



Homeless Family Solutions System

Reporting Matrix

Sub-recipients will be required to provide reports to LAHSA regarding the services and activities occurring at the FSC. Sub-recipients must adhere to the reporting requirements below. All reports must be sent to lahsareports@lahsa.org.

Report Name	System Component	Funding Stream	Frequency	Due	Data Source	What is it?
Data Integrity Report	All	All	Weekly	Each Monday of the following week	HMIS	Ensure that all data entered in HMIS is accurate, complete and meets the requirements for timely data entry
Occupancy Report	Crisis Housing	All	Weekly	Each Monday of the following week	HMIS	Ensure that all data entered in HMIS is accurate, complete and meets the requirements for timely data entry
Quarterly Progress Reports	All	All	Quarterly	7 th calendar day of the month following the last quarter of the month of service	HMIS	Monitor Sub-recipient progress towards achieving system goals
Monthly Management Reports (Welfare-to-Work and non-Welfare-to-Work)	FSC	DPSS	Monthly	7 th calendar day of the month following the month of service	HMIS	Data on CalWORKs families served
Participant Roster	FSC	DPSS	Monthly	7 th calendar day of the month following the month of service	HMIS	Running list of CalWORKs families served and the family's outcomes in the program
Housing Support Program Report	FSC	DPSS	Monthly	7 th calendar day of the month following the month of service	HMIS	Data on HSP services given to families
Monthly Benefit Tracking Log	FSC	DPSS	Monthly	7 th calendar day of the month following the month of service	Manual/HMIS	Log of benefits and services received by all CalWORKs recipients
DPSS Grievance/Incident Report Form	FSC; Short-Term Crisis Housing	DPSS	Per Occurrence	Within 24 hours of the incident	Manual	Shall include incidents involving CalWORKs participants, complaints about providers, about the Sub-recipient, about LAHSA, or about other County Departments providing HFSS services and the resolution of the incident.
Civil Rights Training Report	FSC; Short-Term Crisis Housing	DPSS	Per Occurrence	Within two (2) business days of training	Manual	Tracks when staff receive Civil Rights Trainings
Monthly Complaint Log	FSC; Short-Term Crisis Housing	DPSS	Monthly	7 th calendar day of the month following the month of service	Manual	Shall include incidents involving CalWORKs participants, complaints about providers, about the Sub-recipient, about LAHSA, or about other County Departments providing HFSS services and the resolution of the incident.

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