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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 DateEnd DateAgencyCodeCountyAnswer (\*,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 numberBatch dateCheck NumberCheck DateProgramVendor |
| 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 dateBatch end dateAgencyContract numberProgramVendorHide SSN (yes/no) |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 DateEnd DateAgencyContract yearContract numberProgram categoryProgramActivityCountyNON CSBG ResourcesCSBG FundsARRA Non CSBG ResourcesARRA 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 DateEnd DateAgencyContract yearContract numberProgram categoryProgramActivityCounty |
| 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 DateEnd DateAgencyContract yearContract numberProgram categoryProgramActivityCounty |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 DateEnd DateAgencyContract yearContract numberProgram categoryProgramActivityCounty |
| 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 DateEnd DateAgencyContract NumberProgram CategoryProgramProgram ComponentActivityCountyCase 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 DateEnd DateAgencyContract NumberProgram CategoryProgramProgram ComponentActivityCountyCase Worker |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 DateEnd DateAgencyContract NumberProgram CategoryProgramProgram ComponentActivity (defaults to billing)CountyCase 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 DateEnd DateAgencyContract NumberProgram CategoryProgramProgram ComponentActivity (defaults to billing)CountyCase 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 DateEnd DateAgencyProgramReferral OrganizationGroup 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 DateEnd DateYear to DateAgencyContract NumberProgram |
| **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 DateEnd Check DateDate Add End DateAgencyProgramECIP 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 dateEnd decision dateYear to dateAgencyProgramContractOption (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 dateEnd decision dateYear to dateAgencyProgramContractOption (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 dateEnd Sent dateAgencyProgramResource (staff person)External agencyPhone number |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 dateEnd dateAgencyProgramProgram componentContract numberECIP typeStatus  |
| 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 dateEnd sent dateAgencyProgramCountyResource (staff person) |
| NPI Straight Count*Quarterly, as requested* | Outcomes Reporting for NPI goals associated with contracts. | Outcomes Reporting for NPI goals associated with contracts. | AgencyProgramContract NumberStart DateEnd DateGoal CodeGoalCounty |
| 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. | AgencyProgramContract NumberStart DateEnd DateGoal CodeGoalCounty |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 DateCheck End DateAgencyContract NumberProgramVendor |
| Quick Counts*As requested* | Summary of programs and services. | Summary of programs and services. | AgencyProgramProgram componentServiceStart dateEnd dateGroup byFormatDrill 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 dateEnd sent dateAgencyProgramCountyGroup byResource (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 dateEnd dateAgencyContract numberProgram categoryProgramProgram componentActivityCountyResource |
| **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 dateEnd dateAgencyContract numberProgram categoryProgramProgram componentActivityCountyCase 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 DateDate Add End DateAgencyContract NumberProgramVendor |
| 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 DateDate Add End DateAgencyContract NumberProgramStatusVendorHide SSN |