

# Entry Point Reporting - How to Guide

## Table of Contents

VoA Contract Reporting - How to Guide	1
Dashboard Reports	1
Referrals Dashboard Report	1
Fund Usage Report	7
ART Reports	9
0640 Data Quality Framework Report	9
A001 All Client Demographics Report	16
By-Name List of People Experiencing Homelessness Report	21
Raw ReportWriter Reports	27
How to Pull All Raw ReportWriter Reports	28

## Dashboard Reports

These reports can be pulled by licensed HMIS users and will show corrections made the same day. No wait time for the reports to be fixed!

### Referrals Dashboard Report

This report will include all referrals to shelter from clients with intakes from DSS or from VoA. Before running the report, make sure that you are not using default EDA mode. This means that there are no blue words after the Enter Data As mode in the upper right-hand corner.

1. Find the report

Reports > Report Dashboard 249912

▶ Last Viewed    Favorites

Home

ClientPoint

ResourcePoint

▶ FundManager

ShelterPoint

▶ Reports ←

▶ Admin

Logout

### Report Dashboard

#### Audit Reports

Audit Report

User Information

User Login

#### Provider Reports

Call Record Report

Client Served Report

CoC-APR 2019

Daily Unit Report

Entry/Exit Report

ESG CAPER 2019

Fund Availability Report

Fund Usage Report

My Managed Funds Report

Needs Report

PATH 2019

Referrals

Service Transaction

#### Custom Reports

2. Complete the report prompts

Report	Report Dashboard > Referrals	
Prompts	Provider	CE Central - Durham County
	This provider AND its subordinates versus This provider ONLY	FILL "This provider AND its subordinates"
	Referral Type	Outgoing referrals from provider
	Referral Status	ALL
	Referral Outcome	- All -
	Referral Date Range	First Day - Last Day of Reporting Period
	Sort Order	Blank

**SERVICEpoint**  
Connecting Your Community.

North Carolina Coalition to End Homelessness  
CE Central - Durham County  
November 12, 2019

Mode: Shadow cjoseph  
Enter Data As  
Back Date  
Connect To ART

Andrea Carey  
System Admin II

Reports > Referrals

Type here for Global Search

**Report Options**

**Provider \*** CE Central - Durham County (7610)  
 This provider AND its subordinates  This provider ONLY

**Referral Type \*** -Select-  
 Outstanding  Closed  ALL

Referral Status  
 Referral Outcome -All-  
 Referral Date Range  
 Sort Order Please Select a Sort Order

Export Report Build Report Clear

No blue letters, no EDA mode!

### 3. Build the report

**SERVICEpoint**  
Connecting Your Community.

North Carolina Coalition to End Homelessness  
CE Central - Durham County  
November 12, 2019

Mode: Shadow cjoseph  
Enter Data As  
Back Date  
Connect To ART

Andrea Carey  
System Admin II

Reports > Referrals

Type here for Global Search

**Report Options**

**Provider \*** CE Central - Durham County (7610)  
 This provider AND its subordinates  This provider ONLY

**Referral Type \*** Outgoing referrals from provider  
 Outstanding  Closed  ALL

Referral Status  
 Referral Outcome -All-  
 Referral Date Range 09 / 18 / 2019 10 / 31 / 2019  
 Sort Order Please Select a Sort Order

Export Report Build Report Clear

### 4. Download the report

- a. Open the Zip File and the CSV Report

North Carolina Coalition to End Homelessness  
 CE Central - Durham County  
 November 12, 2019

Mode: Shadow cjoseph  
 Enter Data As  
 Back Date  
 Connect To ART

Reports > Referrals

Provider \* CE Central - Durham County (7610)

Referrals [This provider ONLY](#)

Downloading a report may take some time depending on the complexity of the report and size of the result.

Download Cancel

10 / 31 / 2019

Select Clear

Export Report Build Report

Report Results

Referral Date	Name	Group ID	Ranking	VI-SPDAT	TAY-VI-SPDAT	VI-FSPDAT	Need Type	Referred By	Referred To	Referral Outcome
---------------	------	----------	---------	----------	--------------	-----------	-----------	-------------	-------------	------------------

AutoSave Off

referrals\_report\_1573575668736 - Read-Only - Excel

Andrea Carey AC

File Home Insert Page Layout Formulas Data Review View Help Acrobat Search

Clipboard Font Alignment Number Styles Cells Editing Ideas

A1 Referral Date

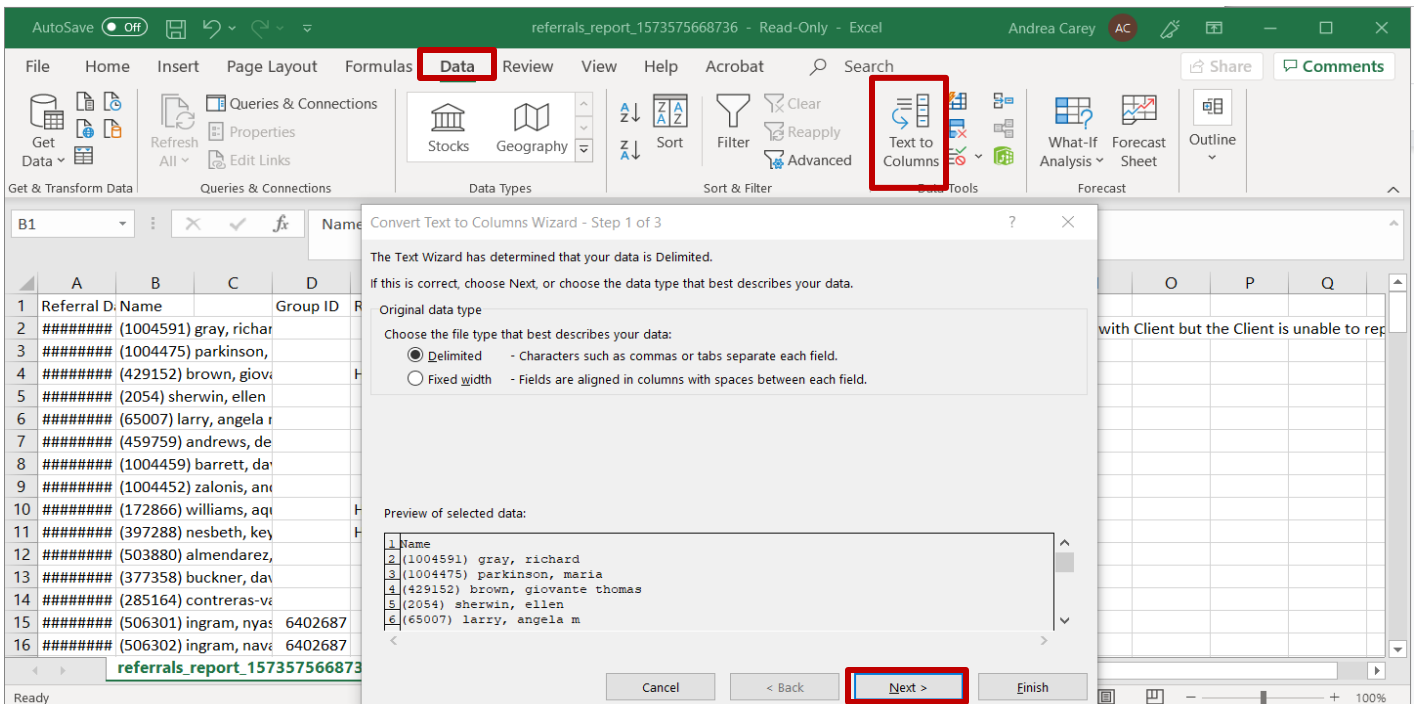
Referral Date	Name	Group ID	Ranking	VI-SPDAT	TAY-VI-SPDAT	VI-FSPDAT	Need Type	Referred By	Referred To	Referral Outcome	Need Notes
	##### (1004591)						Emergency	CE Central	Urban Min	Declined	VOA Staff spoke with Client but the Client is unable to report to UMI
	##### (1004475)						Emergency	CE Central	Urban Min	Declined	
	##### (429152) b		High				Emergency	CE Central	Urban Min	Accepted	
	##### (2054) she						Emergency	CE Central	Urban Min	Accepted	10/31/20
	##### (65007) lar						Emergency	CE Central	Urban Min	Accepted	10/31/20
	##### (459759) a						Emergency	CE Central	Urban Min	Accepted	10/31/20
	##### (1004459)						Emergency	CE Central	Urban Min	Accepted	10/30/20
	##### (1004452)						Emergency	CE Central	Urban Min	Accepted	10/30/20
	##### (172866) v		High				Emergency	CE Central	Urban Min	Accepted	
	##### (397288) n		High				Emergency	CE Central	Urban Min	Declined	
	##### (503880) a						Emergency	CE Central	Urban Min	Accepted	10/29/20
	##### (377358) b						Emergency	CE Central	Urban Min	Declined	10/29/20
	##### (285164) c						Emergency	CE Central	Urban Min	Accepted	10/29/20
	##### (506301) ir	6402687					Emergency	CE Central	Families M	Accepted	10/29/20
	##### (506302) ir	6402687					Emergency	CE Central	Families M	Accepted	10/29/20

referrals\_report\_1573575668736

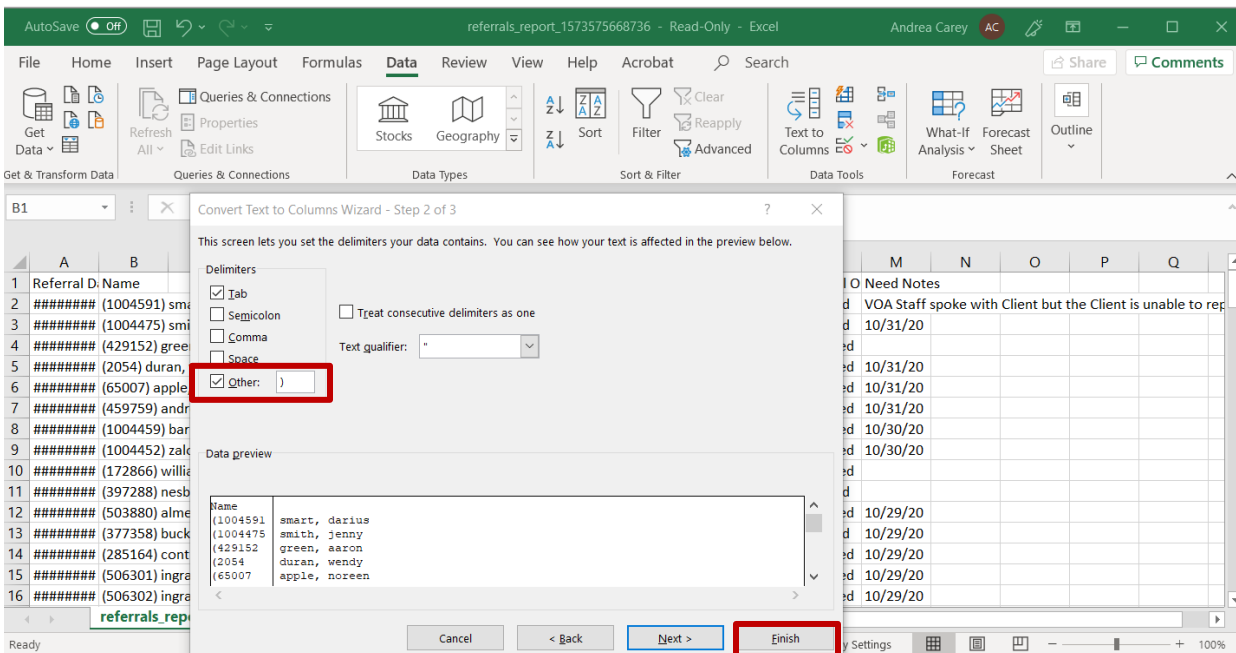
Ready Display Settings 100%

5. Remove client names

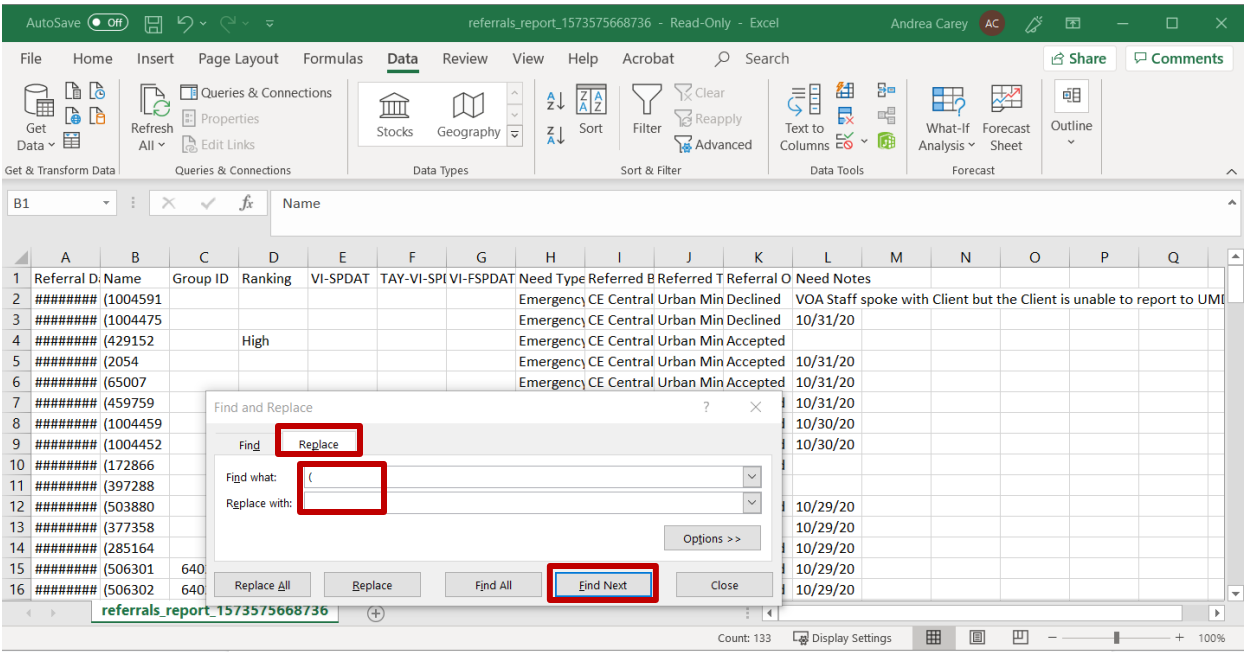
- Insert a column between B and C (right click on column C, select Insert)
- Highlight column B and click Text to Columns tool (go to Data tab at the top, find Text to Column)
- Click Next (Delimited should be selected)



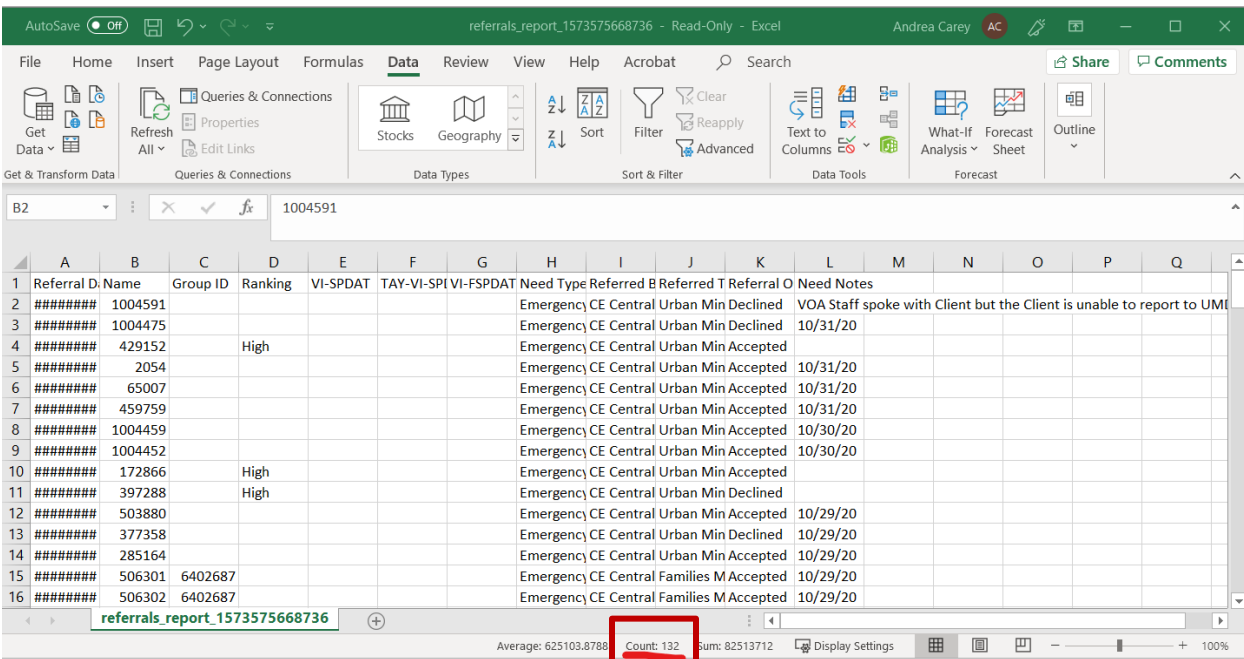
- d. Check the Other box, and specify the close parentheses “)” symbol
- e. Click Next and Finish. Client Names should be in a separate column.



- f. Right click column C to highlight all client names, then delete.
- g. Select column B and use CTRL F to get to Find and Replace tool. Use Replace the open parenthesis “(” symbol with nothing, leave replace with blank.



6. Count total referrals by selecting the data from any column. Review the Count in the bottom right corner.

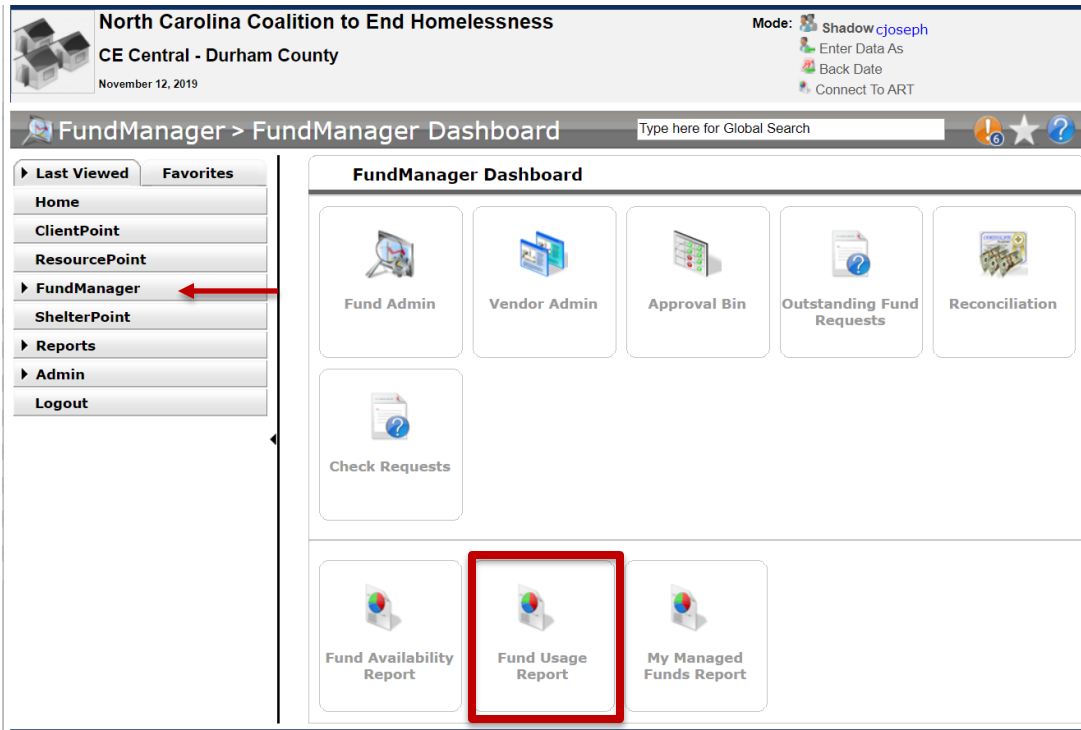


7. Save the Report for your records

# Fund Usage Report

This report will include all referrals to shelter from clients with intakes from DSS or from VoA. Before running the report, make sure that you are not using default EDA mode. This means that there are no blue words after the Enter Data As mode in the upper right-hand corner.




## 1. Find Report









## 2. Complete report prompts

Report	FundManager Dashboard > Fund Usage Report	
Prompts	Fund	502 - City Diversion - CE Central
	Funding Cycle	Current Fiscal Year
	Vendor	<i>skip</i>
	Provider	<i>skip</i>
	Amount Status	<i>skip</i>
	Fund Request Status	<i>skip</i>
	Last Action Start Date	First Day of Reporting Period
	Last Action End Date	Last Day of Reporting Period

	Last Action	skip
	Has Overrides	skip
	Report Results	CHECK Last Action Date, Status, Fund, Vender, Provider, Service, Client ID, Amount

Reports > Fund Usage Report    

### Fund Usage Report

Fund	502 - City Diversion - CE Central (214) <input type="button" value="Manage List"/>
Funding Cycle	(09/18/2019 - 07/31/2020)
Vendor	-Select- <input type="button" value="Manage List"/>
Provider	-Select-
Amount Status	-Select-
Fund Request Status	-Select- Awaiting Submission Awaiting Resubmission Awaiting Approval
Last Action Start Date	09 / 18 / 2019   
Last Action End Date	11 / 12 / 2019   
Last Action	-Select- Saved Submitted Modified
Has Overrides	-Select-
Report Results Columns	<input type="checkbox"/> <a href="#">Voucher ID</a> <input type="checkbox"/> <a href="#">Check Request ID</a> <input type="checkbox"/> <a href="#">Vendor's Client Account Number</a> <input checked="" type="checkbox"/> <a href="#">Last Action Date</a> <input type="checkbox"/> <a href="#">Last Action</a> <input checked="" type="checkbox"/> <a href="#">Status</a> <input checked="" type="checkbox"/> <a href="#">Fund</a> <input checked="" type="checkbox"/> <a href="#">Vendor</a> <input checked="" type="checkbox"/> <a href="#">Provider</a> <input type="checkbox"/> <a href="#">Creating User</a> <input checked="" type="checkbox"/> <a href="#">Service</a> <input checked="" type="checkbox"/> <a href="#">Client ID</a> <input type="checkbox"/> <a href="#">Client Name</a> <input checked="" type="checkbox"/> <a href="#">Amount</a> <input type="checkbox"/> <a href="#">Support Documentation</a> <input type="checkbox"/> <a href="#">Overrides</a>

- Download the report. Open the Zip File and CSV Report.
- Highlight the Client ID to count the number clients. Since only the Head of Household is used for recording financial assistance, so the number of households diverted with financial assistance.



AutoSave  Off fund\_usage\_report\_1575472216385 - Read-Only - Excel

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells

Calibri 11

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

F1 Client ID

	A	B	C	D	E	F	G	H	I	J	K
1	Last Action	Status	Fund	Vendor	Provider	Client ID	Amount				
2	#####	Complete	502 - City	Durham D	Entry Poir	1003661	\$232.00				
3	#####	Complete	502 - City	VoA - Vol	Entry Poir	1005093	\$20.99				
4	#####	Complete	502 - City	VoA - Vol	Entry Poir	1005116	\$648.33				
5	#####	Complete	502 - City	VoA - Vol	Entry Poir	1005152	\$77.99				
6	#####	Complete	502 - City	VoA - Vol	Entry Poir	1005107	\$80.00				
7	#####	Complete	502 - City	VoA - Vol	Entry Poir	1005107	\$75.00				
8	#####	Complete	502 - City	VoA - Vol	Entry Poir	1005324	\$33.50				
9	#####	Complete	502 - City	VoA - Vol	Entry Poir	1005031	\$156.99				
10	#####	Complete	502 - City	Durham D	Entry Poir	343055	#####				
11											

fund\_usage\_report\_1575472216385

Ready Average: 931405.1111 Count: 10 Sum: 8382646

5. Save the Report for your records.

## ART Reports

These reports are more robust reports that only update data once a day. If any corrections are made to the data, the report will not reflect changes until the next morning. This update is called an ART Build.

### 0640 Data Quality Framework Report











1. Find Report
  - a. Click on Connect to ART
  - b. Click on the black arrow next to Public Folder
  - c. Click on the black arrow next to ART Gallery Reports and Resources
  - d. Click on the black arrow next to ART Gallery Reports



- ▶ Last Viewed
- Favorites
- Home
- ClientPoint
- ResourcePoint
- ▶ FundManager
- ShelterPoint
- ▶ Reports
- ▶ Admin
- Logout

### Advanced Reporting Tool

#### ART Browser

- ▶ Inbox
- ▶ Available Reports and Templates
- ▶ Bowman Systems Resources
- ▶ Public Folder
- ▶ ART Gallery Reports and Resources
  - ▶ ART Gallery Report Manuals
  - ▶ ART Gallery Reports
    - 0121 - User Contact Information - v11.06.28 2019-07-10 15:50  
    - 0122 - ART License Management Report - v3 2018-10-04 16:17  
    - 0123 - ServicePoint User Last Login Report - v11.06.28 2019-07-10 15:50  
    - 0127 - ServicePoint Visibility and Deny Settings Report - v2 2019-07-10 16:00  
    - 0128 - Provider Assessment Display 2018-10-04 16:17  

- e. Click Next until you find this report (in numerical order)
- f. Click on the magnifying glass icon

ART Gallery Reports and Resources		
ART Gallery Report Manuals		
ART Gallery Reports		
0404 - Client Case Plans - v2	2018-10-04 16:30	
0405 - SSOM Client Achievement Report - v4	2018-10-04 16:30	
0407 - SSOM Client Progress Report - v5	2018-10-04 16:30	
0408 - Client Living Situation History - v11.04.13	2018-10-04 16:31	
0409 - Client Event History - v11.04.13	2018-10-04 16:31	
0508 - SSOM Domains at Population Entry - v3	2018-10-04 16:31	
0509 - SSOM Domains at Population Exit - v3	2018-10-04 16:31	
0521 - Prevention Outcomes - v5	2018-10-04 16:31	
0550 - Exit Destination Outcomes - v4	2019-08-27 15:29	
0551 - Exit Reason Leaving Outcomes - v3	2018-10-04 16:32	
0552 - Goal Outcomes - v4	2018-10-04 16:34	
0556 - Client Transition Outcomes - v2	2018-10-04 16:34	
0607 - Client and Household Demographics by Funding Stream - v5	2018-10-04 16:34	
0628 - HIC Supplement - v10	2019-08-19 13:04	
0629 - Housing Inventory Count - v18	2019-04-06 10:05	
0630 - Sheltered-Unsheltered PIT 2019 - v23	2019-03-16 10:35	
0635 - NOFA CoC Application Section 2D - v12	2018-10-04 16:40	
0640 - HUD Data Quality Report Framework - v8	2019-12-03 12:08	
0650.00 - Salvation Army National Statistical System Report (NSS) - v11	2018-10-04 16:47	
0700 - Length of Time Persons Homeless-Metric 1 - v6	2019-11-22 15:43	

Showing 21-41 of 52 Documents

## 2. Schedule Report

ART Gallery Reports and Resources		
ART Gallery Report Manuals		
ART Gallery Reports		
0404 - Client Case Plans - v2	2018-10-04 16:30	
0405 - SSOM Client Achievement Report - v4	2018-10-04 16:30	
0407 - SSOM Client Progress Report - v5	2018-10-04 16:30	
0408 - Client Living Situation History - v11.04.13	2018-10-04 16:31	
0409 - Client Event History - v11.04.13	2018-10-04 16:31	
0508 - SSOM Domains at Population Entry - v3	2018-10-04 16:31	
0509 - SSOM Domains at Population Exit - v3	2018-10-04 16:31	
0521 - Prevention Outcomes - v5	2018-10-04 16:31	
0550 - Exit Destination Outcomes - v4	2019-08-27 15:29	
0551 - Exit Reason Leaving Outcomes - v3	2018-10-04 16:32	
0552 - Goal Outcomes - v4	2018-10-04 16:34	
0556 - Client Transition Outcomes - v2	2018-10-04 16:34	

**ART Item Details**

**0640 - HUD Data Quality Report F...**

Name	0640 - HUD Data Quality Report Framework - v8
Description	This report is intended to be used to provide HUD with Data Quality metrics on a CoC for use in the Annual CoC Program Competition. It is also consistent with
Creation Date	2019-07-24 16:28
Update Date	2019-12-03 12:08
Type	Webi
Owner	smillard

0640 - HUD Data Quality Report Framework - v8	2018-10-04 16:30	
0650.00 - Salvation Army National Statistical System Report (NSS) - v11	2018-10-04 16:30	
0700 - Length of Time Persons Homeless-Metric 1 - v6	2018-10-04 16:30	

## 3. Complete the Prompts

Report	ART Report > 0640 Data Quality Framework
--------	--

Prompts	Select Provider CoC Code(s):	<i>skip</i>
	Select Reporting Group Name:	<i>skip</i>
	Select Provider(s)	Search and Select "VoA Front Door"
	EDA Provider:	Search and Select "VoA Front Door"
	Enter Effective Date:	Last Day of Reporting Period + 1 Day
	Enter Start Date:	First Day of Reporting Period
	Enter End Date PLUS 1 Day	Last Day of Reporting Period + 1 Day
	Select Entry Exit Type(s):	<i>skip</i> (leave as HUD and VA)

**ART Report**

**Prompts**

Fill out each of the prompts below \*

- Select Provider CoC Code(s):
- Select Reporting Group Name:
- Select Provider(s):
- EDA Provider
- Enter effective date

Select Provider CoC Code(s):

Optional

Select

Next

Scroll to check all prompts

When each prompt is blue, select the details here. Click Select for options.

4. Click Next once Prompts are complete (and not before then!)




**ART Report**

### Prompts

Fill out each of the prompts below \*

EDA Provider  
Enter effective date  
Enter Start Date:  
**Enter End Date PLUS 1 Day:**  
Select Entry Exit Type(s):

Enter End Date PLUS 1 Day:

12 / 01 / 2019    12 : 00 : 00 AM

**Next**

5. Finalize Schedule Report details
  - a. Name the report, including the date range and project included
  - b. Report Format is always Excel
  - c. Skip Users Inbox
  - d. Interval is always Once
  - e. Skip start date
  - f. Change End Date to 1 hour into the future
6. Click Send

### Schedule Report

**Schedule**

<b>Name *</b>	0640 - HUD Data Quality Report Fran				
<b>Report Format *</b>	Excel				
<b>Users Inbox *</b>	Chiquita Joseph (9673)	Search	My User	Clear	
<b>Interval *</b>	Once				
<b>Start Date *</b>	12 / 04 / 2019	23	10	:	39 AM
<b>End Date *</b>	12 / 04 / 2019	23	11	:	39 AM

**Send**

7. Wait for the Report to Run
8. Down the Report from the Inbox
  - a. Click the black arrow next to Inbox to check if it's done
  - b. Click the magnifying glass icon to download

**SERVICEpoint**  
Connecting Your Community.

**Andrea Carey**  
System Admin II

**North Carolina Coalition to End Homelessness**  
Entry Point - Durham County  
December 04, 2019

Mode: Shadow cjoseph  
Enter Data As  
Back Date  
Connect To ART

**Reports > ART**

#### Advanced Reporting Tool

**ART Browser**

▼	Inbox		
🔍	Entry Point Sept,Oct,Nov - A001 - All Clients Demographics Report -Additional County Tabs - Provider	2019-12-04 08:13	📄
🔍	Entry Point Sept, Oct, Nov - 0640 - HUD Data Quality Report framework - v8	2019-12-04 08:13	📄
🔍	Entry Point Sept,Oct,Nov - A015 - Discharge Destination DQ Report v2	2019-12-04 08:13	📄

9. Open the Report to Tab A -Summary
  - a. Find Data Elements
  - b. Calculate % for each category of timeliness

Clipboard: Paste, Copy, Cut, Undo, Redo

Font: Arial, 6, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Merge & Center

Number: General, Currency, Percentage, Decimals

A1

A B C D E F G H I J

1

**Q1. Report Validation Table**

Elements	Client Count
Total Number of Persons Served	630
Number of Adults (age 18 or over)	400
Number of Children (under age 18)	172
Number of Persons with Unknown Age	58
Number of Leavers	316
Number of Adult Leavers	222
Number of Adult and Head of Household Leavers	226
Number of Stayers	314
Number of Adult Stayers	178
Number of Veterans	18
Number of Chronically Homeless Persons	9
Number of Youth Under Age 25	38
Number of Parenting Youth Under Age 25 with Children	8
Number of Adult Heads of Household	360
Number of Child and Unknown-Age Heads of Household	6
Heads of Household and Adult Stayers in the Project More Than 365 Days	0

20

**Q2. Personally Identifiable Information (PII)**

Data Element	Client Doesn't	Information	Data Issues	% of Error Rate
--------------	----------------	-------------	-------------	-----------------

21

22

Tab A - Summary | Tab B - Detail Q1 | Tab C - Detail Q2 Q6 | Tab D - Detail Q3 Q4 | Tab

Select destination and press ENTER or choose Paste



AutoSave  Off Entry Point Sept, Oct, Nov - 0640 - HUD Data Quality Report Framework

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number

A1

47	Entering Into Project Type	Count of Total Records	Missing Time in	Missing Time in Housing (3.917.2)	Approx Date (3.917.3) DKR/Missing	Num Times (3.917.4) DKR/Missing	Num Months (3.917.5) DKR/Missing	% of Records Unable to Calculate
48	ES, SH, Street Outreach	0			0	0	0	#DIV/0
49	TH	0	0	0	0	0	0	#DIV/0
50	PH (all)	0	0	0	0	0	0	#DIV/0
51	Total	0						#DIV/0

Q6. Timeliness		
Time for Record Entry	Count of Entry Records	Count Exit Records
0 days	601	279
1-3 days	11	12
4-6 days	3	6
7-10 days	5	2
11+ days	8	17

Q7. Inactive Records: Street Outreach & Emergency Shelter			
Data Element	Record Count	Inactive Record Count	% Inactive Records
Contact (Adults and Heads of Household in Street Outreach or Emergency Shelter -Nbn)	0	0	0.0%
Bed Nights (All Clients in Emergency Shelter-Nbn)	0	0	0.0%

Tab A - Summary | Tab B - Detail Q1 | Tab C - Detail Q2 Q6 | Tab D - Detail Q3 Q4 | Tab E - Del ..

Select destination and press ENTER or choose Paste

10. Save the Report for your records

## A001 All Client Demographics Report

1. Find Report
  - a. Click on Connect to ART
  - b. Click on the black arrow next to Public Folder
  - c. Click on the black arrow next to HMIS@NCCEH Gallery
  - d. Click on the magnifying glass icon next to the Report



**North Carolina Coalition to End Homelessness**

Entry Point - Durham County

December 04, 2019

- Mode: Shadow [cjoseph](#)  
 Enter Data As  
 Back Date  
 Connect To ART

**Reports > ART**

Type here for Global Search

**Advanced Reporting Tool**

**ART Browser**

- ▶ Inbox
- ▶ Available Reports and Templates
- ▶ Bowman Systems Resources
- ▼ Public Folder
  - ▶ ART Gallery Reports and Resources
  - ▼ HMIS@NCCEH Gallery
    - !HMIS@NCCEH Gallery Naming Convention .pdf 2019-10-08 18:54
    - A001 - All Clients Demographics Report - Additional County Tabs - Provider** 2019-09-26 17:45
    - A002 - Homeless Demographics Report v10- Provider 2019-08-16 11:38
    - A003 - Chronic Homeless Count Report v4- Provider 2019-08-16 11:40
    - A004 - Enrolled Clients Count with Time in Program v C1.2 2019-07-09 10:22
    - A005 - Program Exit (Enrolled) Previous Year 2019-07-30 10:08
    - A006 - Unexited Clients w Summary Tab- By Provider Page (With 2019-06-24 17:50

2. Schedule Report

**ART Item Details**

**A001 - All Clients Demographics ...**

Name	A001 - All Clients Demographics Report - Additional County Tabs - Provider
Description	Revision Date: 7-13-17 - Added County of Residence and County of Service Count tab. Revision Date: 3-8-16
Creation Date	2019-08-16 11:36
Update Date	2019-09-26 17:45
Type	Webi
Owner	hmisncceh_live:burgessa

View Report Edit Report **Schedule Report**

3. Complete the Prompts

Report	ART Report > A001 All Clients Demographics Report	
Prompts	EDA Provider:	Search and Select "VoA Front Door"
	Start Date:	First Day of Reporting Period
	End Date + 1:	Last Day of Reporting Period + 1 Day
	Housing Status:	<i>Skip</i>
	Provider(s):	Search and Select "VoA Front Door"
	Enter Effective date:	Last Day of Reporting Period + 1 Day

**ART Report**

**Prompts**

Fill out each of the prompts below \*

- EDA Provider
- Start Date:
- End Date +1:
- Housing Status:
- Provider(s):

EDA Provider

-Default Provider- **Select**

Next

Scroll to check all prompts

When each prompt is blue, select the details here. Click Select for options.

4. Click Next only once prompts are complete

### ART Report

#### Prompts

Fill out each of the prompts below \*

Start Date:  
 End Date +1:  
 Housing Status:  
 Provider(s):  
 Enter effective date

EDA Provider

5. Finalize Schedule Report details
  - a. Name the report, including the date range and project included
  - b. Report Format is always Excel
  - c. Skip Users Inbox
  - d. Interval is always Once
  - e. Skip start date
  - f. Change End Date to 1 hour into the future
6. Click Send

### Schedule Report

#### Schedule

<b>Name *</b>	A001 - All Clients Demographics Repc				
<b>Report Format *</b>	Excel ▾				
<b>Users Inbox *</b>	Chiquita Joseph (9673)	<input type="button" value="Search"/>	<input type="button" value="My User"/>	<input type="button" value="Clear"/>	
<b>Interval *</b>	Once ▾				
<b>Start Date *</b>	12 / 04 / 2019			10 ▾ : 58 ▾ AM ▾	
<b>End Date *</b>	12 / 04 / 2019			11 ▾ : 58 ▾ AM ▾	

7. Wait for the Report to Run
8. Down the Report from the Inbox
  - a. Click the black arrow next to Inbox to check if it's done
  - b. Click the magnifying glass icon to download

The screenshot shows the 'Reports > ART' interface. At the top, there is a green header with the text 'Reports > ART' and a search bar labeled 'Type here for Global Search'. Below the header is the 'Advanced Reporting Tool' section. Underneath, the 'ART Browser' is displayed, showing a list of reports under the 'Inbox' category. The 'Inbox' label has a dropdown arrow next to it, which is highlighted with a red box. The first report in the list is 'Entry Point Sept, Oct, Nov - A001 - All Clients Demographics Report - Additional County Tabs - Provider', which has a magnifying glass icon next to it, also highlighted with a red box. Other reports in the list include 'Entry Point Sept, Oct, Nov - 0640 - HUD Data Quality Report Framework - v8', 'Entry Point Sept, Oct, Nov - A015 - Discharge Destination DQ Report v2', and '1303 - Referral Report - v2'. The dates and times for these reports are listed on the right side of each row.

Report Name	Date/Time
Entry Point Sept, Oct, Nov - A001 - All Clients Demographics Report - Additional County Tabs - Provider	2019-12-04 08:1
Entry Point Sept, Oct, Nov - 0640 - HUD Data Quality Report Framework - v8	2019-12-04 08:1
Entry Point Sept, Oct, Nov - A015 - Discharge Destination DQ Report v2	2019-12-04 08:1
<b>1303 - Referral Report - v2</b>	2019-11-25 16:2

9. Open the Report
  - a. Find the Veterans tab
  - b. Find the Total Clients count

AutoSave Off | Entry Point Sept,Oct,Nov - A001 - All Clients Demographics Report -Additional County Tabs - Provider

File Home Insert Page Layout Formulas Data Review View Help

Clipboard | Font | Alignment | Number | Conditional Formatting

A1 | Total Clients:

1	<b>Total Clients</b>	<b>17</b>	<b>Total Adult Singles</b>	<b>15</b>	<b>Total Adults in Families</b>	<b>2</b>
2						
3	<b>Avg. Age Overall</b>	48				
4	<b>Avg. Age Overall</b>	48	<b>Avg. Age Female</b>	35	<b>Avg. Age Male</b>	51
5						
6	<b>Age Range</b>	<b>Total Clients</b>	<b>Gender</b>		<b>Total Clients</b>	
7	6. 25 to 34	3	Female	6. 25 to 34	2	
8	7. 35 to 44	3		8. 45 to 54	1	
9	8. 45 to 54	4	<b>Gender</b>		<b>Total Clients</b>	
10	9. 55 to 64	7	Male	6. 25 to 34	1	
11				7. 35 to 44	3	
12	<b>Gender</b>	<b>Total Clients</b>		8. 45 to 54	3	
13				9. 55 to 64	7	
14	Male	14				
15	Female	3				
16						
17						
18						
19	<b>Race</b>	<b>Total Clients</b>	<b>Homeless Category</b>		<b>Total Clients</b>	
20	Black or African American (HUD)	14	Category 1 - Homeless (HUD)		12	
21	White (HUD)	2	Category 2 - At imminent risk of losing housing (HUD)		5	
22	Client doesn't know (HUD)	1				
23			<b>Prior Living Situation</b>		<b>Total Clients</b>	
24			(HUD)		7	
25	<b>Ethnicity</b>	<b>Total Clients</b>	Staying or living in a friend's room, apartment or house (HUD)		4	

Single Adults | **Veterans** | Seniors | Agency Count | Proj Type Count | Client Detail1 | Client ...

Use this three dot symbol to see more tabs!

10. Save the Report for your Records

## By-Name List of People Experiencing Homelessness Report

### 1. Find Report

- a. Click on Connect to ART
- b. Click on the black arrow next to Public Folder
- c. Click on the black arrow next to Provider Specific Reports
- d. Click on the black arrow next to NC-502 Durham
- e. Click on the magnifying glass icon next to the Report

## Advanced Reporting Tool

### ART Browser

▶	Inbox	
▶	Available Reports and Templates	
▶	Bowman Systems Resources	
▼	Public Folder	
▶	ART Gallery Reports and Resources	
▶	HMIS@NCCEH Gallery	
▼	Provider Specific Folders	
▶	Back@Home	
▶	ESG Grantees	
▼	NC-502 Durham	
	0323 - Project Demographics - v14 ICA Edited	2019-11-21
	0550 - Exit Destination Outcomes - v4 (NCCEH Summary Update)	2019-06-27
	By-Name List of People Experiencing Homelessness	2019-09-16

### 2. Schedule the Report

### ART Item Details

#### By-Name List of People Experienc...

Name	By-Name List of People Experiencing Homelessness
Description	By-name list of everyone experiencing homelessness, by location, VI-SPDAT status, with housing match/assignment information. Created by David Tweedie
Creation Date	2019-06-19 16:48
Update Date	2019-09-16 12:48
Type	Webi
Owner	hmisncceh_live:burgessa

[View Report](#) [Edit Report](#) [Schedule Report](#)

### 3. Complete the Prompts

Report

ART Report > By-Name List of People Experiencing Homelessness Report

Prompts	EDA Provider:	<i>skip</i>
	Enter Effective date:	Last Day of Reporting Period + 1 Day
	Provider Group	Search and Select "Front Door" Remove "NC-502 Durham by-Name List"
	Report Start Date:	First Day of Reporting Period
	Report End Date:	Last Day of Reporting Period + 1 Day

**ART Report**

**Prompts**

Fill out each of the prompts below \*

- EDA Provider
- Enter effective date
- Provider Group:
- Report Start Date (Usually Last Week/Month/Quarter/Year)
- Report End Date (Usually Today/"Effective Date" Above):

EDA Provider

-Default Provider- **Select**

Next

By-Name List of People Experiencing 2010-00

When each prompt is blue, select the details here. Click Select for options.

**Provider Group:**

**Search - Provider Group:**

Search for values with using keywords for their name.

**Search**

**Batch Selection**

**Search Results**

Name
<input type="checkbox"/> Durham CE Central Front Door Reporting Group 20190919(1996)

Showing 1-1 of 1

**Selected Values**

Name
<input type="checkbox"/> NC-502 Durham By-Name List (Literal Homelessness Providers)(1422)

Showing 1-1 of 1

4. Click Next only once the prompts are complete



**ART Report** [Close]

### Prompts

**Fill out each of the prompts below \***

EDA Provider  
Enter effective date  
Provider Group:  
Report Start Date (Usually Last Week/Month/Quarter/Year)  
**Report End Date (Usually Today/"Effective Date" Above)**

Report End Date (Usually Today/"Effective Date" Above):

12 / 01 / 2019 [Calendar] [Refresh] [Checkmark] 12 : 00 : 00 AM

**Next**

By-Name List of People Experiencing

5. Finalize Schedule Report details
  - a. Name the report, including the date range and project included
  - b. Report Format is always Excel
  - c. Skip Users Inbox
  - d. Interval is always Once
  - e. Skip start date
  - f. Change End Date to 1 hour into the future
6. Click Send

### Schedule Report

**Schedule**

**Name \*** entry Point Sept-Nov -- By-Name Lis

**Report Format \*** Excel

**Users Inbox \*** Chiquita Joseph (9673)

**Interval \*** Once

**Start Date \*** 12 / 04 / 2019 11 : 18 AM

**End Date \*** 12 / 04 / 2019 12 : 18 PM

7. Wait for the Report to Run
8. Down the Report from the Inbox
  - a. Click the black arrow next to Inbox to check if it's done
  - b. Click the magnifying glass icon to download

### Advanced Reporting Tool

**ART Browser**

<input type="button" value="Magnifying Glass"/>	<b>Entry Point Sept-Nov -- By-Name List of People Experiencing Homelessness</b>	2019-12-04 11:22
<input type="button" value="Magnifying Glass"/>	Entry Point Sept,Oct,Nov - A001 - All Clients	
<input type="button" value="Magnifying Glass"/>	Demographics Report -Additional County Tabs - Provider	2019-12-04 08:13
<input type="button" value="Magnifying Glass"/>	Entry Point Sept, Oct, Nov - 0640 - HUD Data	
<input type="button" value="Magnifying Glass"/>	Quality Report Framework - v8	2019-12-04 08:13
<input type="button" value="Magnifying Glass"/>	Entry Point Sept,Oct,Nov - A015 - Discharge	
<input type="button" value="Magnifying Glass"/>	Destination DQ Report v2	2019-12-04 08:13
<input type="button" value="Magnifying Glass"/>	<b>1303 - Referral Report - v2</b>	2019-11-25 16:27
<input type="button" value="Magnifying Glass"/>	<b>CE Bed Placement FY2020 - 0640 - HUD Data</b>	2019-11-20 17:15

9. Open the Report and go to the No Headers for Excel tab
  - a. Filter to VI-SPDAT Version 2 column to count Singles' VI-SPDATs
  - b. Highlight the Client ID column to Count Clients
  - c. Filter to Family VI-SPDAT column to count Family VI-FSPDATs
  - d. Highlight the Client ID column to Count Clients
  - e. Filter to Youth VI-FSPDAT column to count youth TAY-VI-SPDATs
  - f. Highlight the Client ID column to Count Clients

AutoSave  Off

Entry Point Sept-Nov -- By-Name List of People Experiencing Homelessness - C

File Home Insert Page Layout Formulas Data Review View Help

Paste

Arial 7 A A

B I U

Wrap Text

Text

Merge & Center

Number

B1 First Name

	A	D	E	F	G	H	I	J	K	L	M	N	O
	HMIS ID	DOB	Age	Current Location(s)	Entry Date	Exit Date (If Applicable)	Length of Stay (Each Stay)	Length of Stay (Cumulative)	VI-SPDAT Complete?	VI-SPDAT Version 2	VI-SPDAT Version 1	Family VI-SPDAT	Youth VI-SPDAT
1													
2	2054	11/08/1952	67	Entry Point - Durham Cc	10/17/2019	10/30/2019	13	16	Not Yet				
3	2054	11/08/1952	67	Entry Point - Durham Cc	11/12/2019	11/15/2019	3	16	Not Yet				
4	65007	7/06/1955	64	Entry Point - Durham Cc	10/30/2019	11/01/2019	2	2	Not Yet				
5	73524	8/08/1970	49	Entry Point - Durham Cc	11/13/2019	11/19/2019	6	6	Not Yet				
6	75599	8/09/1969	50	Entry Point - Durham Cc	11/02/2019	11/04/2019	2	2	Not Yet				
7	86310	12/18/1960	58	Entry Point - Durham Cc	10/10/2019	10/10/2019	0	0	Not Yet				
8	91355	4/19/1987	32	Entry Point - Durham Cc	10/19/2019	10/20/2019	1	2	Not Yet				
9	91355	4/19/1987	32	Entry Point - Durham Cc	10/19/2019	10/20/2019	1	2	Not Yet				
10	103699	3/12/1970	49	Entry Point - Durham Cc	11/05/2019	11/15/2019	10	10	Not Yet				
11	106968	7/18/1964	55	Entry Point - Durham Cc	10/18/2019	10/23/2019	5	5	Not Yet				
12	108614	7/09/1967	52	Entry Point - Durham Cc	9/19/2019	9/19/2019	0	0	Not Yet				
13	108616	11/30/2004	15	Entry Point - Durham Cc	9/19/2019	9/19/2019	0	0	Not Yet				
14	109426	2/24/1965	54	Entry Point - Durham Cc	10/22/2019	10/23/2019	1	1	Not Yet				
15	111509	10/30/1971	48	Entry Point - Durham Cc	11/07/2019	11/27/2019	20	20	Not Yet				
16	111509	10/30/1971	48	Entry Point - Durham Cc	11/17/2019	11/17/2019	0	20	Not Yet				
17	119495	4/28/1966	53	Entry Point - Durham Cc	11/07/2019		24	24	Not Yet				
18	131057	5/16/1970	49	Entry Point - Durham Cc	11/13/2019	11/15/2019	2	2	Not Yet				
19	133428	6/25/1980	39	Entry Point - Durham Cc	10/17/2019	11/08/2019	22	30	Not Yet				
20	133428	6/25/1980	39	Entry Point - Durham Cc	11/18/2019	11/20/2019	2	30	Not Yet				
21	133428	6/25/1980	39	Entry Point - Durham Cc	11/12/2019	11/18/2019	6	30	Not Yet				
22	133728	6/01/1969	50	Entry Point - Durham Cc	10/15/2019	10/30/2019	15	21	Not Yet				
23	133728	6/01/1969	50	Entry Point - Durham Cc	10/24/2019	10/30/2019	6	21	Not Yet				
24	135059	9/01/1969	50	Entry Point - Durham Cc	11/04/2019	11/05/2019	1	3	Not Yet				
25	135059	9/01/1969	50	Entry Point - Durham Cc	11/30/2019	12/02/2019	2	3	Not Yet				
26	139708	11/04/1957	62	Entry Point - Durham Cc	10/07/2019	10/11/2019	4	4	Not Yet				

How to Use This By-Name List | By-Name List | **No Headers for Excel**

Ready

11. Save the report for your Records

## Raw ReportWriter Reports

These reports are all downloaded the same ways. Then VoA Staff will use more crunch the numbers to produce the other Contract metrics.

List of Raw ReportWriter Reports to Use:

- Durham VoA CE Contract: Entries
- Durham VoA CE Contract: Communication
- Durham VoA CE Contract: Exits
- Durham VoA CE Contract: Follow-up Case Management

Remember that the [Referral Dashboard Report](#) will also be referenced with this data.

# How to Pull All Raw ReportWriter Reports

















## 1. Find the Reports

The screenshot shows the 'Report Dashboard' for the North Carolina Coalition to End Homelessness. The page header includes the organization name, location (Entry Point - Durham County), and date (December 04, 2019). The user is logged in as 'Shadow c.joseph' in 'System Admin II' mode. The dashboard is organized into three main sections:

- Audit Reports:** Contains 'Audit Report', 'User Information', and 'User Login'.
- Provider Reports:** Contains 'Call Record Report', 'Client Served Report', 'CoC-APR 2019', 'Daily Unit Report', 'Entry/Exit Report', 'ESG CAPER 2019', 'Fund Availability Report', 'Fund Usage Report', 'My Managed Funds Report', 'Needs Report', 'PATH 2019', 'Referrals', and 'Service Transaction'.
- Custom Reports:** Contains 'ART', 'ReportWriter', 'Rhymis Export', 'SSVF Data Quality', and 'SSVF Export'.

The 'Reports' menu item in the left sidebar is highlighted with a red arrow, and the 'ReportWriter' report icon in the Custom Reports section is highlighted with a red box.

2. Click Next until you find the section with "Durham VoA CE Contract" reports
3. Click on the magnifying glass icon to open. This may take a couple minutes to load.
4. Download the Report (will download as Zip File)

		Durham VoA CE Contract: Communication	12/04/2019 12:57:41 AM	North Carolina Coalition to End Homelessness	Pulls <i>all</i> Communications sub- assessment questions for <i>all</i> Clients.
		Durham VoA CE Contract: Entries	12/03/2019 09:19:43 PM	North Carolina Coalition to End Homelessness	Pulls <i>all</i> Intake Questions for <i>all</i> Clients. (Use for DQ checks!)
		Durham VoA CE Contract: Exits	12/03/2019 10:07:08 PM	North Carolina Coalition to End Homelessness	Pulls <i>all</i> Exit Questions for <i>all</i> Clients. (Use for DQ checks!)
		Durham VoA CE Contract: Follow-up Case Management	12/04/2019 12:29:59 AM	North Carolina Coalition to End Homelessness	Post-Exit
		Durham VoA CE Contract: Services and Referrals	12/04/2019 12:59:37 AM	North Carolina Coalition to End Homelessness	
		EE Create and Update QA	05/09/2019 03:37:01 PM	North Carolina Coalition to End Homelessness	
		EE Update Report	03/07/2019 10:55:47 AM	North Carolina Coalition to End Homelessness	Filter on Client ID and Provider in NCHMIS to see updated date
		Entry Exit Aug-Oct	10/06/2006 06:32:51 AM	North Carolina Coalition to End Homelessness	Entry Exit worksheets created b/w 8/1/06 and 10/1/06

New Report
**Showing 21-40 of 116**
First
Previous
Next
Last

5. Save in a location for the records