



Institute for Community Alliances

# State Shelter Subsidy Grant

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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. All relevant client data is entered in the system including entry and exit information within 6 calendar days
  - b. Gold standard is live or same day date data entry
2. Data Completeness
  - a. All data fields have date entered
  - b. Entry 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

1. Client Demographics and Data Quality
  - a. Report Library
    - i. ESG CAPER - ESG funded programs
    - ii. Annual Performance Report (APR) - any program
2. Counting Bed Nights
  - a. Report Library
    - i. Housing Census - Entry Exit Shelters
    - ii. Service Census - Night by Night Shelters
  - b. Looker Report
    - i. DASH>DEHCR>SSSG Report
3. Average Length of Time in Program
  - a. Report Library
    - i. Annual Performance Report
  - b. Looker Report
    - i. Average Length of Time in Program

# Thank You!



Helpful Links:

[Emergency Shelter Providers Reports](#)

Questions:

[WIHMIS@icalliances.org](mailto:WIHMIS@icalliances.org) or your [HMIS System Admin](#)

Jennifer Allen, ICA HMIS Manager