

# HMIS USER NOTES



Remember that beginning next year, scoring on renewals for all HUD and other funded programs will be dependent upon HMIS certification which includes active participation in HMIS, meeting attendance, data timeliness, and participation in AHAR and PULSE Project reporting. Failure to do so will jeopardize funding for all in that category.

## HMIS Monthly Reports

Beginning November 1, 2011 we will be sending out Monthly Reports to each of our HMIS providers. The Monthly reports will give you the information you need to fix any errors in HMIS. It is very important that you use the ShelterPoint workflow when entering clients. The Monthly report is an entry/exit based report so if the answers are not dated on or after the entry/exit date they will show up as null values. An example of the report is shown below:

GRADE BASED ON AVERAGE PERCENTAGE:	<b>C</b>
	87.26%

Universal Data Element	Required for	Number of Applicable Entry Exits	Number of Non-Null Values	Percentage Complete
Social Security Number*	All	246	243	98.78%
Date of Birth*	All	246	234	95.12%
Race*	All	246	233	94.72%
Ethnicity*	All	246	233	94.72%
Gender*	All	246	234	95.12%
Veteran Status*	Adults	90	75	83.33%
Disabling Condition*	All	246	159	64.63%
Specified Disability*	Disab = Y	12	12	100.00%
Residence Prior to Program Entry*	Adults & UY	90	74	82.22%
Zip Code of Last Permanent Address*	Adults & UY	90	74	82.22%
Homeless (Y/N)	All	246	195	79.27%
Chronically Homeless	Homeless = Y or Literally Homeless	210	185	88.10%
Housing Status*	All	246	223	90.65%
Service	All	246	237	96.34%
Income Received (Y/N) (Entry)	All	246	185	75.20%
Income Received (Y/N) (Exit)	All Exits	209	166	79.43%
Income Source at Entry	Income = Y (Entry)	62	57	91.94%
Income Source at Exit	Income = Y (Exit)	56	54	96.43%
Income Amount at Entry	Income = Y (Entry)	62	48	77.42%
Income Amount at Exit	Income = Y (Exit)	56	48	85.71%
Domestic Violence	Adults & UY	90	73	81.11%

Tab A, B, C

\* = HUD Universal Data Elements

Tab A-Overall Summary	Tab B-Summary by Provider	Tab C-Client Detail	Tab D-Additional Information
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**Tab A, Overall Summary** at the bottom of the page gives you a summary report representing the combined data of all selected providers.

**Tab B, Summary by Provider** is identical to Tab A except for the fact that it sections the data by provider, showing each provider on a separate page.

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**Tab C - Client Detail** displays an individual listing of all program entry exits in the data pool sorted by client ID as shown below. The table includes a column for each required data element, and displays the word "Null" in red font if the element has not been completed, the word "OK" in green font if the record has been completed, or a black dash if the requirement does not apply to the particular client's entry or exit. This section is used to identify records needing completion. Rows that contain no NULL values will be displayed in gray font.

Client	EE ENTRY DATE	EE EXIT DATE	SSN	DOB	RACE	ETH	GEN	VET	DISAB YN	DISAB SPEC	PLS	ZIP	HMLS	CHRN HMLS	HSGNG STAT	SVS	INC YN ENTRY	INC YN EXIT	INC SRC ENTRY	INC SRC EXIT	INC AMT ENTRY	INC AMT EXIT	DV
2416	4/7/2011	5/3/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok
2418	4/7/2011	5/3/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Ok	Ok	-	-	-	-	-
4078	8/8/2011	9/8/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Null	Ok	Ok	Ok	Ok	Ok	Ok
4081	8/5/2011	9/8/2011	Ok	Ok	Ok	Ok	Ok	-	Null	-	-	-	Ok	Ok	Ok	Ok	Null	Null	Null	-	-	-	-
5010	3/3/2011	3/29/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok
5011	3/3/2011	3/29/2011	Ok	Null	Null	Null	Null	Null	Null	-	Null	Null	Null	-	Null	Ok	Null	Null	-	-	-	-	Null
5052	5/12/2011	7/20/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok
5053	5/12/2011	7/20/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Null	Ok	Null	Null	-	-	-	-	-
5054	5/12/2011	7/20/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Null	-	Null	Ok	Null	Null	-	-	-	-	-
5055	5/12/2011	7/20/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Null	-	Null	Ok	Null	Null	-	-	-	-	-
13601	6/16/2011	8/4/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok
13602	6/16/2011	8/4/2011	Ok	Ok	Ok	Ok	Ok	-	Null	-	-	-	Ok	Null	Null	Ok	Null	Null	-	-	-	-	-
13603	6/16/2011	8/4/2011	Ok	Ok	Ok	Ok	Ok	-	Null	-	-	-	Ok	Null	Null	Ok	Null	Null	-	-	-	-	-
13604	6/16/2011	8/4/2011	Ok	Ok	Ok	Ok	Ok	-	Null	-	-	-	Ok	Null	Null	Ok	Null	Null	-	-	-	-	-
14336	5/4/2011	6/8/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok
16279	8/20/2011	9/23/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Null	Null	-	-	-	-	-
16786	12/17/2010	1/21/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok
16787	12/17/2010	1/21/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Ok	Ok	Null	-	Null	-	-
16788	12/17/2010	1/21/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Ok	Ok	Null	-	Null	-	-
17198	12/9/2010	1/25/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok
17200	12/9/2010	1/25/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Null	-	-
17201	12/9/2010	1/25/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Null	-	-
17203	12/9/2010	1/25/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Ok	Ok	-	Null	-	-	-
17343	10/7/2010	1/13/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Null	Null	Null	Null	Ok
17360	10/7/2010	1/13/2011	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	-	-	Ok
17361	10/7/2010	1/13/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Ok	Ok	-	-	-	-	-
17362	10/7/2010	1/13/2011	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	Ok	Ok	Ok	Ok	Ok	-	-	-	-	-