

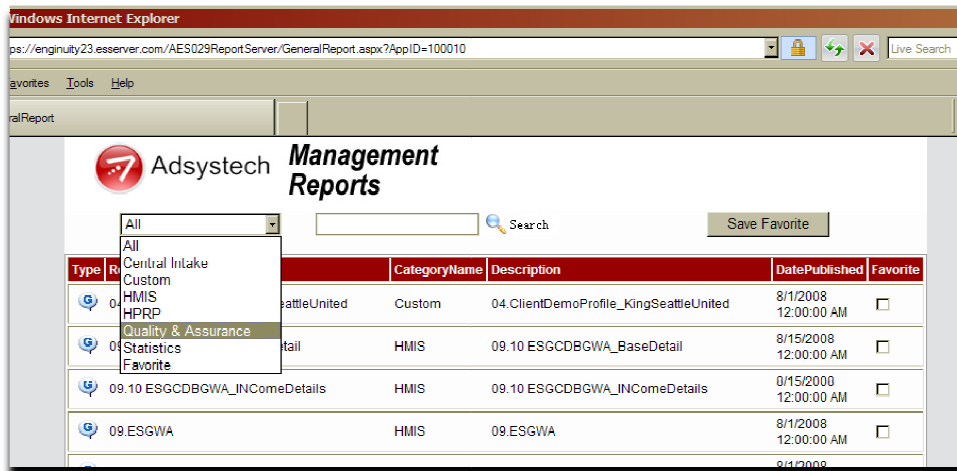
Utilization Rates

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 Management Reports

To access management reports, log onto the HMIS and click on the ‘Report’ menu; choose ‘Management Reports’. This will open an instance of Internet Explorer in which all of your management reports will be displayed. If we have assigned your agency many management reports, you may want to filter them by choosing ‘Quality & Assurance’ from the dropdown as shown below:



After filtering, you will find the following reports:

- Universal Data Elements
- Universal Data Elements_Details

Reports whose titles end with ‘Results’ or ‘Details’ are the reports that will show specific client names and other data—including fields with null (missing) values.

To run these reports, click on the report name. This will bring up the report parameters page:

1. Fill in each parameter with an option from its dropdown menu for Region, Agency, Program, and Family Type
2. Choose the Start and End Date that you want to check. You can choose a single night which will be helpful to determine your utilization (i.e. enter 7/27/2011 in both date fields).
3. Set Family Type to ‘%’:

/AES029DOMDomain/General/Universal Data Elements

Region: Agency:

Program: StartDate:

EndDate: Family Type:

After setting each parameter, click on View Report. Some reports may take a minute or two before showing results. To find the number of households served on a given night, look at the number next to 'Total Head of Household' on the **Universal Data Elements** report. This 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.

/AES029DOMDomain/General/Universal Data Elements

Region: Agency:


Program: StartDate:

EndDate: Family Type:

1 of 1 | 100% | Find | Next | Select a format | Export

Region: King County
 Agency: Catholic Community Services (King County)

Report Run Date /Time
 7/12/2011 3:39 PM



Universal Data Elements Summary Report

Report Description:
 Specific to the HUD Final Standards Universal Data Elements, this report provides a visual and percentage overview of the number of records containing values as well as the number of records containing the response values as outlined by HUD. This report helps agencies and CoCs understand how useful the data is that is being collected by the system. The data is collected from snapshot of the select Agency(Agency/Program)

Note: Modification to clients SnapShot will modify this report

Time Period:	7/27/2011---7/27/2011
Total Head of Household	9
Total Number of Adults in Families	10
Total Number of Children in Families	6
Number of Non HH Family Members	7
Number of Adults not in Families	0
Total Head of Household Exits	0

To see which households are being counted on the report, run the Universal Data Elements_Details report using the same parameters. This report will also show which individuals have missing data and is a helpful tool in improving your data completeness. You can then 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.****