HMIS Reporting 101

All HMIS Reports are available under the "Administration" Tab in HMIS.

Overview: Data Quality Reports in HMIS

Length of Time: This report provides a list of clients enrolled in your project for any reporting period selected. The report identifies how long each person has been a client in your project and can be filtered in Excel for analysis.
Recommendation: Run Once Per Quarter

Timeliness: This report shows how quickly your staff enters data for new enrollees by comparing the enrollment begin date to the date the enrollment was actually created in the HMIS. The average number of days it takes for staff to exit clients from your project is also included in the report. Check the HMIS Data Quality Plan for appropriate timeliness rates for your project type and monitor regularly.
Recommendation: Run Once Per Month

Enrollments Not Matching: This report assists in finding data entry mistakes by indicating clients who have a different enrollment begin and end date than the rest of their family. Sometimes, this information is correct (for example, if a client left the project early and the family stayed). Other times, it is a typo that needs to be corrected for accurate reporting.
Recommendation: Run Once Per Month

Members without Services: This report identifies members who have an open enrollment but have not received services within a specified amount of time (for example, 30, 60, 90 days).
Recommendation: Run Once Per Month

Overlapping Housing Enrollments: This report identifies all clients that have dual housing project enrollments during a specified timeframe. Clients should be housed in one housing project at a time.
Recommendation: Run Once Per Month

Enrollment and Housing Exception: This report identifies a member with an open enrollment that does not have a bed check-in or a member with a housing check-in but no open enrollment. It will also identify an open reservation without a housing check-in.
Recommendation: Run Once Per Month

Overview: Compliance Reports in HMIS

SSVF: VA-funded projects can utilize this report in the HMIS. Clients will only show up on the SSVF Cover Sheet if they have a service recorded within the timeframe. The "CSV/XML Batch Export" should be used to upload data to the VA repository.

Annual Homelessness Assessment Report (AHAR): The Annual Homelessness Assessment Report (AHAR) is a report to the U.S. Congress on the extent and nature of homelessness in America. The report is based primarily on Homeless Management Information Systems (HMIS) data about persons who experience homelessness during a 12-month period (10/1-9/30).

(AHAR): The CoC submits this optional report on behalf of Emergency Shelters, Transitional Housing, and Permanent Supportive Housing agencies listed on the Housing Inventory Count (HIC) to earn extra points on our CoC application for funding. The report must be error-free with **acceptable missing values (less than 10%)** and **acceptable bed utilization rates (between 65% - 105% utilized).** A sample AHAR is available in the "HUD Compliance Reports" section and can be run by any HMIS user.
Recommendation: Run 2x Per Year (Monitoring Missing Assessments & Bed Utilization is Adequate)

ESG CAPER: ESG-funded projects can utilize these reports in HMIS. Projects receiving ESG funds through TDHCA may have additional reporting requirements.

Annual Performance Report (APR): This is a project-level report submitted to HUD on an annual basis. This report is meant for management in charge of submitting the report, but can be a useful tool to monitor overall progress of a project. The beginning and end dates can be edited to launch the report, but you should select your contract period if applicable.
Recommendation: Run Once Per Month

Point in Time Count (PIT): This report makes the PIT count simple for your agency. Simply check-in all of your clients using the bed management software in HMIS and run the report. Use this report to monitor the accurateness of your bed check-ins.
Recommendation: Run Once Per Month, Run Once Per Week Leading Up to PIT Count

Housing Inventory Count (HIC): The HIC is a complete inventory of Emergency Shelter, Transitional Housing, and Permanent Supportive Housing beds available in the CoC. The number of family and individual beds should be reported for each housing provider. If beds or units "float", the family and individual beds should be reported proportionate to the numbers reported the night of the PIT count. Cribs should not be counted. Couches, cots, and mats should be considered "overflow" beds. HMIS should cover as many beds as possible in the community for AHAR submittal.

Other Reports in HMIS

Program Summary: View the clients enrolled in your project. Select one day and compare to your housing inventory to see how utilized your project is. This report is found under "Program Reports".
Recommendation: Run Once Per Month

Program Service Summary: View all services provided for a specific timeframe. This report is located under "Program Reports".

Case Load: This report shows the number of case assignments, both active and inactive, assigned to case managers. *Note: To use this report, the case manager must be assigned manually in the HMIS for your project.*

User Login: This report allows you to monitor how often your staff login to the HMIS and how long they stay logged in. The report is great for monitoring data entry. It is located under "User Reports".

Vacant Beds: This report allows you to determine which beds are "vacant" or "occupied" for a specified housing project. You can expand a resource by clicking on the ⊞ symbol to view additional information.
Recommendation: Run Once Per Month

Clients Returning to Project: This report identifies clients returning to a specific project and the total number of times they have been enrolled in the project within a set timeframe.
Recommendation: Run Once Per Quarter

COC/ESG HEARTH Measures Report: This report examines individuals and families according to average length of stay, exits to permanent housing, returning to homelessness, and income.
Recommendation: Run Once Per Quarter