

## Using Shelter Stays Report to Document Homelessness Instructions

An ART report exists that can be used to help document nights of stay in shelter. One tab of the report can provide a list of shelter stays. In order to run this report an ART license is necessary. This may require a manager to run the report. An HMIS ID number is required to run the report.

Use the ART report 'Single Client Enrollment and History v2 20160602'. It is located in the following folder (see below illustration for additional assistance):

1. Public Folder
2. Suburban Cook (Common Share)
3. Program Type Specific Reports
4. Emergency Shelter
5. Select Single Client Enrollment and Services

The screenshot shows a web application interface with a left-hand navigation menu and a main content area displaying a file explorer view. The navigation menu includes: ResourcePoint, ShelterPoint, ActivityPoint, SkanPoint, Reports, Admin, and Logout. The main content area shows a tree view of folders and documents. Red arrows and numbers 1-5 indicate the navigation path:

- 1. Public Folder
- 2. Suburban Cook (Common Share)
- 3. Program Type Specific Reports
- 4. Emergency Shelter
- 5. Single Client Enrollment and Services History v2 20160602

The document list at the bottom of the folder view includes:

Document Name	Date/Time
Emergency Shelter Monthly Report 20161110	2017-05-09 11:34
Emergency Shelter Seasonal Report 2015-08-05 JH-PLT	2017-08-23 16:29
ES-Client List for a Single Night of Shelter 20150719	2017-03-27 16:30
Nightly ES Counts	2017-01-12 13:44
Services Dashboard v20150603	2017-08-10 10:31
Single Client Enrollment and Services History v2 20160602	2017-10-20 13:58

Click on "Enter Client id", enter the client's HMIS ID number in the box that pops up, then click "Run Query". This report will pull information for the client including Enrollments, Services Count, Income History, Non-Cash Benefits and Insurance, and Services List with Dates.

Steps to view and download shelter stays (see illustration below):

1. Go to the last tab of the report ('Services List with Dates').
2. In the left hand panel, select input controls. It is on the very bottom of the page, the third icon.
3. Select Emergency Shelter from the Service Code Description. The report will then filter to show only shelter nights.
4. **Enter a service date. This helps prevent capturing more data than is necessary.**
  - a. If documenting 12 months of continuous homelessness, enter service date going back 12 months
  - b. If documenting episodes of homelessness, enter service date going back 3 years only

The screenshot shows a web application interface for viewing and downloading shelter stays. The interface includes a top navigation bar with a 'Document' menu, a left sidebar with 'Input Controls - Services List', and a main content area displaying a table of shelter stays. Red arrows and numbers 1-5 highlight key steps: 1. The 'Services List with Dates' tab in the bottom navigation bar; 2. The 'Input Controls' icon in the bottom left; 3. The 'Emergency Shelter' dropdown in the 'Service Code Description' field; 4. The 'Service Start' date input field; 5. The 'Document' menu in the top left. A table of shelter stays is visible in the center, with columns for 'Service Start Date Formatted' and 'Service End Date Formatted'.

Service Code Description	Service Provider	Service Start Date Formatted	Service End Date Formatted
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/1/17	3/2/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/2/17	3/3/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/3/17	3/4/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/5/17	3/6/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/6/17	3/7/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/7/17	3/8/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/8/17	3/9/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/10/17	3/11/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/11/17	3/12/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/15/17	3/16/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/17/17	3/18/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/18/17	3/19/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/20/17	3/21/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/21/17	3/22/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/22/17	3/23/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/23/17	3/24/17
Emergency Shelter	Housing Forward-ES Emergency Shelter(104)	3/24/17	3/25/17

5. To download the document:
  - a. Click 'Document', and select 'Save Report to my computer as', then select "PDF". The 'Services List with Dates' report will download to your computer.
  - b. Open the downloaded document and Save As with a descriptive name (suggest using client ID). Save into a shared folder that others on the team can access.
  - c. Upload the report to the client's HMIS profile. Use '**CE – Homelessness History – Shelter Stays**' as the file description. (Note this file description is new).
  - d. Delete the document from the Download folder on your computer (to protect client confidentiality).