The Community Partnership

Weekly Occupancy Report Re-Structure Webinar

April 10, 2018
Today’s Agenda

- What is the purpose of the Weekly Occupancy Report?
- Why was the report restructured?
- What changes have been made?
- What is the new process for data submission?
- Contact information
What is the purpose of the Weekly Occupancy Report?

- The Weekly Occupancy Report (WOR) is the report we use within our Continuum of Care (CoC) to monitor program capacity.
- The report is used to inform where placements can be made based upon provider-reported vacancies.
Why was the report restructured?

The report was restructured for a few reasons:

1. There have been many new programs brought online since the last report restructure
2. There was a community request to separate single beds by gender
3. We wanted to make the report more usable by the CAHP Team so that it would better inform the matching process
What changes have been made?

- The WOR will now be based on data from “points in time” rather than weekly periods
  - The data points are each Monday and Thursday
- The WOR will no longer report entries, exits or positive destinations
- The WOR Summary page separates programs by type, then by gender, then by population served
  - A new column has been added to each detail page to reflect the population served
What changes have been made?

- The WOR Detail pages are grouped by program type
  - Youth and Veteran programs are no longer separated
- Each provider will have their own tab on the report that includes all of their programs
  - These are the templates that will be emailed each Monday
- TCP staff will utilize the canned Entry/Exit report to check program capacity for the Weekly Occupancy Report
What is the new process for data submission?

- TCP staff will send program capacity data to providers every Monday using the templates
  - Providers are to update HMIS to reflect the capacity reported by TCP as of Monday as soon as possible
    - The data for units held/offline will come from the previous Friday’s report
    - The data for capacity and vacancies will come from HMIS
- Providers will be divided between myself and our Analyst, Jenny Klein
  - We will send a table once all providers have been added
What is the new process for data submission?

- Providers will then be expected to complete and return the template to TCP by COB each THURSDAY to include updated data for:
  - Available units
  - Units held for placement
  - Units offline
  - Individuals/Families Served (Capacity)
  - Vacancies
What is the new process for data submission?

- All Weekly Occupancy Report data and questions will now be sent to the following email: wor@community-partnership.org
- TCP will verify the data sent by providers each Thursday, compile the data and submit the report to the community by noon of each Friday
- As a reminder participation in this report is required for most providers based upon program contracts
  - Participation is required even if there were not any changes to program data
- We will begin this new process on Tuesday, 4/17/2018
Contact Information

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- Weekly Occupancy Report Email
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