

A002 & B004 Chronic Homeless Reports

Running & Reading the A002 & B004 Reports



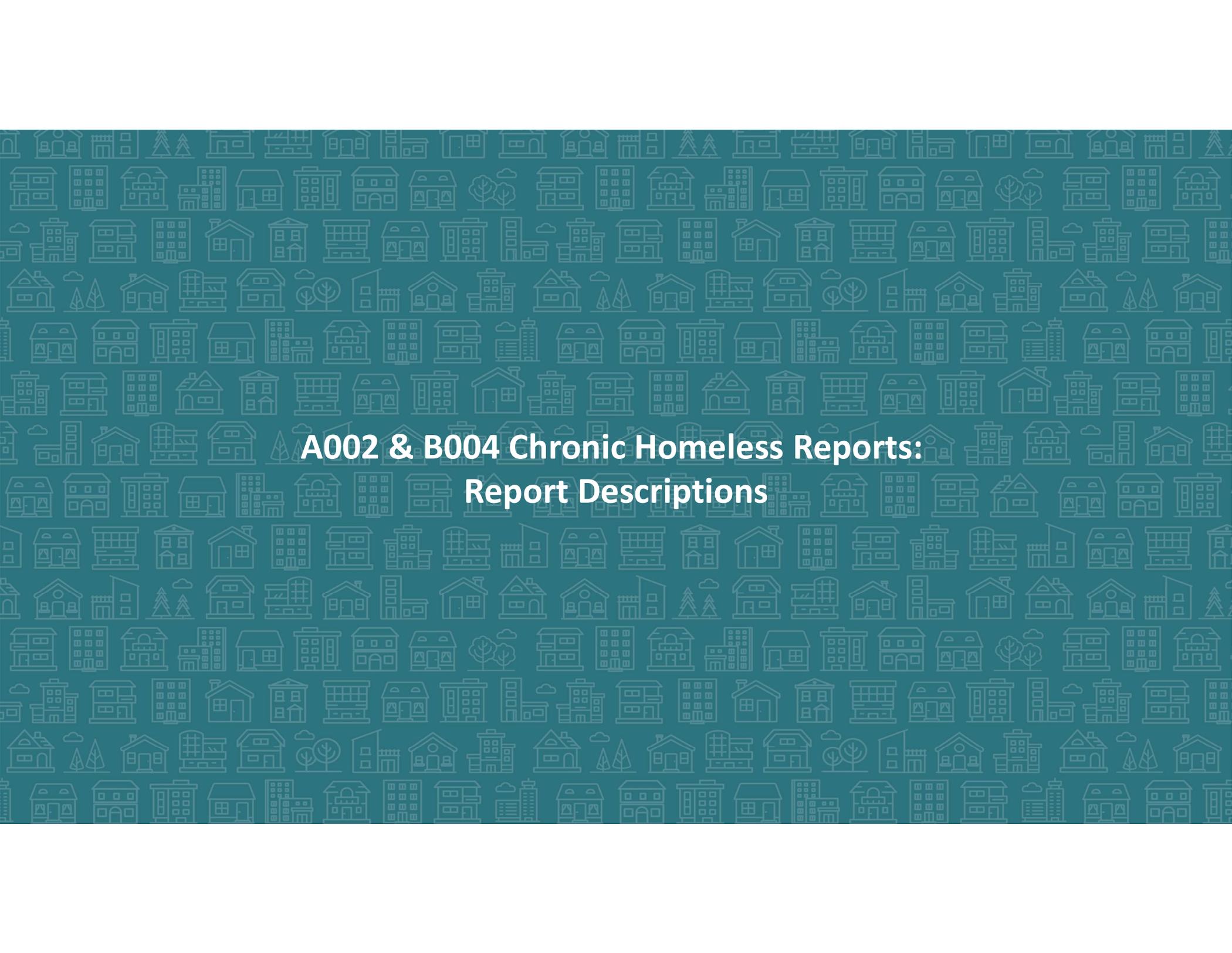
NC COALITION to
HOMELESSNESS end

Presentation Agenda

By the end, attendees will be able to:

- ✓ Understand the purpose of the reports
- ✓ Locate the reports in BusinessObjects
- ✓ Correctly enter prompts for the reports
- ✓ Understand how to navigate the reports





**A002 & B004 Chronic Homeless Reports:
Report Descriptions**

What are the A002 & B004?

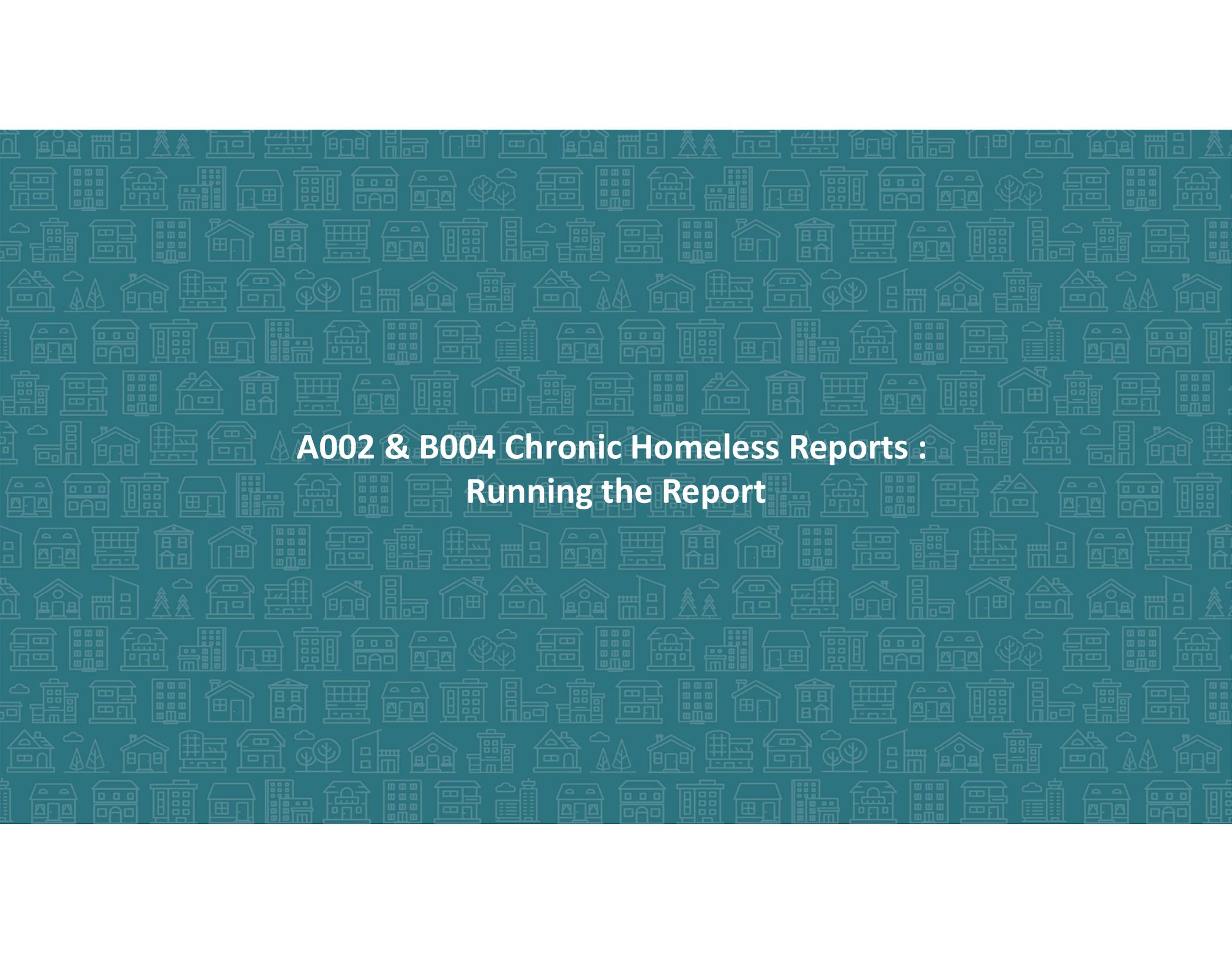
A002 Homelessness Demographics Report:

- Provides demographic information about Category 1 & 2 clients

B004 Chronic Verification Report:

- Provides basic HMIS data to support Chronic Homelessness Determination status on specific clients
- Only pulls details from project types: Emergency Shelter & Street Outreach





**A002 & B004 Chronic Homeless Reports :
Running the Report**

A002 Homeless Demographics Report

Step 1: Reporting Licensed Users will need to schedule the report in BusinessObjects

The screenshot shows the SAP BusinessObjects Explorer interface. The left sidebar displays a folder tree with 'Public Folders' expanded and 'hmisnceh_live_folder' selected. The main pane shows a list of reports under the path 'Public Folders / hmisnceh_live_folder / HMIS@NCCEH Gallery /'. The reports are listed in a table with columns for Title, Favorites, Type, Description, and Last Updated. A context menu is open over the first report, 'A020 - Data Quality Mo...', and the 'Schedule' option is highlighted with a red box.

Title	Favorites	Type	Description	Last Updated
A020 - Data Quality Mo...		Web Intelligence	Copied from DEV...	May 8, 2023 5:02 ...
B002 - VI SPDAT Repor...		Web Intelligence	Modified - 11-6-20...	De
B003 - VI SPDAT Repor...		Web Intelligence	Modified - 11-6-20...	Ap
B004 - Chronic Verificat...		Web Intelligence	This Report is desi...	Oc
B005 - Unsheltered Co...		Web Intelligence	Clients are includ...	Me
B006 - Client Contact I...		Web Intelligence	HoH are included i...	De
C001 - Discharge Desti...		Web Intelligence	Updated 10/18/17...	Me
C002 - VETERAN_Disc...		Web Intelligence	Revised 4-20-17 l...	Me
C003 - Emergency Shel...		Web Intelligence	Created: 12/14/20...	De
C004 - Avg LOS and Ti...		Web Intelligence	Updated: 1/26/20...	Me
C005 - Client Income A...		Web Intelligence	Updated: 10-11-1...	Ju
C007 - Returns to Shelt...		Web Intelligence	9-4-15 The selects...	Oct 19, 2022 7:01 ...
C008 - Exit Income Out...		Web Intelligence	Updated - 8-3-18 ...	May 16, 2022 3:0...
C009 - 0551 - Exit Rea...		Web Intelligence	Want to see the v...	May 16, 2022 3:0...



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A002 Homeless Demographics Report

Step 2: Reporting Licensed Users will need to complete the prompts

Prompts:

- **EDA Provider:** *leave as -(all values)-*
- **Select Provider(s):** *select 1 or more specific Project(s)*
- **Enter Start Date:** *leave as Federal Fiscal Year start date*
- **Enter End Date (PLUS 1 Day):** *day after end of month*
- **Enter effective date:** *day after end of month*

The screenshot shows a web-based reporting interface. At the top is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar are several sections, each with a title and a list of items. The first section is 'Select Reporting Group(s): (All values)'. The second section is 'Select Provider(s): (1)' with 'None Selected' below it. The third section is 'Select CoC Code(s): (1)' with 'None Selected' below it. The fourth section is 'Enter Start Date: (1)' with '10/1/2022 12:00:00 AM' below it. The fifth section is 'Select Program Type Code(s): (All values)'. The sixth section is 'EDA Provider (1)' with '-Default Provider-' below it. The seventh section is 'Enter End Date (PLUS 1 Day): (1)' with '5/1/2023 12:00:00 AM' below it. The eighth section is 'Enter effective date (1)' with '5/1/2023 12:00:00 AM' below it. At the bottom of the form, there is a dark blue bar with the text 'Mandatory (4)'.



A002 Homeless Demographics Report

The screenshot displays the SAP My Inbox interface. The top navigation bar includes the SAP logo, a home icon, and the text 'My Inbox'. On the right side of the bar are search, notification, help, and user profile icons. Below the bar, there are tabs for 'All', 'Alerts', and 'Documents'. A search bar is present with the text 'Showing 43 items'. The document list on the left includes several entries, with the first one, 'A020 - Data Quality Monitoring R...', highlighted with a red box. The main content area shows the details for this document, including its title, creation date, and a 'View' button. Below this, the 'General Info' section provides metadata such as description, creation date, document type, owner, keyword, and sender.

Document

A020 - Data Quality Monitoring Report v2 : 7508699
May 12, 2023 1:01 PM

View

General Info

Description :	Copied from DEV_D003 LSA Client Data Clean Up_v20230508_SAMPLE[1]
Created On :	May 12, 2023 1:01 PM
Document Type :	Microsoft Excel
Owner :	hmisncceh_live:dshanks
Keyword :	None
Sender :	hmisncceh_live:dshanks

B004 Chronic Verification Report

Step 1: Schedule the report in BusinessObjects

The screenshot displays the SAP BusinessObjects Explorer interface. On the left, a navigation pane shows the folder structure, with 'HMIS@NCCEH Gallery' selected. The main area shows a list of reports under the path 'Public Folders / hmisncceh_live_folder / HMIS@NCCEH Gallery /'. The report 'B004 - Chronic Verification R...' is selected, indicated by a blue star in the 'Favorites' column. A context menu is open over this report, with the 'Schedule' option highlighted in red. The table below lists the reports in the gallery.

Title	Favorites	Type	Description	Last Updated
B003 - VI SPDAT Report_Fa...		Web Intelligence	Modified - 11-6-2017 P...	Apr 29, 2023 7:01 AM
B004 - Chronic Verification R...	★	Web Intelligence	This Report is designed ...	May 23, 2023 7:01 AM
B005 - Unsheltered Contact I...		Web Intelligence	Clients are included if t...	Jul 2, 2023 7:01 AM
B006 - Client Contact Inform...		Web Intelligence	HoH are included if the...	Dec 2, 2023 7:01 AM
C001 - Discharge Destination...		Web Intelligence	Updated 10/18/17 - Up...	May 2, 2023 7:01 AM
C002 - VETERAN_Discharge ...		Web Intelligence	Revised 4-20-17 Includ...	May 2, 2023 7:01 AM
C003 - Emergency Shelter L...		Web Intelligence	Created: 12/14/2017 (S...	Dec 2, 2023 7:01 AM
C004 - Avg LOS and Time to ...		Web Intelligence	Updated: 1/26/2018 (S...	May 2, 2023 7:01 AM
C005 - Client Income Audit - ...		Web Intelligence	Updated: 10-11-18 Add...	Jun 2, 2023 7:01 AM
C007 - Returns to Shelter or ...		Web Intelligence	9-4-15 The selects clien...	Jun 7, 2023 7:01 AM
C008 - Exit Income Outcome...		Web Intelligence	Updated - 8-3-18 -Corre...	May 2, 2023 7:01 AM
C009 - 0551 - Exit Reason Le...		Web Intelligence	Want to see the various ...	Aug 1, 2023 7:01 AM



B004 Chronic Verification Report

Step 2: Reporting Licensed Users will need to complete the prompts

Prompt selection:

- **Select Reporting Group:** *leave as -(all values)-*
- **Select Provider(s):** *select a specific Project*
- **Select CoC Code(s):** *leave as -None Selected-*
- **Enter Start Date:** *leave as Federal Fiscal Year start date*
- **Select Program Type Code(s):** *leave as - (all values)-*
- **EDA Provider:** *match the Project in Select Provider*
- **Enter End Date (PLUS 1 Day):** *day after end of month*
- **Enter effective date:** *day after end of month*

Search

Select Reporting Group(s):
(All values)

Select Provider(s): (1)
None Selected

Select CoC Code(s): (1)
None Selected

Enter Start Date: (1)
10/1/2022 12:00:00 AM

Select Program Type Code(s):
(All values)

EDA Provider (1)
-Default Provider-

Enter End Date (PLUS 1 Day): (1)
5/1/2023 12:00:00 AM

Enter effective date (1)
5/1/2023 12:00:00 AM

Mandatory (4)



B004 Chronic Verification Report

Step 2: Reporting Licensed Users will need download & distribute report to HMIS users for correction!

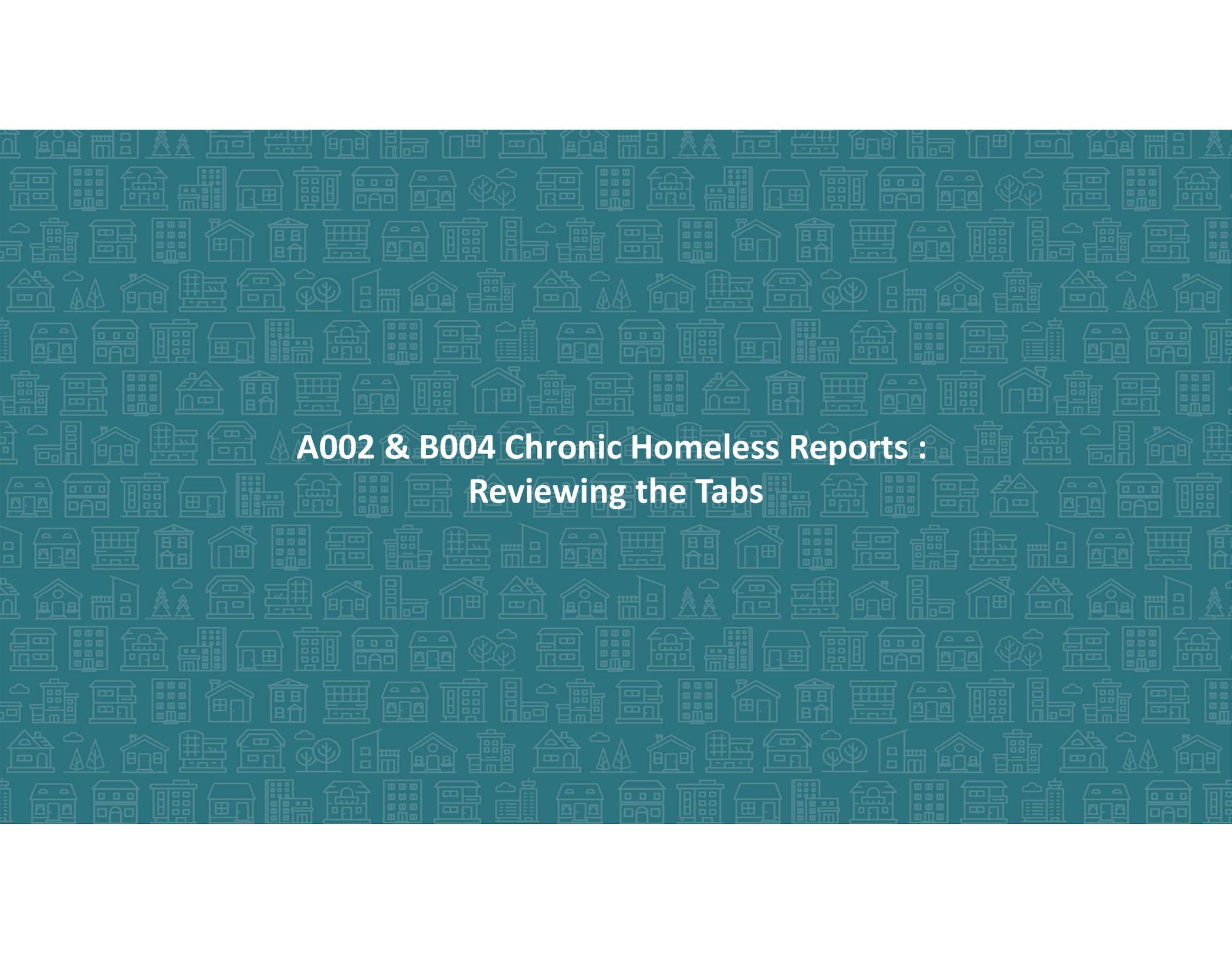
The screenshot shows the SAP My Inbox interface. The left sidebar displays a list of documents, with the top item, 'A020 - Data Quality Monitoring R...', highlighted with a red box. The main area shows the details for this document, including its title, date, and a 'View' button also highlighted with a red box. Below the document title, the 'General Info' section provides details such as Description, Created On, Document Type, Owner, Keyword, and Sender.

General Info	
Description :	Copied from DEV_D003 LSA Client Data Clean Up_v20230508_SAMPLE[1]
Created On :	May 12, 2023 1:01 PM
Document Type :	Microsoft Excel
Owner :	hmisncceh_live:dshanks
Keyword :	None
Sender :	hmisncceh_live:dshanks

Step 3: All HMIS user can should review & correct the reports

Step 4: Reporting licensed users need to run the report the following day to confirm it is accurate.





**A002 & B004 Chronic Homeless Reports :
Reviewing the Tabs**

A002 Homeless Demographics Report: Tab 1: Report Info

- This tab shows:
 - Report Information
 - User Prompt Field & Value(s) Selected
 - Provider Reporting Information
 - Report Clarifications
- Check this tab to verify you selected the correct prompts for your report
- Report Clarifications are additional information to inform the user of the report

A002 Homeless Demographics Report: Tab 2: County by County

- This tab shows total unduplicated count of individuals by county.
- The table is broken down by:
 - Total number of Family Adults
 - Total number of Family Children
 - Unaccompanied Youth
 - Total Adult Singles
 - Total Unduplicated Persons
 - Total Category 1 Persons
 - Total Category 2 Persons
 - Total Veterans
 - Total Seniors
 - Sum
 - Shared Clients
 - Unduplicated count
- Note: The sum of the sub populations will not equal the up duplicated total as some persons will have been served as singles and in family and some children may have become adults during the report period.

A002 Homeless Demographics Report:
Tab 3: Agency Count

- This tab shows the count of all unduplicated clients per project in each selected agency.
- If multiple agency projects were ran, this tab will break them up from one another.

A002 Homeless Demographics Report:
Tab 4: Proj Type Count

THESE ERRORS MUST BE RESOLVED!

Head of Household Errors

- Clients with missing relationships to Head of Household at Project Start
- Households without someone listed as Self-Head of Household
- Households with multiple people listed as Self-Head of Household
- Minor children marked as “Self”

Date of Birth Errors

- Clients with Missing Dates of Birth (including DKR)

THESE ERRORS MUST BE FIXED FIRST & A NEW REPORT RUN BEFORE MOVING ON TO THE OTHER TABS!



A002 Homeless Demographics Report:

Tab 5: Client Detail

Data Elements included:

- Name
- SSN
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status

Error Types:

- Client Doesn't Know
- Client Refused
- Missing ("blank" data)
- Answer does not match data quality field (i.e. only 4 numbers for SSN but marked "full SSN")
- Age of client doesn't match available option (i.e. 12yr old veteran)



B004 Chronic Verification Report:

Tab 1: Instructions

- Gives a brief synopsis of what the report is designed for and the report tabs

This Report is designed to provide detailed HMIS data to support Chronic Certification. Services (Tab 1) and Entry/Exits (Tab 2) are arranged by year and month. Data is drawn from Emergency Shelter or Street Outreach Projects.

Instructions: 1. **Begin with Services by Month.** Some clients may have a service daily for each day in shelter or contacted on the street. 2. **Check entry exits to insure that you have caught all the months with services.** Providers may not be entering services. 3. **Check recording of Disability (Tab 3) in the system.**

B004 Chronic Verification Report:

Tab 6: Timeliness

Data Elements included:

- Enrollments (Entries and Exits)

Error Types:

- The Data Quality Plan sets a target of 100% of Entry records being created within 6 days of enrollment.
- Enrollments will be flagged (highlighted) if the data entry occurred more than 6 days after collection



B004 Chronic Verification Report: Tab 6: NC UDE Income Detail

NC County of Service

- Needs to be filled out for all clients

DV (3 total columns)

- DKR: Client doesn't know or refused
 - Correction need if DV status was known or disclosed (user error)
 - If DKR is accurate, just need to confirm when report is submitted
- Missing: response is blank
 - **MUST BE RESOLVED**
- Error: inconsistent answers
 - If client said "No", follow up questions should be blank.
 - If client said "Yes", both follow up questions should be answered.



B004 Chronic Verification Report: Tab 7: Report Information

- This tab shows:
 - Report Information
 - User Prompt Field & Value(s) Selected
 - Provider Reporting Information
- Check this tab to verify you selected the correct prompts for your report

B004 Chronic Verification Report: Tab 7: Report Information

- This tab shows:
 - Report Information
 - User Prompt Field & Value(s) Selected
 - Provider Reporting Information
- Check this tab to verify you selected the correct prompts for your report

B004 Chronic Verification Report:
Tab 7: Report Information



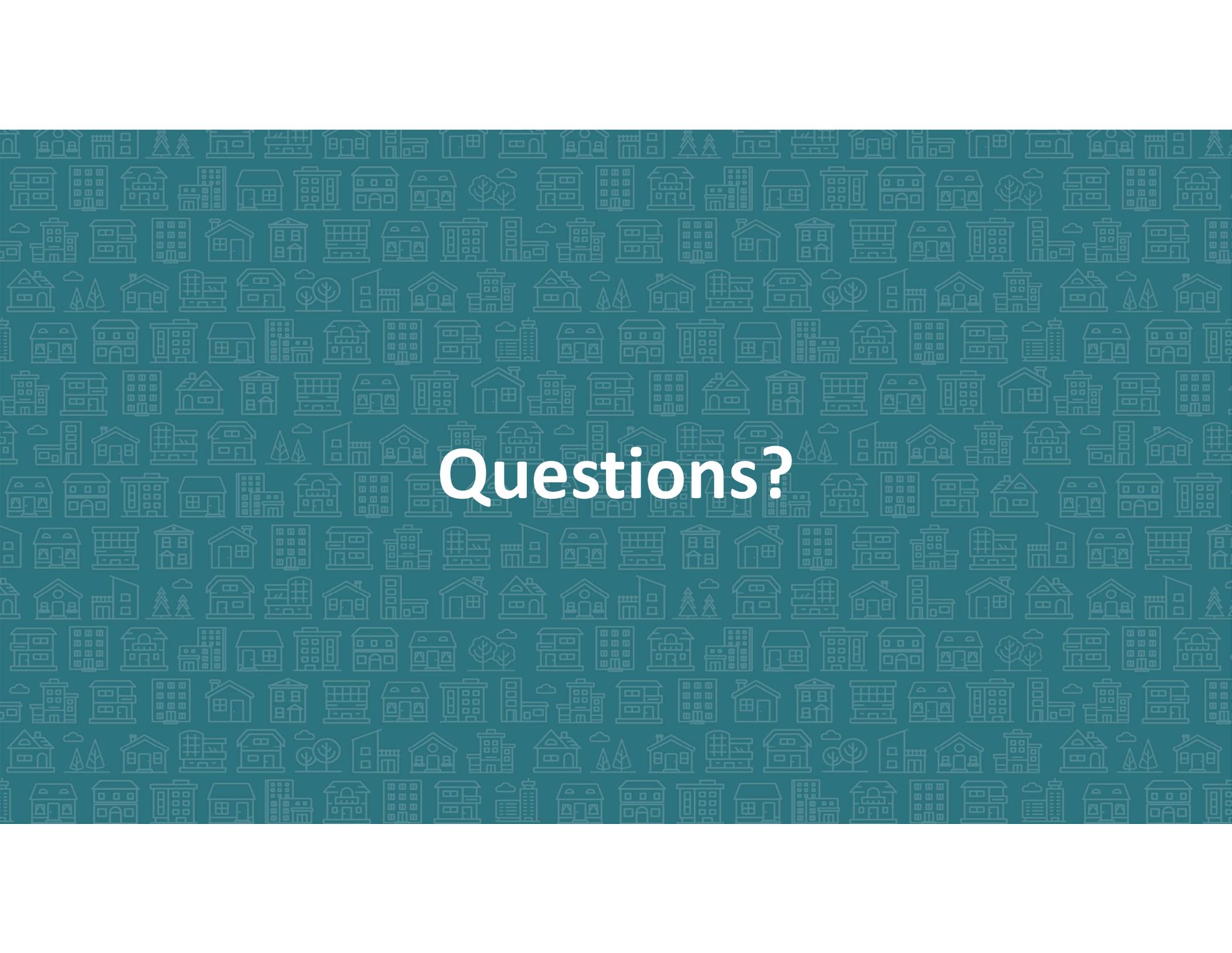
NCCEH

A002 & B004 Chronic Homeless Reports: Tips for making corrections

- ✓ Set Enter Data As before editing data
- ✓ Set Back Date Mode
 - For Tab 1: corrections will be at Project Start
 - For Tab 3: corrections will be at Project Start
- ✓ Client Doesn't Know or Client Refused is “allowable” but must be confirmed as accurate when reports are submitted

Remember: *Corrections made TODAY in HMIS will not appear until TOMORROW when a new BusinessObjects report is run!*





Questions?