State Shelter Subidy Grant

HMIS workflow and reports



Training Overview

- 1. Program Set-up
- 2. Data Entry workflow
- 3. Available Reports



Program Set-up

Housing Inventory

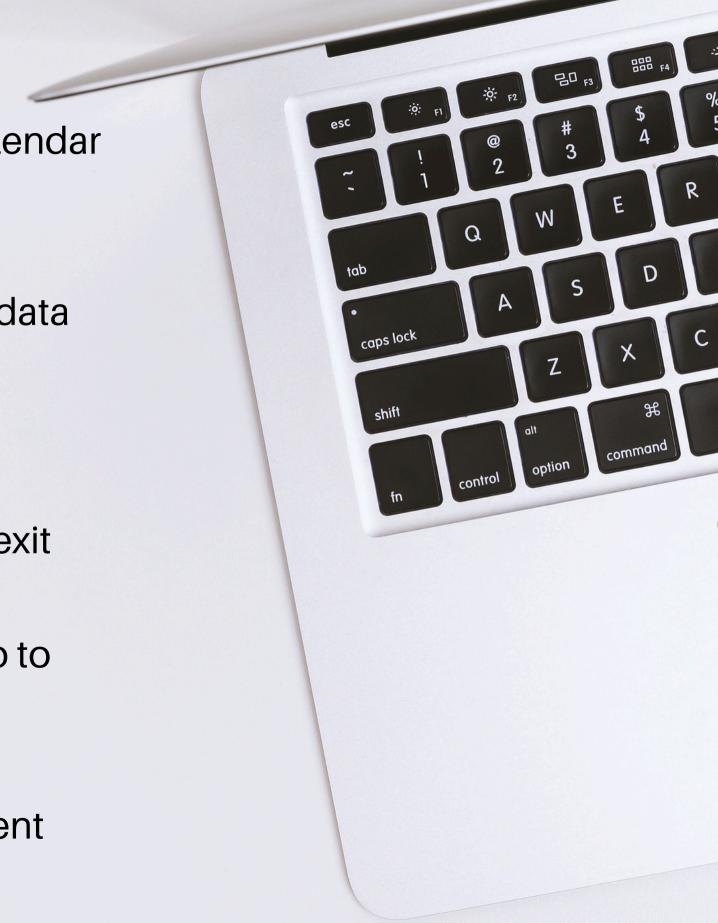
1. Fund Source a. SSSG 2. Program Type a. Emergency Shelter - Entry Exit b. Emergency Shelter - Night by Night 3. Household Type a. Adult Only b. Adult and Child c. Child Only 4. Bed Types a. Facility b. Voucher 5. Availability a. Year round b. Seasonal 6. Special Population a. Non-Dedicated, Youth or Veteran



Data Entry

Data Quality

1. Data Timeliness a. Client data is entered within 6 calendar days i. Enrollment and Exit b. Gold Standard - live or same day data entry 2. Data Completeness a. All data fields completed b. Enrollment date into shelter and exit date from shelter are captured i. NbN - Attendance date are up to date 3. Data Quality a. Client data accurately reflects client and their situation



Reports

Accountability

DEHCR Report

- 1. Data Analysis tab with Looker License
 - a. ICA submits SSSG Report to DEHCR to
 - review bed nights and average length of
 - time in program.
 - b. This report can be found under the
 - i. Folder: DASH>Section: DEHCR>Report
 - Name: SSSG Report
- Other Agency Reports
 - 1. Report Library without Looker License
 - a. ESG funded programs
 - i. Folder: HUD Report>ESG CAPER
 - **b.** Counting Bed Nights
 - i. Housing Census Entry Exit Shelters
 - ii. Service Census Night by Night Shelters

Thank You!



Helpful Links:

- **Emergency Shelter Providers**
- **Reports** •

Questions:

WIHMIS@icalliances.org or your HMIS System Admin

Thank you!

Institute for Community Alliances