

How to run a CAPER


Open ServicePoint


Select the EDA for the provider you are going to run the report for (some providers may need to this several times – HOME for example)


Click on the Reports button on the left side of the screen


Click on the ESG CAPER 2019 button


Provider Reports



Call Record Report



 Client Served Report



 CoC-APR 2019



 Daily Unit Report



 Entry/Exit Report


 ESG CAPER 2019


 Needs Report



 PATH 2019


 Referrals


 Service Transaction

The “Report Run” section of the screen was added fairly recently. It shows the history of the reports you have run which means you can go back and look if you need to

▶ Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	User Report	Status
 37219	04/22/2021 08:29:37 AM (0.10 mins)	EsgCaper_2019		HMIS Admin 4	AA_Training ClientPoint Shelter	aaatraining for SP5	Completed

Showing 1-1 of 1

[Refresh](#)

Report Options







Name

Description

Provider Type [Provider](#) [Reporting Group](#)

Provider* AA_Training ClientPoint Shelter (530)

[This provider AND its subordinates](#) [This provider ONLY](#)

Program Date Range / /    to / /   

Entry/Exit* Types [Basic](#) [Basic Center Program Entry/Exit](#) [HUD](#) [PATH](#) [Quick Call](#) [RHY](#) [Standard](#) [Transitional Living Program Entry/Exit](#) [VA](#) [HPRP \(Retired\)](#)

Scroll down to the Report Options section:


Because you set your EDA, the provider will already be selected for you

Set your Program Date Range so the end date is today and the start date is a year ago (5/5/2020 – 5/5/2021)

The Entry\Exit type is HUD

Click on the Build Report button

The report will display in the Report Run section of the screen and will display “Running” in the Status field. Click the Refresh button, when the report has completed, the status will change to “Completed”. Click on the magnifying glass to display the report.

▶ Report Run History								
	Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
	37219	04/22/2021 08:29:37 AM (0.10 mins)	EsgCaper_2019		HMIS Admin 4	AA_Training ClientPoint Shelter	aaatraining for SP5	Completed
Refresh		Showing 1-1 of 1						

What should you be looking for?

5a

If you are not a Family or Youth Shelter, you should not have any Children under 18
The Number of Persons with Unknown Age should be low if not 0

6a

Should not have any Information Missing or Data Issues

6c

Should not have any errors

6d

Should not have any missing data

7a

Should align with shelter type – a shelter for individuals should not have any children or Children and Adults

11

Same as above

22a2 Shelters should not see any clients with stays over 365 days

22d

Same as above

To see a list of client id's and names that are being referenced in the report, click on the blue number.

6a - Data Quality: Personally Identifiable Information				
Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0%
SSN (3.2)	6	12	4	44%
Date of Birth (3.3)	1	25	1	54%
Race (3.4)	0	28		56%
Ethnicity (3.5)	0	31		62%
Gender (3.6)	0	30		60%
Overall Score				74%

Because this is a canned report and not an ART report, any changes you make to the data will be reflected the next time you run the report.