

Receiving Agency Report Instructions

This report pulls all participants that are currently on the By Name List (BNL). This is a scheduled report that will be added to your ART Inbox every Monday morning. Note that only users with an Art license can be scheduled to receive this report.

To view the report, navigate your Art Inbox. Expand the Inbox folder.

The screenshot shows the ServicePoint web application interface. The top navigation bar includes "Northeast Illinois HMIS" and "Housing Forward" with the date "February 22, 2018". The main content area is titled "Reports > ART" and features an "Advanced Reporting Tool" with a "New Report" button. Below this is the "ART Browser" section, which contains a list of folders: "Inbox", "Favorites", "Available Reports and Templates", "Bowman Systems Resources", and "Public Folder". A red arrow points to the "Inbox" folder. Below the folders is a "Scheduled Reports" table with the following data:

Name	Interval	Start Date	End Date	Type	Status
2016 Impact Data	Daily	2018-02-21 15:26	2018-02-21 18:26	Excel	Complete

The interface also includes a search bar, navigation buttons (First, Previous, Next, Last), and a "Refresh" button. The bottom of the screen shows the Windows taskbar with the time "9:38 PM 2/22/2018".

Select the desired report, click the magnifying glass and Download.

The screenshot shows the "ART Item Details" window for the report "HF-TV Receiving Agency Summary (4-5-2018)". The window displays the following information:

- Name: HF-TV Receiving Agency Summary (4-5-2018) : 67765380
- Description: [Empty text box]
- Creation Date: 2018-05-14 06:31
- Update Date: 2018-05-16 13:12
- Type: Excel
- Owner: evanston_live;ptroyeraad

At the bottom of the window, there are four buttons: "Download", "Send", "Organize", and "Delete". A red arrow points to the "Download" button.

The report will return data on several report tabs. Each report tab is described below.

Referral Summary – Since 7/1/2017 and Since 1/1/2018

Purpose:

Provide a snapshot of the number of participants that have been in the housing process with the agency. Participants included are either currently active in the housing process, housed or had their referral rejected by the agency. The number of participants in each stage of the housing process are identified along with the average length of time in that stage.

This report tab provides an overall gauge for how long it is taking your agency, on average, to move participants through the housing process (for specific clients, see subsequent tabs). Note that average length of time from referral to housed is a consideration for NOFA.

Note that agencies that are the fiscal agents for collaborative projects will see reporting for all partner agencies as well.

Report Details:

Participants will be included in the summary totals if:

1. They are on the BNL
2. They have had a referral from CE after 7/1/2017 (or 1/1/2018)

There are actually 3 sections for each project – one shows an overall total, then there is a section for Interagency referrals (from another agency) and one for Internal referrals (within the agency).

Active Referrals

Purpose:

Identify participants in housing search process and the number of days since referral. Also includes an indicator if this is an internal referral (from within the same agency) or not.

Report Details:

Participants will show up on this list if:

1. They have a housing referral
2. They have not yet been housed

Since the goal is to house participants within 30 days of referral, those participants that have been referred and not yet housed within 30 days are highlighted. Those with 31 – 60 days since referral are highlighted in yellow, those with more than 60 days are highlighted in red.

Receiving agencies should create a project entry once they meet with the client and begin the housing search process. It is unlikely the project entry date will be the client's move in date.

Note that agencies that are the fiscal agents for collaborative projects will see reporting for all partner agencies as well.



Closed Referrals (Housed)

Purpose:

Identify participants that have been housed along with the length of time from referral to housed. Internal referral is also indicated.

Report Details:

Participants will show up on this list if:

1. They were matched after 7/1/2017
2. They were housed through the CE process

Receiving agencies should verify that the move in date has been updated in the housing project.

Returned Referrals

Purpose:

Identify participants with a returned referral. Returned referrals should be a rare event.

Report Details:

Participants will show up on this list if:

1. They had a referral from CE after 7/1/2017
2. The referring agency returned the referral

Data

Purpose:

Provide summary data for all receiving agency participants currently active or exited from the BNL after 7/1/2017. This report tab provides the data for all the other tabs on the report.

Agencies can download this report tab into Excel and manipulate the data as desired.

Report Details:

Participants will show up on this list if:

1. They are received a referral after 7/1/2017.