

Homeless Family Solutions System

Family Solutions Center Reporting Matrix



Subrecipients will be required to provide reports to LAHSA regarding the services and activities occurring at the FSC. Subrecipients must adhere to the reporting requirements below.

Report Name	Funding Stream	Frequency	Due	Data Source	What is it?
Data Integrity Report	All	Weekly	Each Friday by the end of the business day	HMIS	Ensure that all data entered in HMIS is accurate, complete and meets the requirements for timely data entry
Quarterly Progress Reports	All	Quarterly	7 th calendar day of the month following the last quarter of the month of service	HMIS	Monitor Subrecipient progress towards achieving system goals
Monthly Management Report	DPSS	Monthly	15 th calendar day of the month following the month of service	HMIS	Data on families served
Participant Roster	DPSS	Monthly	15 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
Monthly Benefit Tracking Log	DPSS	Monthly	15 th calendar day of the month following the month of service	Manual/HMIS	Log of benefits and services received by CalWORKs WtW participants
HFSS Incident Report Form	DPSS	Per Incident	Within 24 hours of the incident		Shall include incidents involving CalWORKs participants, complaints about providers, about the Subrecipient, about LAHSA, or about other County Departments providing HFSS services and the resolution of the incident.
Civil Rights Training Report	DPSS	Per Occurrence	Within two (2) business days of training	Manual	Tracks when staff receive Civil Rights Trainings
Monthly Complaint Log	DPSS	Monthly	15 th calendar day of the month following the month of service	Manual	Shall include incidents involving CalWORKs participants, complaints about providers, about the Subrecipient, about LAHSA, or about other County Departments providing HFSS services and the resolution of the incident.
PA 607-Complaint of Discriminatory Treatment	DPSS	Per Occurrence	Within two (2) business days of occurrence	Form provided by DPSS	Utilized to report complaints of civil rights violations. Should also be documented in the Monthly Complaint Log