
HMIS Support Manual - Accessing ART Reports



**Summit County, Ohio
Homeless Management Information System**

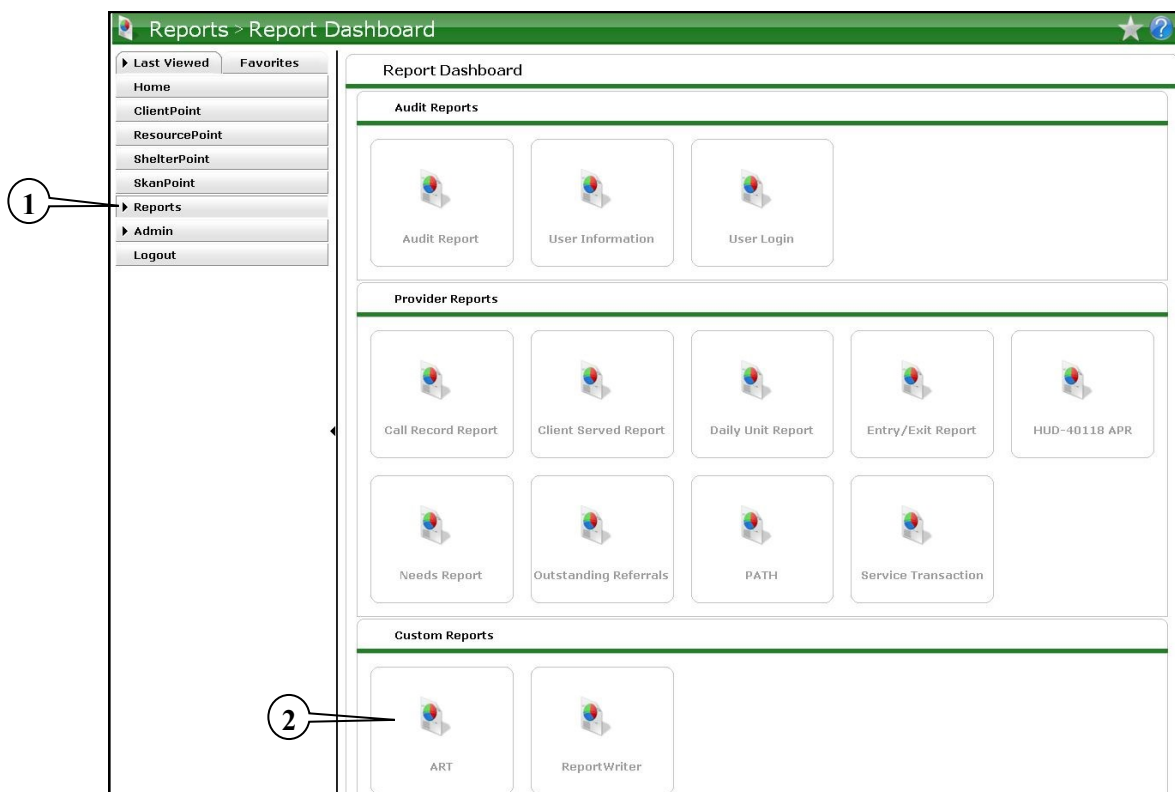


ART (Advanced Reporting Tool)

Within ServicePoint 5 there is a reporting tool available to you called **ART (Advanced Reporting Tool)**. ART will enable you to run reports for funders and it is also a way to check your data and identify entry errors.

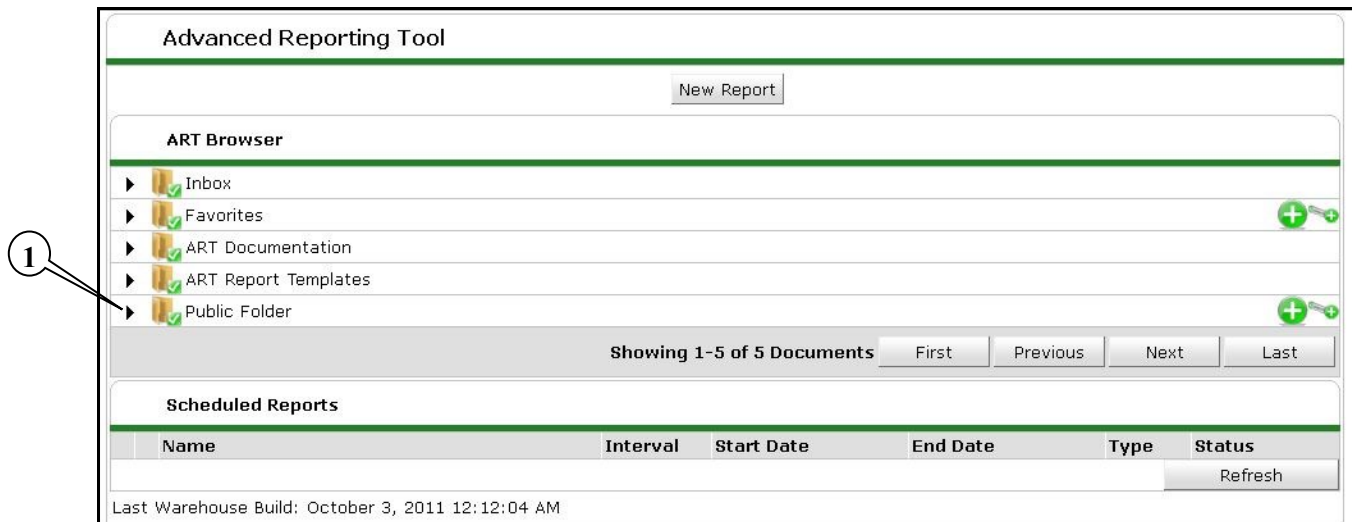
To Access ART:

1. Log in to Service Point.



2. Click the **Reports** tab located in the Navigation Panel on the left-hand side of your screen. (1) Scroll to the bottom of the **Report Dashboard** and click the **ART** button in the **Custom Reports** section. (2)

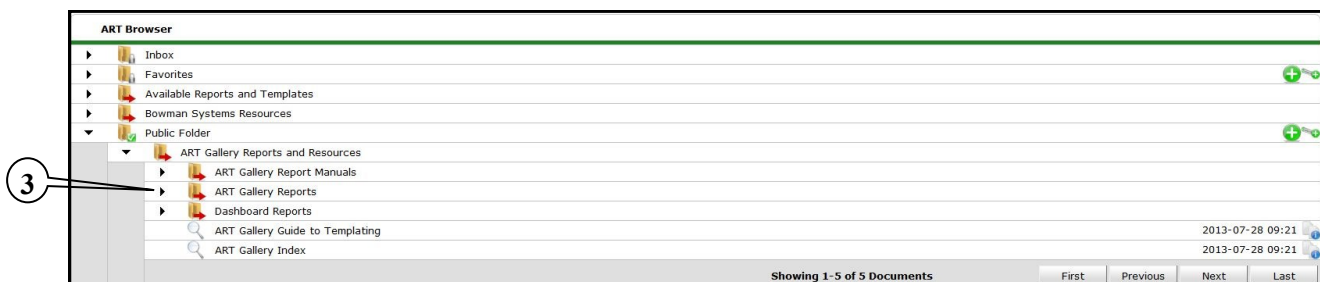
3. After accessing ART, you can expand the ART folders as shown below. To expand, click the black triangle that appears to the left of the Public folder. (1) The black triangle will now be pointing down.



4. Click on the black triangle to the left of the subfolder named **ART Gallery Reports and Resources** to reveal the subfolders and reports in that subfolder. (2)



5. Click on the black triangle to the left of the subfolder named **Art Gallery Reports**. (3)

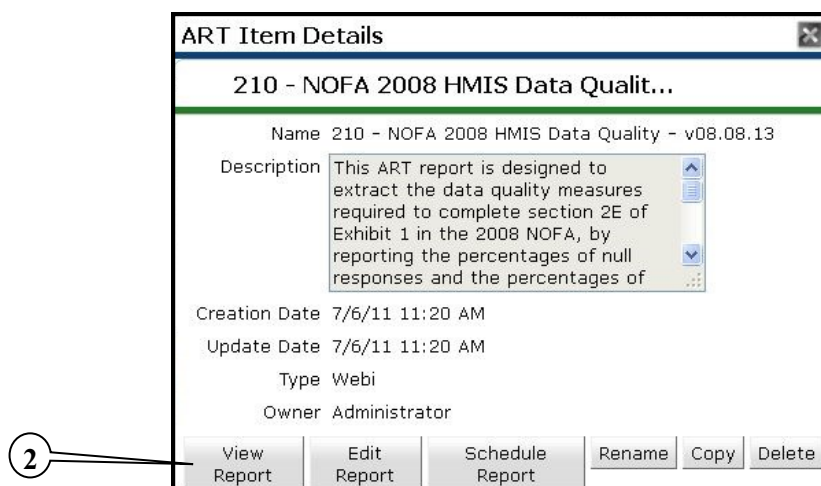


6. The reports available in ART will display.

6. To run a report, click on the **Magnifying Glass** icon to the left of the Report Name. **(1)**



7 From the prompt box below, click on View Report. **(2)**



8. Depending on the report you run, you may have to respond to the following prompts:

Effective Date (if displayed) - Change to the end date of the report. (Some reports will prompt for an effective date while others will not)

Start Date or Sample Date - enter the beginning date of the report.

End Date PLUS 1 Day or Sample Date PLUS 1 Day- Enter the ending date of the report + 1 day i.e., if you want data from 8/1/2011 through 8/31/2011, enter a start date of 8/1/2011 and an end date of 9/1/2011.

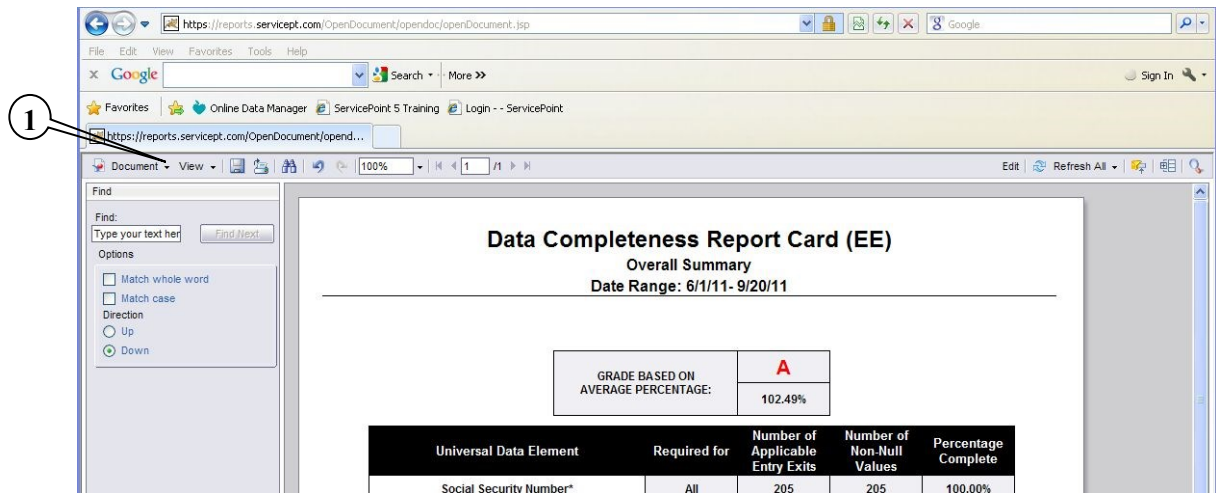
Service Provider(s) - Click on the provider from the list to select it and click the >> button to include it in the report. You may repeat this process for as many providers as you like. To remove a provider, click the << button.

Entry-Exit Workflow - We use this workflow and **not** the Open or Closed Service based workflow.

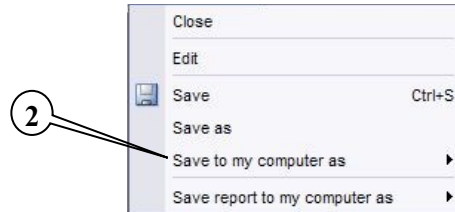
9. Click **Run Query**. The requested report will display.

To Save A Report to Your Computer:

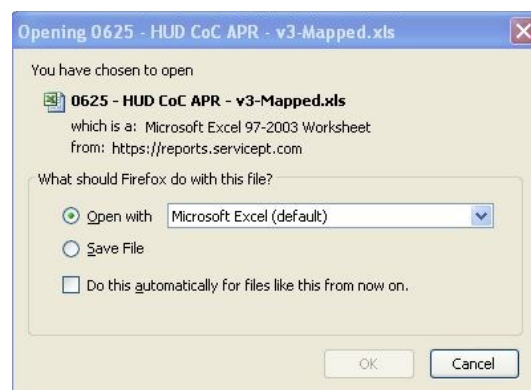
1. After running the report, the top of your screen will have an option to Save the Report to your computer. (1)



2. Click on the down arrow next to the Document option. You will see the following choices:



3. Click on “Save to my computer as” (2) and choose an option. The following window will pop up.



4. You have a choice as whether to “open” the document and then print it or “save” the document to your computer under a name and location that you specify.

Suggested Art Reports to Run

REPORT NAME	DESCRIPTION
210 - NOFA 2008 HMIS Data Quality - v08.08.13 Location: ART Standard Reports 200 Data Quality and Data Completeness Reports	<p>This ART report is designed to extract the data quality measures required to complete section 2E of Exhibit 1 in the 2008 NOFA, by reporting the percentages of null responses and the percentages of refused/unknown responses for the ten specified HUD Universal Data Elements (UDEs). In calculating these percentages, the report takes into consideration whether each client contained in the analysis is an adult, a child, or an unaccompanied youth since the required data elements for these three client subsets differ from one another. This report also contains three tabs to accommodate three different work-flows: entry-exit based, open service based, and closed service based.</p>
211 - NOFA 2008 Homeless Counts and Subpopulation Charts - v08.09.16 Location: ART Standard Reports 200 Data Quality and Data Completeness Reports	<p>This ART report is designed to extract the data needed to complete the two subpopulation charts found in Exhibit 2 of the 2008 NOFA. One of these charts is based on households with children, while the other is based on households without children. The report calculates the numbers needed to populate these charts based upon the data that the program has entered into HMIS. In calculating these numbers, the report takes into consideration whether each client contained in the analysis is an adult, a child, or an unaccompanied youth on the sample date specified by the user running the report.</p>
0213 - Universal Data Element Completeness - Entry Exit Work-flows - v11.05.31 Location: ART Gallery Reports and Resources ART Gallery Reports	<p>This ART report is designed to assist administrators in monitoring data quality and identifying clients with null values in one or more of the eleven assessment based Universal Data Elements (UDEs) required by HUD for programs which serve homeless individuals. This report is based in part on the data quality measures required to complete the 2009 NOFA. The report provides the percentages of null responses and the percentages of refused/unknown responses for each of the UDEs. There are three versions of this report to accommodate three different work-flows: 213: For Entry-Exit based work-flows 215: For Open Service based work-flows 214: For Closed Service based work-flows.</p>

<p>0252 - Data Completeness Report Card (EE) - v3</p> <p>Location: ART Gallery Reports and Resources ART Gallery Reports</p>	<p>This report is data quality monitoring tool that generates a letter grade based upon program's data completion rate. The report considers the twenty data elements required for completion of the HUD 40118 report. Completion rates are calculated and reported based on the percentage of program entry exits where the requirement has been met. The report can be run for multiple programs and is sectioned by provider so that each provider's report card will be displayed on a separate page, allowing batch printing. Prompts allow the user to specify a date range and to select the provider(s) on which to base the report. The report includes a detail section to assist users in finding and fixing data entry omissions.</p>
<p>0323 - Program Demographics Report - v6</p> <p>Location: ART Gallery Reports and Resources ART Gallery Reports</p>	<p>This ART report provides statistics on clients served during the given reporting period. The ART report breaks down most of the original HUD data elements into a three-page summary report. The report also contains breakdown tabs with tables and graphs for Program Type, Race/Ethnicity, Age/Gender, Homeless Condition, Employment, Education, Military Service, Disability, and Domestic Violence.</p>
<p>0625 - HUD CoC APR - v6</p> <p>Location: ART Gallery Reports and Resources ART Gallery Reports</p>	<p>This ART Gallery report has been created to facilitate the extraction of data from HMIS for the completion of the HUD CoC APR. The layout of the report is patterned after the HDX data input screen to facilitate on-line reporting. A companion ART Gallery Report; #0631 provides several data detail and data quality tabs to assist the user in insuring that the data to be reported is complete and accurate.</p>
<p>0631 - CoC APR Detail - v5</p> <p>Location: ART Gallery Reports and Resources ART Gallery Reports</p>	<p>This ART Gallery report is a companion to report #0625 and displays the record level detail behind the CoC APR summary tables. This CoC APR Detail report consist of several sub-reports each of which focus on a portion of the CoC APR data, including client demographics, household membership, types and levels of service, entry-exit related data, length of stay, income, non-cash benefits, etc. The report also included additional feature to assist in data quality monitoring including null data flags, identification of non-HUD assessment question values, and a sub-report that identifies duplicate clients included in the dataset.</p>

Suggested ART Reports to Run

REPORT NAME	DESCRIPTION
640—HUD Data Quality Report Framework Location: Public Folder ART Gallery Reports and Resources ART Gallery Reports	This report is a HUD CoC APR Data Quality and Completeness monitoring tool. It provides information about both missing data and accuracy. Prompts allow the user to specify a date range and to select the provider(s) on which to base the report. The report includes a detail section to assist users in finding and correcting data entry errors and/or omissions.
323—Project Demographics Report Location: Public Folder ART Gallery Reports and Resources ART Gallery Reports	This ART Report provides demographics on clients served during a user specified reporting period. Data is compiled using the last transaction per client for Entry/Exits, Services, and/or Shelter Stays. The report also contains various tabs with tables and graphs for Project Type, Age/Gender, Race/Ethnicity, Homeless Condition, Veteran Status, Disability, Domestic Violence/Extent, Income/Non-cash Benefits, and Employment/Education.
700—Length of Time Persons Homeless Metric 1 Location: Public Folder ART Gallery Reports and Resources ART Gallery Reports	This report measures the number of clients active in the report date range along with their average and median length of time being homeless across the relevant universe of projects. This includes time being homeless during the report date range as well as prior to the report start date.
0700.1b—Length of Time Persons Homeless Metric 1	This report measures the number of clients active in the report date range along with their average and median length of time being homeless across the relevant universe of projects. This includes time being homeless during the report date range as well as prior to the report start date. Metric 1b includes data from Approximate Start Date of Homelessness.

<p>0701—Exits to Permanent Housing with Return to Homelessness, Metric 2</p> <p>Location: Public Folder ART Gallery Reports and Resources ART Gallery Reports</p>	<p>This report begins with clients who have exited to a permanent destination in the date range two years prior to the report date range. Of those clients, the report measures how many persons returned to homelessness as measured in the HMIS for up to two years after the initial exit.</p>
<p>0702—Number of Homeless Persons, Metric 3.2</p> <p>Location: Public Folder ART Gallery Reports and Resources ART Gallery Reports</p>	<p>This report is one in a series of CoC System Performance Measures. It uses counts of client level HMIS data to show an unduplicated annual count of homeless clients served in Emergency Shelters, Safe Havens, and Transitional Housing.</p>
<p>0703—Employment and Income Growth for CoC Funded Projects Metric 4</p> <p>Location: Public Folder ART Gallery Reports and Resources ART Gallery Reports</p>	<p>This report looks at clients with an Entry or Exit from a CoC Funded Project within a given operating year to determine the percentage of clients who have increased income during that timeline.</p>
<p>0704—Number of Persons First Time Homeless Metric 5</p> <p>Location: Public Folder ART Gallery Reports and Resources ART Gallery Reports</p>	<p>This report is one in a series of CoC System Performance Measures. It uses a client's entry date in relation to any prior project entries to determine whether the entry is a "new" homeless stay or whether the client was homeless within the prior 24 months.</p>

**0706—Permanent Housing Placement
Retention Metric 7**

Location:

Public Folder

ART Gallery Reports and Resources

ART Gallery Reports

This report is one in a series of CoC System Performance Measures. It uses counts of client level HMIS data to show placements from Street Outreach into Temporary and Permanent Housing and Permanent Housing Placement and Retention in PH projects.