



April 2014

# SMIS REPORT DETAILS

April 2014 Version 1.3

by Ben Lee

(Any questions please email smishelp@toronto.ca)







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The following pages contain detailed documentation of all reports currently in SMIS production.

Note that all private and confidential information have been removed from all screen and report samples in this document. Therefore, Client ID, Client Name, User ID and User Name and some other private information columns are left blank.

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# 1. Client Report – Bedded Programs

Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users

#### Description:

The Program based report shows currently active clients or clients admitted within the last 60 days and their basic occupancy and case note count information in a detailed tabular format. The beginning of the report also displays Program profile and report parameter information.

You can also filter this report for Clients who are assigned to any particular staff upon admission.

You can download this report to an excel document and then sort according to any of the columns. You can download to a PDF for a printable version.

#### **Report Parameters:**

Type of Report	(i.e. Active Clients, Clients within the past 60 days)
Primary Worker	(staff selected in the Client Admission screen)

#### **Report Headers:**

#### Active Clients (Bed)

**Reporting Period: 2012/04/10** Will only be available for the day you are printing the report

This is the Program info	This is the Program information populated automatically					
Name	Program Name	Facility	Facility Name			
Description	Client group described	Phone	Program phone number			
Health Information Custodian	Yes / No	Туре	Type of program – bedded			
Status	Active	Space Capacity	Total # of beds allowed in the Facility space that houses the Program			
Funding Capacity:	Max. # of funded beds based upon Program Operating Agreement	Male/Female	Client group			
Minimum Age	0	Maximum Age	100			

Type of Report	Active Clients or Client who were	Primary Worker	Any	You can run this report for specific staff members.
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at any point	
active in the	
past 60 days	

#### **Report Detail (Fields):**

FIELD NAME	DESCRIPTION
Client No.	SMIS client ID
Last Name	Client's lastname
First Name	Client's firstname
Admission Date	Most recent client's admission date into this program
Room	Room ID
Bed	Bed ID
PNA Eligibility	Last PNA eligibility TO date
Most Recent Case Note	Creation date of most recent case note (maybe complete or incomplete)
Incomplete Case Notes	Count of incomplete case notes
Primary Worker	Name of primary worker assigned to client in admission screen

# **Export Options:**

Excel PDF







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## **Report Sample Screen:**

toronto			S	A	ctive Clier	nts (	Bed)				Print Close
Name:		-	Cornerstone Place			Fa	cility:	Cor	nerstone Place 8	33 St.Clair W	
Description:			Provide Shelter for 50	Men, 25 years and o	wer	Ph	one:	416	-658-5224		
Health Inform	stion Custod	ian:	Yes			ту	pe:	Bet	1		
Status:			Active			Sp	ace Capacity:	52			
Funding Capac	ity:		50			Male/Female: Ma		Ma	Male		
Minimum Age:			25			Maximum Age: 78		78	78		
Type of Re	eport:	Activ	ve Clients		•		Primary Worl	ker:	Any	•	Search
		1.02							1.172		
Client No.	Last Nan	ne	First Name	Admission Date	Room	Bed	PNA E	ligibility	Most Recent Case Note	Incomplete Case Notes	Primary Worker
				2010/01/22	Dormitory	05					
				2010/01/19	Dormitory	03					
				2010/01/18	Dormitory	49	2011/0	2/19 [y]			
				2012/04/19	Dormitory	11					
				2010/01/15	Dormitory	33	2011/0	1/31 [y]	1		
				2010/01/14	Dormitory	44	2011/0	2/15 [n]			
	111			2010/01/14	Dormitory	02	2011/0	7/04 [n]	2011/07/04	1	

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# 2. Client Intake Report – All Programs

# Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users

#### Description:

The Program based report shows all new intakes with their most relevant information, created for a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Program profile and report parameter information. The Reporting Period can be set by the end user.

You can also filter this report for Clients who are assigned to any particular staff upon admission.

You can download this report to an excel document and then sort according to any of the columns. You can download to a PDF for a printable version.

#### **Report Parameters:**

Intake Date From	(report start date, default is 60 days prior to the current date)	
Intake Date To	(report to date, default is today)	
Maximum Report Date Range is defaulted to 90 days		

Maximum Report Date Range is defaulted to 90 days

#### **Report Header:**

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#### **Client Intake Report**

This report provides the number of new intake in a specified period Reporting Period: 2012/02/06 - 2012/04/10 lists dates entered below

This is the facility inform	nation populated automatica	lly	
Name	Program name –	Facility	Facility Name
	Bedded program		
Description	Client group described	Phone	Program phone number
Health Information	Yes / No	Туре	Type of program –
Custodian			bedded
Status	Active	Space Capacity	Total # of beds allowed
			in the Facility space that
			houses the Program
Funding Capacity:	Max. # of funded beds	Male/Female	Client group
	based upon Program		
	Operating Agreement		
Minimum Age	0	Maximum Age	100

Intake Date2012/02/06Intake Date To2012/04/10SearchFrom2012/02/062012/04/102012/04/10Search
---

Total clients	Total number of clients	Total Intakes	Total number of <b>new</b>





intake within this period

**SMIS Report Details** 

intakes in this period

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Report Detail (	Fields).	

Report Detail ( Fleius).	
FIELD NAME	DESCRIPTION
Name	Client lastname, firstname
DOB	Client's date of birth
Client No.	SMIS client number
Intake Status	Current intake status: admitted, discharged, active, inactive
Lived last 12 Mnths	Where client lived in the last 12 months: Toronto, Elsewhere in Ontario,
	Indian Reserve, Another Province, Outside Canada, Unorganized
	Territories, Other
Reason for Service	Reason the client request shelter service
Intake Date	Date of intake
Service End Date	End date of service – for Service programs Only
Rejection Date	Date intake was rejected
Rejection Reason	Reason intake was rejected
Relationship	Client's relationship to head of household: Dependant, Spouse/Partner,
	left blank if Head of household or single

Export Options: Excel, PDF

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## **Report Sample Screen:**

toronto	5 M I	S		Shelt	er - Clie	nt In	take R	eport			Printee	Print Clase
Reporting Period: 2	012/02/02 - 2012/	05/01										
Shelter:		Birkdale Resident				Organization: City of Toronto						
Description:		mothers and chile	dren; refugee )	laimants			Contact:					
Туре:							Phone:					
Status:		Active										
Start Date	2012/02/02	2	End Date 20		2012/05/01		-	Search				
Program Birkdale Residence - Total	Bedded Program		Total Uniq	ue Clients	8	Total In		9			×	Excer <b>t</b> PDF
Program:					•	Pro	ogram Typ	pe:	•			
Program	Name	DOB	Client No.	Intake Status	Lived 12 Mr	Last	Reason fo	r Intake D	ate Service End	Rejection Date	Rejection Reason	Relationship
Birkdale Residence - Bedded Program				admitt	ed Toron	to		2012/04	03			Spouse/Partner
Birkdale Residence - Bedded Program				admitt	ed Toron	to	Evicted by Family/Frie		/03			
Birkdale Residence - Bedded Program			3	admitt	ed Taran	to	Unsafe Premises	2012/03/	/13			
Birkdale Residence - Bedded Program				discha	rged Taran	to		2012/03/	/13			
Birkdale Residence - Bedded Program				dischar	rged Taran	to		2012/03/	/13			
Birkdale Residence - Bedded Program				discha	rged Taron	to	Foreclasure Due to Mortgage Payment Arrears	■ 2012/03,	/13			
Birkdale Residence - Bedded Program		ξį.		dischar	rged Taran	to		2012/03/	/13			Dependant
Birkdale Residence - Bedded Program				discha	rged Elsew Ontar	here in io	Foreclosure Due to Mortgage Payment Arrears	■ 2012/03,	105			
Birkdale Residence - Bedded Program				dischar	rged Elsew Onter	here in io	Fire or oth disaster	er 2012/03/	105		17 - 7 1	

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# 3. Client Occupancy Report – All Programs

Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users

#### Description:

The Program based report shows all client admissions that has at least 1 stay day during a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Program profile and report parameter information. The Reporting Period can be set by the end user.

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

#### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)
End Date	(report to date, default is today)
Maximum Report Date Range	is defaulted to 90 days

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

#### Report Header:

#### **Client Occupancy Report**

This report provides the total number of clients admitted in specified period (not unique) Reporting Period: 2012/02/06 – 2012/04/10 lists dates entered below

This is the facility inforr	nation populated automatica	ally	
Name	Program name – Bedded program	Facility	Facility Name
Description	Client group described	Phone	Program phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds allowed in the Facility space that houses the Program
Funding Capacity:	Max. # of funded beds based upon Program Operating Agreement	Male/Female	Client group





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Minimum Age		0		Maximur	n Age	100	
Intake Date From	201	2/02/06	Intake Da	nte To	2012/04/10		Search Can go Back 90 Days
Total clients		Total number c stayed within tl		Total Be	d Nights	repo	I occupancy for orting period – not red to specific ots

# Report Detail (Fields):

FIELD NAME	DESCRIPTION
Name	Client lastname, firstname
DOB	Client's date of birth
Client No.	SMIS client number
Room	Room number of the admission
Bed	Bed number of the admission – applicable for non-family programs Only
Occup. Status	Current occupancy status: admitted, discharged
Admission Date	Date the client was admitted
Discharge Date	Date the client was discharged
Discharge Reason	Reason the client was discharged
Relationship	Client's relationship to head of household: Dependant, Spouse/Partner, left
	blank if Head of household or single
Bed Nights	Total bed nights stayed during the reporting date range

Export Options: Excel, PDF





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# **Report Sample Screen:**

toronto S	M	IS				Clie	nt Occupar	су Кер	ort		<u>P</u>	rint Close
Reporting Period: 201	2/00/11 - 201	2/10/25									Printed: 2	012/10/25
	2/05/11 - 201		D							Birkdale Residence		
Name: Description:			Residenc			-	antary school age	Facility: Phone:		birkuale kesidence		
Health Information Cu	et an france	No	5-10, TOINS				and y school age	Type:		Bed		
Status:	subbidin.	Active						Space Capa	eitv:	193		
Funding Capacity:		5						Male/Female:		Female		
Minimum Age:		0						Maximum Age:		100		
-		1				-						
Start Date	2012/09/	11		End Date 2012/10/25					Search			
Name	DO	вс	lient	Room	Bed	Occup.	Admission	Discharge	Discha	rge Reason	Relationship	Bed
Name	DO	вс	lient	Room	Bed	Occup.	Admission	Discharge	Discha	rge Reason	Relationship	Bed
		N				Status	Date	Date				Nights
	-			412		admitted	In Constanting	-	_		Landon and the	44
				412	-	admitted admitted					Dependant	34 44
	1	- 60		502 204	- 6	admitted	or accession		-		ii ii	44
				204		admitted					Dependant	44
				602		admitted						44
				602	- 13	admitted	St. Seederate					44
				602		admitted						44
		8				discharge	ed 2012/03/13	2012/09/2:		tic discharge - Client admitted to program		10
	1		3	702		admitted	2012/04/03					44
				702		admitted	2012/04/03				Spouse/Partner	44
	1	1.2		505		admitted	2012/10/03					22
				505		admitted	2012/10/03				Dependant	22





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# 4. Client Discharge Report – All Programs

Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users

#### Description:

The Program based report shows all client discharges during a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Program profile and report parameter information. The Reporting Period can be set by the end user.

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

#### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)
End Date	(report to date, default is today)
Maximum Report Date Ran	nge is defaulted to 90 days

#### **Report Header:**

#### Client Discharge Report

This report provides the number of discharges in a specified period Reporting Period: 2012/02/06 – 2012/04/10 lists dates entered below

Name	Program name –	Facility	Program Name
	Bedded program	_	
Description	Client group described	Phone	Program phone number
Health Information	Yes / No	Туре	Type of program –
Custodian			bedded
Status	Active	Space Capacity	Total # of beds allowed
			in the Facility space that
			houses the Program
Funding Capacity:	Max. # of funded beds	Male/Female	Client group
	based upon Program		
	Operating Agreement		
Minimum Age	0	Maximum Age	100

Intake Date2012/02/06Intake Date ToFrom	2012/04/10	Search	
---	------------	--------	--





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Total clients	Total number of clients listed within this period	Total Discharges	Total number of <b>discharges</b> in this period, not related to unique clients
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#### **Report Detail (Fields):**

FIELD NAME	DESCRIPTION
Name	Client lastname, firstname
DOB	Client's date of birth
Client No.	SMIS client number
Admission Date	Date the client was admitted
Discharge Date	Date the client was discharged
Discharge Reason	Reason the client was discharged
Discharge Disposition	Where the client was discharge to
Relationship	Client's relationship to head of household: Dependant, Spouse/Partner, left blank if Head of household or single

# Export Options: Excel, PDF

#### **Report Sample Screen:**

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		MIS									Printed	d: 2012/10/25	
Reporting Period: 2	012/07	7/28 - 2012/10/2	5										
Name:		Co	renant House R	esidence				Facility:		Covenant House-2	) Gerrard St. E.		
Description:		Em	ergency Shelter					Phone:					
Health Information (	Custod	ian: Ye						Туре:		Bed			
Status:		Ac	ive					Space Cap	æcity:	94			
Funding Capacity:		94							ale:	Transgender			
Minimum Age:		Max					Age:	24					
Start Date	20	12/07/28		E	End Date 2012		2/10/25		Search				
Total Clients		3	Total Disc	harges			3				×	Excei 🔂 PDF	
Name	DOB	Client I	lo. Admissio	n Date	Discharge	e Date	Discharge f	Reason			Discharge Disposition	Relationship	
			2010/01/:	14	2012/08/2	9	Automatic o	lischarge - Cli	ent admitted to				
	1		2010/01/:	14	2012/08/2	9	Automatic d	lischarge - Cli	ent admitted to	another program			
		-	2010/01/:	14	2012/08/2	9	Automatic (	Sischarge - Cli	ent admitted to				
items found, o	lispla	aying all item	199325035	14	2012/08/2	9	Automatic (	Sischarge - Cli	ent admitted to	another program			





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# 5. (Program) Occupancy Report – All Programs

Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users

#### Description:

The Program based report shows daily aggregate statistics occupancies for a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Program profile and report parameter information. The Reporting Period can be set by the end user. The report details the occupancy stats one day per row in the tabular format.

Note that all statistics are based upon the 4 a.m. official reporting time for the business day before. (For example, Feb 4 business day stats are based upon the counts as of 4 a.m. on Feb 5, which is after the 2 formal bed checks have been completed and SMIS is updated accordingly which usually takes place between midnight and prior to 4 a.m.)

#### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)
End Date	(report to date, default is today)
Maximum Report Date Rar	nge is defaulted to 90 days

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

#### Report Header:

#### **Program Occupancy Report**

Reporting Period: 2012/02/1 – 2012/04/10From dates entered below

This is the facility informa	tion populated automatically		
Name	Program name – Bedded program	Facility	Program Name
Description	Client group described	Phone	Program phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds allowed in the Facility space that houses the Program
Funding Capacity:	Max. # of funded beds based upon Program Operating Agreement	Male/Female	Client group





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Minimum Age	0		Maximum Age	100
Date From	2012/02/06	Date To	2012/04/10	Search can go back 90 days

# Report Detail (Fields):

# Summary Block:

eannary Breeki	
FIELD NAME	DESCRIPTION
Queue	Current queue size
Occupancy	Current occupancy
Average Occupancy	Average daily occupancy over the reporting period
Vacancy	Current vacancy
Average Vacancy	Average daily vacancy over the reporting period
Actual Capacity	Current actual capacity
Average Capacity	Average daily actual capacity over the reporting period
Funding Capacity	Current funding capacity

#### **Detailed Block:**

FIELD NAME	DESCRIPTION
Date	A date within the reporting date range
Queue	Queue @ 4am next day
<u>Occupancy</u>	Occupancy @ 4am next day
Vacancy	Occupancy @ 4am next day
Actual Capacity	Actual capacity of program @ 4am next day
Funding Capacity	Funding capacity of program

Export Options: Excel, PDF





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# **Report Sample Screen:**

<form>      Repairing Pariate Number 4     Repairs 1000000000000000000000000000000000000</form>	ε.
Description:         Emergency Sinder         Prone:         Prone:         Prone:         Prone:         Seal -           Headth Information: Custodien:         Yes         Active         Type:         Square         Square <td< th=""><th>ε.</th></td<>	ε.
Type: to page of the page	
Active     Seare Cogenity:     Seare Cogenity:     Seare Cogenity:     Transgende       Auding Cagecity:     94     Mate, Personal     Mate, Person	
Name     Nam     Name     Name <td></td>	
Main and set:       16       Mean and set:       Mean and set:       Mean and set:       Search         Date To       2012/09/25       Date To       2012/10/24       Search         Queue       Average Cocupancy       Vacancy       Average Cocupancy       Averacup       Average Cocup	
Date From       2012/209/25       Earch       Search       Search         Queue       Occupency       Average Occupency       Vecancy       Average Vecancy       Actual Capacity       Average Capacity         2a       76       76       18       28       94       4         Oblig       75       76       18       28       94       4         Oblig       2       76       76       18       94       4         Oblig       2       76       76       18       94       4         Oblig       2       76       76       18       94       4         Oblig       2       76       18       94       4         Oblig       2       76       18       94       4         Oblig       2       76       18       94       4	
Quear     Occupency     Average Occupency     Vecancy     Average Vecancy     Actual Capacity     P4     Moreage Capacity       2     76     76     18     38     94     94       Data     Queare     Queare     Queare     Moreage Capacity     94     Occupanty     94       Data     2     76     76     18     94     94     94       Data     2     76     76     18     94     94       Data     76     18     94       Data     76     18     94       Data     76     18     94       Data     2     76     18     94       Data     76     18	
<table-container>27676769494CataGueueOccupanyYeachActuCapacity2012/09/2527618942012/09/2527618942012/09/2627618942012/09/2727618942012/09/28761894942012/09/2927618942012/09/2927618942012/09/2027618942012/09/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/2027618942012/10/20&lt;</table-container>	
<table-container>27676769494CataGueueOccupanyYeamAduut Capacity2012/09/252769442012/09/2527694942012/09/2627618942012/09/2727618942012/09/2727618942012/09/2727618942012/09/2727618942012/09/2727618942012/09/2727618942012/10/2627618942012/10/2727618942012/10/2627618942012/10/2627618942012/10/2727618942012/10/2627618942012/10/2627618942012/10/2627618942012/10/2627618942012/10/2727618942012/10/2727618942012/10/2727618942012/10/2727618942012/10/2727618942012/10/2727618942012/10/2727618942012/10/2727618942012/10/272&lt;</table-container>	Excern PDF
Date         Queue         Occupancy         Yeancy         Actual Capacity           2012/09/25         2         76         18         94           2012/09/25         2         76         18         94           2012/09/26         2         76         18         94           2012/09/27         2         76         18         94           2012/09/28         2         76         18         94           2012/09/28         2         76         18         94           2012/09/28         2         76         18         94           2012/09/29         2         76         18         94           2012/10/01         2         76         18         94           2012/10/02         2         76         18         94           2012/10/02         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94 <t< td=""><td>Funding Capacity</td></t<>	Funding Capacity
ballyony25         2         76         8         94           ballyony25         2         76         18         94           ballyony27         2         76         18         94           ballyony27         2         76         18         94           ballyony28         2         76         18         94           ballyony29         2         76         18         94           ballyony20         2         76         18         94           ballyony	94
2         76         18         94           0012/09/27         2         76         18         94           0012/09/28         2         76         18         94           0012/09/28         2         76         18         94           0012/09/29         2         76         18         94           0012/09/29         2         76         18         94           0012/09/29         2         76         18         94           0012/09/29         2         76         18         94           0012/09/29         2         76         18         94           0012/09/20         2         76         18         94           0012/00/2         2         76         18         94           0012/10/02         2         76         18         94           0012/10/03         2         76         18         94           0012/10/05         2         76         18         94           0012/10/07         2         76         18         94           0012/10/12         2         76         18         94           0012/10/12         2	Funding Capacity
N012/09/27         2         76         18         94           N012/09/28         2         76         18         94           N012/09/29         2         76         18         94           N012/09/29         2         76         18         94           N012/09/20         2         76         18         94           N012/09/20         2         76         18         94           N012/10/01         2         76         18         94           N012/10/02         2         76         18         94           N012/10/02         2         76         18         94           N012/10/02         2         76         18         94           N012/10/03         2         76         18         94           N012/10/05         2         76         18         94           N012/10/14         2         76         18         94           N012/10	94
8012/09/28         2         76         18         94           8012/09/28         2         76         18         94           8012/09/29         2         76         18         94           8012/10/01         2         76         18         94           8012/10/02         2         76         18         94           8012/10/02         2         76         18         94           8012/10/02         2         76         18         94           8012/10/03         2         76         18         94           8012/10/05         2         76         18         94           8012/10/05         2         76         18         94           8012/10/05         2         76         18         94           8012/10/05         2         76         18         94           8012/10/05         2         76         18         94           8012/10/07         2         76         18         94           8012/10/07         2         76         18         94           8012/10/12         2         76         18         94           8012/10	94
2012/09/29         2         76         18         94           2012/09/30         2         76         18         94           2012/10/01         2         76         18         94           2012/10/02         2         76         18         94           2012/10/03         2         76         18         94           2012/10/04         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/16         2         76         18         94           2012/10/12         2         76         18         94           2012/10	94
2012/09/30         2         76         18         94           2012/10/01         2         76         18         94           2012/10/02         2         76         18         94           2012/10/03         2         76         18         94           2012/10/04         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/06         2         76         18         94           2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/16         2         76         18         94           2012/10/12         2         76         18         94           2012/10/12         2         76         18         94           2012/10	94
2012/10/01         2         76         18         94           2012/10/02         2         76         18         94           2012/10/03         2         76         18         94           2012/10/04         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/07         2         76         18         94           2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/16         2         76         18         94           2012/10/12         2         76         18         94           2012/10/12         2         76         18         94           2012/10	94
2012/10/02         2         76         18         94           2012/10/03         2         76         18         94           2012/10/04         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/06         2         76         18         94           2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/08         2         76         18         94           2012/10/08         2         76         18         94           2012/10/09         2         76         18         94           2012/10/16         2         76         18         94           2012/10/12         2         76         18         94           2012/10/12         2         76         18         94           2012/10/15         2         76         18         94           2012/10	94
2012/10/03         2         76         18         94           2012/10/04         2         76         18         94           2012/10/05         2         76         18         94           2012/10/06         2         76         18         94           2012/10/07         2         76         18         94           2012/10/07         2         76         18         94           2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/09         2         76         18         94           2012/10/10         2         76         18         94           2012/10/16         2         76         18         94           2012/10/17         2         76         18         94           2012/10/17         2         76         18         94           2012/10/17         2         76         18         94           2012/10/17         2         76         18         94           2012/10/15         2         76         18         94           2012/10	94
2012/10/04         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/08         2         76         18         94           2012/10/09         2         76         18         94           2012/10/09         2         76         18         94           2012/10/10         2         76         18         94           2012/10/11         2         76         18         94           2012/10/12         2         76         18         94           2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10	94
2012/10/05         2         76         18         94           2012/10/05         2         76         18         94           2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/09         2         76         18         94           2012/10/09         2         76         18         94           2012/10/10         2         76         18         94           2012/10/10         2         76         18         94           2012/10/11         2         76         18         94           2012/10/12         2         76         18         94           2012/10/13         2         76         18         94           2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94           2012/10	94
2012/10/06         2         76         18         94           2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/09         2         76         18         94           2012/10/09         2         76         18         94           2012/10/10         2         76         18         94           2012/10/10         2         76         18         94           2012/10/11         2         76         18         94           2012/10/12         2         76         18         94           2012/10/13         2         76         18         94           2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94           2012/10/16         2         76         18         94           2012/10	94
2012/10/07         2         76         18         94           2012/10/08         2         76         18         94           2012/10/09         2         76         18         94           2012/10/10         2         76         18         94           2012/10/11         2         76         18         94           2012/10/12         2         76         18         94           2012/10/12         2         76         18         94           2012/10/12         2         76         18         94           2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94	94
2012/10/08         2         76         18         94           2012/10/09         2         76         18         94           2012/10/10         2         76         18         94           2012/10/11         2         76         18         94           2012/10/12         2         76         18         94           2012/10/12         2         76         18         94           2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94	94
2012/10/09         2         76         18         94           2012/10/10         2         76         18         94           2012/10/11         2         76         18         94           2012/10/12         2         76         18         94           2012/10/12         2         76         18         94           2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94	94
2012/10/10         2         76         18         94           2012/10/11         2         76         18         94           2012/10/12         2         76         18         94           2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94	94
2012/10/11         2         76         18         94           2012/10/12         2         76         18         94           2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94           2012/10/17         2         76         18         94	94
x012/10/12         2         76         18         94           x012/10/13         2         76         18         94           x012/10/14         2         76         18         94           x012/10/15         2         76         18         94           x012/10/15         2         76         18         94           x012/10/16         2         76         18         94           x012/10/17         2         76         18         94	94
2012/10/13         2         76         18         94           2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94           2012/10/16         2         76         18         94           2012/10/17         2         76         18         94	94
2012/10/14         2         76         18         94           2012/10/15         2         76         18         94           2012/10/16         2         76         18         94           2012/10/17         2         76         18         94	94
2012/10/15         2         76         18         94           2012/10/16         2         76         18         94           2012/10/17         2         76         18         94	94
2012/10/16 2 76 18 94 2012/10/17 2 76 18 94	94
2 76 18 94	94
	94
	94
2012/10/19 2 76 18 94	94
2012/10/20 2 76 18 94	94
2 76 18 94	94
2012/10/22 2 75 18 94	94
2 76 18 94	94
2012/10/24 2 76 18 94	94

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# 6. Service Restriction Report – All Programs

# Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users who can view or update Service Restrictions

#### Description:

The Program based report shows all service restrictions active at any time within a specified date range based upon the restriction's start and potential end date. The default restriction start dates has a range of the last 60 calendar days (as a default setting but can be overwritten by the user). The default restriction end dates has a range of the last 60 calendar days also (as a default setting but can also be changed by the user). There is no maximum reporting date ranges size setting here. The beginning of the report also displays Program profile and report parameter information.

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

#### **Report Parameters:**

Start Date From	(the earliest date of the start date of the service restrictions to report, default is 60 days before the current date)
Start Date To	(the latest date of the start date of the service restrictions to report, default is today)
End Date From	(the earliest date of the end date of the service restrictions to report, default is 60 days prior to today)
End Date To	(the latest date of the potential end date of the service restrictions to report, default is today)
Status	(current status of the service restriction: in progress, completed, terminated early, blank meaning to show all)

There are NO Maximum Reporting Date Range limits in this report.

#### **Report Header:**

#### **Service Restriction Report**

This report indicates each service restriction recorded within the range identified.

Reporting Period: 2012/02/1 – 2012/04/10 From dates entered below

This is the facility information	populated automatically		
Name	Program name – Bedded	Facility	Facility Name
	program		
Description	Client group described	Phone	Program phone
			number





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Health Information	Yes / No	Туре	Type of program –
Custodian			bedded
Status	Active	Space Capacity	Total # of beds allowed in the Facility space that houses the Program
Funding Capacity:	Max. # of funded beds based upon Program Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Start Date From	2012/02/11	End Date From	2012/04/10	Status current status of the service restriction: in progress, completed, terminated early, of left blank to select all records
То	2012/04/10	То	2012/04/10	Search
	Identifies range of service restriction start dates		Identifies range of service restriction end dates	

# Report Detail (Fields):

FIELD NAME	DESCRIPTION
Client ID	SMIS client identifier
Client Name	Lastname, firstname of client
Restriction Reason	Reason for the service restriction
Date	The start date of the service restriction
Duration (DAYS)	The original duration of the service restriction
<u>Status</u>	Current status of the service restriction: <i>in progress, completed, terminated</i>
	early)
Early Termination By	Date of early termination of service restriction if applied

Export Options: Excel, PDF





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# **Report Sample Screen:**

Restriction :	Start Date: 2012	/03/08 - 2012/05/01, R	lestriction End	Date: 2012/03/08 - 2012/05	i/01, Status:				
Name:		Birkdale Res	sidence - Bedde	ed Program	Fac	ility:	Birkdale Reside	ance	
Description:		mothers-16,	female childre	n, males elementary schoo	al age Pho	ne:			
Health Infor	mation Custodiar	n: No			Тур	e:	Bed		
Status:		Active			Spa	ce Capacity:	193		
Funding Cap	scity:	5			Mal	e/Female:	Female		
Minimum Ag	e:	0			Map	oimum Age:	100		
Star	t Date From	2012/03/08	-	End Date From	m 2012/03/08		Status	Status 📃	
то 2012		2012/05/01	-	То	2012/05/0	)1	Search		
									Excel PDF
Cilent ID	Client Name	Restriction R	eason	<u>-</u>	ate		Duration (DAYS)	<u>Status</u>	Early Termination By
		Assault of res	idents, volunte	ers or staff 2	012/04/04 04:0	1:30 PM	15	completed	4
		Disruptive beh	laviour	2	012/04/04 04:0	1:52 PM	6	completed	





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# 7. PNA To Be Paid Report – All Programs

# Report Category: Program

Access Via: Program Navigator - Financial

User Access Group: All Program Users who has access to SMIS Financials

#### Description:

The Program based report shows the current PNA liability of the Program. It lists the entire amount owing to clients who have been deemed PNA eligible by staff and have not collected the listed PNA amounts from the last 37 calendar days prior to today. Note that any PNA amounts owing older than 37 days are not included in this report since they are no longer eligible to be given out. The beginning of the report also displays Program profile information.

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

# **Report Parameters:**

None

#### **Report Header:**

# PNA To Be Paid Report

This report provides the list of all clients whose eligibility has been checked, and they have stayed at the shelter and therefore PNA is owed to them. The clients on this may not currently be staying at the shelter, but they have PNA owed to them from the period identified in the report

Reporting Period: 2012/	04/10 Regisi	ters the date the report	is run
This is the facility informa	tion populated automatically	·	
Name	Shelter name – Bedded program	Facility	Shelter Name
Description	Client group described	Phone	Shelter phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds allowed in the Facility space that houses the Program
Funding Capacity:	Max. # of funded beds based upon Program Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100





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## **Report Detail (Fields):**

#### **Summary Block**

FIELD NAME	DESCRIPTION
Total Clients	Total number of clients owing PNA to
Total Bed Nights	Total number of bed nights of PNA owing to all eligible clients that have
	not been collected within the last 37 days
Total Balance	The current total amount or liability of PNA owing

#### **Detailed Table**

FIELD NAME	DESCRIPTION
Client No.	SMIS client number
Last Name	lastname of client
First Name	firstname of client
Last Admission Date	The latest admission date of the client)
Bed Night	Total number of bed night of PNA owing to the client
Balance	(total \$ amount of PNA owing to the client
<u>Discharged</u>	shows whether the client is discharged or not: discharged, active

Export Options: Excel, PDF





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# **Report Sample Screen:**

250 Bed	House - Hostel Program	n.	Facility:	Seaton Ho.	use - 339 George Stre	
	-				ne un desige see	<b>.</b>
total 30	1 Emergency Shelter (o 10 beds for single men	capacity for 50 emergency cots)	Phone:			
in Custodian: Yes			Туре:	Bed		
Active			Space Capacity:	300		
300			Male/Female:	Male	Male	
Minimum Age: 16			Maximum Age:		100	
2		1				
14						
\$60.20						
						Excel PDF
Name	First Name	Last Admission Date	Be	d Night	Balance	Discharged
	and the second second		7		\$30.10	Active
		2012/08/29			200.10	ACCINC
	Active 300 16 2 14	Active 300 16 2 14 560.20	Active           300           16           2           14           \$60.20	Active         Space Capacity:           300         Male/Female:           16         Male/Female:           14         \$60.20	Active         Space Capacity:         300           300         Male/Female:         Male           16         Maximum Age:         100           2         14         950.20	Active         Space Capacity:         300           300         Male/Female:         Male           16         Maximum Age:         100           2         14         950.20







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# 8. Client Safekeeping Balances Report – All Programs

# Report Category: Program

Access Via: Program Navigator - Financial

User Access Group: All Program Users who has access to SMIS Financials

#### Description:

The Program based report shows the current Client Safekeeping Funds (CSF) liability of the Program as of a specified date (defaulted to today but can be changed by the user). It lists the entire amount owing to clients who have balances of \$ safekeeping funds with the Program as of the specified date. The beginning of the report also displays Program profile information.

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

#### **Report Parameters:**

	End Date	(the reporting date at which the CSF liability is calculated)
--	----------	---

#### **Report Header:**

#### **Client Safekeeping Balances Report**

Reporting P	eriod: 2012/04/10	Registers the date the report is run
End Date	2012/04/10 search	Enter the date you want to report to, and this will include all client safekeeping balances held as of that date

This is the facility informat	ion populated automatically		
Name	Shelter name – Bedded program	Facility	Shelter Name
Description	Client group described	Phone	Shelter phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds allowed in the Facility space that houses the Program
Funding Capacity:	Max. # of funded beds based upon Program Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100





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# Report Detail (Fields):

#### **Summary Block**

FIELD NAME	DESCRIPTION
Total Clients	Total number of clients owing CSF to
Total Balance	The current total amount – liability – of CSF owing

#### **Detailed Table**

FIELD NAME	DESCRIPTION
Client No.	SMIS client number
Last Name	Lastname of client
First Name	Firstname of client
First Trans Date	Date of the first transaction done for the client depending upon the specified End Date parameter
Last Trans Date	Date of the latest transaction done for the client depending upon the specified End Date parameter
Balance	
Currently Active	Shows whether the client is currently active in the program of not: Yes, No

Export Options: Excel, PDF





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# **Report Sample Screen:**

loronto	SM	IS		Client	Safekeeping	Balance Repo	ort		Print Clase Printed: 2012/10/25
Reporting Period	: 2012/10/25								
End Date	2012/1	10/25 Search							
Name:	ne: Birkdale Residence - Bedded Program		,	Fecility:	Birkdale	Residence			
Description:		mothers	-16, female o	children, males	elementary school age	Phone:			
Health Informati	on Custodian:	No				Type: Bed			
Status:		Active				Space Capacity:	ecity: 193		
Funding Capacity	r:	5				Male/Female: Female			
Minimum Age:		0				Maximum Age:	100	100	
Total Client	al Client 11								
Total Balance \$108,755.75									
									Excel PDF
Client No.	Last Name		E	irst Name	First Trans Date	Last Trans D	<u>ate</u>	Balance	Currently Active
Constitution.	Concernance of the second second								
Concern inter					2012/04/10	2012/04/10		\$150.00	Yes
Condita ITM.					2012/04/10 2011/05/17	2012/04/10 2011/10/18		\$150.00 \$85.00	Yes No
								\$85.00	No
					2011/05/17	2011/10/18		\$85.00	No No
Contraction of the second seco					2011/05/17 2011/01/14 2011/02/18 2011/06/02	2011/10/18 2011/09/06 2011/09/06 2011/07/18		\$85.00 \$100,070.89	Na Na Na
					2011/05/17 2011/01/14 2011/02/18 2011/06/02 2011/02/18	2011/10/18 2011/09/06 2011/09/06 2011/07/18 2011/07/17		\$85.00 \$100,070.89 \$87.00 \$35.00 \$78.00	No No No No
					2011/05/17 2011/01/14 2011/02/18 2011/06/02	2011/10/18 2011/09/06 2011/09/06 2011/07/18		\$85.00 \$100,070.89 \$87.00 \$35.00	No No No No
					2011/05/17 2011/01/14 2011/02/18 2011/06/02 2011/02/18 2011/07/05 2011/07/05	2011/10/18 2011/09/06 2011/09/06 2011/07/18 2011/07/07 2011/07/14 2011/07/14		\$85.00 \$100,070.89 \$87.00 \$35.00 \$78.00	No No No No No
					2011/05/17 2011/01/14 2011/02/18 2011/06/02 2011/02/18 2011/02/18	2011/10/18 2011/09/06 2011/09/06 2011/07/18 2011/07/07 2011/07/14		\$85.00 \$100,070.89 \$87.00 \$35.00 \$78.00 \$106.20	Na Na Na Na Na Na
					2011/05/17 2011/01/14 2011/02/18 2011/06/02 2011/02/18 2011/07/05 2011/07/05	2011/10/18 2011/09/06 2011/09/06 2011/07/18 2011/07/07 2011/07/14 2011/07/14		\$85.00 \$100.070.89 \$87.00 \$35.00 \$78.00 \$78.00 \$106.20 \$135.36	Na Yes





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# 9. Exception Report – All Programs

## Report Category: Program

Access Via: Program Navigator - Financial

User Access Group: Supervisor & Manager Roles

#### Description:

The Program based report shows all the financial related exceptions for the Program as of a specified date range. The default range is of the last 60 days and can be globally changed. There is no maximum size to the date range. It lists all the transaction reversals, allowance override thru the Give Allowance advance function, and Client Safekeeping Funds balances greater than a designated threshold amount (currently set to \$2000) as of the reporting End Date. The beginning of the report also displays Program profile information.

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

#### **Report Parameters:**

Start Date	(the reporting start date)
End Date	(the reporting to date)

#### **Report Header:**

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#### **Exception Report**

Reporting Period: according to dates entered below

Name	Program name	Facility	Facility name
Description:	Program description	Phone	Phone number of the program
Health Information Custodian	No	Туре	Type of program
Status	<i>Current status of the Program</i>	Space Capacity	Total # of beds allowed in the Facility space that houses the Program
Funding Capacity	Max. # of funded beds based upon Program Operating Agreement	Male/Female	Gender(s) of the shelter program
Minimum Age	Lower age limit of the program	Maximum Age	Upper age limit of the program

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Start Date	Reporting period	End Date	Reporting Period	Search
	begin date		End Date	

# Report Detail (Fields):

FIELD NAME	DESCRIPTION
Date	Date and time of the financial transaction)
ID	Transaction ID
Type	Transaction type: Reverse, Allowance Override, CSF
Detail	(detail of the transaction incl. give allowance reasons for PNA or FA, corresponding reversed transaction ID
Amount	The amount of the transaction
User Name	The user who created the transaction
Client ID	SMIS client ID
Client Name	Lastname and firstname of client
Note	Note created during and regarding the transaction

Print Options: Report Print action button

Export Options: Excel, PDF





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## **Report Sample Screen:**

toronto S	5 N	1 I S			Exception F	Report					Print Clase
Reporting Period: 20	11/01/01	. 2012/05/01									Printed: 2012/10/25
Name:	11/01/01		stone Plac			Facility:			Corperstope	Place 833 St Clair	W
Description:				- or 50 Men, 25 years ar	ić over	Phone:					
Health Information C.	stodian:	Yes				Type:			Bed		
Status:		Active				Space Cap	pecity:		52		
Funding Capacity:		50				Male/Fem	ale:		Male		
Minimum Age:		25				Maximum	Age:		78		
Start Date	2011/	01/01	-	End Date	2012/05/01		Se	earch			
	12		<u> </u>			<u></u>	-	-			
											K Excert PDF
Date	١D	Туре	D	etall		Amo	ount	User Nam	e <u>Client ID</u>	Client Name	Note
2011/01/19 10:58:14 AM		Reverse	O AI		asted 2011/01/19 10:57:-	46 -5	50.00				tenet
2011/02/25 03:08:47 PM		Reverse		Original TxID : Created 2011/02/25 03:0		09 -5	25.80				treset
2011/07/07 02:05:36 PM		Allowance Override	Re	ason : PNA Reason 2		\$	12.90				PNA for July 1 to July 4, 2011.
2011/07/07 02:06:54 PM		Allowance Override	R	ason : PNA Reason 2		\$1	00.00		4		test
2011/07/07 02:11:14 PM		Allowance Override	R	ason : PNA Reason 1		3	55.00				test
2011/07/18 09:30:54 AM		Reverse	O Al		sated 2011/07/18 09:29:4	13 -\$	43.00				test
2011/09/06 11:25:14 AM		Allowance Override	R	ason : PNA Reason 1		\$	99.99				test
2011/09/06 11:25:52 AM		Allowance Override	R	ason : PNA Reason 3			\$2.32				test2
2011/09/06 11:33:21 AM		Allowance Override	Re	ason : PNA Reason 2		1	\$9.00				test
2011/09/06 11:39:10 AM		Allowance Override	Re	ason : PNA Reason 2		\$1	00.00				test
		CSF	G	eater than Threshold		\$2,0	02.00				





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# 10. Eligibility Report – All Programs

# Report Category: Program

Access Via: Program Navigator - Financial

User Access Group: All Program Users who has access to SMIS Financials

# Description:

The Program based report shows the list of clients who has stayed at least 1 day in the last 14 days, and is missing an eligibility assessment record that covers that day(s). This means SMIS does not know if the client will be eligible for PNA or not for the missing eligibility. The reason 14 days is used is because a user can only create an eligibility assessment record going back 14 days. The beginning of the report also displays Program profile information.

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version

# **Report Parameters:**

None

#### **Report Header:**

# **Eligibility Report**

This report indicates each service restriction recorded within the range identified.

Enters the date the report is run

This is the facility information	on populated automatically		
Name	Shelter name – Bedded program	Facility	Shelter Name
Description	Client group described	Phone	Shelter phone number
Health Information Custodian	No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds allowed in the Facility space that houses the Program
Funding Capacity:	Max. # of funded beds based upon Program Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100





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# Report Detail (Fields):

FIELD NAME	DESCRIPTION
Client Id	SMIS client number
Client Name	Lastname and firstname of client
Admission Status	The current admission status of the client
Admission Date	The latest admission date of the client
Discharge Date	The latest discharge date of the client
Primary Worker Name	The name of the primary worker assigned to the client via the Admissions
-	screen

Export Options: Excel, PDF





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# **Report Sample Screen:**

toront	<b>S</b> M	IS	0	Eligibility F	Report			Printer	Print Clase
Reporting Peri	ied: 2012/10/25								
Name:		Cornerstone	Place		Facility:		Cornerstone Pl	ece 833 St.Clair W	
Description:		Provide Shelt	er for 50 Men, 25 years and ov	ier	Phone:				
Health Inform	ation Custodian:	Yes			Туре:		Bed		
Status:		Active			Space Capac	ity:	52		
Funding Capac	sity:	50			Male/Female	E	Male		
Minimum Age	6	25			Maximum A	ge:	78		
			(					×	Excel D PDF
<u>Cillent Id</u>	Client Name			Admissio		Disch	targe Date	Primary Worker Name	
			Active	2010/01/:					
			Active	2010/01/3					
	-		Active	2010/01/:	102				
			Active	2010/01/:	224				
			Active	2012/04/:					
	-		Active	2010/01/: 2010/01/:					
			Active	2010/01/:	222				
			Active	2010/01/:					
			Active	2010/01/:		-			
	1		Active	2010/01/:				1	
			Active	2010/01/:	19				
			Active	2010/01/:	14				
			Active	2010/01/:	14				
			Active	2010/01/:	4				
			Active	2010/01/:	14				
			Active	2010/01/2	24				
			Active	2010/01/:	14				
			Active	2010/01/:	14				
			Active	2010/01/:	14	-			
	-		Active	2010/01/:		-			
			Active	2010/01/:					
			Active	2010/01/:					
			Active	2010/01/:					
			Active	2010/01/:				2	
			Active	2010/01/:					
			Active	2010/01/: 2010/01/2					-
			Active	2010/01/3					
			Active	2010/01/2	0.05	-			
			Active	2010/01/2					





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# 11. (Single) Complaint Detail Report- All Programs

# Report Category: Client

Access Via: Client Navigator

User Access Group: All Program Users who has access to view or update Complaints

# Description:

The Client based report shows complete detail of a single Complaint record relating to a Client. This report can be access via the Client Complaints Screen's new

# **Report Parameters:**

None

# Report Detail (Fields):

All fields on the Client Management - Complaints (input) screen.

**Save Options:** PDF (See Sample Screen below)





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# **Report Sample Screen:**

Client No. DOB							
DOB		Name					
		Age	42				
Complaint ID							
Complainant							
Source	Client	Method of Contact	In-Person				
First Name		Last Name					
Program	Birkdale Residence -	Bedded Program	(B)				
Complaint Details							
	ronto Shelter Standards ?		Yes				
6. Program Standards			12222-122				
6.4 Services to Children	i						
6.6 Confidentiality							
Description of Complaint/	Narrative						
Description of Complaint/ lesting lesting lesting	Narrative						
testing testing	Narrative						
testing testing testing			Not Applicable				
testing testing testing Dutcome	sfied with the outcome ? dards breached ?		Not Applicable No				
lesting lesting Jutcome Was the complainant satis	sfied with the outcome ? dards breached ? fsdafasd dsf						
testing testing Dutcome Was the complainant satis Was Toronto Shelter Stan Service System Issues	sfied with the outcome ? dards breached ? fsdafasd dsf asdfasdfasdf sfasd f	Time Spent on Complain	No				
testing testing Outcome Was the complainant satis Was Toronto Shelter Stan Service System Issues Complaint Status	sfied with the outcome ? dards breached ? fsdafasd dsf asdfasdfasdf sfasd f Completed	Time Spent on Complain	No				
testing testing Outcome Was the complainant satis Was Toronto Shelter Stan Service System Issues Complaint Status Date Completed	sfied with the outcome ? dards breached ? fsdafasd dsf asdfasdfasdf sfasd f		No				
testing testing Outcome Was the complainant satis Was Toronto Shelter Stan Service System Issues Complaint Status Date Completed Record Reviewed by	sfied with the outcome ? dards breached ? fsdafasd dsf asdfasdfasdf sfasd f Completed	Record Reviewed by	No				
testing testing Outcome Was the complainant satis Was Toronto Shelter Stan Service System Issues Complaint Status Date Completed	sfied with the outcome ? dards breached ? fsdafasd dsf asdfasdfasdf sfasd f Completed		No				





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# 12. (Single) Incident Detail Report- All Programs

# Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users who has access to view or update Incidents

#### Description:

The Program based report shows complete detail of an Incident record. This report can be access via the Program Incidents Screen's new

# **Report Parameters:**

None

# Report Detail (Fields):

All fields on the Program Management incident screen.

# Save Options: PDF (See Sample Screen below)

# Report Sample Screen:

35

		• •		Find		•
toranto S M	IS	Incident De	etail Repor	t	printed on 2 printed by	012-10-25 11:12 AM
PROGRAM:	Birkdale Residence -	Bedded Program				
INCIDENT ID:		DATE:	2012/04	1/02	TIME:	02:00PM
DETAILS:	1	0 0 0 0 0 ···		·	a 100	
CLIENT ID	CLIENT NAME	LIENT NAME STAFF ID			AFF NAME	
OTHERS INVOL	VED:	NATURE OF INCIDENT:				
Fire Dept			Fire		01-05	
CLIENT ISSUES			_			
DISPOSITION:						
CHARGES LAID	? -	POLICE REPORT#			BADGE#	
REPORT	STATUS:	NOT COM	IPLETED		35	80 -
	BY:	SLORD CARD	88.480.808.0004244			
- C	DATE:	2012/04/0	4			





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# 13. Program Dashboard Screen – Bed Program

Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users

#### Description:

The Program based dashboard like screen shows *real-time* Occupancy, Bed Nights, Incidents, Service Restrictions, Complaints and Case Notes aggregate statistics for any Bed Program.

Note that all Occupancy stats, unless stated as "current" otherwise, are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4 a.m. and update any occupancy changes timely into SMIS.

#### **Report Parameters:**

None

#### Report Detail (Fields):

See Report Layout below for more details...

#### **Report Layout:**

#### **Program Dashboard**

This report is accessed through the left side Navigator and provides real-time occupancy information The Reports icon at the top right will soon be deleted and all reports will be accessed through the Program icon

Occupancy			
Active intakes without admission	This number represents all the active intakes that were entered at your shelter program. (Note that All intake that have been entered remains for 18 hours or more, that are not admitted to your shelter program, will expire at midnight each night.)	Vacancy	This number represents funded capacity less the active admissions or occupancy of your program and cannot be negative.
Referrals from other programs	Total number of referrals from external	Vacancy rate	Vacancy divided by funded capacity




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	programs that are currently still active		
Queue	This number includes external referrals as well as internal intake. (Note that All intake that have been entered remains for 18 hours or more, that are not admitted to your shelter, will expire at midnight each night.)	Current capacity	The number represents active beds available in your shelter. This will not include any beds you have made unavailable, e.g. bed bugs, maintenance, etc. This number will be less than or equal to your space capacity
Occupancy (active admissions)	This number represents currently occupied beds	Funded capacity	As per Operating Agreement
Occupancy rate	100% minus the Vacancy Rate		

Bed Nights			
Yesterday	Number of beds occupied as of 4:00 a.m. this morning represents the bed nights for yesterday's business day	Past 30 Days	All occupied beds for the past 30 days up to yesterday (4:00 a.m. this morning)
Current Month	Includes the number of all occupied beds for the current month, up to 4:00 a.m. this morning	Previous Month	All occupied beds in the previous calendar month

Incidents	
New incidents past 30	These numbers include all incidents occurred up till 4:00am this morning for
days	the past 30 days
New incidents this	All incidents newly occurred this month up till 4:00am this morning.
calendar month	
Open incidents	This number represents all incidents that have not been concluded or closed
	regardless when they were entered or have occurred.

### Service Restrictions

37

This report section does not provide aggregate numbers. One restriction may be represented in more than one category. The duration will be recorded as the original duration applied at the time of recording the incidents. All incidents recorded up to 4:00 a.m. this morning will be included. You must notify and discuss all lengthy service restrictions with your Agency Review Officer at Hostel Services







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Original duration of restriction (in days)	1-7	8-14	15-30	31-60	61-90	91-180	180+
New restrictions past 30 days							
New restrictions this calendar month							
Currently active							
Terminated early past 30 days							
Expired past 30 days							

### Complaints

This report section ONLY includes complaints made at the shelter program, it does NOT include complaints made relating to the shelter program at head office or at any other shelter program. All complaints recorded up to 4:00 a.m. this morning will be included.

	0	
New Complaints Past 30 Days		
New Complaints This Calendar Month		
Open Complaints (<30 Days Old)		
Open Complaints (30-60 Days Old)		
Open Complaints (>60 Days Old)		

Case Notes			
This report section include:	s all case notes made at tl	his shelter program. All note	es recorded up to 4:00
a.m. this morning will be in	cluded.		
New Notes Past 30			
Days			
New Notes This			
Calendar Month			
Incomplete Notes (<30			
Days Old)			
Incomplete Notes (30-			
60 Days Old)			
Incomplete Notes (>60			
Days Old)			
- , ,			

Print Options: Browser Print





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### **Report Sample Screen:**

	Shelter				Home	My Tasks	Reports	Help	Logout	
pronto SMIS	User: Lee,	Ben		[	Client	Program	Facility	Admini	istration	
avigator	Progr	am Das	hboard - (	Covenant	House	Residen	ce.			
Covenant House	Back to Programs					1 II.				
Residence(11951) General	Occupancy									
Queue	Active Intakes without	0	0 Vacancy			ісу				
Clients Incidents	Admission									
Service Restrictions	Referrals from Other Programs	2		Vacancy	Rate		9.57	9.57%		
Complaints	Queue	2		Current	Canacit	v	94	04		
Staff	Occupancy(Active	85		Funded			94			
Dashboard Statistics	Admissions)	00		Tunucu	capacit	7	54			
Occupancy	Occupancy Rate	90.439	<i>V</i> o							
Occupancy - Unique Clients	Bed Nights									
Client Services	Yesterday	85		Past 30	Dave		255	0		
Client Services -	Current Month	2040		Previous	1000		255			
Unique Clients Discharge		2010		1 ICTION.	riona		200			
Discharge - Unique	Incidents	192200								
Clients	New Incidents Past 30 Days									
Reports	New Incidents This Calendar Month	0								
Client Report	Open Incidents	0								
Client Intake Report Client Discharge		U								
Report	Service Restrictions	1.8.0								
Occupancy Report Service Restriction	Original Duration of Restriction (in Days)	1 - 7	8 - 14	15 - 30	31 - 6	0 61 - 9	90 91 -	180 :	>180	
Report [+] Financial	New Restrictions Past 30 Days	1	0	0	1	3	1	C	)	
	New Restrictions This Calendar Month	1	0	0	1	3	1	C	)	
	Currently Active	0	0	0	1	3	1	C	)	
	Terminated Early Past 30 Days	1	0	0	0	0	0	C	)	
	Expired Past 30 Days	0	0	0	0	0	0	C	)	
	Expired Next 30 Days	0	0	0	0	0	0	(	)	
	Complaints									
	New Complaints Past 30 Days	0								
	New Complaints This Calendar Month	0								
	Open Complaints (<30 Days Old)	0								
		0								
	Open Complaints (>60 Days Old)	0								
	Case Notes									
	New Notes Past 30 Days	0								
	New Notes This Calendar Month	0								
	Incomplete Notes (<30 Days Old)	0								
	Incomplete Notes (30 - 60 Days Old)	0								
	Incomplete Notes (>60 Days Old)	2								





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## 14. Program Dashboard Screen – Service Program

Report Category: Program

Access Via: Program Navigator

User Access Group: All Program Users

### Description:

The Program based dashboard like screen shows *real-time* Intakes, Incidents, Service Restrictions, Complaints and Case Notes aggregate statistics for any Service Program. Note that for Service Programs, Admissions, Occupancy, Vacancy and Capacity statistics are not applicable and hence omitted for the Dashboard. Only Active Intakes, Referrals from Other Programs and Queue are included in the Occupancy section of the Dashboard.

### **Report Parameters:**

None

### **Report Detail (Fields):**

See above under **Program Dashboard Screen – Bed Program** for similar field descriptions and layout with the noted Occupancy section fields omitted as per Description above.

Print Options: Browser Print





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### **Report Sample Screen:**

oronto SMIS	Shelter:		Home N	ly Tasks R	eports Ad	ministration	Help	Logout
	User: Le	e, Ben	Client	Program	Facility	Shelte	er H	ead Office
lavigator	Program Dashboard	- Wom	en's Resi	idence -	Housing	and Outr	reach I	Program
Women's Residence - Housing and Outreach	🚱 Back to Programs							
Program(11991)	Occupancy							
General	Active Intakes	115						
Queue	Referrals from Other	2						
Clients Incidents	Programs	2						
Service Restrictions	Queue	2						
Complaints	Queue	-						
Staff	Incidents							
Dashboard Statistics	New Incidents Past 30	0						
Occupancy	Days							
Occupancy - Unique Clients	New Incidents This Calendar Month	0						
Client Services	Open Incidents	0						
Client Services - Unique Clients	Service Restrictions							
Discharge Discharge - Unique	Original Duration of Restriction (in Days)	1 - 7	8 - 14	15 - 30	31 - 60	61 - 90	91 - 180	>180
Clients Reports	New Restrictions Past 30 Days	0	0	0	0	0	0	0
Client Report Client Intake Report	New Restrictions This Calendar Month	0	0	0	0	0	0	0
Client Occupancy	Currently Active	0	0	0	0	0	0	0
Report Client Discharge	Terminated Early Past 30 Days	0	0	0	0	0	0	0
Report		0	0	0	0	0	0	0
Occupancy Report	Expired Past 30 Days							
Service Restriction Report	Expired Next 30 Days	0	0	0	0	0	0	0
[+] Financial	Complaints							
	New Complaints Past 30 Days	0						
	New Complaints This Calendar Month	0						
	Open Complaints (<30 Days Old)	0						
	Open Complaints (30 - 60 Days Old)	0						
	Open Complaints (>60 Days Old)	0						
	Case Notes							
	New Notes Past 30 Days	0						
	New Notes This Calendar Month	0						
	Incomplete Notes (<30 Days Old)							
	Incomplete Notes (30 - 60 Days Old)							
	Incomplete Notes (>60 Days Old)	170						





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### 15. Program Occupancy Screen – All Programs

Report Category: Program

Access Via: Program Navigator

User Access Group: Supervisor & Manager roles

### Description:

The Program based Occupancy screen shows statistics for new intakes, new admissions, discharges, accepted and rejected referrals to and from other Programs, any stays .= 1 day and total bed nights for the Program. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Intake, Admission, Discharge, Referral and Stay is counted as 1 occurrence regardless of the number of family members present at the time of the action. The only exception is the Bed Nights row, for which each family member contributes to the count.

# (Note that all Occupancy stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4.a.m. and update any occupancy changes timely into SMIS.)

All Stays are based upon the 4 a.m. threshold and are counted only if the client stays pass this time. However, Admissions stats does not require the client to stay pass the 4 a.m. threshold. For example, if a client is admitted at 11 p.m. and is discharged few hours later at 1 a.m., the new Intake, Admission and Discharge stats will increase its count by 1 respectively, but NOT the Stays count since the client did not stay passed the 4 a.m. threshold.

### **Report Parameters:**

None

### **Report Detail (Fields):**

Intakes	(number of new intakes within the column date range)
Admissions	(number of new admissions within the column date range)
Discharges	(number of discharges within the column date range)
Accepted Referrals From Other	(number of accepted referrals from other Programs within the column
Programs	date range)
Rejected Referrals From Other	(number of rejected referrals from other Programs within the column
Programs	date range)
Accepted Referrals To Other	(number of accepted referrals to other Programs within the column
Programs	date range)
Rejected Referrals To Other	(number of rejected referrals to other Programs within the column
Programs	date range)
Stays (>=1 day)	(number of client stays >= 1 day within the column date range, note
	that this would include clients who were already staying in the Program
	at the beginning of the date range meaning they were admitted prior to
	the start date of the date range)





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**Bed Nights** 

(number of total bed nights of all clients within the column date range)

**Report Layout:** 

### Statistics – Program Name – Bedded Program

Should be run on the 1<sup>st</sup> of the month

Occupancy	As of 4: Yesterd									
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	description
Intakes										New intakes entered within these date(s)
Admissions										New admissions within these date(s)
Discharges										New discharges within these date(s)
Accepted Referrals From Other Programs										Accepted from the queue and referred from another program within these
Rejected Referrals From Other Programs										date(s) Rejected from the queue from another program within these date(s)
Accepted Referrals To Other Programs										Referrals to other programs that were accepted.





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					Could be a
					service
					(non-
					bedded)
					program
Rejected					Referrals to
<b>Referrals To</b>					other
Other					programs
Programs					that were
					rejected.
					Could be a
					service
					(non-
					bedded)
					program
Stays (>=1					Includes all
day)					Family or
					single client
					stays who
					stayed at
					least 1 day
					after
					admission
					into the
Deduischte					program
Bednights					# Of
					individuals
					bed nights

Print Options: Browser Print

Export Options: MS Excel





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### **Report Sample Screen:**

toronto SMIS	User: Lee, Ben					1000000	I man	Internet	lassa la			
5000	2001 1 2010 2001					Clent	Program	Feolity	Shelter A	Idministratio		
lavigator		Statistics - I	Birkdal	e Reside	nce - E	Bedded I	Program					
2 alerts	Back to Programs 🛛 🖉 Export to	Excel										
Birkdale Residence - Bedded Program(12351)	Occupancy											
General Queue		Yesterday	Curr Mth	Same	Prev Mth	Curr Qtr	Same Otr	Prev Otr	Curr Yr	Prev Y		
Clients				Last Yr		de	Last Yr	×				
Incidents	Intakes	0	0	0	1	1	0	6	7	31		
Service Restrictions	Admissions	0	0	0	1	1	0	6	7	29		
Complaints	Discharges	0	1	1	0	1	1	3	4	32		
Staff Dashboard Statistics Occupancy	Accepted Referrals From Other Programs	0	0	0	0	0	0	0	0	1		
	Rejected Referrals From Other Programs	0	0	0	0	0	0	0	0	0		
Occupancy - Unique Clients Client Services	Accepted Referrals To Other Programs	0	0	0	0	0	0	0	0	0		
Client Services - Unique Clients	Rejected Referrals To Other Programs	0	0	0	0	0	0	0	0	1		
Discharge	Stays (>= 1day)	6	0	6	6	6	6	5	6	11		
Discharge - Unique Clients	Bed Nights	12	0	295	356	356	865	549	905	3224		
Reports Client Report Client Intake Report Client Occupancy Report Client Discharge Report												





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# 16. Program Occupancy – Unique Clients Screen – All Program

Report Category: Program

Access Via: Program Navigator

User Access Group: Supervisor & Manager roles

### Description:

The Program based Occupancy screen shows statistics for total number of unique clients with new intakes, new admissions, discharges, accepted and rejected referrals to and from other Programs and any stays >= 1 for the Program for the various date ranges. For example, if a client has 2 "new" intakes during the column date range period, then it is counted as 1 unique client intake only. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family*, each Intake, Admission, Discharge, Referral and Stay, each unique family member is counted individually when present at the time of the action. However, if a family member is part of two different family intakes, admission or other actions during 1 single reporting date range, then he/she is counted as 1 unique individual on this screen.

# (Note that all Occupancy stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4.a.m. and update any occupancy changes timely into SMIS.)

All Stays are based upon the 4 a.m. threshold and are counted only if the client stays pass this time. However, Admissions stats does not require the client to stay pass the 4 a.m. threshold. For example, if a client is admitted at 11 p.m. and is discharged few hours later at 1 a.m., the new Intake, Admission and Discharge stats will increase its count by 1 respectively, but NOT the Stays count since the client did not stay passed the 4 a.m. threshold.

### **Report Parameters:**

None

### **Report Detail (Fields):**

Intakes	number of unique clients with new intakes within the column date ange)						
Admissions	(number of unique clients with new admissions within the column date range)						
Discharges	(number of unique clients with discharges within the column date range)						
Accepted Referrals From Other Programs	(number of accepted referrals of unique clients from other Programs within the column date range)						
Rejected Referrals From Other Programs	(number of rejected referrals of unique clients from other Programs within the column date range)						
Accepted Referrals To Other Programs	(number of accepted referrals of unique clients to other Programs within the column date range)						



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Rejected Referrals To Other Programs	(number of rejected referrals of unique clients to other Programs within the column date range)
Stays (>=1 day)	(number of unique client stays >= 1 day within the column date range, note that this would include unique clients who were already staying in the Program at the beginning of the date range)

### **Report Layout:**

### Statistics – Program Name – Bedded program

### Should be run on the 1<sup>st</sup> of the month

Occupancy – Clients	Unique									
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	= unique individuals
Intakes										New intakes entered within these date(s)
Admissions										New admissions within these date(s)
Discharges										New discharges within these date(s)
Accepted Referrals From Other Programs										Accepted from the queue and referred from another program within these date(s)
Rejected Referrals From Other Programs										Rejected from the queue from another program within these date(s)
Accepted Referrals To										Referrals to other





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Other Programs					programs that were accepted. Could be a service
					(non- bedded) program
Rejected Referrals To Other Programs					Referrals to other programs that were rejected. Could be a service (non- bedded) program
Stays (>= 1 Day)					# of unique individuals with Stays at least 1 day after admission into the program

Print Options: Browser Print

Export Option: Excel





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### **Report Sample Screen:**

toronto SMIS	User: Lee, Ben					Home	My Tasks	Repo		Logout			
	User: Lee, ben					Client	Program	Facility	Shelter A	dministration			
Testing													
Navigator	Statistics - Birkdale Residence - Bedded Program												
2 alerts	Back to Programs Export to Excel												
Birkdale Residence - Bedded Program(12351)	Occupancy - Unique Clients												
General Queue Clients Incidents Service Restrictions		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr			
	Intakes	0	0	0	2	2	0	7	9	22			
	Admissions	0	0	0	2	2	0	7	9	20			
Complaints	Discharges	0	2	1	0	2	1	3	5	26			
Staff Dashboard Statistics	Accepted Referrals From Other Programs	0	0	0	0	0	0	0	0	1			
Occupancy Occupancy - Unique	Rejected Referrals From Other Programs	0	0	0	0	0	0	0	0	0			
Clients Client Services	Accepted Referrals To Other Programs	0	0	0	0	0	0	0	0	0			
Client Services - Unique Clients Discharge Discharge - Unique Clients	Rejected Referrals To Other Programs	0	0	0	0	0	0	0	0	1			
	Stays (>= 1day)	12	0	10	12	12	10	10	12	18			
Reports Client Report													

- Client Report
- Client Intake Report
- Client Occupancy
- Report
- **Client Discharge Report**
- Occupancy Report





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## 17. Program Client Services Screen – All Programs

### Report Category: Program

Access Via: Program Navigator

User Access Group: Supervisor & Manager roles

### Description:

The Program based Client Services screen shows counts of new incidents, new service restrictions, new complaints and new case notes for the Program for various time frames. These stats can also be exported to Microsoft Excel format.

# (Note that all Client Services stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

For example, if a new Case Note is written for a Client at 3 p.m. yesterday and another new Note written at 2 a.m. early today, they are both counted as for yesterday's business day.

### **Report Parameters:**

None

### Report Detail (Fields):

New Incidents	total number of new incidents recorded during the column date period)
New Service Restrictions	(total number of new service restrictions created during the column date period)
New Complaints	(total number of new complaints records during the column date period)
New Case Notes	(total number of new case notes created during the column date period)

### **Report Layout:**

### Statistics – Program Name – Bedded Program

### Should be run on the 1<sup>st</sup> of the month

Client Servic	es		]							
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries/coun ts per cell
New incidents										Only the incidents <b>newly</b> occurred in







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	this period
New service restrictions	Only the Service Restrictions <b>new</b> in this period
New complaints	Only the complaints <b>new</b> in this period
New case notes	Only the case notes <b>new i</b> n this period

Print Options: Browser Print

Export Options: MS Excel





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### **Report Sample Screen:**

toronto SMIS	Shelter:					Home	My Tasks	Repor	rts Help	Logout				
	User: Lee, Ben					Client	Program	Facility	Shelter	Administratio				
	Extreme Cold	Weather Alert	s ON											
Navigator	S	tatistics - B	irkdale	e Reside	nce - I	Bedded	Program							
2 alerts	Back to Programs Export to	Excel												
Birkdale Residence - Bedded Program(12351)	Client Services													
General Queue Clients		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr	Yr Yr				
Incidents	New Incidents	0	0	0	1	1	0	0	1	1				
Service Restrictions	New Service Restrictions	0	1	0	2	3	D	1	4	0				
Complaints	New Complaints	0	0	0	1	1	0	0	1	2				
Staff Dashboard	New Case Notes	0	0	4	2	2	5	3	5	7				
Statistics Occupancy Occupancy - Unique Clients Client Services Client Services - Unique Clients Discharge Discharge - Unique Clients Reports Client Report Client Intake Report Client Occupancy Report Client Discharge Report Occupancy Report														







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# 18. Program Client Services – Unique Clients Screen – All Program

Report Category: Program

Access Via: Program Navigator

User Access Group: Supervisor & Manager roles

### Description:

The Program based Client Services screen shows total number of unique clients involved in new incident reports(I.R.s), new service restrictions(S.R.s), new complaints and new case notes for the Program for various time frames. These stats can also be exported to Microsoft Excel format.

# (Note that all Client Services stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

For example, if a new Case Note is written for a Client at 3 p.m. yesterday and another new Note written for a different Client at 2 a.m. early today, they are both counted as for yesterday's business day. However, if the 2<sup>nd</sup> Note was written for the same Client, then yesterday's count will only increase by 1 as this screen shows Unique Client counts during a date period.

### **Report Parameters:**

None

### Report Detail (Fields):

New Incidents	total number of unique clients involved in new incidents recorded during the column date period)
New Service Restrictions	(total number of unique clients given new service restrictions created during the column date period)
New Complaints	(total number of unique clients relating to new complaints records during the column date period)
New Case Notes	(total number of unique clients for which new case notes were created during the column date period)

### **Report Header:**

### Statistics – Program Name – Bedded Program

Should be run on the 1<sup>st</sup> of the month

Client service	es – unique c	lients								
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	For: I.R./S.R./co mplaints/ case notes





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New Incidents					# of unique clients with I.R. which occurred in this period
New Service Restrictions					# of unique clients with S.R. entered this period
New Complaints					# of unique clients with complaint entered this period
New Case Notes					# of unique clients with case notes entered this period

Print Options: Browser Print

Export Options: MS Excel





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### **Report Sample Screen:**

toronto SMIS						Home	My Tasks	Report	s Help	Logout
	User: Lee, Ben					Clent	Program	Facility 5	Shelter A	dministratio
rt is ON								Tes	ting	
lavigator	S	tatistics - B	irkdale	Reside	nce - I	Bedded	Program			
2 alerts	🚱 Back to Programs 🛛 🗷 Export to	Excel								
Birkdale Residence - Bedded Program(12351)	Client Services - Unique	Clients								
General		Yesterday		Same	Prev	Curr		Prev	Curr Yr	
Queue			Mth	Mth Last Yr	Mth	Qtr	Qtr Last Yr	Qtr		Yr
Incidents	New Incidents	0	0	0	1	1	0	0	1	2
Service Restrictions	New Service Restrictions	0	1	0	2	3	0	1	4	0
Complaints		0	0	0	1	1	0	0	1	2
Staff	New Complaints		17	-1.70				2	T	- T
Dashboard	New Case Notes	0	0	2	1	1	2	2	3	3
Statistics										
Occupancy										
Occupancy - Unique Clients										
Client Services										
Client Services - Unique Clients										
Discharge										
Discharge - Unique Clients										
Reports										
Client Report										
Client Intake Report										
Client Occupancy Report										

Occupancy Report





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## 19. Program Discharge Screen – All (Bedded) Programs

Report Category: Program

Access Via: Program Navigator

User Access Group: Supervisor & Manager roles

### Description:

The Program based Discharge screen shows aggregate counts of various discharge dispositions and discharge reasons for the Program for various time frames. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Discharge, it is counted as 1 occurrence regardless of the number of family members present at the time of the discharge. However, if a single client or family is discharged more than once during any column date period, each discharge occurrence is counted regardless if it's the same or different disposition or reason.

For example, if a single client was discharge on the 2nd day of the month, and re-admitted and discharged in the middle of the same month and for the same discharge disposition but different discharge reasons, then he/she is counted twice for that month's discharge disposition count, and counted once for each of the two different monthly count of discharge reasons.

# (Note that all Discharge stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

### **Report Parameters:**

None

### **Report Detail (Fields):**

Custody	(total number of client (single or family) discharges to custody within the column date period)
Detox	(total number of client discharges to detox within the column date period)
Escorted off premises	(total number of clients escorted off premises upon discharge within the column date period)
Hospital	(total number of client discharges to hospital within the column date period)
Housing	(total number of client discharges to housing within the column date period)
Other	(total number of client discharges to other dispositions within the column date period)
Other Hostels	(total number of client discharges to other hostels within the column date period)
Unknown	(total number of client discharges to unknown dispositions within the column date period)





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**Report Layout:** 

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### Statistics – Program Name – Bedded Program

Should be run on the 1<sup>st</sup> of the month

Discharge										
Disposition	ns Yesterday	Curr	Same	Prev	Curr	Same	Prev	Curr	Prev	Could be the
	resterday	Mth	Mth Last Yr	Mth	Qtr	Qtr Last Yr	Qtr	Yr	Yr	same person counted more than once
Custody										# of discharges to custody
Detox										# of discharges made to detox
Escorted off premises										# of discharges escorted off premises
Hospital										# of discharges to hospital
Housing										# of discharges to housing
Other										# of discharges to Other but unidentified dispositions
Other Hostel										# of discharges to another Shelter Program
Unknown										# of discharges to Unknown dispositions

This section includes aggregate data for each discharge reason, and may include the same individual discharged various times for the same or different reasons. This list represents each individual discharge according to discharge reason that is entered into SMIS, and NOT unique clients' counts.





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Discharge Rea	sons									
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries, families are counted as one family head
New Address – Private Housing										
New Address – Transitional										
Housing New Address – Subsidized										
Housing Returned to										
Previous Address										
Reunited with family/ friends										
Detox										
Residential Treatment Program										
Long-Term Care Facility										
Left the City Hospitalized Incarcerated										
Decided to leave										
Failed to return Not following										
case plan										
participating in case planning										
Repeated rule violations										
Disruptive				1						

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rule violations					
Disruptive behaviour					
Violent or					
threatening behaviour					
Health &	 	 	 	 	 
Safety of residents,					
volunteers or					
staff					
Assault of					
residents,					
volunteers or					
staff					
Wielding					
weapons or					
dangerous					
objects					
Possession			 	 	 
of firearms					
Possession	 				
of illegal					
substances/					
contraband					
Trafficking in					
illegal drugs					
Other	 				
Automatic					
discharge –					
client					
admitted to					
another					
program					
Daily					This is a
discharge					reason
_					unique to
					only a few
					Programs
					that are
					closed
					during
					certain hours
					and require
					all
					individuals to
					leave the
					Program at
					that time.

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Death Death						
	Death					

Print Options: Browser Print

Export Options: MS Excel

### **Report Sample Screen:**

	Shelter:		Home	My Tas	sks Re	ports	Administra	tion H	lelp L	ogout
	User:	Lee, Ben	Client	Prog	gram	Facili	ty S	helter	Head	Office
Navigator		Statist	ics - B	lirkdale	e Resi	dence	2			
Birkdale Residence(53)	🚱 Back to Shelters 🛛 📓 Exp	ort to Excel								
General	Discharge Dispositio	ns								
Dashboard Statistics										
Occupancy		resterday	Mth	Mth	Mth	Curr Qtr	Otr	Otr	Curr Yr	Prev Yr
Occupancy - Unique Clients			Pitti	Last	man	Qu	Last Yr	Qu		
Client Services	Custody	0	0	1	0	0	3	0	1	4
Client Services - Unique Clients <b>Discharges</b>	Detox	0	0	1	0	0	5	0	0	7
	Escorted off premises	0	0	0	0	0	5	0	1	8
Discharges - Unique	Hospital	0	0	0	0	0	1	0	0	1
Clients	Housing	0	0	0	0	0	5	0	2	7
Reports	Other	0	0	0	1	0	5	1	2	6
Client Report	Other Hostel	0	0	1	1	0	2	1	1	2
Client Intake Report	Unknown	0	0	0	0	0	8	0	0	8
Client Occupancy Report	Discharge Reasons									
Client Discharge Report		Yesterda	v Curr	Sam	e Prev	Curr	Same	Prev	Curr	Prev
Occupancy Report Service Restriction Report [+] Financial		resteruu	Mth	Mth Last Yr	Mth	Qtr	Qtr Last Yr	Qtr	Yr	Yr
[1] Financia	New Address - Private Housing	0	0	7	0	0	7	0	3	11
	New Address - Transitional Housing	0	0	1	0	0	7	0	0	9
	New Address - Subsidized Housing	0	0	0	0	0	1	0	0	3
	Returned To Previous Address	0	0	0	0	0	3	0	0	3
	Reunited with family/friends	0	0	0	0	0	1	0	0	1
	Detox	0	0	1	0	0	2	0	0	2
	Residential treatment program	0	0	0	0	0	0	0	0	0





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Reunited with family/friends	0	0	0	0	0	1	0	0	1
Detox	0	0	1	0	0	2	0	0	2
Residential treatment program	0	0	0	0	0	0	0	0	0
Long-term care facilities	0	0	0	0	0	0	0	0	0
Left The City	0	0	1	0	0	1	0	0	1
Hospitalized	0	0	0	0	0	0	0	0	0
Incarcerated	0	0	0	0	0	0	0	0	0
Decided to leave	0	0	0	0	0	1	0	0	2
Failed to return	0	0	0	0	0	0	0	0	0
Not following case plan	0	0	0	0	0	1	0	0	1
Not participating in case planning	0	0	0	0	0	0	0	0	0
Repeated rule violations	0	0	0	0	0	0	0	0	0
Disruptive behaviour	0	0	1	0	0	2	0	0	2
Violent or threatening behaviour	0	0	0	0	0	0	0	0	0
Health & Safety of residents, volunteers or staff	0	0	0	0	0	0	0	0	0
Assault of residents, volunteers or staff	0	0	0	0	0	0	0	1	0
Wielding weapons or dangerous objects	0	0	0	0	0	0	0	0	0
Possession of firearms	0	0	0	0	0	0	0	0	0
Possession of illegal substances/contraband	0	0	0	0	0	0	0	0	0
Trafficking in illegal drugs	0	0	0	0	0	0	0	0	0
Other	0	0	6	0	0	6	0	0	6
Automatic discharge - Client admitted to another program	0	0	1	2	0	1	2	3	1
Daily Discharge	0	0	1	0	0	1	0	0	1
Death	0	0	0	0	0	0	0	0	0





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# 20. Program Discharge – Unique Clients Screen – All (Bedded) Programs

Report Category: Program

Access Via: Program Navigator

User Access Group: Supervisor & Manager roles

### Description:

The Program based Discharge screen shows aggregate counts of unique clients for various discharge dispositions and discharge reasons for the Program during the various time frames. For example, if a client is discharge twice from two admissions during a column date period, then he/she is counted as 1 unique client discharge during that period. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Discharge, each unique family member is counted individually when present at the time of the action. However, if a family member is part of two different family discharges during the same reporting date period (i.e. column cell), then he/she is counted as only 1 unique individual on this screen. Also, if a single client is discharged more than once during any column date period, the count only increments by 1.

For example, if a single client was discharge on the 2nd day of the month, and re-admitted and discharged in the middle of the same month and for the same discharge disposition but different discharge reasons, then he/she is counted only once for that month's discharge disposition count, but is counted once for each of the two different monthly count of discharge reasons.

# (Note that all Discharge stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

### **Report Parameters:**

None

### **Report Detail (Fields):**

### Discharge Disposition (Where Client was discharged to...)

Shelter Support & Housing Administration								
Other Hostels	(total number of unique client discharges to other hostels within the column date period)							
Other	(total number of unique client discharges to other dispositions within the column date period)							
Housing	(total number of unique client discharges to housing within the column date period)							
Hospital	(total number of unique client discharges to hospital within the column date period)							
Escorted off premises	(total number of unique clients escorted off premises upon discharge within the column date period)							
Detox	(total number of client discharges to detox within the column date period)							
Custody	(total number of unique client (single or individual family member) discharges to custody within the column date period)							



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Unknown	(total number of unique client discharges to unknown dispositions within the	
	column date period)	

### Discharge Reason (Reason for which Client was discharged...)

See figure below for details.

**Report Layout:** 

### Statistics – Program Name – Bedded Program

Should be run on the 1<sup>st</sup> of the month

Discharge Dis	sposition	s								
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Unique clients = same client is counted only once, families members are counted as individuals also
Custody										Includes all discharges to custody entered in the identified period regardless of the individual – i.e. one person may be discharged more than once to "custody"
Detox										Includes all unique client discharges to Detox.
Escorted off premises										Includes all unique client discharges







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					escorted off
					premises.
Hospital					Includes all
•					unique client
					discharges to
					the hospital
Housing					Includes all
					unique client
					discharges to
					housing.
Other					Includes all
					unique client
					discharges
					for
					unidentified
					dispositions.
Other					Includes all
Hostel					unique client
					discharges to
					another
					program.
					This would
					include all
					automatic
					discharges
					as a result of
					the individual
					being
					admitted to
					another
		 			program
Unknown					Includes all
					unique client
					discharges to unknown
					disposition
					(usually a
					fail-to-return).

Discharge Re Unique Client										
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Unique individuals per discharge reason regardless of the # of times
New Address –										





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Private					
Housing					
New					
Address –					
Transitional					
Housing					
New					
Address –					
Subsidized					
Housing					
Returned to					
Previous					
Address					
Reunited					
with family/					
friends					
Detox					
Residential		 	 		
Treatment					
Program					
Long-Term					
Care Facility					
Left the City					
Hospitalized					
Incarcerated			 		
Decided to		 	 		
leave Failed to					
return Not		 	 		
following					
case plan			 		
Not					
participating					
in case					
planning					
Repeated					
rule					
violations					
Disruptive					
rule					
violations					
Disruptive					
behaviour					
Violent or					
threatening					
behaviour					
Health &					
Safety of					

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•••		1						-
residents,								
volunteers								
or staff								
Assault of								
residents,								
volunteers								
or staff								
Wielding								
weapons or								
dangerous								
objects			 					
Possession								
of firearms								
Possession								
of illegal								
substances/								
contraband								
Trafficking								
in illegal								
drugs								
Other								
Automatic								
discharge –								
client								
admitted to								
another								
program								
			 					This is a
Daily								
discharge								reason
								unique to
								only a few
								Programs
								that are
								closed during
								certain hours
								and require
								all
								individuals to
								leave the
								Program at
								that time.
Death								
1				1	1		1	

Print Options: Browser Print

Export Options: MS Excel





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### **Report Sample Screen:**

	Shelter:		Home	My Tas	sks Re	ports )	Administra	ation Help Logo		ogout	
toronto SMIS	User:	Lee, Ben	Client	Prog	gram	Facilit	ty S	helter	Head	Office	
Navigator	Statistics - Birkdale Residence										
Birkdale Residence(53)	Back to Shelters 🛛 Export to Excel										
General	Discharge Dispositio	ns - Unique	Client	5							
Dashboard Statistics				-	-	_	-	-	-		
Occupancy		Yesterday	Curr Mth	Same Mth	Prev Mth	Curr Qtr	Same Qtr	Qtr Qtr	Curr Yr	Prev Yr	
Occupancy - Unique Clients			mun	Last Yr	mui	Qu	Last Yr	Qu	11	11	
Client Services	Custody	0	0	2	0	0	3	0	1	4	
Client Services -	Detox	0	0	2	0	0	3	0	0	5	
Unique Clients Discharges	Escorted off premises	0	0	0	0	0	1	0	1	4	
Discharges - Unique	Hospital	0	0	0	0	0	1	0	0	1	
Clients	Housing	0	0	2	0	0	3	0	2	5	
Reports	Other	0	0	4	1	0	5	1	1	6	
Client Report Client Intake Report	Other Hostel	0	0	2	1	0	2	1	1	2	
	Unknown	0	0	6	0	0	7	0	0	7	
Client Occupancy Report	Discharge Reasons - Unique Clients										
Client Discharge Report		Yesterda	Curr	Com	o Drow	Curr	Same	Drow	Curr	Droy	
Occupancy Report Service Restriction Report		resterua	Mth	Mth Last Yr	Mth	Qtr	Qtr Last Yr	Qtr	Yr	Yr	
[+] Financial	New Address - Private	0	0		0	0		~	2	10	
	New Address - Private Housing	0	0	6	0	0	6	0	3	10	
	New Address - Transitional Housing	0	0	1	0	0	2	0	0	4	
	New Address - Subsidized Housing	0	0	0	0	0	1	0	0	3	
	Returned To Previous Address	0	0	0	0	0	1	0	0	1	
	Reunited with family/friends	0	0	0	0	0	1	0	0	1	
	Detox	0	0	1	0	0	2	0	0	2	
	Residential treatment program	0	0	0	0	0	0	0	0	0	
	-										

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Long-term care facilities	0	0	0	0	0	0	0	0	0
Left The City	0	0	1	0	0	1	0	0	1
Hospitalized	0	0	0	0	0	0	0	0	0
Incarcerated	0	0	0	0	0	0	0	0	0
Decided to leave	0	0	0	0	0	1	0	0	2
Failed to return	0	0	0	0	0	0	0	0	0
Not following case plan	0	0	0	0	0	1	0	0	1
Not participating in case planning	0	0	0	0	0	0	0	0	0
Repeated rule violations	0	0	0	0	0	0	0	0	0
Disruptive behaviour	0	0	1	0	0	2	0	0	2
Violent or threatening behaviour	0	0	0	0	0	0	0	0	0
Health & Safety of residents, volunteers or staff	0	0	0	0	0	0	0	0	0
Assault of residents, volunteers or staff	0	0	0	0	0	0	0	1	0
Wielding weapons or dangerous objects	0	0	0	0	0	0	0	0	0
Possession of firearms	0	0	0	0	0	0	0	0	0
Possession of illegal substances/contraband	0	0	0	0	0	0	0	0	0
Trafficking in illegal drugs	0	0	0	0	0	0	0	0	0
Other	0	0	6	0	0	6	0	0	6
Automatic discharge - Client admitted to another program	0	0	1	2	0	1	2	2	1
Daily Discharge	0	0	1	0	0	1	0	0	1
Death	0	0	0	0	0	0	0	0	0





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### 21. Facility Dashboard Screen – All Programs

Report Category: Facility

Access Via: Facility Navigator

User Access Group: All Shelter Users

### Description:

This Facility based dashboard screen shows *real-time* Occupancy, Bed Nights, Incidents, Service Restrictions, Complaints and Case Notes aggregate statistics for a Facility.

Note that all Occupancy stats, unless stated as "current" otherwise, are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4 a.m. and update any occupancy changes timely into SMIS.

### **Report Parameters:**

None

### **Report Detail (Fields):**

See below for more details...

### **Report Layout:**

### **Facility Dashboard**

This report is accessed through the left side Navigator and provides real-time occupancy information The Reports icon at the top right will soon be deleted and all reports will be accessed through the Program icon

Occupancy			
Active intakes without admission	This number represents all the active intakes that were entered at your shelter facility. All intakes that have been active for 18 hours or more and are not admitted to your shelter will expire at midnight each night.	Vacancy	This number represents funded capacity less the active admissions or occupancy of your facility and cannot be negative.
Referrals from other Facilities	This number represents referrals from other facilities	Vacancy rate	Vacancy divided by funded capacity
Queue	This number includes	Current capacity	The number represents





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	external referrals as well as internal intakes		active beds available in your shelter facility. This will not include any beds you have made unavailable because of e.g. bed bugs, maintenance, etc. This number will be less than or equal to your space capacity
Occupancy (active admissions)	This number represents currently occupied beds	Funded capacity	As per Operating Agreement
Occupancy rate	100% minus the Vacancy Rate		

Bed Nights			
Yesterday	Number of beds occupied as of 4:00 a.m. this morning represents the bed nights for yesterday	Past 30 Days	All occupied beds for the past 30 days up to yesterday (4:00 a.m. this morning)
Current Month	Includes the number of all occupied beds for the current month, up to 4:00 a.m. this morning	Previous Month	All occupied beds in the previous calendar month

Incidents	7
New incidents past 30	All New incidents occurred in the past 30 days up till 4:00 a.m. this morning
days New incidents this	All New incidents occurred in the current month up till 4:00 a.m. this morning
calendar month	An New Incidents occurred in the current month up till 4.00 a.m. this monning
Open incidents	This number represents all incidents that have not been concluded or closed. All incidents should be completed and closed through internal review and sign off procedure.

### Service Restrictions

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This report does not provid category. The duration will service restriction. All serv You must notify and discus Services	be recorded	as the orig is recorded	inal duration up to 4:00 a.	applied at t m. this mor	he time of r ming will be	ecording the included.	e	
Original duration of restriction (in days) 1-7 8-14 15-30 31-60 61-90 91-180 180+								





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New restrictions past 30				
days				
New restrictions this				
calendar month				
Currently active				
Terminated early past				
30 days				
Expired past 30 days				

Complaints		
New Complaints Past		
30 Days		
New Complaints This		
Calendar Month		
Open Complaints (<30		
Days Old)		
Open Complaints (30-60		
Days Old)		
Open Complaints (>60		
Days Old)		

Case Notes		
New Notes Past 30		
Days		
New Notes This		
Calendar Month		
Incomplete Notes (<30		
Days Old)		
Incomplete Notes (30-		
60 Days Old)		
Incomplete Notes (>60		
Days Old)		

Print Options: Browser Print

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### **Report Sample Screen:**

toronto SMIS					Home	My Tasks	Reports H	elp Logout	
User: Lee, Ben					Clent	Program	Facility Shelter	Administratio	
Te	sting								
Navigator		Facility	Dashboar	d - Birkdal	e Resider	nce			
2 alerts	Back to Facilities								
Birkdale Residence (11794) General	Program Type All								
Program Message	Active Intakes without Admission	0 V		Vacancy			0	0	
Dashboard Statistics	Referrals from Other Facilities	0		Vacancy Rate			0%		
Occupancy	Queue 0			Current Capacity			193		
Occupancy - Unique Clients Client Services Client Services - Unique Clients Discharges Discharges - Unique Clients	Occupancy(Active Admissions)	10 Fu		Funded (	Funded Capacity		5	5	
	Occupancy Rate	ccupancy Rate 200%							
	Bed Nights								
	Yesterday	12 P		Past 30	Past 30 Days			356	
	Current Month	0		Previous Month			356	356	
	Incidents								
	New Incidents Past 30 Days	1							
	New Incidents This Calendar Month	2							
	Open Incidents								
	Service Restrictions								
	Original Duration of Restriction (in Days)	1 - 7	8 - 14	15 - 30	31 - 60	61 - 9	0 91 - 180	>180	
	New Restrictions Past 30 Days	0	0	0	0	0	0	0	
	New Restrictions This Calendar Month	0	0	0	0	0	0	0	
	Currently Active	0	0	0	0	0	0	0	
	Terminated Early Past 30 Days	0	0	0	0	0	0	0	
	Expired Past 30 Days	0	0	0	0	0	0	0	
	Expired Next 30 Days	0	0	0	0	0	0	0	




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New Incidents Past 30 Days	1						
New Incidents This Calendar Month	0						
Open Incidents	2						
Service Restrictions							
Original Duration of Restriction (in Days)	1 - 7	8 - 14	15 - 30	31 - 60	61 - 90	91 - 180	>180
New Restrictions Past 30 Days	0	0	0	0	0	0	0
New Restrictions This Calendar Month	0	0	0	0	0	0	0
Currently Active	0	0	0	0	0	0	0
Terminated Early Past 30 Days	0	0	0	0	0	0	0
Expired Past 30 Days	0	0	0	0	0	0	0
Expired Next 30 Days	0	0	0	0	0	0	0
Complaints							
New Complaints Past 30 Days	1						
New Complaints This Calendar Month	0						
Open Complaints (<30 Days Old)	1						
Open Complaints (30 - 60 Days Old)	0						
Open Complaints (>60 Days Old)	1						
Case Notes							
New Notes Past 30 Days	2						
New Notes This Calendar Month	0						
Incomplete Notes (<30 Days Old)	0						
Incomplete Notes (30 - 60	0						
Days Old)							





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# 22. Facility Occupancy Screen – All Programs

Report Category: Facility

Access Via: Facility Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Facility based Occupancy screen shows statistics for new intakes, new admissions, discharges, accepted and rejected referrals to and from other Facilities, any stays >= 1 day and total bed nights for the Facility. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Intake, Admission, Discharge, Referral and Stay is counted as 1 occurrence regardless of the number of family members present at the time of the action. The only exception is the Bed Nights row, for which each family member contributes to the count.

# (Note that all Occupancy stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4.a.m. and update any occupancy changes timely into SMIS.)

All Stays are based upon the 4 a.m. threshold and are counted only if the client stays pass this time. However, Admissions stats does not require the client to stay pass the 4 a.m. threshold. For example, if a client is admitted at 11 p.m. and is discharged few hours later at 1 a.m., the new Intake, Admission and Discharge stats will increase its count by 1 respectively, but NOT the Stays count since the client did not stay passed the 4 a.m. threshold.

# **Report Parameters:**

None

# **Report Detail (Fields):**

Intakes	(number of new intakes within the column date range)
	<b>v</b> /
Admissions	(number of new admissions within the column date range)
Discharges	(number of discharges within the column date range)
Accepted Referrals From Other Facilities	(number of accepted referrals from other Facilities within the
	column date range)
Rejected Referrals From Other Facilities	(number of rejected referrals from other Facilities within the
	column date range)
Accepted Referrals To Other Facilities	(number of accepted referrals to other Facilities within the
	column date range)
Rejected Referrals To Other Facilities	(number of rejected referrals to other Facilities within the
	column date range)
Stays (>=1 day)	(number of client stays >= 1 day within the column date
	range, note that this would include clients who were already
	staying in the Facility at the beginning of the date range)
Bed Nights	(number of total bed nights of all clients within the column







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date range)

**Report Layout:** 

# Statistics – Facility Name – Bedded Program

# Should be run on the 1<sup>st</sup> of the month to capture complete Previous Month's totals

Occupancy	As of 4:00 a									
	yesterdays s Yesterday	Curr Mth	s Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	description
Intakes										New intakes entered within these dates
Admissions										New admissions within these dates
Discharges										New discharges within these dates
Accepted Referrals From Other Facility										Accepted from the queue and referred from another facility within these date(s)
Rejected Referrals From Other Facility										Rejected from the queue from another facility within these date(s)
Accepted Referrals To										Referrals to other







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		-			 	
Other						facilities
Facility						that were
-						accepted.
						Could be a
						service
						(non-
						bedded)
						facility
Rejected						Referrals
Referrals To						to other
Other						facilities
Facility						that were
raomry						rejected.
						Could be a
						service
						(non-
						(non- bedded)
						facility
Stays (>=1						# of clients
day)						(singles &
uay)						family
						heads
						only) who
						stayed at least 1 day
						in the
Padniahta						Facility
Bednights						# Of
						individual
						bed nights,
						all singles
						and all
						members
						of families
						get
						counted
						here.

Print Options: Browser Print

Export Options: MS Excel





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# **Report Sample Screen:**

toronto SMIS	Shelter:					Home	My Tasks	Repo	orts Help	Logout			
	User: Lee, Ben					Clent	Program	Facility	Shelter A	dministration			
							Ter	sting					
Navigator		Sta	atistics	- Birkda	le Res	idence							
2 alerts	Seck to Facilities 🛛 📓 Export to	Excel											
Birkdale Residence (11794)	Occupancy												
General Program Message		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Y			
Dashboard	Intakes	0	0	0	1	1	0	6	7	31			
Statistics	Admissions	0	0	0	1	1	0	6	7	29			
Occupancy	Discharges	0	1	1	0	1	1	3	4	32			
Occupancy - Unique Clients Client Services	Accepted Referrals From Other Facilities	0	0	0	0	0	0	0	0	1			
Client Services - Unique Clients	Rejected Referrals From Other Facilities	0	0	0	0	0	0	0	0	0			
Discharges Discharges - Unique Clients	Accepted Referrals To Other Facilities	0	0	0	0	0	0	0	0	0			
	Rejected Referrals To Other Facilities	0	0	0	0	0	0	0	0	1			
	Stays (>= 1day)	6	0	6	6	6	6	5	6	11			
	Bed Nights	12	0	295	356	356	865	549	905	3224			





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# 23. Facility Occupancy – Unique Clients Screen

Report Category: Facility

Access Via: Facility Navigator

User Access Group: Supervisor & Manager roles

# Description:

This Facility based Occupancy screen shows statistics for total number of unique clients with new intakes, new admissions, discharges, accepted and rejected referrals to and from other Facilities, any stays >= 1 day and total bed nights for the Facility for the various date ranges. For example, if a client has 2 "new" intakes during the column period, then it is counted as 1 unique client intake only. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family*, each Intake, Admission, Discharge, Referral and Stay, each unique family member is counted individually when present at the time of the action. However, if a family member is part of two different family intakes, admission or other actions during one single reporting date range, then he/she is counted as 1 unique individual on this screen.

# (Note that all Occupancy stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4.a.m. and update any occupancy changes timely into SMIS.)

All Stays are based upon the 4 a.m. threshold and are counted only if the client stays pass this time. However, Admissions stats does not require the client to stay pass the 4 a.m. threshold. For example, if a client is admitted at 11 p.m. and is discharged few hours later at 1 a.m., the new Intake, Admission and Discharge stats will increase its count by 1 respectively, but NOT the Stays count since the client did not stay passed the 4 a.m. threshold.

# **Report Parameters:**

None

# Report Detail (Fields):

Intakes	(number of unique clients with new intakes within the column
	date range)
Admissions	(number of unique clients with new admissions within the
	column date range)
Discharges	(number of unique clients with discharges within the column
	date range)
Accepted Referrals From Other Facilities	(number of accepted referrals of unique clients from other
	facilities within the column date range)
Rejected Referrals From Other Facilities	(number of rejected referrals of unique clients from other
	Facilities within the column date range)
Accepted Referrals To Other Facilities	(number of accepted referrals of unique clients to other
	Facilities within the column date range)







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Rejected Referrals To Other Facilities	(number of rejected referrals of unique clients to other Facilities within the column date range)
Stays (>=1 day)	(number of client stays >= 1 day within the column date range, note that this would include unique clients who were already staying in the Facility at the beginning of the date range)

# **Report Header:**

# Statistics – Facility Name – Bedded program

Should be run on the 1<sup>st</sup> of the month to capture complete Previous Month's totals

Occupancy – Clients	Unique									
	Yesterday	Curr Mth	Same Mth Last Yr	Pre v Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	= unique individuals
Intakes										All new for the day/period defined
Admissions										
Discharges										
Accepted										
Referrals										
From Other										
Facility										
Rejected										
Referrals										
From Other Facility										
Accepted										
Referrals										
To Other										
Facility										
Rejected										
Referrals										
To Other										
Facility										
Stays (>= 1 Day)										= total stays

Print Options: Browser Print

Export Options: Excel





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# **Report Sample Screen:**

toronto SMIS	Shelter:					Home	My Tasks	Repo	vits Help	Logout
	User: Lee, Ben					Clent	Program	Facility	Shelter /	dministration
Alert is ON									Testing	
Navigator		Sta	atistics	- Birkda	le Res	idence				
2 alerts	Back to Facilities Export to	Excel								
Birkdale Residence (11794)	Occupancy - Unique Clie	nts					1152			
General Program Message		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Y	Prev Y
Dashboard	Intakes	0	0	0	2	2	0	7	9	22
Statistics	Admissions	0	0	0	2	2	0	7	9	20
Occupancy Occupancy - Unique	Discharges	0	2	1	0	2	1	3	5	26
Clients Client Services	Accepted Referrals From Other Facilities	0	0	0	0	0	0	0	0	1
Client Services - Unique Clients	Rejected Referrals From Other Facilities	0	0	0	0	0	0	0	0	0
Discharges Discharges - Unique	Accepted Referrals To Other Facilities	0	0	0	0	0	0	0	0	0
Clients	Rejected Referrals To Other Facilities	0	0	0	0	0	0	0	0	1
	Stays (>= 1day)	12	0	10	12	12	10	10	12	18





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# 24. Facility Client Services Screen

Report Category: Facility

Access Via: Facility Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Facility based Client Services screen shows counts of new incidents, new service restrictions, new complaints and new case notes for the Facility for various time frames. These stats can also be exported to Microsoft Excel format.

#### **Report Parameters:**

None

# Report Detail (Fields):

New Incidents	(total number of new incidents recorded during the column date period)
New Service Restrictions	(total number of new service restrictions created during the column date period)
New Complaints	(total number of new complaints records during the column date period)
New Case Notes	(total number of new case notes created during the column date period)

# **Report Layout:**

# Statistics – Facility Name – Bedded Program

# Should be run on the 1<sup>st</sup> of the month to capture complete Previous Month's totals

<b>Client Services</b>										
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries
New incidents										Only the incidents <b>newly</b> occurred in this period
New service restrictions										Only the S.R. <b>new</b> in this period
New complaints										Only the complaints







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					<b>new</b> in this period
New case notes					Only the case notes <b>new i</b> n this period

#### Print Options: Browser Print

Export Options: Excel

#### **Report Sample Screen:**

toronto SMIS	Shelter:					Home	My Tasks	Rep	orts Help	Logout
	User: Lee, Ben					Clent	Program	Facility	Shelter A	dministration
Cold Weather Alert is ON	utte									Testing.
Navigator		Sta	atistics	- Birkda	le Res	idence				
2 alerts	🔕 Back to Facilities 🛛 📓 Export to	Excel								
Birkdale Residence (11794)	Client Services		1.25							
General		Yesterday		Same	Prev	Curr	Same	Prev	Curr Yr	Prev Yr
Program			Mth	Mth	Mth	Qtr	Qtr	Qtr		
Message				Last Yr			Last Yr			
Dashboard	New Incidents	0	0	0	1	1	0	0	1	1
Statistics	New Service Restrictions	0	1	0	2	3	0	1	4	0
Occupancy	New Complaints	0	0	0	1	1	0	0	1	2
Occupancy - Unique Clients	New Case Notes	0	0	4	2	2	5	3	5	7
Client Services										
Client Services - Unique Clients										
Discharges										
Discharges - Unique Clients										





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# 25. Facility Client Services – Unique Clients Screen

Report Category: Facility

Access Via: Facility Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Facility based Client Services screen shows total number of unique clients involved in new incidents, new service restrictions, new complaints and new case notes for the Facility for various time frames. These stats can also be exported to Microsoft Excel format.

# **Report Parameters:**

None

# Report Detail (Fields):

New Incidents	(total number of unique clients involved in new incidents recorded during the column date period)
New Service Restrictions	(total number of unique clients given new service restrictions created during
	the column date period)
New Complaints	(total number of unique clients relating to new complaints records during
	the column date period)
New Case Notes	(total number of unique clients for which new case notes created during the
	column date period)

# **Report Layout:**

# Statistics – Facility Name – Bedded Program

# Should be run on the 1<sup>st</sup> of the month to capture complete Previous Month's totals

Client service	es – unique c	lients	]							
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	not the total number of I.R./S.R./co mplaints/ case notes
New Incidents										# of unique clients with incidents. newly occurred in this period





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New Service Restrictions					# of unique clients with S.R. entered this period
New Complaints					# of unique clients with complaint entered this period
New Case Notes					# of unique clients with case notes entered this period

Print Options: Browser Print

Export Options: MS Excel

**Report Sample Screen:** 

toronto SMIS	Shelter:					Home	Ny Tasks	Repo	rts Help	Logout
	User: Lee, Ben					Clent	Program	Facility	Shelter A	dministration
ther Alert is ON									Testing	)
Navigator		Sta	itistics	- Birkda	le Res	idence	e.			
2 alerts	Sack to Facilities 🛛 📓 Export to	Excel								
Birkdale Residence (11794)	Client Services - Unique	Clients								
General Program Message		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Y
Dashboard	New Incidents	0	0	0	1	1	0	0	1	2
Statistics	New Service Restrictions	0	1	0	2	3	0	1	4	0
Occupancy	New Complaints	0	0	0	1	1	0	0	1	2
Occupancy - Unique Clients	New Case Notes	0	0	2	1	1	2	2	3	3
Client Services										
Client Services - Unique Clients Discharges										
Discharges - Unique Clients										





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# 26. Facility Discharge Screen – All Programs

Report Category: Facility

Access Via: Facility Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Facility based Discharge screen shows counts of various discharge dispositions for the Facility for various time frames. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Discharge, it is counted as 1 occurrence regardless of the number of family members present at the time of the discharge. However, if a single client or family is discharged more than once during any column date period, each discharge occurrence is counted regardless if it's the same or different disposition or reason.

For example, if a single client was discharge on the 2nd day of the month, and re-admitted and discharged in the middle of the same month and for the same discharge disposition but different discharge reasons, then he/she is counted twice for that month's discharge disposition count, and counted once for each of the two different monthly count of discharge reasons.

# (Note that all Discharge stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

# **Report Parameters:**

None

# **Report Detail (Fields):**

Custody	(total number of client discharges to custody within the column date period)
Detox	(total number of client discharges to detox within the column date period)
Escorted off premises	(total number of clients escorted off premises upon discharge within the column date period)
Hospital	(total number of client discharges to hospital within the column date period)
Housing	(total number of client discharges to housing within the column date period)
Other	(total number of client discharges to other dispositions within the column date period)
Other Hostels	(total number of client discharges to other hostels within the column date period)
Unknown	(total number of client discharges to unknown dispositions within the column date period)





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**Report Layout:** 

# Statistics – Facility Name – Bedded Program

Should be run on the 1<sup>st</sup> of the month to capture complete Previous Month's totals

Discharge Dis	sposition	]								
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Could be the same person more than once
Custody										# of discharges to custody
Detox										# of discharges made to detox
Escorted off premises										# of discharges escorted off premises
Hospital										# of discharges to hospital
Housing										# of discharges to housing
Other										# of discharges to Other but unidentified dispositions
Other Hostel										# of discharges to another Shelter
Unknown										# of discharges to Unknown dispositions

This section includes aggregate data for each discharge reason, and may include the same individual discharged various times for the same or different reasons. This list represents each individual discharge according to discharge reason that is entered into SMIS. The last three underlined reasons are new.





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Discharge Rea	sons		]							
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries, families are counted as one family head
New Address										
<ul> <li>– Private</li> </ul>										
Housing										
New Address										
- Transitional										
Housing										
New Address										
<ul> <li>Subsidized</li> </ul>										
Housing										
Returned to										
Previous										
Address										
Reunited										
with family/										
friends										
Detox										
Residential										
Treatment										
Program										
Long-Term										
Care Facility										
Left the City										
Hospitalized										
Incarcerated										
Decided to										
leave Failed to										
Failed to										
return										
Not following										
case plan Not										
participating										
in case										
planning										
Repeated										
rule										
violations										
VIOIALIOIIS	1	L	1		L	1	I	L	I	





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<b></b>					1
Disruptive					
rule					
violations					
Disruptive					
behaviour					
Violent or					
threatening					
behaviour					
Health &					
Safety of					
residents,					
volunteers or					
staff					
Assault of					
residents,					
volunteers or					
staff					
Wielding					
weapons or					
dangerous					
objects					
Possession					
of firearms					
Possession					
of illegal					
substances/					
contraband					
Trafficking in					
illegal drugs					
Other					
Automatic					 
<u>discharge –</u>					
client					
admitted to					
another					
program Dailu	 				 This is a
<u>Daily</u>					This is a
<u>discharge</u>					reason
					unique to
					only a few
					Programs
					that are
					closed
					during
					certain
					hours and
					require all
					individuals
					to leave the
					Program at





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					that time.
<b>Death</b>					

# Print Options: Browser Print

Export Options: MS Excel

Report Sample Screen:

	Shelter:		Home	My Tas	sks Re	ports	Administrat	tion H	elp Lo	ogout
toronto SMIS	User:	Lee, Ben	Client	Prog	gram	Facili	ty Sł	nelter	Head	Office
Navigator		Statist	ics - B	Birkdale	e Resi	dence	2			
Birkdale Residence (11794)	🚱 Back to Facilities 🛛 🔣 Exp	ort to Excel								
General	Discharge Disposition	ns								
Program		Yesterday	Curr	Same	Drev	Curr	Same	Drev	Curr	Prev
Message		resteruay	Mth	Mth	Mth	Qtr	Qtr	Qtr	Yr	Yr
Dashboard				Last			Last			
Statistics				Yr			Yr			
Occupancy	Custody	0	0	1	0	0	3	0	1	4
Occupancy - Unique Clients	Detox	0	0	1	0	0	5	0	0	7
Client Services	Escorted off premises	0	0	0	0	0	5	0	1	8
Client Services -	Hospital	0	0	0	0	0	1	0	0	1
Unique Clients	Housing	0	0	0	0	0	5	0	2	7
Discharges	Other	0	0	0	1	0	5	1	2	6
Discharges - Unique Clients	Other Hostel	0	0	1	1	0	2	1	1	2
Demente	Unknown	0	0	0	0	0	8	0	0	8
Reports Client Report	1									
Client Intake Report	Discharge Reasons									
Client Occupancy Report		Yesterda	y Curr Mth	Same Mth	e Prev Mth	Curr Qtr	Same Qtr	Prev Qtr	Curr Yr	Prev Yr
Client Discharge Report Occupancy Report				Last Yr			Last Yr			
Service Restriction Report	New Address - Private Housing	0	0	7	0	0	7	0	3	11
[+] Financial	New Address - Transitional Housing	0	0	1	0	0	7	0	0	9
	New <mark>Ad</mark> dress - Subsidized Housing	0	0	0	0	0	1	0	0	3
	Returned To Previous Address	0	0	0	0	0	3	0	0	3
	Reunited with family/friends	0	0	0	0	0	1	0	0	1
	Detox	0	0	1	0	0	2	0	0	2
	Residential treatment program	0	0	0	0	0	0	0	0	0





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Long-term care facilities	0	0	0	0	0	0	0	0	0
Left The City	0	0	1	0	0	1	0	0	1
Hospitalized	0	0	0	0	0	0	0	0	0
Incarcerated	0	0	0	0	0	0	0	0	0
Decided to leave	0	0	0	0	0	1	0	0	2
Failed to return	0	0	0	0	0	0	0	0	0
Not following case plan	0	0	0	0	0	1	0	0	1
Not participating in case planning	0	0	0	0	0	0	0	0	0
Repeated rule violations	0	0	0	0	0	0	0	0	0
Disruptive behaviour	0	0	1	0	0	2	0	0	2
Violent or threatening behaviour	0	0	0	0	0	0	0	0	0
Health & Safety of residents, volunteers or staff	0	0	0	0	0	0	0	0	0
Assault of residents, volunteers or staff	0	0	0	0	0	0	0	1	0
Wielding weapons or dangerous objects	0	0	0	0	0	0	0	0	0
Possession of firearms	0	0	0	0	0	0	0	0	0
Possession of illegal substances/contraband	0	0	0	0	0	0	0	0	0
Trafficking in illegal drugs	0	0	0	0	0	0	0	0	0
Other	0	0	6	0	0	6	0	0	6
Automatic discharge - Client admitted to another program	0	0	1	2	0	1	2	3	1
Daily Discharge	0	0	1	0	0	1	0	0	1
Death	0	0	0	0	0	0	0	0	0





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# 27. Facility Discharge – Unique Clients Screen – All Program

Report Category: Facility

Access Via: Facility Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Facility based Discharge screen shows counts unique clients for various discharge dispositions for the Facility during the various time frames. For example, if a client is discharge twice from two admissions during a column date period, then it is counted as only one unique client discharge. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Discharge, each unique family member is counted individually when present at the time of the action. However, if a family member is part of two different family discharges during the same reporting date period (i.e. column cell), then he/she is counted as only 1 unique individual on this screen. Also, if a single client is discharged more than once during any column date period, the count only increments by 1.

For example, if a single client was discharge on the 2nd day of the month, and re-admitted and discharged in the middle of the same month and for the same discharge disposition but different discharge reasons, then he/she is counted only once for that month's discharge disposition count, but is counted once for each of the two different monthly count of discharge reasons.

# (Note that all Discharge stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

# **Report Parameters:**

None

# **Report Detail (Fields):**

Custody	(total number of unique client discharges to custody within the column date period)
Detox	(total number of unique client discharges to detox within the column date period)
Escorted off premises	(total number of unique clients escorted off premises upon discharge within the column date period)
Hospital	(total number of unique client discharges to hospital within the column date period)
Housing	(total number of unique client discharges to housing within the column date period)
Other	(total number of unique client discharges to other dispositions within the column date period)
Other Hostels	(total number of unique client discharges to other hostels within the column date period)
Unknown	(total number of unique client discharges to unknown dispositions







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within the column date period)

**Report Layout:** 

# Statistics – Facility Name – Bedded Program

Should be run on the 1<sup>st</sup> of the month to capture complete Previous Month's totals

Discharge D Unique Clier	Disposition – nts									
·	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Unique individuals per discharge reason
Custody										# of clients discharged to custody
Detox										# of clients discharged to detox
Escorted off premises										# of clients discharged and escorted off premises
Hospital										# of clients discharged to hospital
Housing										# of clients discharged to housing
Other										# of clients discharged to Other but unidentified dispositions
Other Hostel										# of clients discharged to another Shelter
Unknown										# of clients discharged to Unknown dispositions

#### Discharge Reasons – Unique Clients

Clients									
Yest	er Curr	Same	Prev	Curr	Same	Prev	Curr	Prev	Unique
day	Mth	Mth	Mth	Qtr	Qtr	Qtr	Yr	Yr	individuals





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		Last		Last				per
		Yr		Yr				discharge
								reason
								regardless
								of the # of
								times
New Address								
<ul> <li>– Private</li> </ul>								
Housing								
New Address								
<ul> <li>Transitional</li> </ul>								
Housing								
New Address								
<ul> <li>Subsidized</li> </ul>								
Housing								
Returned to								
Previous								
Address								
Reunited								
with family/								
friends								
Detox								
Residential								
Treatment								
Program								
Long-Term								
Care Facility								
Left the City								
Hospitalized								
Incarcerated								
Decided to								
leave								
Failed to								
return								
Not following	 							
case plan								
Not								
participating								
in case								
planning								
Repeated								
rule								
violations								
Disruptive								
rule								
violations								
Disruptive								
behaviour								
Violent or								
				L	1	1	1	(





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threatening behaviour					
Health &					
Safety of					
residents,					
volunteers or					
staff					
Assault of					
residents,					
volunteers or					
staff					
Wielding					
weapons or					
dangerous					
objects					
Possession					
of firearms					
Possession					
of illegal					
substances/					
contraband					
Trafficking in				 	
illegal drugs					
Other					
Automatic				 	 
<u>discharge –</u>					
<u>client</u>					
admitted to					
another					
program					
Daily					This is a
<u>discharge</u>					reason
					unique to
					only a few
					Programs
					that are
					closed
					during
					certain
					hours and
					require all
					individuals
					to leave
					the
					Program at
					that time.
Death					





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# Print Options: Browser Print

#### Export Options: Excel

### **Report Sample Screen:**

	Shelter:		Home	My Ta	sks Re	ports	Administra	tion H	lelp L	ogout	
toronto SMIS	User:	Lee, Ben	Client	Pro	gram	Facili	ty SI	helter	Head	Office	
Navigator		Statist	ics - B	irkdale	e Resi	dence	e				
Birkdale Residence (11794)	🚱 Back to Facilities 🛛 📓 Exp	ort to Excel		A.c.							
General	Discharge Dispositio	ns - Unique	Client	5							
Program		Yesterday	Curr	Same	Prev	Curr	Same	Prev	Curr	Prev	
Message		resterady	Mth	Mth	Mth	Qtr	Qtr	Qtr	Yr	Yr	
Dashboard				Last			Last	-			
Statistics				Yr			Yr				
Occupancy	Custody	0	0	2	0	0	3	0	1	4	
Occupancy - Unique Clients Client Services	Detox	0	0	2	0	0	3	0	0	5	
	Escorted off premises	0	0	0	0	0	1	0	1	4	
Client Services -	Hospital	0	0	0	0	0	1	0	0	1	
Unique Clients Discharges <b>Discharges - Unique</b> Clients	Housing	0	0	2	0	0	3	0	2	5	
	Other	0	0	4	1	0	5	1	1	6	
	Other Hostel	0	0	2	1	0	2	1	1	2	
	Unknown	0	0	6	0	0	7	0	0	7	
Reports	Childrenni	0		~	-	0		0	U		
Client Report Client Intake Report	Discharge Reasons - Unique Clients										
Client Occupancy		Yesterda	v Curr	Sam	e Prev	Curr	Same	e Prev	Curr	Prev	
Report			Mth	Mth	Mth	Qtr	Qtr	Qtr	Yr	Yr	
Client Discharge Report				Last			Last				
Occupancy Report				Yr			Yr				
Service Restriction Report	New Address - Private Housing	. 0	0	6	0	0	6	0	3	10	
[+] Financial	New Address - Transitional Housing	0	0	1	0	0	2	0	0	4	
	New Address - Subsidized Housing	0	0	0	0	0	1	0	0	3	
	Returned To Previous Address	0	0	0	0	0	1	0	0	1	
	Reunited with family/friends	0	0	0	0	0	1	0	0	1	
	Detox	0	0	1	0	0	2	0	0	2	
	Residential treatment program	0	0	0	0	0	0	0	0	0	
	. 2										





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Long-term care facilities	0	0	0	0	0	0	0	0	0
Left The City	0	0	1	0	0	1	0	0	1
Hospitalized	0	0	0	0	0	0	0	0	0
Incarcerated	0	0	0	0	0	0	0	0	0
Decided to leave	0	0	0	0	0	1	0	0	2
Failed to return	0	0	0	0	0	0	0	0	0
Not following case plan	0	0	0	0	0	1	0	0	1
Not participating in case planning	0	0	0	0	0	0	0	0	0
Repeated rule violations	0	0	0	0	0	0	0	0	0
Disruptive behaviour	0	0	1	0	0	2	0	0	2
Violent or threatening behaviour	0	0	0	0	0	0	0	0	0
Health & Safety of residents, volunteers or staff	0	0	0	0	0	0	0	0	0
Assault of residents, volunteers or staff	0	0	0	0	0	0	0	1	0
Wielding weapons or dangerous objects	0	0	0	0	0	0	0	0	0
Possession of firearms	0	0	0	0	0	0	0	0	0
Possession of illegal substances/contraband	0	0	0	0	0	0	0	0	0
Trafficking in illegal drugs	0	0	0	0	0	0	0	0	0
Other	0	0	6	0	0	6	0	0	6
Automatic discharge - Client admitted to another program	0	0	1	2	0	1	2	2	1
Daily Discharge	0	0	1	0	0	1	0	0	1
Death	0	0	0	0	0	0	0	0	0





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# 28. Shelter Dashboard Screen

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: All Shelter Users

#### Description:

This Shelter based dashboard screen shows *real-time* Occupancy, Bed Nights, Incidents, Service Restrictions, Complaints and Case Notes aggregate statistics for all Programs within the Shelter.

Note that all Occupancy stats, unless stated as "current" otherwise, are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4 a.m. and update any occupancy changes timely into SMIS.

# **Report Parameters:**

None

# **Report Detail (Fields):**

See below for more details...

# **Report Layout:**

# Shelter Dashboard

This report is accessed through the left side Navigator and provides real-time occupancy information The Reports icon at the top right will soon be deleted and all Shelter related reports will be accessed through the Shelter icon

Occupancy			
Active intakes without admission	This number represents all the active intakes that were entered at your shelter. All intakes that have been active for 18 hours or more and are not admitted to your shelter will expire at midnight each night.	Vacancy	This number represents funded capacity less the active admissions or occupancy of your shelter and cannot be negative.
Referrals from other Shelters	This number represents those referrals still in your queue from other	Vacancy rate	Vacancy divided by funded capacity





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	shelters		
Queue	This number includes external referrals as well as internal intakes	Current capacity	The number represents active beds available in your shelter. This will not include any beds you have made unavailable, e.g. bed bugs, maintenance, etc. This number will be less than or equal to your space capacity
Occupancy (active admissions)	This number represents currently occupied beds	Funded capacity	As per Operating Agreement
Occupancy rate	100% minus the Vacancy rate		

Bed Nights			
Yesterday	Number of beds occupied as of 4:00 a.m. this morning represents the bed nights for yesterday	Past 30 Days	All occupied beds for the past 30 days up to yesterday (4:00 a.m. this morning)
Current Month	Includes the number of all occupied beds for the current month, up to 4:00 a.m. this morning	Previous Month	All occupied beds in the previous calendar month

Incidents	
New incidents past 30	All new incidents for the past 30 day that occurred by 4:00 a.m. this morning
days	
New incidents this calendar month	All new incidents the current months that occurred by4:00 a.m. this morning
Open incidents	This number represents all incidents that have not been concluded or closed. All incidents should be completed and closed through internal review and sign off procedure.

Service Restrictions								
This report does not provide aggregate numbers. One restriction may be represented in more than one								
category. The duration will be recorded as the original duration applied at the time of recording the								
incidents. All incidents reco	orded up to 4	:00 a.m. thi	's morning wi	ll be include	ed.			
You must notify and discus	s all lengthy s	service rest	rictions with	your Agenc	y Review C	officer at Ho	stel	
Services								
Original duration of	1-7	8-14	15-30	31-60	61-90	91-180	180+	





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restriction (in days)				
New restrictions past 30				
days				
New restrictions this				
calendar month				
Currently active				
Terminated early past				
30 days				
Expired past 30 days				
	1			
Complaints		T		
New Complaints Past 30 Days				
New Complaints This Calendar Month				
Open Complaints (<30 Days Old)				
. ,				
Open Complaints (30-60 Days Old)				
Open Complaints (>60 Days Old)				
		1		
Case Notes				
New Notes Past 30				
Days				
New Notes This				
Calendar Month				
Incomplete Notes (<30				
Days Old)				
Incomplete Notes (30- 60 Days Old)				
Incomplete Notes (>60 Days Old)				

Print Options: Browser Print





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# **Report Sample Screen:**

toronto SMIS					Home	My Tasks		No Logou				
	User: Lee, Ben				Client	Program Fa	slity Shelter	Administrat				
	Testing											
Navigator		Shelter	Dashboar	d - Birkdale	e Resider	ice						
2 alerts	Back to Shetters											
Birkdale Residence(53) General Dashboard	Program Type All  Occupancy											
Statistics Occupancy	Active Intakes without Admission	0		Vacancy			0					
Occupancy - Unique	Referrals from Other Shelters	0		Vacancy	Rate		0%					
Clients Client Services Client Services - Unique Clients	Queue	0		Current	Capacity		193					
	Occupancy(Active Admissions)	10		Funded (	Capacity		5					
Discharges	Occupancy Rate	200%										
Discharges - Unique Clients	Bed Nights											
	Yesterday	12		Past 30 I	Days		356					
	Current Month	0 Previous M			Month		356					
	Incidents											
	New Incidents Past 30 Days	1										
	New Incidents This Calendar Month	0										
	Open Incidents	2										
	Service Restrictions											
	Original Duration of Restriction (in Days)	1 - 7	8 - 14	15 - 30	31 - 60	61 - 90	91 - 180	>180				
	Expired Next 30 Days	0	0	0	0	0	0	0				
	New Restrictions This Calendar Month	0	0	0	0	0	0	0				
	Expired Past 30 Days	0	0	0	0	0	0	0				
	Currently Active	0	0	0	0	0	0	0				
	New Restrictions Past 30 Days	0	0	0	0	0	0	0				
	Terminated Early Past 30 Days	0	0	0	0	0	0	0				





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New Incidents Past 30 Days	1						
New Incidents This Calendar Month	0						
Open Incidents	2						
Service Restrictions							
Original Duration of Restriction (in Days)	1 - 7	8 - 14	15 - 30	31 - 60	61 - 90	91 - 180	>180
Expired Next 30 Days	0	0	0	0	0	0	0
New Restrictions This Calendar Month	0	0	0	0	0	0	0
Expired Past 30 Days	0	0	0	0	0	0	0
Currently Active	0	0	0	0	0	0	0
New Restrictions Past 30 Days	0	0	0	0	0	0	0
Terminated Early Past 30 Days	0	0	0	0	0	0	0
Complaints							
New Complaints Past 30 Days	1						
New Complaints This Calendar Month	0						
Open Complaints (<30 Days Old)	1						
Open Complaints (30 - 60 Days Old)	0						
Open Complaints (>60 Days Old)	1						
Case Notes							
New Notes Past 30 Days	2						
New Notes This Calendar Month	0						
Incomplete Notes (<30 Days Old)	0						
Incomplete Notes (30 - 60 Days Old)	0						
Incomplete Notes (>60 Days Old)	5						





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# 29. Shelter Occupancy Screen

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Shelter based Occupancy screen shows statistics for new intakes, new admissions, discharges, accepted and rejected referrals to and from other Shelters, any stays .= 1 day and total bed nights for the Shelter. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Intake, Admission, Discharge, Referral and Stay is counted as 1 occurrence regardless of the number of family members present at the time of the action. The only exception is the Bed Nights row, for which each family member contributes to the count.

# (Note that all Occupancy stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4.a.m. and update any occupancy changes timely into SMIS.)

All Stays are based upon the 4 a.m. threshold and are counted only if the client stays pass this time. However, Admissions stats does not require the client to stay pass the 4 a.m. threshold. For example, if a client is admitted at 11 p.m. and is discharged few hours later at 1 a.m., the new Intake, Admission and Discharge stats will increase its count by 1 respectively, but NOT the Stays count since the client did not stay passed the 4 a.m. threshold.

# **Report Parameters:**

None

# **Report Detail (Fields):**

Intakes	(number of new intakes within the column date range)
Admissions	(number of new admissions within the column date range)
Discharges	(number of discharges within the column date range)
Accepted Referrals From Other Shelters	(number of accepted referrals from other Shelters within the column date range)
Rejected Referrals From Other Shelters	(number of rejected referrals from other Shelters within the column date range)
Accepted Referrals To Other Shelters	(number of accepted referrals to other Shelters within the column date range)
Rejected Referrals To Other Shelters	(number of rejected referrals to other Shelters within the column date range)
Stays (>=1 day)	(number of client stays >= 1 day within the column date range, note that this would include clients who were already staying in the Shelter at the beginning of the date range)
Bed Nights	(number of total bed nights of all clients within the column





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#### date range)

Print Options: Browser Print

Export Options: Excel

**Report Layout:** 

Statistics - Shelter Name - Bedded Program

# Should be run on the 1<sup>st</sup> of the month

Occupancy	As of 4:00 a.m. today = yesterdays statistics									
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	description
Intakes										New intakes entered within these dates = # of families
Admissions										New admissions within these dates
Discharges										New discharges within these dates
Accepted Referrals From Other Shelters										Accepted from the queue and referred from another Shelters within these dates
Rejected Referrals From Other Shelters										Rejected from the queue from another Shelters within these dates
Accepted Referrals To Other Shelters										Referrals to other Shelters that were accepted.





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					Could be a service (non- bedded) program within a Shelter
Rejected Referrals To Other Shelters					Referrals to other Shelters that were rejected. Could be a service (non- bedded) program within a Shelter
Stays (>=1 day)					Includes all family or single client stays who stayed at least 1 day after admission into the program
Bednights					# of individuals bed nights





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# **Report Sample Screen:**

toronto SMIS	Shelter:					Home	My Tasks	Repo	rts Help	Logout		
	User: Lee, Ben					Client	Program	Facility	Shelter A	dministration		
		Test	ing									
Navigator		Sta	atistics	- Birkda	le Res	idence						
2 alerts	🚱 Back to Sheters 🛛 🔣 Export to I	🚱 Back to Sheters 🔣 Export to Excel										
Birkdale Residence(53) General Dashboard Statistics Occupancy	Occupancy											
		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr		
Occupancy - Unique	Intakes	0	0	0	1	1	0	6	7	31		
Clients	Admissions	0	0	0	1	1	0	6	7	29		
Client Services -	Discharges	0	1	1	0	1	1	3	4	32		
Unique Clients Discharges	Accepted Referrals From Other Shelters	0	0	0	0	0	0	0	0	1		
Discharges - Unique Clients	Rejected Referrals From Other Shelters	0	0	0	0	0	0	0	0	0		
3300002-5-	Accepted Referrals To Other Shelters	0	0	0	0	0	0	0	0	0		
	Rejected Referrals To Other Shelters	0	0	0	0	0	0	0	0	1		
	Stays (>= 1day)	6	0	6	6	6	6	5	6	11		
	Bed Nights	12	0	295	356	356	865	549	905	3224		





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# 30. Shelter Occupancy – Unique Clients Screen

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Shelter based Occupancy screen shows statistics for total number of unique clients with new intakes, new admissions, discharges, accepted and rejected referrals to and from other Shelters, any stays .= 1 day and total bed nights for the Shelter for the various date ranges. For example, if a client has 2 "new" intakes during the column period, then it is counted as 1 unique client intake only. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family*, each Intake, Admission, Discharge, Referral and Stay, each unique family member is counted individually when present at the time of the action. However, if a family member is part of two different family intakes, admission or other actions during 1 single reporting date range, then he/she is counted as 1 unique individual on this screen.

# (Note that all Occupancy stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4.a.m. and update any occupancy changes timely into SMIS.)

All Stays are based upon the 4 a.m. threshold and are counted only if the client stays pass this time. However, Admissions stats does not require the client to stay pass the 4 a.m. threshold. For example, if a client is admitted at 11 p.m. and is discharged few hours later at 1 a.m., the new Intake, Admission and Discharge stats will increase its count by 1 respectively, but NOT the Stays count since the client did not stay passed the 4 a.m. threshold.

# **Report Parameters:**

None

# **Report Detail (Fields):**

Intakes	(number of unique clients with new intakes within the column
	date range)
Admissions	(number of unique clients with new admissions within the
	column date range)
Discharges	(number of unique clients with discharges within the column
	date range)
Accepted Referrals From Other Shelters	(number of accepted referrals of unique clients from other
	Shelters within the column date range)
Rejected Referrals From Other Shelters	(number of rejected referrals of unique clients from other
	Shelters within the column date range)
Accepted Referrals To Other Shelters	(number of accepted referrals of unique clients to other
	Shelters within the column date range)





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Rejected Referrals To Other Shelters	(number of rejected referrals of unique clients to other Shelters within the column date range)
Stays (>=1 day)	(number of unique client stays >= 1 day within the column date range, note that this would include unique clients who were already staying in the Shelter at the beginning of the date range)

# Print Options: Browser Print

Export Options: Excel

**Report Layout:** 

# Statistics – Shelter Name – Bedded program

# Should be run on the 1<sup>st</sup> of the month

Occupancy – Clients	Unique									
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	= unique individuals
Intakes										New intakes entered within these date(s)
Admissions										New admission s within these date(s)
Discharges										New discharges within these date(s)
Accepted Referrals From Other Shelters										Accepted from the queue and referred from another shelter within these





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					date(s)
Rejected					Rejected
Referrals					from the
From Other					queue
Shelters					from
					another
					shelter
					within
					these
					date(s)
Accepted					Referrals
Referrals					to other
To Other					shelters
Shelters					that were
					accepted.
					Could be a
					service
					(non-
					bedded)
					program
					within the
					other
					shelter
Rejected					Referrals
Referrals					to other
To Other					shelters
Shelters					that were
					rejected.
					Could be a
					service
					(non-
					bedded)
					program
					within the
					other
					shelter
Stays (>= 1					# of
Day)					unique
					individuals
					with Stays
					at least 1
					day after
					admission
					into the
					shelter




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## **Report Sample Screen:**

toronto SMIS	User: Lee, Ben					Home	My Tasks	Repo		Logout
	S26024302797,6701			T	esting	Client	Program	Facility	Shelter A	dministratio
Navigator	1	Su	atistics	- Birkda		idence				
2 alerts	🔕 Back to Sheters 🛛 📓 Export to I	Excel								
Birkdale Residence(53) General	Occupancy - Unique Clie	nts								
Dashboard Statistics Occupancy		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yi
Occupancy - Unique	Intakes	0	0	0	2	2	0	7	9	22
Clients	Admissions	0	0	0	2	2	0	7	9	20
Client Services	Discharges	0	2	1	0	2	1	3	5	26
Client Services - Unique Clients Discharges	Accepted Referrals From Other Shelters	0	0	0	0	0	0	0	0	1
Discharges - Unique Clients	Rejected Referrals From Other Shelters	0	0	0	0	0	0	0	0	0
	Accepted Referrals To Other Shelters	0	0	0	0	0	0	0	0	0
	Rejected Referrals To Other Shelters	0	0	0	0	0	0	0	0	1
	Stays (>= 1day)	12	0	10	12	12	10	10	12	18





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## 31. Shelter Client Services Screen

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Shelter based Client Services screen shows counts of new incidents, new service restrictions, new complaints and new case notes for the Shelter for various time frames. These stats can also be exported to Microsoft Excel format.

# (Note that all Client Services stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

For example, if a new Case Note is written for a Client at 3 p.m. yesterday and another new Note written at 2 a.m. early today, they are both counted as for yesterday's business day.

#### **Report Parameters:**

None

## **Report Detail (Fields):**

New Incidents	total number of new incidents recorded during the column date period)
New Service Restrictions	(total number of new service restrictions created during the column date
	period)
New Complaints	(total number of new complaints records during the column date period)
New Case Notes	(total number of new case notes created during the column date period)

#### Print Options: Browser Print

Export Options: Excel





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**Report Layout:** 

## Statistics – Shelter Name – Bedded Program

## Should be run on the 1<sup>st</sup> of the month

Client Service	es									
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries
New incidents										Only the incidents <b>newly</b> occurred in this period
New service restrictions										Only the S.R. <b>new</b> in this period
New complaints										Only the complaints <b>new</b> in this period
New case notes										Only the case notes <b>new i</b> n this period





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## **Report Sample Screen:**

toronto SMIS	Shelter:					Home	My Tasks	Repo	rts Help	Logout
	User: Lee, Ben					Client	Program	Fecility	Shelter /	Administration
					T	esting				
Navigator	and the second second	Sta	atistics	- Birkda	le Res	idence				
2 alerts	🚱 Back to Sheters 🛛 📓 Export to I	Excel								
Birkdale Residence(53) General	Client Services						250 J.L.			
Dashboard Statistics Occupancy		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Y	r Prev Yr
Occupancy - Unique	New Incidents	0	0	0	1	1	0	0	1	1
Clients	New Service Restrictions	0	1	0	2	3	0	1	4	0
Client Services	New Complaints	0	0	0	1	1	0	0	1	2
Client Services - Unique Clients	New Case Notes	0	0	4	2	2	5	3	5	7
Discharges Discharges - Unique Clients										





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# 32. Shelter Client Services – Unique Clients Screen – All Program

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Shelter based Client Services screen shows total number of unique clients involved in new incidents, new service restrictions, new complaints and new case notes for the Shelter for various time frames. These stats can also be exported to Microsoft Excel format.

# (Note that all Client Services stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

For example, if a new Case Note is written for a Client at 3 p.m. yesterday and another new Note written for a different Client at 2 a.m. early today, they are both counted as for yesterday's business day. However, if the 2<sup>nd</sup> Note was written for the same Client, then yesterday's count will only increase by 1 as this screen shows Unique Client counts during a date period.

## **Report Parameters:**

None

## Report Detail (Fields):

New Incidents	total number of unique clients involved in new incidents recorded during the column date period)
New Service Restrictions	(total number of unique clients given new service restrictions created during the column date period)
New Complaints	(total number of unique clients relating to new complaints records during the column date period)
New Case Notes	(total number of unique clients for which new case notes were created during the column date period)

## Print Options: Browser Print

Export Options: MS Excel





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## **Report Layout:**

## Statistics – Shelter Name – Bedded Program

Should be run on the 1<sup>st</sup> of the month

Client service	es – unique c	lients	]							
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	not the total number of I.R./S.R./compl aints/ case notes
New Incidents										# of unique clients with new incidents occurred in this period
New Service Restrictions										# of unique clients with S.R. entered this period
New Complaints										# of unique clients with complaint entered this period
New Case Notes										# of unique clients with case notes entered this period





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## **Report Sample Screen:**

Shelter:					Home	My Tasks	Repo	rts Help	Logout
User: Lee, Ben					Client	Program	Pacity	Shelter A	dministration
									Testing
	Sta	atistics	- Birkda	le Res	idence				
🚱 Back to Sheters 🛛 📓 Export to I	Excel								
Client Services - Unique	Clients								
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yı	Prev Yr
New Incidents	0	0	0	1	1	0	0	1	2
New Service Restrictions	0	1	0	2	3	0	1	4	0
New Complaints	0	0	0	1	1	0	0	1	2
New Case Notes	0	0	2	1	1	2	2	3	3
	User: Lee, Ben Back to Sheters Export to I Client Services - Unique New Incidents New Service Restrictions New Complaints	User: Lee, Ben Sta Client Services - Unique Clients Vesterday New Incidents New Service Restrictions New Complaints 0	User: Lee, Ben	User: Lee, Ben	User: Lee, Ben Statistics - Birkdale Res Back to Sheters: Export to Excel Client Services - Unique Clients Client Services - Unique Clients Yesterday Curr Mth Mth Last Yr New Incidents New Service Restrictions New Complaints 0 0 0 1	User: Lee, Ben Clent Clent Clent Clent Clent Services - Unique Clients Client Services - Unique Clients Client Services - Unique Clients Yesterday Curr Mth Same Prev Curr Mth Mth Qtr Last Yr New Incidents 0 0 0 1 1 New Service Restrictions New Complaints 0 0 0 1 1 New Service Restrictions New Complaints 0 0 0 1 1 New Service Restrictions New Complaints 0 0 0 1 1 1	User: Lee, Ben User: Lee, Ben Clent Program Clent Program Clent Services - Unique Clients Client Services - Unique Clients Yesterday Curr Mth Same Prev Curr Same Mth Mth Qtr Curr Last Yr New Incidents 0 0 0 1 1 0 2 3 0 New Complaints 0 0 0 1 1 1 0	User: Lee, Ben User: Lee, Ben Client Program Pacity Client Services - Unique Clients Client Services - Unique Clients Client Services - Unique Clients Yesterday Curr Mth Mth Mth Qtr Qtr Qtr Qtr Last Yr New Incidents 0 0 0 1 1 0 0 New Service Restrictions 0 1 0 2 3 0 1 New Complaints 0 0 0 1 1 0 0	Home My Tasks Reports Help User: Lee, Ben           Clent Program Pacity Sheter A           Statistics - Birkdale Residence           Statistics - Birkdale Residence         Clent Program Pacity Sheter A           Back to Sheters         Export to Excel         Clent Source           Client Services - Unique Clients         Yesterday Curr Mth         Same Prev Mth         Prev Qtr Last Yr         Curr Yr Curr Yr           New Incidents         0         0         1         1         0         1           New Service Restrictions         0         1         0         1         4           New Complaints         0         0         1         1         0         1





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# 33. Shelter Discharge Screen – All Programs

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Shelter based Discharge screen shows counts of various discharge dispositions for the Shelter for various time frames. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Discharge, it is counted as 1 occurrence regardless of the number of family members present at the time of the discharge. However, if a single client or family is discharged more than once during any column date period, each discharge occurrence is counted regardless if it's the same or different disposition or reason.

For example, if a single client was discharge on the 2nd day of the month, and re-admitted and discharged in the middle of the same month and for the same discharge disposition but different discharge reasons, then he/she is counted twice for that month's discharge disposition count, and counted once for each of the two different monthly count of discharge reasons.

# (Note that all Discharge stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

## **Report Parameters:**

None





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## Report Detail (Fields):

Custody	(total number of client discharges to custody within the column date period)
Detox	(total number of client discharges to detox within the column date period)
Escorted off premises	(total number of clients escorted off premises upon discharge within the column date period)
Hospital	(total number of client discharges to hospital within the column date period)
Housing	(total number of client discharges to housing within the column date period)
Other	(total number of client discharges to other dispositions within the column date period)
Other Hostels	(total number of client discharges to other hostels within the column date period)
Unknown	(total number of client discharges to unknown dispositions within the column date period)

## Print Options: Browser Print

Export Options: Excel

**Report Layout:** 

## Statistics – Shelter Name – Bedded Program

## Should be run on the 1<sup>st</sup> of the month

Discharge										-
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Could be the same person more than once
Custody										# of discharges to custody
Detox										# of discharges made to detox
Escorted off premises										# of discharges escorted off premises
Hospital										# of discharges to hospital





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Housing					# of
					discharges to
					housing
Other					# of
					discharges to
					Other but
					unidentified
					dispositions
Other					# of
Hostel					discharges to
					another
					Shelter
					Program
Unknown					# of
					discharges to
					Unknown
					dispositions

This section includes aggregate data for each discharge reason, and may include the same individual discharged various times for the same or different reasons. This list represents each individual discharge according to discharge reason that is entered into SMIS.

The last three underlined reasons are new.

Discharge Reasons										
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries, families are counted as one family head
New Address – Private Housing										
New Address – Transitional Housing										
New Address – Subsidized Housing										
Returned to Previous Address										

.....

\_





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Reunited					
with family/					
friends					
Detox					
Residential					
Treatment					
Program					
Long-Term					
Care Facility					
Left the City					
Hospitalized					
Incarcerated					
Decided to					
leave					
Failed to					
return					
Not					
following					
case plan					
Not			 		
participating					
in case					
planning					
Repeated					
rule					
violations					
Disruptive					
rule					
violations					
Disruptive					
behaviour					
Violent or					
threatening					
behaviour					
Health &					
Safety of					
residents,					
volunteers					
or staff					
Assault of			 		
residents,					
volunteers					
or staff					
Wielding					
weapons or					
dangerous					
objects			 	 	
Possession					
of firearms					





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Possession					
of illegal					
substances/					
contraband					
Trafficking					
in illegal					
drugs					
Other					
Automatic					
<u>discharge –</u>					
<u>client</u>					
admitted to					
another					
program				 	
<u>Daily</u>					This is a
discharge					reason
					unique to
					only a few
					Programs
					that are
					closed
					during
					certain
					hours and
					require all
					individuals
					to leave the
					Program at that time.
Dooth					that time.
<u>Death</u>					





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## **Report Sample Screen:**

toronto SMIS	Shelter:		Home	My Tas	ks Re	ports	Administrat	ion H	elp Lo	ogout
	User:	Lee, Ben	Client	Prog	gram	Facili	ty Sł	nelter	Head	Office
Navigator		Statist	ics - E	Birkdale	Resi	dence	2			
Birkdale Residence(53)	🚱 Back to Shelters 🛛 📓 Expo	ort to Excel								
General	Discharge Disposition	ns								
Dashboard Statistics		Vactordau	Curr	Same	Drout	Curr	Same	Drout	Curr	Prev
Occupancy		Yesterday	Mth	Mth	Mth	Qtr	Qtr	Qtr	Yr	Yr
Occupancy - Unique Clients				Last Yr			Last Yr	- <b>L</b>		
Client Services	Custody	0	0	1	0	0	3	0	1	4
Client Services - Unique Clients	Detox	0	0	1	0	0	5	0	0	7
Discharges	Escorted off premises	0	0	0	0	0	5	0	1	8
Discharges - Unique	Hospital	0	0	0	0	0	1	0	0	1
Clients	Housing	0	0	0	0	0	5	0	2	7
Reports	Other	0	0	0	1	0	5	1	2	6
Client Report	Other Hostel	0	0	1	1	0	2	1	1	2
Client Intake Report	Unknown	0	0	0	0	0	8	0	0	8
Client Occupancy Report Client Discharge Report	Discharge Reasons									
Occupancy Report Service Restriction Report [+] Financial		Yesterda	y <mark>Curr</mark> Mth	Sam Mth Last Yr	e Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr
	New Address - Private Housing	0	0	7	0	0	7	0	3	11
	New Address - Transitional Housing	0	0	1	0	0	7	0	0	9
	New Address - Subsidized Housing	0	0	0	0	0	1	0	0	3
	Returned To Previous Address	0	0	0	0	0	3	0	0	3
	Reunited with family/friends	0	0	0	0	0	1	0	0	1
	Detox	0	0	1	0	0	2	0	0	2
	Residential treatment program	0	0	0	0	0	0	0	0	0





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Long-term care facilities	0	0	0	0	0	0	0	0	0
Left The City	0	0	1	0	0	1	0	0	1
Hospitalized	0	0	0	0	0	0	0	0	0
Incarcerated	0	0	0	0	0	0	0	0	0
Decided to leave	0	0	0	0	0	1	0	0	2
Failed to return	0	0	0	0	0	0	0	0	0
Not following case plan	0	0	0	0	0	1	0	0	1
Not participating in case planning	0	0	0	0	0	0	0	0	0
Repeated rule violations	0	0	0	0	0	0	0	0	0
Disruptive behaviour	0	0	1	0	0	2	0	0	2
Violent or threatening behaviour	0	0	0	0	0	0	0	0	0
Health & Safety of residents, volunteers or staff	0	0	0	0	0	0	0	0	0
Assault of residents, volunteers or staff	0	0	0	0	0	0	0	1	0
Wielding weapons or dangerous objects	0	0	0	0	0	0	0	0	0
Possession of firearms	0	0	0	0	0	0	0	0	0
Possession of illegal substances/contraband	0	0	0	0	0	0	0	0	0
Trafficking in illegal drugs	0	0	0	0	0	0	0	0	0
Other	0	0	6	0	0	6	0	0	6
Automatic discharge - Client admitted to another program	0	0	1	2	0	1	2	3	1
Daily Discharge	0	0	1	0	0	1	0	0	1
Death	0	0	0	0	0	0	0	0	0





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# 34. Shelter Discharge – Unique Clients Screen – All Program

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This Shelter based Discharge screen shows counts unique clients for various discharge dispositions for the Shelter during the various time frames. For example, if a client is discharge twice from two admissions during a column date period, then it is counted as 1 unique client discharge. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Discharge, each unique family member is counted individually when present at the time of the action. However, if a family member is part of two different family discharges during the same reporting date period (i.e. column cell), then he/she is counted as only 1 unique individual on this screen. Also, if a single client is discharged more than once during any column date period, the count only increments by 1.

For example, if a single client was discharge on the 2nd day of the month, and re-admitted and discharged in the middle of the same month and for the same discharge disposition but different discharge reasons, then he/she is counted only once for that month's discharge disposition count, but is counted once for each of the two different monthly count of discharge reasons.

# (Note that all Discharge stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

## **Report Parameters:**

None

## **Report Detail (Fields):**

Custody	(total number of unique client (single or individual family member) discharges to custody within the column date period)
Detox	(total number of client discharges to detox within the column date period)
Escorted off premises	(total number of unique clients escorted off premises upon discharge within the column date period)
Hospital	(total number of unique client discharges to hospital within the column date period)
Housing	(total number of unique client discharges to housing within the column date period)
Other	(total number of unique client discharges to other dispositions within the column date period)
Other Hostels	(total number of unique client discharges to other hostels within the column date period)
Unknown	(total number of unique client discharges to unknown dispositions within the





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## column date period)

Print Options: Browser Print

Export Options: Excel

**Report Layout:** 

## Statistics – Shelter Name – Bedded Program

## Should be run on the 1<sup>st</sup> of the month

Discharge Disposition Clients	n – Unique									
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Unique individuals per discharge reason regardless of the # of times
Custody										# of clients discharged to custody
Detox										# of clients discharged to detox
Escorted off premises										# of clients discharged and escorted off premises
Hospital										# of clients discharged to hospital
Housing										# of clients discharged to housing
Other										Includes all unique client discharges for unidentified dispositions.
Other Hostel										Includes all unique client discharges to another shelter. This would include all automatic discharges as a

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					result of the individual being admitted to another shelter
Unknown					Includes all unique client discharges to unknown disposition (usually a fail- to-return).

This section includes aggregate data for each discharge reason, and may include the same individual discharged various times for the same or different reasons. This list represents each individual discharge according to discharge reason that is entered into SMIS.

The last three underlined reasons are new.

Discharge Rea	sons									
	Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries, families are counted as one family head
New Address										
– Private										
Housing										
New Address										
– Transitional										
Housing New Address										
– Subsidized										
Housing										
Returned to										
Previous										
Address										
Reunited										
with family/										
Friends										
Detox										
Residential										
Treatment										
Program										

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Long-Term						
Care Facility						
Left the City					 	
Hospitalized Incarcerated						
Decided to						
leave						
Failed to						
return						
Not following						
case plan						
Not						
participating						
in case						
planning						
Repeated						
rule						
violations						
Disruptive						
rule						
violations						
Disruptive						
behaviour						
Violent or						
threatening						
behaviour						
Health &						
Safety of						
residents, volunteers or						
staff						
Assault of						
residents,						
volunteers or						
staff						
Wielding						
weapons or						
dangerous						
objects						
Possession						
of firearms					 	
Possession						
of illegal						
substances/						
contraband						
Trafficking in						
illegal drugs				 	 	
Other				 	 	
Automatic						

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discharge – client admitted to another program					
<u>Daily</u> discharge					This is a reason unique to only a few Programs that are closed during certain hours and require all individuals to leave the Program at that time.
<u>Death</u>					





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## **Report Sample Screen:**

	Shelter:		Home	My Tas	iks Re	ports	Administra	tion H	elp Lo	ogout
toronto SMIS	User:	Lee, Ben	Client	Prog	gram	Facilit	ty SI	helter	Head	Office
Navigator		Statisti	ics - B	irkdale	Resi	dence				
Birkdale Residence(53)	🚱 Back to Shelters 🛛 📓 Exp	ort to Excel								
General	Discharge Dispositio	ns - Unique	Client	5						
Dashboard	bischarge bisposition									
Statistics Occupancy		Yesterday	Curr Mth	Same Mth	Prev Mth	Curr Qtr	Same Qtr	Prev Qtr	Curr Yr	Prev Yr
Occupancy - Unique			MUI	last	mui	Qu	Last	Qu	п	11
Clients				Yr			Yr			
Client Services	Custody	0	0	2	0	0	3	0	1	4
Client Services - Unique Clients	Detox	0	0	2	0	0	3	0	0	5
Discharges	Escorted off premises	0	0	0	0	0	1	0	1	4
Discharges - Unique	Hospital	0	0	0	0	0	1	0	0	1
Clients	Housing	0	0	2	0	0	3	0	2	5
Reports	Other	0	0	4	1	0	5	1	1	6
Client Report	Other Hostel	0	0	2	1	0	2	1	1	2
Client Intake Report	Unknown	0	0	6	0	0	7	0	0	7
Client Occupancy Report	Discharge Reasons -		-	J	J	Ŭ				1
Client Discharge Report						-			0	
Occupancy Report		Yesterda	y Curr Mth	Mth	e Prev Mth	Qtr	Qtr	Otr Otr	Curr Yr	Prev Yr
Service Restriction Report			mui	Last	Piur	Qu	Last	Qu	11	
[+] Financial				Yr			Yr			
	New Address - Private Housing	0	0	6	0	0	6	0	3	10
	New Address - Transitional Housing	0	0	1	0	0	2	0	0	4
	New Address - Subsidized Housing	0	0	0	0	0	1	0	0	3
	Returned To Previous Address	0	0	0	0	0	1	0	0	1
	Reunited with family/friends	0	0	0	0	0	1	0	0	1
	Detox	0	0	1	0	0	2	0	0	2
	Residential treatment program	0	0	0	0	0	0	0	0	0





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facilities       0       0       1       0       0       1       0       0       1         Left The City       0       0       1       0       0       1       0       0       1         Hospitalized       0										
Hospitalized0000000000Incarcerated00 <td< td=""><td>Long-term care facilities</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></td<>	Long-term care facilities	0	0	0	0	0	0	0	0	0
Incarcerated         0 <t< td=""><td>Left The City</td><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td><td>1</td></t<>	Left The City	0	0	1	0	0	1	0	0	1
Decided to leave         0         0         0         0         0         1         0         0         2           Failed to returm         0 <t< td=""><td>Hospitalized</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></t<>	Hospitalized	0	0	0	0	0	0	0	0	0
Failed to return         0         0         0         0         0         0         0         0         0         0           Not following case plan         0         0         0         0         0         1         0         1           Not participating in case planning         0	Incarcerated	0	0	0	0	0	0	0	0	0
Not following case plan         0         0         0         0         0         1         0         1           Not participating in case planning         0	Decided to leave	0	0	0	0	0	1	0	0	2
Not participating in case planning         0	Failed to return	0	0	0	0	0	0	0	0	0
Case planning         Provide to serve to s	Not following case plan	0	0	0	0	0	1	0	0	1
violations         o <tho< td=""><td>· · · · ·</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tho<>	· · · · ·	0	0	0	0	0	0	0	0	0
Violent or threatening behaviour00000000Health & Safety of residents, volunteers or staff000	Repeated rule violations	0	0	0	0	0	0	0	0	0
behaviourImage: Section of the section of the section of the section of the section of staffImage: Section of the section	Disruptive behaviour	0	0	1	0	0	2	0	0	2
residents, volunteers or staffImage: Second		0	0	0	0	0	0	0	0	0
volunteers or staffImage of the staffImag	residents, volunteers	0	0	0	0	0	0	0	0	0
dangerous objectsImage of the second sec	Assault of residents, volunteers or staff	0	0	0	0	0	0	0	1	0
Possession of illegal substances/contraband000000000Trafficking in illegal drugs00 <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td>		0	0	0	0	0	0	0	0	0
substances/contrabandImage: Second Secon	Possession of firearms	0	0	0	0	0	0	0	0	0
drugs00606006Other006006006Automatic discharge - Client admitted to another program001201221Daily Discharge001001001		0	0	0	0	0	0	0	0	0
Automatic discharge - Client admitted to another program001201221Daily Discharge001001001	Trafficking in illegal drugs	0	0	0	0	0	0	0	0	0
Client admitted to another program001001Daily Discharge001001	Other	0	0	6	0	0	6	0	0	6
	Client admitted to	0	0	1	2	0	1	2	2	1
	Daily Discharge	0	0	1	0	0	1	0	0	1
	Death	0	0	0	0	0	0	0	0	0

129Shelter, Support & Housing Administration<br/>Version 1.3 (2014-04-08)





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# 35. SMIS - Login Logging

Report Category: System Administration

Access Via: Administration

User Access Group: System Administrator

### Description:

This User Login Logging Report showing the Date & Time a User login and logout of a Shelter within SMIS. These stats can also be exported to Microsoft Excel format.

#### **Report Parameters:**

None

## **Report Detail (Fields):**

DATETIME	(the date and time of the action)
USERID	(the userid that performed the action)
USERNAME	(the user name that performed the action)
ACTION	(the type of action performed: LOG_IN, LOG_OUT)
<u>CONTENT</u>	(the content viewed or changed)
<u>SHELTER</u>	(the shelter logged into when applicable, blank if login at higher ORG level)

Print Options: PDF





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## **Report Sample Screen:**

File Edit			MIS/QuatroReport				m. <u>- D</u> 3
🔶 Favorit	tes 🦄 🕶 🔊 🚽		Page 👻 Safety 🕶	Tools 👻 🔞 🕶	0 Ø		
8	1	P 🕹 🚺	1 🕑 🖲	59.3% -	<b>↔</b>	Find	•
ð	toronto S	MIS		User Login Re User Login(s			
純	Describes Desired		" Date Range : 2012/02/28	2012/02/20		Printed: 20	12-10-25
	Reporting Period:	USERID	USERNAME	ACTION	CONTENT	SHELTER	_
	2012/02/28 4:36:52PM	USCHID	USERMONIE	LOG_IN	con_login	ORELIER	
	2012/02/28 4:22:09PM			LOG_OUT	con Crogin		
	2012/02/28 4:22:03PM			LOG_OUT			
	2012/02/28 4:12:04PM			LOG_IN	con_iogin		
	2012/02/28 4:08:10PM			LOG_IN	con_iogin		
	2012/02/28 4:06:20PM			LOG_IN	con_iogin		
	2012/02/28 10:33:06AM			LOG_IN	con_login		
	2012/02/28 10:31:26AM			LOG_IN	con_login		
	2012/02/28 10:22:01AM			LOG_OUT			
	2012/02/28 10:21:55AM			SHL SEL	1:Na-Me-Res	Na-Me-Res	
	2012/02/28 10:21:52AM			LOG_IN	con_login		
	2012/02/28 10:21:45AM			LOG_OUT			
	2012/02/28 10:21:01AM			LOG_IN	con_login		
	2012/02/28 10:20:52AM			LOG_OUT			
	2012/02/28 10:20:40AM			LOG_IN	con_login		
	2012/02/28 10:08:20AM			LOG_IN	con_login		
	2012/02/28 10:07:42AM			LOG_OUT			
	2012/02/28 10:07:24AM			LOG_IN	con login		
	2012/02/28 10:07:03AM			LOG_OUT	12.000		
	2012/02/28 10:06:16AM			LOG_IN	con_login		
	2012/02/28 10:06:05AM			LOG_OUT			
	2012/02/28 10:06:01AM			LOG_IN	con_login		
	2012/02/28 10:05:51AM			LOG_OUT			
	2012/02/28 10:03:40AM			LOG_IN	con_login		
	2012/02/28 10:03:29AM			LOG_OUT			
	2012/02/28 10:00:45AM			LOG_IN	con_login		
	2012/02/28 9:59:56AM			LOG_OUT			
	2012/02/28 9:59:16AM			LOG_IN	con_login		
	2012/02/28 9:59:08AM			LOG_OUT			
and a second	2012/02/28 9:56:19AM			LOG_IN	con_iogin		
	Report Criteria:						
Ø							
				의 Unknowr	12		





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# 36. Program Financial Report – All Programs

## Report Category: Program

Access Via: Program Navigator - Financial

User Access Group: All Program Users who has access to SMIS Financials

#### Description:

The Program based report shows the summary and details of all financial transactions for a specified date range. The default date range is today only. The beginning of the report also displays Program profile information.

#### **Report Parameters:**

Start Date	(report start date, default is today)
End Date	(report to date, default is today)
No Maximum R	leport Date Range

## **Report Detail (Fields):**

#### **Disbursement Type Summary Block**

Disb. Type	(disbursement type: Client Safekeeping, Food Allowance, Personal Needs
	Allowance)
<u>Amount</u>	(subtotal for each disbursement type for the specified date range)
View By	(user specified further financial details to display:
<u>Date</u>	day-by-day breakdown of the disbursement type financial details,
<u>Client</u>	client-by-client breakdown of the disbursement type financial details,
<u>Detail</u>	most detailed breakdown of the disbursement type financial sub-transaction details,
<u>Total &gt;Detail</u>	give detailed breakdown by complete transactions including all disbursement types

[Note that for each Disbursement Type, a user can further select a View By Date, Client or Detail breakdown of the transactions. And for Total of all Disbursement Types, a user can select Detail view of complete transactions (where each transaction displayed then may contain multiple disbursement types) User can also select to view transactions by disbursement type, date or all details done by each user separately.]

## Cash vs. Cheque Summary Block

CASH	(all cash related transaction subtotals)	
CHEQUES	(all issued cheque related transaction subtotals)	
Normal	(all non-reversal type transactions involving money)	
Reversal	(all reversal type transactions involving money)	
In (On Hand)	(all incoming moneys to the Program)	
In (Withheld)	(all withheld moneys from clients to the Program)	
Out (On Hand)	(all outflow of moneys from the Program)	





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## **Detailed Table**

Date	(Date of transaction)
Disb. Type	(disbursement type: Client Safekeeping, Food Allowance, Personal Needs
	Allowance)
CSF Type	(client safekeeping fund type: Deposit [Cash], Withdraw, Deposit [Cheque])
<u>Amount</u>	(the \$ amount of the (sub-)transaction)
<u>User Name</u>	(name of the user who processed the transaction)
Trans. Type	(transaction type: Regular, Allowance Override, Not To Be Paid, Reverse)
Paid By	(payment vehicle: CASH, CHEQUE [cheque #], blank if not money related
	transaction)
ID	(transaction ID)
Client ID	(SMIS Client ID)
Client Name	(Client last name, then first name)

## Export Options: Excel, PDF

## **Report Sample Screens:**

							Print	ted: 2012/10/25
2012/05/02								
Birkdale Re	esidence - Bedded Pr	ogram	Faci	lity:	Birkd	ele Residence		
mothers-16	6, female children, m	ales elementary school	age Phor	ne:				
No			Тур	e:	Bed			
Active			Spec	ce Capacity:	193			
5			Mak	s/Female:	Fema	e		-
0			Max	imum Age:	100			
	End Date 201	12/05/02	Sea	rch				
Amount	View By				3	CASH	СН	IEQUES
-\$234.00	Date   Client   [	Detail			Normal	Reversals	Normal	Reversals
\$93.00	Date   Client   [	Detail	In (On Hand)		\$244.00	\$14.00	\$0.00	\$0.00
\$210.80	Date   Client   I	In	(Withheld)		\$0.00		\$0.00	
ee0.90	Street of Street Street	0	Out (On Hand)		\$279.10	\$10.00	\$38.70	\$0.00
205.00	Detail	0	ut(Withheid)			\$0.00		\$0.00
		Te	late		-\$35.10	\$4.00	-\$38.70	-\$0.00
		G	and Total			-\$31.10		-\$38.70
							2	Excel D PDF
iser Name		Amount		<u>View By</u>				
		3	\$69.80	Type   Date   Detail				
	Birkdele R mothers1 Ne Active 5 0 <del>Amount</del> -\$234.00 \$93.00 \$210.80 \$69.80	Binkdele Residence - Bedded Productivers-16, female children, ministration of the second s	Birkdale Residence - Bedded Program         mothers-16, female children, males elementary school         No         Active         5         0         End Date       2012/05/02         Amount       View By         -\$234.00       Date   Client   Detail         \$93.00       Date   Client   Detail         \$210.80       Date   Client   Detail         \$69.90       Detail	Binkdale Residence - Bedded Program         Faci mothers-16, female children, males elementary school age         Pro- Typ           No         Typ         Active         Special           Active         Special         Make           5         End Date         2012/05/02         Sea           Amount         View By         Sea           -4234:00         Date   Client   Detail         In (On Hend)           \$93.00         Date   Client   Detail         In (Withheld)           \$210.80         Date   Client   Detail         Out (Withheld)           \$99.90         Detail         Out (Withheld)           Sear Total         Sear Total         Sear Total	Birkdale Residence - Bedded Program         Facility:           motNers-16, female children, males elementary school age         Phone:           Ne         Type:           Active         Space Capacity:           5         Mainum Age:           0         Search           Amount         View By           -423400         Date   Client   Detail           \$93.00         Date   Client   Detail           \$210.90         Date   Client   Detail           \$94.90         Date   Client   Detail           \$210.90         Detail	Binkdale Residence - Bedded Program         Facility:         Binkdale mothers-16, female children, males elementary school age         Phone:         Binkdale           No         Type:         Bed           Active         Spece Capecity:         193           5         Male/Female:         Female           0         Maximum Age:         100           Image:         Image:         Image:         Image:           0         End Date         2012/05/02         Search         Maximum Age:         100           Image:         Image:	Binkdale Residence - Bedded Program         Pacility:         Binkdale Residence           mothers-16, female children, males elementary school age         Phone:         Image: Comparison of the school age           No         Type:         Bed           Active         Space Capacity:         193           5         Male/Female:         Female           0         Maximum Age:         100           Image: Comparison of the school age         Maximum Age:         100           Active         Search         Search           Image: Comparison of the school age         Maximum Age:         100           Image: Comparison of the school age         Maximum Age:         100           Image: Comparison of the school age         Maximum Age:         100           Image: Comparison of the school age         Maximum Age:         100           Image: Comparison of the school age         Maximum Age:         100           Image: Comparison of the school age         Maximum Age:         100           Image: Space of the school age         Maximum Age:         100           Image: Space of the school age         Maximum Age:         100           Image: Space of the school age         Space of the school age         Space of the school age           Image: Space of the	Active     Spece Capacity:     Birkdale Residence       Active     Type:     Bed       Active     Spece Capacity:     103       S     Male/Fernale:     Penale       0     Male/Fernale:     Penale       100     Search     Search       100

Financial Report (Initial Summary Screen)





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toronto S M		Program Fina	Type Da		Report		Prin	Print Return
Reporting Period: 2012/01/02 - 20	Birkdale Residence - B	edded Program		Facility:	Birko	lale Residence		
Description:		ildren, males elementary :	school age	Phone:				
lealth Information Custodian:	No			Туре:	Bed			
Ratus:	Active			Space Capacity:	193			
funding Capacity:	5			Male/Female:	Ferra	sle		
finimum Age:	0			Maximum Age:	100			
Disb. Type		Amount				CASH	o	IEQUES
Personal Needs Allowance		\$210.80			Normal	Reversals	Normal	Reversals
Fotal		\$210.80	In (On H	In (On Hand)		\$0.00	\$0.00	\$0.00
			In (Withh	eld)	\$0.0	1	\$0.00	
			Out (On	Hand)	\$172.10	\$0.00	\$38.70	\$0.00
			Out(With	held)		\$0.00		\$0.00
			Total		-\$172.10	) -\$0.00	-\$38.70	-\$0.00
			Grand To	tal		-\$172.10		-\$38.70
							2	Excel DF
Date	Disb. Type					Ar	nount	
2012/04/10	Personal Nee	ds Allowance						\$38.70
2012/04/18	Personal Nee	ds Allowance						\$172.10
2012/05/02	Personal Nee	ds Allowance						\$0.00

Program Financial Summary Report for Disbursement Type PNA view by Date





April 2014

Reporting Period: 2012/01/02 - 20	112/05/02		Туре	GIGHT				Prin	ted: 2012/10/25
lame:	Birkdale Residence - B	edded Program		Fa	scility:	Bir	kdale Residence		
Description:	mothers-16, female ch	ildren, males elementa	ary school ag	e Pł	ione:				
lealth Information Custodian:	No			т	ype:	Be	1		
Ratus:	Active			S	pace Capacity:	193	3		
unding Capacity:	5			м	ale/Female:	Fer	nale		
finimum Age:	0			м	aximum Age:	100	1		
Disb. Type		Amount					CASH	0	IEQUES
Personal Needs Allowance		\$210.8	90			Normal	Reversals	Normal	Reversals
fotal		\$210.8	90 In (0	In (On Hand) In (Withheld)		\$0.	00 \$0.00	\$0.00	\$0.00
			-			\$0.	00	\$0.00	
			Out (On Han			\$172	10 \$0.00	\$38.70	\$0.00
				Withheld	)		\$0.00		\$0.00
			Tota			-\$172		-\$38.70	-\$0.00
			Gran	d Total			-\$172.10		-\$38.70
								2	Excel 🔁 PDF
Disb. Type		Amou	<u>nt</u>		Client Id		Client Name		
Personal Needs Allowance				\$137.70					
Personal Needs Allowance				\$73.10					

Program Financial Summary Report for Disbursement Type PNA view by Client





April 2014

toront	<b>S</b> M	Program Fir					port				Print	Print Return
Reporting Per	iød: 2012/01/02 - 201	2/05/02										
Name:		Birkdale Residence	Bedded Program			Facility:	Birk	idale P	Residence			
Description:		mothers-16, female	children, males el	ementary sch	ool age	Phone:						
Health Inform	ation Custodian:	No				Туре:	Bed					
Status:		Active				Space Capacity	: 193					
Funding Capa	sity:	5				Male/Female:	Fem	ale				
Minimum Age	e -	0				Maximum Age:	100					
Disb. Type			Amount					CAS	н		Ch	IEQUES
Personal Nee	is Allowance			\$210.80			Normal	R	eversals	Normal		Reversals
Total				\$210.80	In (On Ha	and)	\$0.0	00	\$0.0	0	\$0.00	\$0.00
					In (Withh	eld)	\$0.0	00		8	\$0.00	
					Out (On i	Hand)	\$172.1	LO	\$0.0	0 9	38.70	\$0.0¢
					Out(With)	held)			\$0.0	0		\$0.00
					Total		-\$172.1	10	-\$0.0	0 -1	38.70	-\$0.00
					Grand Tot	tal			-\$172.:	.0		-\$38.70
											2	Excel PDF
Date	Disb. Type	CSF Typ	<u>Amount</u>	User Name	Tran	<u>ь. Түре</u>	Paid By		<u>ID</u>	<u>Client id</u>	Clie	<u>nt Name</u>
2012/04/10	Personal Needs Alle	owance	\$38.70		Regul	lar	CHEQUE [	1				
2012/04/18	Personal Needs Alle	owance	\$73.10		Regul	lar	CASH		. 1			
2012/04/18	Personal Needs All	owance	\$99.00		Allow	ance Override	CASH				1	
2012/05/02	Personal Needs Alle	owance	\$0.00		Not T	To Be Paid						

Program Financial Summary Report for Disbursement Type PNA viewing full Detail





April 2014

toronto	SMI	S		inancia ransactio	al Detail Re n Detail	port		Prin	Print Return
Reporting Period	1: 2012/01/02 - 2012/05	/02							
Name:		Birkdale Residence	e - Bedded Program		Facility:	Birk	dale Residence		
Description:		mothers-16, femal	le children, males elementar	school age	Phone:				
Health Informat	ion Custodian:	No			Туре:	Bed			
Status:		Active			Space Capacity	: 193			
Funding Capacity	γ:	5			Male/Female:	Ferr	ale		
Minimum Age:		0			Maximum Age:	100			
Disb. Type			Amount	l f			CASH	C <sup>1</sup>	IEQUES
Client Safekeepi	ng		-\$234.00			Normal	Reversals	Normal	Reversals
Food Allowance			\$93.00	In (On	Hand)	\$244.0	0 \$14.00	\$0.00	\$0.00
Personal Needs	Allowance		\$210.80	In (WR	hheid)	\$0.0	D	\$0.00	
Total			\$69.80	Out (O	Out (On Hand)		0 \$10.00	\$38.70	\$0.00
				Out(W	thheid)		\$0.00		\$0.00
				Total		-\$35.1	0 \$4.00	-\$38.70	-\$0.00
				Grand	Total		-\$31.10		-\$38.70
								2	Excel PDF
Date	Amount	User Name	Trans. Type		Pald By	민	Client Id	Client Name	
2012/03/22	\$9.00		Allowance Override		CASH				
2012/04/10	\$(150.00)		Regular		CASH	1	4		
2012/04/10	\$38.70		Regular		CHEQUE [434345]				
2012/04/10	\$(50.00)		Regular		CASH				
2012/04/18	\$14.00		Regular		CASH	1			
2012/04/18	\$123.10		Regular		CASH		-		
2012/04/18	\$99.00		Allowance Override		CASH				
2012/05/02	\$10.00		Reverse		CASH	1			
2012/05/02	\$(14.00)		Reverse		CASH				
2012/05/02	\$(10.00)		Regular		CASH				
2012/05/02	90.00		Not To Be Paid						

Program Financial Summary Report for Total of all Disbursement Types viewing full Transaction Details





April 2014

	Birkdale Residence	- Bedded Program		Facility:	Birko	ale Residence			
Description:	mothers-16, femal	e children, males elementary s	chool age	Phone:					
Health Information Custodian:	No			Туре:	Bed				
Status:	Active			Space Capacity:	193				
Funding Capacity:	5			Male/Female:	Fema	sie			
Minimum Age:	0			Maximum Age:	100				
Disb. Type		Amount	f.			CASH	C <sup>1</sup>	IEQUES	
Client Safekeeping		-\$234.00			Normal	Reversals	Normal	Reversals	
food Allowance		\$93.00	In (On Ha	and)	\$244.00	\$14.00	\$0.00	\$0.00	
Personal Needs Allowance		\$210.80	In (Withh	eld)	\$0.00		\$0.00		
Fotal		\$69.80	Out (On Hand)		\$279.10	\$10.00	\$38.70	\$0.00	
			Out(Withheld)			\$0.00		\$0.00	
			Total		-\$35.10	\$4.00	- <mark>\$</mark> 38.70	-\$0.00	
			Grand Tol	tal		-\$31.10		-\$38.70	
							2	Excel PDF	
Jser Name	Disb. T	<u>ype</u>				Am	ount		
	Client S	afekeeping						\$(234.00)	
	Food Al	lowance					\$93.00		
	Persona	I Needs Allowance						\$210.80	

Program Financial Summary Report by User and Disbursement Type





April 2014

Name:	Dirkusie Kesigence	kdale Residence - Bedded Program Facility:					Birkdale Residence				
Description:	mothers-16. fema	e - beueu Program le children, males elementary s	chool age	Phone:	DIFN	Jaie Kesildence					
Health Information Custodian:	No			Type:	Bed						
Status:	Active			Space Capacity:	193						
Funding Capacity:	5			Male/Female:		nale					
Minimum Age:	0			Maximum Age:	100						
Disb. Type		Amount				CASH	C <sup>1</sup>	IEQUES			
Client Safekeeping		-\$234.00			Normal	Reversals	Normal	Reversals			
Food Allowance		\$93.00	In (On He	snd)	\$244.00	\$14.00	\$0.00	\$0.00			
Personal Needs Allowance		\$210.80	In (Withh	eld)	\$0.00		\$0.00				
Total		\$69.80	Out (On	Hand)	\$279.10	\$10.00	<b>\$</b> 38.70	\$0.00			
			Out(With	held)		\$0.00		\$0.00			
			Total		-\$35.10	\$4.00	- <b>\$</b> 38.70	-\$0.00			
			Grand Tol	al		-\$31.10		-\$38.70			
							2	Excel PDF			
User Name		Date				Amount					
		2012/03/22						\$9.00			
		2012/04/10						\$(161.30)			
		2012/04/18				\$236.10					
		2012/05/02						\$(14.00)			

Program Financial Summary Report by User by Date





April 2014

toron	<b>SMI</b>	S	Progr		ancial Detail F <sup>Iser Detail</sup>	Report					Print Return
Reporting Pe	riod: 2012/01/02 - 2012/05/	02								Prin	ted: 2012/10/25
Name:		Sirkdale Residence - Be	dded Program		Fecility:		Birkda	ale Reside	nce		
Description:		nothers-16, female chil	dren, males el	ementary sch	ool age Phone:						
Health Inform	nation Custodian: N	No			Туре:		Bed				
Status:	A	Active			Space Capa	sity:	193				
Funding Capa	city: 5	5			Male/Female		Femal	le .			
Minimum Ag	. 0	)			Maximum A	ge:	100				
Disb. Type			Amount					CASH		C+	HEQUES
Client Safeka	eping		NC DE	-\$234.00		Normal		Reversa	ls .	Normal	Reversals
Food Allowar	ce			\$93.00	In (On Hand)	\$2	44.00		\$14.00	\$0.00	\$0.00
Personal Nee	ds Allowance			\$210.80	In (Withheld)		\$0.00			\$0.00	
Total				\$69.80	Out (On Hand)	\$2	79.10		\$10.00	\$38.70	\$0.00
					Out(Withheid)				\$0.00		\$0.00
					Total	-5	35.10		\$4.00	-\$38.70	-\$0.00
					Grand Total				-\$31.10		-\$38.70
					a and the second	1					-300.70
										2	
Date .	Disb. Type	CSF Type	Amount	User Name		Paid By		۱D	Client Id		Excel DF
	Disb. Type Food Allowance	<u>C SF Type</u>	<u>Amount</u> \$9.00	User Name		Paid By CASH		D			Excel DF
Date 2012/03/22 2012/04/10	and the second second	CSF Type Deposit [Cash]		User Name	Trans. Type	a contraction of the		D			Excel DF
2012/03/22 2012/04/10	Food Allowance		\$9.00	User Name	Trans. Type Allowance Override	CASH		D			Excel DF
2012/03/22	Food Allowance Client Safekeeping	Deposit (Cash) Deposit (Cash)	\$9.00 \$(150.00)	User Name	Trans. Type Allowance Override Regular	CASH CASH	]				Excel DF
2012/03/22 2012/04/10 2012/04/10	Food Allowance Client Safekeeping Client Safekeeping	Deposit (Cash) Deposit (Cash)	\$9.00 \$(150.00) \$(50.00)	User Name	Trans. Type Allowance Override Regular Regular	CASH CASH CASH	]				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance	Deposit (Cash) Deposit (Cash)	\$9.00 \$(150.00) \$(50.00) \$38.70	User Name	Trans. Type Allowance Override Regular Regular Regular	CASH CASH CASH CASH CHEQUE [	]				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping	Deposit (Cash) Deposit (Cash) Deposit (Cash)	\$9.00 \$(150.00) \$(50.00) \$38.70 \$(9.00)	User Name	Trans. Type Allowance Override Regular Regular Regular Regular	CASH CASH CASH CHEQUE [ CASH	]				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping Client Safekeeping	Deposit (Cash) Deposit (Cash) Deposit (Cash) Deposit (Cash) Withdraw	\$9.00 \$(150.00) \$(50.00) \$38.70 \$(9.00) \$14.00	User Name	Trans. Type Allowance Override Regular Regular Regular Regular Regular	CASH CASH CASH CHEQUE [ CASH CASH	)				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18 2012/04/18 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping Client Safekeeping Client Safekeeping	Deposit (Cash) Deposit (Cash) Deposit (Cash) Deposit (Cash) Withdraw	\$9.00 \$(150.00) \$(50.00) \$(38.70 \$(9.00) \$14.00 \$(25.00)	User Name	Trans. Type Allowance Override Regular Regular Regular Regular Regular Regular	CASH CASH CASH CASH CHEQUE [ CASH CASH	]				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping Client Safekeeping Food Allowance	Deposit (Cash) Deposit (Cash) Deposit (Cash) Deposit (Cash) Withdraw	\$9.00 \$(150.00) \$(50.00) \$38.70 \$(9.00) \$14.00 \$(25.00) \$28.00	User Name	Trans. Type Allowance Override Regular Regular Regular Regular Regular Regular Regular Regular	CASH CASH CASH CHEQUE [ CASH CASH CASH	]				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18 2012/04/18 2012/04/18 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping Client Safekeeping Food Allowance Food Allowance	Deposit (Cash) Deposit (Cash) Deposit (Cash) Withdraw Deposit (Cash)	\$9.00 \$(150.00) \$(50.00) \$38.70 \$(9.00) \$14.00 \$(25.00) \$28.00 \$28.00	User Name	Trans. Type Allowance Override Regular Regular Regular Regular Regular Regular Regular Regular Regular	CASH CASH CASH CHEQUE [ CASH CASH CASH CASH	3				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping Client Safekeeping Client Safekeeping Food Allowance Food Allowance Food Allowance	Deposit (Cash) Deposit (Cash) Deposit (Cash) Withdraw Deposit (Cash)	\$9.00 \$(150.00) \$(50.00) \$38.70 \$(9.00) \$14.00 \$(25.00) \$28.00 \$28.00 \$28.00	User Name	Trans. Type Allowance Override Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular	CASH CASH CASH CASH CASH CASH CASH CASH	]				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping Client Safekeeping Client Safekeeping Food Allowance Food Allowance Food Allowance Personal Needs Allowance	Deposit (Cash) Deposit (Cash) Deposit (Cash) Withdraw Deposit (Cash)	\$9.00 \$(150.00) \$(50.00) \$(50.00) \$(9.00) \$14.00 \$(25.00) \$28.00 \$28.00 \$28.00 \$28.00 \$28.00 \$73.10	User Name	Trans. Type International Type Allowance Override Regular Regu	CASH CASH CASH CASH CASH CASH CASH CASH	]				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping Client Safekeeping Client Safekeeping Food Allowance Food Allowance Personal Needs Allowance Personal Needs Allowance	Deposit (Cash) Deposit (Cash) Deposit (Cash) Withdraw Deposit (Cash)	\$9.00 \$(150.00) \$(50.00) \$(50.00) \$(9.00) \$14.00 \$(25.00) \$28.00 \$28.00 \$28.00 \$73.10 \$99.00	User Name	Trans. Type           Allowance Override           Regular           Allowance Override	CASH CASH CASH CASH CASH CASH CASH CASH	]				Excel DF
2012/03/22 2012/04/10 2012/04/10 2012/04/10 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18 2012/04/18	Food Allowance Client Safekeeping Client Safekeeping Personal Needs Allowance Client Safekeeping Client Safekeeping Client Safekeeping Food Allowance Food Allowance Personal Needs Allowance Personal Needs Allowance Client Safekeeping	Deposit (Cash) Deposit (Cash) Deposit (Cash) Withdraw Deposit (Cash) Deposit (Cash)	\$9.00 \$(150.00) \$(50.00) \$38.70 \$(9.00) \$14.00 \$28.00 \$29.00 \$28.00 \$29.00 \$28.00 \$29.00 \$28.00 \$29.00 \$28.00 \$29.00 \$28.00 \$29.00 \$29.00 \$28.00 \$29.00 \$20.000 \$20.000 \$20.000 \$20.000 \$20.000	User Name	Trans. Type International Content of the second sec	CASH CASH CASH CASH CASH CASH CASH CASH	]				Excel DF

Program Financial Summary Report by User viewing full transaction Details





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## 37. Shelter Client Report

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: All Shelter Users

#### Description:

This Shelter based report show currently active or clients admitted within the last 60 days basic, important occupancy and case note count information in a detailed tabular format. The beginning of the report also displays Shelter profile and report parameter information.

You can also filter this report for Clients who are assigned to any particular shelter staff upon admission.

## **Report Parameters:**

Type of Report	(i.e. Active Clients, Clients within the past 60 days)
Primary Worker	(staff selected in the Client Admission screen)

## Report Detail (Fields):

rieport Detail (Fields).	
Program	(program name)
Client No.	(SMIS client ID)
Last Name	(client's lastname)
First Name	(client's firstname)
Admission Date	(most recent client's admission date into this shelter program)
Room	(room ID)
Bed	(bed ID)
PNA Eligibility	(last PNA eligibility TO date)
Most Recent Case Note	(creation date of most recent case note)
Incomplete Case Notes	(count)
Primary Worker/Last	(name of primary worker assigned to client in admission screen or staff who
Updated By	last updated the Client Admission record)

## **Report Header:**

## Active Clients (Bed)

This is the facility informati	on populated automatically		
Name	Shelter name – Bedded	Facility	Shelter Name
	program		
Description	Client group described	Phone	Shelter phone
_			number
Health Information	Yes / No	Туре	Type of program –
Custodian			bedded
Status	Active	Space Capacity	Total # of beds in the
			shelter





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Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Type of Report	Active Clients	Primary Worker	Any	You can run this report for specific staff members, or clients who have been discharged or remain active.
				Lists clients who are active at the time the report is run

Program	Any	You can filter this
		report by selecting a
		Program within this
		Shelter

## Export Options: Excel , PDF

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version





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## **Report Sample Screen:**

torontc	S	MI	S				Active C	lients						Printec	Print Close
Reporting Per	riod: 201	13/03/25													10
HC: Shelter:			Covenar	nt House				Orga	inization	e )	Covenant	Hous	e Toronto		
Description:			Youth Sh	helter				Cont	act:						
Туре:			Youth Si	helter				Phor	ie:						
Status:			Active												
Type of Re	eport:	Active	Client	s			-			Primary	Norker:	A	ny	-	Search
Program:		Any							•						
															Excel 🔂 PDF
	Client No.	Last Name	First Name	Most Recent Intake Date	Never Expired	Intake Status	Admission Date	Room	Bed	PNA Eligibilit	y Discha Date	arge	Most Recent Case Note	Incompl Case No	
Covenant House Residence							2010/01/14	328-5	328 A				2011/10/27	2	
Covenant House Residence							2010/01/14	212	212 A	2012/06/3 [y]	0		2013/01/10	1	
Covenant House Residence							2010/01/14	319-5	319 A	2				0	
Covenant House Residence							2010/01/14	207	207 B					0	
Covenant House Residence							2010/01/27	309	309 B					0	
Covenant House Residence							2010/01/14	334	334 B					0	
Covenant House Residence							2010/01/19	211	211 A					0	6
Covenant House							2010/01/14	332-S	332 A					0	10





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# 38. Shelter Client Intake Report

Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: All Shelter Users

#### Description:

This Shelter based report shows all new intakes with their most relevant information, created during a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Shelter profile and report parameter information.

#### **Report Parameters:**

Intake Date From	(report start date, default is 60 days from current date)			
Intake Date To	(report to date, default is today)			
Maximum Report Date Bange is defaulted to 90 days				

Maximum Report Date Range is defaulted to 90 days

Program	(program name)
Name	(client lastname, firstname)
DOB	(client's date of birth)
Client No.	(SMIS client number)
Intake Status	(current intake status: admitted, discharged, active, inactive)
Lived last 12 Mnths	(where client lived in the last 12 months: <i>Toronto, Elsewhere in Ontario, Indian Reserve, Another Province, Outside Canada, Unorganized Territories, Other</i> )
Reason for Service	(reason the client request shelter service)
Intake Date	(date of intake)
Service End Date	(end date of service – for Service programs Only)
Rejection Date	(date intake was rejected)
Rejection Reason	(reason intake was rejected)
Relationship	(client's relationship to head of household: Dependant, Spouse/Partner)

#### Report Detail (Fields):

## Export Options: Excel, PDF

## **Report Header:**

## **Shelter Client Intake Report**

This report provides the number of new intake in a specified period
Reporting Period: 2012/02/06 – 2012/04/10 lists dates entered below

This is the facility information populated automatically			
Name	Shelter name – Bedded	Facility	Shelter Name
	program		
Description	Client group described	Phone	Shelter phone number
Health Information	Yes / No	Туре	Type of program –




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Custodian			bedded
Status	Active	Space Capacity	Total # of beds in the shelter
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Intake Date From 2012/02/06 Intake Date To 2012/04/10 Search

Program	Total Unique clients	Total Intakes
Program name	Total number of	Total number of
within the	unique clients listed	new intakes in
Shelter	within this period	this period
Total	Totals for all	Totals for all
	Programs	Programs

Program:	Blank for All or select one	Program	Blank for All or select Bed
	Program from within the Shelter	Type:	or Service Program Type





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Covenant House Health Care Services  Covenant House Residence  Covenan												
Type: Youth Shelter Phone: Status: Active  Start Date 2012/12/26  End Date 2013/03/25  Search  Program  Total Unique Clients Total Intakes Covenant House Residence Total Covenant House Residence Total  Program  Program  Program Name DOB Client No. Intake Lived Last Reason Intake Date Service Rejection Rejection Rejection Relationsh	Description:								Covenant House	e Toronto		
Status:       Active         Start Date       2012/12/26       End Date       2013/03/25       Search         Program       Total Unique Clients       Total Intakes       Excel ™ Pl         Covenant House Residence       1       1       1         Total       2       2       2         Program:       ▼       Program Type:       ▼         Program       Name       DOB       Client No.       Intake       Intake Date       Rejection       Rejection       Relationsh												
Active       Start Date       2012/12/26       End Date       2013/03/25       Search         Program       Total Unique Clients       Total Intakes       Image: Covenant House Residence       1       1         Covenant House Residence       1       1       1       1         Total       2       2       2       2         Program       Name       DOB       Client No.       Intake       Lived Last       Reason       Intake Date       Rejection       Rejection       Relationsh			Youth Shelter				Phone:					
Program Total Unique Clients Total Intakes Covenant House Health Care Services 1 1 1 Covenant House Residence 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Status:		Active									
Program     Total Unique Clients     Total Intakes       Covenant House Health Care Services     1     1       Covenant House Residence     1     1       Total     2     2       Program     Name     DOB     Client No. Intake     Lived Last     Reason     Intake Service     Rejection     Rejection     Rejection     Rejection     Relationsh	Start Date	2012/12/26		End Date	2013/03/25	i 📑	Searc	ch				
Covenant House Health Care Services											E	xcel 🔁 PDF
Covenant House Residence 1 1 1 Total 2 2 Program: Program Type: Program Name DOB Client No. Intake Lived Last Reason Intake Date Service Rejection Rejection Relationsh	Program		Total Unique Clients		100000000							
Total 2 2 Program: Program Type: T Program Name DOB Client No. Intake Lived Last Reason Intake Date Service Rejection Rejection Relationsh			5			1						
Program: Program Type: T		esidence										
Program Name DOB Client No. Intake Lived Last Reason Intake Date Service Rejection Rejection Relationsh	Total				2		2					
Program Name DOB Client No. Intake Lived Last Reason Intake Date Service Rejection Rejection Relationsh	Program:				•	Pro	gram Type:		•			
Status 12 Moths for Service End Date Date Reason	Program	Name	DOB	Client No.		ived Last 2 Mnths	Reason for Service	Intake Dat	te Service End Date	Rejection Date	Rejection Reason	Relationship
Covenant House admitted Toronto Relationship 2013/03/19 Residence							Relationship	2013/03/19	224			
Covenant House Active Toronto Discharged 2013/01/11 Health Care Services	Health Care				active T	oronto	from	2013/01/11	1			





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# **39. Shelter Client Occupancy Report**

Report Category: Shelter

Access Via: Program Navigator

User Access Group: All Shelter Users

#### Description:

This Shelter based report shows all client admissions that has at least 1 stay day during a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Shelter profile and report parameter information.

#### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)	
End Date	(report to date, default is today)	
Maximum Report	Date Bange is defaulted to 90 days	

Maximum Report Date Range is defaulted to 90 days

#### Report Detail (Fields):

neport Detail (Fields).	
Program	(program name)
Name	(client lastname, firstname)
DOB	(client's date of birth)
Client No.	(SMIS client number)
Room	(room number of the admission)
Bed	(bed number of the admission – applicable for non-family programs Only)
Occup. Status	(current occupancy status: admitted, discharged)
Admission Date	(date the client was admitted)
Discharge Date	(date the client was discharged)
Discharge Reason	(reason the client was discharged)
Relationship	(client's relationship to head of household: Dependant, Spouse/Partner)
Bed Nights	(total bed nights stayed during the reporting date range)

#### Export Options: Excel, PDF

#### **Report Header:**

## **Shelter Client Occupancy Report**

This report provides the total number of clients admitted in specified period (not unique) Reporting Period: 2012/02/06 – 2012/04/10 lists dates entered below

This is the facility informa	tion populated automatically	ý	
Name	Shelter name – Bedded	Facility	Shelter Name
	program		
Description	Client group described	Phone	Shelter phone number
Health Information	Yes / No	Туре	Type of program –
Custodian			bedded
Status	Active	Space Capacity	Total # of beds in the





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			shelter
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Intake Date From	2012/02/06	Intake Date To	2012/04/10	Search Can go
				Back 90 Days

Program	Total Unique clients	Total Bed Nights
Program name within the Shelter	Total number of unique clients listed within this period	Total occupancy for reporting period – not related to specific clients
Total	Totals for all Programs	Totals for all Programs

Program: Blank for All or select one Program from Shelter	n within the
---	--------------





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toronto	MI	S	S	helter	Client Oco	cupancy	Report			Prin	
Reporting Period:	2013/02/09 - 201	3/03/25								Printed: 20	13/03/25
HC: Shelter:		Covenant Ho	ouse			Organiza	ation:	Covenant H	ouse Toronto		
Description:		Youth Shelte	r.			Contacts					-
Type:		Youth Shelte	ŕ			Phone:					
Status:		Active									
Start Date	2013/02/0	9	Er	nd Date	2013/03/25	5 🏦	Search				
Program					Total Unique Clients	Total Bed Nights				K Exce	PDF
Covenant House R	esidence				77	33	50				
Covenant House-R	ights of Passage				27	110	38				
Total					104	45.	38				
Program:					·						
Program	Name	DOB	Client No.	Room	Bed	Occup. Status	Admission Date	Discharge Date	Discharge Reason	Relationship	Bed Nights
Covenant House Residence				<u>317-5</u>	317 A	admitted	2010/01/14				- 44
Covenant House Residence				302	302 B	admitted	2010/01/22				44
Covenant House Residence	2			328-5	328 A	admitted	2010/01/14				44
Covenant House Residence				203	203 A	admitted	2010/01/14				44
Covenant House Residence			22	301	301 B	admitted	2010/01/14				44
Covenant House Residence				309	309 B	admitted	2010/01/27				44
Covenant House Residence				204	204 A	admitted	2010/01/26				44
				303	303	admitted	2010/01/14				44
Covenant House- Rights of Passage											





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# 40. Shelter Client Discharge Report

Report Category: Shelter

Access Via: Program Navigator

User Access Group: All Shelter Users

#### **Description**:

This Shelter based report shows all client discharges during a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Shelter profile and report parameter information.

#### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)		
End Date	(report to date, default is today)		
Maximum Report Date Range is defaulted to 90 days			

Maximum Report Date Range is defaulted to 90 days

#### **Report Detail (Fields):**

Tieport Betail (Fields).	
Program	(program name)
Name	(client lastname, firstname)
DOB	(client's date of birth)
Client No.	(SMIS client number)
Admission Date	(date the client was admitted)
Discharge Date	(date the client was discharged)
Discharge Reason	(reason the client was discharged)
Discharge Disposition	(where the client was discharge to)
Relationship	(client's relationship to head of household: Dependant, Spouse/Partner)

## Export Options: Excel, PDF

## **Report Header:**

## **Shelter - Client Discharge Report**

This report provides the number of discharges in a specified period Reporting Period: 2012/02/06 – 2012/04/10 lists dates entered below

This is the facility informa	tion populated automatically	/	
Name	Shelter name – Bedded	Facility	Shelter Name
	program		
Description	Client group described	Phone	Shelter phone number
Health Information	No	Туре	Type of program –
Custodian			bedded
Status	Active	Space Capacity	Total # of beds in the
			shelter
Funding Capacity:	Max. # of funded beds	Male/Female	Client group





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	based upon Sl Operating Agre					
Minimum Age	0		Maximum Age		100	
Intake Date From	ke Date From 2012/02/06 I		Intake Date To 2012/04/10			Search
Total clients	Total number of clients listed within this period		Total Dis	charges	<b>diso</b> peri	al number of c <b>harges</b> in this od, not related to ue clients

Program	Total Unique clients	Total Discharges
Program name within the Shelter	Total number of clients listed within this period	Total number of <b>discharges</b> in this period, not related to unique clients
Total	Totals for all Programs	Totals for all Programs





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	M	IS		Shelter - C	lient Disc	charge Re	port		Pri	Print Close
Reporting Period: 2	2012/12/26 -	2013/03/25							111	1100.2010/00/20
Shelter:		Christie Ossington Men's Hostel				Organization:	C	hristie Ossi	ngton Nei <mark>ghbourhood</mark> C	Centre
Description:		Emergend	cy Shelter			Contact:				2 c
Туре:		Single Me	en's			Phone:				
Status:		Active								
Start Date	2012/1	2/26		End Date 20	013/03/25		Search			
	Ion's Hortol			2		3				
	nens nustel			2		3				
Total				2		3				
Total Program:	Name	DOB	Client No.		Discharge Date		e Reason		Discharge Disposition	Relationship
Christie Ossington I Total Program: Program Christie Ossington Men's Hostel		120-00		Admission	Discharge	Discharg	e Reason ress - Transi	tional		Relationship
Total Program: Program Christie Ossington		120-00		Admission Date	Discharge Date	Discharg New Addr Housing			Disposition	Relationship





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# 41. Shelter Occupancy Report

Report Category: Shelter

Access Via: Program Navigator

User Access Group: All Shelter Users

### Description:

This Shelter based report shows daily aggregate statistics occupancies for a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Shelter profile and report parameter information.

Note that all statistics are based upon the 4 a.m. official reporting time for the business day before. (For example, Feb 4 business day stats are based upon the counts as of 4 a.m. on Feb 5, after the 2 formal bed checks have been completed and SMIS is updated accordingly)

### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)	
End Date	(report to date, default is today)	
Maximum Report Date Range is defaulted to 90 days		

## Report Detail (Fields):

(current queue size)
(occupancy @ 4am today)
(average daily occupancy over the reporting period)
(vacancy @ 4am today)
(average daily vacancy over the reporting period)
(current actual capacity)
(average daily actual capacity over the reporting period)
(current funding capacity over the reporting period)

#### **Detailed Table**

Program	(program name)
Date	(a date within the reporting date range)
Queue	(queue @ 4am next day)
Occupancy	(occupancy @ 4am next day)
Vacancy	(vacancy @ 4am next day)
Actual Capacity	(actual capacity of program @ 4am next day)
Funding Capacity	(funding capacity of program)

Export Options: Excel, PDF





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## **Report Header:**

# **Shelter Occupancy Report**

Reporting Period: 2012/02/1 – 2012/04/10	From dates entered below

This is the facil	lity informati	on populate	ed automatically		
Name	·	Shelter na program	ame – Bedded	Facility	Shelter Name
Description		Client gro	up described	Phone	Shelter phone number
Health Information	ation	Yes / No		Туре	Type of program – bedded
Status		Active		Space Capacit	y Total # of beds in the shelter
Funding Capa	icity:	based upo	funded beds on Shelter Agreement	Male/Female	Client group
Minimum Age	•	0	-	Maximum Age	100
Date From	2012/02/0	06	Date To	2012/04/10	Search can go back



90 days



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toronto S	M	IS		S	helter O	ccupar	ncy Re	port		Prir	Print Close
Reporting Period: 20	13/02/23 -	2013/03/24									
HC: Shelter:		Christie	Ossington Me	n's Hostel			Organiza	tion:	Christie Ossingto	on Nei <mark>ghbourhood</mark> C	entre
Description:		Emerger	ncy Shelter				Contact:				
Type:		Single M	en's				Phone:				
Status:		Active									
Date From	2013/0	2/23		Date	To 2013	/03/24		Search	1		
Daterrett	1201010	2.20		Date	10 12010		0003		- di	E.	
Program		Queue	Occupancy	A	e Occupancy	Vacancy	A	rage Vacancy	Actual Capacity		Excel PDF Funding Capacity
Program Christie Ossington M	len's	4	7	7	e occupancy	46	46	raye valancy	53	53	53
Hostel		×.		×		TN					
Program			Date		Queue	Occupane	y	Vacancy	Actual Capacity	Funding	Capacity
Christie Ossington M	len's Hostel		2013/02/	24		7	S	46	53	53	
Christie Ossington M	len's Hostel		2013/02/	25	4	7 46		53 53			
Christie Ossington M	len's Hostel		2013/02/	26	4	7 46		53 53			
Christie Ossington M	len's Hostel		2013/02/	27	5	7 46		46	53 53		
Christie Ossington M	len's Hostel		2013/02/	2013/02/28 4		7	7 46		53 53		
Christie Ossington M	len's Hostel		2013/03/	2013/03/01 4		7		46	53	53	
Christie Ossington M	len's Hostel		2013/03/	2013/03/02 4		7		46 53		53	
Christie Ossington M	len's Hostel		2013/03/	2013/03/03 4		7		46	53	53	
Christie Ossington M	len's Hostel		2013/03/04 4		4	7		46	53	53	
Christie Ossington M	len's Hostel		2013/03/	2013/03/05 4		7 46		46	53 53		
Christie Ossington M			2013/03/		e>	7		46	53	53	
Christie Ossington M			2013/03/			7		46	53	53	
Christie Ossington M			2013/03/			7	- 11	46	53	53	
Christie Ossington M			2013/03/			7		46	53	53	
Christie Ossington M			2013/03/			7	1	46	53	53	
Christie Ossington M			2013/03/	56		7		46	53	53	
Christie Ossington M			2013/03/			7	1	46 46	53	53	
Christie Ossington M Christie Ossington M	<u></u>		2013/03/ 2013/03/			7		46	53	53	
Christie Ossington M Christie Ossington M	20010-00100		2013/03/		50 E	7	1	46	53	53	
Christie Ossington M			2013/03/			7		46	53	53	
Christie Ossington M			2013/03/			7	- 11	46	53	53	
	len's Hostel		2013/03/			7		46	53	53	





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# 42. Shelter Service Restriction Report

# Report Category: Shelter

Access Via: Shelter Navigator

User Access Group: All Shelter Users who can view or update Service Restrictions

## Description:

This Shelter based report shows all service restrictions active at any time within a specified date range based upon the restriction's start and potential end date. The default restriction start dates has a range of the last 60 calendar days (as a default setting but can be changed by the user). The default restriction end dates has a range of the last 60 calendar days also (as a default setting but can also be changed by the user). There is no maximum reporting date ranges size setting here. The beginning of the report also displays Shelter profile and report parameter information.

neport rarameters.	
Start Date From	(the earliest date of the start date of the service restrictions to report, default is
	60 days before the current date)
Start Date To	(the latest date of the start date of the service restrictions to report, default is
	today)
End Date From	(the earliest date of the end date of the service restrictions to report, default is
	60 days prior to today)
End Date To	(the latest date of the potential end date of the service restrictions to report,
	default is today)
Status	(current status of the service restriction: <i>blank</i> meaning all, <i>in progress</i> ,
	completed, terminated early)

#### **Report Parameters:**

There are NO Maximum Reporting Date Range restrictions for this report.

# Report Detail (Fields):

Program	(program name)
Client ID	(SMIS client identifier)
Client Name	(lastname, firstname of client)
Restriction Reason	(reason for the service restriction)
Date	(the start date of the service restriction)
Duration (DAYS)	(the original duration of the service restriction)
Status	(current status of the service restriction: in progress, completed, terminated
	early)

## Export Options: Excel, PDF





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## **Report Header:**

# **Shelter - Service Restriction Report**

This report indicates each service restriction recorded within the range identified.

Reporting Period: 2012/02/1 – 2012/04/10From dates entered below

This is the facility inform	ation populated automatically		
Name	Shelter name – Bedded program	Facility	Shelter Name
Description	Client group described	Phone	Shelter phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds in the shelter
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Start Date From	2012/02/11	End Date From	2012/04/10	Status
То	2012/04/10	То	2012/04/10	Search <i>can go back</i> 90 days
	Identifies range of service restriction start dates		Identifies range of service restriction end dates	

Program:	Blank for All or select one	Program	Blank for All or select Bed
	Program from within the Shelter	Type:	or Service Program Type





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toronto S		5	0	helter - Service I	Result		epon		Pr	Print Close
Restriction Start Date: 201	2/01/24	- 2013/03/25, Re	striction E	End Date: 2012/01/24 - 20	13/03/25,	Status:				
Shelter:		Birkdale Residen	ce		Org	janization:		City of Toronto		
Description:		mothers and chil	dren; refu	igee claimants	Cor	ntact:				
Туре:					Pho	Phone:				
Status:		Active								
Start Date From	201	2/01/24		End Date From	2012/0	01/24		Status		•
То	201	3/03/25	R	То	2013/0	03/25	-	Search		
	Client ID	Client Name		ction Reason		Dat	-	Duration (DAYS)	Status	Early Termination By
		Client Name	Restri	ction Reason		Date	e		Status	
Birkdale Residence -			Assaul	It of residents, volunteers o	or staff		2/04/04	15	completed	,
Bedded Program Birkdale Residence -			Disc	tive behaviour			01:30 PM	6	completed	
Bedded Program			Disrup	tive benaviour			2/04/04 )1:52 PM		completed	1
Birkdale Residence - Bedded Program			Assaul	lt of client		2012/05/01 11:01:40 AM		90	completed	
Birkdale Residence - Bedded Program			Assau	t of client		2012/07/12 11:52:12 AM		90	completed	
Birkdale Residence - Bedded Program				iours that compromise the of residents, volunteers or			2/07/12 52:23 AM	15	completed	,
Birkdale Residence - Bedded Program			Not pa	articipating in case planning			2/08/30 58:23 PM	0	terminated early	
Birkdale Residence - Bedded Program			Other	- see Service Restriction n	otes		2/10/01 29:50 AM	1	completed	
Birkdale Residence -			Assaul	lt of residents, volunteers o	or staff		3/03/19 15:43 AM	1	completed	





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# 43. Shelter PNA To Be Paid Report

# Report Category: Shelter

Access Via: Shelter Navigator - Financial

User Access Group: All Shelter Users who has access to SMIS Financials

### Description:

This Shelter based report shows the current PNA liability of the Shelter. It lists all the amount owing to clients who have been deemed PNA eligible by staff and have not collected the listed PNA amounts from the last 37 calendar days prior to today. Note that any PNA amounts owing older than 37 days are not included in this report since they are no longer eligible to be given out. The beginning of the report also displays Shelter profile information.

### **Report Parameters:**

None

### **Report Detail (Fields):**

### **Summary Block**

Total Clients	(total number of clients owing PNA to)
Total Bed Nights	(total number of bed nights of PNA owing to all eligible clients that have not
	been collected within the last 37 days)
Total Balance	(the current total amount – liability – of PNA owing)

## **Detailed Table**

Program	(program name)
Client No.	(SMIS client number)
Last Name	(lastname of client)
First Name	(firstname of client)
Last Admission Date	(the latest admission date of the client)
Bed Night	(total number of bed night of PNA owing to the client)
Balance	(total \$ amount of PNA owing to the client)
Discharged	(shows whether the client is discharged or not: <i>discharged, active</i> )

## Export Options: Excel, PDF

**Report Header:** 

# PNA To Be Paid Report

This report provides the list of all clients whose eligibility has been checked, and they have stayed at the shelter and therefore PNA is owed to them. The clients on this report may not currently be staying at the





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shelter, but they have PNA owed to them from the period identified in the report

Reporting Period: 2012/	04/10 Re	gisters the date the report	is run
This is the facility informa	tion populated automatically		
Name	Shelter name – Beddeo program	Facility	Shelter Name
Description	Client group described	Phone	Shelter phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds in the shelter
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

HC: Shelter:	Seaton H	louse			Organization:	City	of Toronto		
Description:	Seaton H	louse is a mult	i-service a	agency serving Homless Men	Contact:				
Туре:	Men				Phone: 416-392-5522		992-5522		
Status:	Active								
Total		Client No.	2 Last I	14 Vame First Name	\$60.20 Last Admission Da	-	Bed Nights	Balance	Excei 2 PD
Dronram			LOOLI	The Maine	2012/08/29		7		Active
		CHOIL HU.							
<u>Program</u> Seaton House - Hostel Prog Seaton House - Hostel Prog	gram .	CHARTER C.			2012/08/29		7	\$30.10	Active





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# 44. Shelter Client Safekeeping Balances Report

# Report Category: Shelter

Access Via: Shelter Navigator - Financial

User Access Group: All Shelter Users who has access to SMIS Financials

### Description:

This Shelter based report shows the current Client Safekeeping Funds (CSF) liability of the Program as of a specified date (defaulted to today but can be changed by the user). It lists all the amount owing to clients who have balances of \$ safekeeping funds with the Shelter as of the specified date. The beginning of the report also displays Shelter profile information.

#### **Report Parameters:**

End Date (the reporting date at which the CSF liability is calculated)
--

### Report Detail (Fields):

## Summary Block

Total Clients	(total number of clients owing CSF to)
Balance	(the current total amount – liability – of CSF owing)

#### **Detailed Table**

Program	(program name)
Client No.	(SMIS client number)
Last Name	(lastname of client)
First Name	(firstname of client)
First Trans Date	(date of the first transaction done for the client depending upon the
	specified End Date parameter)
Last Trans Date	(date of the latest transaction done for the client depending upon the
	specified End Date parameter)
Balance	(total \$ amount of CSF owing to the client)
Currently Active	(shows whether the client is currently active in the program of not: Yes, No)

Export Options: Excel, PDF





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# **Report Header:**

# **Client Safekeeping Balance Report**

Reporting Pe	eriod: 2012/04/10	Registers the date the report is run				
End Date	2012/04/10 search	Enter the date you are running the report, and this will include all client safekeeping balances held as of that date				

,	ion populated automatically		
Name	Shelter name – Bedded program	Facility	Shelter Name
Description	Client group described	Phone	Shelter phone number
Health Information Custodian	No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds in the shelter
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100





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End Date										
	2012/10/26	S Search								
HC: Shelter:	Shelter: Birkdale Residence							City of Toronto		
Description:							Organization: Contact:			
Type:						P	hone:	(416) 392-5650		
Status:	Acti	ve								3
										-
Program				Total Clients		Balance				
Birkdale Residence - I	Bedded Program				18	\$	108,755.75			
Total					18	\$	108,755.75			
Program		Client No.	La	st Name	E	irst Name	First Trans Date	Last Trans Date	Balance	Currently Active
Birkdale Residence - I	Bedded Program						2012/04/10	2012/04/10	\$150.00	Yes
Birkdale Residence - Bedded Program							2011/05/17	2011/10/18	\$85.00	No
Birkdale Residence - I	Bedded Program	1					2011/01/14 2011/09/06 \$100,0		\$100,070.89	No
Birkdale <mark>Residence - I</mark>	Bedded Program						2011/02/18	2011/09/06	\$87.00	No
Birkdale Residence - I	Bedded Program						2011/06/17	2011/07/18	\$0.00	No
Birkdale <mark>Res</mark> idence - I	Bedded Program	1					2011/06/02	2011/07/18	\$35.00	No
Birkdale Residence - I	Bedded Program						2011/02/18	2011/07/07	\$78.00	No
Birkdale Residence - I	Bedded Program						2011/07/05	2011/07/14	\$106.20	No
Birkdale Residence - Bedded Program							2011/07/05	2011/07/14	\$135.36	No
Birkdale Residence - I	Birkdale Residence - Bedded Program		_				2012/04/10	2012/04/10	\$50.00	Yes
Birkdale Residence - I							2011/01/18	2011/01/18	\$775.00	Na
Birkdale Residence - I Birkdale Residence - I	Bedded Program							2011/07/28	\$7,183.30	1.44
Birkdale Residence - I Birkdale Residence - I Birkdale Residence - I	Bedded Program Bedded Program						2011/01/19	DEDOCE CONVERSE	1	No
Birkdale Residence - 6 Birkdale Residence - 6 Birkdale Residence - 6 Birkdale Residence - 6	Bedded Program Bedded Program Bedded Program						2011/07/18	2012/05/09	Veo transfere	Yes
Birkdale Residence - I Birkdale Residence - I Birkdale Residence - I Birkdale Residence - I Birkdale Residence - I	Bedded Program Bedded Program Bedded Program Bedded Program						2011/07/18 2011/07/18	2012/05/09 2012/05/09	Veo transfere	
Birkdale Residence - I Birkdale Residence - I Birkdale Residence - I Birkdale Residence - I Birkdale Residence - I	Bedded Program Bedded Program Bedded Program Bedded Program						2011/07/18 2011/07/18 2011/07/18	2012/05/09 2012/05/09 2011/07/18	\$0.00 \$0.00 \$0.00	Yes Yes No
Birkdale Residence - I Birkdale Residence - I	Bedded Program Bedded Program Bedded Program Bedded Program Bedded Program						2011/07/18 2011/07/18 2011/07/18 2011/07/18	2012/05/09 2012/05/09 2011/07/18 2011/07/18	\$0.00 \$0.00 \$0.00 \$0.00	Yes Yes No No
Birkdale Residence - I	Bedded Program Bedded Program Bedded Program Bedded Program Bedded Program Bedded Program						2011/07/18 2011/07/18 2011/07/18	2012/05/09 2012/05/09 2011/07/18	\$0.00 \$0.00 \$0.00	Yes Yes No No No





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# 45. Shelter Exception Report

# Report Category: Shelter

Access Via: Shelter Navigator - Financial

User Access Group: Supervisor & Manager Roles

### Description:

This Shelter based report shows all the financial related exceptions for the Shelter as of a specified date range. The default range is of the last 60 days and can be globally changed. There is no maximum size to the date range. It lists all the transaction reversals, allowance override thru Give Allowance advance function, and Client Safekeeping Funds balances greater than a designated threshold amount (currently set to \$2000) as of the reporting End Date. The beginning of the report also displays Shelter profile information.

### **Report Parameters:**

Start Date	(the reporting start date)
End Date	(the reporting to date)

Program	(program name)
Date	(date and time of the financial transaction)
ID	(transaction ID)
<u>Type</u>	(transaction type: Reverse, Allowance Override, CSF)
Detail	(detail of the transaction incl. give allowance reasons for PNA or FA,
	corresponding reversed transaction ID)
Amount	(the amount of the transaction)
<u>User Name</u>	(the user who created the transaction)
Client ID	(SMIS client ID)
Client Name	(lastname and firstname of client)
Note	(note created during and regarding the transaction)

# Report Detail (Fields):

Export Options: Excel, PDF





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## **Report Header:**

## **Exception Report**

Reporting Period: according to dates entered below

Name	Shelter name – Bedded program	Facility	Shelter Name
Description	Client group described	Phone	Shelter phone number
Health Information Custodian	No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds in the shelter
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Start Date				End Date			Search	
Date	ID	Туре	Detail	Amount	User Name	Client ID	Client Name	Note

Print Options: Report Print action button





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toronto S	5 M I	S			Exception	Report					Print Clase
Reporting Period: 20										Pr	inted: 2012/10/26
HC: Shelter:			Residence			Organizat	ion:	City of Tax	onto		
Description:		mother	and child	ren; refugee claimar	nts	Contact:					
Туре:						Phone:					
Status:		Active									
Start Date	2012/01/0	1	<b>R</b>	End Date	2012/06/29		Search				
			ý,								Exceint PDF
Program	Date		민	Type	Detall		Amount	User Name	Client ID	<u>Client Name</u>	Note
Birkdale Residence - Bedded Program	2012/0 09:41:			Reverse	Original TxID : 0 2012/05/09 09:40:27 A	ireated M	-\$198.70	)		- 2	10
Birkdale Residence - Bedded Program	2012/0 04:02:1			Reverse	Reason : PNA Reason	2	-\$100.00	3		6	sdafsdfas
Birkdale Residence - Bedded Program	- 2012/06/22 Reverse 03:42:46 PM		Reverse	Reason : PNA Reason 1		-\$99.99	•			test	
Birkdale Residence - Bedded Program			Reverse	Original TxID : 0 2012/04/18 12:47:47 P	ireated M	-\$14.00	1			test	
Birkdale Residence - Bedded Program	2012/0 01:12:0			Allowance Override	Reason : PNA Reason	1	\$99.00	0			lesel
Birkdale Residence - Bedded Program	2012/0 03:42:			Allowance Override	Reason : PNA Reason	1	\$99.99	)			testing!
Birkdale Residence - Bedded Program	2012/0 09:37:1			Reverse	Original TxID : 0 2012/04/18 12:43:36 P	ireated M	-\$123.10	1			tititit
Birkdale Residence - Bedded Program	2012/0			Allowance Override	Reason : FA Reason 1		\$9.00	1			digdidigdig
Birkdale Residence - Bedded Program	2012/0 02:55:3	26 PM		Reverse	2012/05/02 02:55:09 P		\$10.00	-		-	diasfasisas
Birkdale Residence - Bedded Program	2012/0 04:02:0		1	Allowance Override	Reason : PNA Reason	2	\$100.00	2			test.
Birkdale Residence - Bedded Program				CSF	Greater than Threshok	250	\$100,070.89				
Birkdale Residence - Bedded Program				CSF	Greater than Threshok	1	\$7,183.30	)	3		





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# 46. Shelter Eligibility Report

# Report Category: Shelter

Access Via: Shelter Navigator - Financial

User Access Group: All Shelter Users who has access to SMIS Financials

### Description:

This Shelter based report shows the list of clients who has stayed at least 1 day in the last 14 days, and is missing an eligibility assessment record that covers that day(s). This means SMIS does not know if the client will be eligible for PNA or not for the missing eligibility. The reason 14 days is used is because a user can only create an eligibility assessment record going back 14 days. The beginning of the report also displays Shelter profile information.

### **Report Parameters:**

None

## **Report Detail (Fields):**

Program	(program name)
Client Id	(SMIS client number)
Client Name	(lastname and firstname of client)
Admission Status	(the current admission status of the client)
Admission Date	(the latest admission date of the client)
Discharge Date	(the latest discharge date of the client)
Primary Worker Name	(the name of the primary worker assigned to the client via the Admissions
	screen)

# Export Options: Excel, PDF

## **Report Header:**

## **Shelter Eligibility Report**

This report indicates each service restriction recorded within the range identified.

Reporting Period: 2012/04/10

Enters the date the report is run

This is the facility informa	tion populated automatically		
Name	Shelter name – Bedded program	Facility	Shelter Name
Description	Client group described	Phone	Shelter phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds in the





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			shelter
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Client I.D.	Client Name	Admission Status	Admission Date	Discharge Date	Primary Worker Name
Unique client number		Identifies if the client is currently residing in the shelter or has been discharged	Most recent admission date	Most recent discharge date	Case Worker assigned to each client

toronto SM	IS	Shelt	er Eligibility Repor	t		Print Clase
Reporting Period: 2012/10/26						
HC: Shelter:	Birkdale Residence		Organization:	City of	Toronto	
Description:	mothers and childre	en; refugee claimants	Contact:			
Туре:			Phone:			
Status:	Active					
						Excerning PDF
Program	Client Id	Client Name	Admission Status	Admission Date	Discharge Date	Primary Worker Name
Birkdale Residence - Bedded Program	n. I		Active	2012/04/03		
Birkdale Residence - Bedded Program			Active	2012/03/13		
Birkdale Residence - Bedded Program	π		Active	2012/08/17		
Birkdale Residence - Bedded Program	π		Active	2011/07/18		
Birkdale Residence - Bedded Program	π		Active	2011/07/18		
Birkdale Residence - Bedded Program			Active	2012/01/10		
Birkdale Residence - Bedded Program	n		Active	2012/10/03		
Birkdale Residence - Bedded Program	<b>n</b> 2		Active	2011/11/01		
Birkdale Residence - Bedded Program	n		Active	2011/11/01		
Birkdale Residence - Bedded Program			Active	2012/09/21		
Birkdale Residence - Bedded Program			Active	2012/04/03		
Birkdale Residence - Bedded Program	π		Active	2012/10/03		





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# 47. Facility Client Report

Report Category: Facility

Access Via: Facility Navigator

User Access Group: All Facility Users

### Description:

This Facility based report show currently active or clients admitted within the last 60 days basic, important occupancy and case note count information in a detailed tabular format. The beginning of the report also displays Facility profile and report parameter information.

You can also filter this report for Clients who are assigned to any particular facility program staff upon admission.

#### **Report Parameters:**

Type of Report	(i.e. Active Clients, Clients within the past 60 days)
Primary Worker	(staff selected in the Client Admission screen)

#### **Report Detail (Fields):**

Program	(program name)
Client No.	(SMIS client ID)
Last Name	(client's lastname)
First Name	(client's firstname)
Admission Date	(most recent client's admission date into this shelter program)
Room	(room ID)
Bed	(bed ID)
PNA Eligibility	(last PNA eligibility TO date)
Most Recent Case Note	(creation date of most recent case note)
Incomplete Case Notes	(count)
Primary Worker	(name of primary worker assigned to client in admission screen)

## Export Options: Excel, PDF

You can download this report to an excel document and then sort according to any of the columns You can download to a PDF for a printable version





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## **Report Header:**

# Facility Active Clients (Bed)

Reporting Period: 2012/04/10Will only be available for the day you are printing the report

This is the facility informat	tion populated automatically		
Name	Shelter name – Bedded program	Facility	Facility Name
Description	Client group described	Phone	Facility phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds in the shelter
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Type of Report	Active Clients	Primary Worker	Any	You can run this report for specific staff members, or clients who have been discharged or remain active. Lists clients who are active at the time the report is run
----------------	----------------	----------------	-----	---





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toronto	DS N	1	S	Ac	tive Clie	ents (Be	d)			Pr	Print Close
Reporting Pe	riod: 2013/03	/25									
Name:			Christie Ossington N	1en's Hostel		Facility		Chris	tie Ossingtor	n Men's Hostel	
Description:			Single Men's			Phone:					
Health Inform	nation Custor	lian:	No			Type:		Bed			
Status:			Active			Space (	Capacity:	53			
Funding Cap	acity:		53			Male/Fi	emale:	Male			
Minimum Ag	e:		18			Maximu	m Age:	65			
Type of Re	eport:	Acti	tive Clients			Pi	Primary Worker: Any			-	Search
									12		Excel PDF
Client No.	Last Name	9 1	First Name	Admission Date	Room	Bed	PNA Eligibil	ity i	Most Recent Case Note	Incomplete Case Notes	Primary Worker
	-				Dorm	03t	2013/03 [y]	/31 :	2010/04/27	1	
					Dorm	09t	2013/03 [y]	/31			
					Dorm	10Ь	2013/03 [y]	31	2011/05/19	0	
					Dorm	05t	2013/03 [y]	/31			
					Dorm	02b	2013/03 [y]	/31			
					test1	Room ter bed1	t1 - 2013/03 [y]	/31			
					Dorm	35	2013/03 [y]	/31	2013/01/11	1	





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# 48. Facility Client Intake Report

Report Category: Facility

Access Via: Facility Navigator

User Access Group: All Facility Users

### Description:

This Facility based report shows all new intakes with their most relevant information, created during a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Facility profile and report parameter information. The Reporting Period can be set by the end user.

#### **Report Parameters:**

Intake Date From	(report start date, default is 60 days from current date)
Intake Date To	(report to date, default is today)

Maximum Report Date Range is defaulted to 90 days

### Report Detail (Fields):

(program name)
(client lastname, firstname)
(client's date of birth)
(SMIS client number)
(current intake status: admitted, discharged, active, inactive)
(where client lived in the last 12 months: Toronto, Elsewhere in Ontario, Indian
Reserve, Another Province, Outside Canada, Unorganized Territories, Other)
(reason the client request shelter service)
(date of intake)
(end date of service – for Service programs Only)
(date intake was rejected)
(reason intake was rejected)
(client's relationship to head of household: Dependant, Spouse/Partner)

## Export Options: Excel, PDF

**Report Header:** 

## **Client Intake Report**

This report provides the number of new intake in a specified period
Reporting Period: 2012/02/06 – 2012/04/10 lists dates entered below

This is the facility information populated automatically							
Name	Shelter name – Bedded	Facility	Shelter Name				
	program						
Description	Client group described	Phone	Shelter phone number				





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Health Information Custodian	Yes / No		Туре		Type of program – bedded	
Status	Active		Space C	apacity	Total # of beds in the facility	
Funding Capacity:	Max. # of fund based upon Sh Operating Agre	helter			Client group	
Minimum Age	0		Maximum Age		100	
Intake Date From 20	12/02/06	Intake Da	e Date To 2012/04/10		Search	
Total clients	Total number of intake within the		Total Int	akes	Total number of <b>new</b> intakes in this period	

toronto	SM	IS		Clie	ent Intake	Repo	ort			Printe	Print Close
Reporting Per	iod: 2012/12/26 -	2013/03/25									
Name:		Christie Oss	Christie Ossington Men's Hostel			Facility	a.	Christie	Ossington Me	n's Hostel	
Description:		Single Men's	5			Phone:					
Health Inform	ation Custodian:	No				Type:		Bed			
Status:		Active				Space	Capacity:	53			
Funding Capa	city:	53				Male/F	emale:	Male			
Minimum Age	1	18				Maximu	um Age:	65			
Intake [	Date From	2012/12/26		Intak	e Date To	2013/0	03/25		Search		
Total Clients	4	Total	Intakes	6						X	Excel D PDF
				-							
	1000	Client No.	Intake	Lived Last	Reason for Service		intake Date	Service End Date	Rejection Date	Rejection Reason	Relationship
Name	DOB		Status	12 Mnths	service		Jate				
Name	DOB		Status rejected	12 Mnths Another Province	Relocating		2013/01/10		2013/01/11	Automatic Rejection	
Name	DOB		Concernance and the set	Another	V NOVE ENVIRONMENT	2			2013/01/11		
Name	DOB		rejected	Another Province	Relocating	2	2013/01/10		2013/01/11		
Name	DOB		rejected discharged	Another Province Other	Relocating Transient Discharged fro	2 m 2	2013/01/10 2013/01/11		2013/01/11		
Name			rejected discharged admitted	Another Province Other Toronto	Relocating Transient Discharged from Institution Discharged from	2 m 2 m 2 m 2	2013/01/10 2013/01/11 2013/01/11		2013/01/11		





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# 49. Facility Client Occupancy Report

Report Category: Facility

Access Via: Facility Navigator

User Access Group: All Facility Users

### Description:

This Facility based report shows all client admissions that has at least 1 stay day during a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Facility profile and report parameter information. The Reporting Period can be set by the end user.

### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)	
End Date	(report to date, default is today)	
Maximum Report Da	te Range is defaulted to 90 days	

Maximum Report Date Range is defaulted to 90 days

### Report Detail (Fields):

Program	(program name)
Name	(client lastname, firstname)
DOB	(client's date of birth)
Client No.	(SMIS client number)
Room	(room number of the admission)
Bed	(bed number of the admission – applicable for non-family programs Only)
Occup. Status	(current occupancy status: admitted, discharged)
Admission Date	(date the client was admitted)
Discharge Date	(date the client was discharged)
Discharge Reason	(reason the client was discharged)
Relationship	(client's relationship to head of household: Dependant, Spouse/Partner)
Bed Nights	(total bed nights stayed during the reporting date range)

## Export Options: Excel, PDF

## **Report Header:**

## Facility Navigator - Client Occupancy Report

This report provides the total number of clients admitted in specified period (not unique) Reporting Period: 2012/02/06 – 2012/04/10 lists dates entered below

This is the facility informa	This is the facility information populated automatically								
Name	Shelter name – Bedded	helter name – Bedded Facility Facility Name							
	program								
Description	Client group described	Phone	Facility phone number						
Health Information	Yes / No	Туре	Type of program –						
Custodian			bedded						





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Status		Active Space Capacity			Total # of beds in the facility			
Funding Capacity:		Max. # of funde based upon Sh Operating Agre	elter	Male/Female Client group			ent group	
Minimum Age		0		Maximum Age		100		
Intake Date From	201	2/02/06	Intake Da	ate To	2012/04/10		Search Can go Back 90 Days	
Total clients	clients Total number of clients stayed within this p			Total Bed Nights			Total occupancy for reporting period – not related to specific clients	





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	M	15			ent Occup	bancy Repo	л		P	rint Close
									Printed: 2	2013/03/25
Reporting Period: 2	013/02/03 -	2013/03/19	•							
Name:		Christie	Christie Ossington Men's Hostel			Facility:		Christie Ossington Me	n's Hostel	
Description:		Single M	len's			Phone:				
Health Information (	Oustodian:	No				Type:		Bed		
Status:		Active				Space Capa		53		
Funding Capacity:		53				Male/Femal		Male		
Minimum Age:		18				Maximum A	ge:	65		
									S Ex	cel 📆 PDF
Total Clients	7	т	otal Bed N	lights	315					
	7 DOB	T Client No.	otal Bed N	lights Bed	315 Occup. Status	Admission Date	Dischar Date	rge Discharge Reason	Relationship	Bed Nights
Total Clients		Client		-	Occup.					Bed
		Client	Room	Bed	Occup. Status	Date				Bed Nights
		Client	Room Dorm	Bed 03t	Occup. Status admitted	Date 2010/04/27				Bed Nights 45
		Client	Room Dorm Dorm	Bed 03t 35	Occup. Status admitted admitted	Date 2010/04/27 2013/01/11				Bed Nights 45 45
		Client	Room Dorm Dorm Dorm	Bed 03t 35 09t	Occup. Status admitted admitted admitted	Date 2010/04/27 2013/01/11 2010/08/03				Bed Nights 45 45 45
		Client	Room Dorm Dorm Dorm Dorm	Bed 03t 35 09t 02b	Occup. Status admitted admitted admitted admitted	Date           2010/04/27           2013/01/11           2010/08/03           2010/06/22				Bed Nights 45 45 45 45





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# 50. Facility Client Discharge Report

Report Category: Facility

Access Via: Facility Navigator

User Access Group: All Facility Users

### Description:

This Facility based report shows all client discharges during a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Facility profile and report parameter information. The Reporting Period can be set by the end user.

### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)	
End Date	(report to date, default is today)	
Maximum Report Da	te Bange is defaulted to 90 days	

Maximum Report Date Range is defaulted to 90 days

### Report Detail (Fields):

Tieport Detail (Fields).	
Program	(program name)
Name	(client lastname, firstname)
DOB	(client's date of birth)
Client No.	(SMIS client number)
Admission Date	(date the client was admitted)
Discharge Date	(date the client was discharged)
Discharge Reason	(reason the client was discharged)
Discharge Disposition	(where the client was discharge to)
Relationship	(client's relationship to head of household: Dependant, Spouse/Partner)

# Export Options: Excel, PDF

## **Report Header:**

# **Client Discharge Report**

This report provides the number of discharges in a specified period Reporting Period: 2012/02/06 – 2012/04/10 lists dates entered below

This is the facility information populated automatically							
Name	Shelter name – Bedded	Facility Facility Name					
	program		-				
Description	Client group described	Phone	Facility phone number				
Health Information	Yes / No	Туре	Type of program –				
Custodian			bedded				
Status	Active	Space Capacity	Total # of beds in the				
			facility				

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Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement		Male/Fer	nale	Client group			
Minimum Age	0		Maximur	m Age	100			
Intake Date From 201	2/02/06	Intake Da	ate To 2012/04/10			Search		
Total clients	Total number o discharged with period		Total Dis	scharges	<b>dise</b> peri	al number of c <b>harges</b> in this iod, not related to que clients		

Name		12/12/20 - 2013	03/19								
Name:		Ch	Christie Ossington Men's Hostel				Facility:		Christie	Ossington Men's Hostel	
Description: Sin		ingle Men's				Phone:					
Health Information Oustodian: No						1	Type: E		Bed		
Status:		Ac	ive				Space Capacity: 53		53		
Funding Capacity: 53						Male/Female:		Male			
Minimum Age: 18					1	Maximum Age: 6		65			
Start Date 2012/12		2012/12/20	20 拱 End		d Date 2013/03/19		Sear		ch		
Total Clients	5	2	Total Discharge	5	3						
Name	DOB	Client N	o. Admission D	ate Dischar	ge Date	Discha	arge Reason			Discharge Disposition	Relationship
Name	DOB	Client N	o. Admission D 2013/03/01	ate Dischar	-		arge Reason ddress - Trans	itional H	ousing	Discharge Disposition Custody	Relationship
Name	DOB	Client N			/01	New A	-		ousing		Relationship





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# 51. Facility Occupancy Report

Report Category: Facility

Access Via: Facility Navigator

User Access Group: All Facility Users

### Description:

This Facility based report shows daily aggregate statistics occupancies for a specified date range. The default range is of the last 60 days and can be globally changed. The maximum allowed date range is defaulted to 90 days and can also be globally adjusted. The beginning of the report also displays Facility profile and report parameter information.

Note that all statistics are based upon the 4 a.m. official reporting time for the business day before. (For example, Feb 4 business day stats are based upon the counts as of 4 a.m. on Feb 5, after the 2 formal bed checks have been completed and SMIS is updated accordingly)

### **Report Parameters:**

Start Date	(report start date, default is 60 days from current date)		
End Date	(report to date, default is today)		
Maximum Report Date Range is defaulted to 90 days			

# Report Detail (Fields):

#### Summary Block

Summary Diock	
Queue	(current queue size)
Occupancy	(occupancy @ 4 a.m. today)
Average Occupancy	(average daily occupancy over the reporting period)
Vacancy	(vacancy @ 4 a.m. today)
Average Vacancy	(average daily vacancy over the reporting period)
Actual Capacity	(current actual capacity)
Average Capacity	(average daily actual capacity over the reporting period)
Funding Capacity	(current funding capacity over the reporting period)

#### **Detailed Table**

Program	(program name)
Date	(a date within the reporting date range)
Queue	(queue @ 4 a.m. next day)
Occupancy	(occupancy @ 4 a.m. next day)
Vacancy	(vacancy @ 4 a.m. next day)
Actual Capacity	(actual capacity of program @ 4 a.m. next day)
Funding Capacity	(funding capacity of program)

Export Options: Excel, PDF




90 days

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## **Report Header:**

## **Facility Occupancy Report**

Reporting Period: 2012/02/1 – 2012/04/10From dates entered below

This is the facility i	nformation populated	automatically		
Name	Shelter i	name – Bedded	Facility	Facility Name
	program			
Description	Client gr	oup described	Phone	Facility phone
	_			number
Health Informatio	n Yes / No	)	Туре	Type of program –
Custodian				bedded
Status	Active		Space Capacity	Total # of beds in the
				facility
Funding Capacity	/: Max. # c	of funded beds	Male/Female	Client group
	based u	oon Shelter		
	Operatir	ng Agreement		
Minimum Age	0		Maximum Age	100
	·			·
Date From	2012/02/06	Date To	2012/04/10	Search can go back





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## **Report Sample Screen:**

toront	SM	IS	Progra	am Occupa	incy Re	oort			Pri	Print Close
Reporting Pe	eriod: 2013/02/17 - 2	2013/03/18							1 11	med. 2015/05/25
Name:		Christie Ossington Me	n's Hostel		Facility:		Christ	ie Ossington Men's I	Hostel	
Description:		Single Men's			Phone:					
Health Infor	mation Custodian:	No			Type:		Bed			
Status:		Active			Space Capa	acity:	53			
Funding Cap	acity:	53			Male/Fema	le:	Male			
Minimum Ag	e:	18			Maximum A	lge:	65			
Date f	rom 2013/02	2/17	Date To	2013/03/18	-	Sea	rch			
						1				K Excel
Queue	Occupancy	Average Occupancy	Vacancy	Average Vaca	ancy Ac	tual Capa	icity	A verage Capacit	y F	unding Capacity
4	7	7	46	46	53			53	5	3
Date		Queue	Occupan	су	Vacancy		Actu	al Capacity	Fun	ding Capacity
2013/02/17		4	7		46		53		53	
2013/02/18		4	7		46		53		53	2
2013/02/19		4	7	3	46		53		53	
2013/02/20		4	7	3	46		53		53	
2013/02/21		4	7		46		53		53	
2013/02/22		4	7		46		53		53	2
2013/02/23		4	7	3	46		53		53	
2013/02/24		4	7		46		53		53	
2013/02/25		4	7		46		53		53	
2013/02/26		4	7		46		53		53	
2013/02/27		5	7		46		53		53	
2013/02/28		4	7		46		53		53	
2013/03/01		4	7		46		53		53	
2013/03/02		4	7		46		53		53	
2013/03/03		4	7		46		53		53	
2013/03/04		4	7		46		53		53	





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# 52. Facility Service Restriction Report

Report Category: Facility

Access Via: Facility Navigator

User Access Group: All Facility Users who can view or update Service Restrictions

### Description:

This Facility based report shows all service restrictions active at any time within a specified date range based upon the restriction's start and potential end date. The default restriction start dates has a range of the last 60 calendar days (as a default setting but can be changed by the user). The default restriction end dates has a range of the last 60 calendar days also (as a default setting but can also be changed by the user). There is no maximum reporting date ranges size setting here. The beginning of the report also displays Facility profile and report parameter information.

### **Report Parameters:**

Start Date From	(the earliest date of the start date of the service restrictions to report, default is 60
	days before the current date)
Start Date To	(the latest date of the start date of the service restrictions to report, default is
	today)
End Date From	(the earliest date of the end date of the service restrictions to report, default is 60
	days prior to today)
End Date To	(the latest date of the potential end date of the service restrictions to report,
	default is today)
Status	(current status of the service restriction: <i>blank</i> meaning all, <i>in progress,</i>
	completed, terminated early)

There are NO Maximum Reporting Date Range limits in this report.





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## **Report Detail (Fields):**

Program	(program name)
Client ID	(SMIS client identifier)
Client Name	(lastname, firstname of client)
Restriction Reason	(reason for the service restriction)
Date	(the start date of the service restriction)
Duration (DAYS)	(the original duration of the service restriction)
Status	(current status of the service restriction: <i>in progress, completed, terminated early</i> )

## Export Options: Excel, PDF

**Report Header:** 

## **Facility - Service Restriction Report**

This report indicates each service restriction recorded within the range identified.

Reporting Period: 2012/02/1 – 2012/04/10 From dates entered below

This is the facility information	on populated automatically		
Name	Shelter name – Bedded program	Facility	Facility Name
Description	Client group described	Phone	Facility phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds in the facility
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Start Date From	2012/02/11	End Date From	2012/04/10	Status
То	2012/04/10	То	2012/04/10	Search can go back 90 days
	Identifies range of service restriction start dates		Identifies range of service restriction end dates	





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## **Report Sample Screen:**

	<b>NIS</b>		Facility - Servi Rep				Print Close Printed: 2013/03/25
		7/10, Restriction F	End Date: 2012/04/10 - 2	013/07/10, Status:			
Name:	Christie Oss	sington Men's Hos	tel	Shelter:	Christie Oss	ington Men's Ho	ostel
Description:	Emergency	Shelter		Contact:			
Sector ID:	1			Phone:			
Status:	Active			Health Information Custodi	an: No		
Start Date From	2012/02/11	1	End Date From	2012/04/10	🛃 Status		•
То	2012/07/10		То	2013/07/10	Search		
Program:				Program Type:			Kcel 🛃 PDF
				Date	Duration	Status	Early Termination
Program	Client ID	Client Name	Restriction Reason	Date	(DAYS)		Ву
Christie Ossington Men's		Client Name	Assault of client	2012/06/15 12:20:44 PM	(DAYS) 90	completed	By ,
Program Christie Ossington Men's Hostel Christie Ossington Men's Hostel		Client Name		2012/06/15 12:20:44		completed completed	
Christie Ossington Men's Hostel Christie Ossington Men's		Client Name	Assault of client	2012/06/15 12:20:44 PM 2012/06/15 12:20:58	90	14	





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# 53. Facility PNA To Be Paid Report

## Report Category: Facility

Access Via: Facility Navigator - Financial

User Access Group: All Facility Users who has access to SMIS Financials

### Description:

This Facility based report shows the current PNA liability of the Facility. It lists all the amount owing to clients who have been deemed PNA eligible by staff and have not collected the listed PNA amounts from the last 37 calendar days prior to today. Note that any PNA amounts owing older than 37 days are not included in this report since they are no longer eligible to be given out. The beginning of the report also displays Facility profile information.

### **Report Parameters:**

None

### **Report Detail (Fields):**

#### Summary Block

Total Clients	(total number of clients owing PNA to)
Total Bed Nights	(total number of bed nights of PNA owing to all eligible clients that have not been collected within the last 37 days)
Total Balance	(the current total amount - liability - of PNA owing)

## **Detailed Table**

Program	(program name)
Client No.	(SMIS client number)
Last Name	(lastname of client)
First Name	(firstname of client)
Last Admission Date	(the latest admission date of the client)
Bed Night	(total number of bed night of PNA owing to the client)
Balance	(total \$ amount of PNA owing to the client)
Discharged	(shows whether the client is discharged or not: discharged, active)

## Export Options: Excel, PDF

## **Report Header:**

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## Facility PNA To Be Paid Report

This report provides the list of all clients whose eligibility has been checked, and they have stayed at the shelter and therefore PNA is owed to them. The clients on this may not currently be staying at the shelter, but they have PNA owed to them from the period identified in the report





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Reporting Period: 2012/	04/10 Regis	ters the date the report i	is run
This is the facility informa	tion populated automatically		
Name	Shelter name – Bedded program	Facility	Facility Name
Description	Client group described	Phone	Facility phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded
Status	Active	Space Capacity	Total # of beds in the facility
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

## Report Sample Screen:

toronto	SM	IS		PNA To Be	Paid Repo	rt			Print Close Printed: 2013/03/25
Reporting Period	: 2013/03/25								
Name:		Christie (	Ossington Men's Ho	ostel	Facility:		Christie C	Ossington Men's Hos	stel
Description:		Single M	len's		Phone:				
Health Informati	on Custodian:	No			Type:		Bed		
Status:		Active			Space Capa	city:	53		
Funding Capacit	y:	53			Male/Femal	e:	Male		
Minimum Age:		18			Maximum A	ge:	65		
Total Client		7							
Total Bed Night		114							
Total Balance		\$490.20	( <b>-</b>						
									🔀 Excel 🔂 PDF
Client No.	Last Nam	ie	First Name	Last Admission D	Date	Bed	Night	Balance	Discharged
				2010/04/27		15		\$64.50	Active
				2010/08/03		15		\$64.50	Active
				2010/02/26		15		\$64.50	Active
				2010/05/11		15		\$64.50	Active
				2010/06/22		15		\$64.50	Active
				2012/10/25		24		\$103.20	Active





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# 54. Facility Client Safekeeping Balances Report

## Report Category: Facility

Access Via: Facility Navigator - Financial

User Access Group: All Facility Users who has access to SMIS Financials

### Description:

This Facility based report shows the current Client Safekeeping Funds (CSF) liability of the Facility as of a specified date (defaulted to today but can be changed by the user). It lists all the amount owing to clients who have balances of \$ safekeeping funds with the Shelter as of the specified date. The beginning of the report also displays Facility profile information.

### **Report Parameters:**

End Date (the reporting date at which the CSF liability is calculated)
--

## Report Detail (Fields):

### Summary Block

ournmary Brook	
Total Clients	(total number of clients owing CSF to)
Total Balance	(the current total amount – liability – of CSF owing)

#### **Detailed Table**

Program	(program name)
Client No.	(SMIS client number)
Last Name	(lastname of client)
First Name	(firstname of client)
First Trans Date	(date of the first transaction done for the client depending upon the specified End Date parameter)
Last Trans Date	(date of the latest transaction done for the client depending upon the specified End Date parameter)
Balance	(total \$ amount of CSF owing to the client)
Currently Active	(shows whether the client is currently active in the program of not: <i>Yes, No</i> )

Export Options: Excel, PDF





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## **Report Header:**

Facility Client Safekeeping Balances Report						
Reporting Period: 2012/04/10Registers the date the report is run						
End Date	2012/04/10 search	Enter the date you are running the report, and this will include all client safekeeping balances held as of that date				
This is the fe	allity information populated autor					

This is the facility information	populated automatically		
Name	Shelter name – Bedded	Facility	Facility Name
	program		
Description	Client group described	Phone	Facility phone
			number
Health Information	Yes / No	Туре	Type of program –
Custodian			bedded
Status	Active	Space Capacity	Total # of beds in the
			facility
Funding Capacity:	Max. # of funded beds	Male/Female	Client group
	based upon Shelter		
	Operating Agreement		
Minimum Age	0	Maximum Age	100





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## **Report Sample Screen:**

Reporting Period	: 2013/03/25							Printed: 2013/03/25		
End Date	2013	/03/25	Searc	h						
Name:		Christie Ossingto	n Men's Hoste	1	Facility:	Christie	Ossington Men's H	lostel		
Description:		Single Men's			Phone:					
Health Informati	on Custodian:	No			Type:	Bed				
Status:		Active			Space Capacity:	53				
Funding Capacit	yı.	53			Male/Female:	Male	e			
Minimum Age:		18			Maximum Age:	65				
Total Client		3								
Total Balance		\$1,065.00								
Client No.	Last Name	First Na	ne Fi	irst Trans Date	Last Trans Date		Balance	Excel PDF		
	1.4.11.1	1	20	011/10/27	2011/10/27		\$50.00	Yes		
			20	011/05/16	2011/06/02		\$15.00	Yes		
			20	011/01/18	2011/01/18		\$1,000.00	Yes		





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# 55. Facility Exception Report

## Report Category: Facility

Access Via: Facility Navigator - Financial

User Access Group: Supervisor & Manager Roles

### Description:

This Facility based report shows all the financial related exceptions for the Facility as of a specified date range. The default range is of the last 60 days and can be globally changed. There is no maximum size to the date range. It lists all the transaction reversals, allowance override thru Give Allowance advance function, and Client Safekeeping Funds balances greater than a designated threshold amount (currently set to \$2000) as of the reporting End Date. The beginning of the report also displays Facility profile information.

### **Report Parameters:**

Start Date	(the reporting start date)
End Date	(the reporting to date)

Program	(program name)
Date	(date and time of the financial transaction)
ID	(transaction ID)
<u>Type</u>	(transaction type: Reverse, Allowance Override, CSF)
Detail	(detail of the transaction incl. give allowance reasons for PNA or FA,
	corresponding reversed transaction ID)
Amount	(the amount of the transaction)
User Name	(the user who created the transaction)
Client ID	(SMIS client ID)
Client Name	(lastname and firstname of client)
Note	(note created during and regarding the transaction)

## Report Detail (Fields):

# Export Options: <u>Excel</u>, <u>PDF</u>

## **Report Header:**

## **Exception Report**

Reporting Period: according to dates entered below

Name	Shelter name – Bedded program	Facility	Facility Name
Description	Client group described	Phone	Facility phone number
Health Information Custodian	Yes / No	Туре	Type of program – bedded





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Status	Active	Space Capacity	Total # of beds in the facility
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

Start Date	End Date	Search







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## **Report Sample Screen:**

toronto	5 M	IS			Exception	Report					Print Clase
Reporting Period: 20	12/01/01 - 20	12/05/29								Pri	nted: 2012/10/26
Facility:			le Residenci	•		Shelter:		Sirkdale Re	sidence		
Description:		mothe	rs and child	ren		Contact:					
Туре:		Familie	=			Phone:					
Status:		Active									
Start Date	2012/01/	01		End Date	2012/06/29		Search				
											Excert PDF
Program	Dat	i)	D	Туре	Detall		Amount	User Name	Client ID	<u>Client Name</u>	Note
Birkdale Residence - Bedded Program		2/05/09 1:34 AM		Reverse	Original TxID : 0 2012/05/09 09:40:27 A	ireated M	-\$198.70				
Birkdale Residence - Bedded Program		2/06/08 12:28 PM		Reverse	Reason : PNA Reason	2	-\$100.00				
Birkdale Residence - Bedded <mark>Prog</mark> ram		2/06/22 12:46 PM		Reverse	Reason : PNA Reason	1	-\$99.99				
Birkdale Residence - Bedded <mark>Program</mark>		2/05/02 3:43 AM		Reverse	Original TxID : 0 2012/04/18 12:47:47 P	Created M	-\$14.00				
Birkdale Residence - Bedded Program		2/04/18 2:07 PM		Allowance Override	Reason : PNA Reason	1	\$99.00				
Birkdale Residence - Bedded Program		2/06/22 2:24 PM		Allowance Override	Reason : PNA Reason	1	<b>\$</b> 99.99				
Birkdale Residence - Bedded Program		2/05/09 17:54 AM		Reverse	Original TxID : 0 2012/04/18 12:43:36 P	Created M	-\$123.10				
Birkdale Residence - Bedded <mark>Program</mark>		2/03/22 1:02 AM		Allowance Override	Reason : FA Reason 1		\$9.00				
Birkdale Residence - Bedded Program		2/05/02 5:26 PM		Reverse	Original TxID : 0 2012/05/02 02:55:09 P	Created M	\$10.00				
Birkdale Residence - Bedded Program		2/06/08 (2:00 PM	1	Allowance Override	Reason : PNA Reason	2	\$100.00	1			
Birkdale Residence - Bedded Program	1			CSF	Greater than Threshok	d	\$100,070.89				
Birkdale Residence - Bedded Program	4			CSF	Greater than Threshok	d	\$7,183.30				





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# 56. Facility Eligibility Report

## Report Category: Facility

Access Via: Facility Navigator - Financial

User Access Group: All Facility Users who has access to SMIS Financials

### Description:

This Facility based report shows the list of clients who has stayed at least 1 day in the last 14 days, and is missing an eligibility assessment record that covers that day(s). This means SMIS does not know if the client will be eligible for PNA or not for the missing eligibility. The reason 14 days is used is because a user can only create an eligibility assessment record going back 14 days. The beginning of the report also displays Facility profile information.

## **Report Parameters:**

None

## **Report Detail (Fields):**

Program	(program name)
Client Id	(SMIS client number)
Client Name	(lastname and firstname of client)
Admission Status	(the current admission status of the client)
Admission Date	(the latest admission date of the client)
Discharge Date	(the latest discharge date of the client)
Primary Worker Name	(the name of the primary worker assigned to the client via the Admissions
	screen)

## Export Options: Excel, PDF

## **Report Header:**

## **Eligibility Report**

This report indicates each service restriction recorded within the range identified.

**Reporting Period: 2012/04/10** Enters the date the report is run

This is the facility information	populated automatically		
Name	Shelter name – Bedded	Facility	Facility Name
	program		
Description	Client group described	Phone	Facility phone
			number
Health Information	Yes / No	Туре	Type of program –
Custodian			bedded





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Status	Active	Space Capacity	<i>Total # of beds in the Facility</i>
Funding Capacity:	Max. # of funded beds based upon Shelter Operating Agreement	Male/Female	Client group
Minimum Age	0	Maximum Age	100

## **Report Sample Screen:**

Reporting Pe	ISM	IS	Eligibi	lity Report		Print Close Printed: 2013/03/25
Name:		Christie Ossingti	on Men's Hostel	Facility:	Christie Ossingtor	1 Men's Hostel
Description:		Single Men's		Phone:		
Health Inform	nation Custodian:	No		Type:	Bed	
Status:		Active		Space Capacity:	45	
Funding Cap	acity:	45		Male/Female:	Male	
Minimum Ag	e:	18		Maximum Age:	67	
						K Excel
Client Id	Client Name		Admission Status	Admission Date	Discharge Date	Primary Worker Name
			Active	2012/03/29		
			Active	2012/11/05		W., Kerrian
			Active	2011/07/11		
			Active	2010/12/03		
			Active	2013/03/03		
			Active	2010/01/28		
			Active	2012/06/04		
			Active	2012/09/20		
			Inactive	2012/11/18	2013/03/14	G., AnnMarie
			Active	2013/03/14		





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# 57. Shelter Financial Report

A NEW Shelter financial Report has been added to the Shelter Navigator. This Screen displays all financial transaction summary and details for the Shelter based upon a user specified date range (default can be set system-wide). Summary and details can be shown for various disbursement types by Date, Client, Program or transaction Detail, as well as breakdown by users against various clients. This Report can also be exported to Microsoft Excel or PDF formats. See figures of the main report and sub-reports screen below for more details. *Financial staff Roles who performs Transactions or Advanced Financial functions will be able to run this report*.

## Report Category: Shelter

Access Via: Shelter Navigator - Financial

User Access Group: All Shelter Users who has access to SMIS Financials

## Description:

This Shelter financial Report has been added to the Shelter Navigator. This Screen displays all financial transaction summary and details for the Shelter based upon a user specified date range (default can be set system-wide). Summary and details can be shown for various disbursement types by Date, Client, Program or transaction Detail, as well as breakdown by users against various clients. The beginning of the report also displays Shelter profile information.

## **Report Parameters:**

Start Date	(the reporting start date)
End Date	(the reporting to date)

## Report Detail (Fields):

Dispuisement Type Su	
Disb. Type	(disbursement type: Client Safekeeping, Food Allowance, Personal Needs
	Allowance)
<u>Amount</u>	(subtotal for each disbursement type for the specified date range)
View By	(user specified further financial details to display:
<u>Date</u>	day-by-day breakdown of the disbursement type financial details,
<u>Client</u>	client-by-client breakdown of the disbursement type financial details,
<u>Detail</u>	most detailed breakdown of the disbursement type financial sub-transaction details,
<u>Total &gt;Detail</u>	give detailed breakdown by complete transactions including all disbursement types

## **Disbursement Type Summary Block**

[Note that for each Disbursement Type, a user can further select a View By Date, Client or Detail breakdown of the transactions. And for Total of all Disbursement Types, a user can select Detail view of complete transactions (where each transaction displayed then may contain multiple disbursement types) User can also select to view transactions by disbursement type, date or all details done by each user separately.]

Cash vs. Cheque Summary Block





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CASH	(all cash related transaction subtotals)
CHEQUES	(all issued cheque related transaction subtotals)
Normal	(all non-reversal type transactions involving money)
Reversal	(all reversal type transactions involving money)
In (On Hand)	(all incoming moneys to the Shelter)
In (Withheld)	(all withheld moneys from clients to the Shelter)
Out (On Hand)	(all outflow of moneys from the Shelter)

### **Detailed Table**

Date	(Date of transaction)
Disb. Type	(disbursement type: Client Safekeeping, Food Allowance, Personal Needs
	Allowance)
CSF Type	(client safekeeping fund type: Deposit [Cash], Withdraw, Deposit [Cheque])
<u>Amount</u>	(the \$ amount of the (sub-)transaction)
User Name	(name of the user who processed the transaction)
Trans. Type	(transaction type: Regular, Allowance Override, Not To Be Paid, Reverse)
Paid By	(payment vehicle: CASH, CHEQUE [cheque #], blank if not money related
	transaction)
ID	(transaction ID)
Client ID	(SMIS Client ID)
Client Name	(Client last name, then first name)

Export Options: Excel, PDF





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Below is the main Shelter Financial Report screen:

toronto	5 M I	S		Shelt	er Finan	cial Report			Print	Print Close ed: 2012/10/29
Reporting Period: 20	11/06/29 - 2012/06	/29								
Name:		Birkdale R	esidence			Organization:	City o	f Taranta		
Description:		mothers a	nd children; re	fug <mark>ee c</mark> laimants		Contact:				
Туре:						Phone:				
Status:		Active								
Start Date 20	11/06/29		End Date	2012/06/29		Search				
Disb. Type	Amount	View E	By		-		c	ASH	CHE	ques
Client Safekeeping	-\$5,597.	75 Date	Client   P	rogram   Detail			Normal	Reversals	Normal	Reversals
Food Allowance	\$221	00 Date	I Client I P	rogram   Detail	In (On	Hand)	\$5,689.36	\$986.59	\$206.89	\$518.30
Personal Needs Alloy	vance \$667.	Carl Version		rogram   Detail	In (With	nheid)	\$138.50		\$18.00	
Total	-\$4,709.	Duto			Out (Or	n Hand)	\$1,740.08	\$348.00	\$337.00	\$0.00
local	-34,/09.	Deta	il   Progran	1	Out(WR	hheid)		\$423.00		\$0.00
					Total		\$4,087.78	\$215.59	-\$112.11	\$518.30
					Grand T	otal		\$4,303.37	1	\$406.19
									24	Excel DF
<u>Jiser Id</u>	User Name				Amount		<u>Vlew By</u>			
						-\$4,866.97	Type   Date	Detail		
						\$212.90	Type   Date	Detail		
					1	\$38.40	Type   Date	Detail		
						-\$93.89	Type   Date	Detail		
items found, d	isplaving all its	ems					1			





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## Below is the PNA by Date sub-report screen:

toronto S	MIS	Shelter Finar	ncial Su Type Da		Report		Print	Print Return ed: 2012/10/29
Reporting Period: 2011/06	/29 - 2012/06/29							
Name:	Birkdale Residence			Organization	: City of	Toronto		
Description:	mothers and children;	refugee claimants		Contact:				
Туре:				Phone:				
Status:	Active							
Disb. Type		Amount			C	ASH .	СН	EQUES
Personal Needs Allowance		\$667.19			Normal	Reversals	Normal	Reversals
Total		\$667.19	In (On He	and)	\$0.00	\$552.59	\$0.00	\$90.30
			In (Withh	eld)	\$0.00		\$0.00	
			Out (On I	Hand)	\$1,138.08	\$0.00	\$172.00	\$0.00
			Out(With	heid)		\$0.00		\$0.00
			Total		-\$1,138.08	\$552.59	-\$172.00	\$90.30
			Grand Tol	tal		-\$585.49		-\$81.70
			7				24	Excel PDF
Date	Disb. Type					Amo	ount	
2011/07/05	Personal Nee	ds Allowance						\$393.99
		sds Allowance sds Allowance						\$393.99 \$94.60
2011/07/07	Personal Net					3		
2011/07/07 2011/07/11	Personal Net	ids Allowance						\$94.60
2011/07/07 2011/07/11 2011/07/14	Personal Net Personal Net Personal Net	ds Allowance ds Allowance						\$94.60 \$34.40
2011/07/07 2011/07/11 2011/07/14 2011/07/18	Personal Net Personal Net Personal Net Personal Net	ids Alliawance ids Alliawance ids Alliawance						\$94.60 \$34.40 \$(154.80)
2011/07/07 2011/07/11 2011/07/14 2011/07/18 2011/08/05	Personal Net Personal Net Personal Net Personal Net Personal Net	eds Allowance eds Allowance eds Allowance eds Allowance						\$94.60 \$34.40 \$(154.80) \$(90.30)
2011/07/07 2011/07/11 2011/07/14 2011/07/18 2011/08/05 2011/08/06	Personal Ner Personal Ner Personal Ner Personal Ner Personal Ner Personal Ner	xts Allowance xts Allowance xts Allowance xts Allowance xts Allowance						\$94.60 \$34.40 \$(154.80) \$(90.30) \$100.00
2011/07/07 2011/07/11 2011/07/14 2011/07/18 2011/08/05 2011/09/06 2011/10/28	Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net	xts Allowance xts Allowance xts Allowance xts Allowance xts Allowance xts Allowance						\$94.60 \$34.40 \$(154.80) \$(90.30) \$100.00 \$51.60
2011/07/07 2011/07/11 2011/07/14 2011/07/18 2011/08/05 2011/09/06 2011/10/28 2012/04/10	Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net	xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance						\$94.60 \$34.40 \$(154.80) \$(90.30) \$100.00 \$51.60 \$100.00
2011/07/07 2011/07/11 2011/07/14 2011/07/18 2011/08/05 2011/09/06 2011/10/28 2012/04/10 2012/04/18	Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net	xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance						\$94.60 \$34.40 \$(154.80) \$(90.30) \$100.00 \$51.60 \$100.00 \$38.70
2011/07/07 2011/07/11 2011/07/14 2011/07/18 2011/08/05 2011/09/06 2011/10/28 2012/04/10 2012/04/18 2012/04/18	Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net Personal Net	xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance xds Allowance						\$94.60 \$34.40 \$(154.80) \$(90.30) \$100.00 \$51.60 \$100.00 \$38.70 \$38.70 \$172.10
2011/07/05 2011/07/07 2011/07/11 2011/07/14 2011/07/18 2011/08/05 2011/09/06 2012/04/10 2012/04/18 2012/05/02 2012/05/09 2012/05/09	Personal Nec Personal Nec Personal Nec Personal Nec Personal Nec Personal Nec Personal Nec Personal Nec Personal Nec Personal Nec	ds Allowance ds Allowance						\$94.60 \$34.40 \$(154.80) \$(90.30) \$100.00 \$51.60 \$100.00 \$38.70 \$172.10 \$0.00





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Below is the PNA by Client detailed sub-report screen:

Name:								
	Birkdale Residence			Organization:	City	of Toronto		
Description:	mothers and children;	refugee claimants		Contact:				
Туре:				Phone:				
Status:	Active							
Disb. Type		Amount			(	ASH	CHE	QUES
Personal Needs Allowance		\$667.19			Normal	Reversals	Normal	Reversals
Total		\$667.19	In (On Har	nd)	\$0.0	0 \$552.59	\$0.00	\$90.30
			In (Withhe	ld)	\$0.0	0	\$0.00	
			Out (On H	and)	\$1,138.0	8 \$0.00	\$172.00	\$0.00
			Out(Withh	eld)		\$0.00		\$0.00
			Total		-\$1,138.0	\$\$552.59	-\$172.00	\$90.30
			Grand Tota	6		-\$585.49		-\$81.70
							10.00	
Disb. Type							<u>×</u>	Excelt PDF
Disp. Tipe		Amount		<u>Client id</u>		<u>Client Name</u>	4	Excert PDF
Personal Needs Allowance		Amount	\$137.7			<u>Client Name</u>	<u>a</u>	Excert PDF
		Amount	\$137.7 \$0.0	o		<u>Client Name</u>	<u>a</u>	Excert PDF
Personal Needs Allowance		Amount		0 0		<u>Client Name</u>	4	
Personal Needs Allowance Personal Needs Allowance		Amount	\$0.0	0 0 0		<u>Client Name</u>		
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Amount	\$0.0 \$60.2			<u>Client Name</u>		
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Amount	\$0.0 \$60.2 \$60.2 \$126.2 \$364.5			<u>Client Name</u>		
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Amount	\$0.0 \$60.2 \$126.2 \$364.5 \$12.9			<u>Client Name</u>		
Personal Needs Allowance Personal Needs Allowance		Amount	\$0.0 \$60.2 \$126.2 \$364.5 \$12.9 \$(81.7)	0		<u>Client Name</u>		
Personal Needs Allowance Personal Needs Allowance		Amount	\$0.0 \$60.2 \$126.2 \$364.5 \$12.9 \$(81.70 \$(81.70)\$	0		<u>Client Name</u>		
Personal Needs Allowance Personal Needs Allowance		Amount	\$0.0 960.7 960.2 \$126.2 \$364.5 \$12.9 \$(81.7) \$(81.7) \$(81.7)	0           0		<u>Client Name</u>		
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Amount  Amount Amount  Amount  Amount	\$0.0 \$60.2 \$126.2 \$364.5 \$12.9 \$(81.70 \$(81.70)\$	0           0		<u>Client Name</u>		





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Below is the PNA by Programs within the Shelter detailed sub-report screen:

Areaconsingly for a general second provide a construction of the construction of th	Amount         Status         CASH         CHQUES           Disb. Type         Amount         Normal         Reversals         Normal         Reversals         Status           Disb. Type         Amount         Normal         Reversals         Normal         Reversals         Reversals         Status           Total         0.11106/120         1.1120000         1.1120000         1.1120000         1.11	Amount         Status         Crearistion         Crearistic         Crearistic         City of Toronto           Disb. Type         mothers and children; refugee claiments         Contact:         City of Toronto            Type:         active         Phone:              Disb. Type         Active         Phone:              Disb. Type         Amount         Reversalis         Normal         Reversalis         Normal         Reversalis         Reversalis           Total         Status:         Status         Status         Status         Normal         Reversalis         Normal         Reversalis         Normal         Reversalis         Status		immarykeport - windo	ows Internet Explo	orer					_
Apporting Period: 2011/06/29 - 2012/06/29         Binkdale Residence         Organization:         City of Toronto           Vescription:         mothers and children; refugee claimants         Contact:         Contact:            Type:         Active         Phone:             Disb. Type         Active              Prise:         S667.19         Normal         Reversals         Normal           Total         S667.19         Normal         S67.29         S0.00         \$90.00           Total         S667.19         Normal         Reversals         Normal         Reversals           Total         S667.19         S667.19         S667.19         S667.19         S667.19         Reversals         Normal         S90.00         \$90.00	Apporting Period: 2011/06/29 - 2012/06/29         Binkdale Residence         Organization:         City of Toronto           Description:         mothers and children; refugee claimants         Contact:         Contact:            Type:         Active         Phone:             Disb. Type         Active              Personal Needs Allowance         S667.19         Reversals         Normal         Reversals           Total         S667.19         In (On Hend)         S0.00         S552.99         9.00         \$90.30           Total         S667.19         In (On Hend)         S1.138.08         S0.00         \$17.20         \$90.30           Cut/Uthrheid>         Out (On Hend)         \$1.138.08         \$0.00         \$17.20         \$90.30           Total	Apporting Period: 2011/06/29 - 2012/06/29         Binkdale Residence         Organization:         City of Toronto           Description:         mothers and children; refugee claimants         Contact:         Contact:            Type:         Active         Phone:             Disb. Type         Active              Personal Needs Allowance         S667.19         Normal         Reversals         Normal           Total         S667.19         In (On Hend)         S0.00         \$552.99         9.000         \$90.30           Total         S667.19         In (Wth/Held)         S0.00         \$552.99         9.000         \$90.30           In (Wth/Held)         S0.00         \$552.99         9.000         \$90.30         \$90.30           In (Wth/Held)         S0.00         \$552.99         .517.20         \$90.30         \$90.30           In (Wth/Held)         S0.00         \$552.99         .517.20         \$90.30         \$90.30           In (Wth/Held)         S0.00         \$552.99         .517.20         \$90.30         \$90.30           In (Wth/Held)         S0.30         \$552.99         .517.20         \$90.30         \$90.30           In (Wth/Held)	toronto S	MIS				Report		Deia	
Amount Type:         mothers and children; refugee claimants         Contact: Prone:         Prone:           Active         Prone:	Answir         Answir         Contact:         Prone:         Image: Contact:         Contact:	Answir         Answir         Contact:         Prone:         Contact:           Type:         Active         Prone:         Contact:	Reporting Period: 2011/06	6/29 - 2012/06/29						Prin	ted: 2012/10/29
Active         Phone:         Use	Type:         Active         Phone:         Use (CASH)         CHEQUES           Disb. Type         Amount          CASH         CHEQUES           Personal Needs Allowance         \$667.19         Normal         Reversals         Normal         Reversals           Total         \$667.19         \$667.19         In (On Hand)         \$0.00         \$552.59         \$0.00         \$90.30           In (Withheld)         \$0.00         \$552.59         \$0.00         \$90.30         \$0.00         \$0.00         \$90.30           Out (On Hand)         \$1,138.08         \$0.00         \$172.00         \$0.00<	Active         Phone:            Stature:         Active         Image: Calify and target and	Name:	Birkdale Residence			Organization:	City	of Toronto		
Active         Active         CASH         CHEQUES           Next. Sile. Type         Amount         Reversals         Normal         Reversals         Normal         Reversals           'ersonal Needs Allowance         \$667.99         S667.99         In (On Hend)         \$0.00         \$552.59         \$0.00         \$90.30           'rotal         \$667.90         In (Withheid)         \$0.00         \$552.59         \$0.00         \$90.30           Out (On Hend)         \$1,138.08         \$0.00         \$172.00         \$90.30           Out (On Hend)         \$1,138.08         \$90.00         \$172.00         \$90.30           Out (On Hend)         \$1,138.08         \$552.59         \$172.00         \$90.30           Grand Total         -\$51,138.08         \$552.59         \$51.70.00         \$90.30           Total         -\$51,138.08         \$552.59         \$51.70.00         \$90.30           Grand Total         -\$51,138.08         \$552.59         \$51.70.00         \$90.30           Excerting PDF         State of total         -\$51.70.00         \$90.30	Active         Active         CASH         CHEQUES           Disb. Typ9         Amount         Reversals         Normal         Reversals         Normal         Reversals           Personal Needs Allowance         \$667.99         In (On Hand)         \$0.00         \$552.59         \$0.00         \$90.30           Total	Active         Active         CASH         CHEQUES           Disb. Type         Amount         Reversals         Normal         Reversals         Normal         Reversals         Reversals         Normal         Reversals         Rev	Description:	mothers and children;	refugee claimants		Contact:				
Amount         CHEQUES           Personal Needs Allowance         3667.19           Total         800.00           V(III)         100.00           V(III)         9667.19           In (On Hend)         90.00           In (WithMeld)         90.00           Out (On Hend)         51,138.08           Out (On Hend)         552.59           Out (On Hend)         5552.59	Amount         CHEQUES           Personal Needs Allowance         \$667.19           Total         \$000           In (On Hand)         \$000           In (Withheld)         \$000           Out (On Hand)         \$1,138.08	Amount         CASH         CHEQUES           Personal Needs Allowance         \$667.19         Normal         Reversals         Normal         Normal         Normal         Normal <td>Туре:</td> <td></td> <td></td> <td></td> <td>Phone:</td> <td></td> <td></td> <td></td> <td></td>	Туре:				Phone:				
Normal         Reversals         Normal         Reversals         Normal         Reversals         Reversals         Reversals         S90.00	Personal Needs Allowance         S667.19         Normal         Reversals         Normal         Reversals         Reversals         S667.19           Total         S667.19         In (On Hand)         \$0.00         \$555.29         \$0.00         \$90.30           In (On Hand)         \$0.00         \$555.29         \$0.00         \$90.30           Out (On Hand)         \$1,138.08         \$0.00         \$172.00         \$90.30           Out (On Hand)         \$1,138.08         \$0.00         \$172.00         \$90.30           Out (On Hand)         \$1,138.08         \$555.29         \$-\$172.00         \$90.30           Out (On Hand)         \$-\$1,138.08         \$555.29         \$-\$172.00         \$90.30           Grand Total         \$-\$585.49         \$-\$172.00         \$90.30           Program         \$155.Type         \$100.11         \$100.11	Personal Needs Allowance         Sef67.19         Normal         Reversals         Normal         Reversals         Reversals         Sef0.19           Total         3667.19         In (On Hand)         \$0.00         \$552.59         \$0.00         \$90.30         \$90.30         In (On Hand)         \$0.00	Status:	Active							
Total         1n (On Hand)         \$0.00         \$55259         \$0.00         \$9030           In (WithHeld)         \$0.00         \$55269         \$0.00         \$9030           In (WithHeld)         \$0.00         \$1,130.00         \$1,000         \$1,000           Out (On Hand)         \$1,130.00         \$1,172.00         \$1,000         \$1,000           Out (On Hand)         \$1,130.00         \$1,000	Total         In (On Hand)         \$0.00         \$55259         \$0.00         \$90.30           In (On Hand)         \$0.00         \$55259         \$0.00         \$90.30           In (WithHeid)         \$0.00         \$1,130.00         \$10.00         \$10.00           Out (On Hand)         \$1,130.00         \$0.00         \$172.00         \$0.00           Out (On Hand)         \$1,130.00         \$0.00         \$172.00         \$0.00           Out (On Hand)         \$1,130.00         \$0.00         \$1.00         \$0.00           Out (On Hand)         \$1,130.00         \$0.00         \$1.00         \$0.00           Out (On Hand)         \$1,130.00         \$552.59         \$-\$51.70.00         \$90.30           Grand Total         \$-\$51.30.00         \$552.59         \$-\$51.70.00         \$552.59           Program         Disb. Type         \$\$1000         \$\$1000         \$\$1000	Total         In (On Hand)         \$0.00         \$552.59         \$0.00         \$90.30           In (On Hand)         \$0.00         \$552.59         \$0.00         \$90.30           In (WithHeid)         \$0.00         \$1,130.00         \$10.00         \$10.00           Out (On Hand)         \$1,138.08         \$0.00         \$172.00         \$0.00           Out (On Hand)         \$1,138.08         \$0.00         \$172.00         \$0.00           Out (On Hand)         \$1,138.08         \$0.000         \$172.00         \$0.000           Out (Un Hand)         \$1,138.08         \$555.59         \$-\$172.00         \$90.30           Total         \$-\$1,138.08         \$555.59         \$-\$172.00         \$90.30           Grand Total         \$-\$585.49         \$-\$172.00         \$90.30           Program         \$155.Type         \$\$1000         \$\$1000	Disb. Type		Amount				CASH	o	HEQUES
In (Withheld)         \$0.00         \$0.00           Out (On Hend)         \$1,138.08         \$0.00         \$177.00           Out (On Hend)         \$1,138.08         \$0.00         \$177.00         \$0.00           Out (On Hend)         \$1,138.08         \$0.00         \$10.00         \$0.00           Out (On Hend)         \$1,138.08         \$552.59         \$-\$172.00         \$90.30           Total         -\$1,138.08         \$5552.59         \$-\$172.00         \$90.30           Grend Total         -\$585.49         \$-\$585.49         \$-\$585.70           Program         Disb. Type         Amount	In (Withheld)         \$0.00         \$0.00           Out (On Hend)         \$1,138.08         \$0.00         \$1,72.00           Out (On Hend)         \$1,138.08         \$0.00         \$1,000           Out (Withheld)         \$0.00         \$1,000         \$1,000           Out (On Hend)         \$1,138.08         \$552.59         \$1,000           Out (Withheld)         -\$1,138.08         \$5552.59         \$1,000           Grand Total         -\$5585.49         \$-\$5172.00         \$90.300           Grand Total         -\$5585.49         \$-\$5172.00         \$90.300           Disb. Type         Amount         \$2000         \$2000	In (With/Held)         \$0.00         \$0.00         \$0.00           Out (On Hend)         \$1,138.08         \$0.00         \$177.00         \$0.00           Out (On Hend)         \$1,138.08         \$0.00         \$177.00         \$0.00           Out (Un Hend)         \$1,138.08         \$552.59         \$177.00         \$90.30           Total         -\$1,138.08         \$5552.59         \$-\$172.00         \$90.30           Grand Total         -\$585.49         \$-\$172.00         \$90.30           Program         Disb. Type         Amount	Personal Needs Allowance		\$667.19			Normal	Reversals	Normal	Reversals
Out (On Hand)         \$1,138.08         \$0.00         \$172.00         \$0.00           Out (Withheld)         0         \$0.00         \$0.00         \$0.00         \$0.00           Total         -\$1,138.08         \$552.59         -\$172.00         \$90.30         \$90.30           Grand Total         -\$5585.49         -\$172.00         \$90.30         \$552.59         \$172.00         \$90.30           Program         Disb.Type         Excertise PDF         Amount         \$100<	Out (On Hand)         \$1,138.08         \$0.00         \$1,72.00         \$0.00           Out (Vit/Meld)         0         \$0.00         \$1,00         \$0.00         \$0.00           Total         -\$1,138.08         \$\$552.59         -\$1,72.00         \$\$90.30           Grand Total         -\$5585.49         -\$1,72.00         \$\$90.30           Program         Disb. Type         -\$1,00         \$\$200	Out (On Hand)         \$1,138.08         \$0.00         \$172.00         \$0.00           Out (Withheid)         0         \$0.00         \$1.00         \$1.00         \$1.00           Total         -\$1,138.08         \$\$552.59         \$-\$172.00         \$90.30         \$90.30           Grand Total         -\$1.138.08         \$\$552.59         \$-\$172.00         \$90.30         \$90.30           Grand Total         -\$5585.49         -\$5585.49         \$552.59         \$20.50         \$552.50         \$5552.50         \$552.50         \$552.5	Total		\$667.19						
Out(Withheld)         \$0.00         \$0.00         \$0.00           Total         -\$1,138.08         \$555.59         -\$172.00         \$90.30           Grand Total         -\$5585.49         -\$585.49         -\$581.70           Program         Disb. Type         Amount	Out(Withheld)         \$0.00         \$0.00         \$0.00           Total         -\$1,138.08         \$555.59         -\$172.00         \$90.30           Grand Total         -\$5585.49         -\$585.49         -\$587.70         \$90.30           Program         Disb. Type	Out(Withheld)         100						-		-	
Total         -\$1,138.08         \$552.59         -\$172.00         \$90.30           Grand Total         -\$585.49         -\$172.00         \$90.30           Program         Disb. Type         Except PD	Total         -\$1,138.08         \$552.59         -\$172.00         \$90.30           Grand Total         -\$585.49         -\$572.00         \$90.30           Program         Disb. Type         Except PC	Total         -\$1,138.08         \$552.59         -\$172.00         \$90.30           Grand Total         -\$585.49         -\$572.00         \$90.30           Program         Disb. Type         Except PC						\$1,138	-	\$172.00	-
Grand Total         -\$\$85,49         -\$\$81,70           Excert PDF         Excert PDF         Amount	Grand Total         -\$\$85,49         -\$\$81,70           Excert PDF         Excert PDF           Program         Disb. Type         Amount	Grand Total         -\$\$85,49         -\$\$81,70           Excert PDF         Excert PDF           Program         Disb. Type         Amount					nela)	-\$1.138	· · ·	-\$172.0	
Program Disb. Type Amount	Program Disb. Type Amount	Program Disb. Type Amount					tal	-\$1,130		-91/2.0	
Program Disb. Type Amount	Program Disb. Type Amount	Program Disb. Type Amount								2	Excel PDF
Sirkdele Residence - Bedded Program Personal Needs Allowance \$667.19	Birkdale Residence - Bedded Program Personal Needs Allowance \$667.19	Birkdale Residence - Bedded Program Personal Needs Allowance \$667.19	Program			DI	sb. Type			_	
			Birkdale Residence - Bed/	ded Program		Per	rsonal Needs Allo	wance			\$667.19





April 2014

Below is the PNA by Transaction Details sub-report screen:

toron	<b>DSMI</b>	S	Sh	elter Fi	nancial Type Def	Detail Re ail	eport		P	Print Retu	
Reporting P	leriod: 2011/06/29 - 2012/06/2	9									
Name:	В	irkdale Resid	dence			Organization:	City	f Toronto			
Description:	. m	others and	children; refugee <mark>c</mark> lai	mants		Contact:					
Туре:						Phone:					
Status:	Ac	ctive									
Disb. Type			Amount				(	ASH		CHEQUES	
Personal Ne	eds Allowance			\$667.19			Normal	Reversals	Normal	Reversals	
Total				\$667.19	In (On H		\$0.0		-	0.00 \$90.3	30
					In (With)		\$0.0		21 - 73 585.4	3.00	
					Out (On	NY 302 90	\$1,138.0	\$ \$0.00	\$172	2.00 \$0.( \$0.(	28
					Out(With Total	neia)	-\$1 138.0		-\$17		-
					Out(With Total Grand To		-\$1,138.0		-\$172		30
					Total		-\$1,138.0	\$552.59	-\$17.	2.00 \$90.3	30 70
Date	Program		Disb. Type	<u>CSF</u> Type	Total		-\$1,138.0 <u>Trans. Type</u>	\$552.59	-\$177	2.00 \$90.: -\$81.: Excert PI	30 70
	Program Birkdele Residence - Bedded		Disb. Type Personal Needs Allow	Туре	Total Grand To	tal		s \$552.59 -\$585.49		2.00 \$90.: -\$81.: Excert PI	30 70
2011/07/05	<u></u>	1 Program		vance	Total Grand To <u>Amount</u>	tal	Trans. Type	a \$552.59 -\$585.49 Pald By		2.00 \$90.: -\$81.: Excert PI	30 70
2011/07/05 2011/07/05	Birkdale Residence - Bedded	1 Program 1 Program	Personal Needs Allo	vance vance	Total Grand To Amount \$30.10	tal	Trans. Type Regular	8 \$552.59 -\$585.49 Paid By CASH		2.00 \$90.: -\$81.: Excert PI	30 70
2011/07/05 2011/07/05 2011/07/05	Birkdale Residence - Bedded Birkdale Residence - Bedded	1 Program 1 Program 1 Program	Personal Needs Allow	Type vance vance vance	Total Grand To <u>Amount</u> \$30.10 \$30.10	tal	Trans. Type Regular Regular	a         \$552.59           -\$585.49           Paid By           CASH           CASH           CHEQUE		2.00 \$90.: -\$81.: Excert PI	30 70
2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded	1 Program 1 Program 1 Program 1 Program	Personal Needs Alloy Personal Needs Alloy Personal Needs Alloy	vance vance vance vance	Total Grand To \$30.10 \$30.10 \$12.90	tal	Trans. Type Regular Regular Regular	a         \$552.59           -\$585.49           Paid By           CASH           CASH           CHEQUE		2.00 \$90.: -\$81.: Excert PI	30 70
2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded	1 Program 1 Program 1 Program 1 Program 1 Program	Personal Needs Allow Personal Needs Allow Personal Needs Allow Personal Needs Allow	Type       vance       vance       vance       vance	Total Grand To \$30.10 \$30.20 \$12.90 \$0.00	tal	Trans. Type           Regular           Regular           Regular           Not To Be Paid           Allowance	B \$552.59 -\$585.49 Paid By CASH CASH CASH CHEQUE [dfsfeedfeed]		2.00 \$90.: -\$81.: Excert PI	30 70
2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded	1 Program 1 Program 1 Program 1 Program 1 Program 1 Program	Personal Needs Allov Personal Needs Allov Personal Needs Allov Personal Needs Allov	vance va	Total           Grand To           \$30.10           \$30.10           \$12.90           \$0.00           \$2.36	tal	Trans. Type       Regular       Regular       Regular       Regular       Not To Be Raid       Allowance       Allowance	B \$552.59 -\$585.49 Paid By CASH CASH CASH CHEQUE [dfsfædfæd] CASH		2.00 \$90.: -\$81.: Excert PI	30 70
2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded Birkdele Residence - Bedded	1 Program 1 Program 2 Program 1 Program 1 Program 1 Program 1 Program	Personal Needs Allov Personal Needs Allov Personal Needs Allov Personal Needs Allov Personal Needs Allov	vance  va	Total           Grand To           Amount           \$30.10           \$30.10           \$30.10           \$30.10           \$30.10           \$30.20           \$30.20           \$12.90           \$12.90	tal	Trans. Type       Regular       Regular       Regular       Not To Be Paid       Allowance       Override       Allowance       Override	B \$552.59 -\$585.49 Paid By CASH CASH CHEQUE [dfsfeedfeed] CASH CASH		2.00 \$90.: -\$81.: Excert PI	30 70





April 2014

Below is the User vs. Disbursement Type Details sub-report screen:

Name:	Birkdale Residen			Organization:	City	of Toronto		
Description:	mothers and chil	dren; refugee claimants		Contact:				
Гуре:				Phone:				
Status:	Active							
Disb. Type		Amount			(	CASH	СН	EQUES
Client Safekeeping		-\$5,230.56			Normal	Reversals	Normal	Reversals
food Allowance		\$77.00	In (On H	land)	\$5,574.36	\$986.59	\$0.00	\$518.30
Personal Needs Allowance	•	\$286.59	In (With		\$106.20		\$0.00	
Total		-\$4,866.97	Out (On		\$1,422.98	-	\$124.50	\$0.00
			Out(With	nheid)		\$423.00		\$0.00
			Total Grand To		\$4,257.58		-\$124.50	\$518.30
			Grand To	xa		\$4,473.17		\$393.80
User Name	Disb. T	VP.5				Amount		
ober Manne		afekeeping				Anoun	2	\$(5,230.56)
		lowance						\$77.00
	Persona	I Needs Allowance						\$286.59





April 2014

Below is the User Transaction Details by Date sub-report screen:

NIS	Shelter Finan			eport		Print	Print Return ded: 2012/10/29
- 2012/06/29							
Birkdale Resid	ance		Organization:	City o	of Taranta		
mothers and c	hildren; refugee claimants		Contact:				-
			Phone:				
Active							
	Amount	-		(	CASH	СН	EQUES
	-\$5,230.56			Normal	Reversals	Normal	Reversals
	\$77.00	In (On Hand	1)	\$5,574.36	\$986.59	\$0.00	\$518.30
	\$286.59	In (Withheld	1)	\$106.20		\$0.00	
	-\$4,866.97	Out (On Ha	md)	\$1,422.98	\$348.00	\$124.50	\$0.00
		Out(Withhel	ld)		\$423.00		\$0.00
		Total		\$4,257.58	\$215.59	-\$124.50	\$518.30
		Grand Total	8		\$4,473.17		\$393.80
						1	Excel PDF
	Date			Amo	unt		
	2011/07/05						\$107.99
	2011/07/08						\$128.00
	2011/07/14						\$145.84
	2011/07/18						\$(490.30)
	2011/07/28						\$(5,001.00)
	2011/08/05						\$100.00
	2011/09/05						\$90.90
	2011/10/18						\$5.00
	2011/10/28						\$100.00
	2012/03/22						\$9.00
	2012/04/10						\$(161.30)
	2012/04/18						\$236.10
							\$(14.00)
							\$(123.10)
	2012/06/08						\$0.00
	- 2012/06/29 Birkdale Resid mothers and c	- 2012/06/29   Birkkdele Residence mothers and children; refugee claimants Active  Active  Active  Active   Active	- 2012/06/29       Birkdale Residence	- 2012/06/29       Birkdele Residence       Organization:         mothers and children; refuges claimants       Contact:         Active       Phone:         Active       Phone:         Active       1-45,230.56         577.00       5285.59         1       (On Hand)         0.04 (On Hand)       0.04 (On Hand)         0.01 (O7/08       0.04 (On Hand)	- 2012/06/29       Organization:       City of genization:       City of genizatio: <t< td=""><td>Active       Orgenization:       City of Toronto         mothers and children; refugee claimants       Context:       Phone:       Chy of Toronto         Active       Phone:       Image: Claimants       Context:       Phone:       Image: Claimants         Active       -452.300.55       Normal       Reversals       S986.59         In (On Hend)       55.574.36       S986.59       S986.59         In (Vithheid)       51.62.20       S04.00       S06.20         In (Vithheid)       51.62.28       S986.59       S986.59         In (On Hend)       51.42.28       S986.59       S986.59         In (Vithheid)       51.42.28       S986.59       S986.59         In (On Hend)       51.42.28       S986.59       S986.59         In the orgen isolation       Vition (On Hend)       S1.42.28       S986.59         In the orgen isolation       S986.59       S986.59       S986.59         In the orgen isolation       S986.59       S986.59       S986.59         In tho</td><td>Active         Organization: contact: Active         Chy of Toronto           mothers and children; refuges claimants         Contact: Active         Contact: Contact: Contact: Active         Contact: Cont</td></t<>	Active       Orgenization:       City of Toronto         mothers and children; refugee claimants       Context:       Phone:       Chy of Toronto         Active       Phone:       Image: Claimants       Context:       Phone:       Image: Claimants         Active       -452.300.55       Normal       Reversals       S986.59         In (On Hend)       55.574.36       S986.59       S986.59         In (Vithheid)       51.62.20       S04.00       S06.20         In (Vithheid)       51.62.28       S986.59       S986.59         In (On Hend)       51.42.28       S986.59       S986.59         In (Vithheid)       51.42.28       S986.59       S986.59         In (On Hend)       51.42.28       S986.59       S986.59         In the orgen isolation       Vition (On Hend)       S1.42.28       S986.59         In the orgen isolation       S986.59       S986.59       S986.59         In the orgen isolation       S986.59       S986.59       S986.59         In tho	Active         Organization: contact: Active         Chy of Toronto           mothers and children; refuges claimants         Contact: Active         Contact: Contact: Contact: Active         Contact: Cont





April 2014

Below is the User Transaction Details sub-report screen:

toron	<b>SMI</b>	S	Shelte		ncial D Iser Detai		eport					Printe	Print Return
Reporting P	eriod: 2011/06/29 - 2012/06/2	29											
Name:	в	Sirkdale Resid	Jence			Organization		City of	Toronto				
Description:	π	nothers and	children; refugee claimants		1	Contact:							
Туре:						Phone:							
Status:	A	Active											
Disb. Type			Amount					C	ASH		ľ	CHE	ques
Client Safek	eeping		-\$5,	230.56			Normal		Reversals		Normal		Reversals
Food Alliowa	nce		1	\$77.00	In (On Hand	1)	\$5,5	574.36		\$986.59		\$0.00	\$518.30
Personal Ne	eds Alliowance		\$	286.59	In (Withheld	3)	5	106.20	1		1	\$0.00	
Total			-\$4)	966.97	Out (On Ha		\$1,4	422.98		\$348.00	1	\$124.50	\$0.00
					Out(Withhe	id)				\$423.00			\$0.00
					Total		\$4,3	257.58		\$215.59	-	\$124.50	\$518.30
					Grand Total	<u>8</u>	1.2		5	4,473.17		Local Andrews	\$393.80
												1	Excel PDF
1. A.				1000000000	<ol> <li>Resources</li> </ol>	10 Page 10 Pag	12/2012/2013	1.1	1000	1222	1	1000	1444 C
Date	Program		Disb. Type	CSF Type	Amount	User Name	Trans. Type	<u>e</u> <u>P</u>	ald By	Ш	Client Id	Client	t Name
	Program Birkdele Residence - Bedde		<u>Disb. Type</u> Client Safekeeping	CSF Type Deposit [Cash]	\$(106.2	Name	Trans. Type Regular		ald By Ash	<u>ID</u>		Client	t Name
2011/07/05	<u>,</u>	ed Program	Client Safekeeping	Deposit		<u>Name</u> 20)	-	0		<u>ID</u>		Client	t Name
2011/07/05 2011/07/05	Birkdale Residence - Bedde	ed Program ed Program	Client Safekeeping	Deposit [Cash] Deposit	\$(106.2	<u>Name</u> 20) 00)	Regular	0	ASH	ID.		Client	t Name
2011/07/05 2011/07/05 2011/07/05	Birkdale Residence - Bedde Birkdale Residence - Bedde	ed Program ed Program ed Program	Client Safekeeping Client Safekeeping Food Allowance	Deposit [Cash] Deposit	\$(106.2	<u>Name</u> 20) 20) 20)	Regular Regular	0	ASH			Client	t Name
2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedde Birkdele Residence - Bedde Birkdele Residence - Bedde	ed Program ed Program ed Program ed Program	Client Safekeeping Client Safekeeping Food Allowance Food Allowance	Deposit [Cash] Deposit	\$(106.2 \$(10.0 \$(10.0 \$28.	Name 10) 00 00 00	Regular Regular Regular	0	ASH ASH ASH			Client	t Name
2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedde Birkdele Residence - Bedde Birkdele Residence - Bedde Birkdele Residence - Bedde	ed Program ed Program ed Program ed Program ed Program	Client Safekeeping Client Safekeeping Food Allowance Food Allowance Personal Needs Allowance	Deposit [Cash] Deposit	\$(106.2 \$(10.0 \$28. \$28.	Name Name Name Name Name Name Name Name Name Name Name Name Name	Regular Regular Regular Regular	0 0 0	ASH ASH ASH ASH				t Name
2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedde Birkdele Residence - Bedde Birkdele Residence - Bedde Birkdele Residence - Bedde Birkdele Residence - Bedde	ed Program ed Program ed Program ed Program ed Program ed Program ed Program	Client Safekeeping Client Safekeeping Food Allowance Food Allowance Personal Needs Allowance	Deposit [Cash] Deposit	\$(106.2 \$(10.0 \$28. \$28. \$28. \$30.	Name           N0	Regular Regular Regular Regular Regular Regular	0 0 0	ASH ASH ASH ASH				t Name 
2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedde Birkdele Residence - Bedde	ed Program ed Program ed Program ed Program ed Program ed Program ed Program	Client Safekeeping Client Safekeeping Food Allowance Food Allowance Personal Needs Allowance Personal Needs Allowance	Deposit [Cash] Deposit	\$(106.2 \$(10.6 \$28. \$28. \$30. \$30.	Name           N0	Regular Regular Regular Regular Regular Regular Not To Be		ASH ASH ASH ASH				t Name
2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdele Residence - Bedde Birkdele Residence - Bedde	ed Program ed Program ed Program ed Program ed Program ed Program ed Program ed Program	Client Safekeeping Client Safekeeping Food Allowance Food Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance	Deposit [Cash] Deposit	\$(106.7 \$(10.0 \$28. \$28. \$30. \$30. \$30. \$30.	Name           X0)	Regular Regular Regular Regular Regular Regular Regular Regular Not To Be Peid Allowence		ASH ASH ASH ASH ASH				t Name
2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05 2011/07/05	Birkdale Residence - Bedde Birkdale Residence - Bedde	ed Program ed Program ed Program ed Program ed Program ed Program ed Program ed Program	Client Safekeeping Client Safekeeping Food Allowance Food Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance	Deposit [Cash] Deposit	\$(106.2 \$(10.0 \$28. \$30. \$30. \$100.	Name           N0)	Regular Regular Regular Regular Regular Regular Regular Not To Be Paid Allowance Allowance		ASH ASH ASH ASH ASH				





April 2014

# 58. Facility Financial Report

A NEW Facility financial Report has been added to the Facility Navigator. This Screen displays all financial transaction summary and details for the Shelter based upon a user specified date range (default can be set system-wide). Summary and details can be shown for various disbursement types by Date, Client, Program or transaction Detail, as well as breakdown by users against various clients. This Report can also be exported to Microsoft Excel or PDF formats. See figures of the main report and sub-reports screen below for more details. *Financial staff Roles who performs Transactions or Advanced Financial functions will be able to run this report*.

## Report Category: Shelter

Access Via: Shelter Navigator - Financial

User Access Group: All Shelter Users who has access to SMIS Financials

## Description:

The Facility financial Report has been added to the Facility Navigator. This Screen displays all financial transaction summary and details for the Facility based upon a user specified date range (default can be set system-wide). Summary and details can be shown for various disbursement types by Date, Client, Program or transaction Detail, as well as breakdown by users against various clients. The beginning of the report also displays Facility profile information.

## **Report Parameters:**

Start Date	(the reporting start date)
End Date	(the reporting to date)

## Report Detail (Fields):

206

Disb. Type	(disbursement type: Client Safekeeping, Food Allowance, Personal Needs
	Allowance)
<u>Amount</u>	(subtotal for each disbursement type for the specified date range)
View By	(user specified further financial details to display:
<u>Date</u>	day-by-day breakdown of the disbursement type financial details,
<u>Client</u>	client-by-client breakdown of the disbursement type financial details,
<u>Detail</u>	most detailed breakdown of the disbursement type financial sub-transaction details,
<u>Total &gt;Detail</u>	give detailed breakdown by complete transactions including all disbursement types

## **Disbursement Type Summary Block**

[Note that for each Disbursement Type, a user can further select a View By Date, Client or Detail breakdown of the transactions. And for Total of all Disbursement Types, a user can select Detail view of complete transactions (where each transaction displayed then may contain multiple disbursement types) User can also select to view transactions by disbursement type, date or all details done by each user separately.]





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## Cash vs. Cheque Summary Block

CASH	(all cash related transaction subtotals)
CHEQUES	(all issued cheque related transaction subtotals)
Normal	(all non-reversal type transactions involving money)
Reversal	(all reversal type transactions involving money)
In (On Hand)	(all incoming moneys to the Facility)
In (Withheld)	(all withheld moneys from clients to the Facility)
Out (On Hand)	(all outflow of moneys from the Facility)

### **Detailed Table**

Date	(Date of transaction)
Disb. Type	(disbursement type: Client Safekeeping, Food Allowance, Personal Needs
	Allowance)
CSF Type	(client safekeeping fund type: Deposit [Cash], Withdraw, Deposit [Cheque])
<u>Amount</u>	(the \$ amount of the (sub-)transaction)
User Name	(name of the user who processed the transaction)
Trans. Type	(transaction type: Regular, Allowance Override, Not To Be Paid, Reverse)
Paid By	(payment vehicle: CASH, CHEQUE [cheque #], blank if not money related
	transaction)
ID	(transaction ID)
Client ID	(SMIS Client ID)
Client Name	(Client last name, then first name)

Export Options: Excel, PDF





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Below is the main Facility Financial Report screen:

Reporting Peri	iod: 2012/01/0	01 - 2012/03/	31									
Name:		Birkdale	Resid	lence		Shelt	er:		Birkdale F	Residence		
Description:		mothers	and c	children		Cont	acti					
Sector ID:		3				Phon	e:					
Status:		Active										
Start Date	2012/01/	01 🖪	3	End Date	2012/03/31			Search	]			
Disb. Type		Amount	Viev	w By					CAS	5H	CHEQ	UES
Client Safeker	eping	\$1,138.25	Dat	te   Client	Program   Detail			1	Vormal	Reversals	Normal	Reversals
Food Allowan	ce	\$43,904.00	-		Program   Detail	In (On	Ha	ind)	\$1.821.00	\$103.20	\$210.00	\$6,768.2
Personal Need	is Allowance	\$31,697.60	-		Program   Detail	In (Wit	thhe	Nd)	\$10,528.80		\$0.00	
0.0000000000000000000000000000000000000			Ua	Contraction of the	104.10	Out (C	)n H	Hand)	\$10,007.95	\$10.00	\$85,799.10	\$210.0
Tett		C76 720 PE	Det	to it i films and								
Total		\$76,739.85	Def	tail   Progr	am	Out(W	ichh	eld)		\$144.00		\$0.0
Total		\$76,739.85	Del	tail   Progr	am	Total			\$2,341.85	\$144.00 -\$50.80	-\$85,589.10	
Total		\$76,739.85	Del	tail   Progr	am				\$2,341.85			\$6,558.2 -\$79,030.9
			Del	tail   Progr		Total		al		-\$50.80		\$6,558.2 -\$79,030.9
	Us	\$76,739.85	Del	tail   Progr	Amount	Total Grand	Tot	al <u>View By</u>		-\$50.80 \$2.291.05		\$6,558.2 -\$79,030.9
	Us		Del	tail   Progr		Total	Tot	al <u>View By</u>		-\$50.80 \$2.291.05		\$6,558.2 -\$79,030.9
	U		Del	tail   Progr	Amount	Total Grand	Tot	al <u>View By</u> Type   I		-\$50.80 \$2.291.05		50.0 \$6.558.2 -\$79,030.9 Cel 🔂 PD
	Us		Del	tail   Progr	Amount	Total Grand \$3.058	Tot .90	al <u>View By</u> Type     Type	Date   Det	-\$50.80 \$2,291.05 ail ail		\$6,558.2 -\$79,030.9
	Us		Del	tail   Progr	Amount	Total Grand \$3.058 \$39.041	.90 .40	View By Type    Type    Type	Date   Det Date   Det	-\$50.80 \$2,291.05 ail ail		\$6,558.2 -\$79,030.9
	Us		Det	tail   Progr	Amount	Total Grand \$3.058 \$39.041 \$6.806	.90 .40 .40	al <u>View By</u> Type   1 Type   1 Type   1 Type   1	Date   Det Date   Det Date   Det	-\$50.80 \$2,291.05 ail ail ail		\$6,558.2 -\$79,030.9
			Det	tail   Progr	Amount	Total Grand \$3,058 \$39,041 \$6,806 \$414	.90 .40 .40 .40	al <u>View By</u> Type [1 Type [1 Type [1 Type [1 Type [1	Date   Det Date   Det Date   Det Date   Det	-\$50.80 \$2,291.05 ail ail ail ail ail		\$6,558.2 -\$79,030.9
			Det	tail   Progr	Amount	Total Grand \$3.058 \$39.041 \$6.806 \$414 \$21.844 \$2,542	.90 .40 .40 .40	al <u>View By</u> Type   1 Type   1 Type   1 Type   1 Type   1 Type   1	Date   Det Date   Det Date   Det Date   Det Date   Det	-\$50.80 \$2,291.05 ail ail ail ail ail ail ail		\$6,558.2 -\$79,030.9
			Det	tail   Progr	Amount	Total Grand \$3.058 \$39.041 \$6.806 \$414 \$21.844 \$21.844 \$2.542 \$9	.40 .40 .40 .40 .40	al View By Type [1 Type [1]	Date   Det Date   Det Date   Det Date   Det Date   Det Date   Det	-\$50.80 \$2,291.05 ail ail ail ail ail ail ail ail		\$6,558.2 -\$79,030.9
User Id			Det	tail   Progr	Amount	Total Grand \$3.058 \$39.041 \$6.806 \$414 \$21.844 \$2,542	.90 .40 .40 .40 .40 .40 .40	al View By Type [1 Type [1 Type [1 Type [1 Type [1 Type [1 Type [1 Type [1 Type [1	Date   Det Date   Det Date   Det Date   Det Date   Det	-\$50.80 \$2,291.05 ail ail ail ail ail ail ail ail ail ail		\$6,558.2 -\$79,030.9

10 items found, displaying all items.





April 2014

toronto S	MIS	Facility Finan	icial Sumr Type Date	nary Rep	ort			2013/09/19
Reporting Period: 2012	2/01/01 - 2012/03/31							
Name:	Birkdale Res	idence	She	/ber:	Birka	ale Residence		
Description:	mothers and	children	Cor	tact:				
Sector ID:	3		Pho	ne:				
Status:	Active							
Disb. Type		Amount			CAS	3H	CHEQ	UES
Personal Needs Allowi	ance	\$31,697.60		Norma	10.0	Reversals	Normal	Reversals
Total		\$31,697.60	In (On Hand		\$0.00	\$79.20	\$0.00	\$2,182.40
			In (Withheld)		\$0.00		\$0.00	
			Out (On Han	d) \$1	.086.80	\$0.00	\$32,872.40	\$0.00
			Out(Withheld	)		\$0.00		\$0.00
			Total	-\$1	,086.80	\$79.20	-\$32,872.40	\$2,182.40
			Grand Total			-\$1.007.60		-\$30,690.00
							X E	xcel 🔁 PDF
Date	Disb	. Туре				A	mount	
1012/01/04	Perso	nal Needs Allowance						\$2,477.20
1012/01/05	Perso	nal Needs Allowance						\$101.20
1012/01/06	Perso	nal Needs Allowance						\$198.00
1012/01/09	Perso	nal Needs Allowance						\$79.20
012/01/11	Perso	nal Needs Allowance						\$1,980.00
2012/01/12	Perso	nal Needs Allowance						\$74.80
2012/01/14	Perso	nal Needs Allowance						\$88.00
2012/01/15	Perso	nal Needs Allowance						\$52.80
2012/01/18	Perso	nal Needs Allowance				_		\$1,962.40
1012/01/19	0.5755	nal Needs Allowance						\$13.20
2012/01/20	2010	nal Needs Allowance						\$(22.00)
1012/01/25		nal Needs Allowance						\$2,173.60
1012/01/26	1.00	nal Needs Allowance						\$286.00
012/02/01		nal Needs Allowance						\$2,235.20
1012/02/02		nal Needs Allowance						\$171.60
1012/02/03		nal Needs Allowance						\$39.60
1012/02/06								\$13.20
2012/02/07		nal Needs Allowance						\$0.00
1012/02/08		nal Needs Allowance						\$2,046.00
2012/02/09		nal Needs Allowance						\$158.40 \$61.60
1012/02/10	1943	nal Needs Allowance						\$61.60
1012/02/13		nal Needs Allowance						\$0.00
1012/02/14	0.000	nal Needs Allowance						\$2,217.60
1012/02/15	1.000	nal Needs Allowance						\$2,217.60





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Below is the PNA by Client detailed sub-report screen:

Reporting Period: 2012/01/	01 - 2012/03/31								2013/09/1
Name:	Birkdale Resi	dence		Shelber:		Birkd	lale Residence		
Description:	mothers and	children		Contact:					
Sector ID:	3			Phone:					
Status:	Active								
Disb. Type		Amount				CAS	ы	CHEQ	UES
Personal Needs Allowance		\$31,697.60			Normal		Reversals	Normal	Reversals
Total		\$31.697.60	In (O	n Hand)	\$	0.00	\$79.20	\$0.00	\$2.182.40
			In (W	ichheld)	\$	0.00		\$0.00	
			Out (	On Hand)	\$1,08	6.80	\$0.00	\$32,872.40	\$0.00
			Out(	Withheld)			\$0.00		\$0.00
			Total		-\$1,08	6.80	\$79.20	-\$32,872.40	\$2,182.40
			-	Total	111 12		-\$1.007.60		-\$30,690.00
			Gran	1 I OCAL			-31,007,00		
			Gran	S TOCAL			-31,007.00	X E	
Disb. Type		Amount		nt Id	Client	Name		E E	
		Amount \$52	Clie	- Interio	Client	Name		I E	
Personal Needs Allowance			Clie	- Interio	Client	Name		I E	
Personal Needs Allowance Personal Needs Allowance		\$52	Clie 80 80	- Interio	Client	Name		E	
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		\$52 \$118	Clie 80 80 40	- Interio	Client	Name		E	4
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26	Clie 80 80 40	- Interio	Client	Name		E	4
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26	Clie 80 80 40 40	- Interio	Client	Name		E	4
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26 \$66	Clie 80 80 40 40 40 40	- Interio	Client	Name		E	xcel 2 PDI
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26 \$66 \$268	Clie 80 80 40 40 40 00 40	- Interio	Client	Name		E	
Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26 \$26 \$26 \$268 \$268 \$20	Clie 80 80 40 40 40 00 00 00	- Interio	Client	Name		E	
Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26 \$66 \$268 \$268 \$0 \$0 \$0	Clie 80 80 40 40 40 40 00 60	- Interio	Client	Name		E	
Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26 \$66 \$268 \$0 \$0 \$0 \$0 \$0 \$51	Clie 80 80 40 40 40 00 40 00 60 20	- Interio	Client	Name		E	4
Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26 \$26 \$268 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$268 \$0 \$268 \$268 \$20 \$123 \$215	Clie 80 80 40 40 40 40 00 60 20 20 60	- Interio	Client	Name		E	4
Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26 \$268 \$268 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$123 \$79 \$123 \$215 \$330	Clie 80 80 40 40 40 00 40 00 60 20 20 20 60 00	- Interio	Client	Name			
Personal Needs Allowance Personal Needs Allowance		\$52 \$118 \$26 \$26 \$26 \$268 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$268 \$0 \$268 \$268 \$20 \$123 \$215	Clie 80 80 40 40 40 00 60 20 20 20 60 60 00 00	- Interio	Client	Name			





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Below is the PNA by Programs within the Facility detailed sub-report screen:

Reporting Period: 201	12/01/01 - 2012/03/31							
Name:	Birkdale Re	sidence		Shelter:	Birk	dale Residence		
Description:	mothers an	d children		Contact:				
Sector ID:	3			Phone:				
Status:	Active							
Disb. Type		Amount	-		CA	SH	CHEQ	UES
Personal Needs Allow	vance	\$31,697.60			Normal	Reversals	Normal	Reversals
Total		\$31,697.60	In (On	Hand)	\$0.00	\$79.20	\$0.00	\$2,182.40
			In (With	held)	\$0.00		\$0.00	
			Out (Or	n Hand)	\$1,086.80	\$0.00	\$32,872.40	\$0.00
			Out(Wit	hheld)		\$0.00		\$0.00
			Total		-\$1.086.80	\$79.20	-\$32,872.40	\$2,182.40
			Grand T	fotal		-\$1,007.60		-\$30,690.00
							34 E	xcel 🔂 PD
Program			Disb.	Туре			Amount	
Birkdale Residence - I	Bedded Program		Perso	nal Needs	lowance			\$31,697,60





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Below is the PNA by Transaction Details sub-report screen:

Reporting F	Period: 2012/01/01 - 2012/03/31									F	nnte	d: 2013/09/19
Name:	Birkdale Resi	dence 🖌			Shelter:		Birkd	ale Residence				
Description:	mothers and	children			Contact:							
Sector ID:	3				Phone:							
Status:	Active											
Disb. Type	0	Amount					CA	SH		0	CHEQ	JES
Personal Ne	eeds Allowance	\$31,697	.60			Normal		Reversals	No	rmal		Reversals
Total		\$31,697	.60	In (On Ha	nd)		\$0.00	\$79	.20	5	\$0.00	\$2,182.40
				In (Withhe	ld)		\$0.00			5	\$0.00	
				Out (On H	land)	ş	1,086.80	\$0	.00	\$32,87	72.40	\$0.00
				Out(Withh	eld)			\$0	.00			\$0.00
				-								
				Total		-\$	1,086.80	\$79	.20	-\$32,87	72.40	\$2,182.40
				Total Grand Tot	al	-\$	1,086.80	\$79 -\$1,007	0000	-\$32,8	72.40	
				100 State 100 State	al	-5	1,086.80	i condition	0000	-\$32,8		-\$30,690.00
Date	Program	Disb. Type	CSF Type	100 State 100 State	User Name	-ş Trans. Type	1,086.80 Paid B	-\$1,007	0000	-\$32,8 Client Id	×	-\$30,690.00
	Program Birkdale Residence - Bedded Program	Disb. Type Personal Needs Allowance		Grand Tot	User	Trans.		-\$1,007 y	.60	Client	×	-\$30,690.00 Excel 🛃 PD
Date 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program	Personal Needs Allowance		Grand Tota	User	Trans. Type	Paid B	-\$1,007 y JE []	.60 ID	Client	×	-\$30,690.00 Excel 🛃 PD
2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance		Grand Tot Amount \$(30.80)	User	Trans. Type Reverse	Paid B CHEQU CHEQU	-\$1,007 y JE []	.60 ID 164776	Client	×	-\$30,690.00 Excel 🛃 PDI
2012/01/04 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Grand Tot Amount \$(30.80) \$(30.80)	User	Trans. Type Reverse Reverse	Paid B CHEQU CHEQU CHEQU	-\$1,007 y JE [] JE []	ID 164776 164776	Client	×	-\$30,690.00 Excel 🛃 PDI
2012/01/04 2012/01/04 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Grand Tot Amount \$(30.80) \$(30.80) \$30.80	User	Trans. Type Reverse Reverse Regular	Paid B CHEQU CHEQU CHEQU CHEQU	-\$1,007 y JE [] JE [] JE [156629]	.60 ID 164776 164776 164148	Client	×	-\$30,690.00 Excel 🛃 PD
2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Grand Toto Amount \$(30.80) \$(30.80) \$30.80 \$30.80	User	Trans. Type Reverse Reverse Regular Regular	Paid B CHEQU CHEQU CHEQU CHEQU CHEQU	-\$1,007 y JE [] JE [] JE [] JE [156629] JE [156682]	.60 ID 164776 164776 164148 164822	Client	×	-\$30,690.00 Excel 🛃 PDI
2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Grand Tot Grand Tot \$(30.80) \$(30.80) \$30.80 \$30.80 \$30.80	User	Trans. Type Reverse Regular Regular Regular	Paid B CHEQU CHEQU CHEQU CHEQU CHEQU	-\$1,007 y JE [] JE [] JE [156629] JE [156682] JE [156686]	.60 ID 164776 164776 164148 164822 164221	Client	×	-\$30,690.00 Excel 🛃 PDI
2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Grand Toto \$(30.80) \$(30.80) \$30.80 \$30.80 \$30.80 \$30.80 \$30.80	User	Trans. Type Reverse Regular Regular Regular Regular	Paid B CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU	-\$1,007 y JE [] JE [] JE [156629] JE [156682] JE [156686] JE [156638]	.60 ID 164776 164776 164148 164822 164221 164182	Client	×	-\$30,690.00 Excel 🛃 PD
2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance Personal Needs Allowance		Grand Tot \$(30.80) \$(30.80) \$30.80 \$30.80 \$30.80 \$30.80 \$30.80 \$17.60 \$26.40	User	Trans. Type Reverse Regular Regular Regular Regular	Paid B CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU	-\$1,007 y JE [] JE [156629] JE [156682] JE [156686] JE [156688] JE [156684]	ID 164776 164776 164148 164822 164221 164182 164217	Client	×	\$2,182.40 -\$30,690.00 Excel A PDI nt Name
2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance		Grand Tot \$(30.80) \$(30.80) \$30.80 \$3	User	Trans. Type Reverse Regular Regular Regular Regular Regular	Paid B CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU	-\$1,007 y JE [] JE [156629] JE [156682] JE [156686] JE [156686] JE [156684] JE [156693]	ID 164776 164776 164148 164822 164221 164182 164217 164836	Client	×	-\$30,690.00 Excel 🛃 PD
2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance		Grand Tot \$(30.80) \$(30.80) \$30.80 \$30.80 \$30.80 \$30.80 \$30.80 \$17.60 \$26.40 \$13.20 \$4.40	User	Trans. Type Reverse Regular Regular Regular Regular Regular Regular	Paid B CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU CHEQU	-\$1,007 y JE [] JE [156629] JE [156682] JE [156686] JE [156686] JE [156684] JE [156693] JE [156697]	.60 164776 164776 164776 164776 164776 164822 164221 164822 164221 164836 164836 164849	Client	×	-\$30,690.00 Excel 🛃 PD
2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04 2012/01/04	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	Personal Needs Allowance Personal Needs Allowance		Amount           \$(30.80)	User	Trans. Type Reverse Regular Regular Regular Regular Regular Regular Regular	Paid B CHEQI CHEQI CHEQI CHEQI CHEQI CHEQI CHEQI CHEQI CHEQI CHEQI	-\$1,007 y JE [] JE [] JE [156629] JE [156629] JE [156680] JE [156683] JE [156693] JE [156693] JE [156673] JE [156642]	.60 164776 164776 164776 164221 164221 164221 164221 164836 164849 164849	Client	×	-\$30,690.00 Excel 🔂 PD





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## Below is the User vs. Disbursement Type Details sub-report screen:

toronto S	ΛΙς		Facility Fina	uncial Su User Typ	-	eport			Printe	Print Return ed: 2013/09/19
Reporting Period: 2012/01	/01 - 2012/03/31									
Name:	Birkdale	kdale Residence			Shelter: Birkdale Residen		ale Residence	e		
Description:	mothers	ers and children			Contact:					
Sector ID:	3									
Status:	Active									
Disb. Type			Amount				CA	SH	CHEC	QUES
Client Safekeeping			\$2,130.90			Normal		Reversals	Normal	Reversals
Food Allowance			\$576.00	In (On H	and)	\$4	410.00	\$0.0	0 \$10.00	\$1,739.00
Personal Needs Allowance	•		\$352.00	In (Withh	eld)		\$0.00		\$0.00	
Total			\$3,058.90	Out (On	Hand)	\$1,3	131.80	\$0.0	0 \$4,051.10	\$10.00
				Out(With	held)			\$25.0	0	\$0.00
				Total		-\$7	721.80	-\$25.0	0 -\$4,041.10	\$1,729.00
				Grand To	Grand Total -\$		-\$746.8	6.80 -\$2,312.10		
									24	Excel 🔂 PDF
User Name		Disb. Typ	e					A	mount	
		Client Safe	ekeeping							\$2,130.90
		Food Allow	vance							\$576.00
		Personal N	leeds Allowance							\$352.00





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Below is the User Transaction Details by Date sub-report screen:

Reporting Period: 2012/01/										
Name:		Birkdale Residence					Birkdale Residence			
Description:		mothers and children		Contact:						
Sector ID:	3			Phone:						
Status:	Active									
		Amount				CA	зн	CHEQ	QUES	
Client Safekeeping		\$2,130.90			Normal		Reversals	Normal	Reversals	
Food Allowance		\$576.00	In (On Hand)		\$410.00		\$0.00	\$10.00	\$1,739.00	
Personal Needs Allowance		\$352.00	In (Withheld)		4	\$0.00		\$0.00		
Total		\$3,058.90	Out (On Hand)		\$1,131.80		\$0.00	\$4,051.10	\$10.00	
			Out(Withh	eld)	1		\$25.00		\$0.00	
			Total		-\$7	21.80	-\$25.00	-\$4,041.10	\$1,729.00	
			Grand Tota	al			-\$746.80		-\$2,312.10	
								*	Excel	
User Name		Date				Ar	nount			
		2012/01/04							\$181.00	
		2012/01/05				<u></u> ]].			\$20.00	
		2012/01/10							\$8.00	
		2012/01/12				<u></u> ]].			\$(31.00)	
		2012/01/17							\$(400.00)	
		2012/01/19							\$10.40	
		2012/01/22							\$20.00	
		2012/01/23				][			\$16.00	
		2012/01/27							\$1,000.00	
		2012/01/29							\$20.00	
		2012/02/01							\$73.60	
		2012/02/02							\$940.90	
		2012/02/03							\$379.60	
		2012/02/08							\$162.00	
		2012/02/09							\$342.40	
		2012/02/13							\$156.00	
		2012/02/14							\$28.00	
		2012/02/18							\$26.00	
		2012/02/19							\$45.00	
		2012/02/29							\$84.00	



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Below is the User Transaction Details sub-report screen:

1: 2013/09/19	Printe								eriod: 2012/01/01 - 2012/03/31	Reporting D	
			lale Residence	-		Shelt				and the second secon	
			lale Residence	Birkda	Contact:				Birkdale Resid	Name: Description:	
					323	Phone			3	Sector ID:	
									Active	Status:	
IFS	CHEQ		ASH .	CA				Amount		Disb. Type	
Reversals	10. 12.	Norm	Reversals	Normal			\$2,130.90		Client Safekeeping		
\$1,739.00	\$10.00	00	\$0.00	\$410.00		On Hand)	5.00 In	\$576	ance	Food Allowa	
	\$0.00			\$0.00	nheld)		2.00 In	\$352	eds Allowance	Personal Ne	
\$10.00	\$4,051.10		\$0.00	\$1,131.80		(On Hand)	3.90 Ou	\$3,058		Total	
\$0.00			\$25.00			(Withheld)	Ou				
\$1,729.00	-\$4,041.10	00	-\$25.00	-\$721,80		el .	То				
-\$2,312.10		BO	-\$746.80			nd Total	Gra				
Excel 🔁 PDF	26										
ent Name	Client Cl	ID	id By I	Trans. Pair Type	User Name	Amount	CSF Type	Disb. Type	Program	Date	
		164882	EQUE 1	1 1 1							
		164882	6487]			\$125.00	Withdraw	Client Safekeeping	Birkdale Residence - Bedded Program	2012/01/04	
		164882	6487]			\$125.00 \$28.00	Withdraw	Client Safekeeping Food Allowance	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	2012/01/04 2012/01/04	
	Tr		6487] .SH 1	[156		122	Withdraw	(6. 5). Carlo Marca			
		165131	6487] ISH 1 ISH 1	[156 Regular CA		\$28.00	Withdraw Withdraw	Food Allowance	Birkdale Residence - Bedded Program	2012/01/04	
		165131 165131	6487] SH 1 SH 1 SH 1	[156 Regular CA: Regular CA:		\$28.00 \$28.00		Food Allowance	- Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	2012/01/04 2012/01/04	
		165131 165131 166314	6487] SH 1 SH 1 SH 1 SH 1	[156 Regular CA: Regular CA: Regular CA:		\$28.00 \$28.00 \$20.00		Food Allowance Food Allowance Client Safekeeping	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	2012/01/04 2012/01/04 2012/01/05	
		165131 165131 166314 178717	6487] SH 1 SH 1 SH 1 SH 1 SH 1	Regular CA: Regular CA: Regular CA: Regular CA: Regular CA: Regular CA:		\$28.00 \$28.00 \$20.00 \$4.00		Food Allowance Food Allowance Client Safekeeping Food Allowance	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	2012/01/04 2012/01/04 2012/01/05 2012/01/10 2012/01/10	
		165131 165131 166314 178717 178717	6487] SH 1 SH 1 SH 1 SH 1 SH 1 SH 1 SH 1	Regular CA: Regular CA: Regular CA: Regular CA: Regular CA: Regular CA: Regular CA:		\$28.00 \$28.00 \$20.00 \$4.00 \$4.00	Withdraw	Food Allowance Food Allowance Client Safekeeping Food Allowance Food Allowance	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	2012/01/04 2012/01/04 2012/01/05 2012/01/10 2012/01/10 2012/01/12	
		165131 165131 166314 178717 178717 183515	6487] SH 1 SH 1 SH 1 SH 1 SH 1 EQUE [] 1 IEQUE [] 1	Regular CA: Regular CA: Regular CA: Regular CA: Regular CA: Regular CA: Reverse CHI Reverse CHI		\$28.00 \$28.00 \$20.00 \$4.00 \$4.00 \$5.00	Withdraw Deposit [Cash] Deposit	Food Allowance Food Allowance Client Safekeeping Food Allowance Food Allowance Client Safekeeping	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	2012/01/04 2012/01/04 2012/01/05 2012/01/10 2012/01/10 2012/01/12 2012/01/12	
		165131 165131 166314 178717 178717 183515 183316	6487] SH 1 SH 1 SH 1 SH 1 SH 1 SH 1 EQUE [] 1 EQUE [] 1 EQUE [] 1	[156       Regular     CA:       Reverse     CHI       Reverse     CHI       Reverse     CHI       Reverse     CHI       Regular     CHI		\$28.00 \$28.00 \$20.00 \$4.00 \$4.00 \$5.00 \$10.00	Withdraw Deposit [Cash] Deposit [Cash] Deposit	Food Allowance Food Allowance Client Safekeeping Food Allowance Food Allowance Client Safekeeping Client Safekeeping	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	2012/01/04 2012/01/04 2012/01/05 2012/01/10 2012/01/10 2012/01/12 2012/01/12	
		165131 165131 166314 178717 178717 183515 183316 183716	6487] SH 1 SH 1 SH 1 SH 1 SH 1 SH 1 I SH 1 I EQUE [] 1 IEQUE [] 1	[156       Regular     CA:       Reverse     CHI       Reverse     CHI       Reverse     CHI       Reverse     CHI       Regular     CHI       Regular     CHI       Regular     CHI		\$28.00 \$28.00 \$20.00 \$4.00 \$4.00 \$5.00 \$10.00 \$10.00	Withdraw Deposit [Cash] Deposit [Cash] Deposit [Cheque] Deposit	Food Allowance Food Allowance Client Safekeeping Food Allowance Food Allowance Client Safekeeping Client Safekeeping Client Safekeeping	Birkdale Residence - Bedded Program Birkdale Residence - Bedded Program	2012/01/04 2012/01/05 2012/01/05 2012/01/10 2012/01/10 2012/01/12 2012/01/12 2012/01/12	





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# 59. Head Office Dashboard Screen

Report Category: Head Office

Access Via: Head Office Navigator

User Access Group: Selected Head Office Users

### Description:

This System level based dashboard like screen shows *real-time* Occupancy, Occupancy by Age, Gender and Sector, Bed Nights, Incidents, Service Restrictions, Complaints and Case Notes aggregate statistics for the entire System (all Programs). The user can also filter by Shelter, Program and/or Program Type.

Note that all Occupancy stats, unless stated as "current" otherwise, are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4 a.m. and update any occupancy changes timely into SMIS.

### **Report Parameters:**

Shelter	filter results by a particular Shelter
Program	filter results by a particular Program in combination with the Shelter parameter
	above or by just this Program parameter criteria
Program Type	filter by <i>Bed</i> programs or <i>Service</i> programs

## Report Detail (Fields): See Report Layout below

## **Report Layout:**

## Head Office Dashboard

This screen is accessed through the left side Navigator, once you have selected the "Head Office" icon. This report provides real-time occupancy information.

Only Head Office has the ability to view this dashboard screen according shelter, program and program type.

Shelter:	The arrow on the right will list all shelters in the system. Leaving this section blank					
	produces a system-wide report, including data from all shelters					
Program:	The arrow on the right will list all bedded, service and shelter specific programs within the system. Leaving this blank will include data from all programs	↓	Program type:	The arrow on the right allows you to list just bedded or service programs. Leaving this area blank will include data from both.	Ļ	

Occupancy			
Active intakes	This number represents all the	Vacancy	This number represents
without admission	active intakes that have not yet		funded capacity less the
	been admitted to a shelter. All		active admissions or






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	intakes that have been active for 18 hours or more and are not admitted to any shelter will expire at midnight each night.		occupancy of all shelter programs and cannot be negative.
Referrals from other shelters	This number represents those people referred to various programs from other shelters programs.	Vacancy rate	Vacancy divided by funded capacity
Queue	This number includes all people waiting to be admitted to a shelter or a service to be provided	Current capacity	The number represents active beds available. This will not include any beds made unavailable, e.g. bed bugs, maintenance, etc. This number will be less than or equal to funded capacity
Occupancy (active admissions)	This number represents currently occupied beds	Funded capacity	As per Operating Agreements
Occupancy rate	100% minus the Vacancy Rate		

Occupancy by Age	This secti	on can only b	be viewed by Head Office
Under 18	Each category lists all active admissions within one age group per report	50 - 64	
18 – 25		65 and Over	
26 - 49			

Occupancy	This section can only be viewed by Head Office
Male	This section lists all active admissions for each gender
Female	
Transgender	

Occupancy by Sector	This sect	tion can only l	be viewed by Head Office
Single Men	This section records all active admissions in each sector	Co-ed	
Single Women		Youth	
Family	Only records # of families, not all family members		

Bed Nights			
Yesterday	Number of beds occupied as of 4:00 a.m. this morning represents the bed nights for yesterday	Past 30 Days	All occupied beds for the past 30 days up to yesterday (4:00 a.m. this morning)
Current Month	Includes the number of all occupied beds for the	Previous Month	All occupied beds in the previous calendar





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		current month, up to 4:00 a.m. this morning		month
--	--	--	--	-------

Incidents	
New incidents past 30	These numbers include all information entered by 4:00 a.m. this morning
days	
New incidents this calendar month	
Open incidents	This number represents all incidents that have not been concluded or closed. All incidents should be completed and closed through internal review and sign off procedure.

### Service Restrictions

This report does not provide aggregate numbers. One restriction may be represented in more than one category. The duration will be recorded as the original duration applied at the time of recording the incidents. All incidents recorded up to 4:00 a.m. this morning will be included. You must notify and discuss all lengthy service restrictions with your Agency Review Officer at Hostel Services Original duration of 31-60 1-7 8-14 15-30 61-90 91-180 180 +restriction (in days) New restrictions past 30 days New restrictions this calendar month **Currently active** Terminated early past 30 days Expired past 30 days

Complaints (to Head Office only)	
New complaints past 30 days	This section lists new complaints entered in the last 30
	days. It will not include all active complaints
New complaints this calendar month	This section lists new complaints in the current calendar
	month
Open complaints (<30 days old)	This section lists any complaints that remain unsolved, but
	were originally opened less than 30 days ago
Open complaints (<30 – 60 days old)	This section lists any complaints that remain unsolved, and
	were originally opened between 30 and 60 days ago
Open complaints (>60 days old)	This section lists any complaints that remain unsolved, and
	were originally opened between more than 60 days ago

Case Notes	
New Notes Past 30 Days	This section lists all new case notes entered in the last 30 days. It will not include notes that were added to existing notes
New Notes This Calendar Month	This section lists all new case notes entered in the current month. It will not include notes that were added to existing notes





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Incomplete Notes (< 30 days old)	This section lists all notes, that have remained incomplete for 30 days or less, and therefore remain open
Incomplete Notes (30 – 60 Days Old)	This section lists all notes, that have remained incomplete for 30 – 60 days, and therefore remain open
Incomplete Notes (>60 Days Old)	This section lists all notes, that have remained incomplete for 60 days or more, and therefore remain open

#### Print Options: Browser Print

#### **Report Sample Screen:**

toronto SMIS	Us	ær: Lee, Ben	Client Program Facil	ity Shelter Head Office
Navigator		Head	Office Dashboard	
Head Office	Back to General			
General	Shelter:	-		
Dashboard	Program:		F F	Program
Statistics Occupancy				Type:
Occupancy - Unique Clients	Occupancy			
Client Services Client Services -	Active Intakes without Admission	122	Vacancy	2363
Unique Clients Discharges	Referrals from Other Shelters	226	Vacancy Rate	68.93%
Discharges - Unique	Queue	44	Current Capacity	4456
Clients	Occupancy(Active	1075	Funded Capacity	3428
Reports	Admissions)			
Occupancy Summary Report	Occupancy Rate	<mark>31.07%</mark>		
Point In Time Occupancy Report	Occupancy by Age			
	Under 18	50	50 - 64	278
	18 - 25	225	65 and Over	52
	26 - 49	470		
	Occupancy by Gender			
	Male	684		
	Female	380		
	Transgender	11		
	Occupancy by Sector			
	Single Men	418	Couples	73
	Single Women	196	Youth	268
	Family	120		
	Bed Nights			
	Yesterday	1075	Past 30 Days	32253
	Current Month	18275	Previous Month	32282





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New Incidents Past 30 Days	1						
New Incidents This Calendar Month	1						
Open Incidents	44						
Service Restrictions							
Original Duration of Restriction (in Days)	1 - 7	8 - 14	15 - 30	31 - 60	61 - 90	91 - 180	>180
New Restrictions Past 30 Days	1	1	0	0	1	0	0
New Restrictions This Calendar Month	1	0	0	0	0	0	0
Currently Active	0	0	0	0	1	0	0
Terminated Early Past 30 Days	0	0	0	0	0	0	0
Expired Past 30 Days	1	3	0	0	2	0	0
Expired Next 30 Days	0	0	0	0	0	0	0
Complaints (to Head Office	Only)						
New Complaints Past 30 Days	0						
New Complaints This Calendar Month	0						
Open Complaints (<30 Days Old)	0						
Open Complaints (30 - 60 Days Old)	0						
Open Complaints (>60 Days Old)	0						
Case Notes							
New Notes Past 30 Days	44						
New Notes This Calendar	44						
Incomplete Notes (<30 Days Old)	2						
Incomplete Notes (30 - 60 Days Old)	3						
Incomplete Notes (>60 Days Old)	1201						





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## 60. Head Office Occupancy Screen

Report Category: Head office

Access Via: Head office Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This System level based Occupancy screen shows statistics for new intakes, new admissions, discharges, accepted and rejected referrals to and from other Programs, any stays >= 1 day and total bed nights for all shelter programs. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Intake, Admission, Discharge, Referral and Stay is counted as 1 occurrence regardless of the number of family members present at the time of the action. The only exception is the Bed Nights row, for which each family member contributes to the count.

# (Note that all Occupancy stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4.a.m. and update any occupancy changes timely into SMIS.)

All Stays are based upon the 4 a.m. threshold and are counted only if the client stays pass this time. However, Admissions stats does not require the client to stay pass the 4 a.m. threshold. For example, if a client is admitted at 11 p.m. and is discharged few hours later at 1 a.m., the new Intake, Admission and Discharge stats will increase its count by 1 respectively, but NOT the Stays count since the client did not stay passed the 4 a.m. threshold.

nepon raiameters.	
Shelter	filter results by a particular Shelter
Program	filter results by a particular Program in combination with the Shelter parameter
	above or by just this Program parameter criteria
Age	filter results by any 1 of the 5 distinct pre-determined standard age groups
Gender	filter by any 1 of the 3 genders
Sector	filter by any 1 of the standard 5 sectors
AL 1 11 1 11 11	

#### Report Parameters:

Note that results can be filtered by a combination of any of these 5 parameters.

#### Report Detail (Fields):

.

Intakes	number of new intakes within the column date range)
Admissions	(number of new admissions within the column date range)
Discharges	(number of discharges within the column date range)
Accepted Referrals From Other Programs	(number of accepted referrals from other Programs within the
	column date range)
Rejected Referrals From Other Programs	(number of rejected referrals from other Programs within the







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	column date range)
Accepted Referrals To Other Programs	(number of accepted referrals to other Programs within the column date range)
Rejected Referrals To Other Programs	(number of rejected referrals to other Programs within the column date range)
Stays (>=1 day)	(number of client stays >= 1 day within the column date range, note that this would include clients who were already staying in the Program at the beginning of the date range)
Bed Nights	(number of total bed nights of all clients within the column date range)

Report Layout:

#### Statistics – Head Office

This report is accessed through the left side Navigator, once you have selected the "Head Office" icon. This report is accessible to managers and supervisors and provides real-time data that <u>does not</u> <u>represent unique clients.</u> This information includes aggregate data Only Head Office has the ability to create this report

Shelter:	The arrow on the right will list all shelters in the system. Leaving this section blank produces a system-wide report, including data from all shelters	↓	Age	The arrow on the right allows creation of a report based on age categories defined in the Occupancy Report and Dashboard	↓
Program:	The arrow on the right will list all bedded, service and shelter specific programs within the system. Leaving this blank will include data from all programs	Ţ	Gender	The arrow on the right allows creation of a report based on gender	Ļ
			Sector	The arrow on the right allows creation of a report based on sector	↓
			search	reset	
This report report	lists data according to periods in the	e col	umns. Data	for the current day is not available for t	his

Occupancy										
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries, families are counted as one family head
Intakes										Includes all new intakes





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	1						a a second a transf
							completed
							regardless
							of
							admission
							-
							represents
							"requests
							for service"
Admissions							Includes all
							new
							admissions
							to shelters,
Discharges							Includes
5							number of
							all
							completed
							discharges
Accepted							Includes all
Referrals							referrals
from Other							made to
Shelters							and
Shellers							accepted
							by other
							shelters.
							Includes
							referrals
							from CI and
<b>D</b> efected						 	SHARC
Rejected							Includes all
Referrals							referrals
from Other							from other
Shelters							shelters
							(including
							Clor
							SHARC)
							that were
							not
						 	admitted
Accepted							Includes all
Referrals to							referrals to
Other							other
Shelters							shelters
							that were
							admitted
Rejected							Includes all
Referrals to							referrals to
Other							other
Shelters							shelters
							that were
							not
	I	 1	1	I	 I		





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admitted Stay (≥ 1 Includes Day) the number of people or family heads that stayed in a shelter for one day or more in the identified period **Bednights** Includes the total of all occupied beds in the given period

#### Statistics – Head Office

Print Options: Browser Print

Export Options: MS Excel





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#### **Report Sample Screen:**

toronto SM	I C	Shelter: User: Lee, Ben			lome My	Tasks R	eports /	Administra	tion Help	Logout			
	3	User:	Lee, Ber	n c	lient	Program	Facilit	sy S	helter H	ead Office			
Navigator			St	atistics	- Head	d Office	i.						
Head Office	Back to General Export to Excel												
General Dashboard	Shelter	A	ge	1									
Statistics	Program	- G	Age <u>•</u> Gender •										
Occupancy	Sector												
Occupancy - Unique Clients	search reset												
Client Services Client Services	Occupancy												
Client Services - Unique Clients Discharges Discharges -		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr			
Unique Clients	Intakes	0	1	119	4	1	196	43	72	251			
Reports	Admissions	0	1	8	1	1	81	28	50	104			
Occupancy	Discharges	0	1	6	4	1	83	26	45	123			
Summary Report Point In Time Occupancy	Accepted Referrals From Other Shelters	0	0	0	0	0	1	13	13	1			
Report	Rejected Referrals From Other Shelters	0	0	1	0	0	3	2	2	3			
	Accepted Referrals To Other Shelters	0	0	0	0	0	1	13	13	1			
	Rejected Referrals To Other Shelters	0	0	1	0	0	3	2	2	3			
	Stays (>= 1day)	1011	1012	1013	1015	1012	1016	1033	1046	1052			
	Bed Nights	1075	19350	33244	32282	19350	98457	9871	7 31307:	392046			





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# 61. Head Office Occupancy – Unique Clients Screen

Report Category: Head Office

Access Via: Head Office Navigator

User Access Group: Supervisor & Manager roles at Head Office only

#### Description:

This System level based Occupancy screen shows statistics for total number of unique clients with new intakes, new admissions, discharges, accepted and rejected referrals to and from other Shelters, any stays >= 1 day and total bed nights for any or selected (filtered) Shelter or Program for the various date ranges. For example, if a client has 2 "new" intakes during the column period, then it is counted as 1 unique client intake only. These stats can also be exported to Microsoft Excel format. Note also that for families, every member of the family is counted as a unique individual and therefore contributes to the total count(s).

On this Screen, for a *family*, each Intake, Admission, Discharge, Referral and Stay, each unique family member is counted individually when present at the time of the action. However, if a family member is part of two different family intakes, admission or other actions during 1 single reporting date range, then he/she is counted as 1 unique individual on this screen.

# (Note that all Occupancy stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning. This allows for all shelter programs to do their mandatory two bed checks before 4.a.m. and update any occupancy changes timely into SMIS.)

All Stays are based upon the 4 a.m. threshold and are counted only if the client stays pass this time. However, Admissions stats does not require the client to stay pass the 4 a.m. threshold. For example, if a client is admitted at 11 p.m. and is discharged few hours later at 1 a.m., the new Intake, Admission and Discharge stats will increase its count by 1 respectively, but NOT the Stays count since the client did not stay passed the 4 a.m. threshold.

#### **Report Parameters:**

Shelter	filter results by a particular Shelter
Program	results by a particular Program in combination with the Shelter parameter
	above or filter by just this Program parameter criteria
Age	filter results by any 1 of the 5 distinct pre-determined standard age groups
Gender	filter by any 1 of the 3 genders
Sector	filter by any 1 of the standard 5 sectors

Note that results can be filtered by a combination of any of these 5 parameters.

#### Report Detail (Fields):

Intakes number of unique clients with new intakes within the colur	





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Admissions	(number of unique clients with new admissions within the column date range)						
Discharges	(number of unique clients with discharges within the column date range)						
Accepted Referrals From Other Programs	(number of unique clients with accepted referrals from other Programs within the column date range)						
Rejected Referrals From Other Programs	(number of unique clients with rejected referrals from other Programs within the column date range)						
Accepted Referrals To Other Programs	(number of unique clients with accepted referrals to other Programs within the column date range)						
Rejected Referrals To Other Programs	(number of unique clients with rejected referrals to other Programs within the column date range)						
Stays (>=1 day)	(number of unique client stays >= 1 day within the column date range, note that this would include unique clients who were already staying in the Shelter Program at the beginning of the date range)						

#### **Report Layout:**

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#### **Statistics – Head Office**

This report is accessed through the left side Navigator, once you have selected the "Head Office" icon. This report is accessible to managers and supervisors and provides real-time data that represent unique clients. This information includes aggregate data

Only Head Office has the ability to view this screen

Shelter:	The arrow on the right will list all shelters in the system. Leaving this section blank produces a system-wide report, including data from all shelters	Ļ	Age	The arrow on the right allows creation of a report based on age categories defined in the Occupancy Report and Dashboard	↓
Program:	The arrow on the right will list all bedded, service and shelter specific programs within the system. Leaving this blank will include data from all programs	Ļ	Gender	The arrow on the right allows creation of a report based on gender	Ļ
			Sector	The arrow on the right allows creation of a report based on sector	↓
			search	reset	
This report report	lists data according to periods in th	e col	umns. Data	for the current day is not available for t	his

Occupancy									
Yeste day	r Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Unique clients = clients with 1 or



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multiple entries are counted as 1 only. families members are all counted as unique individuals as well Intakes Includes all new intakes completed regardless of admission represents "requests for service" Admissions Includes all new admissions to shelters, but will not include multiple admissions of one client in one day Includes Discharges number of all completed discharges Accepted Includes all Referrals referrals from Other made to Shelters and accepted from other shelters. Includes referrals from CI and SHARC Rejected Includes all Referrals referrals







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from Other					from other
Shelters					shelters
					(including
					CI or
					SHARC)
					that were
					not
					admitted
Accepted					Includes all
Referrals to					referrals to
Other					other
Shelters					shelters
					that were
					admitted
Rejected					Includes all
Referrals to					referrals to
Other					other
Shelters					shelters
Uncitors					that were
					not
					admitted
Stay (≥ 1					Includes
Day)					the unique
Day					number of
					people and
					all family
					members
					that stayed
					in a shelter
					for one day
					or more in
					the
					identified
					period
Bednights	 				 Includes
Deunights					the total
					number of
					occupied
					beds in the
					given
					period

Statistics – Head Office

Print Options: Browser Print

Export Options: MS Excel





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#### **Report Sample Screen:**

toronto SM	C		Shelter:		Home	My Tasks	Reports	Admini	stration	Help	Logout		
	3		User: Lee, Ben		Client Program		n (I	Facility		Shelter Hea			
Navigator	1	in a set of the	S	Statisti	cs - He	ad Off	ice						
Head Office	Back to Genera	al 🛛 🔟 Expor	t to Excel										
General Dashboard	Shelter				1				Age				
Statistics	Program		*	Gende	r								
Occupancy									Sector	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1			
Occupancy -		search rese											
Unique Clients			i.										
Client Services	Occupancy	- Unique (	Clients										
Client Services - Unique Clients			Yesterday	Curr Mth	Same Mth Last	Prev Mth	Curr Qtr	Same Qtr Last	Prev Qtr	Curr Yr	Prev Yr		
Discharges					Yr			Yr					
Discharges - Unique Clients	Intakes		0	2	9	5	2	25	38	61	71		
	Admissions		0	2	7	2	2	21	27	47	42		
Reports	Discharges		0	2	6	4	2	25	24	46	62		
Occupancy Summary Report Point In Time Occupancy Report	Accepted Ref From Other S		0	0	0	0	0	1	13	13	1		
	Rejected Ref From Other		0	0	1	0	0	3	2	2	3		
	Accepted Referrals To Other Shelters		0	0	0	0	0	1	13	13	1		
	Rejected Ref Other Shelte		0	0	1	0	0	3	2	2	3		
	Stays (>= 1	day)	1075	1077	1078	1077	1077	1081	1080	1093	1097		







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## 62. Head Office Client Services Screen

Report Category: Head Office

Access Via: Head Office Navigator

User Access Group: Supervisor & Manager roles at Head Office only

#### Description:

This System level based Client Services screen shows counts of new incidents, new service restrictions, new complaints and new case notes for the System or selected criteria or filter(s) for various time frames. These stats can also be exported to Microsoft Excel format.

# (Note that all Client Services stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

For example, if a new Case Note is written for a Client at 3 p.m. yesterday and another new Note written at 2 a.m. early today, they are both counted as for yesterday's business day.

#### **Report Parameters:**

Ttopert i arameterer	
Shelter	filter results by a particular Shelter
Program	filter results by a particular Program in combination with the Shelter
_	parameter above or by just this Program parameter criteria
Program Type	filter by <i>Bed</i> programs or <i>Service</i> programs
Age	filter results by any 1 of the 5 distinct pre-determined standard age groups
Gender	filter by any 1 of the 3 genders
Sector	filter by any 1 of the standard 5 sectors

Note that results can be filtered by a combination of any of these 6 parameters. Default is no filters.

#### Report Detail (Fields):

New Incidents	(total number of new incidents recorded during the column date period)
New Service Restrictions	(total number of new service restrictions created during the column date
	period)
New Complaints	total number of new complaints records during the column date period)
New Case Notes	(total number of new case notes created during the column date period)

#### Screen Layout:

#### **Client Services – Head Office**

This report is accessed through the left side Navigator, once you have selected the "Head Office" icon. This report is accessible to managers and supervisors and provides real-time data that <u>does not</u> represent unique clients. This information includes aggregate data





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Only Head Office has the ability to view this screen.

Shelter:	The arrow on the right will list all shelters in the system. Leaving this section blank produces a system-wide report, including data from all shelters	↓	Age	The arrow on the right allows creation of a report based on age categories defined in the Occupancy Report and Dashboard	↓
Program:	The arrow on the right will list all bedded, service and shelter specific programs within the system. Leaving this blank will include data from all programs	↓	Gender	The arrow on the right allows creation of a report based on gender	↓
			Sector	The arrow on the right allows creation of a report based on sector	↓
			search	reset	
This report report	lists data according to periods in the	e col	umns. Data	for the current day is not available for t	his

<b>Client Servic</b>	es		]							
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries, families are counted as one family head
New Incidents										Includes all new incidents that occurred in the identified period. It does not include open incidents initiated in a previous period
New Service Restrictions										Includes all new service restrictions entered in the



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identified period. It does not include all restrictions "active" in that period as some may have been initiated in a previous period. New Includes all Complaints new complaints initiated by head office ONLY in the identified period. It does not include all open complaints in this period. New Case Includes all Notes new case notes entered in the identified period. It does not include all open notes, or new notes added to existing notes.

**Client Services – Head Office** 

Print Options: Browser Print

Export Options: MS Excel





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#### **Report Sample Screen:**

toronto SM		Shelter:		Home	My Tasks	Reports	Adminis	tration	Help	Logout
	15	User: Lee, B	en	Client	Program	n F	acility	Shelter	He	ad Office
Navigator		Clie	nt Ser	vices -	Head	Office				
Head Office	🚱 Back to General 🛛 🔣 Exp	port to Excel								
General Dashboard	Shelter			•				Age		
Statistics	Program						-	Gende	er	
Occupancy Occupancy -	Program 💽							Secto	r [	•
Unique Clients								searc	h r	eset
Client Services	Client Services							2		
Client Services - Unique Clients		Yesterday	Curr Mth	Same Mth	Prev Mth	Curr Qtr	Same Qtr	Prev Otr	Curr Yr	Prev Yr
Discharges Discharges -			Tren	Last Yr	, ren	Q.	Last Yr	20		
Unique Clients	New Incidents	0	0	3	1	0	3	3	14	10
Reports Occupancy	New Service Restrictions	0	1	10	7	1	10	23	43	12
Summary	New Complaints	0	0	5	3	0	7	4	9	8
Report Point In Time Occupancy Report	New Case Notes	0	44	3	0	44	22	10	70	58





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# 63. Head Office Client Services – Unique Clients Screen

Report Category: Head Office

Access Via: Head Office Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This System level based Client Services screen shows total number of unique clients involved in new incidents, new service restrictions, new complaints and new case notes for the System or selected criteria or filter(s) for various time frames. These stats can also be exported to Microsoft Excel format.

# (Note that all Client Services stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

For example, if a new Case Note is written for a Client at 3 p.m. yesterday and another new Note written for a different Client at 2 a.m. early today, they are both counted as for yesterday's business day. However, if the 2<sup>nd</sup> Note was written for the same Client, then yesterday's count will only increase by 1 as this screen shows Unique Client counts during a date period.

#### **Report Parameters:**

nopert i arameterer	
Shelter	filter results by a particular Shelter
Program	filter results by a particular Program in combination with the Shelter
	parameter above or by just this Program parameter criteria
Program Type	filter by Bed programs or Service programs
Age	filter results by any 1 of the 5 distinct pre-determined standard age groups
Gender	filter by any 1 of the 3 genders
Sector	filter by any 1 of the standard 5 sectors

Note that results can be filtered by a combination of any of these 6 parameters. Default is no filters.

#### Report Detail (Fields):

New Incidents	(total number of unique clients involved in new incidents during the column date period)
New Service Restrictions	(total number of unique clients given new service restrictions created during the column date period)
New Complaints	(total number of unique clients relating to new complaints records during the column date period)
New Case Notes	(total number of unique clients for which new case notes were created during the column date period)





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#### Screen Layout:

### **Client Services – Head Office**

This screen is accessed through the left side Navigator, once you have selected the "Head Office" icon. This screen is accessible to managers and supervisors and provides real-time data that <u>does not</u> <u>represent unique clients.</u> This information includes aggregate data Only Head Office has the ability to view this screen.

Shelter:	The arrow on the right will list all shelters in the system. Leaving this section blank produces a system-wide report, including data from all shelters	↓	Age	The arrow on the right allows creation of a report based on age categories defined in the Occupancy Report and Dashboard	Ļ
Program:	The arrow on the right will list all bedded, service and shelter specific programs within the system. Leaving this blank will include data from all programs	Ţ	Gender	The arrow on the right allows creation of a report based on gender	→
			Sector	The arrow on the right allows creation of a report based on sector	↓
			search	reset	
This report report	lists data according to periods in th	e col	umns. Data	for the current day is not available for t	his

Client Servic	es		]							
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Unique clients = same client could have multiple entries, all families members are counted
New Incidents										Includes all new incidents occurred in the identified period. It does not include open incidents initiated in a previous period



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New Includes all Service new service **Restrictions** restrictions entered in the identified period. It does not include all restrictions "active" in that period as some may have been initiated in a previous period. New Includes all Complaints new complaints initiated by head office **ONLY** in the identified period. It does not include all open complaints in this period. New Case Includes all Notes new case notes entered in the identified period. It does not include all open notes. or new notes added to existing notes.

#### **Client Services – Head Office**





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Print Options: Browser Print

Export Options: MS Excel

#### Report Sample Screen:

toronto SM	13	User: Lee, B	en	Client Program F		acility	cility Shelter		ad Office			
Navigator		Clie	nt Ser	vices -	Head	Office						
Head Office	Back to General Export to Excel											
General Dashboard	Shelter			-				Age				
Statistics	Program		-	Gender								
Occupancy Occupancy -	Program 🗾							Sector 🗾		-		
Unique Clients								searc	h n	eset		
Client Services Client Services - Unique	Client Services - I	Unique Clients Yesterday	Curr	Same	Prev	Curr	Same	Prev	Curr	Prev		
Clients Discharges Discharges -			Mth	Mth Last Yr	Mth	Qtr	Qtr Last Yr	Qtr	Yr	Yr		
Unique Clients	New Incidents	0	0	0	1	0	0	3	9	2		
Reports Occupancy	New Service Restrictions	0	1	8	7	1	8	16	27	10		
Summary	New Complaints	0	0	4	3	0	6	4	8	7		
Report Point In Time Occupancy Report	New Case Notes	0	1	1	0	1	3	6	12	18		





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## 64. Head Office Discharge Screen

**Report Category: Head Office** 

Access Via: Head Office Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This System level based Discharge screen shows counts of various discharge dispositions for the System or selected criteria or filter(s) for various time frames. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Discharge, it is counted as 1 occurrence regardless of the number of family members present at the time of the discharge. However, if a single client or family is discharged more than once during any column date period, each discharge occurrence is counted regardless if it's the same or different disposition or reason.

For example, if a single client was discharge on the 2nd day of the month, and re-admitted and discharged in the middle of the same month and for the same discharge disposition but different discharge reasons, then he/she is counted twice for that month's discharge disposition count, and counted once for each of the two different monthly count of discharge reasons.

# (Note that all Discharge stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

neport i urumetero.	
Shelter	filter results by a particular Shelter
Program	filter results by a particular Program in combination with the Shelter
-	parameter above or by just this Program parameter criteria
Age	filter results by any 1 of the 5 distinct pre-determined standard age groups
Gender	filter by any 1 of the 3 genders
Sector	filter by any 1 of the standard 5 sectors

#### **Report Parameters:**

Note that results can be filtered by a combination of any of these 5 parameters. Default is no filters.

#### Report Detail (Fields):

Custody	(total number of client (single or family) discharges to custody within the column date period)
Detox	(total number of client discharges to detox within the column date period)
Escorted off premises	(total number of clients escorted off premises upon discharge within the column date period)
Hospital	(total number of client discharges to hospital within the column date period)
Housing	(total number of client discharges to housing within the column date period)
Other	(total number of client discharges to other dispositions within the column date period)





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Other Hostels	(total number of client discharges to other hostels within the column date period)
Unknown	(total number of client discharges to unknown dispositions within the column date period)

And ALL Discharge Reason fields listed.

#### Screen Layout:

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#### Statistics – Head Office

This report is accessed through the left side Navigator, once you have selected the "Head Office" icon. This report is accessible to managers and supervisors and provides real-time data that <u>does not</u> <u>represent unique clients.</u> This information includes aggregate data Only Head Office has the ability to view this screen.

Shelter:	The arrow on the right will list all shelters in the system. Leaving this section blank produces a system-wide report, including data from all shelters	↓	Age	The arrow on the right allows creation of a report based on age categories defined in the Occupancy Report and Dashboard	↓
Program:	The arrow on the right will list all bedded, service and shelter specific programs within the system. Leaving this blank will include data from all programs	↓	Gender	The arrow on the right allows creation of a report based on gender	↓
			Sector	The arrow on the right allows creation of a report based on sector	↓
			search	reset	

Discharge Di	sposition	s	]							
	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Not unique clients = same client could have multiple entries, families are counted as one family head
Custody										Includes all discharges to custody entered in



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					the identified period regardless of the individual – i.e. one person may be discharged more than once to "custody"
Detox					Includes all discharges to custody regardless of the individual.
Escorted off premises					Includes all discharges escorted off premises regardless of the individual.
Hospital					Includes all discharges to the hospital regardless of the individual.
Housing					Includes all discharges to housing regardless of the individual.
Other					Includes all discharges for unidentified dispositions regardless of the individual.
Other Hostel					Includes all discharges to another





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shelter regardless of the individual. This would include all automatic discharges as a result of the individual being admitted to another shelter Unknown Includes all discharges to unknown disposition (usually a fail-toreturn) regardless of the individual.

This section includes aggregate data for each discharge reason, and may include the same individual discharged various times for the same or different reasons. This list represents each individual discharge according to discharge reason that is entered into SMIS. The last three underlined reasons are new.

**Discharge Reasons** Yester Curr Same Prev Curr Same Prev Curr Prev Not unique dav Mth Mth Mth Qtr Qtr Qtr Yr Yr clients = Last Last same client Yr Yr could have multiple entries, families are counted as one family head New Address Private Housing **New Address**  Transitional Housing New Address Subsidized Housing





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Returned to Previous							
Address							
Reunited							
with family/							
friends							
Detox							
Residential							
Treatment							
Program							
Long-Term							
Care Facility							
Left the City							
Hospitalized				 		 	
Incarcerated				 		 	
Decided to							
leave		 		 		 	
Failed to return							
Not following							
case plan							
Not							
participating							
in case							
planning							
Repeated							
rule							
violations				 		 	
Disruptive							
rule							
violations Disruptive							
behaviour							
Violent or							
threatening							
behaviour							
Health &							
Safety of							
residents,							
volunteers or							
staff							
Assault of							
residents,							
volunteers or staff							
Wielding							
weapons or							
dangerous							
objects							
	1						





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Possession						
of firearms						
Possession						
of illegal						
substances/						
contraband						
Trafficking in						
illegal drugs						
Other						
Automatic						
<u>discharge –</u>						
<u>client</u>						
admitted to						
another						
program						
Daily						This
<u>discharge</u>						reason
						unique to
						only a few
						shelters
						that are
						closed
						during
						certain
						hours and
						require all
						individuals
						to leave
						the shelter
						at that
<b>D</b>						time.
Death						

Print Options: Browser Print

Export Options: MS Excel





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#### **Report Sample Screen:**

toronto SM	IC s	Shelter: User: Lee, Ben			My Tasks	Report	s Adminis	stration	Help	Logout
	J				Program	n	Facility	Shelter	Hea	d Office
Navigator		S	Statisti	cs - He	ad Off	ice				
Head Office	🚱 Back to General 🛛 📓 Export t	o Excel							20	
General	Shelter			•				Age		
Dashboard Statistics	Program						-	Gende	r	
Occupancy								Sector		•
Occupancy - Unique Clients								Searc	h	Reset
Client Services	Discharge Dispositions									
Client Services - Unique Clients		Yester <mark>d</mark> ay	Curr Mth	Same Mth Last	Prev Mth	<mark>Cu</mark> rr Qtr	Same Qtr Last	Prev Qtr	Curr Yr	Prev Yr
Discharges Discharges -				Yr			Yr			
Unique Clients	Custody	0	0	3	0	0	10	1	7	26
Reports	Detox	0	0	3	2	0	17	3	7	26
Occupancy Summary Report Point In Time	Escorted off premises	0	0	0	0	0	16	1	3	21
	Hospital	0	2	0	0	2	8	1	3	10
	Housing	0	0	2	0	0	14	0	3	20
Occupancy	Other	0	0	4	1	0	9	4	5	13
Report	Other Hostel	0	0	4	1	0	4	16	22	9
	Unknown	0	0	7	0	0	12	0	0	13
	Discharge Reasons									
		Yesterday	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr
	New Address - Private Housing	0	0	7	0	0	11	1	6	26
	New Address - Transitional Housing	0	0	3	1	0	12	1	4	25
	New Address - Subsidized Housing	0	0	0	0	0	4	1	1	8
	Returned To Previous Address	0	0	0	0	0	4	0	0	6





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Returned To Previous Address	0	0	0	0	0	4	0	0	6
Reunited with family/friends	0	0	0	0	0	3	0	1	6
Detox	0	0	1	0	0	4	0	1	5
Residential treatment program	0	0	0	0	0	1	0	0	1
Long-term care facilities	0	0	0	0	0	0	1	1	1
Left The City	0	0	1	0	0	4	0	1	5
Hospitalized	0	0	0	0	0	0	1	1	1
Incarcerated	0	0	0	0	0	3	0	0	3
Decided to leave	0	0	0	0	0	4	1	1	5
Failed to return	0	0	0	0	0	0	0	0	0
Not following case plan	0	0	0	0	0	2	0	0	2
Not participating in case planning	0	0	0	0	0	2	0	0	2
Repeated rule violations	0	0	0	0	0	0	0	0	0
Disruptive behaviour	0	0	1	0	0	4	0	3	4
Violent or threatening behaviour	0	0	0	0	0	0	1	1	0
Health & Safety of residents, volunteers or staff	0	0	0	0	0	3	0	0	3
Assault of residents, volunteers or staff	0	0	0	1	0	1	1	2	1
Wielding weapons or dangerous objects	0	2	0	0	2	1	0	2	1
Possession of firearms	0	0	0	0	0	2	0	0	2
Possession of illegal substances/contraband	0	0	0	0	0	1	0	0	1
Trafficking in illegal drugs	0	0	0	0	0	3	0	0	3
Other	0	0	7	0	0	13	3	3	14
Automatic discharge - Client admitted to another program	0	0	2	2	0	2	15	22	7
Daily Discharge	0	0	1	0	0	6	0	0	6
Death	0	0	0	0	0	0	0	0	0





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# 65. Head Office Discharge – Unique Clients Screen

Report Category: Head Office

Access Via: Head Office Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This System level based Discharge screen shows counts unique clients for various discharge dispositions for the System or selected criteria or filter(s) during the various time frames. For example, if a client is discharge twice from two admissions during a column date period, then it is counted as 1 unique client discharge. These stats can also be exported to Microsoft Excel format.

On this Screen, for a *family* Discharge, each unique family member is counted individually when present at the time of the action. However, if a family member is part of two different family discharges during the same reporting date period (i.e. column cell), then he/she is counted as only 1 unique individual on this screen. Also, if a single client is discharged more than once during any column date period, the count only increments by 1.

For example, if a single client was discharge on the 2nd day of the month, and re-admitted and discharged in the middle of the same month and for the same discharge disposition but different discharge reasons, then he/she is counted only once for that month's discharge disposition count, but is counted once for each of the two different monthly count of discharge reasons.

# (Note that all Discharge stats on this screen are based upon the 4 a.m. threshold each day, meaning a business day is considered to start at 4 a.m. of the day till 4 a.m. early next morning.)

neport Parameters.	
Shelter	filter results by a particular Shelter
Program	filter results by a particular Program in combination with the Shelter parameter above or by just this Program parameter criteria
Age	filter results by any 1 of the 5 distinct pre-determined standard age groups
Gender	filter by any 1 of the 3 genders
Sector	filter by any 1 of the standard 5 sectors

#### Report Parameters:

Note that results can be filtered by a combination of any of these 5 parameters. Default is no filters.

#### Report Detail (Fields):

Custody	(total number of unique client discharges to custody within the column date period)
Detox	(total number of unique client discharges to detox within the column date period)
Escorted off premises	(total number of unique clients escorted off premises upon discharge within the column date period)







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Hospital	(total number of unique client discharges to hospital within the column date period)
Housing	(total number of unique client discharges to housing within the column date period)
Other	(total number of unique client discharges to other dispositions within the column date period)
Other Hostels	(total number of unique client discharges to other hostels within the column date period)
Unknown	(total number of unique client discharges to unknown dispositions within the column date period)

And ALL Discharge Reason fields listed.

Path to the Report: Head office, General Icon in the Navigator option

#### **Statistics – Head Office**

This report is accessed through the left side Navigator, once you have selected the "Head Office" icon. This report is accessible to managers and supervisors and provides real-time data that represent unique clients. This information includes aggregate data

Only Head Office has the ability to view this screen.

Shelter:	The arrow on the right will list all shelters in the system. Leaving this section blank produces a system-wide report, including data from all shelters	Ļ	Age	The arrow on the right allows creation of a report based on age categories defined in the Occupancy Report and Dashboard	↓
Program:	The arrow on the right will list all bedded, service and shelter specific programs within the system. Leaving this blank will include data from all programs	Ļ	Gender	The arrow on the right allows creation of a report based on gender	↓
			Sector search	The arrow on the right allows creation of a report based on sector reset	$\downarrow$
•	l lists data according to periods in the	e col		for the current day is not available for t	his
report					

Discharge Disp	osition	S								
۱	Yester day	Curr Mth	Same Mth Last Yr	Prev Mth	Curr Qtr	Same Qtr Last Yr	Prev Qtr	Curr Yr	Prev Yr	Unique clients = same client is counted only once, families members are counted





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		[]	I			[
						as 
						individuals
						also
Custody						Includes all
						discharges
						to custody
						entered in
						the
						identified
						period
						regardless
						of the
						individual – i.e. one
						person may be
						discharged more than
						once to
						"custody"
Detox						Includes all
Delox						unique
						client
						discharges
						to Detox.
Escorted off						Includes all
premises						unique
•						client
						discharges
						escorted off
						premises.
Hospital						Includes all
-						unique
						client
						discharges
						to the
						hospital
Housing						Includes all
						unique
						client
						discharges
Others						to housing.
Other						Includes all
						unique
						client
						discharges
						for
						unidentified
						dispositions







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Other Includes all Hostel unique client discharges to another shelter. This would include all automatic discharges as a result of the individual being admitted to another shelter Unknown Includes all unique client discharges to unknown disposition (usually a fail-toreturn).

This section includes aggregate data for each discharge reason, and may include the same individual discharged various times for the same or different reasons. This list represents each individual discharge according to discharge reason that is entered into SMIS. The last three underlined reasons are new.

**Discharge Reasons** Yester Curr Same Prev Curr Same Prev Curr Prev Unique day Mth Mth Mth Qtr Qtr Qtr Yr Yr clients = Last Last same client Yr Yr is counted only once, families members are counted as individuals also **New Address** Private Housing New Address Transitional





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Housing						
New Address		 			 	
– Subsidized						
Housing						
Returned to						
Previous						
Address						
Reunited						
with family/						
friends						
Detox						
Residential						
Treatment						
Program						
Long-Term						
Care Facility						
Left the City						
Hospitalized						
Incarcerated						
Decided to						
leave						
Failed to						
return						
Not following						
case plan						
Not						
participating						
in case						
planning						
Repeated						
rule						
violations						
Disruptive						
rule						
violations						
Disruptive						
behaviour						
Violent or						
threatening						
behaviour						
Health &						
Safety of						
residents,						
volunteers or						
staff		 	 	 	 	
Assault of						
residents,						
volunteers or						
staff						





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Wielding					
weapons or					
dangerous					
objects					
Possession					
of firearms					
Possession					
of illegal					
substances/					
contraband					
Trafficking in					
illegal drugs					
Other					
Automatic					
discharge –					
client					
admitted to					
another					
program					
Daily					This
discharge					reason
					unique to
					only a few
					shelters
					that are
					closed
					during
					certain
					hours and
					require all
					unique
					individuals
					to leave
					the shelter
					at that
Death				 	time.
<u>Death</u>					

Print Options: Browser Print

Export Options: MS Excel





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Logout

-

-

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Prev

Yr

21

15

9

5

11

12

9

10

Reset

Head Office

#### **Report Sample Screen:**

toronto	S	M	IS
---------	---	---	----

N

Shelter:		
User:	Lee,	Ben

Home Client My Tasks Reports Administration

Curr

Qtr

0

0

0

2

0

0

0

0

Program

**Head Office** 

Facility Shelter

Age

Gender

Same Prev

Qtr

1

3

1

1

0

3

16

0

Qtr

Last

Yr

6

7

4

3

6

8

4

9

Sector

Search

Curr

Yr

7

7

3

3

3

3

21

0

Help

Vavigator		S	Statisti	cs - He	ad Of
Head Office	🚱 Back to General 🛛 📓 Expor	t to Excel			
General	Shelter		00.000	-	
Dashboard Statistics	Program				
Occupancy Occupancy -					
Unique Clients					
Client Services	Discharge Disposition	s - Unique C	lients		
Client Services - Unique Clients		Yesterday	Curr Mth	Same Mth	Prev Mth
Discharges				Last Yr	
Discharges - Unique	Custody	0	0	3	0
Clients	Detox	0	0	3	2
Reports	Escorted off premises	0	0	0	0
Occupancy	Hospital	0	2	0	0
Summary Report	Housing	0	0	2	0
Point In Time	Other	0	0	4	1
Occupancy Report	Other Hostel	0	0	4	1
Report	Unknown	0	0	6	0

Yesterday Curr Same Prev Curr Same Prev Curr Prev Mth Mth Mth Qtr Qtr Qtr Yr Yr Last Last Yr Yr New Address - Private 0 0 0 7 22 0 1 6 6 Housing New Address -0 0 3 0 6 1 4 18 1 Transitional Housing New Address -0 0 0 0 0 2 1 1 6 Subsidized Housing 2 4 Returned To Previous 0 0 0 0 0 0 0 Address





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Reunited with family/friends	0	0	0	0	0	2	0	1	5
Detox	0	0	1	0	0	3	0	1	4
Residential treatment program	0	0	0	0	0	1	0	0	1
Long-term care facilities	0	0	0	0	0	0	1	1	1
Left The City	0	0	1	0	0	2	0	1	3
Hospitalized	0	0	0	0	0	0	1	1	1
Incarcerated	0	0	0	0	0	1	0	0	1
Decided to leave	0	0	0	0	0	3	1	1	4
Failed to return	0	0	0	0	0	0	0	0	0
Not following case plan	0	0	0	0	0	2	0	0	2
Not participating in case planning	0	0	0	0	0	1	0	0	1
Repeated rule violations	0	0	0	0	0	0	0	0	0
Disruptive behaviour	0	0	1	0	0	4	0	3	4
Violent or threatening behaviour	0	0	0	0	0	0	1	1	0
Health & Safety of residents, volunteers or staff	0	0	0	0	0	3	0	0	3
Assault of residents, volunteers or staff	0	0	0	1	0	1	1	2	1
Wielding weapons or dangerous objects	0	2	0	0	2	1	0	2	1
Possession of firearms	0	0	0	0	0	2	0	0	2
Possession of illegal substances/contraband	0	0	0	0	0	1	0	0	1
Trafficking in illegal drugs	0	0	0	0	0	2	0	0	2
Other	0	0	7	0	0	10	2	2	10
Automatic discharge - Client admitted to another program	0	0	2	2	0	2	15	20	7
Daily Discharge	0	0	1	0	0	2	0	0	2
Death	0	0	0	0	0	0	0	0	0





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## 66. Head Office Occupancy Summary Report

Report Category: Head Office

Access Via: Head Office Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This System level based Occupancy Summary Report shows actual and approved Occupancy, Capacity and Vacancy counts at 4:00 am for any day in the past. The results are separated by Bedded-Program Types (Regular, Extreme Weather & Special Circumstance), and then further divided by Sectors. The Report can be printed or exported to PDF format.

#### **Report Parameters:**

As of Date the reporting business date (based upon 4am of the next calendar date)
---

#### Report Detail (Columns):

CURRENT Occupancy (A)	Occupancy as of the Report Parameter Date @ 4am
CURRENT Capacity (B)	Space Capacity as of the Report Parameter Date @ 4am
CURRENT Vacancy (B-A)	Space Capacity minus the current Occupancy
CURRENT % Occ.	Current Occupancy divided by current Space Capacity times 100
APPROVED Capacity (C)	Funding Capacity as of the Report Parameter Date @ 4am
APPROVED Vacancy (C-A)	Funding Capacity minus the current Occupancy
APPROVED % Occ.	Current Occupancy divided by approved (funding) Capacity times 100

#### **Report Layout:**

#### **Occupancy Summary Report**

Only Head Office has the ability to create this report, which includes real-time data for the specified date. The most recent data this report can include is the day before the report is run. The current day will not be available until 4:00 the following morning.

Reporting Period	Lists the date identified below			
Date	Calendar icon appears by clicking the arrow on the right	↓	Search	This report can only be exported to: <u>PDF</u>

This column represents occupancy and vacancy of total space capacity beds.this column represented the number of beds as specified In the Operating Agreements(A)(B)(B-A)(C)(C-A)		CURRENT			APPROVED/FUNDED				
(A) (B) (B-A) (C) (C-A)	occup	occupancy and vacancy of		nun	nber of beds as specified				
	(A)	(B)	(B-A)	(C)	(C-A)				





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	Occupancy	Capacity	Vacancy % Occ	Capacity	Vacancy	% Occ
Regular Beds						
Co-ed						
Families*						
Men						
Women						
Youth						

Total:

\*Family shelter bed numbers cannot accurately be represented in SMIS because of the need to inflate the capacities in order to accommodate different family configurations. Families are admitted to rooms, not specific beds. For example, each room will have identified approved occupancy as the maximum number of people that can fit in that room, even though the room will often hold fewer occupants. Each room must list the maximum occupancy in order to allow shelters to accommodate the needs of specific families. In addition, the number of motel rooms varies according to need.

#### Extreme Weather/Emergency Beds

Co-ed Families\* Men Women

Total:

Youth

These beds are listed within a separate program from "Regular Beds" and will only be paid a per diem when an extreme weather alert is called.

#### **Special Circumstance Beds**

Co-ed Men Women

Grand Total:

## **Special Circumstance Beds**

Youth

Total:

These beds are listed within a separate program "Regular Beds" and will only be paid a per diem when the admission is approved by SHARC

Print Options: Report Print action button

Export Options: PDF





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#### **Report Sample Screen:**

toronto SMIS Occupancy Summary Report								Print Close
						Pri	nted: 2012-10	-19 15:56:48
Reporting Period: Oct 10, 2012				Ou such 1				🔁 PDF
	Date:	2012/10/10		Search				
				CURRENT			APPROVED	
		(A)	(B)	(B-A)		(C)	(C-A)	
	0	ccupancy	Capacity	Vacancy	% Occ.	Capacity	Vacancy	% Occ.
Regular Beds								
Co-ed		72	179	107	40%	182	110	40%
Families		120	120	0	100%	120	0	100%
Men		304	794	490	38%	771	467	39%
Women		159	234	75	68%	230	71	69%
Youth		241	294	53	82%	293	52	82%
To	tal:	896	1,621	725	55%	1,596	700	56%
Extreme Weathe	er/Em							
Co-ed		1	10		10%	10	9	10%
Families		0	0		0%	0	0	0%
Men		58	80		73%	76	18	76%
Women		37	50	13	74%	44	7	84%
	tal:	97	144		67%	170	73	57%
Youth		1	4	3	25%	40	39	3%
Special Circumst	ance				0/			0/
Co-ed		0		10	%	62	7	%
Men		56	66		85%	63	7	89%
Women		0	20	20	0%	20	20	0%
Grand To	tal:	1,075	1,887	812	57%	1,884	809	57%
Special Circumst	ance	Beds						
Youth		26	36	10	72%	35	9	74%
To	tal:	82	122	40	67%	118	36	69%

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# 67. Head Office Point In Time Occupancy Report

Report Category: Head Office

Access Via: Head Office Navigator

User Access Group: Supervisor & Manager roles

#### Description:

This is a Point-in-time Occupancy Summary Report shows Queue, Occupancy, Vacancy, Actual and Funding Capacity for all Bed Programs in the System on any particular Hour in the past. The Report can be printed or exported to Excel and PDF formats.

#### **Report Parameters:**

	Reporting Datetime	(Reporting Date and the Hour of the reporting time)
--	--------------------	---

#### Report Detail (Fields):

Program	Name of Program
Queue	This number represents the actual number of individuals in the queue for this Program at the specified time and date. Note that one individual may be in the queue for more than one program.
Occupancy	This number represents the actual occupied beds for each program at the specified time and date
Vacancy	This number represents the actual vacant beds for each program at the specified time and date. Authorized Leaves With Permission will not constitute vacant beds
Actual Capacity	This number represents the actual capacity for each program according to what has been entered into SMIS at the specified time and date. This number will not include beds taken off line due to bed bugs, etc.
Funding Capacity	This number represents the funded capacity for each program according to the Operating Agreement as of the specified time and date. This number should be equal to or greater than the Actual Capacity





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#### **Report Layout:**

#### Point In Time Occupancy Report

Only Head Office has the ability to create this report, which includes real-time data for the specified date and time. The time can only be entered by the hour and will register the data according to that time, rather than the 4:00 occupancy data.

Reporting Period	Lists the date and time identif	ied belo	ow				
Reporting Datetime	Calendar icon appears by clicking the arrow on the right	Ļ	Ļ	the hour icon appears by clicking on the arrow on the left	● am	• <b>pm</b>	Search

<u>Program</u>	Queue	<u>Occupancy</u>	Vacancy	Actual Capacity	Funding Capacity

Print Options: Report Print action button

Export Options: Excel , PDF





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#### **Report Sample Screen:**

toronto SMIS	Point In	Time C	)ccupano	cy		Print Close		
Printed: 2012/10/19								
Printed: 2012/10/19 Reporting Period: 2012/10/16 2 am								
			~ ~			Caarab		
Reporting Datetime 2012/10/16		2 💌	⊙ am_O	pm		Search		
						🔀 Excel 🔂 PDF		
Program		Queue	Occupancy	Vacancy	Actual Capacity	Funding Capacity		
Seaton House - Long Term Program		0	0	134	134	135		
Seaton House - O'Neill House		0	0	45	45	45		
Second Base Bedded Program		0	0	58	58	0		
Sojourn House Bedded Program		0	0	52	52	50		
St. Simon's Shelter		0	0	57	57	57		
5t.Vincent De Paul - Amelie House - Wome	n's Shelter	0	0	20	20	20		
5t. Vincent De Paul - Elisa House		0	0	40	40	40		
5t.Vincent De Paul - Mary's Home - Emerge	ancy Shelter	2	37	7	44	38		
5t.Vincent De Paul - Mary's Home - Extrem	e Weather Beds	0	0	6	6	6		
St. Vincent De Paul - St. Clare's Residence - Housing	Transitional	0	0	29	29	30		
Street Haven - 109 Pembroke St - Supportiv	/e Housing	0	0	12	12	12		
Street Haven - 607 St Clair West - Supporti	ve housing	0	0	15	15	15		
Street Haven - Emergency Hostel		0	0	31	31	0		
Street Haven - Grant House		0	0	10	10	10		
Street Haven - Jourbert House		0	0	6	6	0		
TCH (program)		0	0	20	20	24		
Touchstone Youth Centre - Residential Progr	am	0	0	33	33	32		
Turning Point Youth Services Shelter		0	0	35	35	35		
University Settlement - Out of the Cold		0	0	75	75	75		
Womens' Residence - Bellwoods House		0	10	0	10	10		
Womens' Residence - Main Program		0	91	12	103	120		
YMCA House		1	26	19	45	45		
YWCA - Adult Women Shelter		0	0	8	8	0		
YWCA - Youth Shelter		0	0	16	16	0		
YWCA.BeatriceHouse.Transitional Housing		0	0	80	80	0		
Youth without Shelter Emergency Shelter P	ogram	0	0	30	30	30		
Youth without Shelter Stay In School Progra	im	0	0	21	21	20		
v2.2 test program		0	0	3	3	20		

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# **REVISION HISTORY**

Version	Description	Page	Date
1.1	Modifications to original draft in table formatting	various	September 5, 2013
1.2	Reformat Report Layout tables and grammar checks	various	March 19, 2014
1.3	Reformat Report Parameters to tables	various	April 8, 2014

