

Pinellas Continuum of Care Shelter Report Training

Agenda

- Introductions
- Background and Details
- What does it show
- Where to find the Shelter Report
- Filtering
- Downloading
- Conclusion



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Background

and how the data is collected

Why was the shelter report created and what does it show?

- ❖ The shelter report was originally created for taskforce meetings to prepare for our CoC's response to HB 1365; AKA Unauthorized Public Camping and Public Sleeping Bill.
- ❖ The report shows the number of beds each shelter program has and their occupancy for a specific point in time.
- ❖ Shelter programs include Emergency Shelter, Transitional Housing, and Safe Haven.

Shelter Report Information

Where does the information come from and what does the report show





When a client enters shelter, they are logged into HMIS through the Shelters Module or using the Entry/Exit Workflow in Community Services.



Community Services Communicates with our reporting tool, BusinessObjects, at midnight.



Data in the Shelter Report shows the shelter's occupancy as it was at 12:00 AM of the reporting day.



Data Origin

What does the report show?



Shelters and the household types they serve.



The number of beds and units each shelter has.



The number of clients residing in those beds or rooms the night before.



Utilization Percentage based on the shelter's occupancy.



Shelter Report

How to locate, run, filter, and save

How to navigate to the Shelter Report

The screenshot shows the SAP BI Launch Pad interface with the following elements and navigation steps:

- Log into HMIS:** A box highlights the WellSky login form. The form includes the WellSky logo, "Community Services Homeless Leadership Board", fields for "Username" and "Password", a "Forgot Password" link, and a "LOGIN" button. A footer note states: "System use requires your compliance with the terms and conditions ©1999-2025 WellSky All Rights Reserved".
- Click "Connect to BusinessObjects":** A red arrow points from the login form to a modal window. The modal contains options for "Shadow Mode", "Back Date Mode", and "Connect To BusinessObjects". Below these is a search bar labeled "Type here for Global Search" and icons for notifications, favorites, and help.
- Click on the "Folders" Tile:** A red arrow points from the modal to a "Folders" tile, which displays a folder icon.
- Navigate to: "**Shared Folder (All CoC)"**: A red arrow points from the "Folders" tile to a breadcrumb path: "Public Folders / HLB_live_folder / **Shared Folder (All CoC) /".

The background interface includes a top navigation bar with "Home", "Favorites", "Recent Documents", "Recently Run", and "Applications". The "Recent Documents" section at the bottom lists several reports, including "Entry/Exit Report Shelter Days" (Jan 8, 2025 6:42 PM), "Data Quality Benchmarks Report" (Jul 9, 2025 3:35 PM), and "0121 - User Contact Information -" (May 16, 2022 2:55 AM).

How to run the Shelter Report

Click on:
“***HLA - Shelter Inventory List (v1)***”

Choose the desired report date and
click “Run”

The screenshot shows the SAP BI Launch Pad interface. The top navigation bar includes 'Public Folders / HLB_live_folder / **Shared Folder (All CoC) /'. Below this, a table lists various reports. The report '***HLA - Shelter Inventory List (v1)***' is highlighted with a red arrow. A red arrow points from this report to the configuration window on the right. The configuration window has a search bar and a list of parameters. The 'Inventory Date: (1)' parameter is selected, and the date '7/21/2025 12:00:00 AM' is entered in the 'Enter a date manually' field. The 'Run' button is highlighted with a red arrow.

Title	Favorites
Archived Reports	
Certification Reports	
Completeness/Timeliness Reports	
HLA - Shelter Inventory List (v1)	

Recent Documents:

Document Name	Last Modified
Entry/Exit Report Shelter Days	Jan 8, 2025 6:42 PM
Data Quality Benchmarks Report	Jul 9, 2025 3:35 PM
0121 - User Contact Information -	May 16, 2022 2:55 AM
HLA - Inventory List (v.5)	Mar 27, 2025 9:52 AM
HLA - Inventory List (v.4)	Mar 14, 2025 8:54 AM
000 - EE a Match Rep	Jul 17, 2025

How to filter the Shelter Report

Filters are just above the report

HLA - Shelter Inventory List (v1)

File

Query

Analyze

Display

Prompts
2 Prompts

Provider
All Values

Project Type
All Values

HH Served
All Values

Inventory

Client Detail

Inventory

Report Date: 7/22/25

Proj. Type	Project Name	HMS Proj ID	HH Served	Units HH w/ Children	Head of Household Count
Information -	Benchmarks Report	Shelter Days			
May 16, 2022 2:55 AM	Jul 9, 2025 3:35 PM	Jan 8, 2025 6:42 P			

Filters can be used independently, or in conjunction with each other

Recent Documents

Entry/Exit Report Shelter Days Jan 8, 2025 6:42 PM	Data Quality Benchmarks Report Jul 9, 2025 3:35 PM	0121 - User Contact Information - May 16, 2022 2:55 AM	HLA - Inventory List (v.5) Mar 27, 2025 9:52 AM	HLA - Inventory List (v.4) Mar 14, 2025 8:54 AM	000 - EE and Service Match Report Jul 17, 2025 9:46 AM	***OLD DO NOT USE*** Data Quality Dec 4, 2024 10:00 AM	0252 - Data Completeness Report Jul 7, 2025 3:25 PM
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How to filter the Shelter Report cont.

Filter Options



Provider



Project
Type



HH
Served

Proj. Type	Project Name	HMIS Proj. ID	Project Type	Children	HH	Units	Unit Utilization Rate
TH	Alpha House of Pinellas County, Transitional Living Program/Emergency Housing(8874)	8874	Pregnant Women	16	11	5	68.75%
TH	Boley Centers, Jerry Howe GPD Bridge VA Housing (16785)	16785	Individual (VET ONLY)	5	1	4	20.00%
TH	Boley Centers, Jerry Howe GPD VA Service Intensive Transitional Housing(15432)	15432	Individual (VET ONLY)	13	8	5	61.54%
SH	Boley Centers, Safe Haven South(13687)	13687	Individual	25	21	4	84.00%
SH	Boley Centers, Safe Haven, VA Morningside Mid-County	14236	Individual (VET ONLY)	40	30	10	75.00%

How to Download the Shelter Report

To download the report, click the download button (↓) at the top left of the screen to bring up the Export Menu and click “Export”.

SAP ***HLA - Shelter Inventory List (v1)***

Inventory Client Detail

Inventory
Report Date: 7/22/25

Proj. Type	Project Name
TH	Alpha House of Pinellas County, Transitional Living Program/Emergency Housing(8874)
TH	Boley Centers, Jerry Howe GPD Bridge VA Housing (16785)
TH	Boley Centers, Jerry Howe GPD VA Service Intensive Transitional Housing(15432)
SH	Boley Centers, Safe Haven South(13687)
SH	Boley Centers, Safe Haven, VA Morningside Mid-County

Export to

Excel

Content Options

☒ Reports ☐ Data

Search

☐ All reports

☒ Inventory (Current Report)

☐ Client Detail

Export Cancel

Available Units	Unit Utilization Rate
5	68.75%
4	20.00%
5	61.54%
4	84.00%



Questions



Reminders



Help Desk

- The quickest and easiest way to reach out to HMIS Staff is through the Pinellas HMIS Help Desk!
- Some tips:
 - ❖ Submit a ticket by going to the [Pinellas HMIS Help Desk](#) website OR by emailing. support@pinellashmis.zendesk.com
 - ❖ Be sure to be as descriptive as possible!
 - Including screenshots and pictures is *highly* encouraged and very helpful to HMIS staff.

Here is a [one-page guide](#) on submitting tickets to the Pinellas HMIS Help Desk.

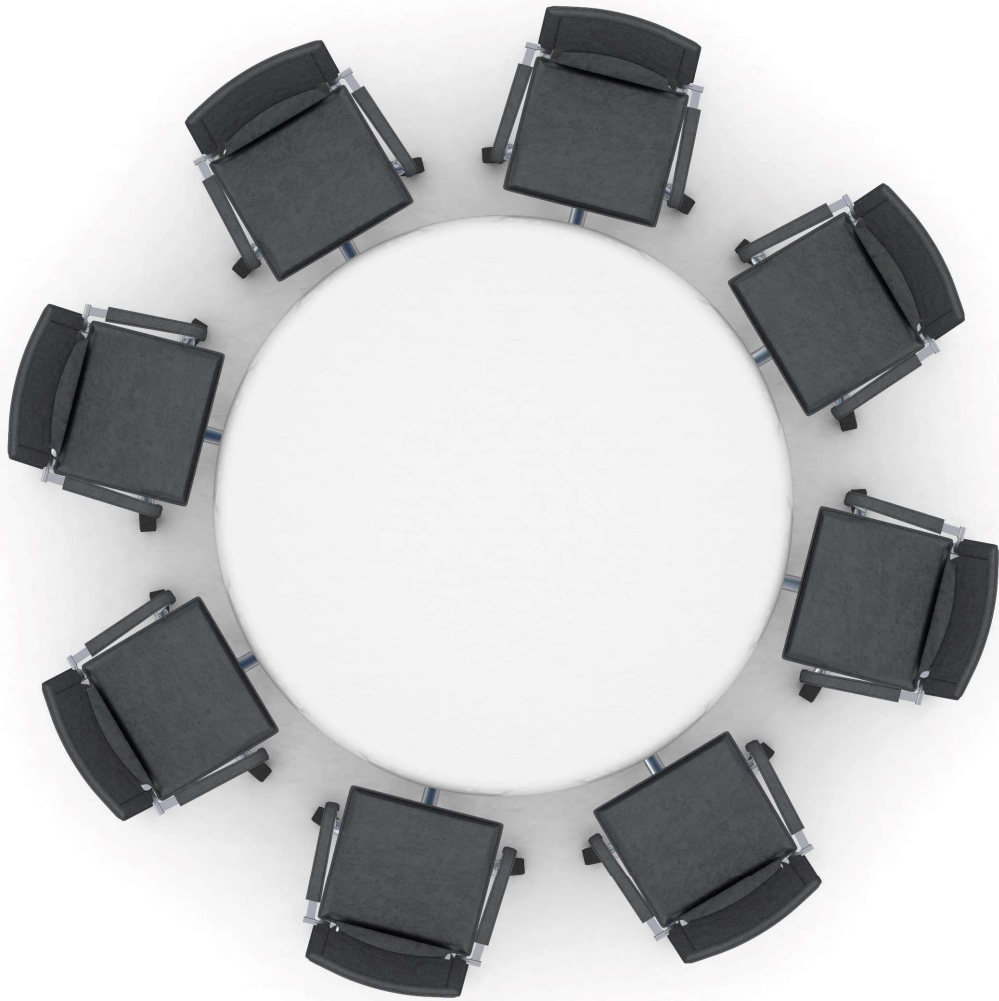
HMIS Virtual Office Hours



On the 1st Friday of every month, HMIS hosts a virtual Office Hour. The topic is decided based on areas of improvement found during internal data review. The next HMIS Virtual Office Hours is Friday, August 1, 2025.

End-users are encouraged to attend in order to ask questions or be a part of discussions. Users can ask questions outside of the current topic as well, so it is a great way to get some assistance with topics they are struggling with.

The office hours are recorded and posted on the Help Desk for anyone who was unable to attend.



Final Discussion & Feedback

Thank you



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