

QRG – Overlapping Residential Stays Report

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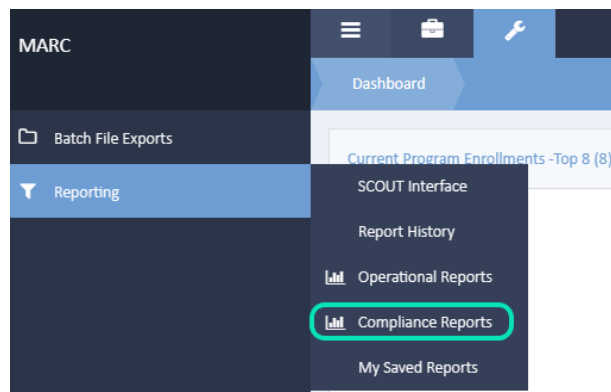
WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR – This guide is useful for System Admins and the HMIS Lead Agency for quarterly reports and data quality review.

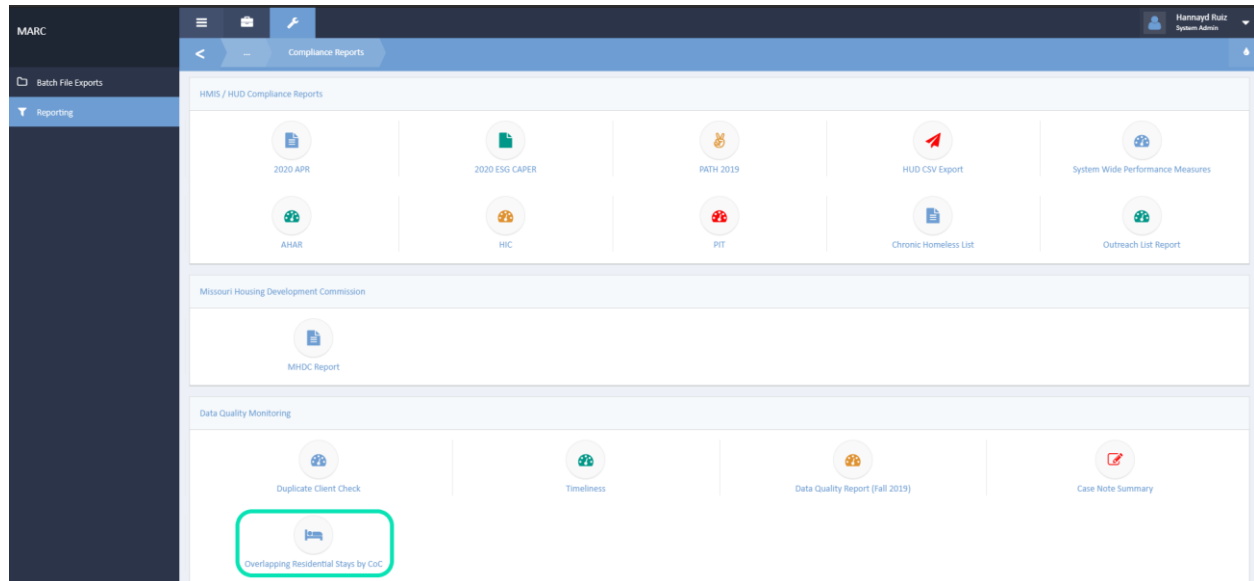
WHAT IS THIS REPORT – The Overlapping Residential Stays by CoC Report determines if clients had overlapping enrollments across the CoC. This means that a client was in different residential programs at the same time. The report will help with accuracy for the Longitudinal Systems Analysis (LSA).

RUNNING THE OVERLAPPING RESIDENTIAL STAYS REPORTING

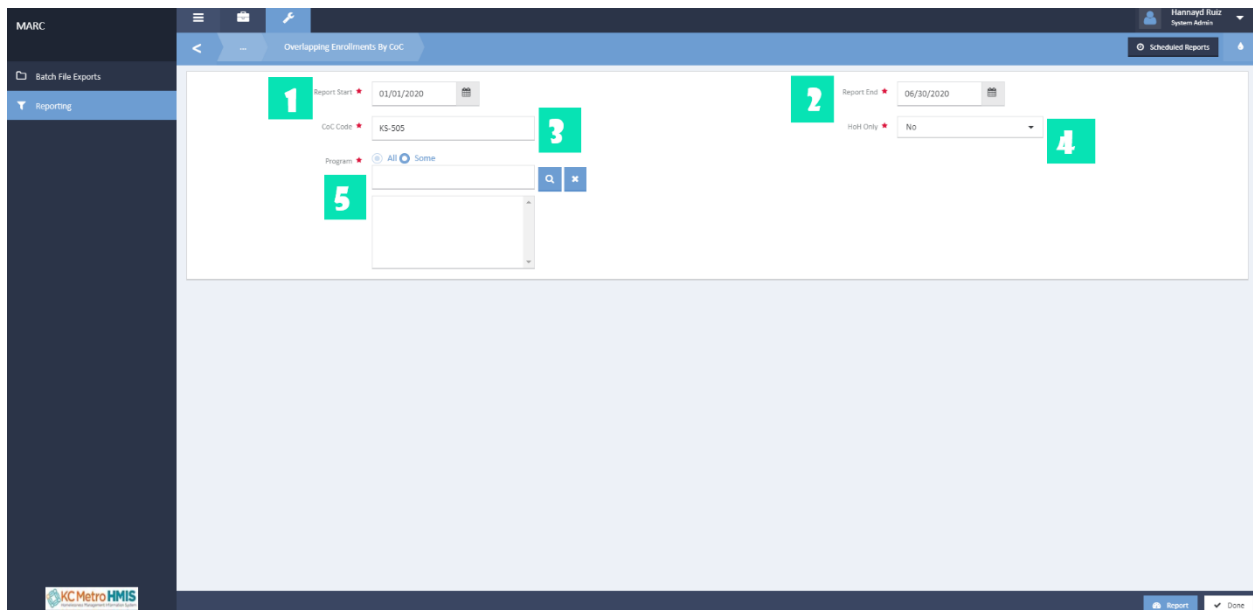
1. Go to Administration (wrench) > Reporting > Compliance Reports



2. Scroll down to Data Quality Monitoring > Select icon Overlapping Residential Stays by CoC



3. Complete the following report parameters and click the *Report* button



1	Enter Report <i>Begin Date</i>
2	Enter report <i>End Date</i>
3	CoC Code: <i>KS-505</i>
4	HoH Only: <i>No</i>
5	Select: <i>Your agency program(s)</i>

ADDRESSING OVERLAPPING ENROLLMENTS

CaseWorthy Report Viewer - Google Chrome
 app.caseworthy.com/CaseWorthy_8_0/ReportViewer.aspx?FormID=134328&URLID=78460

Program Overlap
 Run by hruiuz - Johnson County Interfaith Hospitality Network on 7/7/2020 at 2:32 PM

Date Range: 10/1/2018 to 9/30/2019 CoC Code: KS-505
 Program(s): Select All
 HoH Only: No

Client ID	Last Name	First Name	Project ID	Project Name	Project Type	Enrollment ID	Sheltered/Housed Date	Entry Date	Move In Date	Exit Date
5519	[REDACTED]	[REDACTED]	494	SalArmy - Johnson County Family Lodge	Emergency Shelter (ES)	2956888	11/7/2018	11/7/2018	6/11/2019	6/17/2019
5519	[REDACTED]	[REDACTED]	384	CCNEK - (HHI2) Housed to Homelessness Initiative	PH - Rapid Re-Housing	2959353	6/11/2019	3/7/2019	6/11/2019	Open

In the example above, we have the same client staying in an ES and RRH at the same time.

- Go to the client’s enrollment and confirm/correct the following:
 - Entry Date
 - Exit Date
 - Move-In Date

If your agency’s information is correct, please reach out the other agency that is showing the overlap enrollment and notify them of a possible error. The other agency will need to check the data points of their agency’s enrollment.

It will be important for you to follow through to full correction of both records (yours and/or the other agency.) It can be as simple as having the other agency email you once they complete their update. If you are updating your enrollment records, notify the other agency of the change being made, why it was being made and when the update is completed.

It is recommended that you run this report, at least once a month, to assure information is being captured accurately.

FOR SUPPORT

For this or other support please reach out to MARC by opening a helpdesk ticket:

<http://www.kcmetrohmis.org/helpdesk.htm>.