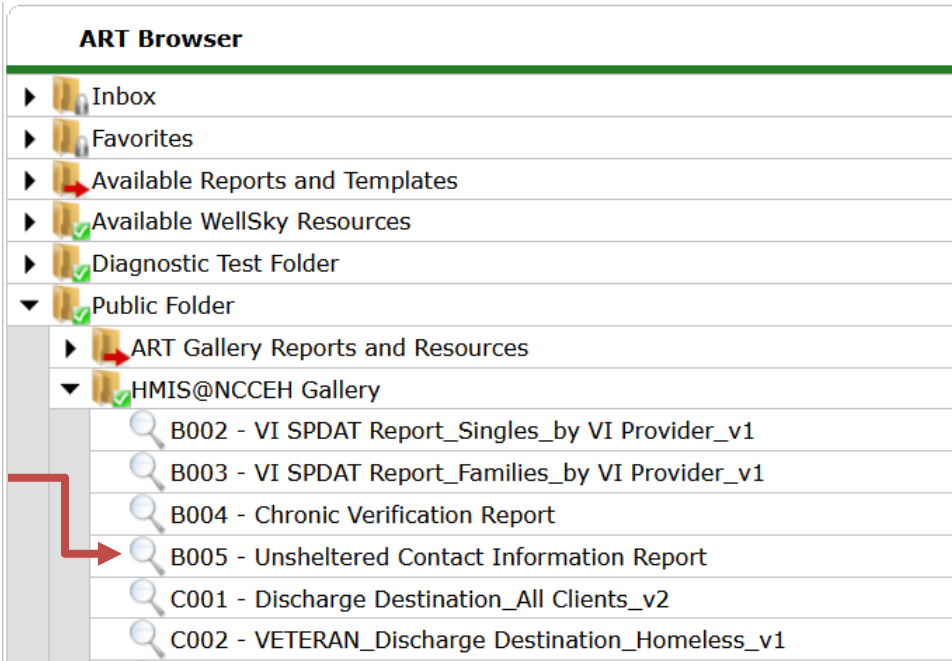


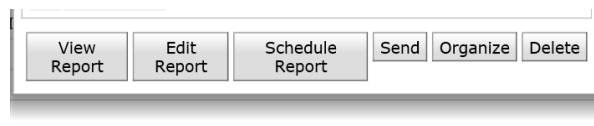
Unsheltered Client Contact Information Details Report Guide

Summary: This report includes client level contact information details on clients with a recent Living Situation of Street Homeless.

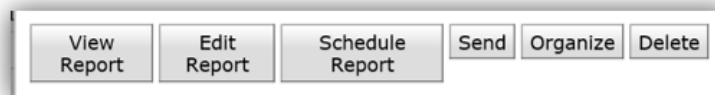
Location: ART > Public Folders > HMIS@NCCEH Gallery > “B005 – Unsheltered Contact Information Report”



How to run: Click the magnifying glass – click “View Report” or “Schedule Report” .



Prompts: Users will specify EDA Provider (CE Provider), Reporting Start Date and Reporting End Date (for Active Window up to 90 days) and optionally, Provider or Reporting Group Name (likely 2022 PIT Reporting Group)



Query Filters: The report has multiple queries based on Current Living Situation updates. Clients must have a Current Living Situation update (CLS 4.12) with the specified Reporting Group of projects in the prompt to be included on the report. The report filters this data for Head of Household = Self and Most recent CLS = Unsheltered and then returns contact information for those clients only. The report filters this data to only show only clients with:

- Head of Household = Self
- Most recent CLS = Place not meant for habitation
- With open Client Contact Information (no End Date recorded)

Report Format:

The **Alpha Contacts Tab** includes detailed contact information for valid clients only. The criteria for inclusion are Head of Household = Self and Most recent CLS = Unsheltered. There is a client count footer on the bottom of the table.

The **Additional Details Tabs** are for Report Troubleshooting. This tab does not contain any client data, however, the full data set for the query is counted on this tab to understand total clients in the query, total clients with unsheltered CLS.

Please note: This report contains PII. Data extractions from HMIS must follow file storage protocol. Please password protect or otherwise secure this file.