

ART Gallery Report 0613

HPRP Financial Report

Funding Report

EXECUTIVE SUMMARY:

This report is designed to extract and present the financial assistance data connected with HPRP grants. Expenditures related to client assistance are summarized by:

- Homeless Assistance vs. Homelessness Prevention
- Grant-to date vs. Current quarter
- Assistance Type

In addition to the summary data, six detail sections display the data sorted of grouped by:

- Client Unique Id
- Client Uid
- Service Household Id
- Service Start Date
- Service Provider
- Assistance Type

AUDIENCE:

HPRP Grantees and Sub-grantees

FREQUENCY:

This report will need to be run quarterly to extract HMIS data for completion of the required HPRP quarterly grant reports. This report should be run as needed to check and confirm that the client assistance expenditures being recorded in HMIS are being correctly and completely represented, and tie to corresponding program financial records.

PURPOSE:

The report can be used for data quality, auditing, and/or documentation of HPRP grant related expenditures.

INSTRUCTIONS:

The easiest way to start using this report is to navigate to the automapper. This is a folder that has the reports automatically mapped to your site, so that you don't have to map them yourself. You can navigate to the automapper as shown in Diagram 1, below:

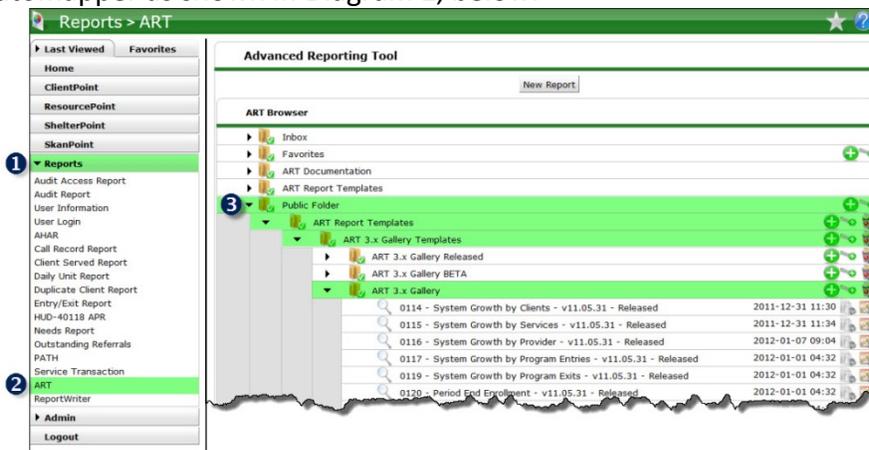


Diagram 1

Requests for additional information concerning the report function/design should be directed to Bowman Systems' Customer Support Specialist (CSS) staff.

Before running the report: Prior to running the report the user must determine the provider or providers to be included in the report and a date range on which to base the results.

This report can be used to extract data for a single grantee/program or for multiple providers. Multiple providers should be selected when they make up a single grant/program and their data needs to be included in a single report, or when multi-provider data need to be aggregated for reporting or analysis.

How to run:

The user input prompts in this report are the same as those in the 610 (QPR) report. Upon opening the report, the user will be prompted (see Diagram 1) to specify parameters which control the data returned by the report. Once the user has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The user should then single-click the "Run Query" button to generate the report.

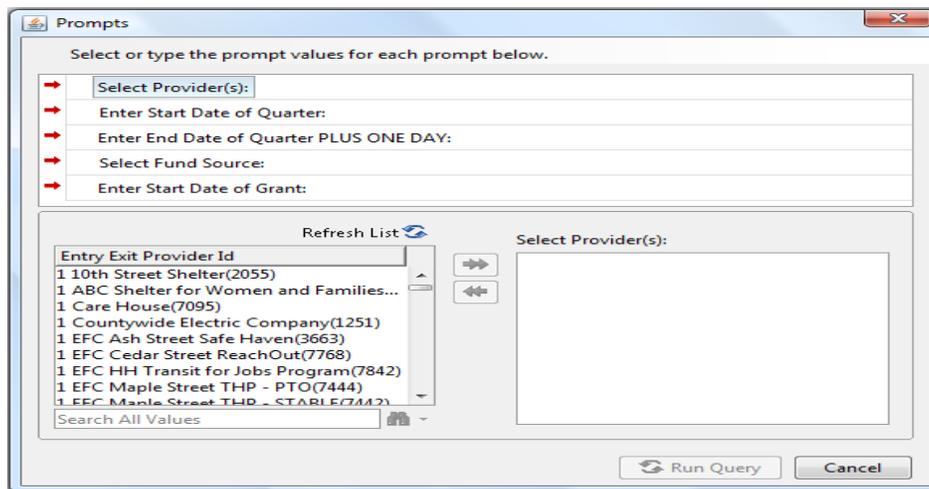


Diagram 1

The five user prompts contained in this report are:

1. **Select Provider(s):** Click the “refresh list” icon and wait for the left window to refresh. Now select the provider or providers to include by highlighting them in the left window and moving them into the right window using the right selection arrow.
2. **Enter Start Date of Quarter:** The user should type in, or select from the calendar, the first day of the quarter for which the report is being prepared. This date should not precede the start date of the grant. If the grant began during the quarter, the grant start date and the quarter start date should be the same.
3. **Enter End Date of Quarter PLUS ONE DAY:** The user should type in, or select from the calendar, the day immediately following the last day of the quarter for which the report is being prepared. For example, if the reporting quarter is October 1 2009 - December 31 2009, then January 1, 2010 should be entered/selected.
4. **Select Fund Source:** Click the “refresh list” icon and wait for the left window to refresh. Now select the funding source to include by highlighting it in the left window and moving it into the right window using the right selection arrow.
5. **Enter Start Date of Grant:** The user should type in, or select from the calendar, the first day of their HPRP grant/contract.

How to read: The report contains eight tabs. Each tab is a sub-report containing three sections:

- **Report Header:** The header contains the title of the report and the tab/sub-report. When running the report in “modify” view, the report header is only visible in print/page layout mode.
- **Report Footer:** The report footer contains the title of the report, the name of the tab/sub-report, the page number, the version number, and the date/time the report was run /printed. Like the header, the footer is only visible in print mode when the report is run in modify view.
- **Report Body:** The report body is the main section of the report located between the header and the footer where the reports data is displayed in a variety of different chart formats. The data contained in each of the tabs in this report is displayed and described below:

**Homelessness Prevention and Rapid Rehousing Program (HPRP)
Financial Report**

Program Expenditure Summary

Reporting Quarter (Q): 7/1/09 - 9/30/09
Grant to Date (GTD): 4/1/08 - 9/30/09
Funding Source: HPRP Source 1

Program Expenditures

1. Total Expenditures	Homelessness Prevention		Homeless Assistance		TOTAL	
	Expenditures		Expenditures		Expenditures	
	Q	GTD	Q	GTD	Q	GTD
Total Expended	\$6,402.28	\$6,402.28	\$2,687.50	\$3,714.78	\$11,089.76	\$11,684.76

2. Total Expenditures by Service Provided	Homelessness Prevention		Homeless Assistance		TOTAL	
	Expenditures		Expenditures		Expenditures	
	Q	GTD	Q	GTD	Q	GTD
Financial Assistance						
Rental assistance	\$6,800.00	\$6,800.00	\$1,512.50	\$1,912.50	\$8,312.50	\$8,712.50
Security and utility deposits	\$150.00	\$150.00	\$350.00	\$500.00	\$500.00	\$650.00
Utility payments	\$192.19	\$192.19	0	0	\$192.19	\$192.19
Moving cost assistance	\$911.09	\$911.09	0	0	\$911.09	\$911.09
Motel and hotel vouchers	\$374.00	\$374.00	\$900.00	\$945.00	\$1,174.00	\$1,219.00
Total Expenditures for Financial Assistance	\$9,327.28	\$9,327.28	\$2,662.50	\$2,257.50	\$10,909.76	\$11,584.76
Housing Relocation and Stabilization Services						
Case management	\$75.00	\$75.00	\$25.00	\$25.00	\$100.00	\$100.00
Outreach and engagement	0	0	0	0	0	0
Housing search and placement	0	0	0	0	0	0
Legal services	0	0	0	0	0	0
Credit repair	0	0	0	0	0	0
Total Expenditures for Housing Relocation and Stabilization Services	\$75.00	\$75.00	\$25.00	\$25.00	\$100.00	\$100.00

Diagram 2

Tab A – Program Expenditures (Diagram 2): This tab contains expenditure totals for both for the quarter (Q) and grant-to-date (GTD). These counts are further broken down by into Homelessness Prevention and Homeless Assistance components and into the various Stabilization Services and Financial Assistance categories.

**Homelessness Prevention and Rapid Rehousing Program (HPRP)
Financial Report
Detail by Client Unique Id**

Reporting Quarter (Q): 7/1/09 - 9/30/09
Grant to Date (GTD): 4/1/09 - 9/30/09
Funding Source: HPRP Source 1

Client Unique Id	Client Uid	Service Uid	Type of Expenditure	Start Date	End Date	Q \$\$	GTD \$\$
cbl 000000004600400	339729	1596436	Security deposits	9/9/09	9/10/09	\$50.00	\$50.00
		1596439	Utility payments	9/9/09	9/10/09	\$14.66	\$14.66
hcl 000000001616453	336246	1592935	Rental assistance	7/16/09	7/17/09	\$300.00	\$300.00
hcl 011220031616453	336245	1592937	Rental assistance	7/16/09	7/17/09	\$300.00	\$300.00
hcl 040419801616453	336244	1592938	Rental assistance	7/16/09	7/17/09	\$300.00	\$300.00
		1592934	Rental assistance	6/15/09	6/15/09	\$0.00	\$400.00
hcl 010220001616453	336243	1596421	Security deposits	6/16/09	6/17/09	\$0.00	\$150.00
		1596422	Motel & hotel vouchers	6/16/09	6/17/09	\$0.00	\$45.00
lzl 000000006000400	339731	1596437	Security deposits	9/9/09	9/10/09	\$50.00	\$50.00
		1596440	Utility payments	9/9/09	9/10/09	\$14.66	\$14.66
ptl 000000003200400	339730	1596438	Security deposits	9/9/09	9/10/09	\$50.00	\$50.00
		1596441	Utility payments	9/9/09	9/10/09	\$14.66	\$14.66
tlu 0000000085001510	339732	1596442	Motel & hotel vouchers	9/9/09	9/10/09	\$31.00	\$31.00
		1596443	Motel & hotel vouchers	9/9/09	9/10/09	\$31.00	\$31.00
		1596444	Motel & hotel vouchers	9/9/09	9/10/09	\$31.00	\$31.00
		1596445	Motel & hotel vouchers	9/9/09	9/10/09	\$31.00	\$31.00
		1596446	Utility payments	9/9/09	9/10/09	\$148.23	\$148.23
		1596447	Rental assistance	9/9/09	9/10/09	\$1,300.00	\$1,300.00
		1596448	Moving cost assistance	9/9/09	9/10/09	\$811.09	\$811.09
		Total:					

Diagram 3

Tab B – Detail by Unique Client Id (Diagram 3): This tab contains a breakdown of expenditures sorted by the Client Unique Id, and displays Client Uid, Service Uid, Expenditure Type, Service Start Date, Service End Date, Expenditure amount occurring in the current quarter, and Expenditure amount occurring within the date range of the grant (to date).

**Homelessness Prevention and Rapid Rehousing Program (HPRP)
Financial Report
Detail by Client Uid**

Reporting Quarter (Q): 7/1/09 - 9/30/09
Grant to Date (GTD): 4/1/09 - 9/30/09
Funding Source: HPRP Source 1

Client Uid	Provider	Type of Expenditure	Service Uid	Start Date	Q \$\$	GTD \$\$
336243	HPRP Test Provider 1(8565)	Motel & hotel vouchers	1596422	6/16/09	\$0.00	\$45.00
	HPRP Test Provider 1(8565)	Rental assistance	1592934	6/15/09	\$0.00	\$400.00
	HPRP Test Provider 1(8565)	Security deposits	1596421	6/16/09	\$0.00	\$150.00
336244	HPRP Test Provider 1(8565)	Rental assistance	1592936	7/16/09	\$300.00	\$300.00
336245	HPRP Test Provider 1(8565)	Rental assistance	1592937	7/16/09	\$300.00	\$300.00
336246	HPRP Test Provider 1(8565)	Rental assistance	1592935	7/16/09	\$300.00	\$300.00
339729	HPRP Test Provider 1(8565)	Security deposits	1596436	9/9/09	\$50.00	\$50.00
	HPRP Test Provider 1(8565)	Utility payments	1596439	9/9/09	\$14.65	\$14.65
339730	HPRP Test Provider 1(8565)	Security deposits	1596438	9/9/09	\$50.00	\$50.00
	HPRP Test Provider 1(8565)	Utility payments	1596441	9/9/09	\$14.65	\$14.65
339731	HPRP Test Provider 1(8565)	Security deposits	1596437	9/9/09	\$50.00	\$50.00
	HPRP Test Provider 1(8565)	Utility payments	1596440	9/9/09	\$14.66	\$14.66
	HPRP Test Provider 1(8565)	Motel & hotel vouchers	1596442	9/9/09	\$31.00	\$31.00
339732	HPRP Test Provider 1(8565)	Motel & hotel vouchers	1596443	9/9/09	\$31.00	\$31.00
	HPRP Test Provider 1(8565)	Motel & hotel vouchers	1596444	9/9/09	\$31.00	\$31.00
	HPRP Test Provider 1(8565)	Motel & hotel vouchers	1596445	9/9/09	\$31.00	\$31.00
	HPRP Test Provider 1(8565)	Moving cost assistance	1596448	9/9/09	\$811.00	\$811.00
	HPRP Test Provider 1(8565)	Rental assistance	1596447	9/9/09	\$1,300.00	\$1,300.00
	HPRP Test Provider 1(8565)	Utility payments	1596446	9/9/09	\$148.23	\$148.23
					Total:	\$3,477.28

Diagram 4

Tab C - Detail by Client Uid (Diagram 4): This tab contains a breakdown of expenditures sorted by the Client Uid, and displays Service Provider, Expenditure Type, Service Uid, Service Start Date, Expenditure amount occurring during the current quarter, and Expenditure amount occurring within the date range of the grant (to date).

**Homelessness Prevention and Rapid Rehousing Program (HPRP)
Financial Report
Detail by Household**

Reporting Quarter (Q): 7/1/09 - 9/30/09
Grant to Date (GTD): 4/1/09 - 9/30/09
Funding Source: HPRP Source 1

HH Id	Client Unique Id	Client Uid	Service Uid	Type of Expenditure	Start Date	Q \$\$	GTD \$\$	
105846	hd 00000001616483	336246	1592936	Rental assistance	7/16/09	\$300.00	\$300.00	
	hd 011220031616483	336245	1592937	Rental assistance	7/16/09	\$300.00	\$300.00	
	hd 046419901616483	336244	1592936	Rental assistance	7/16/09	\$300.00	\$300.00	
Household Total:						\$900.00	\$900.00	
105850	oi 0000000014608400	336729	1596436	Security deposits	9/9/09	\$50.00	\$50.00	
			1596438	Utility payments	9/9/09	\$14.65	\$14.65	
	bi 000000001606400	336731	1596437	Security deposits	9/9/09	\$50.00	\$50.00	
			1596440	Utility payments	9/9/09	\$14.66	\$14.66	
	poi 000000003328400	336730	1596438	Security deposits	9/9/09	\$50.00	\$50.00	
			1596441	Utility payments	9/9/09	\$14.65	\$14.65	
Household Total:						\$193.96	\$193.96	
Single Person Households	hd 010220001616483	336243	1592934	Rental assistance	6/15/09	\$0.00	\$400.00	
			1596421	Security deposits	6/16/09	\$0.00	\$150.00	
			1596422	Motel & hotel vouchers	6/16/09	\$0.00	\$45.00	
				1596442	Motel & hotel vouchers	9/9/09	\$31.00	\$31.00
				1596443	Motel & hotel vouchers	9/9/09	\$31.00	\$31.00
				1596444	Motel & hotel vouchers	9/9/09	\$31.00	\$31.00
	tu 000000002600510	336732	1596445	Motel & hotel vouchers	9/9/09	\$31.00	\$31.00	
			1596446	Utility payments	9/9/09	\$148.23	\$148.23	
			1596447	Rental assistance	9/9/09	\$1,300.00	\$1,300.00	
			1596448	Moving cost assistance	9/9/09	\$811.00	\$811.00	
Household Total:						\$2,383.32	\$2,978.32	
Grand Total:						\$3,477.28	\$4,072.28	

Diagram 5

Tab D - Detail by Household (Diagram 5): This tab contains a breakdown of expenditures sorted by the Service Household Id, and displays Client Unique Id, Client Uid, Service Uid, Expenditure Type, Service Start Date, Expenditure amount occurring during the current quarter, and Expenditure amount occurring within the date range of the grant (to date). Clients without a Service Household Id are considered to be single person households for HPRP reporting purposes. These clients are grouped together in the last household section of this sub-report.

**Homelessness Prevention and Rapid Rehousing Program (HPRP)
Financial Report**
Detail by Date

Reporting Quarter (Q): 7/1/09 - 9/30/09
Grant to Date (GTD): 4/1/09 - 9/30/09
Funding Source: HPRP Source 1

Start Date	Client Uid	Service Uid	Type of Expenditure	Provider	Q \$\$	GTD \$\$
6/15/09	336243	1502934	Rental assistance	HPRP Test Provider 1(8560)	\$0.00	\$400.00
6/16/09	336243	1506421	Security deposits	HPRP Test Provider 1(8560)	\$0.00	\$150.00
6/16/09	336243	1506422	Motel & hotel vouchers	HPRP Test Provider 1(8560)	\$0.00	\$46.00
7/16/09	336244	1502936	Rental assistance	HPRP Test Provider 1(8560)	\$300.00	\$300.00
7/16/09	336245	1502937	Rental assistance	HPRP Test Provider 1(8560)	\$300.00	\$300.00
7/16/09	336246	1502935	Rental assistance	HPRP Test Provider 1(8560)	\$300.00	\$300.00
9/9/09	336729	1506436	Security deposits	HPRP Test Provider 1(8560)	\$50.00	\$50.00
9/9/09	336730	1506438	Security deposits	HPRP Test Provider 1(8560)	\$50.00	\$50.00
9/9/09	336731	1506437	Security deposits	HPRP Test Provider 1(8560)	\$50.00	\$50.00
9/9/09	336729	1506439	Utility payments	HPRP Test Provider 1(8560)	\$14.65	\$14.65
9/9/09	336730	1506441	Utility payments	HPRP Test Provider 1(8560)	\$14.65	\$14.65
9/9/09	336731	1506440	Utility payments	HPRP Test Provider 1(8560)	\$14.66	\$14.66
9/9/09	336732	1506442	Motel & hotel vouchers	HPRP Test Provider 1(8560)	\$31.00	\$31.00
9/9/09	336732	1506443	Motel & hotel vouchers	HPRP Test Provider 1(8560)	\$31.00	\$31.00
9/9/09	336732	1506444	Motel & hotel vouchers	HPRP Test Provider 1(8560)	\$31.00	\$31.00
9/9/09	336732	1506445	Motel & hotel vouchers	HPRP Test Provider 1(8560)	\$31.00	\$31.00
9/9/09	336732	1506446	Utility payments	HPRP Test Provider 1(8560)	\$148.23	\$148.23
9/9/09	336732	1506447	Rental assistance	HPRP Test Provider 1(8560)	\$1,300.00	\$1,300.00
9/9/09	336732	1506448	Moving cost assistance	HPRP Test Provider 1(8560)	\$611.09	\$611.09
Grand Total:					\$3,477.28	\$4,072.28

Diagram 6

Tab E - Detail by Date (Diagram 6): This tab contains a breakdown of expenditures sorted by the Service Start Date, and displays Client Uid, Service Uid, Expenditure Type, Service Provider, Expenditure amount occurring during the current quarter, and Expenditure amount occurring within the date range of the grant (to date).

**Homelessness Prevention and Rapid Rehousing Program (HPRP)
Financial Report**
Detail by Provider

Reporting Quarter (Q): 7/1/09 - 9/30/09
Grant to Date (GTD): 4/1/09 - 9/30/09
Funding Source: HPRP Source 1

HPRP Test Provider 1(8560)

Client Uid	HH Id	Service Id	Start Date	End Date	Type of Expenditure	Q \$\$	GTD \$\$
336243		1502934	6/15/09	6/15/09	Rental assistance	\$0.00	\$400.00
336243		1506421	6/16/09	6/17/09	Security deposits	\$0.00	\$150.00
336243		1506422	6/16/09	6/17/09	Motel & hotel vouchers	\$0.00	\$46.00
336244	105946	1502936	7/16/09	7/17/09	Rental assistance	\$300.00	\$300.00
336245	105946	1502937	7/16/09	7/17/09	Rental assistance	\$300.00	\$300.00
336246	105946	1502935	7/16/09	7/17/09	Rental assistance	\$300.00	\$300.00
336729	105950	1506436	9/9/09	9/10/09	Security deposits	\$50.00	\$50.00
336729	105950	1506439	9/9/09	9/10/09	Utility payments	\$14.65	\$14.65
336730	105950	1506438	9/9/09	9/10/09	Security deposits	\$50.00	\$50.00
336730	105950	1506441	9/9/09	9/10/09	Utility payments	\$14.65	\$14.65
336731	105950	1506437	9/9/09	9/10/09	Security deposits	\$50.00	\$50.00
336731	105950	1506440	9/9/09	9/10/09	Utility payments	\$14.66	\$14.66
336732		1506442	9/9/09	9/10/09	Motel & hotel vouchers	\$31.00	\$31.00
336732		1506443	9/9/09	9/10/09	Motel & hotel vouchers	\$31.00	\$31.00
336732		1506444	9/9/09	9/10/09	Motel & hotel vouchers	\$31.00	\$31.00
336732		1506445	9/9/09	9/10/09	Motel & hotel vouchers	\$31.00	\$31.00
336732		1506446	9/9/09	9/10/09	Utility payments	\$148.23	\$148.23
336732		1506447	9/9/09	9/10/09	Rental assistance	\$1,300.00	\$1,300.00
336732		1506448	9/9/09	9/10/09	Moving cost assistance	\$611.09	\$611.09
Total for HPRP Test Provider 1(8560):						\$3,477.28	\$4,072.28

Diagram 7

Tab F- Detail by Expenditure Provider (Diagram 7): This tab contains a breakdown of expenditures sectioned by Service Provider, with each provider starting on a separate page of the sub-report. In addition to expenditure type, the report displays Client Uid, Household Uid (if any) Service Uid, Service Start Date, Service End Date, Expenditure Type, Expenditure amount occurring during the current quarter, and Expenditure amount occurring within the date range of the grant (to date).

**Homelessness Prevention and Rapid Rehousing Program (HPRP)
Financial Report**
Detail by Type of Expenditure

Reporting Quarter (Q): 7/1/09 - 9/30/09
 Grant to Date (GTD): 4/1/09 - 9/30/09
 Funding Source: HPRP Source 1

Expenditure Type: Motel & hotel vouchers

Client Uid	HH Id	Service Id	Start Date	End Date	Provider	Q \$\$	GTD \$\$
336243		1506422	0/10/09	0/17/09	HPRP Test Provider 1(8560)	\$0.00	\$45.00
339732		1506442	0/0/09	0/10/09	HPRP Test Provider 1(8560)	\$31.00	\$31.00
339732		1506443	0/0/09	0/10/09	HPRP Test Provider 1(8560)	\$31.00	\$31.00
339732		1506444	0/0/09	0/10/09	HPRP Test Provider 1(8560)	\$31.00	\$31.00
339732		1506445	0/0/09	0/10/09	HPRP Test Provider 1(8560)	\$31.00	\$31.00
Total for Motel & hotel vouchers:						\$124.00	\$169.00

Diagram 8

Tab G- Detail by Expenditure Type (Diagram 8): This tab contains a breakdown of expenditures sectioned by Type, with each type of expenditure starting on a separate page of the sub-report. In addition to expenditure type, the report displays Client Uid, Household Uid (if any) Service Uid, Service Start Date, Service End Date, Service Provider, Expenditure amount occurring during the current quarter, and Expenditure amount occurring within the date range of the grant (to date).

**Homelessness Prevention and Rapid Rehousing Program (HPRP)
Quarterly Progress Report (QPR)
Additional Information**

User Prompt Field	Value(s) Selected
Enter Start Date of Quarter:	7/1/09
Enter Start Date of Grant:	4/1/09
Enter End Date of Quarter PLUS ONE DAY:	10/1/09
Select Funding Source:	HPRP Source 1
Select Provider(s):	HPRP Test Provider 1(8560); HPRP Test Provider 3(8561); HPRP Test Provider 3(8562); HPRP Test Provider 4(8563); HPRP Test Provider 5(8570)

Providers Reporting Information	Service Count	Unique Client Count	Client Count
HPRP Test Provider 1(8560)	10	8	8
HPRP Test Provider 2(8561)	0	0	0
HPRP Test Provider 3(8562)	0	0	0
HPRP Test Provider 4(8563)	0	0	0
HPRP Test Provider 5(8570)	0	0	0

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Diagram 9

Tab H – Additional Information (Diagram 9): This tab is provided as a reference to the user running the report and lists the parameters specified in the user prompts. It also displays the number of service transactions by provider and the total number of clients by provider counted both by Client Uid and by Client Unique Id. The Client Unique Id count indicates the de-duplicated total.

TECHNICAL NOTES

1. Inclusion: In order for an expenditure to be properly included in this report the expenditure must be properly recorded in HMIS in conjunction for an HPRP Service Transaction, including the specified Funding Source (either Fund Source 1 or Fund Source 2) and a dollar amount (Cost 1 or Cost 2 respectively). Additionally most of the work-flow elements and report requirements connected with the HPRP QPR (ART Gallery Report 610) must be also met. These include:

- **Requirements when specifying a single provider:**

1. The client must have a combination of HPRP type program entry/exits which indicate they were enrolled in the program of the specified provider during the date range (Grant to Date and/or Quarter).
2. The client must have one or more service transactions which indicate they received one or more services from the specified entry-exit provider during the date range (Grant to Date and/or Quarter).
3. At least one of the client's service transactions must also have a start date that falls between their program entry and their program exits.
4. The client must have one of four recorded answers to the "Housing Status" question at the time of program entry. These are: "stably housed", "housed and at risk of losing housing", "housed and at imminent risk of losing housing" or "literally homeless". Clients with a "don't know" or "refused" answer to the housing status question at program entry are not included in the report.
5. The client's service transaction must be accompanied by a recorded HPRP Financial Assistance Activity or by an HPRP Housing Relocation & Stabilization Service.
6. The service transaction must also include a fund source and an amount for the recorded HPRP Financial Assistance Activity or by an HPRP Housing Relocation & Stabilization Service.

- **Requirements when specifying multiple providers:** Multiple providers may be selected for the report and will be reported as a single entity in that clients will be de-duplicated across providers, and reported only once in each applicable report category. However it is important to note that each provider must record both a program entry/exit AND at least one service transaction for the client to be properly counted. Work flow models that involve recording an entry exit under one provider and a service transaction under a different provider are not supported by this report.

1. The client must have a combination of HPRP type program entry/exits which indicate they were enrolled in one or more programs of the specified providers during the date range (Grant to Date and/or Quarter).
2. The client must have one or more service transactions which indicate they received one or more services from one or more of the specified providers during the date range (Grant to Date and/or Quarter).

3. This service transaction must have a start date that falls during their period of enrollment, and must have been provided by the same provider as the enrollment.
4. The client must have a one of six recorded answers to the “Housing Status” question at the time of program entry. These are:
 - Stably housed (HUD)
 - Housed and at risk of losing housing (HUD)*
 - Unstably housed and at-risk of losing their housing (HUD)
 - Housed and at imminent risk of losing housing (HUD)*
 - Imminently losing their housing (HUD)

*Note: these two values are retired values and are no longer in active use, but are included to retain historical data.

Clients with a “don’t know” or “refused” answer to the housing status question at program entry are not included in the report.

5. The client’s service transaction must be accompanied by a recorded HPRP Financial Assistance Activity or by an HPRP Housing Relocation & Stabilization Service.
 6. The service transaction must also include a fund source and an amount for the record HPRP Financial Assistance Activity or by an HPRP Housing Relocation & Stabilization Service.
1. **Homeless Status Requirement:** Clients are included in the report’s Homeless Assistance and/or Homelessness Prevention categories based upon their answer to the homeless status question at the time of program entry. Those indicated as “literally homeless” are counted as Homeless Assistance clients, while “stably housed”, “housed and at risk of losing housing”; “housed and at imminent risk of losing housing”; “imminently losing their housing” or “unstably housed and at-risk of losing their housing” are counted as Homelessness Prevention. Clients without an answer to the question at time of entry or with an answer of “don’t know” or “refused” are excluded from the report altogether. Since clients are classified as Homeless Assistance or as Homeless Prevention based on their housing status at program entry, there is no need to record the client’s new housing status if it should change while the client is enrolled, since this does not impact their status at entry.
 2. **Service End Dates:** This report is designed according to HUD vendor instructions which identify on-going services by the absence of a service end date. Users should be aware that in some cases these un-ended services may be the result of data entry omission errors rather than actual on-going services and may therefore inflate the counts contained in this report. For this reason un-ended services should be monitored on an on-going basis so that errors can be identified and corrected by supplying the proper service end dates. In no case should the duration of a service transaction ever extend beyond the client’s exit date, since such a record would be clearly in non-compliance with the data standards that require all services to include both a start date and an end date.

3. **Services Spanning Quarters:** When a single HPRP Financial Assistance service begins in one quarter and ends in another (or continues throughout the subsequent quarter without ending) , the dollars connected with that service, are recorded only in the first quarter and are excluded from any subsequent quarters. This is necessary to avoid overstating total grant expenditures. If users desire to show the expenditures in both quarters, the work flow will need involve the recording of a service in each of the quarters and splitting/pro-rating the connected dollars as appropriate between the two service transactions.
4. **Expenditure Type:** In the detail sections of this report HPRP Financial Assistance Activities and HPRP Housing Relocation & Stabilization Services are combined into a single category referred to throughout the report as expenditure “Type”.
5. **Expenditure related data elements:** The detail sections of this report include several data elements connected with each expenditure. Because of space limitations not all elements are included in all breakdowns/sub-reports. These elements include:
 - Expenditure amount
 - Service Provider
 - Service Uid
 - Client Uid
 - Client Unique Id
 - Whether the expenditure occurred during the current quarter
 - Whether the expenditure occurred during the grant
 - Household Id connected to the Service transaction
 - Expenditure Type (HPRP Financial Assistance Activity or HPRP Housing Relocation & Stabilization Service)
 - Service Start Date
 - Service End Date
6. **Fund Source/ Cost calculation:** This report can be run on only one funding source at a time, and if data for multiple funding sources is needed, the report must be rerun for each source separately. The report combines Fund Source 1/Cost 1 and Fund Source 2/Cost 2 in its calculation, and expenditures recorded in both fields under the same source will be double counted. This data entry error can be monitored using Gallery Report 230 HPRP Data Quality.

REPORT MODIFICATION

Because this report is based on HUD standards and HPRP reporting instructions modification is generally not recommended, especially with regards to the query, variables, and formulas that impact the first tab of the report. If additional detail is desired in Tabs B-G; this can be accomplished by adding the desired fields to the query and to the appropriate report table(s) in Tabs B-G.

OTHER HPRP ART GALLERY REPORTS:

A variety of other HPRP ART Gallery reports are available or are currently being developed to assist customers in the administration of their HPRP programs. These include:

- #230 HPRP QPR Data Quality Part 1
- #234 HPRP QPR Data Quality Part 2
- #613 HPRP Financial Assistance Report
- #615 HPRP QPR with Client Detail

DATA MAPPING GUIDE

UNIVERSE: [art3_template_ee_u]

QUERY NAME	OBJECT TYPE	FIELD NAME	LOCATION
Data	Result Objects	Client Uid	Entry Exit / Clients folder
		Service Household Id	Entry Exit / Service (Outer) folder
		Service Uid	Entry Exit / Service (Outer) folder
		Service HPRP Financial Assistance Type	Entry Exit / Service (Outer) folder
		Service HPRP Housing Relocation & Stabilization Service Provided	Entry Exit / Service (Outer) folder
		Client Unique Id	Entry Exit / Clients folder
		Service Fund Source 1	Entry Exit / Service (Outer) folder
		Service Fund Source 2	Entry Exit / Service (Outer) folder
		Service Cost1	Entry Exit / Service (Outer) / Service Costs (Outer) folder
		Service Cost2	Entry Exit / Service (Outer) / Service Costs (Outer) folder
		Service Provide Start Date	Entry Exit / Service (Outer) folder
		Service Provide End Date	Entry Exit / Service (Outer) folder
		Service Provide Provider	Entry Exit / Service (Outer) folder
		Entry Exit Uid	Entry Exit folder
		Housing Status	Entry Objects folder
	Filter Objects	Entry Exit Provider Id	Entry Exit folder
		Entry Exit Type	Entry Exit folder
		Entry Exit Inactive	Entry Exit folder
		Client Inactive	Entry Exit / Clients folder
		Entry Exit Entry Date	Entry Exit folder
		Entry Exit Exit Date	Entry Exit folder
		Service Inactive	Entry Exit / Service (Outer) folder

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#0613 Revision History

Version	Description of Changes
V9.09.21	Original version -BETA
V9.12.03	Revision: User Manual clarifications Tech Notes 2 and 3 revised
V10.03.10	Revision: Correct issue occurring when a financial assistance spans from one quarter into another
V10.04.07	Revision: Corrects anomaly occurring when multiple entry exits correspond to service dates
V10.06.02	Revision: Incorporates HUD wording changes to the Housing Status pick-list
V11.04.13	Revision: For SPR5x/ART3x compatibility
V7	Revision: Addresses anomaly occurring when fund source 1 is null and fund source 2 is not null
V8	Revision: Report Query Speed Optimizations
V9	Revision: Redesign Report Queries for speed optimizations