# MACCH Data Quality and Report Schedule

| Project Type:<br>Street Outreach (SO)<br>Transitional Housing (TH)<br>Rapid Re-housing (RRH)<br>Permanent Supportive Housing (PSH) | Report Name:<br>Name of report | Description:<br>Brief description of report | Location:<br>Location of report | Frequency:<br>How often should the report be ran | Submission Requirements:<br>When to submit<br>Who to submit to |
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| **HMIS Project Level Reports Completed by Partner Agencies** | | | | | |
| RRH/ PSH | [HUDX-123-AD] Housing Inventory (HIC) [FY 2022] | The Housing Inventory Count is designed to report on housing stock available in a community that is dedicated for homeless persons. The report also offers a point-in-time look at utilization. | Admin Access Only | ☐Monthly<br>☐Weekly<br>☐Quarterly<br>☒Annually | January – March<br>Submit ICA via (PIT Portal)<br>Homeless Data Exchange (HDX) |
| SO / ES / TH / Unsheltered | [HUDX-230-AD] Shelter Count PIT [2022] | The Shelter Count Point-in-Time report is designed to report on the | Admin Access Only | ☐Monthly<br>☐Weekly<br>☐Quarterly<br>☒Annually | January – March<br>Submit ICA via PIT Portal<br>Homeless Data Exchange (HDX) |

| | | count of clients sheltered during chosen point-in-time. The report is required during the once per year HIC/PIT reporting, usually in the Spring. | | | |
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| **CoC Funded** | | | | | |
| SO / ES / TH / RRH/ PSH | **[HUDX-227] Annual Performance Report [FY 2020]** | Performance report submitted to HUD annually through Sage. | Launch Pad Reports>Report Library>HUD Reports | ☐Monthly <br> ☐Weekly <br> ☐Quarterly <br> ☒Annually | **SAGE -** 90 days after ESG grant period ends <br> **MACCH** - Send copy of final submission to: macch@endhomelessnesstoday.org |
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| **NHAP ESG** | | | | | |
| SO / ES / TH / RRH/ PSH NHAP Funded agencies | **[HUDX-228] ESG CAPER [FY 2020] (NHAP)** | Designed to capture required data for submission to HUD but can be ran for data quality check. ESG funded programs will download this report, for an upload into SAGE. This report is also used for monthly reporting for NHAP grantees. | Launch Pad Reports>Report Library>HUD Reports | ☒Monthly <br> ☐Weekly <br> ☐Quarterly <br> ☐Annually | **SAGE** <br> ESG – 90 days after ESG grant period ends <br> **NHAP** - Submitted the 5th business day of each month to ICA |
| SO / ES / TH / RRH/ PSH | **[HUDX-228] ESG CAPER** | Designed to capture | Launch Pad | ☐Monthly <br> ☐Weekly | **SAGE** <br> Due after ESG grant period ends |

| NHAP Funded agencies | [FY 2020] (NHAP) | required data for submission to HUD but can be ran for data quality check. ESG funded programs will download this report, for an upload into SAGE. This report is also used for monthly reporting for NHAP grantees. | Reports>Report Library>HUD Reports | ☐Quarterly ☒Annually | Submit into SAGE |
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| CES Participating Agency | [GNRL-405] CE Assessing Staff Report | The CE Assessing Staff Report details all assessments created during the reporting period, separated by the assessing staff person. It is intended for use by assessing staff and program management. | Launch Pad Reports>Report Library>Assessment Based Reports | ☐Monthly ☐Weekly ☒Quarterly ☐Annually | Per Agency Discretion |
| CES Participating Agency | [GNRL-404] CE Assessment Details Report | This report is designed to review CE Assessment Data | Launch Pad Reports>Report Library>Assessment Based Reports | ☐Monthly ☐Weekly ☒Quarterly ☐Annually | Per Agency Discretion |

| All NHAP Funded | **Returns to Homelessness** [OUTS-205] Program Recidivism | NHAP grant requirement | Launch Pad Reports>Report Library>Program Based Reports | ☐Monthly ☐Weekly ☐Quarterly ☒Annually | Per NHAP grant application |
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| **Iowa Finance Authority** | | | | | |
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| Iowa ESG Funded | **ESG / SAF Report** | This information should be used to help complete the performance and budget sections of the ESG - SAF application. | Launch Pad Reports>Data Analysis>NMIS Clarity System Report>ESG SAF Combined 2019/2020 Report | ☐Monthly ☐Weekly ☐Quarterly ☐Annually | Due: During Program Competition Send to Judy or Amber |
| Iowa ESG Funded | **ESG / SAF Report** | Monitoring report | Launch Pad Reports>Data Analysis>NMIS Clarity System Report>ESG SAF Combined 2019/2020 Report | ☒Monthly ☐Weekly ☐Quarterly ☐Annually | Due:  Quarterly, may be requested monthly Send to Judy or Amber |
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| **PATH** | | | | | |
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| PATH | **[HUDX-224] PATH Annual Report [Oct 2020 Update]** | Annual report exported from the HMIS detailing service use, outcome, and demographic information for clients served by PATH | Launch Pad Reports>Report Library>HUD Reports | ☐Monthly ☐Weekly ☐Quarterly ☐Annually | PDX open for submission 10/1-12/31 PATH Data Exchange (PDX) |

| | | funded agencies. | | | |
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| **RHY** | | | | | |
| RHY | **RHY Export [HUDX-111] HUD CSV / XML Program Data Export** | Report exported from the HMIS detailing service use, outcome, and demographic information for clients served by RHY funded agencies. | Launch Pad Reports>Report Library>HUD Reports | ☐Monthly ☐Weekly ☒Quarterly ☐Annually | Data uploads happen during specified periods in the spring and fall. Grantees should generate a CSV 6.12 – hashed for RHY report and upload that report to RhyPoint at www.rhymis.net. |
| RHY | **RHY Data Quality [HUDX-225] HMIS Data Quality Report [FY 2020]** | Checks for missing RHY required UDEs and PSDEs and identifies several data quality issues. | Launch Pad Reports>Report Library>HUD Reports | ☐Monthly ☐Weekly ☒Quarterly ☐Annually | Data uploads happen during specified periods in the spring and fall. Grantees should generate a CSV 6.12 – hashed for RHY report and upload that report to RhyPoint at www.rhymis.net. |
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| **SSVF** | | | | | |
| SSVF | **SSVF Export [HUDX-111] HUD CSV / XML Program Data Export** | Monthly SSVF export exported as a CSV from HMIS showing client demographic data, enrollments, and services. | Launch Pad Reports>Report Library>HUD Reports | ☒Monthly ☐Weekly ☐Quarterly ☐Annually | Due first 3 business days of the month. VA Repository |
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| **United Way** | | | | | |

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| United Way funded agencies | **United Way (EE)** | This is an Entry Exit based report intended to assist with United Way reporting requirements. | Launch Pad Reports>Data Analysis>NMIS Clarity System Reports>MACCH>United Way | ☐Monthly ☐Weekly ☐Quarterly ☐Annually | Due January and July Send to: United Way |
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| **MACCH HMIS Data Quality Reports** | | | | | |
| SO / ES / TH / RRH/ PSH | **[OUTS-102] Performance Monitoring** | MACCH Data Quality Report | Launch Pad Reports>Report Library>Program Based Reports | ☐Monthly ☐Weekly ☒Quarterly ☐Annually | Due: 15th Send to: macch@endhomelessnesstoday.org Send only "Project Results Tab" |
| All CES Participating Agencies | **MACCH Coordinated Entry Agency DQ Report V3** <br><br> *[GNRL-404] CE Assessment Details Report** | This report is designed as a provider level tool to assist in the completion of the MACCH Coordinated Entry Assessment Tool on clients and households currently enrolled in a program via an Entry record. Agencies should run this report at least weekly, prior to HRT to review clients and households with and | Launch Pad> Reports> Report Library >Assessment Based Reports> | ☒Monthly ☐Weekly ☐Quarterly ☐Annually | Due: 15th of every month Send to: macch@endhomelessnesstoday.org Send only "Additional Info" Tab |

| | | without assessments in their ServicePoint records. | | | |
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| SO / ES / TH / RRH/ PSH / SSO | **[HUDX-225] HMIS Data Quality Report [FY 2022]** | This report is intended to be used to provide HUD with Data Quality metrics on a CoC for use in the Annual CoC Program Competition. | Launchpad> Reports >Report Library> HUD Reports | ☐Monthly ☐Weekly ☒Quarterly ☐Annually | Due: 15th Send to: ICA helpdesk: macchhmis@icalliances.org Send only Tab A – "Summary" |
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| **Recommended HMIS Additional Data Quality Reports** | | | | | |
| SO / ES / TH / RRH/ PSH | **227 - Program Descriptor Data Elements** | Designed to monitor data quality by locating HUD required project descriptor data which is missing. | ART>Public Folder>ART Gallery Reports and Resources>ART Gallery Reports | ☐Monthly ☐Weekly ☒Quarterly ☐Annually | October ICA – SITE Visits |
| Entry / Exit Workflow | **[EXIT-101] Potential Exits** | This is a program-based report that list clients who are active in the program but have not received services, case notes or program | Launchpad>Reports> Report Library> Program Based Reports | ☒Monthly ☐Weekly ☐Quarterly ☐Annually | Per Agency Discretion |

| | | connected assessments since the selected cutoff date. | | | |
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| Entry / Exit Workflow | **[HSNG-104] Monthly Housing Report** | This is an enrollment-based report intended to serve as a one complete month review of housing programs. | Launchpad>Reports > Report Library > Housing Reports | ☒Monthly<br>☐Weekly<br>☐Quarterly<br>☐Annually | Per Agency Discretion |
| Entry / Exit Workflow | **[DQXX-102] Program Data Review** | The report provides a list of client enrollments, their time in the program and highlights data quality problems. | Launchpad>Reports > Report Library > Data Quality Reports | ☒Monthly<br>☐Weekly<br>☐Quarterly<br>☐Annually | Per Agency Discretion |
| Entry / Exit Workflow | **[GNRL-247] NOFA CoC Project Data Query.** | This report is intended for use during the NoFo (Notice of Funds Opportunity) competition process. The information is a summary of the characteristics of program participants during the | Launchpad>Reports > Report Library > Program Based Reports | ☒Monthly<br>☐Weekly<br>☐Quarterly<br>☐Annually | Per Agency Discretion |

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| | | reporting period. | | | |
| SO / ES / TH / RRH/ PSH | **[OUTS-101] Program Outcome Measures** | This program enrollment-based report reviews basic exit destination and income outcomes of enrollment in the selected programs. | Launch Pad Reports>Report Library>Program Based Reports | ☐Monthly ☐Weekly ☐Quarterly ☐Annually | Per Agency Discretion |

| October | November | December | January | February | March | April | May | June | July | August | September |
|---|---|---|---|---|---|---|---|---|---|---|---|
| NHAP | NHAP | NHAP | NHAP | NHAP | NHAP | NHAP | NHAP | NHAP | NHAP | NHAP | NHAP |
| [OUTS-102] Performance Monitoring | | | [OUTS-102] Performance Monitoring | | | [OUTS-102] Performance Monitoring | | | [OUTS-102] Performance Monitoring | | |
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| 640 | | | 640 | | | 640 | | | 640 | | |
| 243 | | | 243 | | | 243 | | | 243 | | |

**Federal Fiscal Year Quarters**

**Q1** Oct - Dec
**Q2** Jan - Mar
**Q3** Apr - Jun
**Q4** Jul – Sept

**Calendar Year Quarters**

**Q1** Jan – Mar
**Q2** Apr - June
**Q3** Jul - Sept
**Q4** Oct - Dec