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ART Reporting for Data Quality

All programs funded by Calgary Homeless Foundation are mandated to pull monthly ART Reports. This guide is meant to serve as a tool in guiding the designated agency reporters through the process of pulling ART reports and leveraging the reports to monitor data quality.

Prerequisites for the ART Reporter

All ART Reporters must:

- Attend ART Training provided by HMIS Team
- Obtain ART License provided by HMIS Team
- Understand monthly/quarterly reporting requirements
- Ensure all required assessments are completed by Case Managers within the calendar month the assessment is due
- Ensure Case Managers enter data correctly
- Ensure each Agency/Program has a backup ART Reporter

Required ART Reports

To ensure the accuracy and integrity of data in HMIS (ServicePoint), every CHF Funded Program is mandated to pull & submit the following ART Reports by the 10th business day of each month:

Housing First

- **Housing First – 3-60 Timeliness Report**
- **Housing First – Timeliness Report – 60+ Month Clients**
- **Housing First – Completion Report – Intake/Exit**
- **Housing First – Completion Report – Quarterly Follow-up**
- **CHF Housing Assessment**

Prevention

- **Prevention – Timeliness Report**
- **Prevention – Completion Report – Intake/3 mo/Exit/Post Report**
- **CHF Housing Assessment Report**

Rent Subsidy

- **Rent Subsidy – 3-60 Timeliness Report**
- **Rent Subsidy – Intake Exit Report**
- **Rent Subsidy – Follow Up Report**

Overview of ART Reports

Timeliness Reports

The Timeliness Report summarizes all clients' statuses within any given program and the number of clients that have entered or exited that program during the selected reporting period.

The 3-60 Timeliness Report calculates client assessment schedules based on the date of move in and displays whether quarterly follow-up assessments have been completed correctly in ServicePoint. Those Housing First Programs who have clients active in their program longer than 60+ months must pull both the 3-60 Timeliness Report AND the 60+ Timeliness Report.

Completion Reports

In addition to providing high level aggregate statistics, the Completion Reports sift through all recorded answers (and will notify if answers are missing) in the Housing First Move-in, Quarterly Follow up and Exit Assessments, as well as the Prevention Move-in, Quarterly Follow up, Exit Assessments, and Post Exit Assessments.

The ART Report sifts through all assessment data within the given reporting period and looks for any questions left unanswered or incomplete. These unanswered/incomplete questions appear as red NULLs within the Completion Reports and serve as a starting point to examine data quality.

CHF Housing Assessment Report

The Housing Assessment ART Report was created for the CHF Housing Assessment. The purpose of this ART report is to alert programs of missed CHF Housing Assessments and to monitor data quality entered in the CHF Housing Assessments.

There are two triggers that require the completion of the CHF Housing Assessment:

- **The HF Move-in Assessment**
- **HF Quarterly Follow Up Assessment: "YES" to "Were you rehoused within the last 3 months?"**

Pulling ART Reports

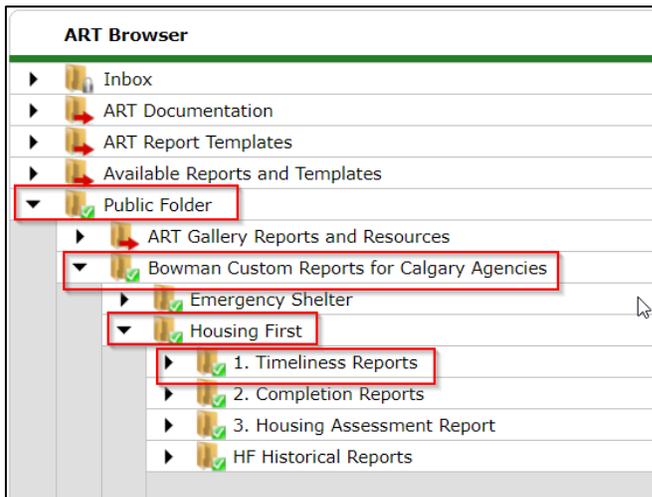
Pulling Timeliness Reports

1. Log in to HMIS ServicePoint and click **“Connect to ART”** in top right-hand corner



2. You will be brought to the Advanced Reporting Tool (ART) landing page. Click on the **small black arrows** to the left of the following folders to expand:

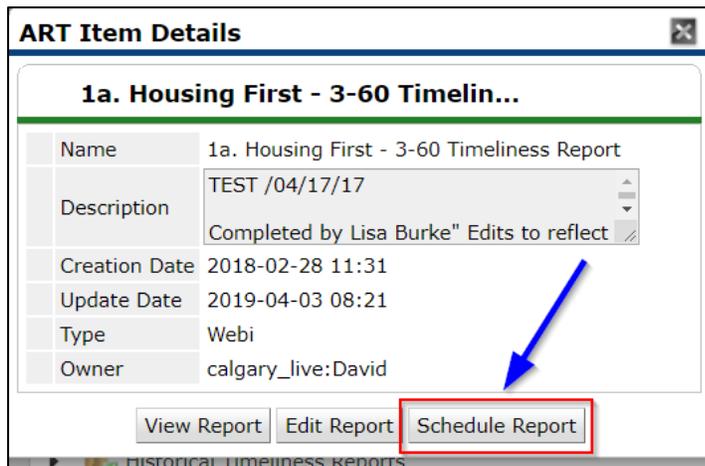
- **Public Folder**
- **Bowman Custom Reports for Calgary Agencies folder**
- **Select Appropriate Housing Type**
 - **Housing First**
 - **Prevention**
 - **Rent Subsidy**
- **Timeliness Reports folder**



3. Select either the 1a. Housing First – 3-60 Timeliness Report or the 1b. Housing First – Timeliness Report- 60+ Month Clients report **by clicking on the magnifying glass icon**:



4. An "ART Item Details" window will open; click on **Schedule Report**



Name	1a. Housing First - 3-60 Timeliness Report
Description	TEST /04/17/17 Completed by Lisa Burke" Edits to reflect
Creation Date	2018-02-28 11:31
Update Date	2019-04-03 08:21
Type	Webi
Owner	calgary_live:David

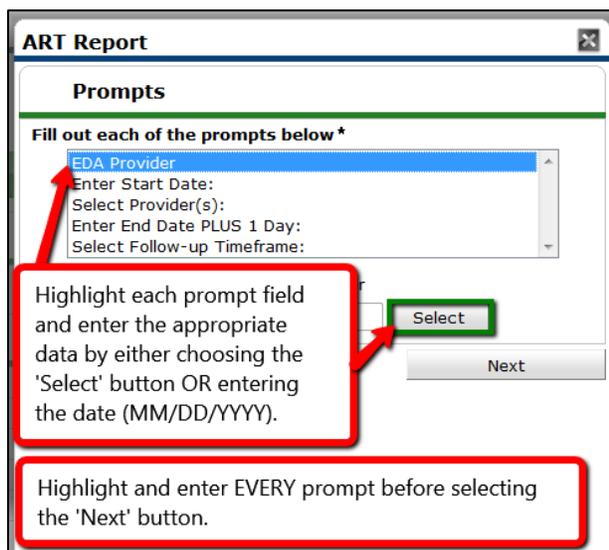
View Report Edit Report **Schedule Report**

5. A new window, titled "ART Report" with a section title, "Prompts", will appear. These prompts help the ART server work with the ServicePoint server to extract the necessary data for each report. You will need to enter each prompt before pulling the report. These prompts may be found on the CHF Website for reference, and include:

- **EDA Provider:** (EDA = Enter Data As; Provider = Program) Program you're pulling data for. This is the first 'bookend' of the data pull.
- **Enter Effective Date:** Date immediately following the last date of data pulled into timeframe (ex. If January reports are being submitted the effective date would be February 1).
- **Enter Client Age (as of Effective Date):** Optional prompt. Allows you to filter clients out by age (ex. Family programs may enter 18 to filter out all clients under 18). Leave this blank if you do not wish to filter.
- **Select Provider(s):** Second 'bookend' of the data pull and will be the same as the EDA Provider (in your first bookend)
- **Enter Start Date:** First day of the reporting period
- **Enter End Date PLUS ONE DAY:** End date of the reporting period PLUS ONE DAY.

*Effective Date and End Date PLUS ONE DAY will always be the same date.

**All dates entered must follow US Date format: Month/Day/Year



ART Report

Prompts

Fill out each of the prompts below *

EDA Provider
Enter Start Date:
Select Provider(s):
Enter End Date PLUS 1 Day:
Select Follow-up Timeframe:

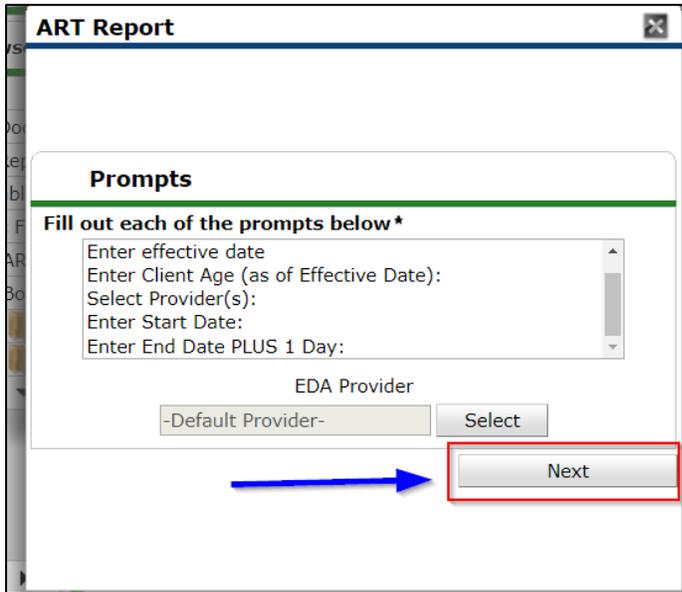
Select

Next

Highlight each prompt field and enter the appropriate data by either choosing the 'Select' button OR entering the date (MM/DD/YYYY).

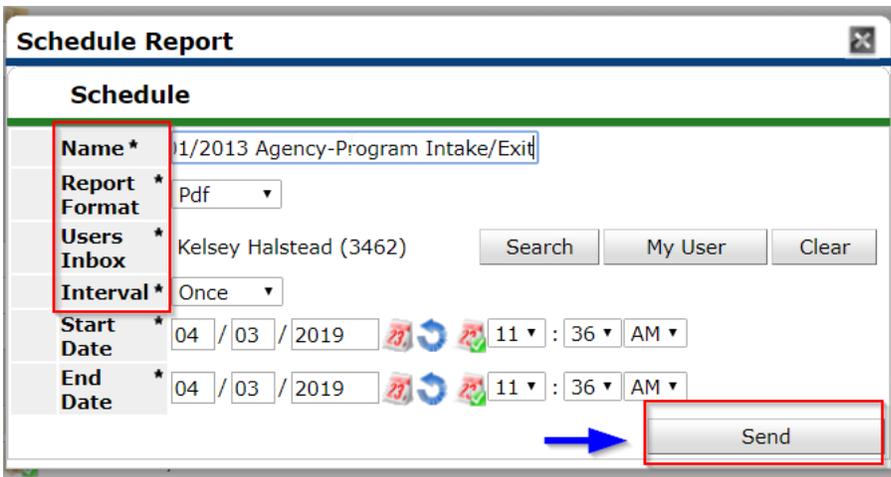
Highlight and enter EVERY prompt before selecting the 'Next' button.

6. Once you have entered every prompt select **Next**. (Don't forget to scroll down to see the last prompt).



7. You will be directed to the "Schedule Report" window; please follow these steps:

- a. Name the report using convention: MM/YYYY Agency-Program - Type of Report
- b. In Report Format, select **PDF** or **EXCEL**
- c. Interval field, **always select "Once"**
- d. Ignore Start Date and End Date.
- e. Click **Send**

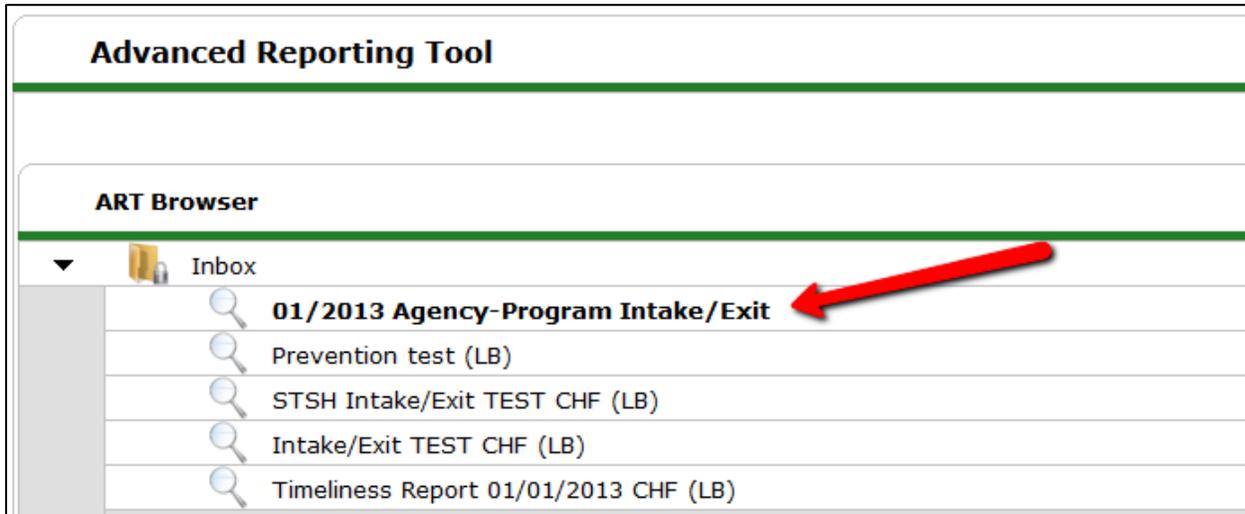


8. Scroll to bottom of ART Page, and in the bottom right hand corner, **click the Refresh button**. Now that you have set the report to run, it will appear at the bottom of the ART Browser page under "Scheduled Reports."

While the report is running, you may leave the page and even log out without interrupting the data pull.

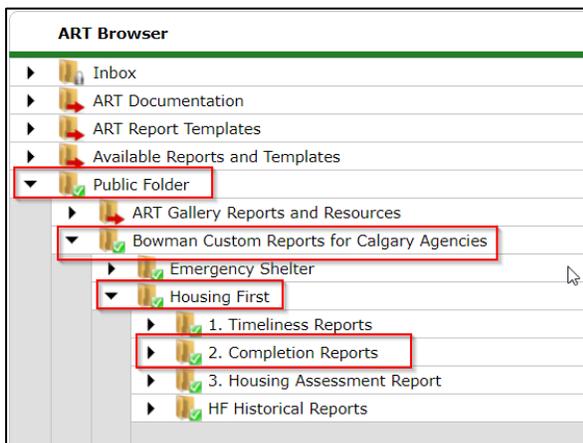
Typically reports take about 1-6 minutes to complete – the time varies depending on the computer speed and the amount of data in the report.

9. Once the report is complete, it will appear at the top of the ART Browser page in your Inbox. **Click the magnifying glass** beside the appropriate report and choose **download** to view the report that you have generated.



Pulling Completion Reports

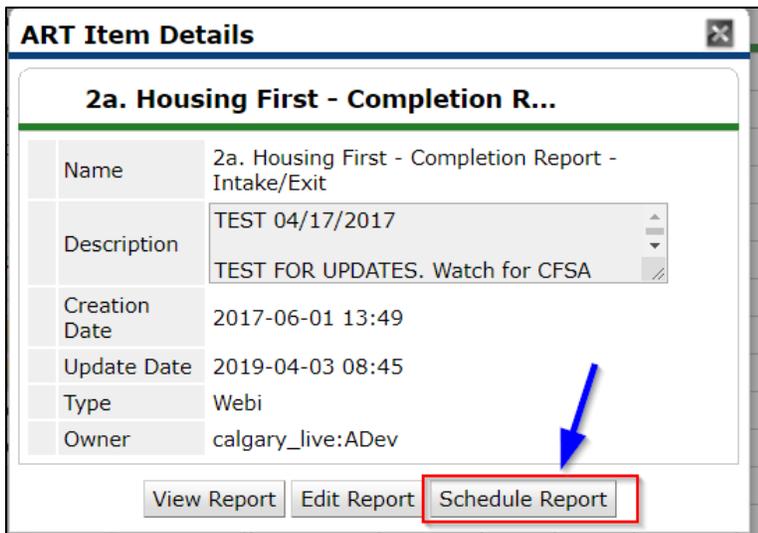
1. Log in to HMIS ServicePoint and click **“Connect to ART”** in top right-hand corner
2. You will be brought to the Advanced Reporting Tool (ART) landing page. Click on the **small black arrows** to the left of the following folders to expand:
 - **Public Folder**
 - **Bowman Custom Reports for Calgary Agencies folder**
 - **Select Appropriate Housing Type**
 - **Housing First**
 - **Prevention**
 - **Rent Subsidy**
 - **Completion Reports folder**



3. Select either the 2a. Housing First – Completion Report – Intake/Exit or 2b. Housing First – Completion Report – Quarterly Follow-up by **clicking on the magnifying glass icon** (you can also pull the Post-exit Completion Reports if applicable):



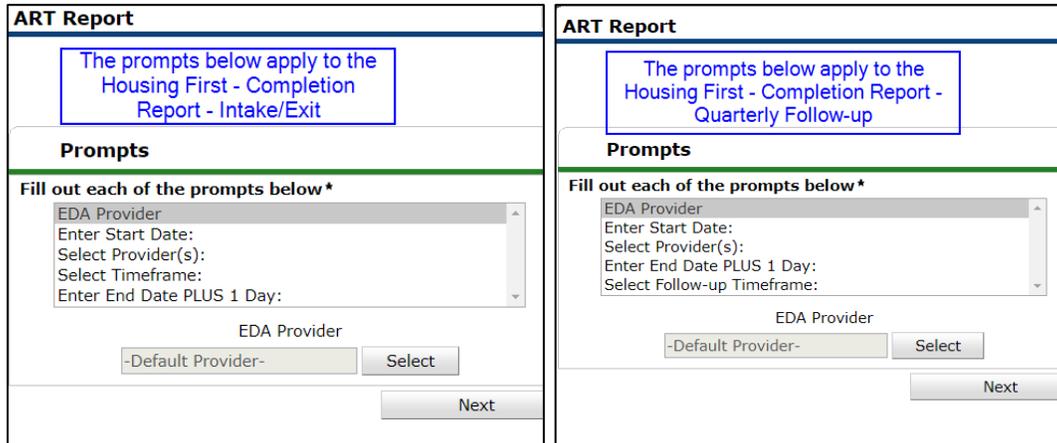
4. An "ART Item Details" window will open; click on **Schedule Report**



5. A window will pop up that will require you to fill in various prompts.

Please note: Prompts for the Completion reports can vary depending on the report type, but will include a combination of the following:

- **EDA Provider:** (EDA = Enter Data As; Provider = Program) Program you're pulling data for. This is the first 'bookend' of the data pull.
- **Enter Start Date:** First day of reporting period
- **Select Provider(s):** Second 'bookend' of the data pull and will be the same as the EDA Provider (in your first bookend)
- **Select Timeframe:** Optional prompt. Leave this blank if you do not wish to filter.
- **Enter End Date PLUS ONE DAY:** End date of the reporting period PLUS ONE DAY.
- **Select Follow-up Timeframe:** Optional prompt. Leave this blank if you do not wish to filter.
- **Enter Effective Date:** Date immediately following the last date of data pulled into timeframe (ex. If January reports are being submitted the effective date would be February 1).



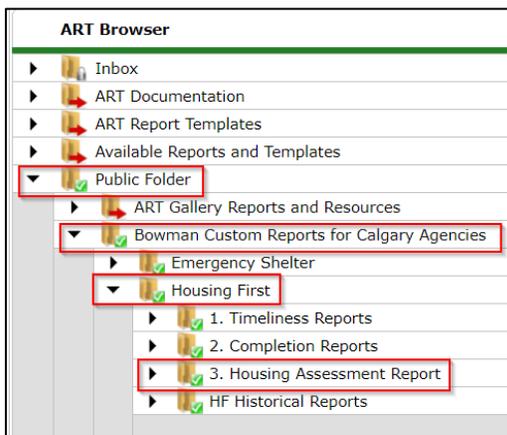
*Effective Date and End Date PLUS ONE DAY will always be the same date.

**All dates entered must follow US Date format: Month/Day/Year

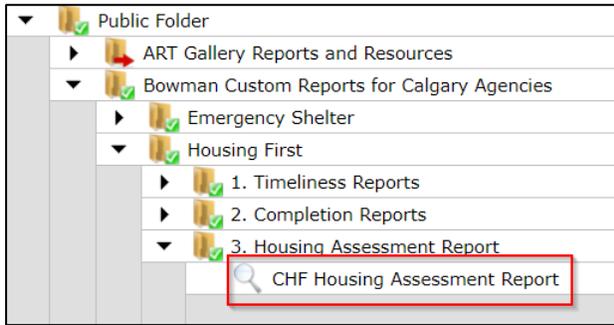
6. Once you have entered every prompt (be sure to scroll down in the Prompts window if necessary, so that you do not miss the last filter) click on **Next** and follow Timeliness Report steps 6 through 9.

Pulling CHF Housing Assessment Reports

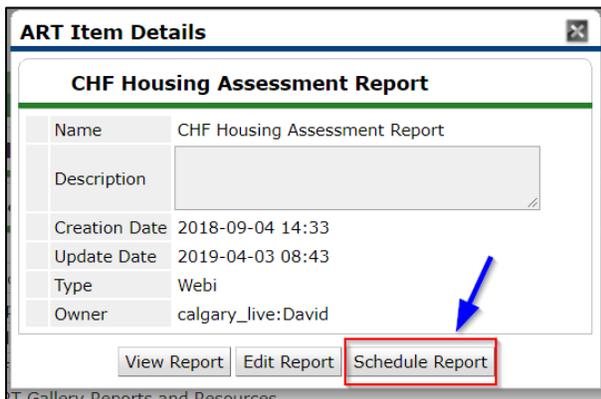
1. Log in to HMIS ServicePoint and click **“Connect to ART”** in top right-hand corner
2. You will be brought to the Advanced Reporting Tool (ART) landing page. Click on the **small black arrows** to the left of the following folders to expand:
 - **Public Folder**
 - **Bowman Custom Reports for Calgary Agencies** folder
 - **Select Appropriate Housing Type**
 - **Housing First**
 - **Prevention**
 - **Rent Subsidy**
 - **Housing Assessment Report**



3. Select the CHF Housing Assessment Report by **clicking on the magnifying glass icon**:

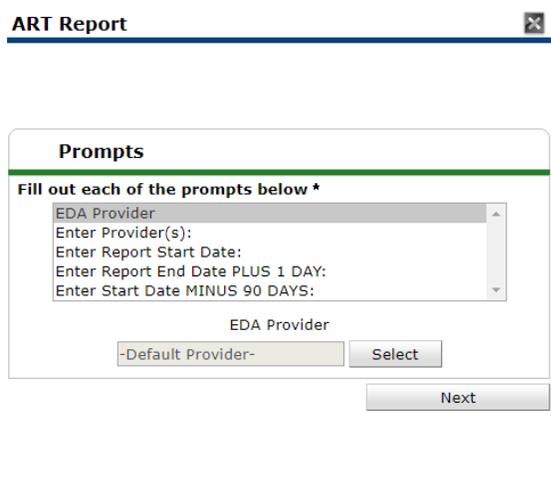


4. An “ART Item Details” window will open; click on **Schedule Report**



5. A window will pop up that will require you to fill in various prompts, these prompts may include:

- **EDA Provider:** (EDA = Enter Data As; Provider = Program) Program you’re pulling data for. This is the first ‘bookend’ of the data pull.
- **Enter Provider(s):** Second ‘bookend’ of the data pull and will be the same as the EDA Provider (in your first bookend)
- **Enter Report Start Date:** First day of reporting period
- **Enter Report End Date PLUS ONE DAY:** End date of the reporting period PLUS ONE DAY.
- **Enter Start Date MINUS 90 DAYS:** Should be the first day of the reporting period MINUS 90 DAYS (ex. If January 2014 reports are being submitted the start date minus 90 days would be 10/01/2013)
 - This will allow the report to capture clients who were rehoused within the last three months



6. Once you have entered every prompt (be sure to scroll down in the Prompts window if necessary, so that you do not miss the last filter) click on **Next** and follow Timeliness Report steps 6 through 9.

Monitoring ART Reports for Data Quality

Pulling each ART Report is only the first step.

The second step is to review each report for any data quality issues that may impact the quarterly reports CHF provides to the Government of Alberta (GoA).

The data within HMIS ServicePoint is what gets reported to GoA (influencing funding/policy decisions), not the ART Reports. **Please ensure any corrections that need to be made are made in ServicePoint.**

Monitoring PDF ART Reports

Please leverage the ART Data Quality Checklist.

Housing First Programs Monitoring Excel ART Reports

Please leverage the ART Data Quality Checklist.