90 Days Recertification Audit

Need help with tracking SSVF or HCPR 90 Days recertifications? We have created an audit report to help determine if a recertification is missing or coming due. This is not a required report but it will help with maintaining compliance with VA and HUD program requirements as well as your data quality.

The below instructions will assist you with locating and running the report.

How to Run the Report

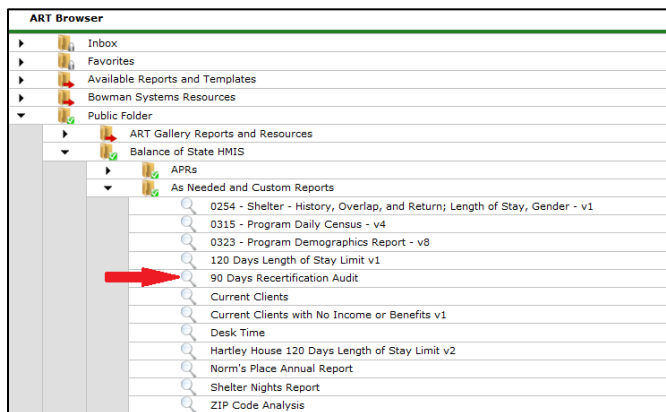1. Go to ART ->Public Folder -> Balance of State HMIS -> As Needed and Custom Reports folder.

Figure 1: Art Browser

2. Click on the magnifying glass for the report and the ART Item Details window will appear.
3. Click on the View Report or Edit Report button and the Prompts window for the report will appear (see Figure 2 below).
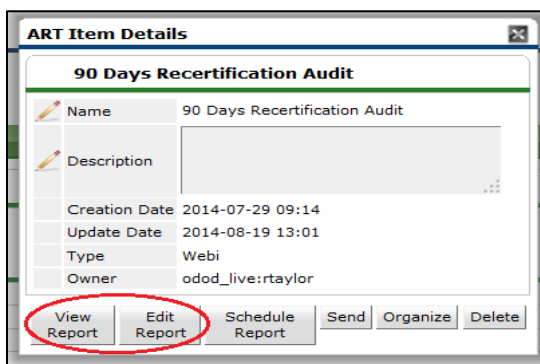

Figure 2: View/Edit report option

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Figure 3: Prompts Window

4. Select the project name in the "Enter Provider Name:" field.
5. Enter the Report Start Date.
6. Enter the Report End Date Plus One Day.
7. Click the Run Query button and the report will load.

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COHHIO Training - Franklin - Community Action - HCRP RRH(1032)
This report is specifically for HCRP and VA SSVF programs which are required to recertify clients every 90 days. It will assist with locating clients who are due for recertification. It only shows current clients (stayers) who has been in the program for 90 days or more.

Recertification dates in red means the recertification is overdue. Dates in blue means they are due within 30 days of the date the report is ran. If there is a number in pararenthesis ( ) for Missing Interims that means there are more Interims than what is required. That is ok, nothing needs to be done for those.

Client ID	Entry Date	Exit Date	# of Existing Interims	Approx # of Interims Client Should Have	Missing Interims	Recertification Date
4216	3/19/14		0	2	2	06/17/2014
Client Count:	1					

Figure 4: 90 Day Recertification Audit Report

If you have any questions, please feel free to contact us at hmis@cohhio.org.