

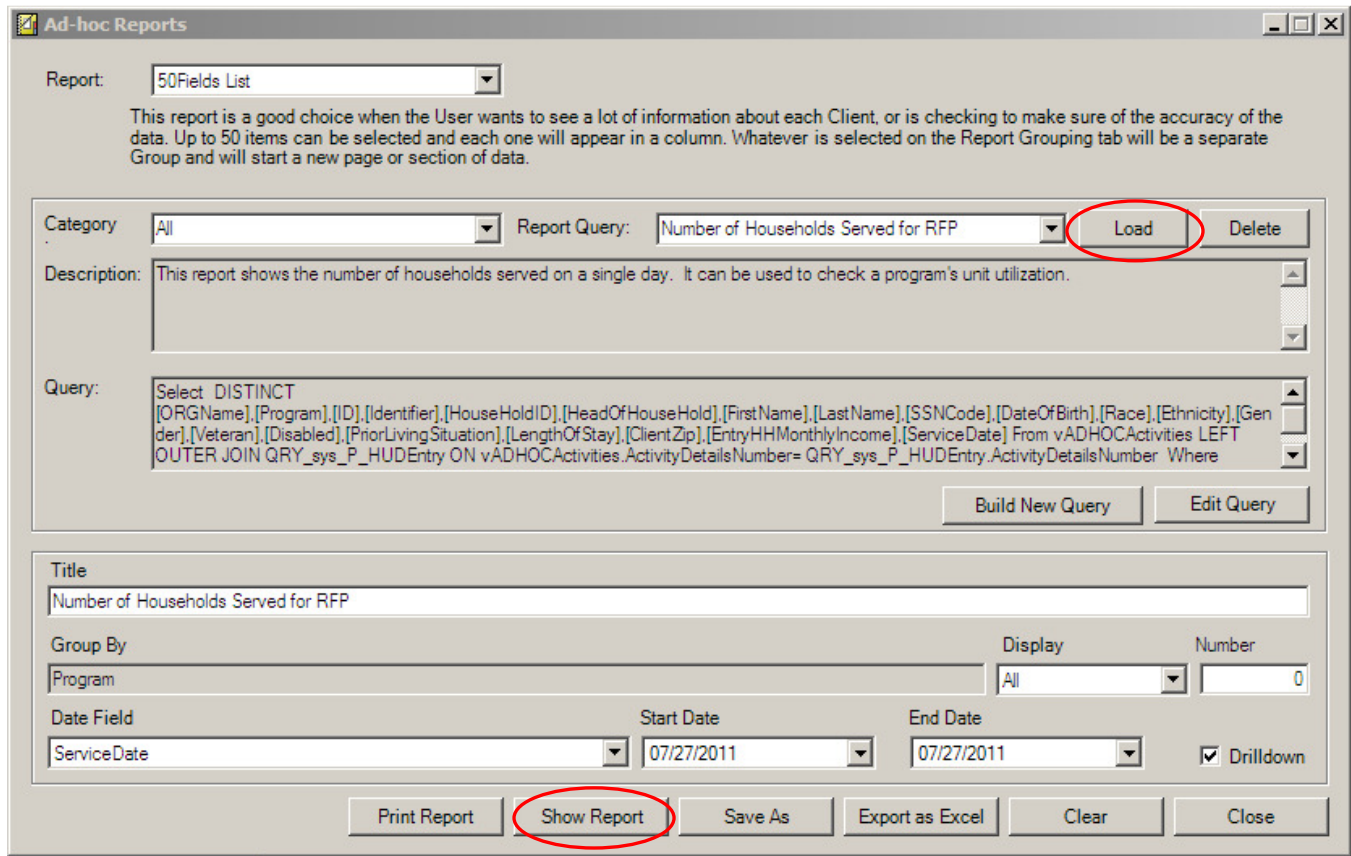
**Utilization Rates**

Utilization rates are determined by dividing the number of persons or households served by a program on a given night by the number of beds or units available at that program. To determine unit utilization, you would use this formula: **Number of Households Served/Number of Units Available**

To find the number of people on a given night please follow the instructions below. Then divide this number by the number of units your program has (this can be found on the 'Data Quality Report' posted on the Safe Harbors' website).

**Running the 'Number of Households Served for RFP' adhoc report**

To access ad-hoc reports, log onto the HMIS and click on the 'Report' menu; choose 'Ad-hoc Reports'. The pop-up shown below will be displayed on your screen. The report type will default to 50Fields List. Select 'All' from the Category dropdown and 'Number of Households Served for RFP' from the Report Query dropdown and click the Load button. Choose 'ServiceDate' from the Date Field at the bottom of the pop-up and then select the date you want to assess. To get only one night of data, put in the same Start Date and End Date (i.e. 7/27/2011). Then click 'Show Report' at the bottom of the pop-up.



The screenshot shows the 'Ad-hoc Reports' window with the following configuration:

- Report:** 50Fields List
- Category:** All
- Report Query:** Number of Households Served for RFP
- Buttons:** Load (circled in red), Delete
- Description:** This report shows the number of households served on a single day. It can be used to check a program's unit utilization.
- Query:**

```
Select DISTINCT
[ORGName],[Program],[ID],[Identifier],[HouseHoldID],[HeadOfHouseHold],[FirstName],[LastName],[SSNCode],[DateOfBirth],[Race],[Ethnicity],[Gender],[Veteran],[Disabled],[PriorLivingSituation],[LengthOfStay],[Client.Zip],[EntryHHMonthlyIncome],[ServiceDate] From vADHOCActivities LEFT
OUTER JOIN QRY_sys_P_HUDEEntry ON vADHOCActivities.ActivityDetailsNumber= QRY_sys_P_HUDEEntry.ActivityDetailsNumber Where
```
- Buttons:** Build New Query, Edit Query
- Title:** Number of Households Served for RFP
- Group By:** Program
- Display:** All
- Number:** 0
- Date Field:** ServiceDate
- Start Date:** 07/27/2011
- End Date:** 07/27/2011
- Drilldown:**
- Buttons:** Print Report, Show Report (circled in red), Save As, Export as Excel, Clear, Close

This will show the results in an internet browser. All of the demographic data elements will be displayed in a row for each household served on that night (with a housing service). The number at the top of the report is the number of households served. If you divide this number by your number of units, you will get the utilization rate for your program.

<u>DISTINCT ORGNAM</u>	<u>PROGRAM</u>	<u>ID</u>	<u>IDENTIFIER</u>	<u>HOUSEHOLDID</u>	<u>HEADOFHOUSEHO LD</u>	<u>FIRSTNAME</u>	<u>LASTNAME</u>	<u>SSN</u>	<u>SSNCODE</u>
SGOFamily Shelter		Count: 14	#Error	#Error	#Error	#Error			

This report is also a helpful tool in improving your data completeness. You can Export it to Excel by selecting 'Excel' from the dropdown and clicking 'Export'. Then you can sort and filter your data to find the missing fields.

**\*\*Please contact the Safe Harbors Help Desk if you have any questions at 206-386-0030 or SafeHarborsHMISHelp@Seattle.gov.\*\***