

# ART Gallery Report 0704

## Number of First Time Homeless, Metric 5

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## 1. INTRODUCTION:

This report is one in a series of CoC System Performance Measures. It uses a client's entry date in relation to any prior project entries to determine whether the entry is a "New" Homeless stay or whether the client was homeless in the prior 24 months.

This report should be run as needed to report to HUD on the CoC Performance Measures.

Prerequisites and workflow requirements:

- Use of a standard HUD Workflow by participating providers
- Proper recording of CoC Code, Program Type Code and Shelter Service Code in the Admin Provider Configurations for each provider in the dataset.

Compatibility and system requirements: This report requires ServicePoint 5.11.x or higher and ART 3.1.

*Note: This report contains a significant amount of data. The first run of the day may result in longer run times. Scheduling the report is recommended if this becomes an issue.*

## 2. REPORT INSTRUCTIONS AND PROMPTS:

The easiest way to start using this report is to navigate to the auto-mapper. 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 auto-mapper as shown in Figure 2.1 below:

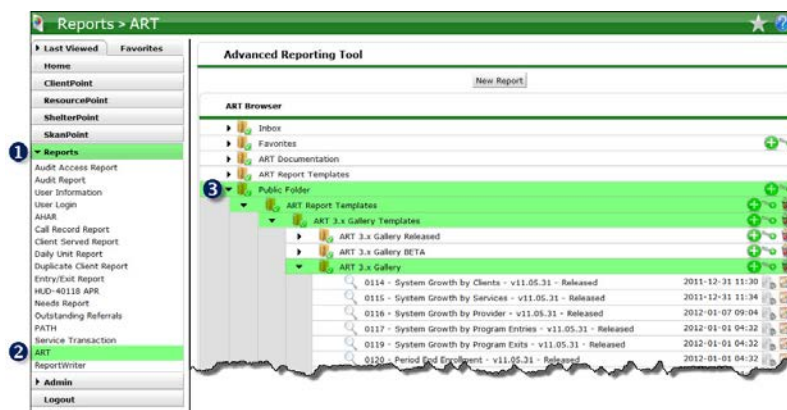


Figure 2.1

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 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 "Refresh Data" button to generate the report.

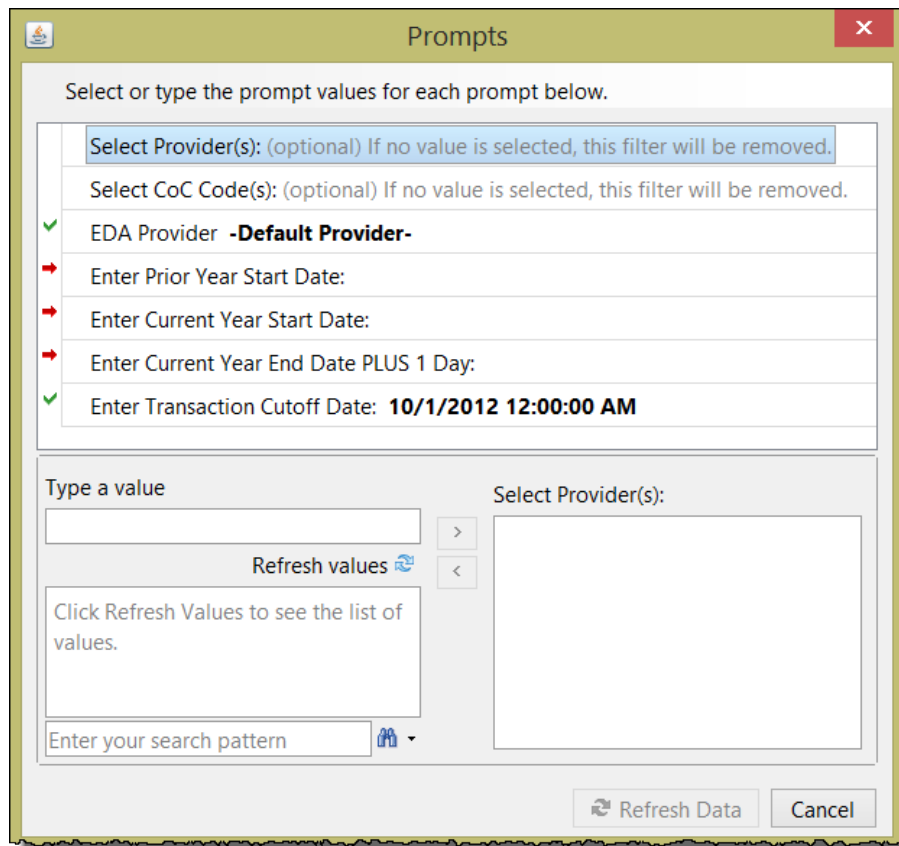


Figure 2.2

The user prompts contained in this report are:

1. **Select Provider(s):** This prompt is optional. 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.
2. **Select CoC Code(s):** This prompt is optional. Either leave “None Selected” in the prompt or click the “refresh list” icon and wait for the left window to refresh. Now select the provider CoC Codes to include by highlighting them in the left window and moving them into the right window using the right selection arrow
3. **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.
4. **Enter Prior Year Start Date:** Enter the date for the Prior Year to be considered in the report. This should be one year prior to the Current Year Start Date.
5. **Enter Current Year Start Date:** Enter the date for the Current Year Start Date. This is the start date of the fiscal year for the report.
6. **Enter Current Year End Date PLUS 1 Day:** Enter the Current Year End Date plus one day.
7. **Enter Transaction Cutoff Date:** This date is defaulted to 10/1/2012 which is the date required for HUD in terms of “look back” for determination of new clients – no data is required to be reported to HUD that is entered before this date. It may be changed if desired for local purposes.

### 3. DESCRIPTION AND LAYOUT:

#### 3.1 Tab A - Summary

The first table contains data about the number of first time homeless persons served in Emergency Shelter, Safe Haven and Transitional Housing for Prior and Current Year (as specified in the prompts). The second table contains the same information but includes permanent housing projects. Clients are considered “newly homeless” or First Time Homeless if there are no prior transactions within a 24 month period before the first transaction in the year (Prior or Current).

Number of Persons First Time Homeless, Metric 5			
Summary			
Prior Year Report Dates: 1/1/2013 - 12/31/2013		Current Year Report Dates: 1/1/2014 - 12/31/2014	
<b>Metric 5.1 - Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS</b>			
	<b>Prior Year Counts</b>	<b>Current Year Counts</b>	<b>Difference</b>
Persons with entries into ES, SH, or TH during the reporting period	1,120	1,032	-88
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	107	56	-51
Of the persons above, count those who did not have entries in ES, SH, TH, or PH in the previous 24 months. (Number of persons experiencing homelessness for the first time.)	1,013	976	-37
<b>Metric 5.2 - Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS</b>			
	<b>Prior Year Counts</b>	<b>Current Year Counts</b>	<b>Difference</b>
Persons with entries into ES, SH, or TH during the reporting period	2,710	2,732	22
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	141	75	-66
Of the persons above, count those who did not have entries in ES, SH, TH, or PH in the previous 24 months. (Number of persons experiencing homelessness for the first time.)	2,569	2,657	88

Figure 3.1

#### Rows:

- **Persons with Entries into ES, SH, or TH during the reporting period:** This row displays the total count of clients with entries in the Prior Year, Current Year and the difference between these two. Metric 5.2 includes PH as an Entry Type for Project
- **Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year:** This row displays the Prior Year, Current Year and Difference between these two. Clients where there is an entry in the prior 24 months (or back to 10/1/2012) are counted in this row.
- **Of the persons above, count those who did not have entries in ES, SH, TH, or PH in the previous 24 months (newly homeless):** These rows display the Prior Year, Current Year and Difference between these two. Clients in this row are considered to be experiencing homelessness for the first time.

#### Columns:

- **Prior Year Counts** This column displays the count of clients served in the Prior Year as selected in the prompts
- **Current Year Counts:** This column displays the count of clients served in the Current Year as selected in the prompts
- **Difference:** This column displays the difference in clients served between the prior year and the current year. A (-) sign in front the of the number indicates a reduction in clients served.

### 3.2 Tab B – Project Entry Detail

This tab contains details information for all of the entry transactions included in the report. The Valid Transaction (one used to determine the 24 month window) is bolded.

Number of Persons First Time Homeless, Metric 5									
Project Entry Detail									
Prior Year Report Dates: 1/1/2013 - 12/31/2013					Current Year Report Dates: 1/1/2014 - 12/31/2014				
Client Uid	Unique Id 4,454	Group Id	IC Trans Type	Provider	Proj Type	Start Date	End Date	Last Exit	
423	juzb65		Entry/Exit	<b>1 Arctic Fox PT:ES TA1:SMF(5134)</b>	ES	10/7/2014	10/13/2014		
			Entry/Exit	1 Arctic Fox PT:ES TA1:SMF(5134)	ES	11/13/2014	11/21/2014		
			ShelterPT	1 Arctic Fox PT:ES TA1:SMF(5134)	ES	10/7/2014	10/13/2014		
			ShelterPT	1 Arctic Fox PT:ES TA1:SMF(5134)	ES	11/13/2014	11/21/2014		
1260	wqkb53		Entry/Exit	<b>1 Himalayan PT:PSH TA1:SMF+HC(7863)</b>	PSH	3/23/2010	12/27/2013		
2548	fkuj52		Entry/Exit	<b>1 Arctic Fox PT:ES TA1:SMF(5134)</b>	ES	11/16/2013	11/22/2013		
			ShelterPT	1 Arctic Fox PT:ES TA1:SMF(5134)	ES	11/16/2013	11/22/2013		
			Entry/Exit	<b>1 Arctic Fox PT:ES TA1:SMF(5134)</b>	ES	3/30/2013	6/29/2013		

Figure 3.2

#### Column Detail:

- **Client Uid:** The column lists all Client Uid's in the report range.
- **Unique Id:** The column header counts all Unique Id's in the report range. The cells are merged, which means multiple rows of data for that client will only display one Client Unique Id.
- **Group Id:** This column displays the Group Id where one is present. If no Group Id is displayed, the client was served as a single individual.
- **IC Trans Type:** This column displays the Transaction Type for each transaction per client.
- **Provider:** This column displays the provider of the Entry/Exit or Service/Shelter Service.
- **Proj Type:** This column displays the project type for each Entry/Exit or Service/Shelter Service
- **Start Date:** This column displays the start date for the transaction.
- **End Date:** This column displays the end date for the transaction and is blank if client is not exited.
- **Last Exit:** This column displays the last exit (within the 24 month period). Details about this exit can be found on Tab C.

### 3.3 Tab C – Prior Trans Detail

This tab contains details information for all of the prior transactions included in the report. The valid transaction (used to determine newly homeless) is bolded.

Number of Persons First Time Homeless, Metric 5									
Prior Transaction Detail									
Prior Year Report Dates: 1/1/2013 - 12/31/2013					Current Year Report Dates: 1/1/2014 - 12/31/2014				
Client Uid	Unique Id 4,454	Group Id	IC Trans Type	Provider	Proj Type	Start Date	End Date	First Entry	
423	juzb65		Entry/Exit	1 Arctic Fox PT:ES TA1:SMF(5134)	ES			10/7/14	
1260	wqkb53		Entry/Exit	1 Himalayan PT:PSH TA1:SMF+HC(7863)	PSH			3/23/10	
2548	fkuj52		Entry/Exit	1 Arctic Fox PT:ES TA1:SMF(5134)	ES			11/16/13	
2550	doSm24		Entry/Exit	1 Arctic Fox PT:ES TA1:SMF(5134)	ES			3/30/13	
2809	igbr16		Entry/Exit	1 Arctic Fox PT:ES TA1:SMF(5134)	ES			6/7/13	
2832	sqac45		Entry/Exit	1 Ostrich PT:RRH Othr:Sal(9191)	RRH			1/15/14	
3016	gydp41		Entry/Exit	1 Ostrich PT:RRH Othr:Sal(9191)	RRH			5/20/14	
3087	yqvh46		Entry/Exit	1 Ostrich PT:RRH Othr:Sal(9191)	RRH			4/8/13	
3107	cvss63		Entry/Exit	1 Ostrich PT:RRH Othr:Sal(9191)	RRH			4/8/13	
3108	mjls63		Entry/Exit	1 Ostrich PT:RRH Othr:Sal(9191)	RRH			4/8/13	
3207	dosc16		Entry/Exit	1 Arctic Fox PT:ES TA1:SMF(5134)	ES			4/20/14	
3423	avrw63		Entry/Exit	1 Ostrich PT:RRH Othr:Sal(9191)	RRH			7/23/13	
3946	jfwk64		Entry/Exit	1 Heron PT:PSH TA1:SMF+HC(7861)	PSH			1/1/05	
			Entry/Exit	1 Arctic Fox PT:ES TA1:SMF(5134)	ES	8/31/2012	12/7/2012	1/29/14	

Figure 3.3

#### Column Detail:

- **Client Uid:** The column lists all Client Uid's in the report range.
- **Unique Id:** The column header counts all Unique Id's in the report range. The cells are merged, which means multiple rows of data for that client will only display one Client Unique Id.
- **Group Id:** This column displays the Group Id where one is present. If no Group Id is displayed, the client was served as a single individual.
- **IC Trans Type:** This column displays the Transaction Type for each transaction per client.
- **Provider:** This column displays the provider of the Entry/Exit or Service/Shelter Service.
- **Proj Type:** This column displays the project type for each Entry/Exit or Service/Shelter Service
- **Start Date:** This column displays the start date for the transaction.
- **End Date:** This column displays the end date for the transaction and is blank if client is not exited.
- **First Entry:** This column refers to the first entry that occurs during the 24 month window (or Look Back Period). It refers back to the bolded transaction on Tab B.

### 3.4 Tab D – Additional Information

This tab contains the information included in the prompts and a list of all providers in the report with Project Type, Transaction Count and Unique Client Count specified per provider.

<b>Number of Persons First Time Homeless, Metric 5</b>			
<b>Additional Information</b>			
<b>Prior Year Report Dates: 1/1/2013 - 12/31/2013</b>		<b>Current Year Report Dates: 1/1/2014 - 12/31/2014</b>	
<b>User Prompt Field</b>	<b>Value(s) Selected</b>		
Select Provider(s):	1 Arctic Fox PT:ES TA1:SMF(5134); Ln. Kcew mkl lyzhoffsne Lnmytul Cnyazlk Bphob Sv-ysdnxig(9065); 1 Arctic Wolf PT:ES TA1:SM(6938); 1 Armadillo PT:ES TA1:SF+HC TA2:DV(6985); 1 Badger PT:ES(7382); 1 Tiger PT:TH TA1:SF TA2:DV(7494); 1 Tiger Shark PT:TH TA1:SF+HC(7541); 1 Toucan PT:TH(7711); 1 Tree Frog PT:TH TA1:SF+HC(7742); 1 Ostrich PT:RRH Othr:Sal(9191); 1 Otter PT:RRH TA1:HC TA2:VET Othr:SSVF(9289); 1 Oyster PT:RRH TA1:HC TA2:VET Othr:SSVF(9290); 1 Panther PT:RRH TA1:HC Othr:SSVF(9321); 1 Hedgehog PT:PSH TA1:SMF(7860); 1 Heron PT:PSH TA1:SMF+HC(7861); 1 Himalayan PT:PSH TA1:SMF+HC(7863); 1 Hippopotamus PT:PSH TA1:SMF(8376)		
Select CoC Code(s):	- Optional Prompt -		
EDA Provider:	-Default Provider-		
Enter Prior Year Start Date:	1/1/2013		
Enter Current Year Start Date:	1/1/2014		
Enter Current Year End Date PLUS 1 Day:	1/1/2015		

Provider	Proj Type	Transaction Count	Unique Client Count
1 Arctic Fox PT:ES TA1:SMF(5134)	ES	3,299	1,490
1 Arctic Wolf PT:ES TA1:SM(6938)	ES	613	279

Figure 3.4

## 4. INPUT CONTROLS:

### 4.1 Tab B – Project Entry Detail

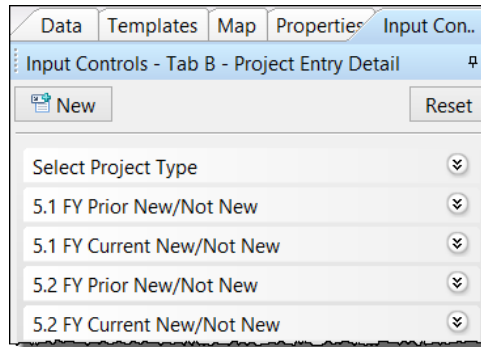


Figure 4.1

#### Input controls include the following:

- 1) **Select Project Type**– this input control allows the user to filter data to a particular project type.
- 2) **5.1 FY Prior New/Not New** – this input control allows the user to filter to Prior Year for New and Not New Clients in table 5.1
- 3) **5.1 FY Current New/Not New** – this input control allows the user to filter to Current Year for New and Not New Clients in table 5.1
- 4) **5.2 FY Prior New/Not New** – this input control allows the user to filter to Prior Year for New and Not New Clients in table 5.2
- 5) **5.2 FY Current New/Not New** – this input control allows the user to filter to Current Year for New and Not New Clients in table 5.2

### 4.2 Tab C – Prior Trans Detail

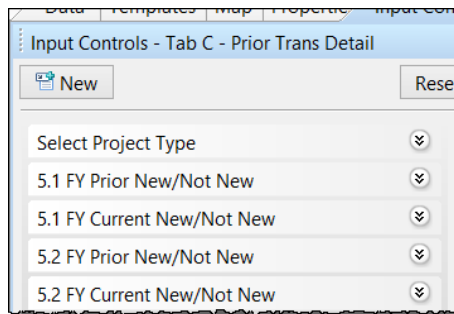


Figure 4.2

#### Input controls include the following:

- 1) **Select Project Type**– this input control allows the user to filter data to a particular project type.
- 2) **5.1 FY Prior New/Not New** – this input control allows the user to filter to Prior Year for New and Not New Clients in table 5.1
- 3) **5.1 FY Current New/Not New** – this input control allows the user to filter to Current Year for New and Not New Clients in table 5.1
- 4) **5.2 FY Prior New/Not New** – this input control allows the user to filter to Prior Year for New and Not New Clients in table 5.2
- 5) **5.2 FY Current New/Not New** – this input control allows the user to filter to Current Year for New and Not New Clients in table 5.2



## 5. ALERTERS:

5.1 This report contains no Alerters.

## 6. TECHNICAL INFORMATION:

### 6.1 How the data are pulled:

This report utilizes three separate queries where two are in the resourcepoint\_universe and one in the client\_universe.

The first query, Provider EE, pulls providers in the following ways:

- Providers in the “Select Provider(s)” prompt
  - Providers with a new CoC Code as selected in the “Selected CoC Code(s)”.
- AND
- Provider Program Type Code is either Emergency Shelter, Safe Haven, Transitional Housing, PH – Permanent Supportive Housing, PH – Housing Only, PH – Housing with Services (no disability required for entry or PH – Rapid Re-Housing).

The second query, BISData, pulls in clients in the following way:

- Clients with an Entry transaction (Entry Exit or Shelter/Service) by a provider as listed in the Provider query
- AND
- Project Entry where the entry date falls between the Prior Year Start Date and Current Year End Date Plus 1 Day
- OR
- Service or Shelter Service Start date where the start date falls between the Prior Year Start Date and Current Year End Date Plus 1 Day

The third query, Clients24, pulls from the list of client served in BISData and will pull all transactions for that client by a provider in the list where the Entry Exit or Shelter/Service is Active and there is any other transaction not for clients in BISData where the transaction is on or after the cutoff date (October 1, 2012 or 24 months prior, whichever is earlier).

### 6.2 Modification options:

This report is based on HUD established System Performance Measures reporting specifications provided to HMIS Software Solutions Providers. Modification is not recommended.

## 7. MAPPING OBJECTS:

A listing of the report objects and their source universe and source folder is provided below. Objects are arranged by query and by object type.

QUERY NAME	OBJECT TYPE	FIELD NAME	LOCATION
Provider resourcepoint_u	Result Objects:	Provider	Provider folder
		CoC Code	Provider / HUD Standards Information / CoC Code folder
		HUD Standards Information Method for Tracking Residential Program Occupancy	Provider / HUD Standards Information
		HUD Standards Information Program Type Code	Provider / HUD Standards Information folder
BISData client_u	Result Objects:	Client Uid	Clients folder
		Client Unique Id	Clients folder
		Entry Exit Uid	Clients / Entry Exit (Outer) folder
		Entry Exit Provider Id	Clients / Entry Exit (Outer) folder
		Entry Exit Entry Date	Clients / Entry Exit (Outer) folder
		Entry Exit Exit Date	Clients / Entry Exit (Outer) folder
		Entry Exit Group Id	Clients / Entry Exit (Outer) folder
		Entry Exit Type	Clients / Entry Exit (Outer) folder
		Entry Exit Provider Program Type Code	Clients / Entry Exit (Outer) folder
		Service Uid	Clients / Service (Outer) folder
		Service Provide Provider	Clients / Service (Outer) folder
		Service Provide Start Date	Clients / Service (Outer) folder
		Service Provide End Date	Clients / Service (Outer) folder
		Service Group Id	Clients / Service (Outer) folder
		Service Shelter Item	Clients / Service (Outer) folder
		Service Provide Provider Program Type Code	Clients / Service (Outer) folder
	Filter Objects:	Client Inactive	Clients folder
		Entry Exit Inactive	Clients / Entry Exit (Outer) folder
		Service Inactive	Clients / Service (Outer) folder
		Service Code	Clients / Service (Outer) folder
Clients24 client_u	Result Objects:	Client Uid	Clients folder
		Client Unique Id	Clients folder
		Entry Exit Uid	Clients / Entry Exit (Outer) folder
		Entry Exit Provider Id	Clients / Entry Exit (Outer) folder
		Entry Exit Entry Date	Clients / Entry Exit (Outer) folder
		Entry Exit Exit Date	Clients / Entry Exit (Outer) folder
		Entry Exit Group Id	Clients / Entry Exit (Outer) folder
		Entry Exit Type	Clients / Entry Exit (Outer) folder
		Entry Exit Provider Program Type Code	Clients / Entry Exit (Outer) folder
		Service Uid	Clients / Service (Outer) folder
		Service Provide Provider	Clients / Service (Outer) folder
		Service Provide Start Date	Clients / Service (Outer) folder
		Service Provide End Date	Clients / Service (Outer) folder
		Service Group Id	Clients / Service (Outer) folder
		Service Shelter Item	Clients / Service (Outer) folder

		Service Provide Provider Program Type Code	Clients / Service (Outer) folder
	Filter Objects:	Client Inactive	Clients folder
		Entry Exit Inactive	Clients / Entry Exit (Outer) folder
		Service Inactive	Clients / Service (Outer) folder
		Service Code	Clients / Service (Outer) folder

## 8. REVISION HISTORY:

Version	Description of Changes
V1	Original version –BETA
V1 (Doc Only)	Revision: Clarification regarding Transaction Cutoff Date Prompt; information on long report run times.
V2	Revision: Correction of typos on Tab A; adjustment to query to include clients entering in the report period; manual clarifications.
V3	Revision: Improvement to processing time.