

ART Gallery Report – 0650.00

The Salvation Army National Statistical System Report

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1. INTRODUCTION:

The Salvation Army National Statistical System Report (NSS) is used to generate service Case Profile and Material Assistance data for the National Salvation Army report. Information is collected from service transactions assigned to Singles and Families.

The report is intended for use by users at Salvation Army Corps in order to compile the Case Profile and Material assistance sections of the National Statistical System report and should be run monthly to facilitate accurate reporting and to monitor data quality.

Prerequisites and workflow requirements: Client profile data should be entered in backdate mode on the date of the first service. Service transactions (see Technical Note #2) should be entered using the start date of the service and including any family members that are served along with the head of household. Services must include appropriate end dates to ensure that data in the report are pulled in correctly.

Compatibility and system requirements: This report requires ServicePoint 5x (pre and post 5.11.x compatible) and ART 3x.

2. REPORT INSTRUCTIONS AND PROMPTS:

The easiest way to start using this report is to navigate to the automapper. This is a folder that has the reports automatically mapped to your site, so that you don't have to map them yourself. You can navigate to the automapper as shown in Diagram 2.1 below:

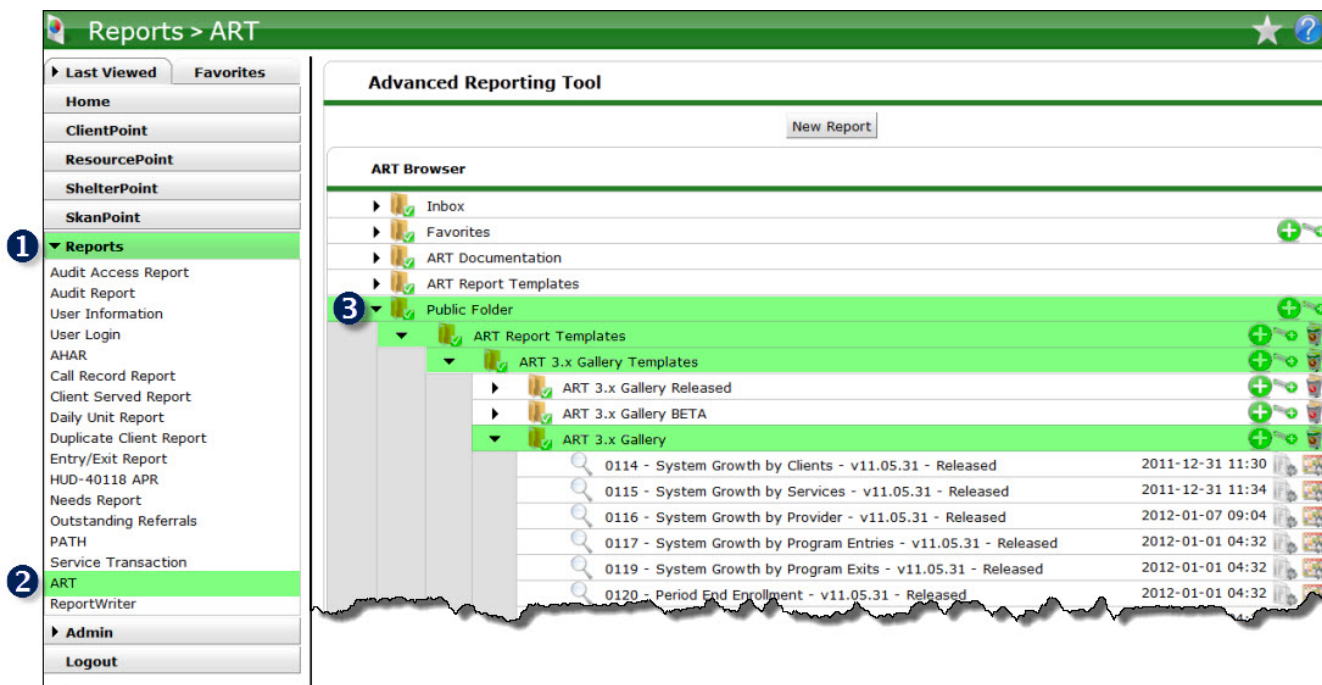


Diagram 2.1

Requests for additional information concerning the report function/design should be directed to Bowman Systems' Customer Support Specialist (CSS) staff.

How to run: Upon opening the report, the User will be prompted (see Diagram 2.2) to specify parameters which control the data returned by the report. Once the User has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The User should then single-click the “Run Query” button to generate the report.

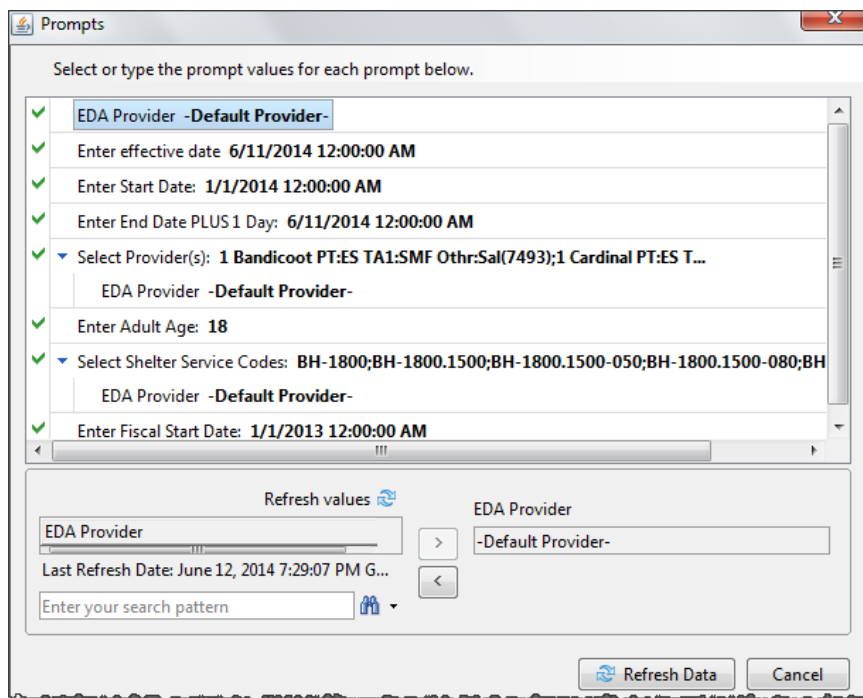


Diagram 2.2

The user prompts contained in this report are:

1. **EDA Provider:** The user should select the EDA provider to run the report as, or leave it at the "-Default Provider-" if the default has the appropriate security level.
2. **Enter Effective Date:** The user should enter (or select from the calendar) one day after the last date the range of interest.
3. **Enter Start Date:** The user should enter (or select from the calendar) the first date in the range of interest. Services after this date and before the “Enter End Date PLUS 1 Day” prompt date will be included in the report. The value selected is retained as the default for the next time the report is run.
4. **Enter End Date PLUS 1 Day:** The user should enter (or select from the calendar) one day after the last date the range of interest. The value selected is retained as the default for the next time the report is run.
5. **Select Provider(s):** Click the “refresh list” icon and wait for the left window to refresh. Now select the providers to include by highlighting them in the left window and moving them into the right window using the right selection arrow.
6. **Enter Adult Age:** This field auto-populates with age 18. The user should manually change this if needed.
7. **Select Service Shelter Codes:** This prompt allows the user to select the desired shelter codes. It is set to default to BH-1800+ and TH-2600.1580-140.
8. **Enter Fiscal Start Date:** The user should enter (or select from the calendar) the start date that corresponds to the beginning of the operating year in question.

3. DESCRIPTION AND LAYOUT:

3.1. Information common to multiple tabs

This report contains 4 data tabs. Each tab is a sub-report containing three sections:

- Report Header: The header contains the title of the report and the tab/sub-report. In “modify” view, the report header is only visible in print/page layout mode.
- Report Footer: The report footer contains the title of the report, the name of the tab/sub-report, the page number, the version number, and the date/time the report was run/printed. Like the header, the footer is only visible in print mode when the report is run in modify view.
- Report Body: The report body is the main section of the report located between the header and the footer where the reports data is displayed in a variety of different chart formats.

3.2 Tab A – Client Summary

This tab contains a table that displays the basic case information regarding clients served in the specified month. Each line contains counts for the month specified in the prompts.

THE SALVATION ARMY		
NSS Report Client Summary		
Report Range: 8/1/2012 - 8/31/2012		Fiscal Year: 10/1/2011 - 9/30/2012
Line	Title	Total
5110	Men (Individual) Cases	2,299
5112	Women (Individual) Cases	1,895
5114	Children (Individual) Cases	412
5116	Family Cases	2,497
Errors	Cases Not Counted due to Missing/Invalid Gender Selection	48
5120	Cases Served This Month (Unduplicated)	7,103
5125	Total Persons Served (Unduplicated)	13,438
5130	Cases Served First Time This Year (Unduplicated)	1,555
5135	Persons Served First Time This Year (Unduplicated)	2,846

Diagram 3.2

- **Lines 5110 and 5112:** These rows give the unduplicated count of single adult males and females
- **Line 5114:** This row gives an unduplicated count of single children (unaccompanied by an adult)
- **Line 5116:** This row gives an unduplicated count of families
- **Errors:** This for contains the number of cases that are unable to be counted due to missing or invalid gender selection. Client Ids for these cases are found on Tab C.
- **Line 5120:** This row gives an unduplicated count of adult singles, single unaccompanied children and families
- **Line 5125:** This row gives an unduplicated count of all persons (adults and children)

- **Line 5130:** This row gives an unduplicated count of all persons receiving services for the first time during the specified month in the operating year. If the Fiscal Start Date and the Start Date are the same date then all clients will be counted as new.
- **Line 5135:** This row gives an unduplicated count of all persons (adults and children) receiving services for the first time during the specified month in the operating year

3.3 Tab B – Services (Material Assistance)

Material Assistance (5200 Series)		
Line	Title	Total
5201	Food Service Total (Summary)	
5202	Meals Provided – Record all meals provided whether purchased from another source or served through a Salvation Army facility. Count 1 meal for each person served, hence a mother and 2 children would be 3 meals multiplied by the number provided.	
5202A	Meals Regular	0
5202B	Meals Christmas	
5202C	Meals Thanksgiving	
5203	Mobile Canteens – Meals/Beverages	
5205	Mass Feeding – Record number of meals served (includes seasonal, disaster and local emergency feeding services.)	
5206	Total Snack Served – Record the number of total snacks served. A snack equals ½ meal. Multiply number of snacks by number of persons served.	
5207	Groceries, Orders Provided Summary Line– Record groceries provided by voucher or distributed through a food pantry or food bank.	
5207A	Food Pantries (grocery)	

Diagram 3.3

Each service type is represented in this table and matched to service transactions provided in the given month. Service Transaction codes much match those on the chart in Technical Notes #2 to be pulled in correctly.

3.4 Tab C – Report Detail

This tab contains a table with client detail information for each client served during the report period.

THE SALVATION ARMY NSS Report Detail												
Report Range: 8/1/2012 - 8/31/2012										Fiscal Year: 10/1/2011 - 9/30/2012		
Case Id	Client Id	Age at 1st Svc	DOB	Gender	Service Id	Service Start Date	Service End Date	Nights in Shelter	Units	Service Code Description	Service Provider	Case Type
100009	315252	56	4/8/1955	Male	3541429	8/6/2012	8/6/2012			Food Pantries	Gjoq, Zyd. yb Kijydpjek(8058)	Family Case
	315257	53	6/25/1958	Female	3541430	8/6/2012	8/6/2012			Food Pantries	Gjoq, Zyd. yb Kijydpjek(8058)	Family Case
	315258	18	10/1/1993	Male	3541431	8/6/2012	8/6/2012			Food Pantries	Gjoq, Zyd. yb Kijydpjek(8058)	Family Case
	315636	47	8/24/1964	Male	3552901	8/16/2012	8/23/2012			Food Pantries	Htekt Xemodal Vjythgirt Bbnurg Nowrvpr (GUPKH)(2086)	Family Case
100118	315637	43	9/5/1968	Female	3552903	8/16/2012	8/23/2012			Food Pantries	Htekt Xemodal Vjythgirt Bbnurg Nowrvpr (GUPKH)(2086)	Family Case

Diagram 3.4

Column Explanations:

- **Case Id:** This column displays the Case Id for the single or family. Family members are grouped together.
- **Client Id:** The column header counts all Client Uid’s in the report range. The cells are merged, which means multiple rows of data for that client will only display one Client Uid.
- **Age at 1st Svs:** This column has the age of the client on the date of their first service.
- **DOB:** This column displays the date of birth of the client. If it is missing, there is a red “null” in the field
- **Gender:** This column displays the gender of each client.
- **Service Id:** This column displays the Service Id for each specific service transaction.
- **Service Start Date:** This column displays the start date of the given service.
- **Service End Date:** This column displays the start date of the given service.
- **Nights in Shelter:** This column displays the nights in shelter for the client as per the service, shelter item or homeless hotel/motel voucher for the client. The maximum number displayed is equal to the total days in the given month.
- **Units:** This column displays the number entered into the Units field within the Service Transaction.
- **Service Code Description:** This column displays the description of the specified service.
- **Service Provider:** This column displays the name of the Service Provide Provider.
- **Case Type:** This column displays whether the client is part of a family, a single or an unaccompanied child.

3.5 Tab D – Additional Information

THE SALVATION ARMY		
Additional Information		
Report Range: 8/1/2012 - 8/31/2012		Fiscal Year: 10/1/2011 - 9/30/2012
Prompt Text	Value Selected	
EDA Provider:	-Default Provider-	
Enter Effective Date:	10/1/2012	
Enter Start Date:	8/1/2012	
Enter End Date PLUS 1 Day:	8/31/2012	
Select Provider(s):	1 ABC Shelter for Women and Families(8325); 1 AF Faith First Rescue(8598);	

Providers in Report	Clients in Month	NEW in Month
1 ABC Shelter for Women and Families(8325)	47	28
1 BMBD HOPWA(8498)	26	7
1 Care House(7095)	12	0
1 SFC Unit for Job Program(7942)	0	0

Diagram 3.5

This table displays the values selected for each of the prompts. There is also a line for each Service Provider and a total of clients served in the month along with a total for each NEW client served in the month.

4. INPUT CONTROLS:

4.1 Tab C – Report Detail

The screenshot shows a window titled "Input Controls - Tab C - Detail". At the top, there are "Map" and "Reset" buttons. Below are five sections, each with a title and a list of radio button options:

- Select X for First Service:** Options are "All values" (selected) and "X".
- Select X for New in Month:** Options are "All values" (selected) and "X".
- Case Type:** Options are "All values" (selected), "Individual Male", "Individual Female", "Individual Child", "Family Case", and "Error".
- Service Line Number:** A list box with "All values" selected. Other visible options are "5202A", "5202B", "5202C", and "5203".
- Service Code Description:** A list box with "All values" selected. Other visible options include "AIDS/HIV Prevention Counseling".

Diagram 4.1

This tab contains the following input controls to help filter data:

- 1) Select X for First Service:** This input control allows the user to limit the data displayed to only the first service for each client
- 2) Select X for New in Month:** This input control allows the user to limit the data displayed to only those clients who are new in the month
- 3) Case Type:** This input control allows the user to limit the data displayed to Individual Males, Individual Females, Individual Children, Family Cases or where there is a missing Date of Birth that results in an Error
- 4) Service Line Number:** This input control allows the user to limit the data displayed to a particular line number. Note that to find line 5214 you must select line 5212.
- 5) Service Code Description:** This input control allows the user to limit the data displayed to a particular service code description

5. ALERTERS:

5.1. There are no Alerters for this report.

6. DIMENSIONS USED:

6.1. Information common to multiple tabs

Dimensions Used	Client Uid, Client Unique Id
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6.2 Tab A – Client Summary

Dimensions Used	Date of Birth, Gender, Service Code, Service Code Description, Service Group Id, Service Household Id, Service Non-Dollar Amount, Service Provide End Date, Service Provide Provider, Service Provide Start Date, Service Uid, Service Inactive
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6.3 Tab B – Services (Material Assistance)

Dimensions Used	Service Code, Service Code Description, Service Group Id, Service Household Id, Service Non-Dollar Amount, Service Provide End Date, Service Provide Provider, Service Provide Start Date, Service Uid, Service Inactive
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6.4 Tab C – Report Detail

Dimensions Used	Date of Birth, Gender, Service Uid, Service Provide Start Date, Service Provide End Date, Service Code Description, Service Provide Provider
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6.4 Tab C – Additional Information

Dimensions Used	Date of Birth, Gender, Service Code, Service Code Description, Service Group Id, Service Household Id, Service Non-Dollar Amount, Service Provide End Date, Service Provide Provider, Service Provide Start Date, Service Uid, Service Inactive
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7. TECHNICAL INFORMATION:

7.1. How the data are pulled:

This report utilizes three separate queries, all of which are based on the Client Universe. Clients are pulled into report Tabs A and B based on the query filters present in queries Svs in Month, Age at First Svc and New in Month. The Svs in Month query pulls all active service transactions for active clients provided by the Provider indicated in the prompts and for the dates provided in the prompts. The Age at First Svs query pulls in the first active service transaction provided by the Provider indicated in the prompts and for the dates provided in the prompts. The New in Month query limits the client count to those that are served for the first time during the specified time frame.

Note: If the Fiscal Start Date and the Start Date are the same date then all clients in the report will be considered "New."

8.2. Technical notes:

In order to pull in data correctly, the following service codes should be used for each line item. These can be added to the Services Quicklist in the Admin provider for ease of use.

SERVICES TO INDIVIDUALS		AIRS Transactions	AIRS Code
5202A	Meals Regular	Meals	BD-5000
5202B	Meals Christmas	Christmas Meals	PH-2950.1500-200
5202C	Meals Thanksgiving	Thanksgiving Meals	PH-2950.8500-870
5203	Mobile Canteens – Meals/Beverages	Mobile Canteens	TH-2600.6450-550
5205	Mass Feeding – Record number of meals served (includes seasonal, disaster and local emergency feeding services.)	Soup Kitchens	BD-5000.8300
5206	Total Snack Served – Record the number of total snacks served. A snack equals ½ meal. Multiply number of snacks by number of persons served.	No Cook Food	BD-1800.8200-600
5207A		Food Pantries (grocery)	BD-1800.2000
5207B		Food Vouchers	BD-1800.2250
5207C		Formula/Baby Food	BD-1800.8200-250
5207D		Christmas Baskets	PH-2950.1500-120
5207E		Thanksgiving Baskets	PH-2950.8500-850
5207F		Easter Assistance	PH-2950.1750-185
5212	Persons Served Home Delivered Meals – Record the unduplicated count of persons served home delivered meals during the month.	Home Delivered Meals	BD-5000.3500
5214	Meals Home Delivered – Record the cumulative number of all home delivered meals during the month.	Home Delivered Meals	BD-5000.3500

5221	Lodgings Provided (S.A. Facility) – Record only lodging provided in Salvation Army facilities. A “lodging” equals one person housed for one night; hence, a mother and 2 children housed for 3 nights would be equal to 9 “lodgings”.	Lodgings TSA Service Count Total	
5221A		Emergency Shelter	Codes selected in “Select Shelter Service Codes” prompt.
5221B		Transitional Housing/Shelter	BH-8600
5222	Lodging Provided (Non S.A. Facilities) – Record only lodgings purchased from another source, i.e., hotel, motel, mission, etc. Rent Payments to maintain a family in their own home are included on line 5223. A “Lodging” equals one person housed for one night; hence, a mother and 2 children housed for 3 nights would equal 9 “lodgings”. Include local emergency service.	Homeless Motel Vouchers	BH-1800.8500-300
5223	Housing Assistance – Orders Provided – Record number of rent/mortgage assistance payments to establish and/or maintain an individual/family in their own home.	Housing Assistance Summary	
5223A		Rent Payment Assistance	BH-3800.7000
5223B		Mortgage Payment Assistance	BH-3800.5000
5224	Permanent Placement/Housing – Record the cases in which individuals were provided with permanent placement/housing (apartment, house, convalescent care, etc.) opportunities.	Residential Housing Options	BH-7000
5230	Clothing – Items Distributed – Record the number of clothing items provided and the number of volunteers/hours served.	Clothing Unit Count Total	
5230A		Clothing	BM-6500.1500
5230B		Clothing Vouchers	BM-6500.1500-130
5230C		Winter Clothing	BM-6500.1500-920
5231	Clothing – Orders Provided – Record the number of clothing orders provided.	Clothing Service Count Total	
5231A		Clothing	BM-6500.1500
5231B		Clothing Vouchers	BM-6500.1500-130
5231C		Winter Clothing	BM-6500.1500-920

5232	Furniture – Items Distributed – Record the number of furniture items provided and the number of volunteers/hours served.	Furniture Unit Count Total	
5232A		Furniture	BM-3000.2000
5232B		Household Goods	BM-3000
5232C		Household Goods Vouchers	BM-3000.3000
5233	Furniture – Orders Provided – Record the number of furniture orders provided.	Furniture Service Count Total	
5233A		Furniture	BM-3000.2000
5233B		Household Goods	BM-3000
5233C		Household Goods Vouchers	BM-3000.3000
5234	Medical – Orders Provided – Record the number of medical orders provided (i.e., prescriptions) .	Medical Service Count Total	
5234A		Medical Bill Payment Assistance	LH-5100.5000
5234B		Prescription Expense Assistance	LH-5100.6500
5234C		Dental Bill Payment Assistance	LH-5100.1700
5236	Personal Comfort Kits Provided – Record the number of personal comfort kits provided (i.e., toiletries, personal care items and clean-up kits) .	Personal Comfort Kit Service Count Total	
5236A		Personal/Grooming Needs	BM-6500.6500
5236B		Diapers	BM-6500.1500-150
5238	Energy Assistance – Orders Provided – Record the number of Energy Assistance Orders provided and the number of volunteers/hours served.	Energy Assistance Service Count Total	
5238A		Electric Service Payment Assistance	BV-8900.9300-180
5238B		Gas Service Payment Assistance	BV-8900.9300-250
5238C		Heating Fuel Payment Assistance	BV-8900.9300-300
5241	Transportation – Orders Provided – Record the number of transportation orders provided.	Transportation Service Count Total	
5241A		Gas Money	BT-8300.2500
5241B		Bus Fare	BT-8300.1000
5241C		Automotive Repair	BM-7000.0500
5241D		Driver License Fee Payment Assistance	DF-7020.1800
5241E		Motor Vehicle Registration	DF-7000.5500
5242	Transportation – Persons Transported - Record the number of individuals provided transportation during the month. <u>This should be cumulative, i.e., duplicated.</u>		

5245	Debit/Gift Cards Provided – Record the number of debit and/or gift cards provided.	Holiday Cash Grants	PH-2950.3000
5250	Toys Distributed – Record the number of toy items provided.	Holiday Gifts/Toys	PH-2950.3200
5260	Gifts Distributed – Record the number of gift items provided (i.e., seasonal, etc.)	Holiday Enterprises	PH-2950.3100
5270	Other Services -	Other Services Service Count Total	
5270A		Personal Finances/Budget Counseling	DM-6500
5270B		Water Service Payment Assistance	BV-8900.9300-950
5270C		School Supplies	HL-7800
5270D		Life Skills Education	PH-6200.4600
5270E		Burial/Cremation Expense Assistance	PB-0900
5270F		Birth Certificate Fee Payment Assistance	DF-7020.100
6114	Information and Referral - Number of referrals	Information and Referral	TJ-3000
6214	Cases Given Case Management	Case/Care Management	PH-1000
6710	Home Visits	In/Person Reassurance/Monitoring	PH-1800.3350

7.3. Modification options:

This report is based on established reporting instructions for the NSS report. Modification is generally not recommended, especially with regards to the queries, variables, and formulas that impact the service data calculations.

8. MAPPING OBJECTS:

A listing of the report objects and their source universe and source folder is provided below.

QUERY NAME	OBJECT TYPE	FIELD NAME	LOCATION
BISData: client_u	Result Objects:	Client Uid	Clients folder
		Client Unique Id	Clients folder
		Date of Birth	Clients/Assessments folder
		Gender	Clients/Assessments folder
		Service Uid	Clients/Services(Outer) folder
		Service Provide Provider	Clients/Services(Outer) folder
		Service Code	Clients/Services(Outer) folder
		Service Code Description	Clients/Services(Outer) folder
		Service Group Id	Clients/Services(Outer) folder
		Service Household Id	Clients/Services(Outer) folder
		Service Provide Start Date	Clients/Services(Outer) folder
		Service Provide End Date	Clients/Services(Outer) folder
		Service Non-dollar Amount	Clients/Services(Outer) folder
	Filter Objects:	Client Inactive	Clients folder
		Service Inactive	Clients/Services(Outer) folder
Service Provided		Clients/Services(Outer) folder	
Age at First Svs Universe: client_u	Result Objects:	Client Uid	Clients folder
		Client Unique Id	Clients folder
	Filter Objects:	Service Inactive	Clients/Services(Outer) folder
		Service Provide Start Date	Clients/Services(Outer) folder
		Service Provide Provider	Clients/Services(Outer) folder
		Service Provided	Clients/Services(Outer) folder
	New In Month Universe: client_u	Result Objects:	Client Uid
Client Unique Id			Clients folder
Service Uid			Clients/Services(Outer) folder
Service Inactive			Clients/Services(Outer) folder
Filter Objects:		Service Provide Start Date	Clients/Services(Outer) folder
		Service Provide End Date	Clients/Services(Outer) folder
		Service Provide Provider	Clients/Services(Outer) folder
		Service Provided	Clients/Services(Outer) folder

9. REVISION HISTORY:

Version	Description of Changes
V1	Original version –BETA
V2	Revision: Altered [New In Month] query to eliminate clients with service that overlaps period from Fiscal Start Date to Report Start Date. Corrected counts for shelter nights for 5221A and 5221B and added counts for shelter night to 5222. Added variable [New Switch] and adjusted variable [New in Month] to count all clients as new if the Fiscal Start Date and Start Date prompt have the same date and counts only clients served for the first time (since Fiscal Start Date) when Start Date is after Fiscal Start Date.
V3	Revision: Changed filter in query from BH-1800+ codes to a prompt (with defaults set) for all BH-1800+ and TH-2600.1580-140. Changed [Services] variable code for line 5221 to any service codes selected in prompts.
V4	Revision: Updated PickList values to 2014 Data Dictionary, compatible with 5.11.x and prior versions.
V5	Revision: Adjusted count to Unique ID for rows 5221 to 5222; reset input controls; added Client Unique Id to detail.