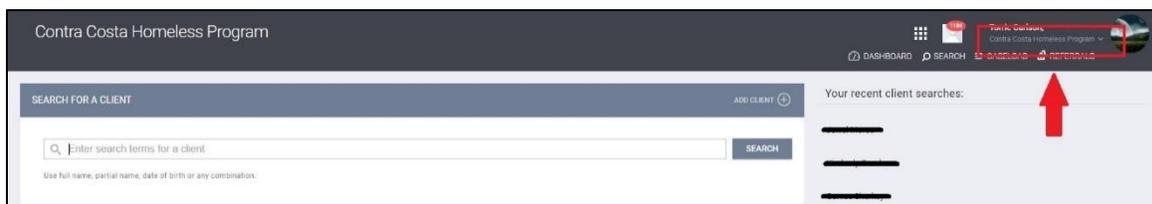


HOW TO RUN AND TIPS TO CORRECT THE [CCHS-109] CONTRA COSTA MONTHLY ENROLLMENT

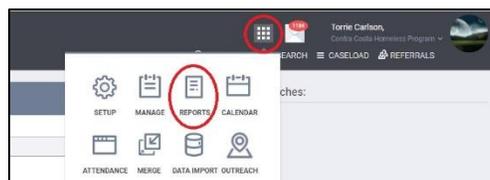
The Contra Costa Monthly Enrollment Report gives a comprehensive look at all admissions and discharges to a program or program(s) within a selected period (usually one month). This allows agency administrators and program managers to see and reconcile data entered into HMIS with other records. Errors that may be encountered when running this report are missing family members, incorrect start/exit dates or length of stay, missing move-in dates, incorrect Housing Status at Enrollment and or at Exit, etc. Once these errors have been identified and corrected it should be submitted to HMIS administration by the 10th of each month.

RUNNING THE REPORT

- 1) To run the Monthly Enrollment report, first make sure your agency access is set to the agency you are running the report for. E.g., you will not be able to run a report for Contra Costa Homeless Programs if your agency access is Contra Costa CES.



- 2) Select the launch pad to the right of your email icon, then select "Reports" from the pop-up menu.



- 3) Here you will be brought to the Report Library.

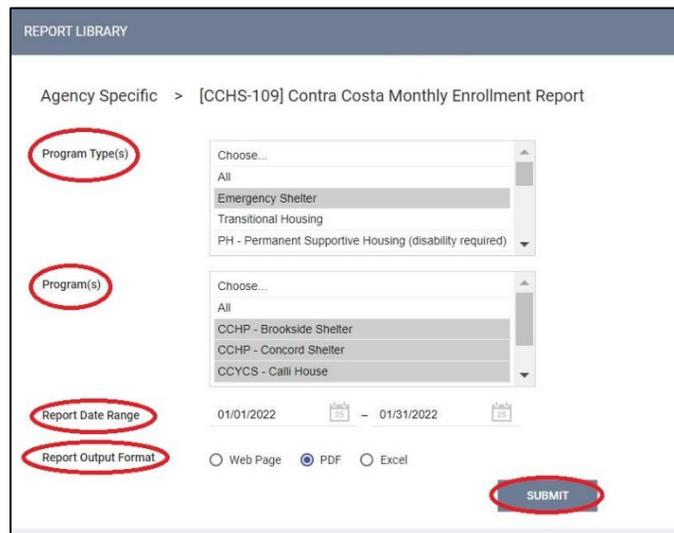


- a. Select "Agency Specific"

b. Look for “[CCHS-109] CONTRA COSTA MONTHLY ENROLLMENT” and click “RUN”



- 4) After clicking RUN you will be brought to a customization screen where you can set the appropriate parameters (e.g., Program Type, Program, Date Range, and Output Format.)
- a. Select the appropriate Program Type(s) and Program(s) that you want filter the results to. (Press and hold the **Ctrl** key to make multiple choices)
 - b. Select your preferred date range (usually 1 month)
 - c. Choose how you would like to download and view the report either as a web page, pdf, or in Excel.
 - d. When you're ready select "SUBMIT"



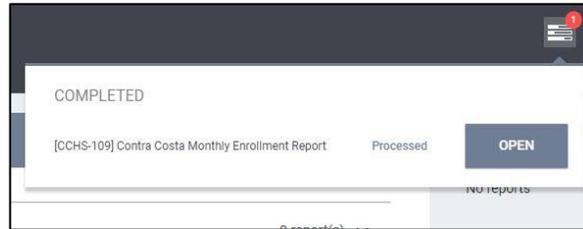
5) A pop-up message will inform you that your request is pending



- a. When your report has been processed a small red notification will appear on the graph icon next to your launch pad.



b. To view it, click on the Icon and “Open” your report.



TIPS ON ASSESSING DATA QUALITY AND MAKING CORRECTIONS

Now that your report is processed and downloaded it is time to assess your programs data quality so that any errors can be identified and corrected.

Here are a few key points to look for when getting started, (please note that the following is not a complete list of possible errors that may be encountered.)

MEASURE THE “COMPLETENESS” OF YOUR PROGRAMS DATA

- 1) Look for any blank spaces and fill in the missing data. E.g., if there is no age in the “Age” column than you will need to report that clients DOB. (If the client refused to give this information please default to (01/01/1975 for an Adult), (01/01/1997 for a Youth), or (01/01/2010 for Children).)

Singles and family members joining existing households:

Client UID	Client Last Name	Client First Name	Age	Intake Date
[REDACTED]	[REDACTED]	[REDACTED]	52	01/06/2021
[REDACTED]	[REDACTED]	[REDACTED]	0	01/10/2021

- 2) Look at the “Latest VI Score” and the “Latest VI Date” columns to ensure that everyone who should have a VI-SPDAT has been assessed. **(Please note that clients should receive a new VI assessment every 6 months or when a major life event occurs -if before 6mos)**

Client UID	Client Last Name	Client First Name	Age	Intake Date	Housing Status	Latest VI Score	Latest VI Date
[REDACTED]	[REDACTED]	[REDACTED]	61	12/01/2021	Category 1 - Homeless	13	05/17/2021
[REDACTED]	[REDACTED]	[REDACTED]	38	12/01/2021	Category 1 - Homeless	[REDACTED]	[REDACTED]

- 3) Look at the "Move-In Date" column (e.g., if a client Exits into permanent housing, then a move-in date must be reported.) Check both the entry and status update screens to see where the information is missing.

MEASURE THE "ACCURACY AND CONSISTENCY" OF YOUR PROGRAMS DATA

- 1) Remove any "Test Clients" -these are dummies that may have been used to train staff but were not removed after.

Singles and family members joining existing households:

Client UID	Client Last Name	Client First Name	Age	Intake Date	Exit Date	Length of Stay	Move-In Date	Discharge Destination
			59	12/01/2021	01/26/2022	56		Rental by client, with RRH or equivalent subsidy
			64	12/09/2021	01/11/2022	33		Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)

- 2) Look at your "Totals". (e.g., if you are a 10-bed facility but there are 20 people in the "Active Caseload" section of the report then some clients may need to be exited)
- 3) Look at the "Singles" section of the report and the "Age" column to ensure there are no children (or other household members) that are disconnected from their group.

Singles and family members joining existing households:

Client UID	Client Last Name	Client First Name	Age	Intake Date	Exit Date	Length of Stay	VI Score	Residence Prior to Entry	Housing Status
			52	01/06/2022		26		Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	Category 1 - Homeless
			5	01/10/2022	01/18/2022	8	14	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	Category 1 - Homeless
			5	01/20/2022		12		Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	Category 1 - Homeless

- 4) Look at the "Housing Status" and "Residence Prior to Entry" columns -Housing Status should align with Residence Prior to Entry (where the person slept the night before entering the program column)
- 5) Look at the "Date of Last Service", "Days since last service", and "Last Service Date + 180 days" columns for red font coloring. If you see red font coloring, this means that the client/household has not had a service in the last 180 days. If the service fields are blank then there were no services being reported for that client's enrollment.
 - a. To correct, add service(s) to the client/household's enrollment or exit the client/household from your program if they are no longer receiving services. **Please note that everyone should have services added upon enrollment.**
 - b. If you are working with families, simply add the service to the HoH and select all family members at the bottom of the service screen. Select each toggle until they are blue.