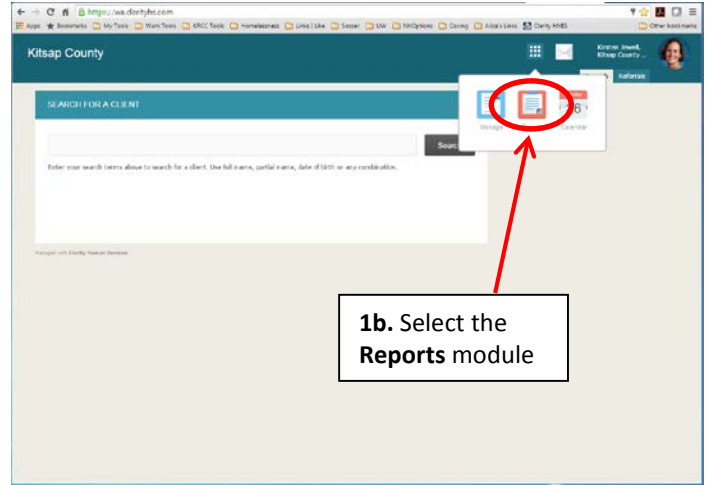
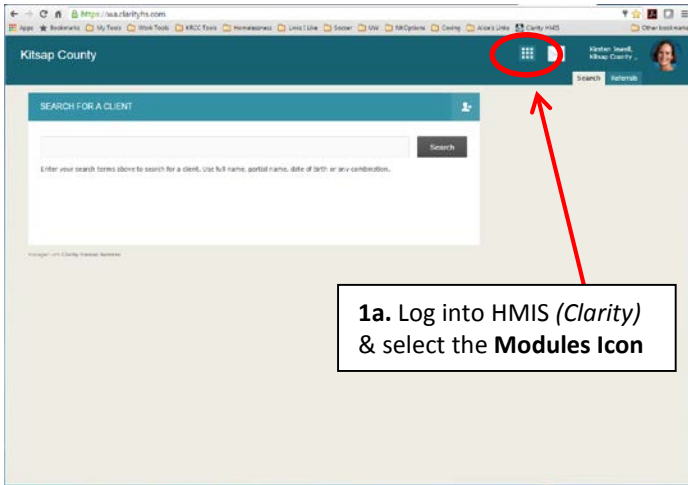


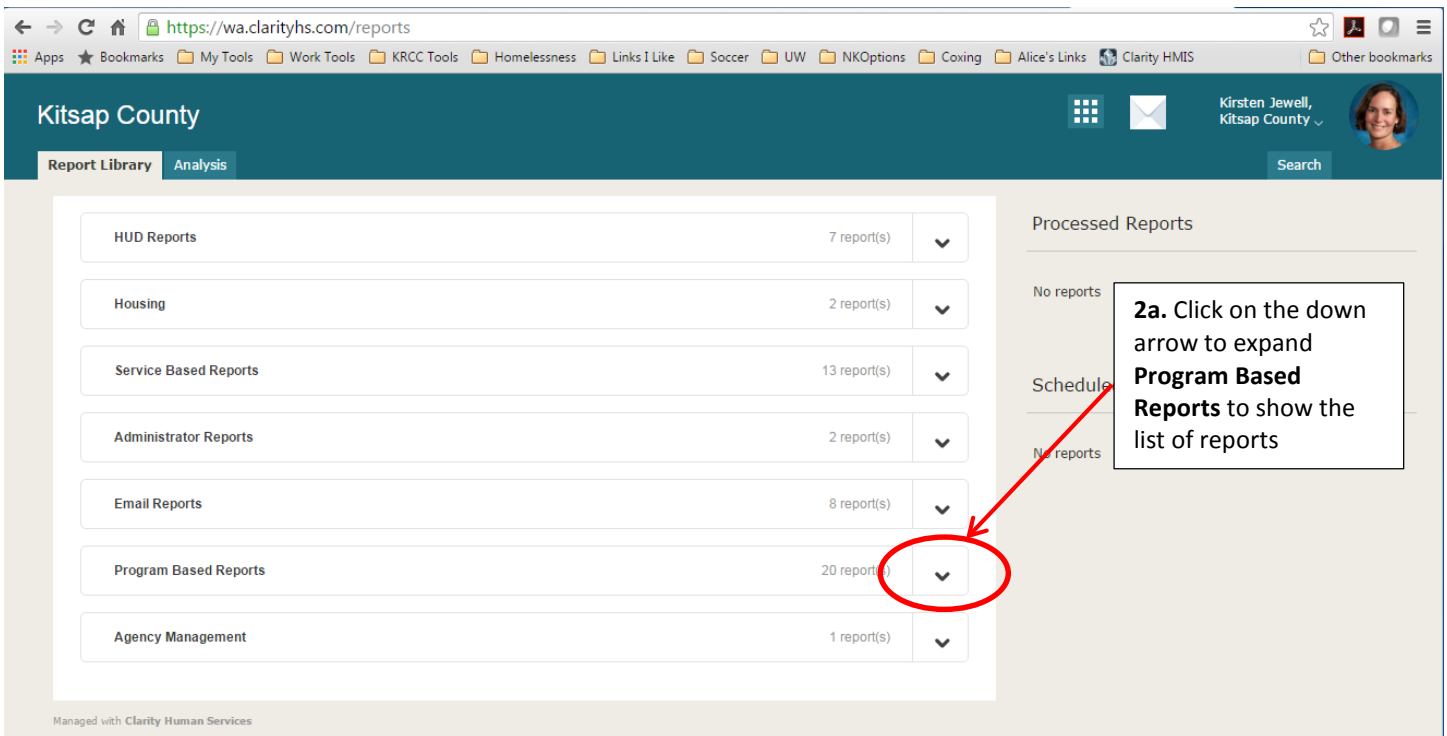
Homeless Housing Grant Program Clarity HMIS Quarterly Report Instructions

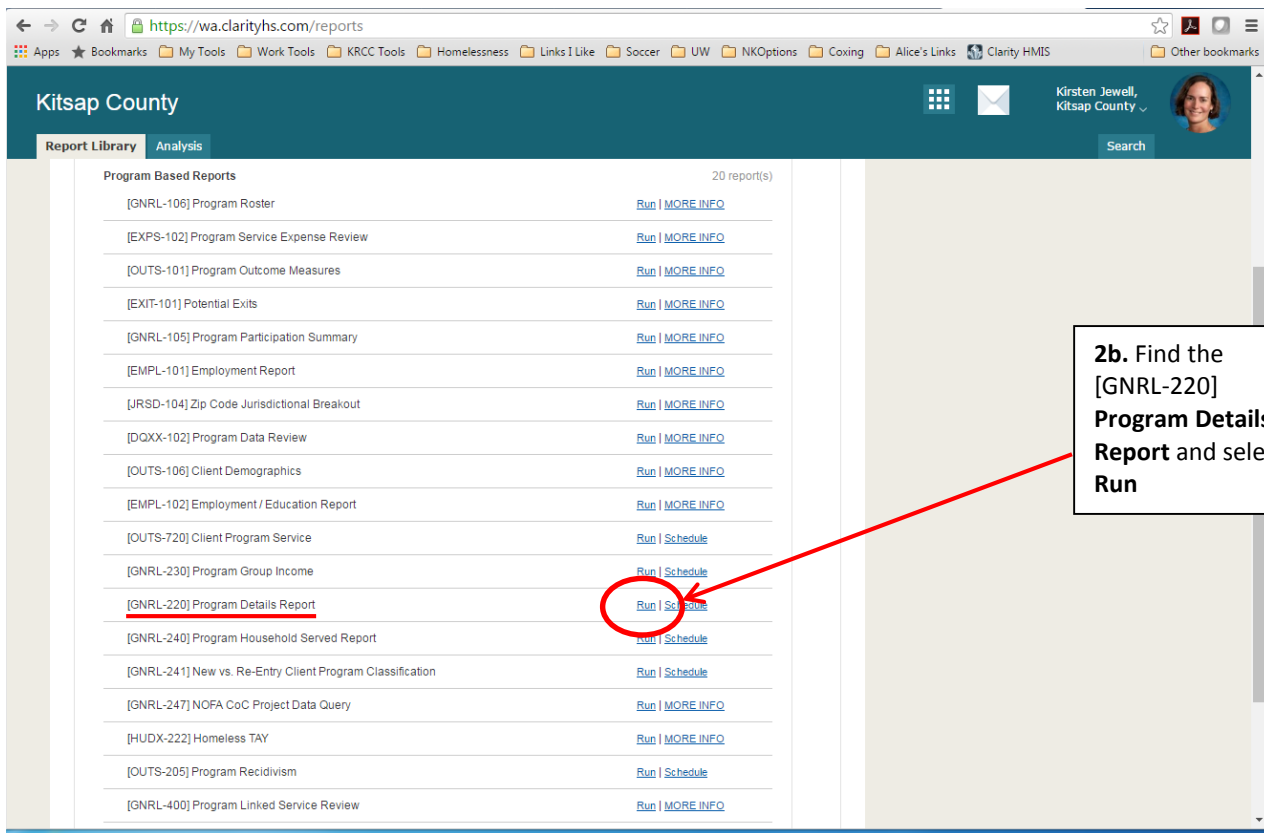
1. Log in to Clarity HMIS and go to the Reports Module



2. Select the Report

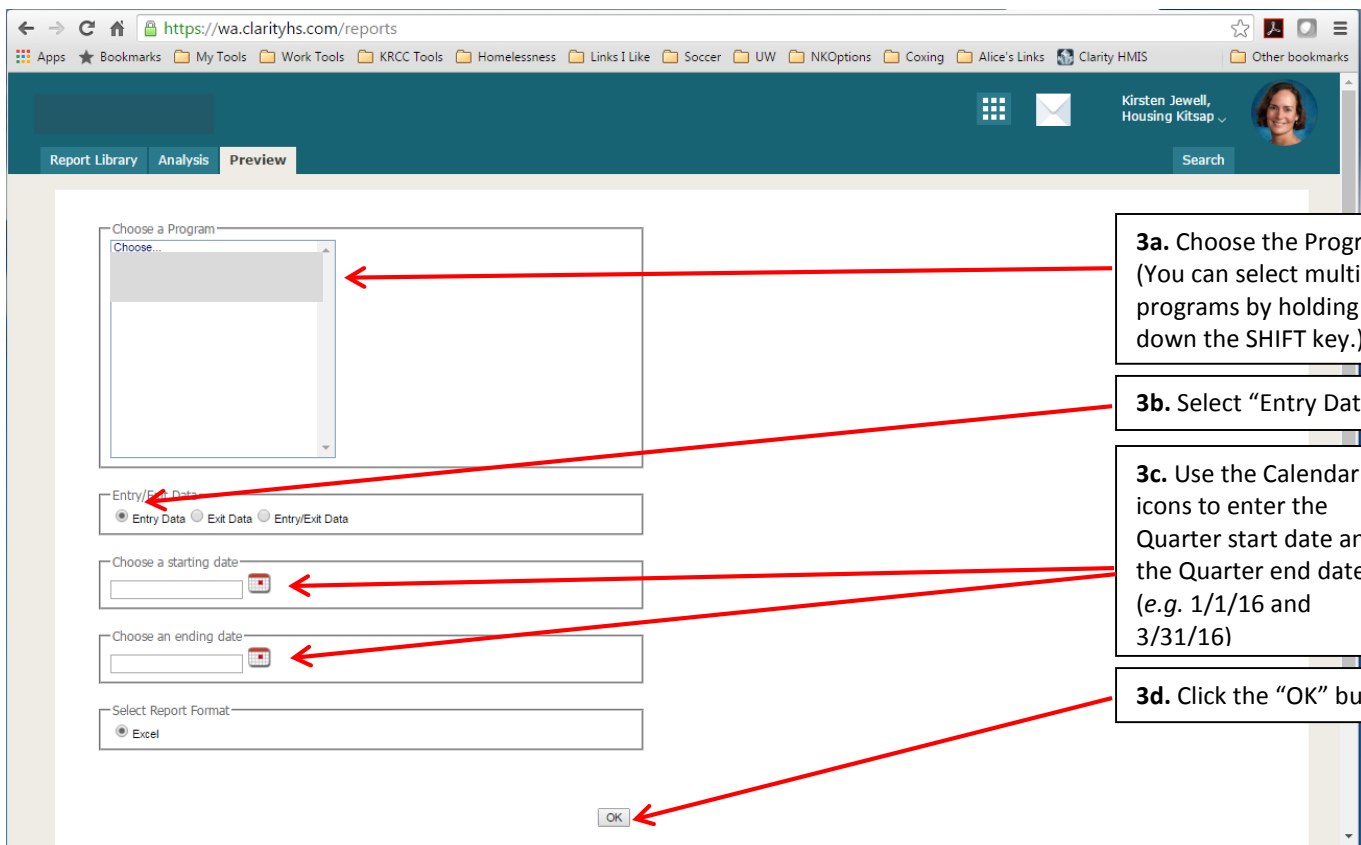
Once the Reports Page loads, follow these steps:





2b. Find the [GNRL-220] Program Details Report and select Run

3. Create the Report



3a. Choose the Program. (You can select multiple programs by holding down the SHIFT key.)

3b. Select "Entry Date"

3c. Use the Calendar icons to enter the Quarter start date and the Quarter end date (e.g. 1/1/16 and 3/31/16)

3d. Click the "OK" button

The screenshot shows the Clarity HMIS reports interface. On the left, there is a 'Report Library' with categories: HUD Reports (7 report(s)), Housing (2 report(s)), Service Based Reports (13 report(s)), Administrator Reports, Email Reports, Program Based Reports, and Agency Management. On the right, there are sections for 'Processed Reports' and 'Scheduled Reports', both showing 'No reports'. Two notification pop-ups are overlaid on the screen. The top one is titled 'Report Queue Manager' and says 'Your report has been added to the Queue. Please check the Queue Manager in the top right of your screen to review processing status.' The bottom one is titled 'Report is ready' and says 'Report "[GNRL-220] Program Details Report" is completed.' with an 'Open' button. A red arrow points from the 'Open' button to a callout box on the right. Another red arrow points from the top right of the interface to another callout box.

Report Queue Manager.
Your report has been added to the Queue. Please check the Queue Manager in the top right of your screen to review processing status.

Report is ready.
Report "[GNRL-220] Program Details Report" is completed. **Open**

3e. When the report is ready, the Report Queue Manager will notify you. Select "Open"

The report is also available by clicking on the Report Queue List.

The screenshot shows the Clarity HMIS reporting queue page. The URL is 'https://wa.clarityhs.com/reporting_queue/open/5505'. The interface has tabs for 'Report Library', 'Analysis', and 'Preview'. The main content area is mostly blank. At the bottom left, there is a download notification that says 'downloaded (30).xls'. A red arrow points from a callout box on the right to this notification. The top right of the interface shows the user's name 'Kirsten Jewell' and a search bar.

3f. Open the Downloaded Report.

4. Verify the Report Information

4a. Review the client information for accuracy. This report includes A LOT of columns. Some columns may be blank due to data migration or because they are not relevant for the program.

Verify that the clients listed are correct – it should list all clients served during the quarter.

Verify that information in the following columns is correct and filled in:

Data Type	Report Column						
DEMOGRAPHICS	DOB	Gender	Race	Ethnicity	Veteran Status		
HOUSING SITUATION	Housing Status at Entry	Residence Prior to Program Entry	Length of Stay in Previous Place	Number of times on the street...	Total number of months homeless...		
HEALTH CONDITIONS	Disabling Condition	Physical Disability	Long Term Disability	Developmental Disability	Chronic Health Condition	Mental Health Problem	Substance Abuse Problem
INCOME	ALL Income Columns						

4b. Correct any inaccurate data and add any missing data in Clarity HMIS and re-run the report.

5. Format the Report in Excel

This will open an Excel Window. The Excel document must be formatted as follows to remove client identifying information.

Note: If you selected more than one Program, you will need to do this formatting for each Program Tab.

The screenshot shows an Excel spreadsheet with the following columns: A (First Name), B (Last Name), C (Agency), D (Staff), E (Enrollment Start Date), F (Enrollment Exit Date), G (Housing Service), H (DOB), and I (SSN). The data rows show 'Anonymous' for First and Last names, 'Housing Kitsap' for Agency, and various dates for enrollment. The SSN column contains '000-00-0000'. Red boxes highlight columns A, B, and I. Red arrows point from text boxes to these columns. The text boxes contain instructions: 5a. Select the Program Tab. 5b. Double click on the First Name column. Then Right Click and "Delete". 5c. Double click on the Last Name column. Then Right Click and "Delete". 5d. Double click on the SSN column. Then Right Click and "Delete".

6. Save the Report

6a. Save the report in Excel, using the following naming convention:

[Year] [Quarter Number] QR HMIS [Contract Number]

(e.g. 2016 1QR HMIS 001-16 or 2016 2QR HMIS 099-16)

6b. Save the report for your files.

7. Submit the Report via Email

Send the report as an email attachment to:

Kirsten Jewell

kjewell@co.kitsap.wa.us

Reports are due each quarter by the end of the month following the quarter's end (unless otherwise specified by the Program Coordinator):

1st Quarter Report due: **April 30 (For 2016, this due date is: June 15)**

2nd Quarter Report due: **July 31**

3rd Quarter Report due: **October 31**

4th Quarter Report due: **January 31**

Please direct questions to:

Kirsten Jewell

Housing & Homelessness Program Coordinator

kjewell@co.kitsap.wa.us

360-337-7286