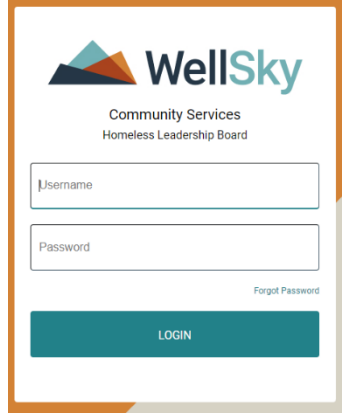


Step-by-Step Cheat Sheet for the FY2024 ESG CAPER

FY2024 ESG CAPER

1. Log into [HMIS](#).



WellSky
Community Services
Homeless Leadership Board

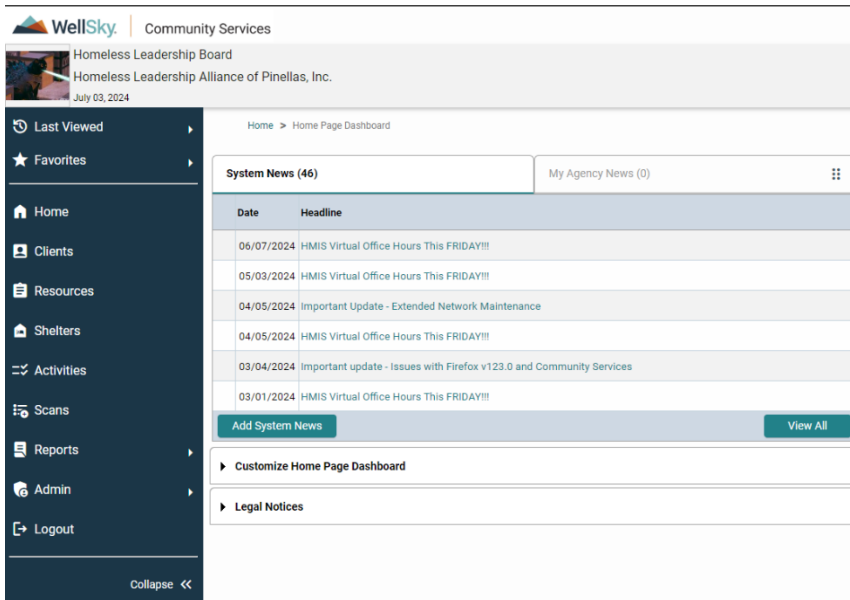
Username

Password

[Forgot Password](#)

LOGIN

2. On the right side of HMIS, click on **Reports**.



WellSky | Community Services
Homeless Leadership Board
Homeless Leadership Alliance of Pinellas, Inc.
July 03, 2024

Home > Home Page Dashboard

System News (46) My Agency News (0)

Date	Headline
06/07/2024	HMIS Virtual Office Hours This FRIDAY!!!
05/03/2024	HMIS Virtual Office Hours This FRIDAY!!!
04/05/2024	Important Update - Extended Network Maintenance
04/05/2024	HMIS Virtual Office Hours This FRIDAY!!!
03/04/2024	Important update - Issues with Firefox v123.0 and Community Services
03/01/2024	HMIS Virtual Office Hours This FRIDAY!!!

Add System News View All

Customize Home Page Dashboard

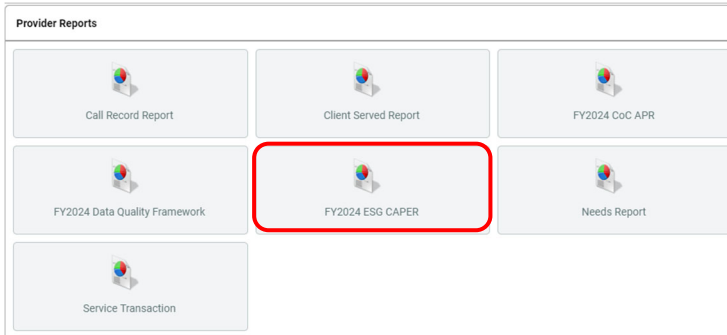
Legal Notices

Navigation Menu: Last Viewed, Favorites, Home, Clients, Resources, Shelters, Activities, Scans, Reports, Admin, Logout

Collapse <<

Step-by-Step Cheat Sheet for the FY2024 ESG CAPER

- Under the Provider Reports section, click on **FY2024 CoC APR**.



- This will bring up the **Report Options**.

The screenshot shows the "Report Options" form. It includes fields for Name, Description, Provider Type (radio buttons for Provider and Reporting Group), Provider (with a search dropdown), Program Date Range (with date pickers), and Entry/Exit Types (checkboxes for Basic, Basic Center Program Entry/Exit, HUQ, PATH, Quick Call, RHY, Standard, Transitional Living Program Entry/Exit, VA, and HPRP (Retired)). Buttons for "Build Report", "Download", and "Clear" are at the bottom.

- Start by naming the report. You can also add a description, if necessary. Again, you can choose provider in the exact same way as the **Client Served Report**, as well as enter the start and end date in the same fashion.
- In the section for Entry/Exit Types, make sure all of them have been checked with the exception of HPRP (Retired) before you hit the **Build Report** button.
- Once you hit the **Build Report** button, it will show up in the **Report Run History**.

The screenshot shows the "Report Run History" table with one entry:

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
108496	08/16/2024 05:04:23 PM (0:00 mins)	EsgCaper	Test	Tony Salgado	Homeless Leadership Alliance of Pinellas, Inc.	TV Le	Running

Below the table is the "Report Options" form, which is pre-filled with the details of the report shown in the history table. The "Entry/Exit Types" section has all checkboxes checked except for "HPRP (Retired)".

Click the **Refresh** button until the report changes from **Running** to **Completed**.

Step-by-Step Cheat Sheet for the FY2024 ESG CAPER

Report Run History							
Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
108496	08/16/2024 05:04:23 PM (0.00 mins)	EsgCaper	Test	Tony Salgado	Homeless Leadership Alliance of Pinellas, Inc.	TV Le	Running

Showing 1-1 of 1

- To access the report once it has been completed, click on the magnifying glass on the left side of the report.

Report Run History	
Report ID	Date Ran (Run-time)
108496	08/16/2024 05:04:23 PM (0.03 mins)

Refresh

- To save the report as a PDF, you can use the print option in your browser, or hold down your **Ctrl** button on your keyboard and press **P**. Once you press **Ctrl + P**, it will bring up your print menu.

Report Run History							
Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
108496	08/16/2024 05:04:23 PM (0.03 mins)	EsgCaper	Test	Tony Salgado	Homeless Leadership Alliance of Pinellas, Inc.	TV Le	Completed

Showing 1-1 of 1

Print 17 pages

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings ▼

Save
Cancel

Report Options

Name: Test

Description: @ Provider: Homeless Leadership Alliance of Pinellas, Inc. (8190)

Program Date Range: 07/01/2024 to 08/01/2024

Entry/Exit Types: Basic, Program Entry/Exit, HHS, PACT, DASH, Call, RHC, Standard, Program Entry/Exit, MA, (Refresh)

ESG CAPER Report Results - Date Ran: 08/16/2024 05:04:23 PM - Report ID: 108496

44 - Project Identifiers in HHS

Organization Name	Org ID	Project Name	Project ID	HHS Project Type	HHS Entry Category	Coordinated with a residential project	Project of Allocation	CoC Number	Service Provider	Service Number	System Name and Version	Report Start Date	Report End Date	Total Active Clients	Total Active Households
Homeless Leadership Alliance of Pinellas, Inc.	8190	Homeless Leadership Alliance of Pinellas, Inc.	8190	Other (H&D)	Missing		FL-002	122724	False	WellSky Community Services	2024-07-01	2024-08-01	0	0	

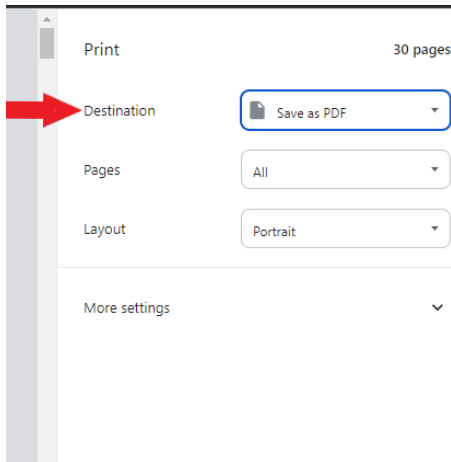
Showing 1-1 of 1

54 - Report Validation Table

Report Validation Table	Count of Clients for SQ	Count of Clients
1. Total Number of Persons Served	0	0
2. Number of Adults (age 18 or over)	0	0
3. Number of Children (under age 18)	0	0
4. Number of Persons with Unknown Age	0	0
5. Number of Leavers	0	0
6. Number of Adult Leavers	0	0
7. Number of Adult and Head of Household Leavers	0	0
8. Number of Stayers	0	0
9. Number of Adult Stayers	0	0
10. Number of Veterans	0	0
11. Number of Chronically Homeless Persons	0	0
12. Number of Youth Under Age 25	0	0

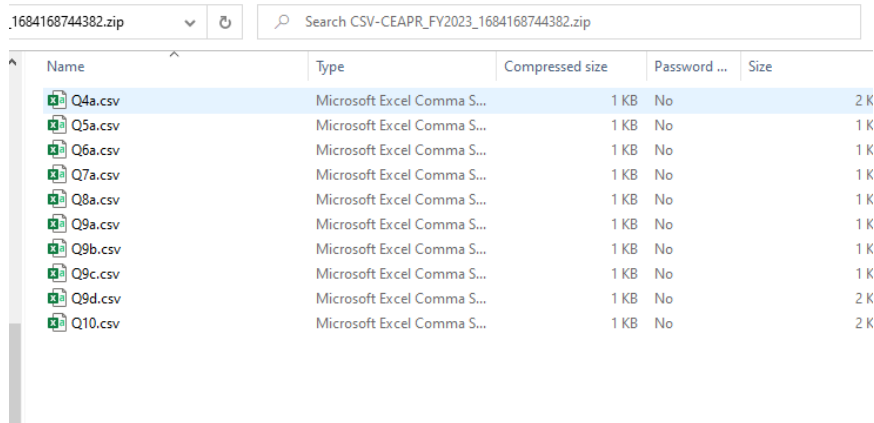
- In order to print, select your printer in the **Destination** section above.

Step-by-Step Cheat Sheet for the FY2024 ESG CAPER



Step-by-Step Cheat Sheet for the FY2024 ESG CAPER

11. You can either print it to paper, or you can change the destination to **Adobe PDF** or **Save as PDF**. This will allow you to save a digital version of the report. If you use the download button in HMIS, it will save each table as a separate CSV file within a zip file which could be difficult to navigate; as seen below.



The screenshot shows a file explorer window for a zip file named ".1684168744382.zip". The search bar contains "Search CSV-CEAPR_FY2023_1684168744382.zip". The file list is as follows:

Name	Type	Compressed size	Password ...	Size
Q4a.csv	Microsoft Excel Comma S...	1 KB	No	2 K
Q5a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q6a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q7a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q8a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q9a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q9b.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q9c.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q9d.csv	Microsoft Excel Comma S...	1 KB	No	2 K
Q10.csv	Microsoft Excel Comma S...	1 KB	No	2 K