

# How to Run the D006 – 0628 HIC Report in HMIS

Released January 2022

Version 1



**NC COALITION** to  
**HOMELESSNESS** end

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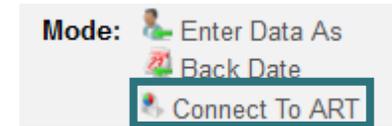
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# How to Run the D006 – 0628 HIC Supplement

1. Login to ServicePoint ([hmisncceh.servicept.com](https://hmisncceh.servicept.com))
2. Click “Connect to ART”
3. To pull a report, open the Public Folder > HMIS@NCCEH Gallery > D006



**ART Browser**

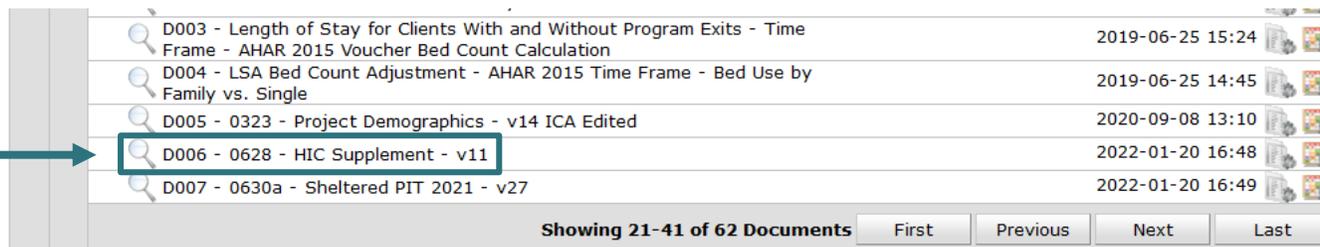
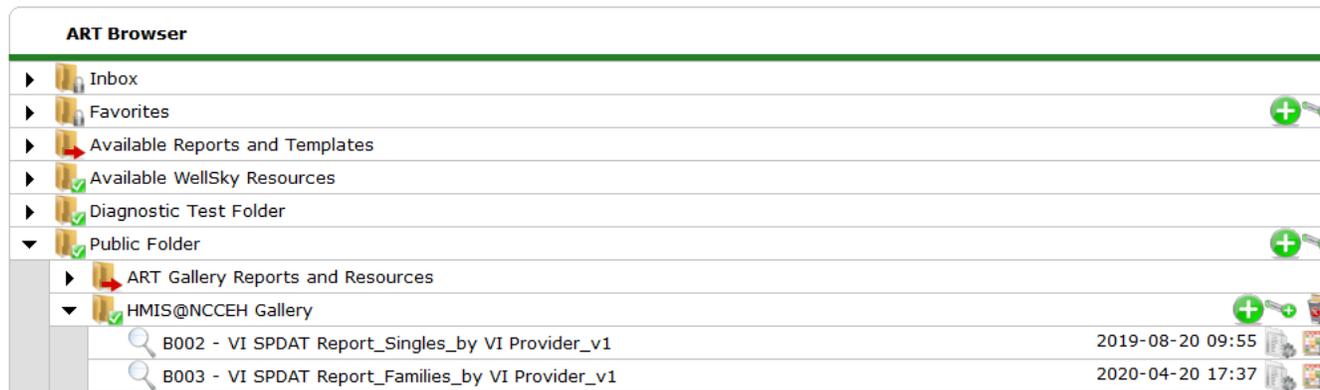
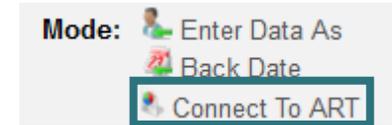
- Inbox
- Favorites
- Available Reports and Templates
- Available WellSky Resources
- Diagnostic Test Folder
- Public Folder
  - ART Gallery Reports and Resources
  - HMIS@NCCEH Gallery
    - B002 - VI SPDAT Report\_Singles\_by VI Provider\_v1 (2019-08-20 09:55)
    - B003 - VI SPDAT Report\_Families\_by VI Provider\_v1 (2020-04-20 17:37)
    - D003 - Length of Stay for Clients With and Without Program Exits - Time Frame - AHAR 2015 Voucher Bed Count Calculation (2019-06-25 15:24)
    - D004 - LSA Bed Count Adjustment - AHAR 2015 Time Frame - Bed Use by Family vs. Single (2019-06-25 14:45)
    - D005 - 0323 - Project Demographics - v14 ICA Edited (2020-09-08 13:10)
    - D006 - 0628 - HIC Supplement - v11 (2022-01-20 16:48)
    - D007 - 0630a - Sheltered PIT 2021 - v27 (2022-01-20 16:49)

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Reports are listed alphabetically. Use the “Next” button to navigate.

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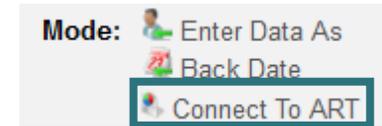


Click here to  
Schedule your  
report

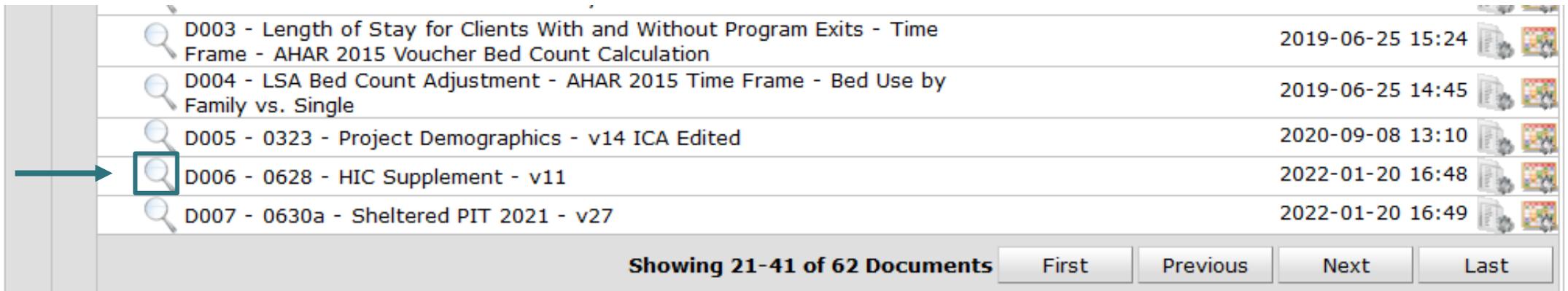


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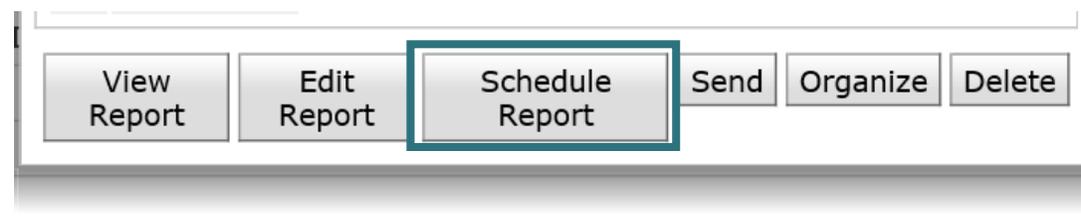
Click here to Schedule your report



	D003 - Length of Stay for Clients With and Without Program Exits - Time Frame - AHAR 2015 Voucher Bed Count Calculation	2019-06-25 15:24		
	D004 - LSA Bed Count Adjustment - AHAR 2015 Time Frame - Bed Use by Family vs. Single	2019-06-25 14:45		
	D005 - 0323 - Project Demographics - v14 ICA Edited	2020-09-08 13:10		
	<b>D006 - 0628 - HIC Supplement - v11</b>	2022-01-20 16:48		
	D007 - 0630a - Sheltered PIT 2021 - v27	2022-01-20 16:49		

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4. Schedule the Report



# How to Run the D006 – 0628 HIC Supplement

- Use the prompts to run for your project. You must run this for **one project at a time** for official results.

Prompt	Description	Required?
Provider CoC Code	Select the project's CoC Code	Yes
Provider	Select the project <i>*Special Note: You can search by agency name or project ID</i>	Yes
PIT Date PLUS 1 Day	Enter 01/27/2022 for the morning after PIT night	Yes
EDA Provider	Select the project <i>*Special Note: You can search by agency name or project ID</i>	Yes
Effective Date	Enter 01/27/2022 for the morning after PIT night	Yes

# How to Run the D006 – 0628 HIC Supplement

6. Then complete schedule report details including format and interval.

**Schedule Report**

**Schedule**

**Name \*** RRH #1234 - D006 - 0628 - HIC Sup

**Report Format \*** Excel

**Users Inbox \*** Helen Housing Test (7846) Search My User Clear

**Interval \*** Once

**Start Date \*** 01 / 20 / 2022 1 : 42 PM

**End Date \*** 01 / 20 / 2022 2 : 42 PM

Send

Schedule Detail	Description
Name	Add the Project Type and Project ID before the report name
Report Format	Excel (always)
Users Inbox	Select My User if your name does not appear
Interval	Once
Start Date	Today's Date and current Time
End Date	Today's Date and <i>one hour into the Future</i>

7. Then click Send!

# How to Find Your Report

Your report will appear in the Inbox folder once it's run.

Look for your report name with the project type, and the project number:



The screenshot displays the 'Advanced Reporting Tool' interface. At the top, there is a 'New Report' button. Below it is the 'ART Browser' section, which contains an 'Inbox' folder. Inside the 'Inbox' folder, a report is listed with the name 'RRH #1234 - D006 - 0628 - HIC Supplement - v11' and a timestamp of '2022-01-20 17:55'. Three blue arrows point from labels below to the report name and timestamp: one points to 'RRH' (labeled 'Project Type'), one points to 'D006' (labeled 'HMIS ID Number'), and one points to '2022-01-20 17:55' (labeled 'Date report was scheduled').

**Advanced Reporting Tool**

New Report

**ART Browser**

▼ Inbox

RRH #1234 - D006 - 0628 - HIC Supplement - v11 2022-01-20 17:55

Project Type

HMIS ID Number

Date report was scheduled

# ART Tips

## Not sure if something went wrong?

Scroll to “Scheduled Reports” to find your report’s status.

## Not sure when the data was last updated?

ART updates every weeknight. Last Warehouse Build shows you the date and time when ART data was updated. If any data was entered after this time, it will not be able to appear in your report.

Scheduled Reports							
		Name	Interval	Start Date	End Date	Type	Status
		HHH 0404 - Client Case Plans - v2	Once	2020-06-10 12:00	2020-06-10 16:00	Excel	Complete
		HHH Test - 0347 - Billing Summary - v3	Once	2020-06-12 12:43	2020-06-12 17:43	Excel	Complete
		RRH #1234 - D006 - 0628 - HIC Supplement - v11	Once	2022-01-20 17:51	2022-01-20 20:51	Excel	Running
							Refresh

Last Warehouse Build: January 19, 2022 11:37:05 PM



## Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc\_end\_homelessness 

## Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH