



Report Explorer

Useful HMIS Reports for CA-511

Participating Agencies

Background

The Homeless Management Information System (HMIS) used by the San Joaquin Continuum of Care (SJCoC, CA-511) is hosted through a software called Clarity Human Services (Clarity). There are many reports built into Clarity that enable Participating Agencies to report about persons served, households served, program participation, program outcome, and more. This explainer document is designed to highlight a few of the most commonly utilized reports, how to set them up, and what types of questions they can help a Participating Agency answer.

Data Entry

Reports generated from Clarity are reliant upon accurate, timely data entry. If data is not entered in accordance with the HMIS Data Standards as adopted by the SJCoC, reports will reflect this incomplete data entry.

For assistance with proper methods for entering data, please contact the HMIS Lead Agency. Training videos are also available at www.cvlhlc.org

Report Library

The Clarity Report Library is accessible in the top-right corner of your screen once you log in. The Report Library appears as a nine-square “waffle.” When clicked, the “waffle” will open up the Report Screen.

On the Report Screen are several categories of reports. While all reports provided through Clarity are valuable, this document highlights several that the HMIS Lead believes are most useful.

Program-Based Reports

[GNRL-106] Program Roster (Program-Based Report) — Provides de-duplicated by-name list of individuals and households enrolled in a given program. Can produce reports for all persons enrolled in a time period, persons who were newly enrolled during a time period, or who exited during a time period. Can be run for a single or multiple programs. Available in interactive Web-based, PDF, and Excel formats.

[GNRL-220] Program Details Report (Program-Based Report) — Provides an Excel-formatted de-duplicated report listing individuals enrolled in a given program. Program includes all information from a Client Profile and Program Enrollment screens. If run for multiple programs will produce a separate Excel workbook for program selected. Highly sortable, can be used in a variety of ways to cross-reference outcomes with demographics, and other uses.

[OUTS-101] Program Outcome Measures (Program-Based Report) — Provides de-duplicated client exit information housing status of exited clients, and efficiency/process measures. Should only be run for a single program at a time. Available in interactive Web-based, PDF, and Excel formats.

[OUTS-102] Performance Monitoring (Program-Based Report) — Provides de-duplicated exit information regarding the percentage of enrolled clients who are among a “harder-to-serve” subpopulation, percentage of enrolled clients who exit into Permanent Housing, percentage of enrolled adult clients who increase income, and HMIS data quality. Available in interactive Web-based, PDF, and Excel formats.

[OUTS-106] Client Demographics (Program-Based Report) — Provides de-duplicated demographics reports for all individuals, pulling data from Client Profile and Program Enrollment screens. Can produce reports for all persons enrolled in a time period, persons who were newly enrolled during a time period, or who exited during a time period. Can be run for a single or multiple programs. Available in interactive Web-based, PDF, and Excel formats.

[OUTS-205] Program Recidivism (Program-Based Report) — Provides de-duplicated reports showing the number of persons who exit to permanent housing, and persons who return to homelessness after exiting the program, and the average length of time between exit from program and return to homelessness. Can produce reports for all persons enrolled in a time period, persons who were newly enrolled during a time period, or who exited during a time period. Can be run for a single or multiple programs. Available in interactive Web-based, PDF, and Excel formats.

Housing

[HSNG-108] Housing Census (Housing Report) — Provides a de-duplicated by-night census of how many persons were housed/sheltered by a particular project on a given night. Can be run for persons or households. Can be run for a single or multiple programs. Available in interactive Web-based, PDF, and Excel formats.

Service Based Reports

[GNRL-C102] Client List — Provides de-duplicated by-name list of individuals provided a given service. Can produce reports for all persons provided a service in a time period. Can be run for a single or multiple services, though reports run for multiple services may de-duplicate. Available in interactive Web-based, PDF, and Excel formats.

[GNRL-103] Service Census — Provides number of services provided during a time period. Can be run for a single or multiple services. Available in interactive Web-based, PDF, and Excel formats.

[GNRL-104] Service Summary — Provides total number of individuals who received selected services during a period as well as number of services provided. Can be run for a single or multiple services. Available in interactive Web-based, PDF, and Excel formats.

[GNRL-211] Service Issuance Summary — Provides total number of individuals who received selected services during a period as well as number of services provided. Web-based version is especially useful for drill-down reporting. Can be run for a single or multiple services. Available in interactive Web-based, PDF, and Excel formats.

[OUTS-105-F] Client Demographics — Provides de-duplicated demographics reports for all individuals provided a selected service. Can produce reports for all persons provided a service in a time period. Can be run for a single or multiple service. Available in interactive Web-based, PDF, and Excel formats.

Data Quality Monitoring

[DQXX-102] Program Data Review (Data Quality Report) — Provides a report that shows data-entry errors for households enrolled in the selected program. Can be run for all active clients, all exited clients, or all clients who exited in the past 3 months, 6 months, 1 year, or 2 years. Can be run for a single or multiple programs. Available in interactive Web-based, PDF, and Excel formats.

[DQXX-110] Duplicate Clients (Data Quality Report) — Provides a report that shows clients enrolled multiple times in the same program within an agency. Can be run for a single or multiple programs. Available in interactive Web-based and Excel formats.

[OUTS-102] Performance Monitoring (Program-Based Report) — Provides de-duplicated exit information regarding the percentage of enrolled clients who are among a “harder-to-serve” subpopulation, percentage of enrolled clients who exit into Permanent Housing, percentage of enrolled adult clients who increase income, and HMIS data quality. Available in interactive Web-based, PDF, and Excel formats.

Assistance and Guidance

Bitfocus Clarity Human Services Manual Report Library: <https://help.bitfocus.com/report-library#main-content>

Jon Mendelson, HMIS Lead administrator, jmendelson@cvlihc.org

Sarthak Singh, HMIS Data Analyst, ssingh@cvlihc.org

Training videos: www.cvlihc.org/hmis-training-videos/