Finding Utilization Rate using Clarity HMIS Reports

1. Open the Reports tab from the Clarity Reports Menu button.
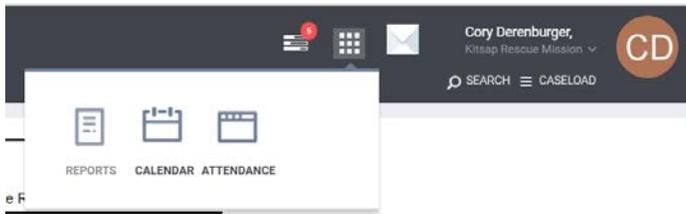
2. Open the [HSNG-108] Housing Census [Program Based] report by selecting "Run".
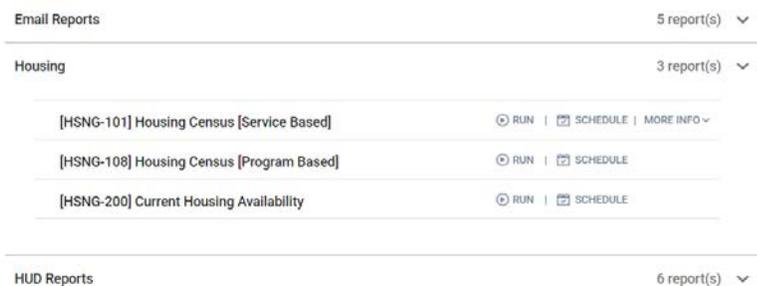
3. Choose the following Options from the selection fields

Program Status = Active Programs
Program Types(s) = Emergency Shelter
Programs(s) = Select the relevant shelter program
Veteran Status = All
Whom you want to generate report for? Select persons
Report Date Range = Set Date Range
Report Output Format = your choice
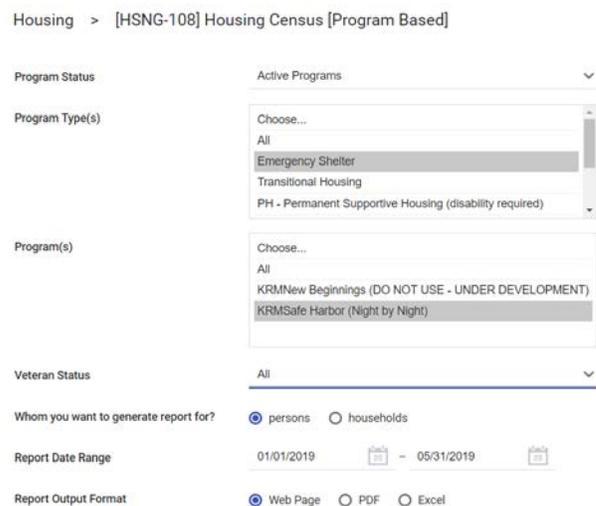
4. Obtain Total Bed Nights Provided

At the bottom of the Housing Census report a Total Bed Nights Provided is given

Total Clients Served	50
Total Bed Nights Provided	2,376

5. Obtain Max Occupancy

At the top of the Housing Census report the number of beds shelter beds for max occupancy in the project is given

d Women with Children Shelter	Max Occupancy: 15 beds
Date	# Clients

6. Calculate Utilization Rate

Use the following formula to determine Utilization Rate During the Reporting Period

$$Utilization\ Rate = \frac{(Total\ Bed\ Nights\ Provided)}{(Number\ of\ Days\ in\ Reporting\ Period\ x\ Max\ Occupancy)}$$

Why is my utilization rate lower than expected?

The most likely answers are:

- Clients may be missing enrollments
- The number of beds reported for the program is incorrect, changed, or varies
- In households with multiple family members dependents have not been enrolled into the program
- The start dates or exit dates have not been entered correctly
- Drop-in Shelters should ensure that attendance is up to date and that clients are not missing attendance

Why is my utilization rate greater than 100% or higher than I expected?

The most likely answers are:

- Clients that are no longer active in the program have not been exited in HMIS
- Exit dates are incorrect, exit date is the day following the client's last night in the program
- The number of beds reported for the program is incorrect, changed, or varies
- Non-participating clients have been erroneously enrolled into the program

If you have issues obtaining or calculating your bed occupancy rate, or have utilization rates that seem incorrect (high or low) contact:

Cory Derenburger - Housing and Homelessness Division

(360) 337-7287

cderenbu@co.kitsap.wa.us