



The Community Partnership
For The Prevention
of Homelessness

The Community Partnership

Weekly Occupancy Report Re-Structure Webinar

April 10, 2018

Today's Agenda

- ▶ What is the purpose of the Weekly Occupancy Report?
- ▶ Why was the report restructured?
- ▶ What changes have been made?
- ▶ What is the new process for data submission?
- ▶ Contact information

What is the purpose of the Weekly Occupancy Report?

- ▶ The Weekly Occupancy Report (WOR) is the report we use within our Continuum of Care (CoC) to monitor program capacity
- ▶ The report is used to inform where placements can be made based upon provider-reported vacancies

Why was the report restructured?

- ▶ The report was restructured for a few reasons:
 - ▶ 1. There have been many new programs brought online since the last report restructure
 - ▶ 2. There was a community request to separate single beds by gender
 - ▶ 3. We wanted to make the report more useable by the CAHP Team so that it would better inform the matching process

What changes have been made?

- ▶ The WOR will now be based on data from “points in time” rather than weekly periods
 - ▶ The data points are each Monday and Thursday
- ▶ The WOR will no longer report entries, exits or positive destinations
- ▶ The WOR Summary page separates programs by type, then by gender, then by population served
 - ▶ A new column has been added to each detail page to reflect the population served

What changes have been made?

- ▶ The WOR Detail pages are grouped by program type
 - ▶ Youth and Veteran programs are no longer separated
- ▶ Each provider will have their own tab on the report that includes all of their programs
 - ▶ These are the templates that will be emailed each Monday
- ▶ TCP staff will utilize the canned Entry/Exit report to check program capacity for the Weekly Occupancy Report

What is the new process for data submission?

- ▶ TCP staff will send program capacity data to providers every Monday using the templates
 - ▶ Providers are to update HMIS to reflect the capacity reported by TCP as of Monday as soon as possible
 - ▶ The data for units held/offline will come from the previous Friday's report
 - ▶ The data for capacity and vacancies will come from HMIS
- ▶ Providers will be divided between myself and our Analyst, Jenny Klein
 - ▶ We will send a table once all providers have been added

What is the new process for data submission?

- ▶ Providers will then be expected to complete and return the template to TCP by COB each THURSDAY to include updated data for:
 - ▶ Available units
 - ▶ Units held for placement
 - ▶ Units offline
 - ▶ Individuals/Families Served (Capacity)
 - ▶ Vacancies

What is the new process for data submission?

- ▶ All Weekly Occupancy Report data and questions will now be sent to the following email: wor@community-partnership.org
- ▶ TCP will verify the data sent by providers each Thursday, compile the data and submit the report to the community by noon of each Friday
- ▶ As a reminder participation in this report is required for most providers based upon program contracts
 - ▶ Participation is required even if there were not any changes to program data
- ▶ **We will begin this new process on Tuesday, 4/17/2018**

Contact Information

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