Management Reports – CSBG & LIHEAP

The list contains reports that are run frequently to gauge CSBS and/or LIHEAP program statistics. These are by no means the only reports that can be run, just happens to be the most popular.

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| **Report Name/*Frequency*** | **Description** | **Common Usage** | **Report Parameters** |
| Assessment Stats  *As requested* | List Responses to comprehensive assessment script, program enrollment and activity questions. | Identify demographic and data trends from client intake, program enrollment and activity questions. | Start Date  End Date  Agency  Code  County  Answer (\*,yes,no) |
| Batch Info Page  *Transactions batched for*  *Processing/payment* | List batches based on selection criteria. | Locate batches, view payment information, listing of clients in each batch. Print batch report to include for payment to vendor, print ECIP notification letters for clients. | Batch number  Batch date  Check Number  Check Date  Program  Vendor |
| Batch Report  *Transactions batched for*  *Processing/payment* | Lists transactions within a batch; includes name, vendor, account #, payment amount and activity date; can specify batch date range, contract, program and/or vendor. | Listing of transactions batched for payment; sent to fiscal for payment processing; included with payment to vendor. | Batch start date  Batch end date  Agency  Contract number  Program  Vendor  Hide SSN (yes/no) |

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| **Report Name/*Frequency*** | **Description** | **Common Usage** | **Report Parameters** |
| Client Demographics-Section G  *Yearly, As requested-can run quarterly to check data* | State CSBG Section G report – client demographic summary data. | Agency client demographics (summary data). Run to ensure that all required CSBG and LIHEAP fields are completed. | Start Date  End Date  Agency  Contract year  Contract number  Program category  Program  Activity  County  NON CSBG Resources  CSBG Funds  ARRA Non CSBG Resources  ARRA CSBG Funds |
| Client Demographics-Details  *Yearly, As requested-can run quarterly to check data* | List all the clients that make up the summary data on the Section G report. | Detail listing of the clients and demographic data captured; used to identify missing information from the client demographics page. | Start Date  End Date  Agency  Contract year  Contract number  Program category  Program  Activity  County |
| Client Demographics-Missing Family Details  *As requested-can run quarterly to check data* | List only individuals that have missing family demographic data (family type, housing). | Detail listing of blank or invalid client data. Used to identify missing information from the client demographics page. | Start Date  End Date  Agency  Contract year  Contract number  Program category  Program  Activity  County |

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| **Report Name/*Frequency*** | **Description** | **Common Usage** | **Report Parameters** |
| Client Demographics-Missing Individual Details  *As requested-can run quarterly to check data* | List only individuals that have missing individual demographic data (ethnicity, race, gender, insurance, etc.) | Detail listing of blank or invalid client data. Used to identify missing information from the client demographics page. | Start Date  End Date  Agency  Contract year  Contract number  Program category  Program  Activity  County |
| CSBG Monitoring Listing  *As requested by State CSBG Monitoring Team* | Listing of clients billed by program activity – grouped by program | For use in state CSBG monitoring visits | Start Date  End Date  Agency  Contract Number  Program Category  Program  Program Component  Activity  County  Case Worker |
| CSBG Monitoring Report  *As requested by State CSBG Monitoring Team* | Alphabetical listing of clients billed, by program activity, including demographic data required by CSBG contract | For use in state CSBG monitoring visits | Start Date  End Date  Agency  Contract Number  Program Category  Program  Program Component  Activity  County  Case Worker |

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| **Report Name/*Frequency*** | **Description** | **Common Usage** | **Report Parameters** |
| CSBG Monitoring Report-CARF Billing  *As requested by State CSBG Monitoring Team* | Listing of HOH/HOF billed for CARF, including total number of family members and number of CARF units billed for that family. | For use in state CSBG monitoring visits. Need to complete intake, comprehensive assessment and referral for data to appear on report. | Start Date  End Date  Agency  Contract Number  Program Category  Program  Program Component  Activity (defaults to billing)  County  Case Worker |
| CSBG Monitoring Report-CARF Billing no HOF  *As requested by State CSBG Monitoring Team* | Listing of billed clients where there is no HOF designated. | Locate and correct missing HOF designation. | Start Date  End Date  Agency  Contract Number  Program Category  Program  Program Component  Activity (defaults to billing)  County  Case Worker |
| Combined Referral Count Report  *Quarterly, yearly, or as needed* | Cumulative count of referrals by agency, category, program or standard name. | Counts all referrals by selected agency, program, category, standard name. Used for end of year outcomes. Use to monitor if referrals are completed. | Start Date  End Date  Agency  Program  Referral Organization  Group by |
| Exhibit B  *Monthly, yearly or as needed* | Lists aggregate counts and dollar amounts of ECIP benefits, grouped by fuel type, elderly, non elderly, disabled, includes unduplicated total households receiving ECIP benefits. | List counts and dollar amounts of ECIP dollars paid and/or obligated. Part of monthly check reconciliation process. Used to track balance of contracts. | Start Date  End Date  Year to Date  Agency  Contract Number  Program |
| **Report Name/*Frequency*** | **Description** | **Common Usage** | **Report Parameters** |
| Exhibit C  *Yearly or as needed* | Listing of ECIP recipients; list name, payment amount, energy code. | Detail listing of all clients who received ECIP payments; includes only paid transactions. Will not match monthly reports but should match end of year reports. | Start Check Date  End Check Date  Date Add End Date  Agency  Program  ECIP Type |
| Exhibit E – Obligated  *No longer required but processed monthly to balance obligated total with Exhibit B obligated totals.* | Listing of ECIP obligations waiting for payment. | Detail listing of clients who received ECIP pledges but have not been paid. | Start decision date  End decision date  Year to date  Agency  Program  Contract  Option (summer/winter) |
| Exhibit E – Paid  *No longer required but processed monthly to balance obligated total with Exhibit B obligated totals.* | Listing of ECIP transactions paid. | Detail listing of clients whose ECIP pledge has been paid. | Start decision date  End decision date  Year to date  Agency  Program  Contract  Option (summer/winter) |
| Follow-up Form  *Quarterly, yearly* | List clients referred to organizations. | Listing of clients by referral organization. Includes client name and SSN. Sent to the referral organization with request to identify clients who received services and send back to agency for input in MIS –Referral & Response Page. | Start sent date  End Sent date  Agency  Program  Resource (staff person)  External agency  Phone number |

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| **Report Name/*Frequency*** | **Description** | **Common Usage** | **Report Parameters** |
| LIHEAP Household Report  *Yearly, as requested* | Summary and Detail listing of households receiving ECIP benefits grouped by month. | Summary page totals number of clients who received services by category and poverty levels. Detail pages list clients by month who received ECIP benefits. Run as part of month end process to check for over 135%. | Start date  End date  Agency  Program  Program component  Contract number  ECIP type  Status |
| Listing of Clients Referred  *Quarterly, as requested* | List of clients by referral resource for follow-up of services. | Listing of clients who received referrals. Used for follow-up on MIS Referral & Resource Page. | Start sent date  End sent date  Agency  Program  County  Resource (staff person) |
| NPI Straight Count  *Quarterly, as requested* | Outcomes Reporting for NPI goals associated with contracts. | Outcomes Reporting for NPI goals associated with contracts. | Agency  Program  Contract Number  Start Date  End Date  Goal Code  Goal  County |
| NPI Straight Count Detail  *Quarterly, as requested* | Detail listing of clients who completed the NPI goals associated with contracts. | Detail Listing of clients who completed the NPI goals associated with contracts. | Agency  Program  Contract Number  Start Date  End Date  Goal Code  Goal  County |

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| **Report Name/*Frequency*** | **Description** | **Common Usage** | **Report Parameters** |
| Paid Vendor Transactions  *As needed* | List of client transactions paid to vendors. | List of client transactions paid to vendors; can be run by specific vendor, program or contract. Used to assist with check/batch reconciliation. | Check Start Date  Check End Date  Agency  Contract Number  Program  Vendor |
| Quick Counts  *As requested* | Summary of programs and services. | Summary of programs and services. | Agency  Program  Program component  Service  Start date  End date  Group by  Format  Drill down (\*, true, false) |
| Referral Status  *As requested* | List of referrals made by date range, agency, caseworker and status. | Client listing by referral resource for follow-up of services in MIS Referral & Response Page. Helps identify status of referrals. | Start sent date  End sent date  Agency  Program  County  Group by  Resource (staff person) |
| Service Use by Contract  *Month End, Year End*  *As Needed* | Lists aggregate services, units or activities for specified contract or contracts; grouped by activity or type of service. | Check balances and counts (number of clients served) on specific contracts. | Start date  End date  Agency  Contract number  Program category  Program  Program component  Activity  County  Resource |
| **Report Name/*Frequency*** | **Description** | **Common Usage** | **Report Parameters** |
| Service Use by Participant  *Month End, Year End*  *As Needed* | Lists individual clients (name, date and type of service) who received services or activities for specified contract or contracts. | Listing of clients who participated in contracts; detailed list to support Service Use by Contract; for payment programs – separates paid amounts from obligated. Also can be pulled by staff worker to track productivity. | Start date  End date  Agency  Contract number  Program category  Program  Program component  Activity  County  Case Worker |
| Unbatched Approved Transactions  *As Needed* | List transactions that have been approved but not batched for processing/payment. | Identifies transactions that are have not been processed for payment. Can be used as part of month end process to verify all transactions entered for program. | Date Add Start Date  Date Add End Date  Agency  Contract Number  Program  Vendor |
| Vendor Payment  *Whenever transactions are batched for processing and/or payment (weekly)* | Lists all transactions for specified vendors. | Listing of all transactions (approved, paid, denied, pending, cancelled) by vendor. Part of batch and check reconciliation process. Used to verify transactions-checking for valid SSN, account, dates, payments, etc. Also used to verify transactions with vendors to ensure entry in MIS for payment. | Date Add Start Date  Date Add End Date  Agency  Contract Number  Program  Status  Vendor  Hide SSN |