# Useful Reports for Shelter & Outreach Program Managers

| | SECTION | AD? | TITLE | CONTENT |
|---|---|---|---|---|
| **WHO'S ENROLLED?** | Program-Based | N | **[GNRL-106] Program Roster** | Who's enrolled or exited with dates and LOS |
| | Program-Based | Y | **[GNRL-220] Program Details Report** | All data from enrollment/update/exit screens + housing service dates |
| | Program-Based | Y | **[OUTS-106] Client Demographics** | Demographic breakdown charts for all enrolled clients |
| **WHO'S BEEN SERVED?** | Service-Based | N | **[GNRL-104] Service Summary** | Counts of services provided and unique clients |
| | Service-Based | N | **[GNRL-103] Service Census** | Counts of services provided by day, plus service summary |
| | Service-Based | N | **[OUTS-105] Client Demographics** | Demographic breakdown charts for all served clients |
| | Program-Based | N | **[EXIT-101] Potential Exits** | Clients who haven't received a service since specified date |
| **WHERE'D WE SPEND MONEY?** | Program-Based | N | **[EXPS-103] Program Funding Source Financial Detail** | Lists all funds spent as part of services, plus totals by service and program |
| **STAFF DATA QUALITY** | Email | N | **[DQXX-103] Monthly Staff Report** | Data completeness and timeliness for all staff |
| | HUD | Y | **[HUDX-225] HMIS Data Quality Report** | Comprehensive report on data quality |
| **STAFF ACTIVITY** | Agency Management | N | **[STFF-104] Staff Client Data Activity Report** | Staff activity in the system |
| | Agency Management | N | **[STFF-101] User Activity Report** | Staff login times and time logged in |