FHPAP Matrix Report Instruction Basics

Matrix reports in ART:
Located in the Matrix folder. Please note, we have added numbers to the reports to better identify them. For this reporting period please run the following reports:

1. **Matrix Data Check FHPAP - 3 tabs (run dates: 7/1/11 to 12/31/11 or 6/30/12 or 12/31/12 or 6/30/13)**

2. **Provider level Reports (Contains client level data. Do not email.):**
   #1P Client Level Progress (only include clients who have been in the program for 6 months or more and have a follow-up matrix completed)

3. **Summary Reports:**
   #1-2S Self Sufficiency Matrix Progress Summary (run 7/1/11 to 12/31/11 or 6/30/12 or 12/31/12 or 6/30/13) Note: only run and send if you have clients in the program 6 months or more who have an interim matrix completed
   #3S Domains at Population Entry (run 7/1/11 to 12/13/11) Note: All FHPAP programs should have data in this report

   ***Inform Minnesota Housing that data is ready to be run.**

Matrix Data Check report: 7/1/11 to 12/31/11 or 6/30/12 or 12/31/12 or 6/30/13
Important: Run the Matrix Data Check FHPAP report first to make sure that all clients are included in the other matrix reports.

- Three Tabs:
  - **Matrix Data Check** links client entry/exit information with matrix data. Clients without any matrix data will only display entry/exit information. Look for clients without matrix data and record the client ID so that you can update their information in ServicePoint.
  - **Entry Exit Check** shows data from the Entry/Exit section with some matrix dates for comparison. Check to make sure the matrix dates are accurate (initial data check should be close to program entry date, interims should be in 6 month increments)
  - **Matrix Time Period Check** highlights 6 month matrix due dates and summarizes most recent matrix entries. Use this to make sure that you have the right number and type of matrix assessments for each client (initial and interim). This can also help you track what month interim assessments need to be completed based on the initial assessment date.

A. Client level reporting: These reports include matrix information for each client. As it is private client data, <u>it should never be emailed or shared publicly</u>. You can use this information to confirm the data is correctly entered for each client. You can also share it with clients or other program staff within your agency.

Use the ***standard report period*** date range for client level reports. Client level reports are best saved as a PDF.

- ***#1P Client-level Progress Report***
    - Includes clients with an initial matrix assessment <u>and at least</u> one interim assessment within the report range. Clients with only an initial matrix will not show up in the report.
    - Provides a table and chart for each client comparing their initial and most recent interim assessments.
    - Also provides a list of all matrix assessments completed, dates and scores for each client for reference.

B. Summary reports to send to funder: There are a total of two summary reports to send to your funder. <u>Save these reports in Excel to send to your funder</u> (unlike other summary reports).

1) Summary Report: #1-2S Self Sufficiency Outcomes Matrix Progress Report

- Report is similar to the client level data reports, but has averages scores for the entire program, not by client.
- To be included in this report the client must have an initial matrix assessment <u>and</u> one interim assessment. One matrix date must be also be in the report range. Clients with only the initial matrix will not show up in the report. If you don't have clients with any interim assessments, the reports will be blank.
- Divided up into three sections:
    - Table one compares the initial assessment to the most recent assessment in the date range.
    - Table two is broken down into more detail with the initial assessment compared to both the most recent interim assessment.
    - Table three includes only clients with an interim matrix, comparing initial and the most recent interim assessments.

2) Summary Report: #3S Domains at Population Entry

- Each of the 17 matrix domains has its own page on the reports. The two most useful sections will be:
    - Frequencies (table): lists the number of clients with each score
    - Histogram (chart): shows in a graph the number of people with each score.
        - Please remember 6=NA
- Last section includes client level summary information (by Client ID only).
- Includes initial matrix assessments only. For the report start and end dates, select the time frame you would like to see initial assessments for, such as all initial assessments in a fiscal year. It includes all clients with initial assessments and doesn't filter out anyone with interim assessments.
- If you would like to see initial assessments for clients currently being served, you would need to use the first date of their initial assessments. This will be 7/1/11.