The Community Partnership
For The Prevention
of Homelessness

Agency Administrator Guide: Using the ART Report Gallery

Stephen Halliburton, Research Assistant
David Tweedie, HMIS Coordinator

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1. Accessing Reporting Functions in HMIS

All reports in the HMIS can be accessed through the **Reports** tab. The Reports tab can be found on the left hand side of the window as you're facing the screen. Clicking on the Reports tab will take you to the **Report Dashboard**.
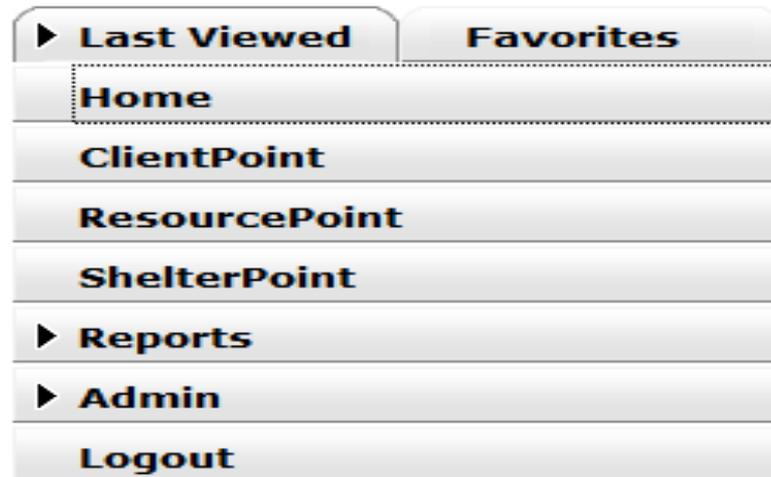
2. Advanced Reporting Tool (ART) Reports

ART reports are only accessible to users with a ServicePoint user license **AND** an ART license. ART reports are accessed by going to the **Custom Reports** section of the Reports Dashboard and clicking on ART.

This will take you to the **Advanced Reporting Tool** menu.

ART updates once a daily; therefore, when a client's information is updated in HMIS, those changes will not be reflected in the ART reports until the 8:00am the next morning.

ART will allow reports to be downloaded and saved in Excel or as a PDF.

3. Data Quality/User Admin Reports

- 0123 – ServicePoint User Last Login Report
- Program Data Detail (Post 2014 Data Standards)
- Program Data Detail (Low Barrier Shelter) Post Data Standards
- Services by Provider
- Case Plan Audit Report(Identified)
- Program Data Quality Audit

These Reports can all be found in the Data Quality folder in the ART Dashboard.

ServicePoint User Last Login

This report has been created to show ServicePoint users' last login dates to aid Agency Administrators in system usage management. Agency Administrators can identify licenses that are not being utilized and work with the System Administrator and HMIS Coordinator to reassign and delete licenses as necessary.

Program Data Detail Report

The Program Data Detail is not a report that will provide aggregate information or percentages of missing information. Rather it provides a person by person list of clients served during a given period. Although, it is not specifically designed to work as a data quality report it can be used by Agency Administrators in monitoring data quality and identifying clients with null values in **ALL** elements from the Client Profile Page.

Program Data Detail Report (Cont.)

There are three versions of the Program Data Detail Report to accommodate different work-flows:

- Program Data Detail for Entry/Exit based workflows where program entries and exits are required for all clients.

- Program Data Detail (Low Barrier Shelter) for Shelter Stay based workflows where shelter stays are required for all clients.

- Services by Provider for Outreach providers where service start dates and service end dates are required for each client contact.

Case Plan Audit Report(Identified)

This report is designed to assist Agency Administrators in ensuring that goals are being updated and case notes are being added each month. It gives detailed information on each client who has a goal in progress or closed including the actual case notes.

Program Data Quality Audit

This report is designed to monitor data quality by locating recorded client data which is missing, is incorrect, or which is inconsistent with other recorded data for the same client. This report focuses on locating errors and incongruities in the areas of age, gender and household relationship. Twelve common data quality issues are identified:

a. Client's date of birth has not been recorded.

b. Client's age is negative due to incorrect date of birth.

c. Client's age is out of the normal range (>100) - probable incorrect date of birth.

d. Client's date of birth is the same as the date that the client was entered into the system probable date of birth error.

e. Client's age (<15) is inconsistent with their HH relationship (mother, grandfather, etc.).

f. Client's gender has not been recorded.

g. Clients Veteran status = "yes" but age is less than 18.

h. Client's gender is inconsistent with his/her HH relationship. (Female-father, male-stepmother, etc.)

i. Client's HOH designation = "yes" but relationship to HOH is not equal to "self".

j. Client's relationship to HOH = "self", but HOH designation = "no" or null.

k. Client is a household member but is missing a household relationship.

l. Client is recorded as pregnant, but age or gender is inconsistent with this. (Not female and/or <15).

4. Outcomes/Program Reports

- Annual Performance Report (APR)
- Annual Performance Report (APR) Detail

Annual Performance Report (APR)

This ART Gallery report has been created to facilitate the extraction of data from *ServicePoint* for the completion of the CoC APR. The layout of the report is patterned after the e-SNAPS data input screens to facilitate on-line reporting.

The CoC APR is submitted to HUD annually, but this report should be run periodically to confirm that complete and accurate data is being properly recorded in *ServicePoint*.

Where to Find the Outcomes/Programs Reports

- The Annual Performance Report (APR) and APR Detail reports are in the **HUD** folder in the ART Report Dashboard.

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Stephen Halliburton

202.543.5298 ext. 125

shalliburton@community-partnership.org

David Tweedie

202.543.5298 ext. 123

dtweedie@community-partnership.org

HMIS Web Address: washdc.servicept.com

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