



Institute for Community Alliances

State Shelter Subsidy 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!