HOPWA Report Instructions:

(Revised November 2013)

1) Login to *Provide Enterprise*.
2) Go to View – Reporting – Report Templates by Type (shown below)
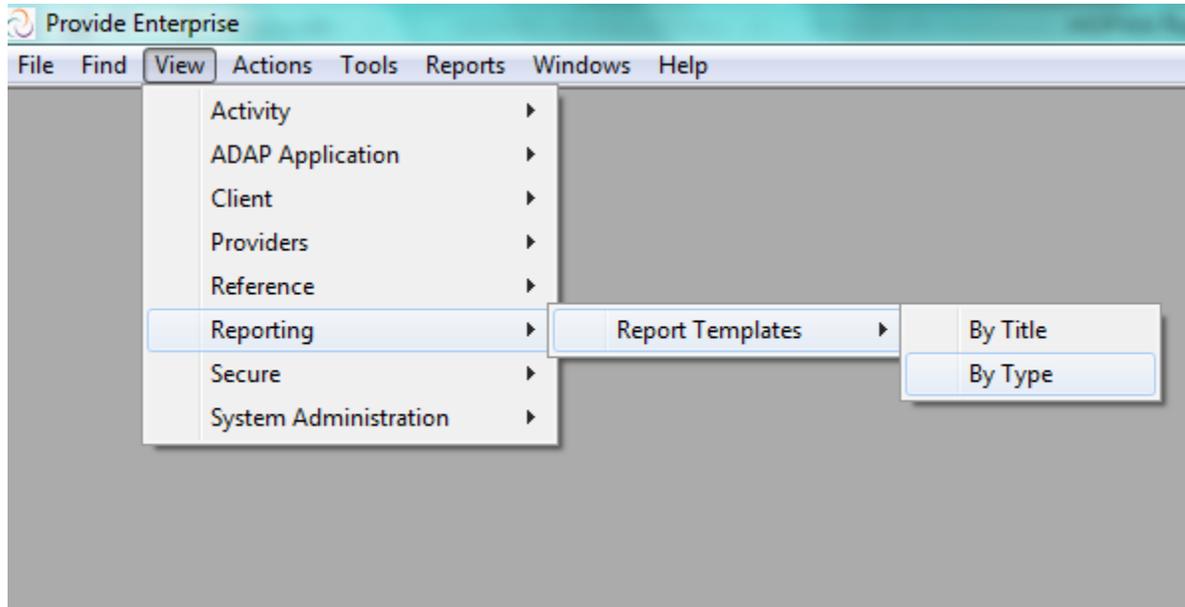
3) Choose **HOPWA Report** (shown below).
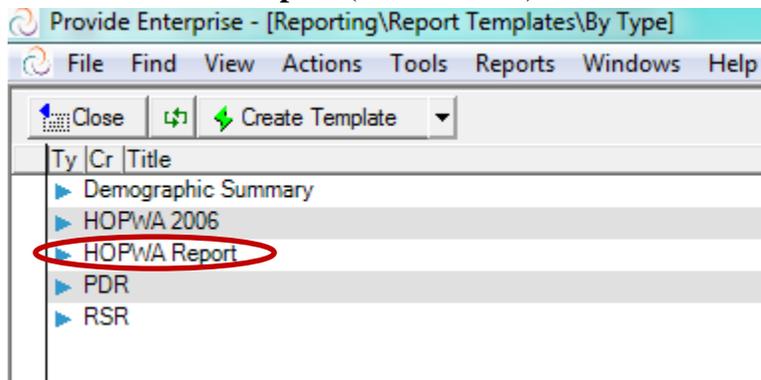
4) Locate and open the appropriate template under **HOPWA Report**.
5) Click the **Edit button** (shown below).
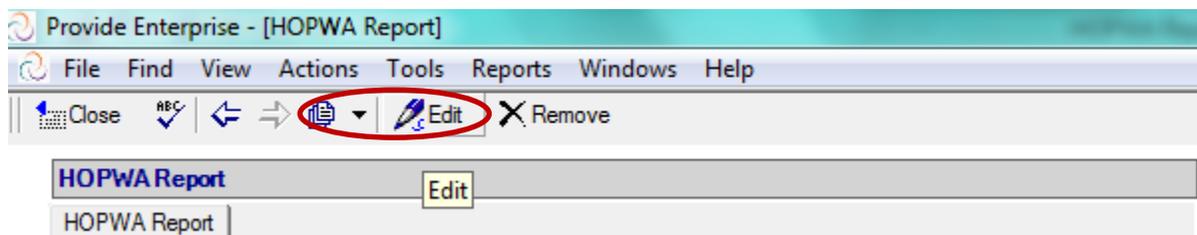
Apply the settings (described below):
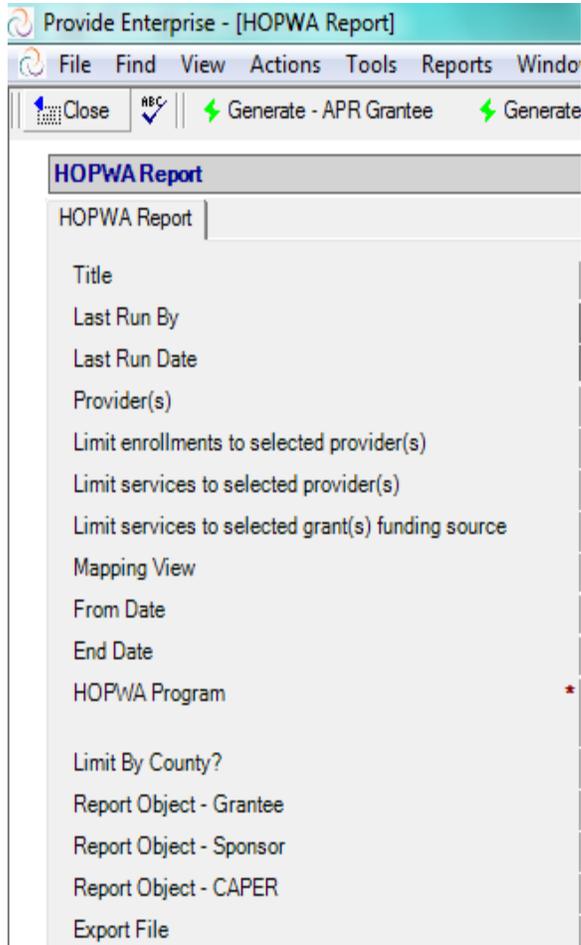
Provider: Agency that created the HOPWA-funded events.

Limit Enrollments to the selected provider(s): Set to "No."

Limit Services to selected provider: See notes below.

Limit Services to selected grant(s) funding source: See notes below.

HOPWA Program: Choose the HOPWA funder that is requesting the report.

Limit by County: Usually set to "No" since the "Funding Source" already knows which counties should be reported to the grantor.

Export File: This is the location where the back-up (detail) file will go when you click the **Export** button.

This improved HOPWA Report template in *Provide Enterprise* is re-designed to support variations in HOPWA funding models found in SC. For example, many agencies are funded by more than one source of HOPWA Funding (i.e. HOPWA City and HOPWA DHEC). To be counted in the report, a client must receive a <u>HOPWA-funded Event</u> in the specified time period.

HOPWA Funded Event:

A Progress Log, Service Provided, Referral, or Group Session that has "HOPWA" in the funding source is eligible to be counted as a HOPWA-funded event. Only documents marked "Complete" (or "Submitted" for Referrals) are eligible to be counted as served by the report. Progress Logs must have a Contact Flag of "Made" in order to be counted. Only those

documents that indicate a "real" contact will a client will be counted (i.e. not "Monitoring" or "Incoming Referral Service Contact").

- **Limit Enrollments to the selected provider(s):** This Yes/No flag field tells the report whether you want to limit the selection of Program Enrollment Housing records to those entered in Provide by the Provider(s) selected above. Typically this is set to "Yes".

- **Limit Services to selected provider:** This Yes/No flag field tells the report whether you want to limit the selection of service records to those entered in Provide by the Provider(s) selected above. Typically this is set to "Yes".

- **Limit Services to selected grant(s) funding source:** This Yes/No flag field is always set to "No'. This flag may be hidden and may not appear on your updated template.

Note: The settings for these fields may change the report results (i.e. report that shows zero). Due to statewide complexity of HOPWA funding models, you may need settings different from the typical settings outlined (above). For example, agencies in the Midlands may need customized settings when supportive services are provided in one location but checks are cut in a different location (i.e. PALSS and the Cooperative Ministry). Report any issues to GTI, to verify that these fields are set correctly.

At this point the HOPWA Report template is completed and you are ready to run the reports you wish/require depending on your grant requirements. The buttons at the top of the screen are:

- **Generate - APR Grantee**. Generates the Grantee section of the APR Report.
- **Generate – APR Sponsor**. Generates the Sponsor (sub recipient) section of the APR.
- **Generate – CAPER**. Generates the CAPER report.*
- **Export**. Generates a Client Level data file written to the location specified in the Export File report template field.
- **Print** –Generates error and demographic summary reports needed for quality assurance.

Note: SC DHEC requires the CAPER.

Types of Data Errors identified in the reports under **Print**:

Clients missing information (i.e. demographics)
Clients missing a Program Enrollment Housing
Clients with a Program Enrollment Housing and no "HOPWA-funded" event in the time period.