

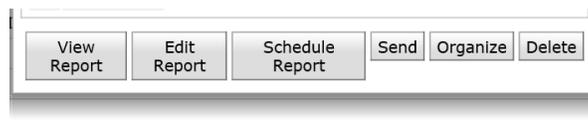
# Back@Home NC Rehousing Agency Client and Service Details Report Informaton

**Summary:** This report includes summary and client level details on data entered HMIS for Back@Home projects.

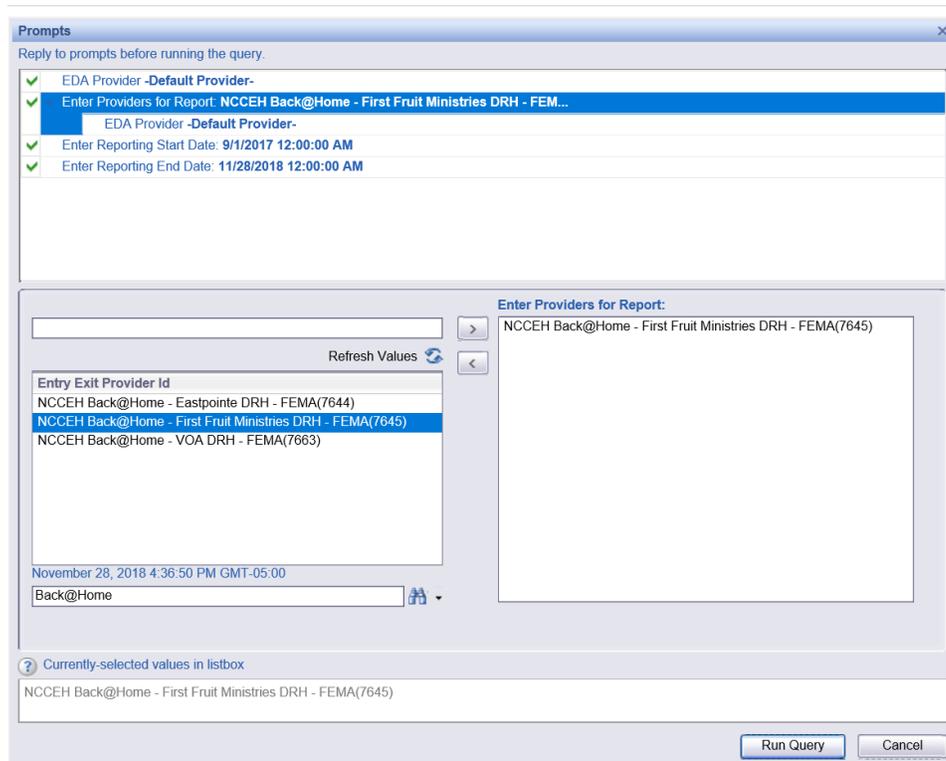
**Location:** ART – Public Folders – Provider Specific— Back@Home



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



**Prompts:** Users will specify Provider Name/ ID (s), Reporting Start Date and Reporting End Date



*Query Filters:* The report has multiple queries based on Entry Exits. Clients must have an Entry Exit with the specified project in the prompt to be included on the report. The report also pulls data from sub-assessments within the Back@Home Rehousing Assessment. These data pull only for records whose start dates are on or after the entry date in the project.

*Report Format:*

The report contains multiple tabs, Summary Report, Back@Home Housing Report, Client Detail, Housing Information Detail, Financial Services Summary, Financial Services Detail, All Services Detail, Pre-Disaster Detail, Query Return and Additional Information.

The report can be run in excel or pdf format.

The **Summary Report Tab** includes summary information on clients enrolled in Back@Home Rehousing projects. The tab shows household counts, age groupings, disability summary, functional access and needs summary, and FEMA Application status summary.

The **Back@Home Housing Report Tab** includes details on clients who have moved in to housing. The tab includes clients “Moved -In” by NC County of Service and also the length of time from assessment to move-in.

The **Financial Services Summary Tab** includes summary data regarding *optional financial services of Rental Deposit Assistance, Household Goods and Rent Payments by month.*

The **Client Detail Tab** includes client level data, as well as alerts identifying where data is “missing” from the client records.

The **Housing Information Detail Tab** includes details for clients where an *interim review* has been completed after entry and the *housing information sub-assessment* has been completed. This tab details which clients have “moved-in” to housing as indicated by a move-in date.

The **All Services Detail Tab** includes client level data on any services provided during the reporting period.

The **Additional Information Tabs** are for Report Troubleshooting. This tabs does not contain any client data.