, Consultant**  
**Stephanie Pruitt, Mid America Assistance Coalition**  
**Paul Rossi, Foothold Technology**

**2006 National HMIS Conference**  
**September 18-19, 2006**  
**Denver, Colorado**



**Reporting Workshop Resource Manual**  
**HUD 2006 National HMIS Conference**  
**Denver, Colorado**  
**September 18-19, 2006**

Report 1: Division Summary Report .....	2
Report 2: User Group Reports .....	3
Report 3: Agency Daily Transaction Report .....	4
Report 4: Universal Data Elements.....	5
Report 5: Data Correction Report .....	6
Report 6: Client Demographic Counts.....	9
Report 7: Client Demographics II.....	10
Report 8: Service Summary Reports.....	11
Report 9: Service Summary – Multiple Agencies .....	12
Report 10: Client Goals .....	13
Report 11: Follow Up and Outcomes .....	14
Report 12: Housing Utilization Report.....	15
Report 13: Clients Served (include other agencies).....	16
Report 14: Household Composition.....	17
Report 15: Primary and Secondary Reasons for Homelessness .....	18
Report 16: Gaps Analysis .....	19

## Report 1: Division Summary Report Division Summary Report

[Excel File](#)

	Division ▼	Logins ▼	Active ▼	Programs ▼	Unduplicated Current ▼	Unduplicated History ▼
	Continuum	3	2	3	49	89
1.	Agency Name	5	0	3	19	21
2.	Agency Name	6	1	1	198	198
3.	Agency Name	6	0	5	6	15
4.	Agency Name	21	6	10	172	421
5.	Agency Name	91	57	24	225	345
6.	Agency Name	90	15	15	209	455
7.	Agency Name	5	0	2	18	19
8.	Agency Name	2	0	1	6	6
9.	Agency Name	5	0	1	6	6
10.	Agency Name	2	1	2	30	31
11.	Agency Name	4	0	2	9	14
12.	Agency Name	6	2	4	44	63
13.	Agency Name	5	0	1	6	6
14.	Agency Name	3	1	1	278	280
	Unduplicated Overall Totals	194	85	75	1257	1919

Logins = The number of user logins that currently exist.  
 Active = The number of logins that have been active in AWARDS in the last two weeks.  
 Programs = The number of division programs set up in AWARDS.  
 Unduplicated Current = The number of current unduplicated clients.  
 Unduplicated History = The number of unduplicated clients over time (including current clients).  
 Unduplicated Overall Total accounts for duplication across divisions.

### Report Description:

The Division Summary Report allows Continuum Executives to look at an entire HMIS implementation in terms of individual agencies and their levels of participation. Key report components are the number of programs, users, active logins, currently enrolled client loads and unduplicated client histories.

### Data elements:

Agency Division  
 Program ID  
 User Name  
 Date of Last Login

### Query Specifications:

Group by: Agency  
 Count of Unduplicated Clients on Current Census  
 Count of Unduplicated Clients from earliest admission through date of report

## Report 2: User Group Reports

	System User	Current User Group	Job Title	Last Login
1.		Agency Executive Officer	Executive Director	07/12/06
2.		Agency Executive Officer	Case Manager	?
3.		Agency Executive Officer	AWARDS Trainer	07/12/06
4.		Agency Executive Officer	Senior Case Manager	?
5.		Agency Executive Officer	Clinical Director	?
6.		CoC Executive Officer	Grants Director	07/12/06
7.		Direct Care Program Director	Director of Veterans Services	07/12/06
8.		Direct Care Program Director	Family Center Director	07/12/06
9.		Direct Care Staff	Nurse Practitioner	07/12/06
10.		Direct Care Staff	Substance Abuse Counselor	07/12/06
11.		Direct Care Staff	Employment Specialist	07/12/06
12.		Direct Care Staff	Mental Health Counselor	07/12/06
13.		Direct Care Staff	Intake Coordinator	07/12/06
14.		Direct Care Staff	Medical Receptionist	07/12/06
15.		Direct Care Staff	Registered Nurse	07/12/06
16.		Direct Care Staff	Housing Specialist	?

### Report Description:

The User Group Report run by Division allows Agency and Continuum executive to look at user level information as it relates to the number and types of users as well as the date of last login.

### Data Elements:

Agency Division  
User Name  
User Group  
Date of Last Login

### Report 3: Agency Daily Transaction Report

#### Agency Daily Transactions

07/03/06 to 07/13/0

Agency Name	Program Name	Transaction Type	Count	Daily Average
"Agency Name"	Legal Services	Add client information	35	4
		Add service information	1	0
		Query client information	8	1
		Update client information	27	3
		<i>Total:</i>	<i>71</i>	
"Agency Name"	Case Management	Add client information	978	98
		Add service information	18	2
		Query client information	504	50
		Query Service information	4	0
		Update client information	1400	140
<i>Total:</i>	<i>2904</i>			
"Agency Name"	Central Intake	Add client information	408	41
		Add service information	3	0
		Delete client information	2	0
		Query client information	241	24
		Update client information	458	46
<i>Total:</i>	<i>1112</i>			
"Agency Name"	Drop In Center	Add client information	689	69
		Add service information	1037	104
		Delete client information	10	1
		Query client information	389	39
		Query Service information	11	1
		Update client information	523	52
		Update service information	36	4
<i>Total:</i>	<i>2695</i>			
"Agency Name"	Shelter Placement	Add client information	188	19
		Add service information	21	2
		Delete client information	1	0
		Query client information	119	12
		Update client information	149	15
<i>Total:</i>	<i>479</i>			
"Agency Name"	Supportive Services	Add client information	341	34
		Add service information	196	20
		Delete client information	9	1
		Query client information	230	23
		Query Service information	15	2
		Update client information	673	67
Update service information	12	1		
<i>Total:</i>	<i>1476</i>			
<b>Total Transactions</b>			<b>8737</b>	

#### Report Description:

The Daily Agency Transactions Report allows Agency and Continuum Executives to look at the number and types of database transactions by selected groups of agencies and programs that is definable by State, County, Continuum of Care or Agency. The report looks at transactions over a user defined date range and provides a daily average as well as total transactions.

The ways in which line staff typically interact with the database were grouped into four categories: Add, Update, Delete and Query. The report limits looking at the actions to just Client and Service records.

#### Data Elements:

- Agency Division
- Program Name
- User Name
- User Login

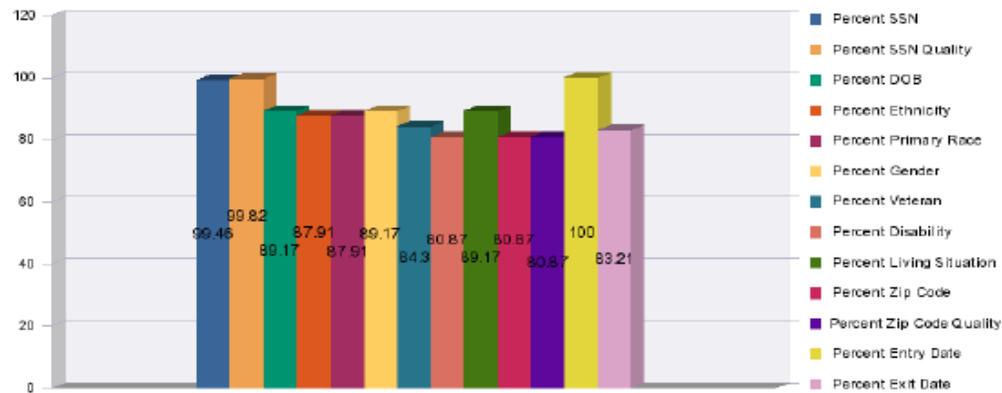
## Report 4: Universal Data Elements

### Missing Universal Data Elements - Summary Report

#### Acadia Recovery Community Emergency Shelter(35)

Client Count (Not Unique) 554

Data Element	SSN	SSN Data Quality	DOB	Ethnicity	Primary Race	Gender	Veteran	Disabling Condition	Residence Prior	Zip Code	Zip Quality	Entry Date	Exit Date
Count Filled	551	553	494	487	487	494	467	448	481	448	448	554	481
Percentage Filled	99.5%	99.6%	89.2%	87.9%	87.9%	89.2%	84.3%	80.9%	89.2%	80.9%	80.9%	100.0%	83.2%
Percentage Valid							84.3%	80.9%	86.6%				



### Report Description:

Specific to the HUD Final Standards Universal Data Elements, this report provides a visual and percentage overview of the number of records containing values as well as the number of records containing the response values as outlined by HUD. This report helps agencies and CoCs understand how useful the data is that is being collected by the system.

### Data Elements:

Agency Name  
All Universal Data Elements

### Query Specifications:

Client Count (Not Unique): Count of Active Episode Records for the Agency  
Count Filled (Not Unique): Count of Active Episode Records that have a response (IsNot Null)  
Percentage Filled: Count Filled divided by Client Count  
Percentage Valid: Count of Filled records with HUD response values divided by Client Count

**Sample Code for Percentage Valid:**  $\text{Sum}(\text{If}([\text{Gender}] = \text{"M"} \text{ or } [\text{Gender}] = \text{"F"}, 0, 1)) / \text{Count}([\text{Client\_ID}])$

## Report 5: Data Correction Report

Client ID	Income Sub Assessment	Disability Sub Assessment	Pregnancy Section	Health Condition Section	Domestic Violence Section	Employment Section	Education Section	Military Section	Childrens Section
991	Missing Data						Missing Data		
1,032		Missing Data			Missing Data		Missing Data	Missing Data	
1,051	Missing Data			Missing Data		Missing Data	Missing Data	Missing Data	
1,052	Missing Data	Missing Data		Missing Data		Missing Data	Missing Data		
1,108	Missing Data			Missing Data		Missing Data	Missing Data		
1,169	Missing Data			Missing Data		Missing Data	Missing Data		
1,252	Missing Data			Missing Data		Missing Data	Missing Data		
1,263	Missing Data	Missing Data					Missing Data		
1,273			Missing Data				Missing Data		
1,304	Missing Data	Missing Data					Missing Data		
1,334	Missing Data	Missing Data				Missing Data	Missing Data		
1,349	Missing Data			Missing Data		Missing Data	Missing Data		
1,400	Missing Data			Missing Data		Missing Data	Missing Data		
1,405	Missing Data	Missing Data	Missing Data				Missing Data		
1,571							Missing Data		
1,642	Missing Data		Missing Data	Missing Data	Missing Data	Missing Data	Missing Data		
1,652	Missing Data			Missing Data	Missing Data	Missing Data	Missing Data		
1,789							Missing Data		
1,793	Missing Data		Missing Data	Missing Data			Missing Data		
1,877	Missing Data	Missing Data		Missing Data			Missing Data		
1,910	Missing Data	Missing Data					Missing Data		

### Report Description:

Specific to the HUD Final Standards Program Level Data Elements, this report provides a visual overview of the primary program level data element categories that are missing data. This report uses only a unique ID for the client so the report can be emailed to agencies without PPI concerns and should be used by agencies to correct missing data element categories that are relevant to their agencies. This report helps agencies and CoCs understand how useful the data is that is being collected by the system.

## Data Elements:

Agency Name, Client Unique ID, HUD Program Level Data Elements

### Sample Query Logic:

Disabilities:

=if

[do you have a disability of long duration?] = “Yes)” And

[disability type] Is Null

or [Above condition is going to be long term?] Is Null

then report “Missing Data”

Else report “” (leave the cell blank)

Domestic Violence:

=if

[domestic violence victim?] = “Yes” and

[Extent of domestic Violence] Is Null OR

[domestic violence victim?] Is Null

then report “Missing Data”

Else report “” (leave the cell blank)

Health Condition:

=if

[health condition compared to people of your age] is Null

then report “Missing Data”

Else report “” (leave the cell blank)

Pregnancy:

=if

[age (calculated)]>=12 And

[gender] = “female” And

[Pregnant?] is Null Or

if

[Pregnant?] = “yes” And

[Projected Birth Date] is Null

then report “Missing Data”

Else report “” (leave the cell blank)

Income:

=if

[source of income] Is Null or

[Last 30 day income] Is Null

then report "Missing Data"

Else report "" (leave the cell blank)

## Report 6: Client Demographic Counts

### Report Selection Criteria

Report Period: 1/1/2006 to 3/31/2006  
 First Time Served: Not Applicable  
 Organizations: Bishop Sullivan Center

	Unduplicated		Duplicated		Dollar Value	
	#	%	#	%	\$	%
<b>Race</b>						
Amer Indian/Alaskan Native & Black	0	0.0%	0	0.0%	\$0.00	0.0%
Amer Indian/Alaskan Native & White	1	0.1%	2	0.0%	\$54.00	0.0%
American Indian/Alaskan Native	9	0.5%	32	0.6%	\$626.25	0.3%
Asian	8	0.4%	18	0.3%	\$1,099.34	0.6%
Asian and White	1	0.1%	2	0.0%	\$54.00	0.0%
Black or African Amer & White	7	0.4%	19	0.4%	\$329.00	0.2%
Black/African American	800	42.1%	2068	38.8%	\$72,715.92	38.0%
Native Hawaiian/Pac Island	0	0.0%	0	0.0%	\$0.00	0.0%
Not Specified	0	0.0%	0	0.0%	\$0.00	0.0%
Other/Balance	68	3.6%	198	3.7%	\$7,641.56	4.0%
White	1006	52.9%	2988	56.1%	\$108,797.11	56.9%
<b>Ethnicity</b>						
Hispanic/Latino	437	23.0%	1120	21.0%	\$55,739.01	29.1%
Non-Hispanic/Latino	1463	77.0%	4207	79.0%	\$135,578.17	70.9%
Not Specified	0	0.0%	0	0.0%	\$0.00	0.0%
<b>Gender</b>						
Female	1284	67.6%	3436	64.5%	\$135,986.53	71.1%
Male	611	32.2%	1876	35.2%	\$54,641.80	28.6%
Not Specified	5	0.3%	15	0.3%	\$688.85	0.4%
<b>Age Group</b>						
Under 10	7	0.4%	11	0.2%	\$499.54	0.3%
10 to 19	37	1.9%	93	1.7%	\$2,542.32	1.3%
20 to 29	336	17.7%	780	14.6%	\$30,704.14	16.0%
30 to 39	480	25.3%	1209	22.7%	\$48,458.84	25.3%
40 to 49	524	27.6%	1597	30.0%	\$49,740.74	26.0%
50 to 59	325	17.1%	1045	19.6%	\$35,700.53	18.7%
60 Plus	200	10.5%	592	11.1%	\$23,671.07	12.4%
Unknown	0	0.0%	0	0.0%	\$0.00	0.0%
<b>Totals:</b>	<b>1900</b>	<b>100%</b>	<b>5327</b>	<b>100%</b>	<b>\$191,317.18</b>	<b>100%</b>

**Report Description:** This report gives unduplicated count (and percentage of the total) of homeless individuals served by racial categories, ethnicity, gender, and age group and a duplicated count and dollar value (and percentage of total service values) of services by race, ethnicity, gender, and age category.

Use this report to gain an understanding of the demographic make up of the clients you serve. This report is good for all levels of reporting – agency through legislative.

### Data Elements:

Agency Name  
 Service Start and End Dates  
 Race  
 Ethnicity  
 Gender  
 Age (Calculated)

## Report 7: Client Demographics II

Demographic Report Example to Check Data Quality for Chronically Homeless										
Training Emergency Shelter		07/14/05 to 07/14/06								
<i>DISABLING CONDITION</i>		CHRONICALLY HOMELESS				CHRONICALLY HOMELESS				
		-No Data-	No	Yes		<i>HOMELESS STATUS</i>				
	-No Data-	86	16	8		-No Data-	24	13	7	
	Don't know	0	24	1		At Risk	15	43	1	
	No	3	62	0		Homeless (HUD Defined)	26	79	5	
	Refused	0	3	0		Not Currently Homeless	3	8	1	
	Yes	0	13	2		Precariously Housed	10	30	2	
	Yes - Chronic physical illness or disability	1	11	2		Sheltered Homeless	16	18	2	
	Yes - Developmental disability	0	7	0			94	191	18	
	Yes - Diagnosable substance use disorder	2	33	4						
	Yes - Serious mental illness	2	22	1						
		94	191	18	303					
<i>EPISODES OF HOMELESSNESS</i>		CHRONICALLY HOMELESS				CHRONICALLY HOMELESS				
		-No Data-	No	Yes		<i>INDIVIDUAL/FAMILY TYPE</i>				
	-No Data-	0	8	6		Adult Couple without Children	1	2	0	
	0	18	24	0		Individual Female	10	29	5	
	1	29	49	1		Individual Male	35	44	8	
	2	14	58	3		Individual Male Youth (< 18)	1	0	1	
	3	18	27	2		Single Parent Family - Female Head	21	45	2	
	4	6	10	1		Single Parent Family - Male Head	17	55	2	
	5	6	7	2		Single Parent Family - Youth Head	0	3	0	
	6	0	3	1		Two Parent Family - Adult	8	11	0	
	7	1	0	0		Two Parent Family - Youth	1	2	0	
	8	0	1	1			94	191	18	
	9	1	0	1						
	10 or more	1	4	0	303					
		94	191	18						

**Report Description:** The Demographics Report allows Agency and Continuum Executives to select from a collection of HUD HMIS Data Elements and other fields to build client identified or aggregate reports. An effective use of the Demographics Report is for checking data quality. Summary tables give the user clear aggregate information and individual detail allows the user to identify the actual client records containing data quality issues. Using a targeted group of fields, a user could run the Demographics Report to verify data quality for a category like Chronically Homeless.

**Data Elements:** Agency Division, Program, Start Date, End Date, Client ID, Homeless Status, Disabling Condition, Episodes of Homelessness, Individual/Family Type

## Report 8: Service Summary Reports

### Service Summary

7/10/2006 9:01:54 AM  
Marcason, Jan

#### Report Selection Criteria

Report Period:	1/1/2006 to 3/31/2006
Organizations:	Community LINC
Age Range:	0 To 110

	Entries	Units	Total Value	Clients	HHold	Children	Adults	Seniors	Indiv
Budget Coaching	4	4.00	\$100.00	4	3	8	3	0	11
Housing - Moving Bills	1	1.00	\$100.00	1	1	1	1	0	2
Housing - Rent	6	6.00	\$4,233.00	6	6	9	8	0	17
Housing - Storage	1	1.00	\$125.00	1	1	1	1	0	2
Housing Deposit	13	13.00	\$5,300.00	13	13	25	16	1	42
Housing Rental Deposit	4	4.00	\$3,090.00	3	3	12	5	0	17
Housing-Transitional Living	9	9.00	\$3,750.00	5	5	16	5	0	21
Medical - Eyeglasses	1	1.00	\$76.00	1	1	2	1	0	3
Other Service	3	3.00	\$995.84	3	3	5	4	0	9
SS-Advocacy - Personal	20	39.00	\$0.00	20	11	22	15	0	37
SS-Budget Coaching	16	48.00	\$0.00	15	13	24	18	0	42
SS-Case Management	15	15.00	\$0.00	14	12	23	17	0	40
SS-Education - General Support	2	2.00	\$0.00	2	2	2	2	0	4
SS-Employment - General Support	4	18.00	\$0.00	4	4	6	4	0	10
SS-Household or Personal Items	1	1.00	\$0.00	1	1	1	1	0	2
SS-Housing Search/Placement	27	34.00	\$0.00	27	11	20	16	0	36
SS-Life Skills	15	69.00	\$0.00	15	9	15	13	0	28
SS-Mental Health Assistance	1	1.00	\$0.00	1	1	1	1	0	2
SS-Other Service	1	1.00	\$273.96	1	1	1	1	0	2
SS-Outreach	1	1.00	\$0.00	1	1	1	1	0	2
SS-Transportation - General	4	4.00	\$0.00	4	4	6	5	0	11
Totals:	149	275.00	\$18,043.80	64	47	92	58	1	151

**Report Description:** This report provides information on the services that the agency (or Coc or Region or State) has provided to their clients. It gives the categories of services and dollar value of services to homeless individuals (in total or by individual agencies).

**Data Elements:** Date Range, Age Range (or service recipient), category of services, number of services, units of service, value of services, number of clients per service, number of households per service, number of children, adults and seniors in the household that received service. (by user, homeless only, first time served)

## Report 9: Service Summary – Multiple Agencies

### Service Summary

7/10/2006 9:40:53 AM  
Marcason, Jan

#### Report Selection Criteria

Report Period:	1/1/2006 to 3/31/2006
Organizations:	Attucks Caring Communities, Benilde Hall Program
Age Range:	0 To 110

Attucks Caring Communities	Entries	Units	Total Value	Clients	HHold	Children	Adults	Seniors	Indiv
Utility - Electric	3	3.00	\$426.85	3	3	4	2	1	7
Utility - Gas	5	5.00	\$1,150.00	5	5	8	6	3	17
<b>Totals:</b>	<b>8</b>	<b>8.00</b>	<b>\$1,576.85</b>	<b>6</b>	<b>6</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>20</b>

Benilde Hall Program	Entries	Units	Total Value	Clients	HHold	Children	Adults	Seniors	Indiv
Case Management	3	3.00	\$0.00	3	3	3	5	0	8
Employment - General Support	3	3.00	\$0.00	3	3	3	5	0	8
Legal Aid	1	1.00	\$0.00	1	1	3	3	0	6
Life Skills	3	3.00	\$0.00	3	3	3	5	0	8
SS-Advocacy - Personal	1	1.00	\$0.00	1	1	0	1	0	1
SS-Budget Coaching	1	1.00	\$0.00	1	1	0	1	0	1
SS-Case Management	1	1.00	\$0.00	1	1	0	1	0	1
SS-Employment - General Support	1	1.00	\$0.00	1	1	0	1	0	1
SS-Housing - Rent	1	1.00	\$0.00	1	1	0	1	0	1
SS-Housing Search/Placement	1	1.00	\$0.00	1	1	0	1	0	1
SS-Life Skills	1	1.00	\$0.00	1	1	0	1	0	1
SS-Other Service	1	1.00	\$0.00	1	1	0	1	0	1
SS-Transportation - General	1	1.00	\$0.00	1	1	0	1	0	1
Substance Abuse Assistance	3	3.00	\$0.00	3	3	3	5	0	8
<b>Totals:</b>	<b>22</b>	<b>22.00</b>	<b>\$0.00</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>9</b>

**Report Description:** This report provides information on the services that the agency (or Coc or Region or State) has provided to their clients. It gives the categories of services and dollar value of services to homeless individuals (in total or by individual agencies).

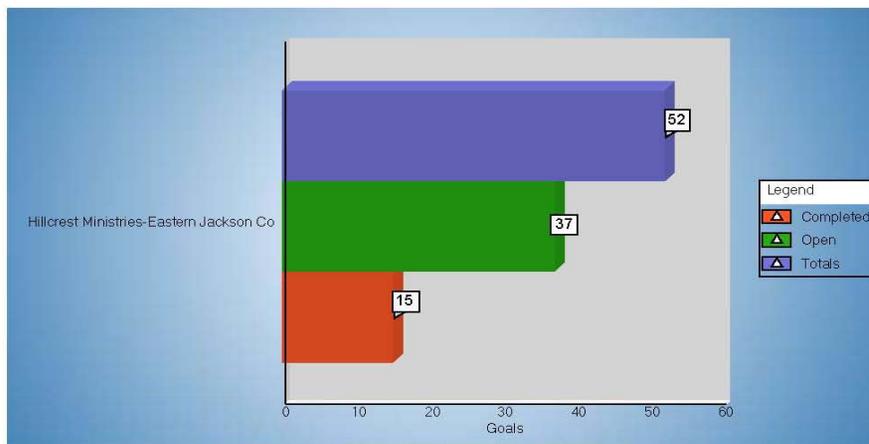
**Data Elements:** Date Range, Age Range (or service recipient), category of services, number of services, units of service, value of services, number of clients per service, number of households per service, number of children, adults and seniors in the household that received service. (by user, homeless only, first time served)

## Report 10: Client Goals

Client Goals  
7/11/2006 3:44:31 PM  
Marcason, Jan

### Report Selection Criteria

Report Period: 1/1/2006 to 3/31/2006  
Organization(s): Hillcrest Ministries-Eastern Jackson Co  
Grouped by Organization



	Total Goals	Completed	Open Goals
<b>Hillcrest Ministries-Eastern Jackson Co</b>	52	15	37
<b>No Program Enrollment</b>			
Budget Counseling	10	0	10
Employment	3	0	3
Group Participation	1	0	1
Housing	9	0	9
Life Skills	1	0	1
<b>Strengths Based Case Management</b>			
Budget Counseling	13	7	6
Employment	2	1	1
Housing	13	7	6

**Report Description:** This report provides information on whether or not the client is meeting his/her goals

### Data Elements:

Begin and end date  
Agency Name  
Program Name  
Goals  
User

Group by organization (to compare orgs).

Hide the chart check-box.

## Report 11: Follow Up and Outcomes

### Follow-Up and Prevention

7/10/2006 1:51:29 PM  
Marcason, Jan

Report Selection Criteria

**Organization(s):** Mid America Assistance Coalition  
**Program(s):** Strengths Based Case Management

**Subject, Test** **Enroll Date:** 03/03/2006 **To** 03/04/2006

Service	Service Date	Organization	Units	Total
Housing - Rent	03/09/2006	MAC	1.00	\$0.00
Housing - Rent	03/09/2006	MAC	1.00	\$0.00
SS-Household or Personal Items	03/17/2006	JIH	1.00	\$0.00
SS-Mental Health Assistance	03/17/2006	JIH	1.00	\$0.00
Action Plan	04/04/2006	MAC	0	\$0.00
Action Plan	04/04/2006	MAC	0	\$0.00
Service Counts per Client:		6	Service Values per Client: \$0.00	
Service Counts per Program:		6	Service Values per Program: \$0.00	
Service Counts per Organization:		6	Service Values per Organization: \$0.00	
Overall Counts:		6	Overall Values: \$0.00	

**Report Description:** This report can provide information on whether or not clients are moving to permanent housing and how quickly, as well as documents the follow up efforts to assist clients in maintaining permanent housing.

**Data Elements:** Program begin and end date (emergency shelter), service date range (housing services), agency, services, program, exit code (completed program, unknown, left for housing before completion)

How Quickly Return to Shelter?: **Follow-Up/Outcomes Report:** Select Housing Program, and bednights as service.

## Report 12: Housing Utilization Report

### Housing Utilization Report

Agency Name	Program Name	Program Type	Program Population Served	County	Capacity Units/Beds	Current	Open	Percent Utilization	Total Undup Adm YTD
"Agency Name"	"Program Name"	ES - Families	FC=Families with Children	county	17	11	28	65%	41
"Agency Name"	"Program Name"	ES - Families	FC=Families with Children	county	44	29	17	66%	118
<b>Total for Program Type Emergency Shelter Families:</b>					<b>61</b>	<b>40</b>	<b>43</b>	<b>48%</b>	<b>159</b>
"Agency Name"	"Program Name"	PSH	SMF=Single Males and Females	county	13	13	0	100%	13
"Agency Name"	"Program Name"	PSH	M=Mixed Populations	county	94	76	18	81%	99
"Agency Name"	"Program Name"	PSH	FC=Families with Children	county	23	21	2	91%	22
"Agency Name"	"Program Name"	PSH	M=Mixed Populations	county	64	0	0	-%	0
"Agency Name"	"Program Name"	PSH	M=Mixed Populations	county	7	0	0	-%	7
<b>Total for Program Type Permanent Supportive Housing:</b>					<b>201</b>	<b>110</b>	<b>20</b>	<b>85%</b>	<b>141</b>
"Agency Name"	"Program Name"	SRO	SF=Single Females	county	90	86	4	96%	105
<b>Total for Program Type Single Room Occupancy:</b>					<b>90</b>	<b>86</b>	<b>4</b>	<b>96%</b>	<b>105</b>
"Agency Name"	"Program Name"	TH - Singles	SMF=Single Males and Females	county	12	4	8	33%	6
"Agency Name"	"Program Name"	TH - Singles	SMF=Single Males and Females	county	22	20	2	91%	55
"Agency Name"	"Program Name"	TH - Singles	M=Mixed Populations	county	10	10	1	100%	16
"Agency Name"	"Program Name"	TH - Singles	M=Mixed Populations	county	13	13	0	100%	14
"Agency Name"	"Program Name"	TH - Singles	FC=Families with Children	county	20	19	1	95%	29
"Agency Name"	"Program Name"	TH - Singles	SM=Single Males	county	25	19	6	76%	41
"Agency Name"	"Program Name"	TH - Singles	M=Mixed Populations	county	7	5	2	71%	9
<b>Total for Program Type Transitional Housing:</b>					<b>109</b>	<b>90</b>	<b>20</b>	<b>82%</b>	<b>170</b>
"Agency Name"	"Program Name"	TH - Families	FC=Families with Children	county	4	4	0	100%	6
"Agency Name"	"Program Name"	TH - Families	FC=Families with Children	county	23	21	1	95%	27
"Agency Name"	"Program Name"	TH - Families	FC=Families with Children	county	3	3	0	100%	4
"Agency Name"	"Program Name"	TH - Families	FC=Families with Children	county	6	6	0	100%	6
"Agency Name"	"Program Name"	TH - Families	FC=Families with Children	county	13	2	11	15%	2
"Agency Name"	"Program Name"	TH - Families	FC=Families with Children	county	13	12	1	92%	19
<b>Total for Program Type Transitional Housing Families:</b>					<b>62</b>	<b>48</b>	<b>13</b>	<b>79%</b>	<b>64</b>

**Report Description:** The Housing Utilization Report allows Agency and Continuum Executives to look at occupancy, capacity and utilization of residential programs for a user defined date range or point in time. The report can be grouped by State, Continuum, County, Agency, Program, Program Type and Program Population.

**Data Elements:**

Continuum, Agency Division, Program Name, Program Type, Target Population, County, # of Beds, # of Occupied Beds, # of Open Beds, Percent Utilization, Total YTD Admissions

## Report 13: Clients Served (include other agencies)

### Clients Served with Details

Marcason, Jan  
7/11/2006 4:03:41 PM

#### Report Selection Criteria

Report Period: 5/15/2006 to 5/19/2006  
 Organizations: Mid America Assistance Coalition  
 Inc Other Agencies: True  
 Age Range: 0 To 110

Name	SSN	Race	Gender	Services	Total Amount
[REDACTED]		White	Female	1	\$0.00
Service	Srv Date	OrgID	Fund	Units	Total
Referral	05/16/06	MAC			
Name	SSN	Race	Gender	Services	Total Amount
Wayne, John		White	Male	8	\$320.00
Service	Srv Date	OrgID	Fund	Units	Total
Auto Insurance	05/15/06	WGC	Agency Funds General	1.00	\$100.00
Bus Fare/Tokens	05/16/06	MAC	Agency Funds General	1.00	\$35.00
Food Pantry/Groceries	05/16/06	MAC	Agency Funds General	1.00	\$45.00
Household or Personal Items	05/16/06	MAC	Agency Funds General	1.00	\$30.00
Referral	05/16/06	MAC			
School Supplies/Books	05/16/06	MAC	Agency Funds General	1.00	\$65.00
Bus Pass - Monthly	05/17/06	LBM	Agency Funds General	1.00	\$30.00
Bus Fare/Tokens	05/18/06	JEN	Biker's Fund	1.00	\$15.00
<b>Organization Totals:</b>				<b>9</b>	<b>\$320.00</b>
<b>Report Totals:</b>				<b>9</b>	<b>\$320.00</b>

**Report Description:** This report shows if a client that an agency is serving is receiving services elsewhere within the CoC data set, or even among other programs the agency has. This report could easily be aggregated to show numbers of duplicative clients as well as most used service sets. This report also begins to show referrals that are made – which can be expanded to include referral positive/negative outcome to show service gaps within the agency or CoC.

#### Data Elements Used:

CoC Name/ Agency Name  
 Client Name/ID  
 Service Start and End Dates  
 Service Description field  
 Count of Service Units  
 Sum of Service Values

## Report 14: Household Composition

Household Composition  
7/5/2006 2:19:16 PM  
Marcason, Jan

### Report Selection Criteria

Report Period: 1/1/2006 to 7/5/2006  
Organizations: Multiple

Homeless Only

	Female		Male		Total		Value		Avg
	Count	%	Count	%	Count	%	\$	%	
<b>Single Household Head</b>									
Age Under 18	0	0.0%	0	0.0%	0	0.0%	\$0.00	0.0%	0.0
Age 18+	113	26.1%	316	73.0%	431	99.5%	\$60,701.60	99.4%	1.0
No Children	112	25.9%	317	73.2%	429	99.1%	\$60,553.24	99.1%	1.0
One Child	2	0.5%	0	0.0%	2	0.5%	\$148.36	0.2%	2.0
Two Plus Children	0	0.0%	0	0.0%	0	0.0%	\$0.00	0.0%	0.0
<b>Dual Household Head</b>									
Age Under 18	0	0.0%	0	0.0%	0	0.0%	\$0.00	0.0%	0.0
Age 18+	2	0.5%	0	0.0%	2	0.5%	\$393.00	0.6%	2.5
No Children	2	0.5%	0	0.0%	2	0.5%	\$393.00	0.6%	2.5
One Child	0	0.0%	0	0.0%	0	0.0%	\$0.00	0.0%	0.0
Two Plus Children	0	0.0%	0	0.0%	0	0.0%	\$0.00	0.0%	0.0
<b>Special Needs</b>									
At Least 1 Disabled	40	9.2%	107	24.7%	150	34.6%	\$26,183.32	42.9%	1.0
At Least 1 55 and Over	16	3.7%	49	11.3%	65	15.0%	\$13,874.22	22.7%	1.1
At Least 1 Veteran	3	0.7%	58	13.4%	62	14.3%	\$8,063.15	13.2%	1.0
<b>Race by Household Head</b>									
Not Specified	0	0.0%	0	0.0%	0	0.0%	\$0.00	0.0%	0.0
Amer Indian/Alaskan & Black	0	0.0%	0	0.0%	0	0.0%	\$0.00	0.0%	0.0
Amer Indian/Alaskan & White	0	0.0%	1	0.2%	1	0.2%	\$40.00	0.1%	1.0
Amer Indian/Alaskan	1	0.2%	2	0.5%	3	0.7%	\$311.00	0.5%	1.0
Asian	0	0.0%	2	0.5%	2	0.5%	\$88.00	0.1%	1.0
Asian & White	0	0.0%	0	0.0%	0	0.0%	\$0.00	0.0%	0.0
Black or African Amer & White	0	0.0%	1	0.2%	1	0.2%	\$10.00	0.0%	1.0
Black/African Amer	68	15.7%	216	49.9%	284	65.6%	\$39,950.20	65.4%	1.0
Native Hawaiian/Pac Islander	0	0.0%	1	0.2%	1	0.2%	\$0.00	0.0%	1.0
Other/Balance	1	0.2%	4	0.9%	5	1.2%	\$390.00	0.6%	1.4
White	46	10.6%	90	20.8%	136	31.4%	\$21,372.85	35.0%	1.0
<b>Total</b>	<b>116</b>	<b>26.8%</b>	<b>317</b>	<b>73.2%</b>	<b>433</b>	<b>100%</b>	<b>\$61,094.60</b>	<b>100%</b>	<b>1.0</b>

Household Composition

Page 1 of 1

**Report Description:** This report gives the family composition of homeless families. This report gives the number of female and male single heads of household under 18 and 18 and older, with no children, one child, and two or more children, and the number of dual household heads with head of household under 18 and 18 and older (male and female heads of households) and the dollar value of their services. It also gives the number of households with at least 1 disabled member, at least 1 member aged 55 and older, and at least one member that is a veteran and the dollar value of the services received in each of these categories. It gives the race of the head of household and the dollar value of the services by racial category.

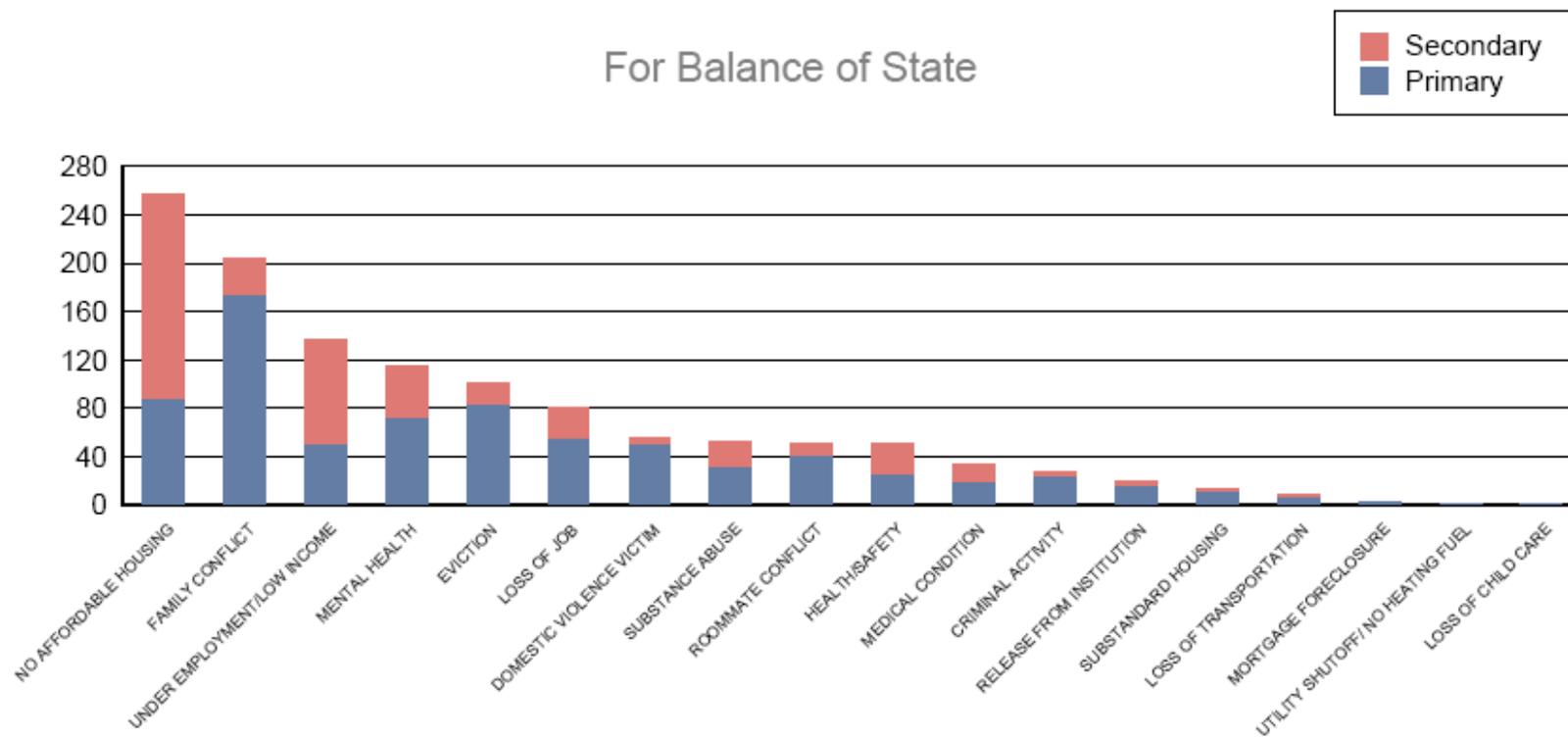
### Data Elements:

Client ID  
Household ID  
Age (Calculated)  
Household Type  
Disability Information  
Veteran Status  
Race  
Gender

## Report 15: Primary and Secondary Reasons for Homelessness

### Primary and Secondary Reason for Homelessness by CoC

For Balance of State



**Report Description:** Along with other general client demographics, this report starts to dig a little deeper into the characteristics of the clients being served.

**Data Elements:** CoC Name, Client ID, Primary Reason for Homelessness\*, Secondary Reason for Homelessness.\*

**Generalities:** The Count of client IDs for Primary and Secondary Reasons for Homelessness are added together and then the chart is sorted based on highest total number to lowest total number. This allows the secondary reason for homelessness to have an impact on the visual view. For instance, “No Affordable Housing” would have barely made the top 5 reasons for primary reason of homelessness by itself, but when the number of responses for the secondary reason is added, it becomes the #1 reason for homelessness for this CoC. This means they need to continue to address affordable housing issues within their CoC catchment area.

## Report 16: Gaps Analysis

### Services by Need, Outcome

Agency: [REDACTED]  
 User: [REDACTED]  
 Report run on: 07/21/2006 04:29:35 PM

01/01/2006 thru 06/01/2006

Services by Need, Outcome  
 Agency: North Fulton Homeless Shelter  
 User: Pathways Trainer  
 Report run on: 07/21/2006 04:29:35 PM  
 D = Disbursement  
 R = Referral  
 B = (Bed) Reservation  
 DR = Disbursement and Referral  
 DB = Disbursement and (Bed) Reservation  
 \*\* = None of the Above

Need	Outcome	**	Need Records	Unduplicated Clients
Clothing	Services Provided	**	1	1
Emergency Medical Care	Services Provided	R	1	1
Emergency Shelter	Services Provided	B	1	1
Food	Services Provided	**	1	1
Food	Services Provided	D	6	6
Food	Services Provided	R	1	1
Food Banks	Services Provided	R	1	1
General Medical Care	Services Provided	R	4	4
Housing/Shelter	Services Provided	B	5	5
Local Transportation	Services Provided	D	1	1
Mass Transit Services	Services Provided	D	1	1
Meals	Services Provided	**	1	1
Transportation Passes	Services Provided	**	1	1
Vehicle Parts	Services Provided	D	1	1

Statistics above include currently unauthorized clients and protected records.

**Report Description:** This report speaks to the services that clients need, but the agency is unable to provide. By collecting referral information (Service referrals made, Service referral target agency (who did you refer the client to), referral outcome, and referral negative outcome reasons), agencies and CoCs can start calculating their service gaps and tie it funding requests, including the HUD NOFA. Agencies can use this data to design new programs and funding streams can use the information in determining both program feasibility as well as benchmarking for performance based measures to determine program effectiveness. Policymakers can use this information to look at system wide issues, like referrals being made to an organization but all outcomes are negative.

**Data Elements:** Agency/CoC Name, Client Unique ID, Referral Service, referral service target agency, referral start and end dates, referral outcome, referral negative outcome reason.

**Generalities:** Count of client unique IDs grouped by referral service