Helpful Reports

Review agency data using Clarity reports

REPORTS ORIENTATION | GOALS

Today we will cover...

- Where to find reports and data in HMIS

- Which reports to use to review programs

- Which reports to use to support staff

- Additional questions you have

FINDING REPORTS AND DATA IN CLARITY

FINDING REPORTS AND DATA IN CLARITY | THREE WAYS

1. **Access data for a single agency or program**

2. **Access data for multiple agencies at once**

3. **Access any data for any agency you have access to**

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FINDING REPORTS AND DATA IN CLARITY | THREE WAYS

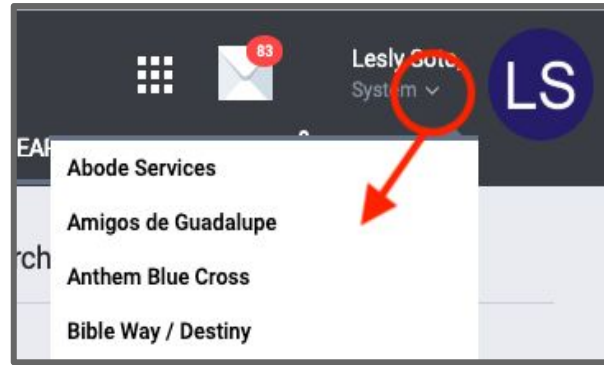1. **Access data for a single agency or program**

   - Log in

   - Switch to another agency using Additional Agency Access

   - Go to Report Library

   - Run any canned report EXCEPT Administrator reports

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FINDING REPORTS AND DATA IN CLARITY
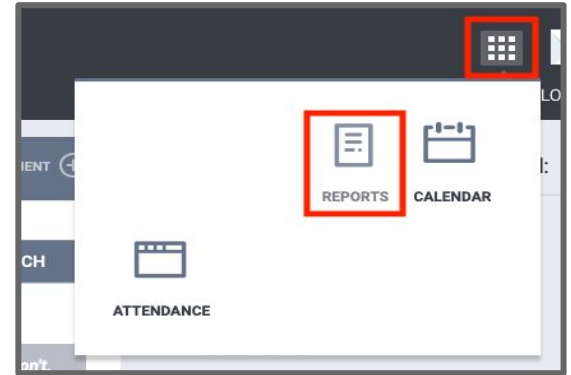
THREE WAYS

Log in

Switch to another agency
using Additional Agency Access

Go to REPORTS; use the
launch pad, then select
reports

FINDING REPORTS AND DATA IN CLARITY

| THREE WAYS

From the Report Library select the report type to run

REPORT LIBRARY

- Administrator Reports
- Agency Management
- Agency Specific
- Assessment Based Reports
- Community and Referrals
- Data Quality Reports
- Email Reports
- Housing
- HUD Reports
- **Program Based Reports**
- Service Based Reports

Program Based Reports

[DQXX-102] Program Data Review — ▶ RUN

[DQXX-121] Project Start Date > Project Exit Date — ▶ RUN

*Select the canned report from the options listed, then select **RUN***

REPORT LIBRARY

Program Based Reports   >   [DQXX-102] Program Data Review

Program   Choose...   ⌄

Status   Choose...   ⌄

Report Output Format   ● Web Page   ○ PDF   ○ Excel

Choose program, status and output.

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FINDING REPORTS AND DATA IN CLARITY | THREE WAYS

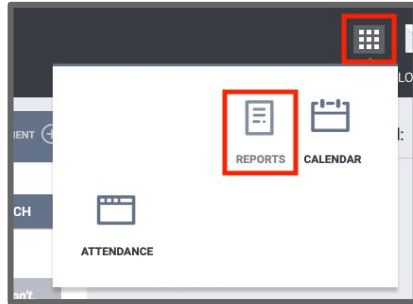2. **Access data for multiple agencies at once**

- Log in

- Go to Report Library

- Run any canned report in Administrator reports

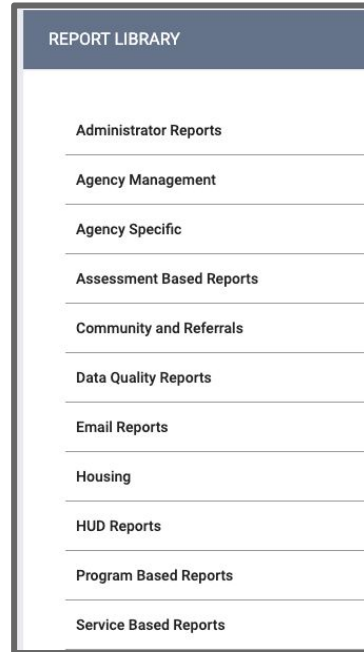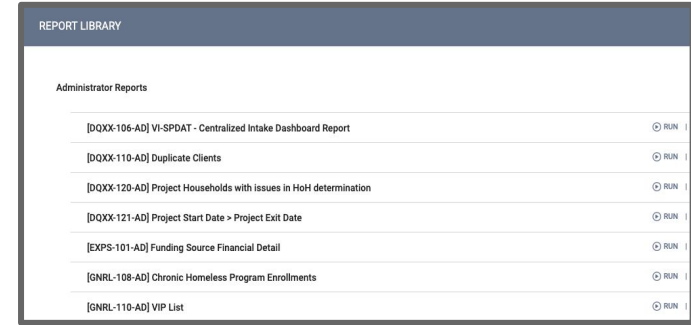Bitfocus

FINDING REPORTS AND DATA IN CLARITY

| THREE WAYS

Log in

Go to REPORTS; use the launch pad, then select reports

REPORT LIBRARY

Administrator Reports

Agency Management

Agency Specific

Assessment Based Reports

Community and Referrals

Data Quality Reports

Email Reports

Housing

HUD Reports

Program Based Reports

Service Based Reports

From the Report Library select Administrator Reports

REPORT LIBRARY

Administrator Reports

[DQXX-106-AD] VI-SPDAT - Centralized Intake Dashboard Report	ⓘ RUN
[DQXX-110-AD] Duplicate Clients	ⓘ RUN
[DQXX-120-AD] Project Households with issues in HoH determination	ⓘ RUN
[DQXX-121-AD] Project Start Date > Project Exit Date	ⓘ RUN
[EXPS-101-AD] Funding Source Financial Detail	ⓘ RUN
[GNRL-108-AD] Chronic Homeless Program Enrollments	ⓘ RUN
[GNRL-110-AD] VIP List	ⓘ RUN

Run any canned report in the Administrator reports to get data for multiple Agencies

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FINDING REPORTS AND DATA IN CLARITY

3. **Access any data for any agency you have access to**

   - Log in

   - Go to Data Analysis

   - You need to do the work (but we offer training)

   - You may have preset queries from the System Administration team

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FINDING REPORTS AND DATA IN CLARITY

│ NEED HELP?

Need more help?

- Guides to reports are available at get.clarityhs.help (search for report name)

- Data Analysis training is available under "Schedule a Training" on the Santa Clara County webpage

- Don't forget the Helpdesk! sccsupport@bitfocus.com or (408) 596-5866 x 2

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LET'S TALK REPORTS: PROGRAM REVIEW

LET'S TALK REPORTS | PROGRAM REVIEW

Who's enrolled in the program

- [GNRL-106] Program Roster (Program Based Reports)
  - Who's enrolled in the program and for how long
  - Can be run for active or exited clients

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LET'S TALK REPORTS | PROGRAM REVIEW

Steps:

1. Go to the **Report Library**
2. Select **[GNRL-106] Program Roster** and choose *run*
3. Select the desired filters
   a. Program(s)
   b. Status
      i. **Active within Report Date Range**: *(the client's project stay is active at least one day within the report date range)*
      ii. **Enrolled within Report Date Range:** *(the client's project start date is within the selected report date range)*
      iii. **Exited within Report Date Range:** *(the client's exit date is within the selected report date range)*
   c. Report Data Range
   d. Report Output Format
      i. **Web Page** *will allow you to drill down and reroute you to the clients in question*
      ii. **PDF**; *this will return the report in a PDF, but will not permit any drill downs*
      iii. **Excel** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
4. **SUBMIT** report to run it

REPORT LIBRARY

Program Based Reports > [GNRL-106] Program Roster

Program(s)

Choose...
All
Demo Standard CoC Program (PSH)
PSH TEST Program

Status   Choose...   ⌄

Report Date Range   __/__/____ 📅 — __/__/____ 📅

Report Output Format   ⦿ Web Page   ○ PDF   ○ Excel

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Program Roster Report

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Assess-ments	Services	Assigned Staff
Main Street Emergency Shelter										
Marshall, Brandi	484F4E66B	01/01/1980	37	37	06/01/2017	-	49	0	1	S. Dougherty
Grant, Tami	B29085238	04/05/1999	18	18	06/01/2017	-	49	0	1	S. Dougherty
Wright, Brittany	BE1D264EF	09/08/1988	28	28	06/01/2017	06/15/2017	15	0	1	S. Dougherty
Payne, Mercedes	DA714AAB8	07/07/1977	39	40	06/01/2017	-	49	0	1	S. Dougherty
Medina, Jason	CD4D58FE0	09/12/1972	44	44	06/01/2017	-	49	0	1	S. Dougherty
Coleman, Sean	196A817AD	10/10/1970	46	46	06/01/2017	-	49	0	1	S. Dougherty
Boone, Frank	B20B0D977	12/09/1956	60	60	06/01/2017	-	49	0	1	S. Dougherty
Carlson, Sally	A460A6B2B	03/18/1967	50	50	06/01/2017	-	49	0	1	S. Dougherty
Janet, Jackson	0C69099CB	08/20/1959	57	57	07/01/2017	-	19	0	0	S. Holmes
Pop, Baby	D4E535A25	09/01/2010	6	6	07/01/2017	-	19	0	0	S. Holmes
Pop, Iggy	17CE6C4D2	09/09/1950	66	66	07/18/2017	-	2	0	1	S. Holmes

Total : 11

Who's enrolled in the program

- [GNRL-106] Program Roster

- [GNRL-220] Program Details Report (Program Based Reports)

  - All client data at entry, annual assessment or exit
  - Useful for looking for outlying values

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LET'S TALK REPORTS

Steps:
1. Go to the **Report Library**
2. Select **[GNRL-220] Program Detail Reports [2019]** and choose *run*
3. Select the desired filters
   a. Project Type(s)
   b. Program Status
      i. ***All Programs***-includes active and inactive programs
      ii. ***Active Programs***-includes only those programs that are currently active
      iii. ***Inactive Programs***-includes those programs that have been made inactive, or whose program end date has passed
   c. Programs(s)
   d. Screen Type
   e. Enrollments *(Active or New)*
   f. Report Date Range
   g. Report Output Format
      i. **Zip XLSX** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
4. **SUBMIT** report to run it

REPORT LIBRARY

Program Based Reports > [GNRL-220] Program Details Report [2019]

Project Type(s)	Choose...
	All
	Emergency Shelter
	Transitional Housing
	PH - Permanent Supportive Housing (disability required)
Program Status	Choose...
Program(s)	Choose...
Screen Type	Entry Data
Enrollments	Active Enrollments
Report Date Range	__/__/____ 📅 - __/__/____ 📅
Report Output Format	● Zip with XLSX

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[GNRL-220] Program Details Report

Window 1 (columns A–S):

First Name	Last Name	Agency	Assigned Staff	Staff Created	Enrollment Start Date	Enrollment Exit Date	Chronic Homeless	Housing Service	Housing Service Start Date	Housing Service End Date	DOB	SSN	Unique ID	Personal ID	Household ID	Gender	Race	Ethnicity
17Fc146E1	Refused	Test Agency	Test User		2017-03-16		Y	[Test Shelter] ES Housing:Households without children	03/16/2017	05/25/2017	1957-01-01	000-00-0000	17FC146E1	6790	429660	Female	Black or African American	Non-Hispanic/Non-Latino
Consent	Refused	Test Agency	Test User		2017-05-31		Y				1953-01-01	000-00-0000	B9C4EA194	306001	469222	Male	Black or African American	Non-Hispanic/Non-Latino
Consent	Refused	Test Agency																
Consent	Refused	Test Agency																
Consent	Refused	Test Agency																
Consent	Refused	Test Agency																
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Consent	Refused	Test Agency																

Tabs: Programs List | ENT-Test Shelter

Window 2 (columns T–AH):

Veteran Status	Program Entry Date	Client Location	Zip Code of Last Permanent Address	Quality of Zip Code	Relationship to Head of Household	Housing Status at Entry	Is the Client an Adult or Head of Household?	Is the Program Type Either Emergency Shelter, Safe Haven, or Street Outreach?	Is the Program Type Either Street Outreach or a Night-by-Night Emergency Shelter?	Client Has Been Engaged	Date	Residential Move-In Date	Type of Residence	Length of Stay in Prior Living Situation
No	03/16/2017	WA-500			Self (head of household)	Category 1 - Homeless							Place not meant for habitation	90 days or more, but less than one year
No	05/31/2017	WA-500			Self (head of household)	Category 1 - Homeless							Place not meant for habitation	One week or more, but less than one month
No	05/31/2017	WA-500												
No	05/31/2017	WA-500												
No	05/31/2017	WA-500												
Data not collected	05/30/2017	WA-500												
No	05/30/2017	WA-500												
No	05/30/2017	WA-500												
Data not collected	05/30/2017	WA-500												
No	05/29/2017	WA-500												
No	05/28/2017	WA-500												
No	05/28/2017	WA-500												
No	05/28/2017	WA-500												
No	05/27/2017	WA-500												
No	05/26/2017	WA-500												
Yes	05/26/2017	WA-500												
No	05/26/2017	WA-500												

Tabs: Programs List | ENT-Test Shelter

Window 3 (columns AI–AV):

Length of Stay Less Than 7 Nights	Length of Stay Less Than 90 Days	On the night before - stayed on the streets, ES or Safe Haven	Approximate Date Homelessness Started	Number of times on the streets, in ES, or Safe Haven in the past three years	Total number of months homeless in ES, or Safe Haven in the past three years	Disabling Condition	Physical Disability	Receiving Services	Long Term Physical Disability	Documented	Developmental Disability	Receiving Services	Substantially Impairs Independence
			03/16/2016	Four or more times	Twelve Months	Yes	No	Data not collected	Data not collected		No	Data not collected	Data not collected
			05/31/2016	Four or more times	Twelve Months	Yes							
				One Time	Twelve Months	Yes	Yes	Data not collected	Data not collected		No	Data not collected	Data not collected
			05/31/2016	Four or more times	Twelve Months	Yes							
				One Time	Twelve Months	No	No	Data not collected	Data not collected		No	Data not collected	Data not collected
			05/19/2017	One Time	One month (this time is the first month)	Yes	No	Data not collected	Data not collected		No	Data not collected	Data not collected
				One Time	Twelve Months	Yes	Yes	Data not collected	Data not collected		No	Data not collected	Data not collected
			10/11/2016	One Time	One month (this time is the first month)	Yes	Yes	Data not collected	Data not collected		No	Data not collected	Data not collected
				One Time	Twelve Months	Yes	No	Data not collected	Data not collected		No	Data not collected	Data not collected
			04/29/2017	One Time	Twelve Months	Yes	No	Data not collected	Data not collected		No	Data not collected	Data not collected
			11/03/2016	Two Times	Five Months	Yes	No	Data not collected	Data not collected		No	Data not collected	Data not collected
			05/28/2016	Four or more times	Twelve Months	Yes							
				One Time	Twelve Months	Yes							
			04/02/2016	Four or more times	Twelve Months	Yes							
			05/26/2016	Four or more times	Twelve Months	Yes	No	Data not collected	Data not collected		No	Data not collected	Data not collected
				One Time	Twelve Months	Yes	No	Data not collected	Data not collected		No	Data not collected	Data not collected
				One Time	Twelve Months	No	No	Data not collected	Data not collected		No	Data not collected	Data not collected

Tabs: Programs List | ENT-Test Shelter

LET'S TALK REPORTS | PROGRAM REVIEW

Who's enrolled in the program

- [GNRL-106] Program Roster
- [GNRL-220] Program Details Report
- **[OUTS-106] Client Demographics (Program Based Reports)**
  - Demographics breakdown with charts
  - Include chronic homeless status

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LET'S TALK REPORTS

Steps:
1. Go to the **Report Library**
2. Select **[OUTS-106] Client Demographics Report** and choose *run*
3. Select the desired filters
   a. Program Type(s)
   b. Program Status
      i. ***All Programs***-*includes active and inactive programs*
      ii. ***Active Programs***-*includes only those programs that are currently active*
      iii. ***Inactive Programs***-*includes those programs that have been made inactive, or whose program end date has passed*
   c. Programs(s)
   d. Veteran Status
   e. Report Date Range
   f. Client Project Stays
   g. Report Output Format
      i. ***Web Page*** *will allow you to drill down and reroute you to the clients in question*
      ii. ***PDF***; *this will return the report in a PDF, but will not permit any drill downs*
      iii. ***Excel*** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
4. **SUBMIT** report to run it

REPORT LIBRARY

Program Based Reports > [OUTS-106] Client Demographics

Program Type(s)	Choose...
	All
	Emergency Shelter
	Transitional Housing
	PH - Permanent Supportive Housing (disability required)

Program Status — Choose...

Program(s) — Choose...

Veteran Status — Choose...

Report Date Range — __/__/____ — __/__/____

Client Project Stays — ● All Active ○ Newly Enrolled ○ Exiting

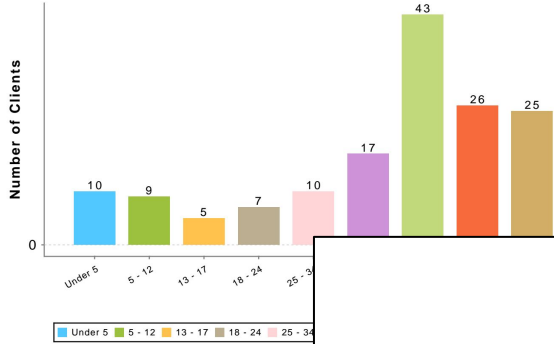Report Output Format — ● Web Page ○ PDF ○ Excel

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Client Demographics Report

Compass Housing Alliance
Date Range: 07/01/2017 AND 07/20/2017
Housing: All
Veteran: All
Client Project Stays: All active

Client Age Range Chart

Number of Clients (bar chart):
- Under 5: 10
- 5 - 12: 9
- 13 - 17: 5
- 18 - 24: 7
- 25 - 34: 10
- (next): 17
- (next): 43
- (next): 26
- (next): 25

Legend: Under 5 ■ 5 - 12 ■ 13 - 17 ■ 18 - 24 ■ 25 - 34

Age Range
Under 5
5 - 12
13 - 17
18 - 24
25 - 34
35 - 44
45 - 54
55 - 61
62+
No Answer

Race

Pie chart:
- 54%
- 24%
- 11%
- 6%
- 3%
- 1%
- 1%

Legend: ● White ● Black or African American ● Asian ● American ● Native Hawaiian or Other Pacific Islander ● Client Don't know

Race Demographic
White
Black or African American
Asian
American Indian or Alaskan Native
Multiple races
Native Hawaiian or Other Pacific Islander
Client Don't know / Refused
No Answer

Gender

Pie chart:
- 39%
- 61%

Legend: ● Female ● Male

Gender	# of Clients
Female	59
Male	93
Transgender Male to Female	0
Transgender Female to Male	0
Doesn't identify as male, female, or transgender	0
Client doesn't know	0
Client refused	0
No Answer	0
Total:	**152**

Chronic Homeless Demographic (Adults & HoHH) Chart

Pie chart:
- 39%
- 61%

Legend: ● No ● Yes
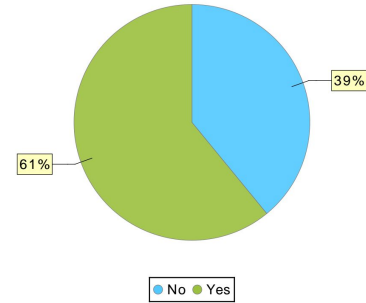
Chronic Homeless (Adults & HoH)	# of Clients
No	50
Yes	78
Client Entering From the Streets, ES, or Safe Haven	**# of Clients**
No	2
Yes	13
Approximate Date Started	**# of Clients**
365 Days or More	66
Less Than 365 Days	20
Missing	40
Not applicable	2
Times Homeless in the Past Three Years	**# of Clients**
One Time	29
Two Times	6
Three Times	8
Four or more times	34

Who's being served in the program

- [GNRL-104] Service Summary (Service Based Reports)
  - Quick count of clients and service provision

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LET'S TALK REPORTS | PROGRAM REVIEW

Steps:

1. Go to the **Report Library**
2. Select **[GNRL-104] Service Summary** and choose *run*
3. Select the desired filters
   a. Service Item(s)
   b. Report Date Range
   c. Report Output Format
      i. **Web Page** *will allow you to drill down and reroute you to the clients in question*
      ii. **PDF**; *this will return the report in a PDF, but will not permit any drill downs*
      iii. **Excel** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
4. **SUBMIT** report to run it

REPORT LIBRARY

Service Based Reports > [GNRL-104] Service Summary

Service Item(s)

Choose...
All
Admin Use Only [UPLIFT] Agency Transit Pass: Badge
Admin Use Only [UPLIFT] Agency Transit Pass: Sticker
Homelessness Prevention Financial Services - Other: Destination: Home Other Financial Services - specify in note

Report Date Range __/__/____ 📅 – __/__/____ 📅

Report Output Format ⦿ Web Page   ◯ PDF   ◯ Excel

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[Main Street Emergency Shelter] Laundry		
	Unique	**Total**
Laundry	4	7

[Main Street Emergency Shelter] Meals		
	Unique	**Total**
Meals	3	41

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Who's being served in the program

- [GNRL-104] Service Summary

- [GNRL-103] Service Census (Service Based Reports)

  - Includes quick counts from [GNRL-104] Service Summary
  - Shows counts for every day in report period
  - Lists services not provided

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LET'S TALK REPORTS | PROGRAM REVIEW

REPORT LIBRARY

Service Based Reports > [GNRL-103] Service Census

Service Status	Choose... ⌄
Service(s)	Choose...
Veteran Status	Choose... ⌄
Report Date Range	__/__/____ 📅 – __/__/____ 📅
Report Output Format	● Web Page ○ PDF ○ Excel

SUBMIT

Steps:
1. Go to the **Report Library**
2. Select **[GNRL-103] Service Census** and choose *run*
3. Select the desired filters
   a. Service Status
   b. Service(s)
   c. Veteran Status
   d. Report Date Range
   e. Report Output Format
      i. **Web Page** *will allow you to drill down and reroute you to the clients in question*
      ii. **PDF**; *this will return the report in a PDF, but will not permit any drill downs*
      iii. **Excel** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
4. **SUBMIT** report to run it

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Service / May 2017	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
[Compass Hygiene Center] Showers: Showers	10	10	10	10	11	10	10	10	10	10	10	10	10	10	1571	5	6	4	4	4	4	4	4	4	4	4	4	4	4	4	4
[Compass Hygiene Center] Showers: Laundry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Service / June 2017	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
[Compass Hygiene Center] Showers: Showers	4	4	4	4	14	13	12	10	9	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
[Compass Hygiene Center] Showers: Laundry	0	0	0	0	1	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
[Compass Hygiene Center] Showers: Showers	0	0	0	0	0	0	0	0	0	0	0	0	12	7	0	0	0	0	0	6	18	0	0	0	5	2	1	0	8

Service	# of Services Provided	# of Unduplicated Clients Served
[Compass Hygiene Center] Showers: Laundry	13	12
[Compass Hygiene Center] Showers: Showers	2,075	1,611
[Compass Hygiene Center] Showers: Showers	59	58
Total:	**2,147**	**1,668**

Services without any Household served:
[Compass Hygiene Center] Navigator Flexible: funds

Where are we spending money?

- [EXPS-103] Program Funding Source Financial Detail (Program Based Reports)

  ○ Lists all funds spent as part of financial services
  ○ Includes vendor and check information if entered
  ○ Includes totals by service and program

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REPORT LIBRARY

Program Based Reports > [EXPS-103] Program Funding Source Financial Detail

Program(s)	Choose...
	All
	Demo Standard CoC Program (PSH)
	PSH TEST Program
Funding Criteria	Choose...
Funding Status	Choose...
Funding(s)	Choose...
Report Date Range	__/__/____ 📅 — __/__/____ 📅
Report Output Format	● Web Page ○ PDF ○ Excel

Note: If the report contains more than 80,000 rows, the Report Output Format will be automatically changed to Excel

SUBMIT

Steps:

1. Go to the **Report Library**
2. Select **[EXPS-103] Program Funding Source Financial Detail** and choose *run*
3. Select the desired filters
   a. Program(s)
   b. Funding Criteria
   c. Funding Status
   d. Funding(s)
   e. Report Date Range
   f. Report Output Format
      i. **Web Page** *will allow you to drill down and reroute you to the clients in question*
      ii. **PDF**; *this will return the report in a PDF, but will not permit any drill downs*
      iii. **Excel** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
4. **SUBMIT** report to run it

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Program Funding Source Financial Detail

Program:

Service: Rental Assistance

Service Item: Rental Assistance

UID	Name	Notes	Vendor	Check No.	Check Date	Month Pd.	Amount
					01/13/2020	January	$1,850.00
				98651	01/23/2020	January	$1,468.00
					01/20/2020	January	$1,690.00
						Service Item Totals:	**$5,008.00**
						Service Totals:	**$5,008.00**
						Program Totals:	**$5,008.00**
						Totals:	**$5,008.00**

LET'S TALK REPORTS: SUPPORTING STAFF SUCCESS

LET'S TALK REPORTS | SUPPORTING STAFF SUCCESS

Who needs support around data entry?

- [DQXX-103] Monthly Staff Report (Email Reports)
    - Timeliness and completeness by agency and staff
    - Emailed to agency leads on the 15th of each month

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SUPPORTING STAFF SUCCESS

REPORT LIBRARY

Email Reports > [DQXX-103] Monthly Staff Report

Report Date Range __/__/____ 📅 – __/__/____ 📅

Report Output Format ◉ Web Page ○ PDF ○ Excel

SUBMIT

Steps:
1. Go to the **Report Library**
2. Select **[DQXX-103] Monthly Staff Report** and choose *run*
3. Select the desired filters
   a. Report Date Range
   b. Report Output Format
      i. **Web Page** *will allow you to drill down and reroute you to the clients in question*
      ii. **PDF**; *this will return the report in a PDF, but will not permit any drill downs*
      iii. **Excel** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
4. **SUBMIT** report to run it

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This report is an automated monthly review of your staff participation in Clarity.

Please note, this is a courtesy email report. All data held within is viewable at any time by accessing the Reports Library within Clarity.

Your Agency Average Data Entry Timeliness (in days)	15
Your Refused DQ Score	3.0%
Your Don't Know DQ Score	1.0%
Your Not Collected DQ Score	19.0%
Your Unique Client Count	537

Report Period : 04/01/2017 through 04/30/2017

Informations about the following table :

Unique Clients :	Unique number of clients currently receiving service within the report date range
New Clients :	Unique number of clients newly enrolled in a service or program within the report date range
Average Timeliness (in Days) :	Average number of days from program/service start date to the time the service/program was recorded in Clarity
DQ Don't Know :	Average percentage of Program Specific Data Elements answered Don't Know.
DQ Refused :	Average percentage of Program Specific Data Elements answered Refused.
DQ Not Collected :	Average percentage of Program Specific Data Elements answered Not Collected.

Active Staff

Name	Unique Clients	New Clients	AVG Timeliness (in days)	DQ % Don't Know	DQ % Refused	DQ % Not Collected
Griffin, Harron	2	0	0	0%	0%	0%
Hussein, Jamal	45	18	15	0.3%	2.9%	8.7%
Mapelli, Tina	52	0	0	0%	2.5%	3.4%
User, Migration	483	0	0	1.5%	3.9%	19.5%

Informations about the following table :

The chart below is based on Program based enrollment data for HUD funded CoC projects. If your project type is not required to collect all of the elements listed below, clients will be counted as "Data Not Collected". This applies to specific elements not required for Federal Partner projects such as PATH, RHY and SSVF or any custom enrollments for non-HUD funded projects.

Data Element	Total Don't Know	% Don't Know	Total Refused	% Refused	Not Collected	% Not Collected
Profile Statistics						
SSN	62	11.5%	147	27.4%	24	4.5%
DOB	0	0.0%	61	11.4%	16	3.0%
Race	11	2.0%	43	8.0%	4	0.7%
Ethnicity	3	0.6%	43	8.0%	0	0.0%
Gender	0	0.0%	0	0.0%	0	0.0%
Veteran Status	2	0.4%	1	0.2%	3	0.6%
Program Entry Statistics						
Client Location					0	0.0%
Household Member Type					22	3.8%
Housing Status	18	3.1%	0	0.0%	69	12.0%
Residence prior to program entry	4	0.7%	6	1.0%	48	8.4%
Times on Streets, ES, SH	0	0.0%	1	0.2%	174	30.3%
Disabling Condition	0	0.0%	3	0.5%	10	1.7%
Physical Disability	1	0.2%	0	0.0%	85	14.8%
Development Disability	2	0.3%	0	0.0%	81	14.1%
Chronic Health Condition	3	0.5%	0	0.0%	96	16.7%
HIV / AIDS	0	0.0%	0	0.0%	413	72.0%
Mental Health	3	0.5%	1	0.2%	94	16.4%
Substance Abuse	2	0.3%	0	0.0%	84	14.6%
Domestic Violence	2	0.3%	1	0.2%	67	11.7%
Income and Sources	1	0.2%	0	0.0%	55	9.6%
Non-Cash Benefits	1	0.2%	0	0.0%	55	9.6%
Health Insurance	1	0.2%	0	0.0%	340	59.2%

Who needs support around data entry?

- [DQXX-103] Monthly Staff Report

- [HUDX-225] HMIS Data Quality Report (HUD Reports)

  - Part of HUD's Data Quality Framework
  - Comprehensive data review

Bitfocus

LET'S TALK REPORTS

Steps:
1. Go to the **Report Library**
2. Select **[HUDX-225] HMIS Data Quality Report [FY2020]** and choose *run*
3. Select the desired filters
   a. Program Types(s)
   b. Program Status
      i. **All Programs**-*includes active and inactive programs*
      ii. **Active Programs**-*includes only those programs that are currently active*
      iii. **Inactive Programs**-*includes those programs that have been made inactive, or whose program end date has passed*
   c. Program(s)
   d. Report Date Range
   e. Report Output Mode *(Regular-returns a PDF report that is condensed whereas a Details Report-returns a Zip file that has each validation table; sections of the report on a separate excel worksheet)*
   f. Report Output Format
      i. **Web Page** *will allow you to drill down and reroute you to the clients in question*
      ii. **PDF**; t*his will return the report in a PDF, but will not permit any drill downs*
      iii. **Excel** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
   g. Drilldown Output Format
      i. *(please note the PDF will not provide a drill down option, but will have UID's for clients that you can copy and paste into HMIS)*
4. **SUBMIT** report to run it

REPORT LIBRARY

HUD Reports > [HUDX-225] HMIS Data Quality Report [FY 2020]

Program Type(s)	Choose...
	All
	Emergency Shelter
	Transitional Housing
	PH – Permanent Supportive Housing (disability required)

Program Status   Choose...

Program(s)   Choose...

Report Date Range   __/__/____ – __/__/____

Report Output Mode   Regular Report

Report Output Format   ● Web Page   ○ PDF   ○ Excel   ○ Zip with XLSX

Drilldown Output Format   ● Web Page   ○ PDF   ○ CSV

SUBMIT

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HMIS Data Quality Report

Q1. Report Validations Table
Program Applicability: All Projects

Total number of persons served	73
Number of adults (age 18 or over)	36
Number of children (under age 18)	37
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	
Number of Parenting Youth Under Age 25 with Children	
Number of Adult Heads of Household	
Number of child and unknown-age heads of household	
Heads of households and adult stayers in the project more than 365 days	

Q2. Personally Identifiable Information (PII)
Program Applicability: All Projects

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues
Name (3.1)	6	0	0
Social Security Number (3.2)	3	0	0
Date of Birth (3.3)	0	0	6
Race (3.4)	0	0	
Ethnicity (3.5)	0	0	
Gender (3.6)	0	0	
Overall Score			

Q3. Universal Data Elements
Program Applicability: All Projects

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Entry Date (3.10)	0	0%
Relationship to Head of Household (3.15)	0	0%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	0	0%

Q4. Income and Housing Data Quality
Program Applicability: All Projects

Data Element	
Destination (3.12)	
Income and Sources (4.2) at Entry	
Income and Sources (4.2) at Annual Assessment	
Income and Sources (4.2) at Exit	

Q5. Chronic Homeless
Program Applicability: ES, SH, Street Outreach, TH & PH

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	A
ES, SH, Street Outreach	0			
TH	0	0	0	
PH (all)	36	0	0	
Total	36			

Q6. Timeliness
Program Applicability: All Projects

Time for Record Entry	Number of Project Entry Records	Number of Project Exit Records
0 days	0	0
1-3 days	17	0
4-6 days	2	0
7-10 days	4	3
11+ days	50	0

Q7. Inactive Records: Street Outreach and Emergency Shelter
Program Applicability: Street Outreach & ES-Night By Night

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES-NbN)	0	0	0%
Bed Night (All clients in ES-NbN)	0	0	0%

Programs Included in Dataset

Agency	Program Name
	PG Kenney Place - CoC
	Sand Point Families PSH

Monitoring Staff Activity

- [STFF-104] Staff Client Data Activity Report (Agency Management)

  - Client-related records entered by staff
  - Includes times, record type and client ID

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REPORT LIBRARY

Agency Management > [STFF-104] Staff Client Data Activity Report

Staff(s)
| Choose... |
| All |
| Admin, Admin |
| Agency Manager, Janel |
| Beskrovna, Alla |

Data Type(s)
| Choose... |
| All |
| Profile Created |
| Profile Edited |
| Program Enrollment |

Deleted Option   ● No deleted   ○ Deleted only   ○ All

Report Date Range   __/__/____   25   –   __/__/____   25

Report Output Format   ● Web Page   ○ PDF   ○ Excel

SUBMIT

Steps:
1. Go to the **Report Library**
2. Select **[STFF-104] Staff Client Data Activity Report** and choose *run*
3. Select the desired filters
   a. Staff(s)
   b. Data Type(s)
   c. Deleted Option
   d. Report Date Range
   e. Report Output Format
      i. **Web Page** *will allow you to drill down and reroute you to the clients in question*
      ii. **PDF**; *this will return the report in a PDF, but will not permit any drill downs*
      iii. **Excel** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
   f. **SUBMIT** report to run it

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Staff Client Data Activity Report

Activity Between: 5/1/2017 - 7/20/2017

Dougherty, Sarah

Data Type	Client Name	Unique Identifier	Date/Time
Program Enrollment	McFly, Marty	26C0694D0	07/20/2017 10:45 AM
Program Enrollment	Brewster, Punky	C9321698E	07/20/2017 10:45 AM
Program Enrollment	Smith, Jenny	312B760CC	07/18/2017 9:10 AM
Profile Edited	Matrix, Test	65B7C7F58	07/18/2017 9:09 AM
Profile Created	Smith, Jenny	312B760CC	07/18/2017 9:09 AM
Client Location	Flores, Jody	78EE6CD7E	06/23/2017 5:54 PM
Profile Created	Flores, Jody	78EE6CD7E	06/23/2017 5:50 PM
Client Location	Medina, Jason	CD4D58FE0	06/23/2017 12:26 PM
Program Enrollment	Matrix, Test	65B7C7F58	06/20/2017 1:17 PM
Profile Created	Wright, Brit	415718510	06/14/2017 3:28 PM
Profile Edited	Grant, Tami	B29085238	06/14/2017 3:20 PM
Profile Created	Carlson, Sally	A460A6B2B	06/14/2017 3:12 PM
Profile Created	Vargas, Roderick	4ED019FF5	06/14/2017 3:11 PM
Profile Created	Boone, Frank	B20B0D977	06/14/2017 3:07 PM
Profile Created	Evans, Eunice	2D4EDFFCC	06/14/2017 3:05 PM
Profile Created	Coleman, Sean	196A817AD	06/14/2017 3:04 PM
Profile Created	Medina, Jason	CD4D58FE0	06/14/2017 3:03 PM
Profile Created	Payne, Mercedes	DA714AAB8	06/14/2017 3:02 PM
Profile Created	Wright, Brittany	BE1D264EF	06/14/2017 3:00 PM
Profile Created	Grant, Tami	B29085238	06/14/2017 2:59 PM
Profile Created	Marshall, Brandi	484F4E66B	06/14/2017 2:58 PM

Total: 21

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Monitoring Staff Activity

- [STFF-104] Staff Client Data Activity Report

- [STFF-101] User Activity Report (Agency Management)
  - User logins by date, including length of time logged in

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LET'S TALK REPORTS | PROGRAM REVIEW

REPORT LIBRARY

Agency Management > [STFF-101] User Activity Report

Report Date Range ___/___/_____ 📅25 – ___/___/_____ 📅25

Staffs
Choose...
All
Admin, Admin
Agency Manager, Janel
Beskrovna, Alla

Report Output Format ⦿ Web Page ○ PDF ○ Excel

SUBMIT

Steps:
1. Go to the **Report Library**
2. Select **[STFF-101] User Activity Report** and choose *run*
3. Select the desired filters
   a. Staff(s)
   b. Report Output Format
      i. **Web Page** *will allow you to drill down and reroute you to the clients in question*
      ii. **PDF**; t*his will return the report in a PDF, but will not permit any drill downs*
      iii. **Excel** *will return the report on an Excel spreadsheet/workbook; familiarity with excel is a plus-you can then do additional filters and analysis if needed*
4. **SUBMIT** report to run it

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Holmes, Stacy (stacyh)

2017-07-05

2017-07-05 09:52:54	2017-07-05 12:55:17	3h 02min 23sec
2017-07-05 14:49:40	2017-07-05 19:10:14	4h 20min 34sec

2017-07-06

2017-07-06 09:02:28	2017-07-06 14:55:26	5h 52min 58sec

2017-07-07

2017-07-07 08:51:31	2017-07-07 11:00:17	2h 08min 46sec
2017-07-07 12:36:40	2017-07-07 15:05:16	2h 28min 36sec

2017-07-10

2017-07-10 08:42:24	2017-07-10 08:49:32	0h 07min 08sec
2017-07-10 09:11:51	2017-07-10 15:04:44	5h 52min 53sec
2017-07-10 15:19:39	2017-07-10 16:29:46	1h 10min 07sec
2017-07-10 16:47:02	2017-07-10 18:49:46	2h 02min 44sec

2017-07-11

2017-07-11 08:52:46	2017-07-11 16:35:13	7h 42min 27sec
2017-07-11 16:30:47	2017-07-11 16:50:14	0h 19min 27sec
2017-07-11 16:49:39	2017-07-11 16:55:16	0h 05min 37sec
2017-07-11 16:51:33	2017-07-11 16:55:16	0h 03min 43sec
2017-07-11 16:53:17	2017-07-11 16:55:16	0h 01min 59sec
2017-07-11 17:00:04	2017-07-11 19:30:11	2h 30min 07sec

2017-07-12

2017-07-12 07:42:39	2017-07-12 09:30:09	1h 47min 30sec
2017-07-12 09:29:23	2017-07-12 13:20:11	3h 50min 48sec
2017-07-12 13:18:07	2017-07-12 17:15:11	3h 57min 04sec

FINDING REPORTS AND DATA IN CLARITY

Need more help?

- Guides to reports are available at get.clarityhs.help (search for report name)

- Data Analysis training is available under "Schedule a Training" on SCC.HMIS.CC

- Don't forget the Helpdesk! sccsupport@bitfocus.com or (408) 596-5866 x 2

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TOO MUCH TO REMEMBER? HERE'S A HANDOUT!

USEFUL REPORTS GUIDE | NEED HELP?

CLARITY HUMAN SERVICES

Useful Reports for Housing 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 Helpful to report shelter attendance
	Service-Based	N	**[GNRL-103] Service Census**	Counts of services provided by day, plus service summary Helpful to report shelter attendance
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

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