



Introduction to Clarity Reporting



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Overview of the Clarity Reporting Library



Report Output Options

Every report will also ask you to select the Report Format (i.e. web page, PDF, Excel). **Note that not all reports list every Report Format.**

- **Web Page** - A Web Page is a functional format that allows you to drill down on data elements to inspect the underlying data supporting it.
- **PDF** - The PDF is a good option for official reports, grants, etc.
- **Excel** - If you download the Excel file, you can use Excel to manipulate and organize the data (e.g. Sort/Check for duplicates, etc.)



HUD Reports



[HUDX-225] HMIS Data Quality Report

Who is included? All clients for which the program or program type specified in the reporting period includes their *latest program stay*.

For more details, see [Clarity's Knowledge Base article](#) about the HMIS Data Quality Report.

Parameters:

- Program Type
- Program Status (Active or Inactive)
- Program Name
- Start and End Date
- Output Mode (Regular = Summary, Details = Details)



[HUDX-227] Annual Performance Report [Oct 2017]/ [HUDX-228] ESG CAPER [Oct 2017]

APR:

Recipients with HUD funding received through CoC homeless assistance grants are required to submit an Annual Performance Report (APR) electronically to HUD every operating year. Data collection for the APR is aligned with the most recent version of the Homeless Management Information System (HMIS) Data Standards.

CAPER:

Recipients with HUD funding received through the Emergency Solutions Grants (ESG) Program are required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD annually. Data collection for the CAPER is aligned with the most recent version of the Homeless Management Information System (HMIS) Data Standards.

Parameters:

- Choose a CoC filter category - Always “Agency CoC”
- CoC - Always Orange County
- Program Type
- Program Status - Active or Inactive
- Program Name
- Apply Client Location filter - Always “No”
- Legacy Feature: Service Based Funding Source - Always “No”
- Start and End Date



APR CSV Conversion

[Click here for instructions on converting your APR or ESG CAPER to CSV](#)

[HUDX-224] PATH Annual Report [Nov 2017]

This report provides information for PATH grantees and is written to comply with the 2017 PATH Report specifications. This report pulls data from several locations within the client record, including the *Client Profile* screen, *Enrollment* screen, *Exit* screen, and *Services* (within the client's program record).

Parameters:

- Program Type
- Program Status - Active or Inactive
- Geocode - Always choose "Orange County CoC"
- PATH Program Name
- Start and End Date



Email Reports

[DQXX-103] Monthly Staff Report

The Monthly Staff Report provides three categories of information:

- General data quality
- User Activity (including the number of clients, [both existing and new] that each staff member worked with during the time frame of report.)
- Data quality by data element (e.g. Date of Birth, Race, Ethnicity, Veteran Status, etc.) for all clients served.

Parameters:

- Start Date
- End Date
- Output Format



Service Reports



[GNRL-102] Client List

This is a service-based report that lists details of all clients, according to housing status and veteran status, who have received selected service item(s) for a specified period of time.

Parameters:

- Service
- Veteran Status
- Matching Criteria:
 - In any of the selected services - If this option is chosen and multiple services have been selected in the Service parameter, a client will only have to have received ONE of the services selected in the Service parameter.
 - In all of the selected services - If this option is chosen and multiple services have been selected in the Service parameter, a client will have to have received ALL of the services selected in the Service parameter.
- Start and End date



[GNRL-104] Service Summary

This is a service-based report that provides the total number amount of clients, including the total number of unique clients, who received selected services during the report data range.

Parameters:

- Service Item(s)
- Start and End date



[OUTS-105] Client Demographics

This report provides client demographic details for selected services for a specified time period. The information for this report comes from the client profile screen.

Parameters:

- Service(s)
- Veteran Status
- Start and End date



Program Reports



[DQXX-106] Program Roster

This program-based report lists program stay information including length of stay, services provided, and assessments provided for selected programs and status according to specified report dates.

Parameters:

- Program
- (Client) Status
 - Active within Report Date Range = The client was active in the program on at least one day during the reporting period.
 - Enrolled within the Report Date Range = The client's Program Start Date falls within the reporting period.
 - Exited within the Report Date Range = The client's Program End Date falls within the reporting period.
- Start and End date



[EXIT-101] Potential Exits

This is a program-based report that list clients who are active in the program but have not received services since the selected cut-off date.

Parameters:

- Program
- Cut off Date

[GNRL-220] Program Details Report

This report is similar to the Universal Data Element and Program Specific Data Element details reports in our previous vendor.

Parameters:

- Program
- Screen Type
 - Entry Data
 - Status Assessment Data
 - Annual Assessment Data
 - Exit Data
 - Follow-Up Screen Data
 - All Screens Data



Q&A