Head Office Statistics Occupancy Screen

Updated on August 2017

Home > Head Office > Statistics **Occupancy**

Business Purpose:

The Head Office Statistics Occupancy page displays aggregate occupancy statistical data for the entire system. They include new intakes, new admissions, discharges, accepted and rejected referrals to and from other Shelters, any stays >= 1 day (for Bed Programs only) and total bed nights for the entire shelter 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.

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.

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. **Shelter** report parameter can be used to filter results by a particular shelter via the drop-down selection.

2. **Program** report parameter can be used by itself or in combination with the above Shelter parameter to narrow down the stats by the selected Program.

3. **Age** report parameter can be used to filter results by 5 distinct pre-determined "standard" age groups via the drop-down selection.

4. **Gender** report parameter can be used to filter results by any 1 of the 3 genders drop-down selection.

5. **Sector** report parameter can be used to filter results by any 1 or 5 sectors drop-down selection.

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

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 system at the beginning of the date range)
Bed Nights	(number of total bed nights of all clients in the Shelter system within the column date range)

7. If necessary, click on the ☒ Export to Excel action button to export the occupancy data to an MS Excel file.

8. Click on the ⊕ Back to General action button to go back to the General screen.

Important Notes: