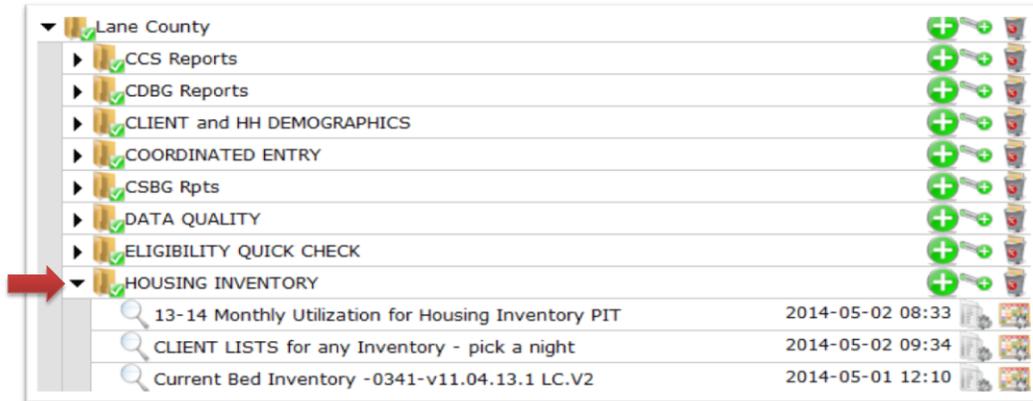


How to Run the Housing Inventory and the Associated Client Count and List

LOCATION: ART> Public Folder > Lane County> HOUSING INVENTORY>

- 1 Current Bed Inventory -0341-v11.04.13.1 LC.V# *(Use the highest version #)*
- 2 13-14 Monthly Utilization for Housing Inventory PIT
- 3 CLIENT LISTS for any Inventory - pick a night



1.) Current Bed Inventory (Housing Inventory Count, Units/Beds Designated for Homeless Persons in Lane County) Current Bed Inventory -0341-v11.04.13.1 LC.V#

ART Item Details

Current Bed Inventory -0341-v11....

Name: Current Bed Inventory -0341-v11.04.13.1 LC.V1

Description: As its name suggests, this report extracts the current bed inventory according the inventory start and end dates and the report date supplied by the user. Unlike 0616, this is a dynamic report that can be used to track inventory on an on-going basis providing the data is updated in ServicePoint. This report does not classify Inventory Type (C/N/U) since it is a fixed/non- dynamic classification.

Creation Date: 2012-11-08 12:34
Update Date: 2013-03-22 09:53
Type: Webi
Owner: portland_live:lise.stuart

Buttons: View Report, Edit Report, Schedule Report, Send, Organize, Delete

Prompts

Reply to prompts before running the query.

Report Date PLUS 1 Day:

Providers CoC Code(s): **OR-500**

Inventory as of What Date? Can be today's date or a specific date in the past.

Providers CoC Code

[EMPTY_VALUE]

507

OHCS

OR-500

OR-500, 505, 503

OR-500x

OR-501

OR-501 MultiCo Non-C

OR-501 MultiCo Non-COC

OR-501 Non

October 22, 2013 11:17:27 AM GMT-07:00

Providers CoC Code(s):

OR-500

Use OR-500

You must Refresh Value to see choices.

Currently-selected values in listbox

OR-500

Buttons: Refresh Values, Run Query, Cancel

Retrieving Data

Progress bar

Last refresh time: 0h 0m 0s

Cancel

Results

Export this report to Excel
If you find an error in the inventory contact Lisè Stuart immediately so we can update the info in ServicePoint.

2.) 13-14 Monthly Utilization for Housing Inventory PIT (A count of number individuals and households in the units)

13-14 Monthly Utilization for Housing Inventory PIT

This report runs all 12 months in the AHAR year which is also the Federal Fiscal Year which is Oct 1 to Sept 31.

Looks at Last Wednesday of each month (as per HUD instructions... I did NOT make this up)

These are the Point in Time (PIT) Count for the date you selected for the Housing Inventory (HIC). (Number of people in those units)

Use the Input control to drill down to just your program (or group of programs)

ART Item Details

13-14 Monthly Utilization for Ho...

Name	13-14 Monthly Utilization for Housing Inventory PIT
Description	Last Wednesday of each month in AHAR 10 year
Creation Date	2014-05-01 12:12
Update Date	2014-05-02 08:33
Type	Webi
Owner	portland_live:lise.stuart

Buttons: View Report, Edit Report, Schedule Report, Send, Organize, Delete

STEP 1 → View Report

Prompts

Reply to prompts before running the query.

- ✓ EDA Provider -Default Provider-
- ✓ Provider Group: LC PIT & HIC Providers RptGrp(837)

Refresh Values

To see the content of the list, please click the Refresh values button.

EDA Provider

> -Default Provider-

<

Enter your search pattern here

Don't change any prompts... this report runs all inventory and you can drill to yours using **Input controls once it runs.**

More Information

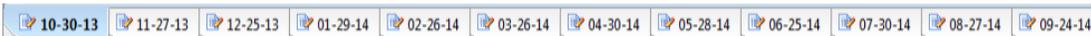
Select or type the values you want to return to reports for each prompt displayed here.

Buttons: Run Query, Cancel

STEP 2 → Run Query

Input Controls

Your report finishes running. It shows whole Inventory. Do not download at this point
 You see 12 tabs - one for each month (future tabs show today's people in them- so ignore the future.)



Select the Month you want to review by clicking on the tab
 Click on the Left Panel chevron in the left margin of the report

Program Type	Entry	Exit	Provider Id
Emergency Shelter (HUD)	LC - Station / ES (SHAP)		
Emergency Shelter (HUD)	SC - Brethren Family Springfi		
Emergency Shelter (HUD)	SC - Family Housing ES (Eugen		
Emergency Shelter (HUD)	SC - Family Housing ES (OHCS - E		
Emergency Shelter (HUD)	SC - Family Housing ES (Other) - SHELTER		
Emergency Shelter (HUD)	SC - Homeless Medical Respite 30 Day (ES) SHELTERF		
Emergency Shelter (HUD)	SVDP - 1st Place Emergency Shelter (OHCS - ESG - ES		
Emergency Shelter (HUD)	SVDP - VET LIFT VACB (ES) - SHELTERPOINT(3255)		

Data Quality tip: Run this report and compare to the Daily Unit report. If the numbers do not match, it means that one or more client's Shelter Stay (in ShelterPoint) and their Entry/Exit aren't consistent. Reasons why include 1.) the entry/exit was exited through ClientPoint instead of ShelterPoint so bed still occupied and 2.) the client was accidentally given 2 entry/exits and the second was never deleted.

Input Controls - 10-30-13

Map | Reset

Select Program T...

- Select (All)
- Emergency Shelter (H
- Transitional housing (I
- Permanent supportive

Select Provider(s)

- Select (All)
- CCS - McKenzie Tr
- HACSA - Shelter PI
- HACSA - SPC (Lau
- HACSA - SPC (OH...

Make sure you click on the third icon from the left -see

You can sort by Program Type or Provider.
 You can Select just your provider or a group of your providers.
 The fun never ends.

Once you've determined your Input sorts THEN you can download.
 Best to download to Excel.

3.) CLIENT LISTS for any Inventory - pick a night (A count of number individuals and households in the units)

Pick the night for which you want the Client List

Use the Input control to drill down to just your program (or group of programs)

The image shows two overlapping software windows. The top window is titled 'ART Item Details' and contains a sub-window titled 'CLIENT LISTS for any Inventory -...'. This sub-window displays the following information:

Name	CLIENT LISTS for any Inventory - pick a night
Description	Last Wednesday of each month in AHAR 10 year. This report has the list of clients that in the beds that night.
Creation Date	2014-05-02 09:34
Update Date	2014-05-02 09:34
Type	Webi
Owner	portland_live:lise.stuart

Below the information is a row of buttons: 'View Report', 'Edit Report', 'Schedule Report', 'Send', 'Organize', and 'Delete'. A red arrow labeled 'STEP 1' points to the 'View Report' button.

The bottom window is titled 'Prompts' and contains the following text: 'Reply to prompts before running the query.' Below this is a list of prompts:

- EDA Provider -Default Provider- (checked)
- List date
- Provider Group: (with a red box containing the text 'TIP: Select LC PIT & HIC Providers RptGrp')
- List date PLUS one day

Below the prompts is a 'Refresh Values' section with a text box containing the instruction: 'To see the content of the list, please click the Refresh values button.' To the right of this text box is a dropdown menu labeled 'EDA Provider' with '-Default Provider-' selected. Below the dropdown are navigation arrows. At the bottom of the 'Prompts' window is a search bar with the text 'Enter your search pattern here' and a search icon.

At the bottom of the entire image, a red arrow labeled 'STEP 3' points to the 'Run Query' button in the 'Prompts' window.

Your report finishes running. It shows whole Inventory. Do not download at this point
Click on the Left Panel chevron in the left margin of the report and follow input control directions from the previous page.
Report has clients by household with Client names and age at program entry.
Best to download to Excel.