

## Head Office Statistics Occupancy - Unique Clients Screen

Updated on August 2017

[Home](#) > [Head Office](#) > Statistics **Occupancy – Unique Clients**

### Business Purpose:

The Head Office Statistics Occupancy - Unique Clients page displays aggregate occupancy related statistical data for the entire system based upon unique clients. They include new intakes, new admissions, discharges, accepted and rejected referrals to and from other Shelters, and any stays  $\geq 1$  day for the entire system. The columns represent the various time periods including yesterday, current month to date, same full month last year, previous full month, current quarter to date, same full quarter last year, previous full quarter, current year to date and previous entire year.

For unique clients occupancy stats, repeated occurrence for the same client member in any particular time period are counted only ones. 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.

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 in that cell.



All stats are as of the official SMIS 4:00 a.m. threshold time. Therefore, yesterday's stats were/are taken as of 4:00 a.m. today.

### How to:

1. The details of each row in the **Occupancy** tab table are explained below:

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)
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 system at the beginning of the date range)

2. If necessary, click on the  [Export to Excel](#) action button to export the occupancy data to an MS Excel file.
  
3. Click on the  [Back to General](#) action button to go back to the General screen.

**Important Notes:**