

## VI – REPORT GENERATION

## Reports

**Policy:** The Maricopa Homeless Management Information System (HMIS) provides maximum reporting flexibility including standardized, agency-specific and system-wide customized reports and guidelines for the release of data.

**Purpose:** To educate Provider Agencies about reporting responsibilities and procedures.  
To set parameters relating to the release of aggregate data to outside sources.

**Scope:** All HMIS Provider Agencies and End-users.

**Definitions:** *Client:* Any person who received, applied for or was denied services by a Provider Agency.

*Client's guardian:* Any person legally responsible for a minor or an adult according to Arizona Revised Statutes (A.R.S.). All references to "client" in this policy also apply to "client's guardian."

*Custom Report:* A report, which can be created by HMIS Provider Agencies using the ServicePoint Report Writer.

*Maricopa HMIS database:* The Homeless Management Information System's database, also known as HMIS database and/ or database.

*Provider Agency:* An agency authorized to participate in the HMIS.

*Outside source(s):* Organization(s) who are not current HMIS Provider Agencies.

## Procedure:

### 1.0 PROVIDER AGENCY'S RESPONSIBILITIES

#### 1.1 Laws and Regulations:

A Provider Agency will abide by:

- All Federal Confidentiality Regulations including those contained in the Code of Federal Regulations, 42 CFR Part 2 (regarding disclosure of alcohol and/or drug abuse records).
- Health Insurance Portability and Accountability Act of 1996 (HIPPA) when applicable.
- Arizona State laws and Federal laws related to confidentiality and security of medical, mental health and substance abuse information including Arizona Revised Statutes Title 12, Courts and Civil Proceedings and Arizona Revised Statutes Title 36 Public Health and

Safety, and Code of Federal Regulations 42 CFR Part 2 and all other relevant statutes, rules and regulations.

## 1.2 Report Preparation.

A Provider Agency will:

- For Research Studies and Reports, the provider agency will follow their individual Agency Research Policy. The Agency Administrator will notify the HMIS, submit a request and be approved by the Provider Agency's Human Subjects Review Committee or a similar committee (if such a committee exists within the Provider Agency) prior to conducting an evaluation or research report.
- Retain access to all Provider Agency's client identifying and statistical data.
- **Not** report or release any identifiable client information on clients that the Provider Agency has not served or obtained a signed Consent to Release Information Form.
- **Not** report on any other Provider Agency's client data unless approved by that Provider Agency (See 2.0 for system wide aggregate data).

## 1.3 Report Generation and Report Analysis

A Provider Agency will:

- Use database, standardized reports to maintain data integrity and perform business related duties.
- Use the HUD APR to report to HUD.
- **Not** manipulate data or statistics to defraud any person or organization.
- **Not** use database customized reports to inquire into another Provider Agency's data unless written permission is obtained from that Provider Agency.

## 2.0 SYSTEM WIDE AGGREGATE DATA PROCEDURE

### 2.1 System wide aggregate data:

- Includes client information from all Provider Agencies or a subset of Provider Agencies participating in the Maricopa HMIS.
- **Does not** include the HUD-APR and standardized reports.
- **Does not** apply to aggregate data produced by a Provider Agency that includes only that Provider Agency's data.

### 2.2 Creating System wide aggregate data:

2.2.1 A Provider Agency may produce an aggregate in-house report using the Custom Report Writer but **cannot** release the data or report without prior written permission from the HMIS User Group.

2.2.2 A Provider Agency asks and receives permission from the HMIS User Group through the Custom Report Request Procedure.

## 2.3 Custom Report Request Procedure:

Responsible Party	Duties
Provider Agency	<ul style="list-style-type: none"> <li>• Fills out a Data Request Form (see Appendix)</li> <li>• Submits brief explanation of reason for report requested and to whom the report will be released.</li> <li>• Marks appropriate desired data elements and/or creates a custom query in the Quick Query section of Report Writer.</li> <li>• Submits request and the name of the Quick Query (if produced) to HMIS System Administrator.</li> </ul>
HMIS System Administrator	<ul style="list-style-type: none"> <li>• Produces the requested report.</li> <li>• Checks report for confidentiality and security breaches.</li> <li>• Submits report to HMIS User Group, if the report passes confidentiality and security parameters.</li> <li>• <b>OR</b> returns Data Request Form to requesting Provider Agency with the reason the data elements violate confidentiality and security parameters.</li> </ul>
HMIS User Group	<ul style="list-style-type: none"> <li>• Receives approved report from HMIS System Administrator</li> <li>• Checks report for consistency with the explanation of the report.</li> <li>• Re-examines the report for confidentiality and security breaches.</li> <li>• Approves report as written and submits report for data download.</li> <li>• If the HMIS User Group disapproves of the report, it will write a response on the Data Request Form and send one copy to Provider Agency and one copy to HMIS System Administrator.</li> </ul>
HMIS System Administrator	<ul style="list-style-type: none"> <li>• Downloads report and sends data to Requesting Provider Agency, if request is approved by HMIS User Group.</li> <li>• Facilitates resolution of requested report with the Provider Agency, if the HMIS User Group denies report approval.</li> </ul>

## 2.4 Publishing Requested Customized Data

2.4.1 All Provider Agencies assume the sole responsibility for accurate data reporting and analysis to funding sources.

2.4.2 The User Group, Advisory Board and the CI&R Executive Director must approve all analysis and interpretation of data released to the press or other outside sources excluding funders.

## 2.5 Custom Report Production Fee

2.5.1 CI&R Executive Director establishes and assesses a custom report production fee to outside source(s).

2.5.2 The HMIS Executive Director and the outside source(s) agree to the amount and payment method prior to custom report production and release.

2.5.3 An outside source requests a report by following the same procedures outlined in 2.1 by substituting the term Outside Source for Provider Agency.

## 2.6 Custom Report Log

- 2.6.1 The System Administrator maintains a log of, copies, and production documentation for all custom reports produced.