<u>OHCS Housing Assistance</u> <u>Service Transaction w/ Fund</u>



QUESTIONS??

Samuel Kenney: samuel.kenney@oregon.gov, 503-986-2136

Follow your normal flow:



- Create person/household
- ROI
- Add Entry
 SERVICE TRANSACTION with Fund Source

From the "Summary" tab or the "Service Transaction Dashboard"

- <u>Click</u> "Add Service" (Multiple is no longer an option ☺)
- <u>Select</u> Service Provider, <u>Input</u> Start and End Date, <u>Select</u> Service Type
- <u>Click</u> "Save & Continue"
- Expand "Apply Funds for Service"

слрана	ripply I dilds for Service	Services				
		Start Date	En	d Date	Provider	
		Add Service A	dd Multiple Services	No matches.		
Service Provider*	MCCAC-OHCS_EHA-2019-21 - HP (6208)	Y				
Creating User	Hunter Belgard					
Start Date*	07 / 01 / 2019 🥂 🏹 🤯 8 🔻 : 15 🔻 : 57 🖲 AM 🔻					
End Date	07 / 31 / 2019 🕂 🎝 🦓 8 🔻 : 15 🔻 : 57 🔻 AM 🔻					
Service Type*	Rent Payment Assistance (BH-3800.7000) V Look Up					
Provider Specific Service	-Select- V					
					Save & Continue Cancel	
					-	
	l.	Apply Funds	for Service			
					_	
	Exp	pand Apply Fund	s for Service Panel			
		pana rippiy rana	storecture			

Steps Continued:

- <u>Click</u> "Add Funding Source"
- <u>Select</u> the appropriate Fund Allocation, by <u>clicking</u> the green + sign
- Input "Amount" (careful not to use "Client Co-Pay)

ervice Costs			Add Funding Source		×
	Number of Units				-
	Unit Type	-Select- *	Fund Search		
	Cost per Unit	\$	Search for Funds by using keywords for Fund Name, Category, or Desc	cription.	
	Total Cost of Units	\$	Search	Show Advanced Options	
Apply Funds for Servi	ice		Show Matching Funds ONLY	-	
Distribute as Voucher	© <u>Yes</u> ● <u>No</u>		Search Clear		
Veno Acco	dor's Client		Fund Search Results		
Nam	ne on Bill Timberla	ke, Justin	Fund 🔺	Submission Deadline	Remaining Balance
Vendor	Please Select a Vendo	r Search Clear	MCCAC - EHA_HP_DRF	06/23/2020	\$50,000.00
Code for Account	ing -Select- •		CAC - EHA_HP_GF	06/23/2020	\$50,000.00
Department			MCCAC - EHA_HP_Other	06/23/2020	\$546,250.00
Funding Sources			CAC - EHA_HP_Vet DRF	06/23/2020	\$49,350.00
		Source	Showing	1-4 of 4	
	Client Co-Pay				
Add Funding Source A	dd Other Contributing Sourc	es			Cancel
Funding Sources		Source		Amount	
	Client Co-Pay			\$ 0.00	
MCCAC - I	EHA_HP_Vet DRF (submi	t by 06/23/2020)		\$	650
		V	Save Submission Completed		
🗷 Automa	tically Submit when Saved				
dd Funding Source 🕴 Ac	dd Other Contributing Sourc	es		Calculate	Total: \$0.00

3

Steps Continued: Above the Fund Source box......

- <u>Click</u> "Search"
- <u>Select</u> the appropriate Vendor, by <u>clicking</u> the green + sign
- <u>Click</u> "Save & Exit"

					Select Vend	or			×
					Vendor	Search			0
					Search for Ven	dors by using keywords for Vendor Name, Ver	ndor ID, and Description.		
vice (Costs				Search		Show Adv	anced Options	1
		Number of Units			Show Matchin	g Vendors ONLY 🕑			
		Unit Type	-Select- 🔻		Court	Clear			
		Cost per Unit	\$		Search	Clear			
		Total Cost of Units	\$		Vendor	Search Results			
App	ly Funds for Service				Vendor ID	Vendor Name	Address	Location	Distance 🔺
	Distribute as	O Yes I No			3	Landlord/Property Management Co.	Unknown	Unknown	N/A
	Voucher	ol					Showing 1-1 of 1		
	Account	Number							Exit
	Name on	Bill Timberlake,	Justin		1				-
A	Vendor *	Please Select a Vendor	Search	Clear	1				
	Code for Accounting Department	-Select- V							
Fund	ng Sources								
					-				

Canned Reports: These are TOOL reports, will not be submitted quarterly







My Managed Funds Report

Fund Availability Report – Money

How much money has been spent by this PROVIDER? Shows all funds.

Fund Usage Report – People

WHO have you spent money on in this ONE fund by this Provider?

<u>My Managed Funds Report – Money</u>

How much money has been spent in ALL my funds?

<u>Client Served</u> – Count of People <u>Service Transaction</u> – list of services





			U Select a Provider to view	runos availa	Die to that Provider						
ovider *	MCCAC-OHCS_EHA-201 - HP (6208)	17-19		Search	My Provider Clear						
									Build Report	Clear	
Report Resu	ults										
und Name 🔺						Submis	ssion Fund Ar	nount In Process	s Expended Rem	aining	
CCAC EHA - HP	,						N/A \$550,0	00.00 \$0.00	\$3,750.00 \$546	6,250.00	
fresh					Showing 1-1 o	f 1					
		Fund Usage Report]								
		Fund	MCCAC EHA - HP (269) V Mana	age List							
		Funding Cycle	(starts 07/24/2019) •								
		Vendor	-Select- Manage List								
		Provider	MCCAC-OHC5_EHA-2017-19 - HP (6208)			S	earch My Pr	ovider Clear			
		Amount Status	-Select-								
		Fund Request Status	-Select- Awaiting Submission Awaiting Resubmission Awaiting Approval *								
		Last Action Start Date	07 / 01 / 2019 🛛 💐 🍣 🦓								
		Last Action End Date	09 / 30 / 2019 🏼 🔊 🦓								
		Last Action	-Select- Saved Submitted Modified								
		Use Oversides									
		Has Overnues	-Select- •								
		Report Results	Voucher ID Check Request ID	0 🗆 <u>Vendor's (</u>	Client Account Number						
		Report Results Columns	Voucher ID Check Request II Last Action Date Last Action Creating User Service Clast	0 Uendor's (<u>Status</u> <u>Fi</u> ot ID <u>Client</u>	Client Account Number und Vendor Provider						
		Report Results Columns	Voucher ID Check Request II Last Action Date Last Action Creating User Service Support Documentation Over) Vendor's (Status Find for the second se	Client Account Number und © Vendor & Provider t Name & Amount						
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		Report Results Download Report Results Last Action Date Fund	-select) Uendor's (Status P Fi nt ID Client rides	Client Account Number und □ Vendor Ø Provider t Name Ø Amount		Service		Client ID	Build	Report Clear
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		Has Overholes Report Results Columns Download Report Results Last Action Date 08/08/2019 MCCAC EHA - 08/28/2019 MCCAC EHA -	-seect -	2 <u>Vendor's i</u> <u>Status</u> <u>Fint ID</u> <u>Client</u> rides HA-2017-19 - HA-2017-19 -	Client Account Number und Dendor Provider t Name Amount HP (6208) HP (6208)		<mark>Service</mark> Rent Payment As	sistance sistance	Client ID 1 214	Build Client Name Rahadian, Reza Smith, Katie	Report Clear Amou \$100. \$650. \$650.
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		Report Results Columns Download Report Results Last Action Date 08/08/2019 MCCAC EHA 08/28/2019 MCCAC EHA	Voucher ID Check Request II Voucher ID Check Request II Last Action Creating User Support Documentation Over Provider HP MCCAC-OHCS_EI H MCCAC-OHCS_EI H MCCAC-OHCS_EI H MCCAC-OHCS_EI H MCCAC-OHCS_EI H H MCCAC-OHCS_EI H H MCCAC-OHCS_EI H MCCAC-OHCS_EI H MCCAC-OHCS_EI H H MCCAC-OHCS_EI H	2 □ <u>Vendor's :</u> □ <u>Status</u> ♥ <u>F</u> nt <u>ID</u> ♥ <u>Client</u> rides HA-2017-19 - HA-2017-19 - HA-2017-19 - HA-2017-19 - HA-2017-19 -	Client Account Number und □ Vendor Ø Provider t Name Ø Amount HP (6208) HP (6208) HP (6208) HP (6208) HP (6208)		Service Rent Payment As Rent Payment As Rental Deposit A Bant Payment A	sistance sistance sistance sistance	Client ID 1 214 214 95 95	Build Client Name Rahadian, Reza Smith, Katie Smith, Katie Carter, Jimmy Carter, Jimmy	Report Clear \$100. \$100. \$550. \$550. \$1,00. \$200.
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6/11/2020

6

ART Report: This report will be requested Quarterly

Advanced	Reporting Tool	
ravancea	neporening root	

In In	Inbox		
A A	Available Reports and Templates		
ь в	Bowman Systems Resources		
g P	Public Folder		
•	ART Gallery Reports and Resources		
	ART Gallery Report Manuals	User Prompt Field	Value(s) Selected
	 ART Gallery Reports 		
	Q 0347 - Billing Summary - v3	EDA Provider:	-Default Provider-
	Q 0401 - Client Program History	- v	
	Q 0404 - Client Case Plans - v2	Effective Date:	Day you run the report
	Q 0405 - SSOM Client Achieveme	nt	
	0407 - SSOM Client Progress R	Enter Start Date	Start of Reporting Period
	Q 0408 - Client Living Situation F	list	etait et riepetaitig i etteu
	Q 0409 - Client Event History - v	¹¹ Enter End Date PLUS ONE DAY	End of Reporting Period PLUS ONE DAY
	0508 - SSOM Domains at Popu		End of Roporting Fonder 200 one Drift
	0509 - SSOM Domains at Popu	^{at} Select Provider(s) for Report:	EHA or HSP or ERA or SHAP, etc.
	0521 - Prevention Outcomes -	v5	LIA OF HOP OF LIVE OF SHAF, BUC.
	0550 - Exit Destination Outcon	Select Funding Source(s) to Include.	Which Fund Course to "out/clice" the date by
	0551 - Exit Reason Leaving Ou		which Fund Source to cursice the data by
	0552 - Goal Outcomes - v4		
	Q 0556 - Client Transition Outcor	nes - v2	
	0607 - Client and Household D	emographics by Funding Stream - v5	
	0628 - HIC Supplement - v10		
	0629 - Housing Inventory Cour	nt - v18	
	0630 - Sheltered-Unsheltered	PIT 2019 - v23	
	0631 - HUD CoC APR Detail - v	24 (Retired 2017.10.13)	
	0635 - NOFA CoC Application S	Section 2D - v12	

Example: Pulls all entry/exits HOWEVER then cuts the data by which fund

User Prompt Field	Value(s) Selected
EDA Provider:	-Default Provider-
Effective Date:	1/18/2020
Enter Start Date:	7/1/2019
Enter End Date PLUS ONE DAY:	1/1/2020
Select Provider(s) for Report:	MCCAC- EHA - HP(4480)
Select Funding Source(s) to Include:	MCCCAC EHA VET DRF HP

Providers reporting	Information					Servic	e Cou	nt		Unique Count	e Clien	t Cli	ent Co	ount
MCCAC- EHA - HP(4480)						1	1			6		6	
	Funding Source	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaskan Native	American Indian or Alaska Native and Black or African American	Black or African American and White	Asian and White	American Indian or Alaska Native and White	American Indian or Alaska Native and Black or African American	Other Multi- Race	Missing or Non-HUD	Total Persons
	EHA - State Fund	6	0	0	0	0	0	0	0	0	0	0	0	6
	TOTALS: Column totals will not equ	6 al to the sum	0 of the rows	0 where client	0 s have multi	0 ple funding so	0 ources.	0	0	0	0	0	0	6

Row totals will not equal to the sum of the columns in cases where duplicate clients have different race designations.

		Hous	ehold Characteristi	cs of Clients Serve	d By Funding Sourc	e		
		Household Type			Total of			
Funding Source	Funding Source Households without Children and On		Households with Only Children	Households with Female Head	Large Households (>5 members)	Households with Disabled Member	Households that Include a Client Age 62+	Household Types
EHA - State Fund	1	1	1	1	0	0	0	3
TOTALS:	1	1	1	1	0	0	0	3

Client Unique Id 6	Client Uid	HH Id	Service Id	Service Code Description	Service Start	Service End	Service Provider	Funding Source
10042015a100v	${\bf x}_{\rm est}$	514218	10174137	Rental Deposit Assistance	5/7/2019	5/7/2019	Contraction of the second second	EHA - State Fund
0420108856351		514501	10176752	Rental Deposit Assistance	5/7/2019	5/7/2019	A DECEMBER OF A	EHA - State Fund
0423130000331		514501	10176758	Rent Payment Assistance	5/7/2019	5/7/2019	Contraction of the local distance of the loc	EHA - State Fund
01282019c435	-	514501	10176753	Rental Deposit Assistance	5/7/2019	5/7/2019	Contraction of the second	EHA - State Fund
1012020100100		514501	10176759	Rent Payment Assistance	5/7/2019	5/7/2019	Planta and a state of the second s	EHA - State Fund
n12022010c623		514501	10176754	Rental Deposit Assistance	5/7/2019	5/7/2019	A COLUMN TWO IS NOT THE OWNER.	EHA - State Fund
20220100020	_	514501	10176760	Rent Payment Assistance	5/7/2019	5/7/2019	Contraction of the local division of the loc	EHA - State Fund
n10022013b53f	10.00	514501	10176755	Rental Deposit Assistance	5/7/2019	5/7/2019	Provide and a second second	EHA - State Fund
100220101100		514501	10176761	Rent Payment Assistance	5/7/2019	5/7/2019	Print of the local data of the party of the local data of the loca	EHA - State Fund
02271963i530h			10152309	Rental Deposit Assistance	5/1/2019	5/2/2019	Planta and the second sec	EHA - State Fund
022110003000			10152310	Rent Payment Assistance	5/1/2019	5/31/2019	Contraction of the second second	EHA - State Fund

6/11/2020