

ART Gallery Report 613 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.

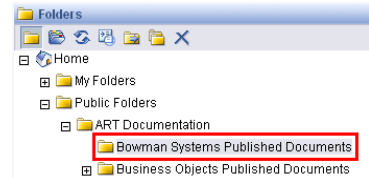
PURPOSE:

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

INSTRUCTIONS:

Instructions are outlined below concerning how to retrieve, copy, run, and read this report. Requests for additional information concerning the report function/design should be directed to Bowman Systems' staff via email (ART_Reports@BowmanSystems.com).

How to retrieve and copy: Detailed step-by-step instructions concerning how to retrieve, save a copy, and map this ART Report to your site can be found in the Bowman Systems Published Documents folder under ART Documentations in the Public Folders section.



How to install: The original version of the report is a template and must be copied from the ART Gallery Templates folder into another folder on your site and mapped to your data before it can be used. Detailed instructions for installing report templates are provided in the Bowman Documentation folder on your ART site.

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.

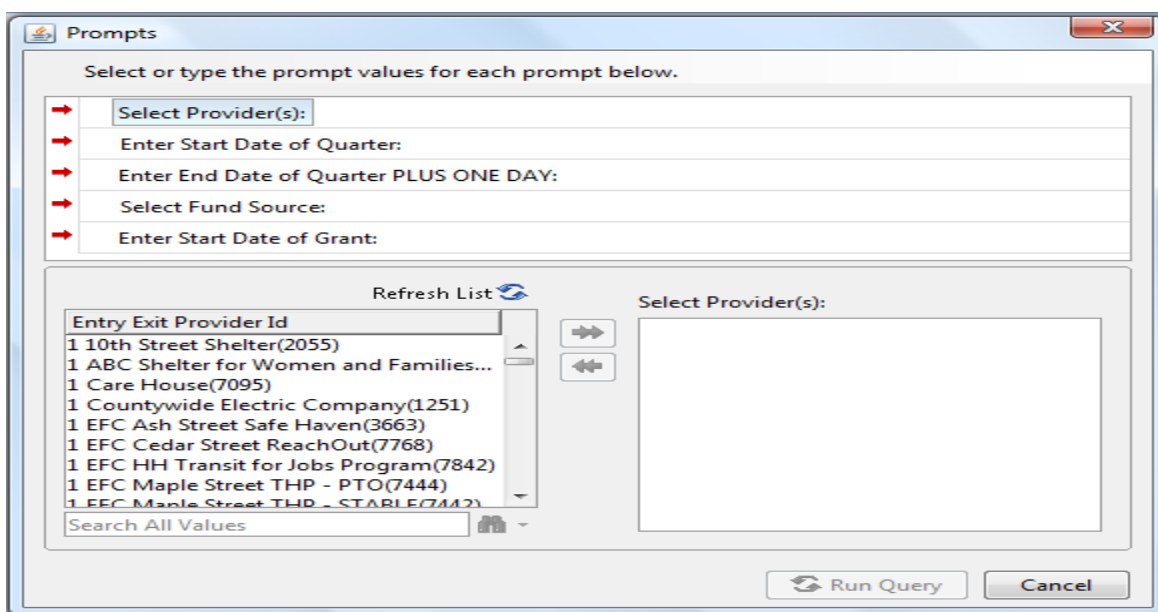


Diagram 1

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	\$8,402.28	\$2,687.50	\$3,282.50	\$11,089.78	\$11,684.78
2. Total Expenditures by Service Provided						
	Homelessness Prevention		Homeless Assistance		TOTAL	
	Q	GTD	Q	GTD	Q	GTD
Financial Assistance						
Rental assistance	\$6,800.00	\$6,800.00	\$1,912.50	\$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	\$811.09	\$811.09	0	0	\$811.09	\$811.09
Motel and hotel vouchers	\$374.00	\$374.00	\$800.00	\$845.00	\$1,174.00	\$1,219.00
Total Expenditures for Financial Assistance	\$8,327.28	\$8,327.28	\$2,662.50	\$3,257.50	\$10,989.78	\$11,584.78
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 0000000c400b400	330729	1506436	Security deposits	9/9/09	9/10/09	\$50.00	\$50.00
		1506439	Utility payments	9/9/09	9/10/09	\$14.65	\$14.65
hcl 0000000h1616453	330248	1502935	Rental assistance	7/16/09	7/17/09	\$300.00	\$300.00
hcl 0112200h1616453	330245	1502937	Rental assistance	7/16/09	7/17/09	\$300.00	\$300.00
hcl 0404180h1616453	330244	1502936	Rental assistance	7/16/09	7/17/09	\$300.00	\$300.00
hmf102200h1616453	330243	1502934	Rental assistance	6/15/09	6/15/09	\$0.00	\$400.00
		1506421	Security deposits	6/16/09	6/17/09	\$0.00	\$150.00
		1506422	Motel & hotel vouchers	6/16/09	6/17/09	\$0.00	\$45.00
tbl 0000000tbl00b400	330731	1506437	Security deposits	9/9/09	9/10/09	\$50.00	\$50.00
		1506440	Utility payments	9/9/09	9/10/09	\$14.66	\$14.66
pbl 0000000p320b400	330730	1506438	Security deposits	9/9/09	9/10/09	\$50.00	\$50.00
		1506441	Utility payments	9/9/09	9/10/09	\$14.65	\$14.65
tbl 0000000tbl00b510	330732	1506442	Motel & hotel vouchers	9/9/09	9/10/09	\$31.00	\$31.00
		1506443	Motel & hotel vouchers	9/9/09	9/10/09	\$31.00	\$31.00
		1506444	Motel & hotel vouchers	9/9/09	9/10/09	\$31.00	\$31.00
		1506445	Motel & hotel vouchers	9/9/09	9/10/09	\$31.00	\$31.00
		1506446	Utility payments	9/9/09	9/10/09	\$148.23	\$148.23
		1506447	Rental assistance	9/9/09	9/10/09	\$1,300.00	\$1,300.00
		1506448	Moving cost assistance	9/9/09	9/10/09	\$811.09	\$811.09
Total:						\$3,477.28	\$4,072.28

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	HRRP Test Provider 1(8560)	Motel & hotel vouchers	1506422	6/16/09	\$0.00	\$45.00
	HRRP Test Provider 1(8560)	Rental assistance	1502034	6/15/09	\$0.00	\$400.00
	HRRP Test Provider 1(8560)	Security deposits	1506421	6/16/09	\$0.00	\$150.00
336244	HRRP Test Provider 1(8560)	Rental assistance	1502036	7/16/09	\$300.00	\$300.00
336245	HRRP Test Provider 1(8560)	Rental assistance	1502037	7/16/09	\$300.00	\$300.00
336246	HRRP Test Provider 1(8560)	Rental assistance	1502035	7/16/09	\$300.00	\$300.00
339729	HRRP Test Provider 1(8560)	Security deposits	1506438	9/9/09	\$50.00	\$50.00
	HRRP Test Provider 1(8560)	Utility payments	1506439	9/9/09	\$14.65	\$14.65
339730	HRRP Test Provider 1(8560)	Security deposits	1506438	9/9/09	\$50.00	\$50.00
	HRRP Test Provider 1(8560)	Utility payments	1506441	9/9/09	\$14.65	\$14.65
339731	HRRP Test Provider 1(8560)	Security deposits	1506437	9/9/09	\$50.00	\$50.00
	HRRP Test Provider 1(8560)	Utility payments	1506440	9/9/09	\$14.66	\$14.66
339732	HRRP Test Provider 1(8560)	Motel & hotel vouchers	1506442	9/9/09	\$31.00	\$31.00
	HRRP Test Provider 1(8560)	Motel & hotel vouchers	1506443	9/9/09	\$31.00	\$31.00
	HRRP Test Provider 1(8560)	Motel & hotel vouchers	1506444	9/9/09	\$31.00	\$31.00
	HRRP Test Provider 1(8560)	Motel & hotel vouchers	1506445	9/9/09	\$31.00	\$31.00
	HRRP Test Provider 1(8560)	Moving cost assistance	1506446	9/9/09	\$811.09	\$811.09
	HRRP Test Provider 1(8560)	Rental assistance	1506447	9/9/09	\$1,300.00	\$1,300.00
	HRRP Test Provider 1(8560)	Utility payments	1506446	9/9/09	\$148.23	\$148.23
Total:					\$3,477.28	\$4,072.28

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	hcl 0000000h161c453	336246	1592935	Rental assistance	7/16/09	\$300.00	\$300.00
	hcl 0112200h161c453	336245	1592937	Rental assistance	7/16/09	\$300.00	\$300.00
	hcl 0404196h161c453	336244	1592936	Rental assistance	7/16/09	\$300.00	\$300.00
Household Total:						\$900.00	\$900.00
105850	cpl 0000000c460b400	336729	1596430	Security deposits	9/9/09	\$50.00	\$50.00
			1596439	Utility payments	9/9/09	\$14.65	\$14.65
	bl 0000000b060b400	336731	1596437	Security deposits	9/9/09	\$50.00	\$50.00
			1596440	Utility payments	9/9/09	\$14.66	\$14.66
	ppl 0000000p332b400	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	hcl0102200h161c453	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
	tlu 0000000t050b10	336732	1596443	Motel & hotel vouchers	9/9/09	\$31.00	\$31.00
			1596444	Motel & hotel vouchers	9/9/09	\$31.00	\$31.00
			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	\$811.09	\$811.09
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	1502034	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	\$45.00
7/16/09	336244	1502036	Rental assistance	HPRP Test Provider 1(8560)	\$300.00	\$300.00
7/16/09	336245	1502037	Rental assistance	HPRP Test Provider 1(8560)	\$300.00	\$300.00
7/16/09	336246	1502035	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)	\$811.09	\$811.09
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	\$45.00
336244	105846	1502936	7/16/09	7/17/09	Rental assistance	\$300.00	\$300.00
336245	105846	1502937	7/16/09	7/17/09	Rental assistance	\$300.00	\$300.00
336246	105846	1502935	7/16/09	7/17/09	Rental assistance	\$300.00	\$300.00
339729	105850	1506438	9/9/09	9/10/09	Security deposits	\$50.00	\$50.00
339729	105850	1506439	9/9/09	9/10/09	Utility payments	\$14.65	\$14.65
339730	105850	1506438	9/9/09	9/10/09	Security deposits	\$50.00	\$50.00
339730	105850	1506441	9/9/09	9/10/09	Utility payments	\$14.65	\$14.65
339731	105850	1506437	9/9/09	9/10/09	Security deposits	\$50.00	\$50.00
339731	105850	1506440	9/9/09	9/10/09	Utility payments	\$14.66	\$14.66
339732		1506442	9/9/09	9/10/09	Motel & hotel vouchers	\$31.00	\$31.00
339732		1506443	9/9/09	9/10/09	Motel & hotel vouchers	\$31.00	\$31.00
339732		1506444	9/9/09	9/10/09	Motel & hotel vouchers	\$31.00	\$31.00
339732		1506445	9/9/09	9/10/09	Motel & hotel vouchers	\$31.00	\$31.00
339732		1506446	9/9/09	9/10/09	Utility payments	\$148.23	\$148.23
339732		1506447	9/9/09	9/10/09	Rental assistance	\$1,300.00	\$1,300.00
339732		1506448	9/9/09	9/10/09	Moving cost assistance	\$811.09	\$811.09
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 \$\$
338243		1506422	6/16/09	6/17/09	HPRP Test Provider 1(8560)	\$0.00	\$45.00
339732		1506442	9/9/09	9/10/09	HPRP Test Provider 1(8560)	\$31.00	\$31.00
339732		1506443	9/9/09	9/10/09	HPRP Test Provider 1(8560)	\$31.00	\$31.00
339732		1506444	9/9/09	9/10/09	HPRP Test Provider 1(8560)	\$31.00	\$31.00
339732		1506445	9/9/09	9/10/09	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 2(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)	19	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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Bowman Systems
333 Texas Street, 300
Shreveport, LA 71101
Toll Free: (866) 690-3931
Direct: (318) 213-8780
Fax: (318) 213-8784
Email: ART_Reports@BowmanSystems.com
http://www.bowmansystems.com

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

- 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). This service transaction must also have a start date during the quarter the client was served.
 3. 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.
 4. The client’s service transaction must be accompanied by a recorded HPRP Financial Assistance Activity or by an HPRP Housing Relocation & Stabilization Service.
 5. 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). This service transaction must have a start date during the quarter the client was served, and must have been provided by the same provider as the enrollment.
 3. 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.

4. The client’s service transaction must be accompanied by a recorded HPRP Financial Assistance Activity or by an HPRP Housing Relocation & Stabilization Service.
 5. 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.
2. **Homeless Status Requirement:** Clients and their related financial assistance expenditures 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” or “housed and at imminent risk of losing 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.
3. **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.
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 queries, 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 3-GTD-TOTAL query and to the appropriate report table(s) in Tabs B-G. If particular detail is desired in a detail table, columns/fields from query 3-GTD-TOTAL can be added to or swapped with fields in the detail tables.

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 Data Quality
- #610 HPRP QPR
- #614 HPRP Demographics
- #613 HPRP QPR with Detail
- #616 HPRP Maximum Length of Stay
- #631 HPRP QPR with Client Drill Filters

DATA MAPPING GUIDE

TIP: For most implementations the mapping wizard will map most of the fields automatically. The exception to this is the “housing status” question which in most cases will need to be mapped manually. Be sure to select this field from the “Entry Objects” and to map it correctly in all six queries.

UNIVERSE: [template_ee_u]

This report is mapped to the entry-exit universe ([template_ee_u]) and should be copied to your Public or Favorite folder then mapped to the equivalent entry-exit universe for your site (ex. *yoursite_ee_u*). Mapping can be done from the first query ([3-Q-TOTAL]).

Note: Mapping order will vary from site to site, so the fields may be listed in a different order than they appear in the mapping wizard.

SOURCE UNIVERSE	QUERY NAME	FIELD NAME	FOLDER LOCATION	FIELD TYPE	FILTER OR RESULTS OBJECT	
EE	3-Q-TOTAL	Client Uid	Client	System	F	R
EE	3-Q-TOTAL	Service HPRP Financial Assis...	Service Outer	System	F	R
EE	3-Q-TOTAL	Service HPRP Housing Relo..	Service Outer	System	F	R
EE	3-Q-TOTAL	Service Uid	Service Outer	System	F	R
EE	3-Q-TOTAL	Client Unique Id	Client	System	F	R
EE	3-Q-TOTAL	Service Fund Source 1	Service Outer	System	F	R
EE	3-Q-TOTAL	Service Fund Source 2	Service Outer	System	F	R
EE	3-Q-TOTAL	Service Cost1	Service Outer	System	F	R
EE	3-Q-TOTAL	Service Cost2	Service Outer	System	F	R
EE	3-Q-TOTAL	Entry Exit Uid	Entry Exit	System	F	
EE	3-Q-TOTAL	Entry Exit Provider Id	Entry Exit	System	F	
EE	3-Q-TOTAL	Entry Exit Type	Entry Exit	System	F	
EE	3-Q-TOTAL	Entry Exit Inactive	Entry Exit	System	F	
EE	3-Q-TOTAL	Client Inactive	Client	System	F	
EE	3-Q-TOTAL	Entry Exit Entry Date	Entry Exit	System	F	
EE	3-Q-TOTAL	Entry Exit Exit Date	Entry Exit	System	F	
EE	3-Q-TOTAL	Housing Status	Entry Objects	Assessment	F	
EE	3-Q-TOTAL	Service Inactive	Service Outer	System	F	
EE	3-Q-TOTAL	Service Provide End Date	Service Outer	System	F	
EE	3-Q-TOTAL	Service Provide Start Date	Service Outer	System	F	
EE	3-Q-HP	Client Uid	Client	System	F	R
EE	3-Q-HP	Service HPRP Financial Assis...	Service Outer	System	F	R
EE	3-Q-HP	Service HPRP Housing Relo..	Service Outer	System	F	R
EE	3-Q-HP	Service Uid	Service Outer	System	F	R
EE	3-Q-HP	Client Unique Id	Client	System	F	R
EE	3-Q-HP	Service Fund Source 1	Service Outer	System	F	R
EE	3-Q-HP	Service Fund Source 2	Service Outer	System	F	R
EE	3-Q-HP	Service Cost1	Service Outer	System	F	R

EE	3-Q-HP	Service Cost2	Service Outer	System	F	R
EE	3-Q-HP	Entry Exit Uid	Entry Exit	System	F	
EE	3-Q-HP	Entry Exit Provider Id	Entry Exit	System	F	
EE	3-Q-HP	Entry Exit Type	Entry Exit	System	F	
EE	3-Q-HP	Entry Exit Inactive	Entry Exit	System	F	
EE	3-Q-HP	Client Inactive	Client	System	F	
EE	3-Q-HP	Entry Exit Entry Date	Entry Exit	System	F	
EE	3-Q-HP	Entry Exit Exit Date	Entry Exit	System	F	
EE	3-Q-HP	Housing Status	Entry Objects	Assessment	F	
EE	3-Q-HP	Service Inactive	Service Outer	System	F	
EE	3-Q-HP	Service Provide End Date	Service Outer	System	F	
EE	3-Q-HP	Service Provide Start Date	Service Outer	System	F	
EE	3-Q-HA	Client Uid	Client	System	F	R
EE	3-Q-HA	Service HPRP Financial Assis...	Service Outer	System	F	R
EE	3-Q-HA	Service HPRP Housing Relo..	Service Outer	System	F	R
EE	3-Q-HA	Service Uid	Service Outer	System	F	R
EE	3-Q-HA	Client Unique Id	Client	System	F	R
EE	3-Q-HA	Service Fund Source 1	Service Outer	System	F	R
EE	3-Q-HA	Service Fund Source 2	Service Outer	System	F	R
EE	3-Q-HA	Service Cost1	Service Outer	System	F	R
EE	3-Q-HA	Service Cost2	Service Outer	System	F	R
EE	3-Q-HA	Entry Exit Uid	Entry Exit	System	F	
EE	3-Q-HA	Entry Exit Provider Id	Entry Exit	System	F	
EE	3-Q-HA	Entry Exit Type	Entry Exit	System	F	
EE	3-Q-HA	Entry Exit Inactive	Entry Exit	System	F	
EE	3-Q-HA	Client Inactive	Client	System	F	
EE	3-Q-HA	Entry Exit Entry Date	Entry Exit	System	F	
EE	3-Q-HA	Entry Exit Exit Date	Entry Exit	System	F	
EE	3-Q-HA	Housing Status	Entry Objects	Assessment	F	
EE	3-Q-HA	Service Inactive	Service Outer	System	F	
EE	3-Q-HA	Service Provide End Date	Service Outer	System	F	
EE	3-Q-HA	Service Provide Start Date	Service Outer	System	F	
EE	3-GTD-TOTAL	Client Uid	Client	System	F	R
EE	3-GTD-TOTAL	Service Household Id	Service Outer	System	F	R
EE	3-GTD-TOTAL	Service Uid	Service Outer	System	F	R
EE	3-GTD-TOTAL	Service HPRP Financial Assis...	Service Outer	System	F	R
EE	3-GTD-TOTAL	Service HPRP Housing Relo..	Service Outer	System	F	R
EE	3-GTD-TOTAL	Client Unique Id	Client	System	F	R
EE	3-GTD-TOTAL	Service Fund Source 1	Service Outer	System	F	R
EE	3-GTD-TOTAL	Service Fund Source 2	Service Outer	System	F	R
EE	3-GTD-TOTAL	Service Cost1	Service Outer	System	F	R
EE	3-GTD-TOTAL	Service Cost2	Service Outer	System	F	R
EE	3-GTD-TOTAL	Entry Exit Uid	Entry Exit	System	F	
EE	3-GTD-TOTAL	Entry Exit Provider Id	Entry Exit	System	F	
EE	3-GTD-TOTAL	Entry Exit Type	Entry Exit	System	F	
EE	3-GTD-TOTAL	Entry Exit Inactive	Entry Exit	System	F	
EE	3-GTD-TOTAL	Client Inactive	Client	System	F	

EE	3-GTD-TOTAL	Entry Exit Entry Date	Entry Exit	System	F	
EE	3-GTD-TOTAL	Entry Exit Exit Date	Entry Exit	System	F	
EE	3-GTD-TOTAL	Housing Status	Entry Objects	Assessment	F	
EE	3-GTD-TOTAL	Service Inactive	Service Outer	System	F	
EE	3-GTD-TOTAL	Service Provide End Date	Service Outer	System	F	
EE	3-GTD-TOTAL	Service Provide Start Date	Service Outer	System	F	
EE	3-GTD-HP	Client Uid	Client	System	F	R
EE	3-GTD-HP	Service HPRP Financial Assis...	Service Outer	System	F	R
EE	3-GTD-HP	Service HPRP Housing Relo..	Service Outer	System	F	R
EE	3-GTD-HP	Service Uid	Service Outer	System	F	R
EE	3-GTD-HP	Client Unique Id	Client	System	F	R
EE	3-GTD-HP	Service Fund Source 1	Service Outer	System	F	R
EE	3-GTD-HP	Service Fund Source 2	Service Outer	System	F	R
EE	3-GTD-HP	Service Cost1	Service Outer	System	F	R
EE	3-GTD-HP	Service Cost2	Service Outer	System	F	R
EE	3-GTD-HP	Entry Exit Uid	Entry Exit	System	F	
EE	3-GTD-HP	Entry Exit Provider Id	Entry Exit	System	F	
EE	3-GTD-HP	Entry Exit Type	Entry Exit	System	F	
EE	3-GTD-HP	Entry Exit Inactive	Entry Exit	System	F	
EE	3-GTD-HP	Client Inactive	Client	System	F	
EE	3-GTD-HP	Entry Exit Entry Date	Entry Exit	System	F	
EE	3-GTD-HP	Entry Exit Exit Date	Entry Exit	System	F	
EE	3-GTD-HP	Housing Status	Entry Objects	Assessment	F	
EE	3-GTD-HP	Service Inactive	Service Outer	System	F	
EE	3-GTD-HP	Service Provide End Date	Service Outer	System	F	
EE	3-GTD-HP	Service Provide Start Date	Service Outer	System	F	
EE	3-GTD-HA	Client Uid	Client	System	F	R
EE	3-GTD-HA	Service HPRP Financial Assis...	Service Outer	System	F	R
EE	3-GTD-HA	Service HPRP Housing Relo..	Service Outer	System	F	R
EE	3-GTD-HA	Service Uid	Service Outer	System	F	R
EE	3-GTD-HA	Client Unique Id	Client	System	F	R
EE	3-GTD-HA	Service Fund Source 1	Service Outer	System	F	R
EE	3-GTD-HA	Service Fund Source 2	Service Outer	System	F	R
EE	3-GTD-HA	Service Cost1	Service Outer	System	F	R
EE	3-GTD-HA	Service Cost2	Service Outer	System	F	R
EE	3-GTD-HA	Entry Exit Uid	Entry Exit	System	F	
EE	3-GTD-HA	Entry Exit Provider Id	Entry Exit	System	F	
EE	3-GTD-HA	Entry Exit Type	Entry Exit	System	F	
EE	3-GTD-HA	Entry Exit Inactive	Entry Exit	System	F	
EE	3-GTD-HA	Client Inactive	Client	System	F	
EE	3-GTD-HA	Entry Exit Entry Date	Entry Exit	System	F	
EE	3-GTD-HA	Entry Exit Exit Date	Entry Exit	System	F	
EE	3-GTD-HA	Housing Status	Entry Objects	Assessment	F	
EE	3-GTD-HA	Service Inactive	Service Outer	System	F	
EE	3-GTD-HA	Service Provide End Date	Service Outer	System	F	
EE	3-GTD-HA	Service Provide Start Date	Service Outer	System	F	