CDS
RNG Reports Training
Part 1

Central Database System

March 23, 2021

DPHHS - IHSB

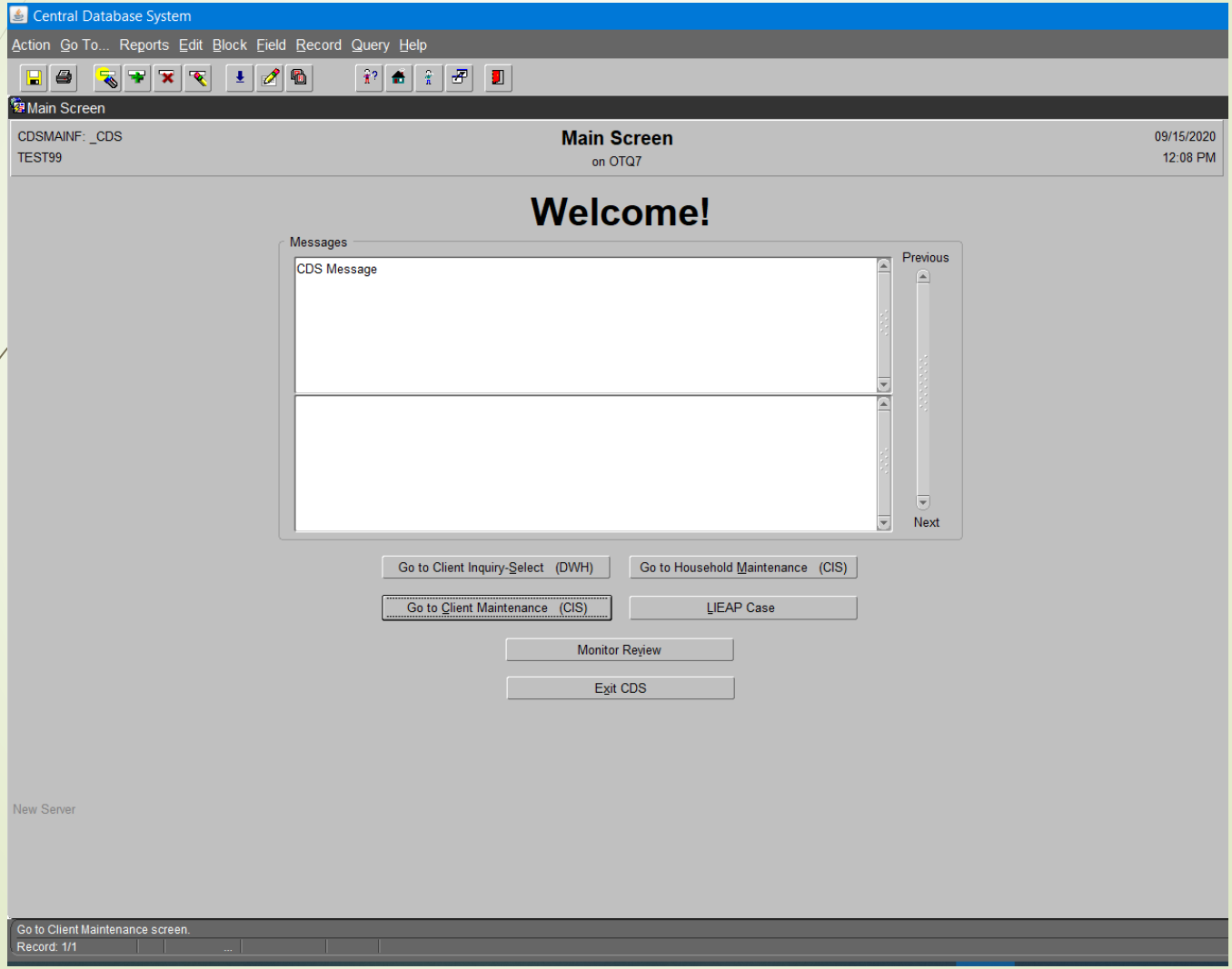
Peraton

Program and Reporting Overview

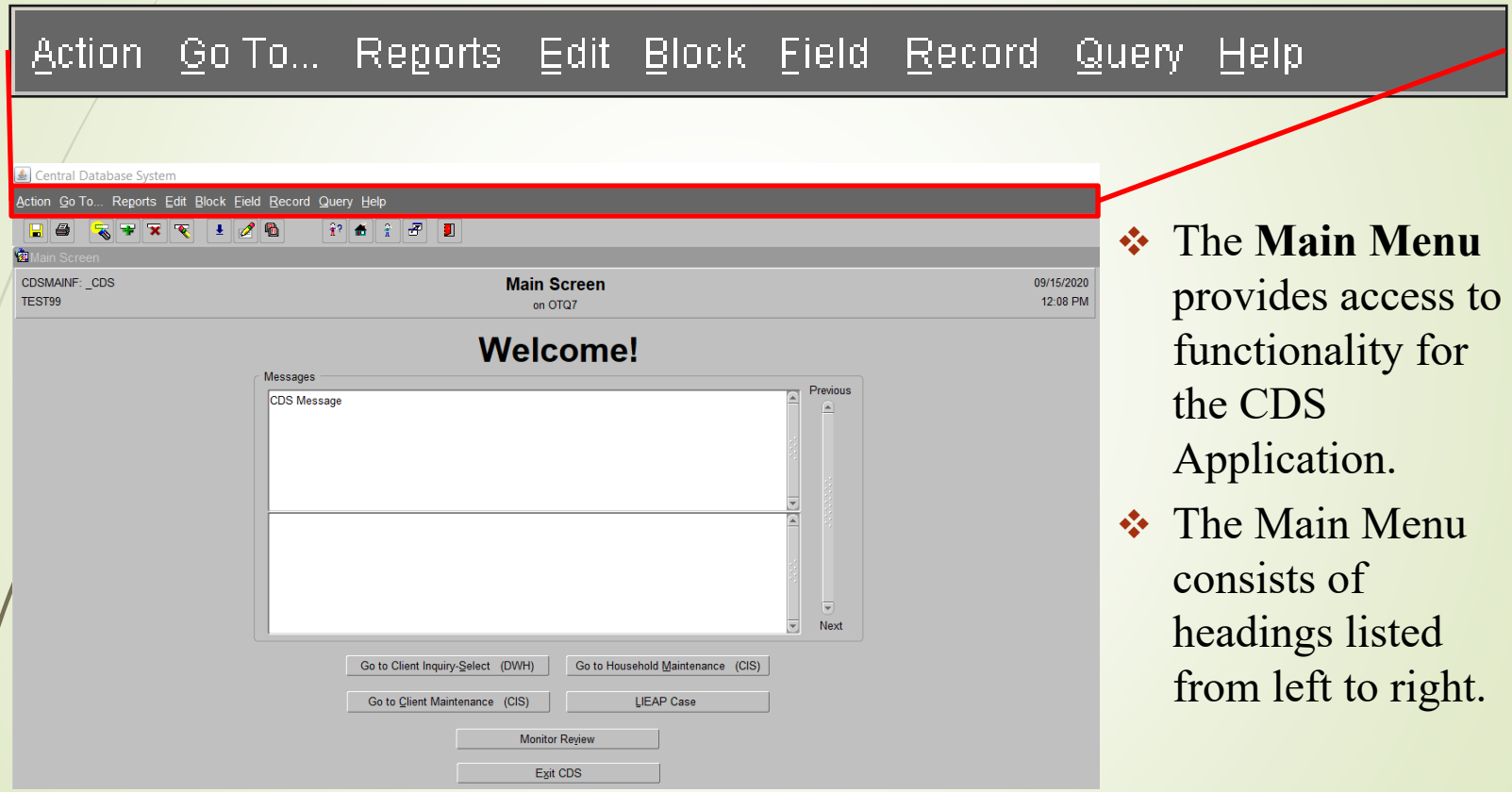
The CDS Form

Welcome to CDS RNG Reports Training

CDS Welcome Screen



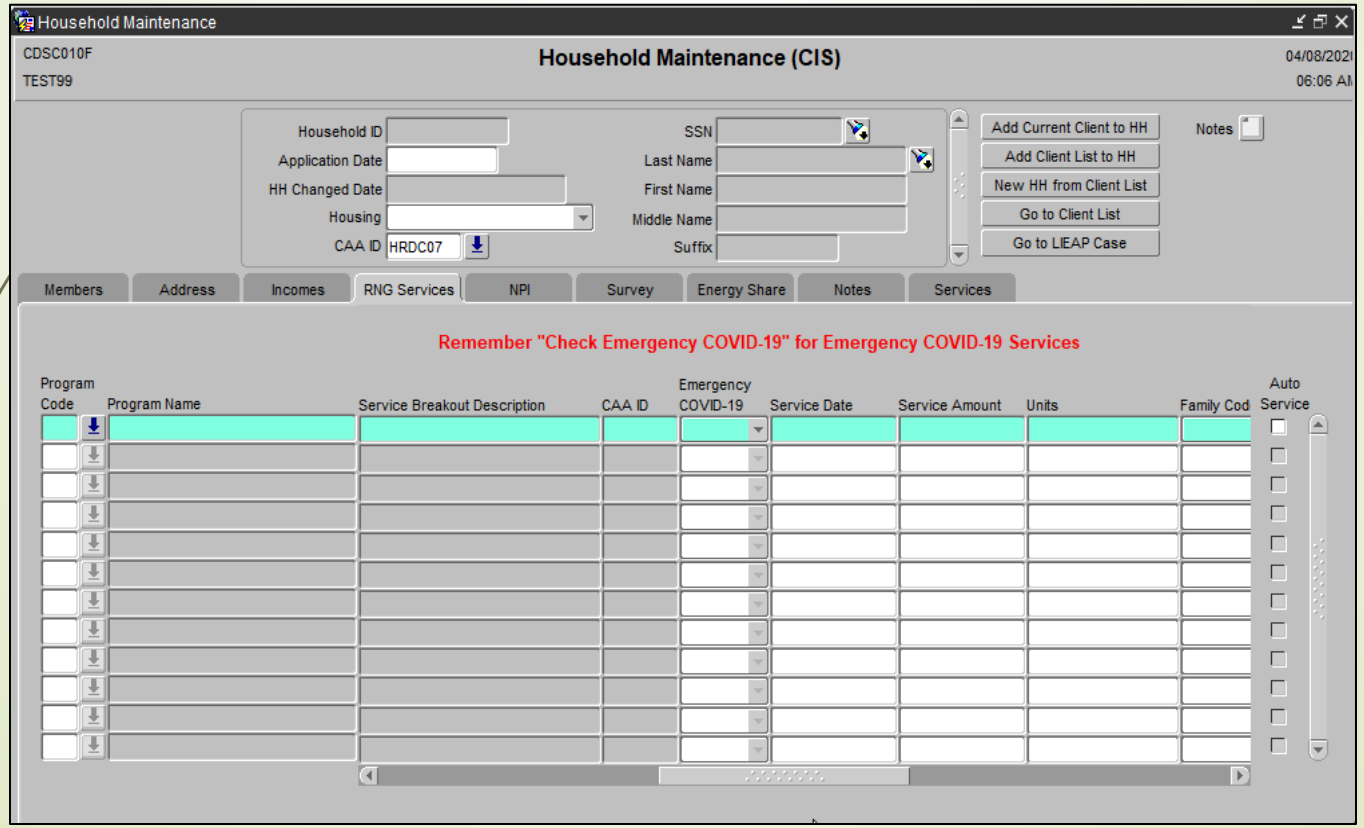
The CDS Form – Main Menu



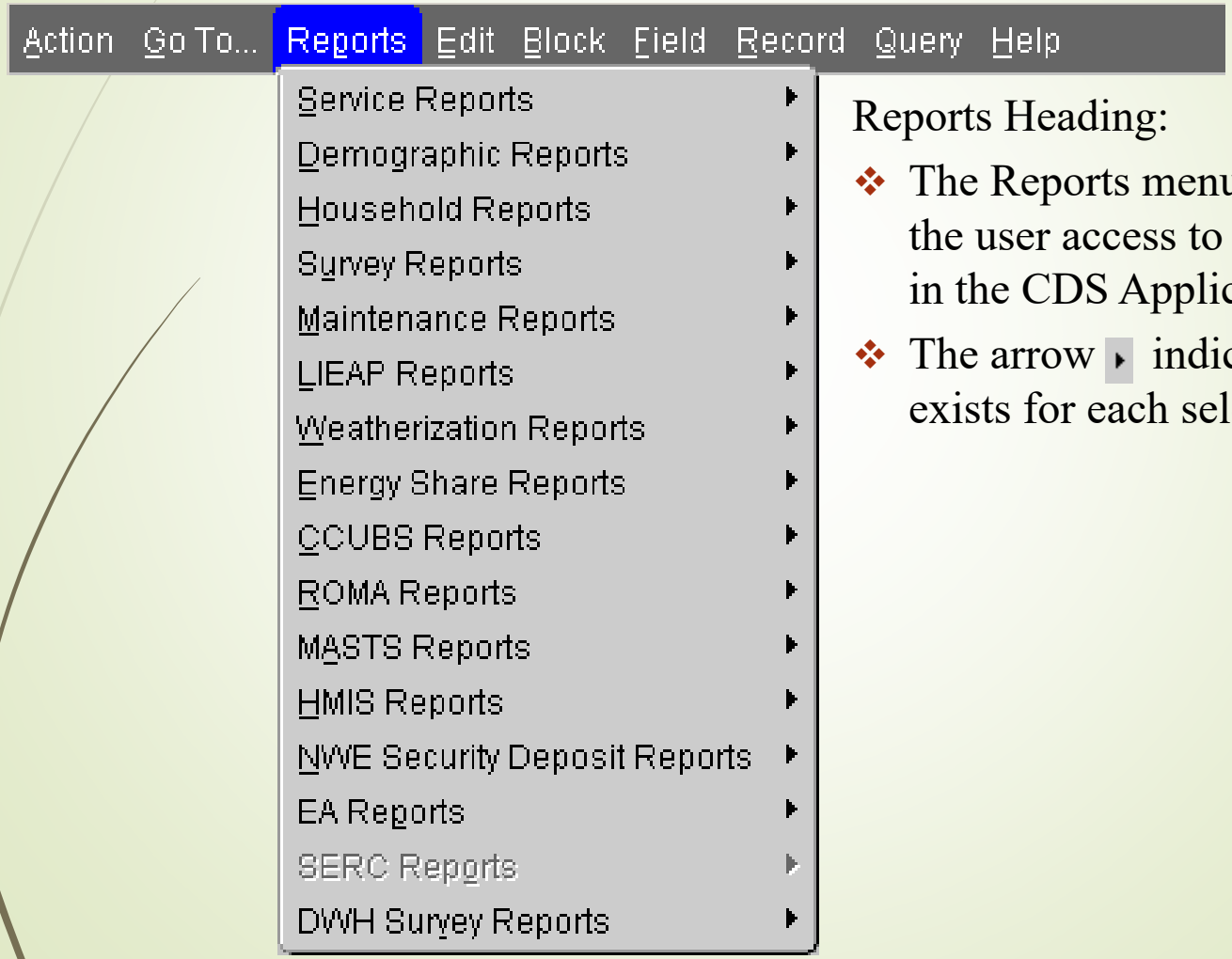
- The **Main Menu** provides access to functionality for the CDS Application.
- The Main Menu consists of headings listed from left to right.

The CDS Form – Client/Household Maintenance

- Both the Client and Household Maintenance screens were updated adding the Emergency COVID-19 column on the RNG Services tab.
- A message was added to the top of the tabs to remind workers to update this column if the RNG service is COVID-19 related.



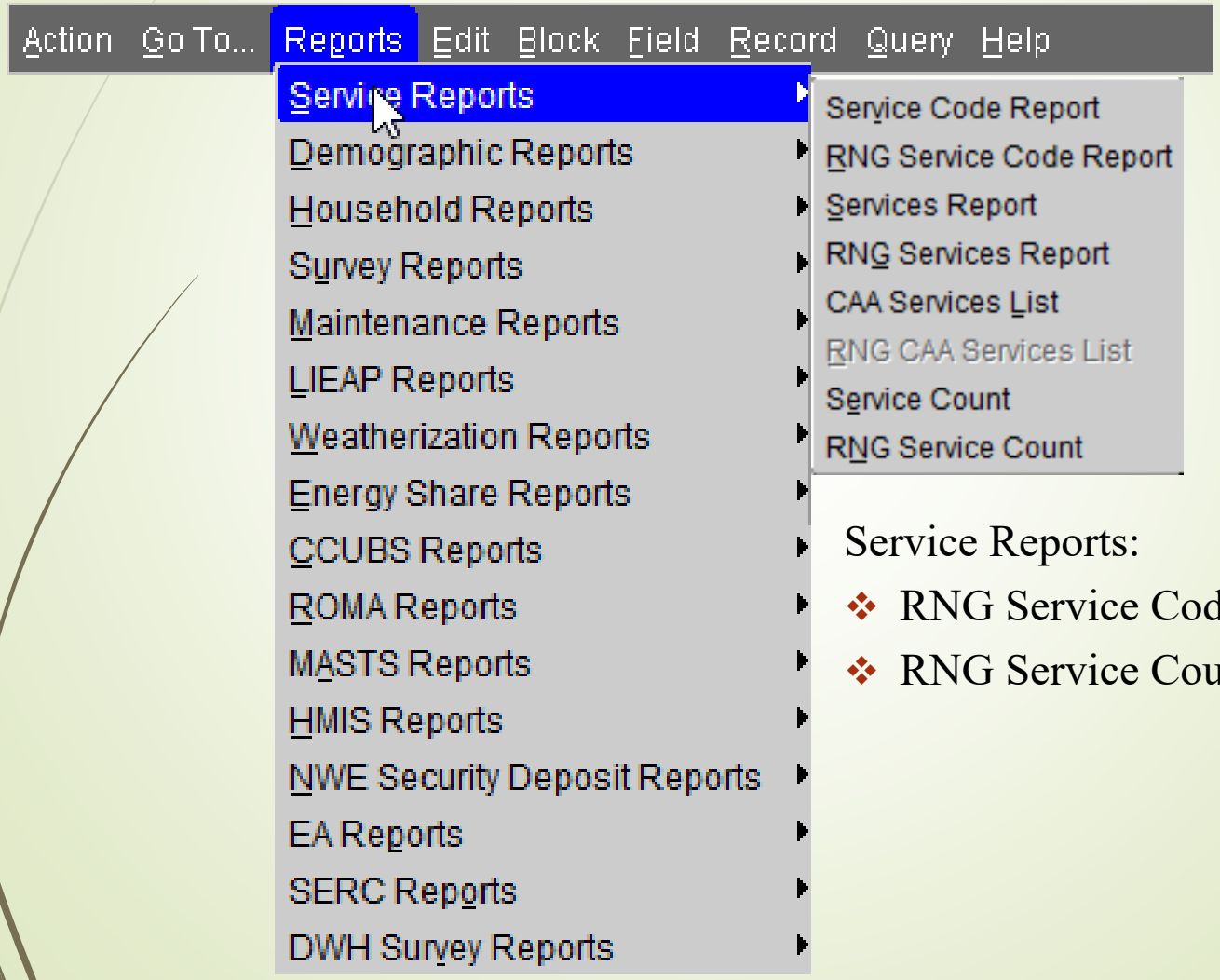
The CDS Form – Main Menu



Reports Heading:

- The Reports menu option gives the user access to all of the reports in the CDS Application.
- The arrow ▸ indicates a submenu exists for each selection.

The CDS Form – Reports Heading

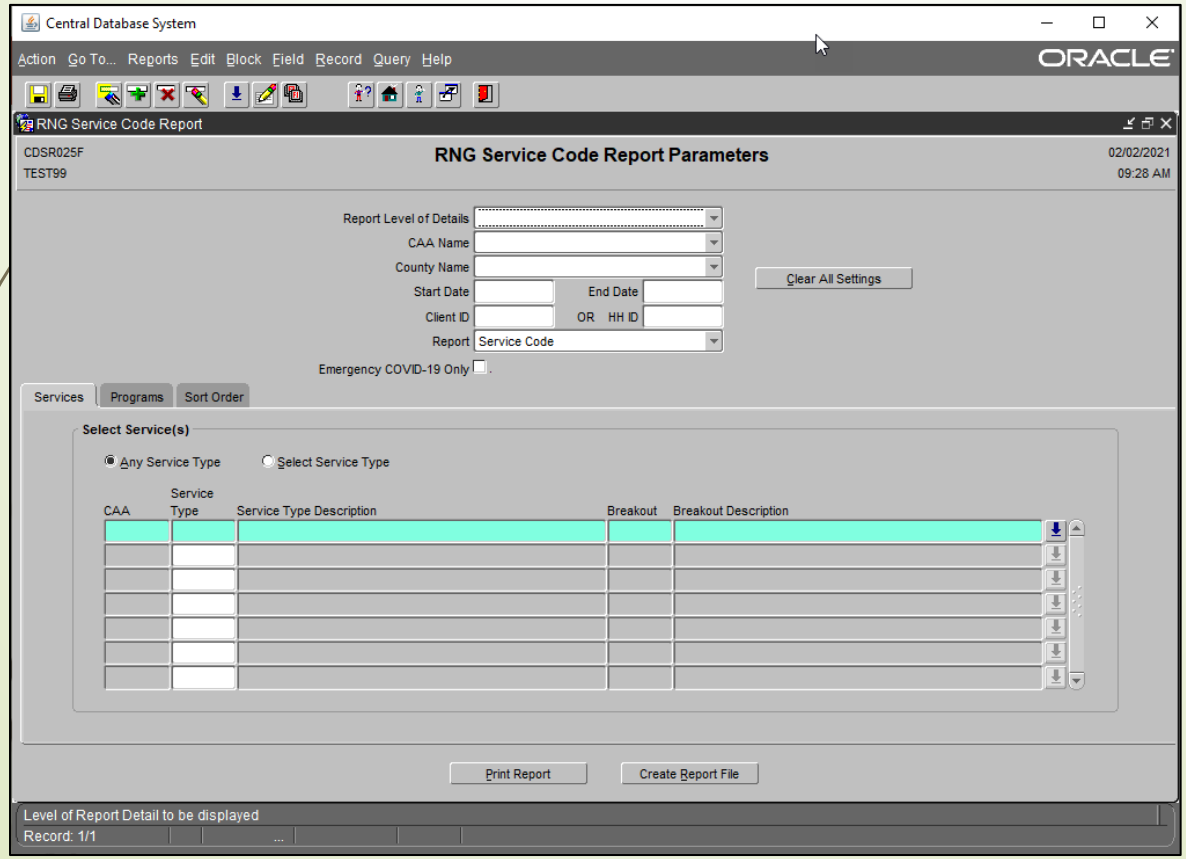


Service Reports:

- RNG Service Code Report.
- RNG Service Count

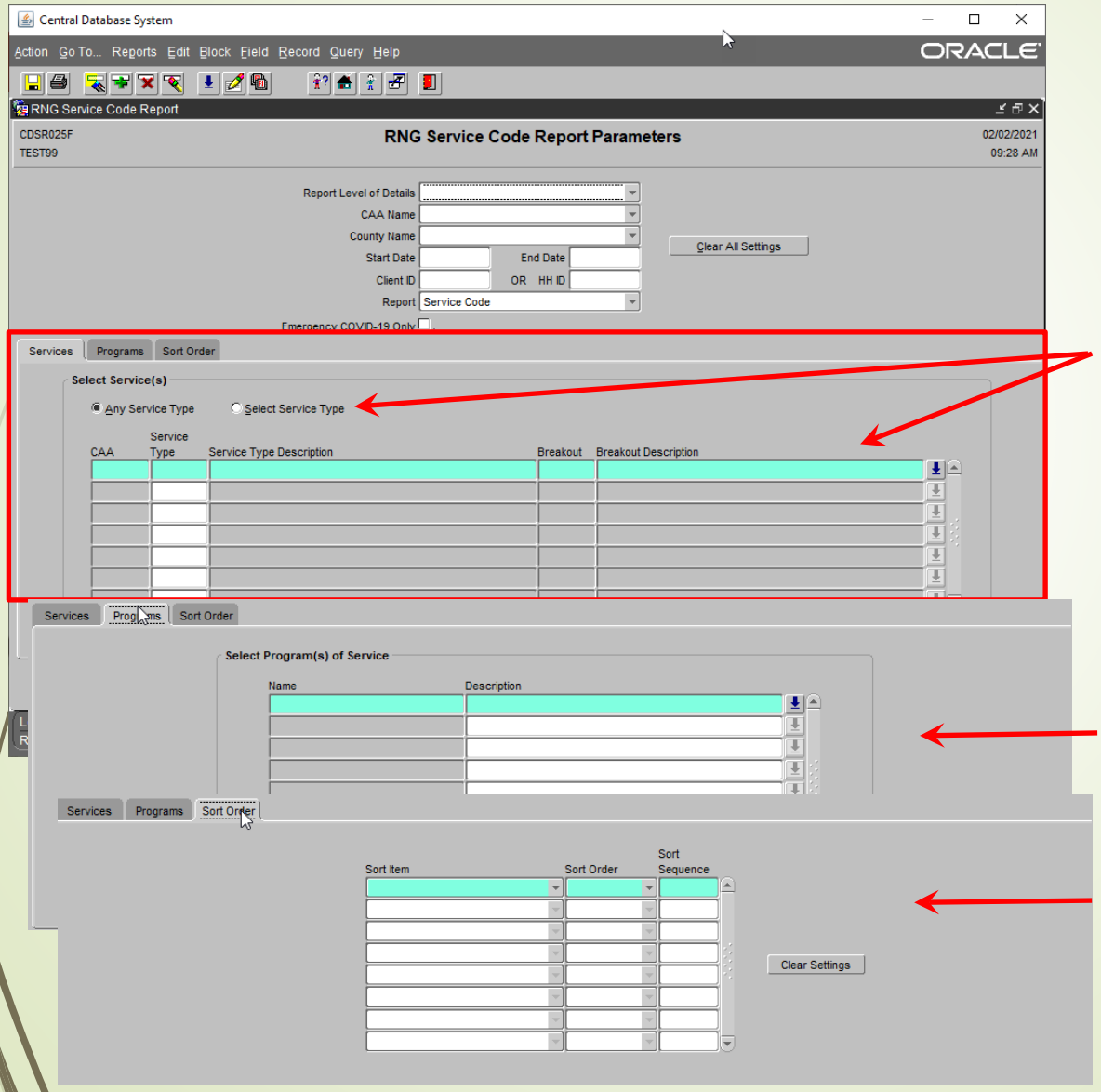
The CDS Form – RNG Service Code Reports

- The RNG Service Code reports parameter screen gives the user the option of previewing the report on the screen or creating a file.
- The screen allows the user to limit the data returned by: CAA, County, Dates, Client ID and/or HH ID, Emergency COVID-19 Only, Selected Services, Selected Programs and to select a sort order.



- This screen is used to run the following 4 reports:
  - RNG Service Code report (contains PII)
  - RNG Service Code Extract File (contains PII)
  - Newly Served report
  - # Services with # Clients report

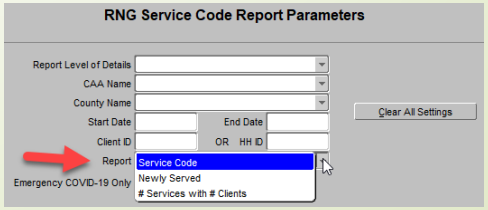
The CDS Form – RNG Service Code Reports



- Tabbed Data – The tabs on this form are used to help narrow down the selection criteria.
- To select a specific Service type, the Select Service Type radio button must be selected then a specific service can be entered.
- Services can also be narrowed down by Program.
- The last tab allows the user to choose the sort order.

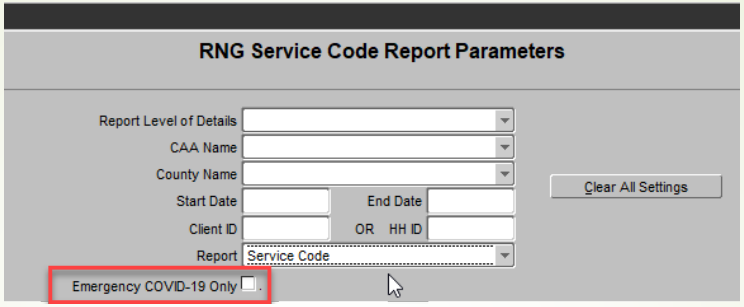
The CDS Form – RNG Service Code Reports

- **Report Level of Details**: The choices for this parameter are "All Levels of Detail", "Selected CAA" or Selected County. If "Selected CAA" is chosen the name of the CAA must be chosen. If "Selected County is chosen, the name of the county must be chosen.
- **CAA Name**: If Report Level of Detail Choice is "Selected CAA", then the CAA name must be selected from the drop down list.
- **County Name**: Allows the user to further define the report down to selected county. This parameter is required when the Report Level of Details is "Selected County."
- **Start Date**: The beginning date range of the report. The date is compared to the service date.
- **End Date**: The ending date range of the report. The date is compared to the service date.
- **Client ID**: The ID of a specified Client to return services. This parameter is optional. The parameter can be used in conjunction with the Household ID to only return services for a particular Client ID and HH ID.
- **HH ID**: The ID of a specified Household to return services. This parameter is optional. The parameter can be used in conjunction with the Client ID to only return services for a particular Client ID and HH ID.
- **Report**: A drop down to select the report to run when the Print Report button is pressed.
  - **Service code**
  - **Newly Served**
  - **# Services with # Clients**



The CDS Form – RNG Service Code Reports

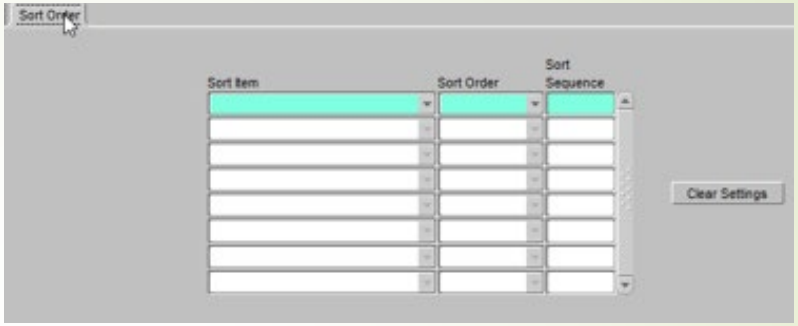
- **Emergency COVID-19 Only**: When this checkbox is checked only RNG services marked as "Emergency COVID-19" are selected.



- **Services Tab**
  - Allows the user to select any service type or select Service Type(s). If the Select Service Type radio button is selected, the following is required and is listed in the LOVs associated with this tab:
    - **CAA:** The agency the service belongs to.
    - **Category:** The category of the service.
    - **Program:** The program of the service.
    - **Subtype:** The subtype of the service.
    - **Description:** The description of the service type.
- **Programs Tab**
  - Program of Service: Allows the user to further define the report down to selected programs, or is left blank for all programs.

The CDS Form – RNG Service Code Reports

- **Sort Order Tab**
  - **Sort Item:** Is the item to sort on. The first item the report always sorts on is CAA.
    - Service Code
    - Breakout
    - Household ID
    - Client ID
    - Service Type Description
    - Program
    - Client Name
    - Date of Service



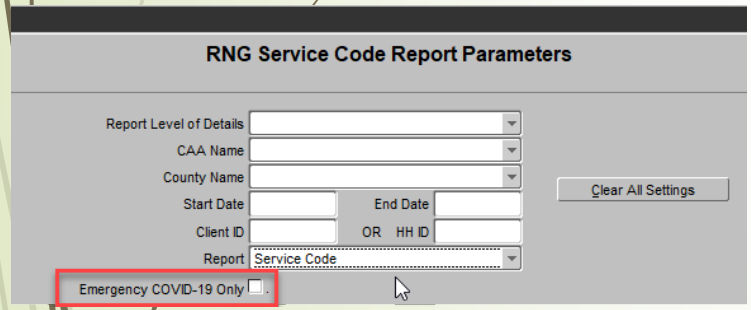
  - **Sort Order:** The order of the sort item. Options are ascending or descending.
  - **Sort Sequence:** The sequence of the sort item. System generated so the first item entered is 1, the second item entered is 2 and so on.
- To run the chosen report the user clicks on the button labeled: Print Report. If the user wants to create a file then he/she clicks the button labeled: Create Report File.
- Depending on the criteria selected and the button pressed, the following reports are run:

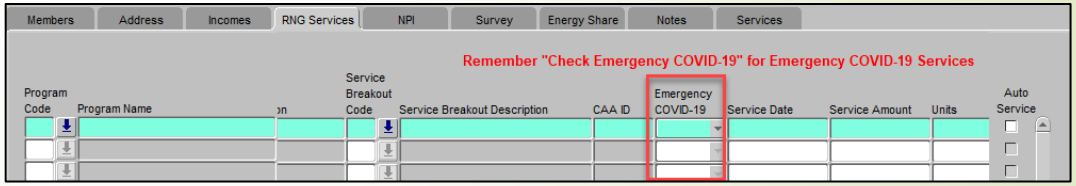
BUTTON PRESSED	REPORT	Report	REPORT RUN
Print	Service Code Report	Service Code	CDSR025R
File	Service Code File	Service Code	CDSR026R
Print	Newly Served Report	Newly Served	CDSR027R
Print	# Services with # Clients	# Services with # Clients	CDSR028R

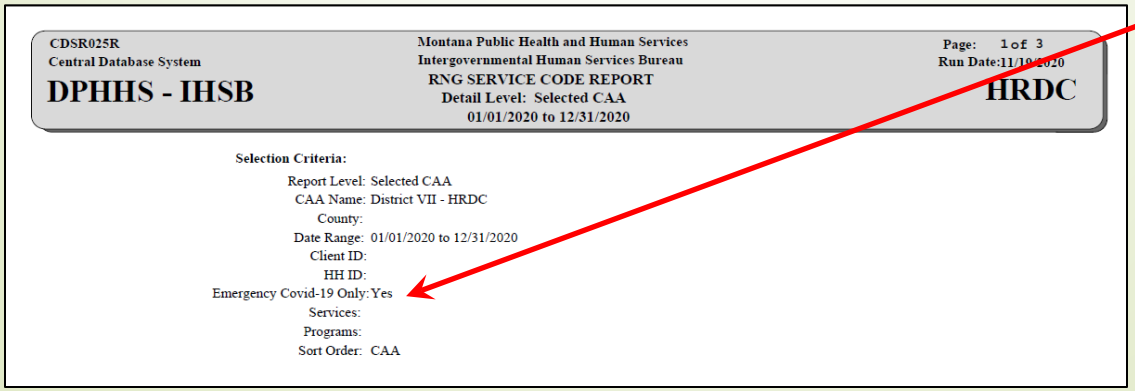
The CDS Form – RNG Service Code Reports

RNG Service Code Report (CDSR025R)

- This report selects RNG services based on the selection criteria entered on the parameter form.
- The Sort Order is determined by the user from the parameter form.
- The begin and end dates compare to the date of service.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab is included in this report.






CDSR025R
Central Database System
DPHHS - IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau
RNG SERVICE CODE REPORT
Detail Level: Selected CAA
01/01/2020 to 12/31/2020

Page: 1 of 3
Run Date:11/19/2020
HRDC

Selection Criteria:
Report Level: Selected CAA
CAA Name: District VII - HRDC
County:
Date Range: 01/01/2020 to 12/31/2020
Client ID:
HH ID:
Emergency Covid-19 Only: Yes
Services:
Programs:
Sort Order: CAA

- The Selection criteria on the first page notes whether or not the Emergency COVID-19 check box was checked.

The CDS Form – RNG Service Code Reports

RNG Service Code Report (CDSR025R)

CDSR025R
Central Database System
DPHHS - IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau
RNG SERVICE CODE REPORT
Detail Level: Selected CAA
01/01/2020 to 12/31/2020

Page: 2 of 3
Run Date:11/19/2020
HRDC

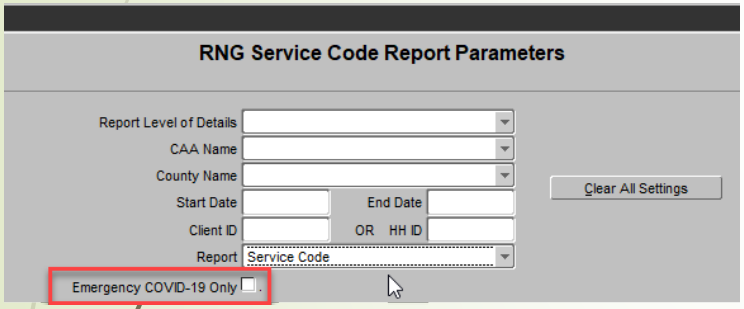
CAA Name District VII - HRDC

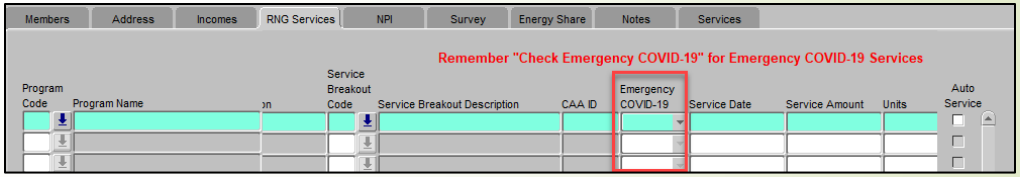
Service Code	F/I	HH ID	Client ID	Service Descr	Service Program Code	Client Name	Service Amount	Date of Service	Service Units	County Code	Service Created	Service Modified
041247	F	8	14	Utility Payments	301-LIEAP	DORIAN DONNER	$200.00	05/19/2020		56	CDS-05/21/2020	
041247	F	103	201	Utility Payments	301-LIEAP	REYNARD PERIMAN	$335.00	05/19/2020		49	CDS-05/21/2020	
041247	F	134110	166605	Utility Payments	301-LIEAP	GAREY RAAB	$250.00	05/19/2020		56	CDS-05/21/2020	
041247	F	134110	166605	Utility Payments	301-LIEAP	GAREY RAAB	$200.00	05/19/2020		56	CDS-05/21/2020	
041247	F	141379	173699	Utility Payments	301-LIEAP	VIVIA SIM	$200.00	05/19/2020		5	CDS-05/21/2020	
041247	F	141763	174196	Utility Payments	301-LIEAP	BRIE HALEY	$200.00	05/19/2020		48	CDS-05/21/2020	
041247	F	141764	174198	Utility Payments	301-LIEAP	NAU MUNDALE	$200.00	05/19/2020		5	CDS-05/21/2020	
041247	F	141961	174465	Utility Payments	301-LIEAP	HARTWICK BAKAY	$100.00	05/19/2020		56	CDS-05/21/2020	
041247	F	142226	174886	Utility Payments	301-LIEAP	UNDER EXAMPLE	$200.00	05/19/2020		56	CDS-05/21/2020	
041247	F	143252	176045	Utility Payments	301-LIEAP	FRANCIS PUG	$200.00	05/19/2020		56	CDS-05/21/2020	
041249	F	143406	176265	Utility Arrears Payments	301-LIEAP	DEBRA DACHSHUND	$200.00	04/03/2020		56	TEST07-04/28/2020	
041249	F	142246	174909	Utility Arrears Payments	301-LIEAP	BILL GOLFCOURSE	$500.00	04/10/2020		11	TEST07-04/14/2020	
041249	F	138715	171210	Utility Arrears Payments	301-LIEAP	CONNIE FOX	$250.00	04/10/2020		37	TEST07-04/14/2020	
041247	F	143408	176270	Utility Payments	301-LIEAP	ALEXANDER AKBASH	$200.00	04/04/2020		56	TEST07-04/29/2020	
041249	F	143409	176271	Utility Arrears Payments	301-LIEAP	AUDREY AKBASH	$200.00	04/04/2020		56	TEST07-04/29/2020	
041249	F	126517	159012	Utility Arrears Payments	301-LIEAP	FAY AAARGH	$250.00	04/10/2020		7	TEST07-04/15/2020	
041249	F	135542	168037	Utility Arrears Payments	301-LIEAP	DODIE AAARGH	$250.00	04/10/2020		27	TEST07-04/15/2020	
041249	F	142406	175225	Utility Arrears Payments	301-LIEAP	HH TEST	$250.00	04/10/2020		56	TEST07-04/15/2020	
041249	F	142586	175425	Utility Arrears Payments	301-LIEAP	ENERGYSHARE TEST	$250.00	04/10/2020		56	TEST07-04/15/2020	
010106	I	120827	153322	Job Readiness Training	301-LIEAP	QUINTIN KINKAID		04/14/2020		56	TEST99-04/14/2020	TEST99-04/14/2020
041247	F	143288	13412	Utility Payments	301-LIEAP	ARDEN LIEAP	$250.00	04/09/2020		56	TEST99-04/10/2020	
041247	F	134110	166605	Utility Payments	301-LIEAP	GAREY RAAB	$250.00	03/25/2020		56	TEST99-04/10/2020	
041247	F	143407	176267	Utility Payments	301-LIEAP	PETER PULI	$200.00	04/04/2020		56	TEST07-04/29/2020	
041247	F	143306	176145	Utility Payments	301-LIEAP	BODHI WHIPPET	$200.00	04/03/2020		7	TEST07-04/29/2020	TEST07-04/29/2020
041247	F	143426	176285	Utility Payments	301-LIEAP	EIDER DUCK	$250.00	05/01/2020		56	TEST99-05/04/2020	
041247	F	143506	18507	Utility Payments	301-LIEAP	CANDELARIA FRAZER	$200.00	07/01/2020		56	TEST07-07/17/2020	
041247	F	679	1477	Utility Payments	303-Warm Homes	MANGO NOTBOHM		04/03/2020		56	TEST99-04/03/2020	
041249	F	120827	153322	Utility Arrears Payments	303-Warm Homes	QUINTIN KINKAID	$45.00	04/14/2020		56	TEST99-04/14/2020	TEST99-04/14/2020
041247	F	120827	153322	Utility Payments	303-Warm Homes	QUINTIN KINKAID	$45.00	04/14/2020		56	TEST99-04/14/2020	TEST99-04/14/2020
071770	F	143166	175945	Eligibility Determinations	601-Food Bank	BD TEST		10/02/2020		25	TEST99-10/02/2020	

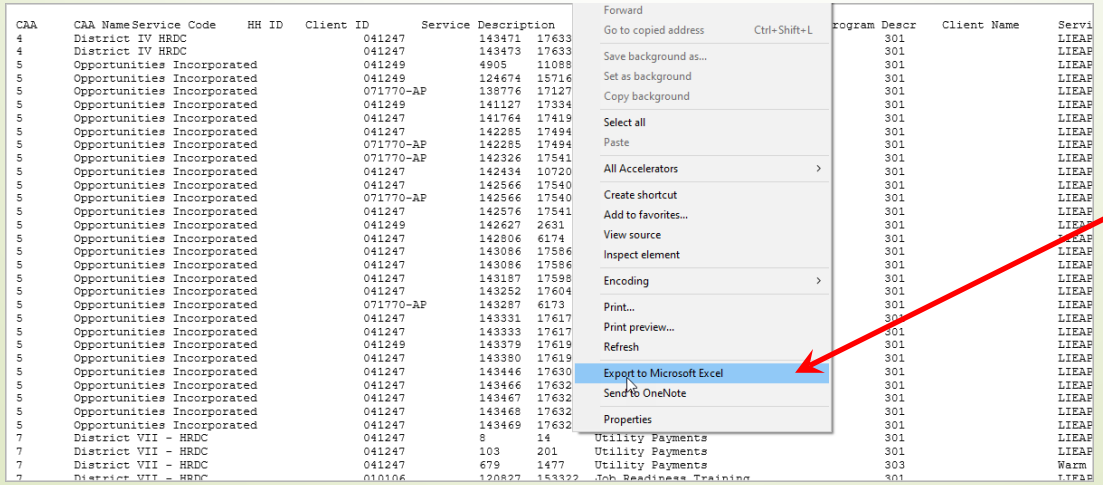
The CDS Form – RNG Service Code Reports

RNG Service Extract File (CDSR026R)

- This extract is list of RNG services based on the selection criteria entered on the parameter form.
- The report runs when the Create Report File button is pressed and the Service Code Report has been selected.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.



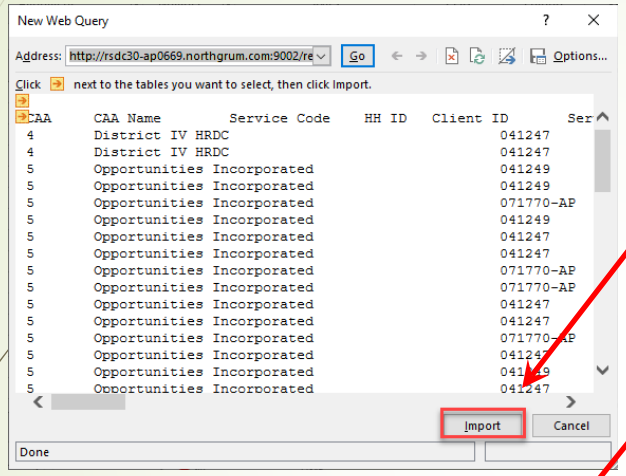




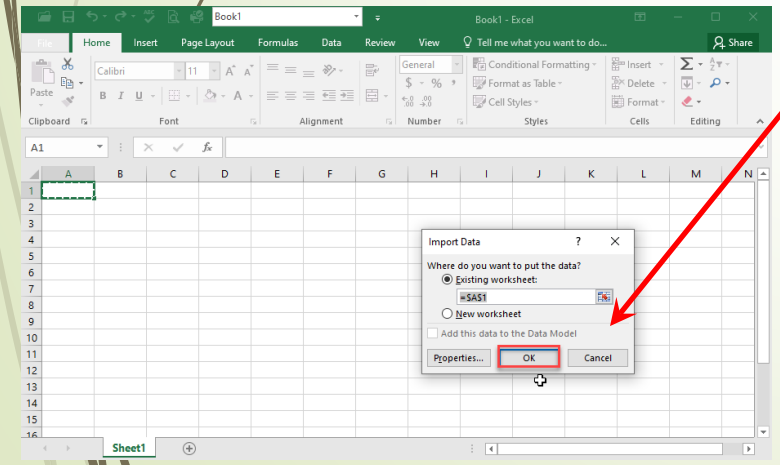
- The extract file comes up in a new browser window.
- Right click and select “Export to Microsoft Excel”

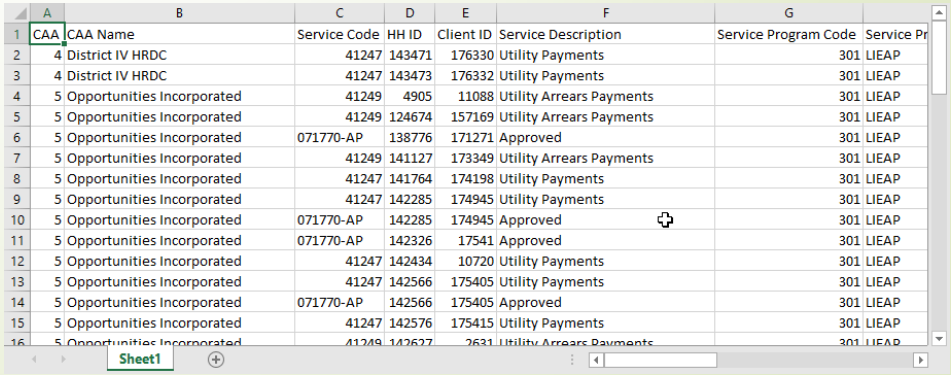
The CDS Form – RNG Service Code Reports

RNG Service Extract File (CDSR026R)



- Select "Import" on the New Web Query that comes up after clicking Export to Microsoft Excel.
- Click "ok" on the Import Data box that comes up
- The data displays in an Excel workbook.





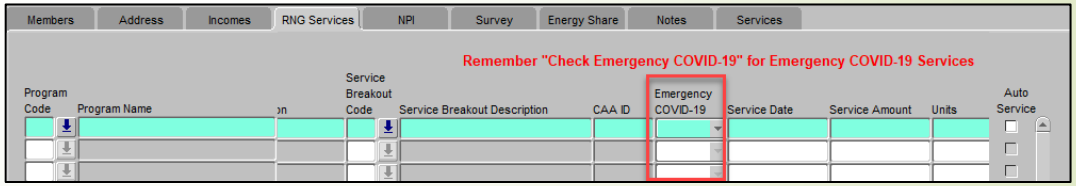
	A	B	C	D	E	F	G	
1	CAA	CAA Name	Service Code	HH ID	Client ID	Service Description	Service Program Code	Service Pr
2	4	District IV HRDC	41247	143471	176330	Utility Payments	301	LIEAP
3	4	District IV HRDC	41247	143473	176332	Utility Payments	301	LIEAP
4	5	Opportunities Incorporated	41249	4905	11088	Utility Arrears Payments	301	LIEAP
5	5	Opportunities Incorporated	41249	124674	157169	Utility Arrears Payments	301	LIEAP
6	5	Opportunities Incorporated	071770-AP	138776	171271	Approved	301	LIEAP
7	5	Opportunities Incorporated	41249	141127	173349	Utility Arrears Payments	301	LIEAP
8	5	Opportunities Incorporated	41247	141764	174198	Utility Payments	301	LIEAP
9	5	Opportunities Incorporated	41247	142285	174945	Utility Payments	301	LIEAP
10	5	Opportunities Incorporated	071770-AP	142285	174945	Approved	301	LIEAP
11	5	Opportunities Incorporated	071770-AP	142326	17541	Approved	301	LIEAP
12	5	Opportunities Incorporated	41247	142434	10720	Utility Payments	301	LIEAP
13	5	Opportunities Incorporated	41247	142566	175405	Utility Payments	301	LIEAP
14	5	Opportunities Incorporated	071770-AP	142566	175405	Approved	301	LIEAP
15	5	Opportunities Incorporated	41247	142576	175415	Utility Payments	301	LIEAP
16	5	Opportunities Incorporated	41249	142627	2631	Utility Arrears Payments	301	LIEAP

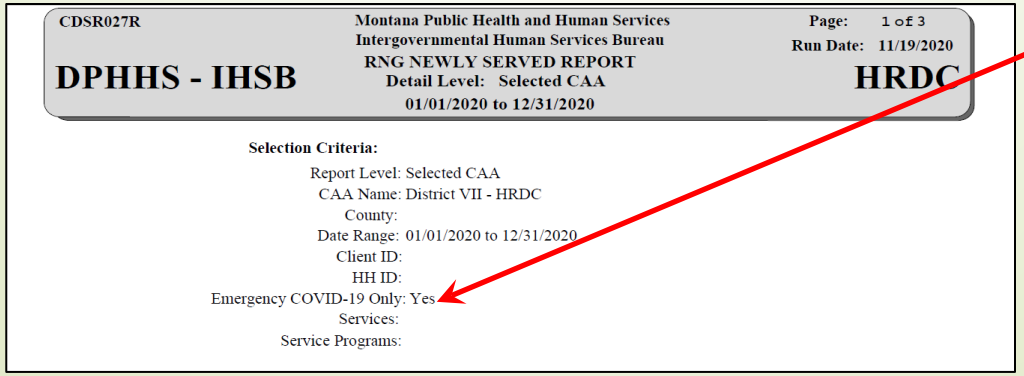
Sheet1

The CDS Form – RNG Service Code Reports

RNG Newly Served Report (CDSR027R)

- This report selects all RNG services broken out by agency and program and determines counts based on the selection criteria entered on the parameter form.
- The report runs when the Print report button is pressed and the report selected to run is “Newly Served”.
- The begin and end dates compare to the date of service.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.





- The Selection criteria on the first page notes whether or not the Emergency COVID-19 check box was checked.

The CDS Form – RNG Service Code Reports

RNG Newly Served Report (CDSR027R)

CDSR027R

DPHHS - IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau
RNG NEWLY SERVED REPORT
Detail Level: Selected CAA
01/01/2020 to 12/31/2020

Page: 2 of 4
Run Date: 03/17/2021

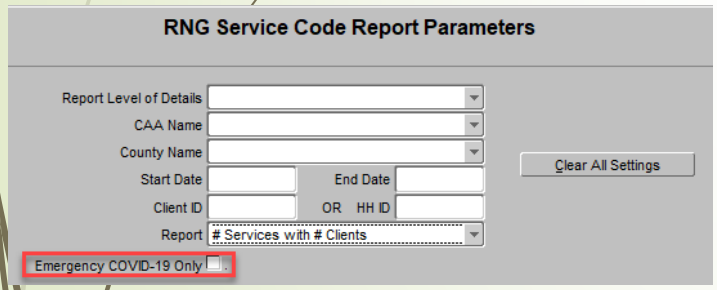
HRDC

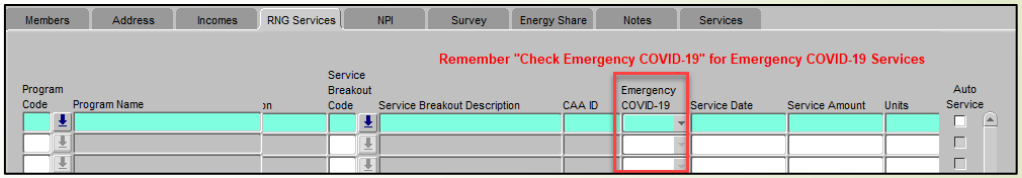
CAA Name / Program	
District VII - HRDC	
Child Care Resource & Referral	
Total Services for Program	1
Total Distinct Clients that benefited from services	1
Total Distinct HHs that benefited from services	1
Total Distinct Clients that benefited from services for the first time	1
Total Distinct HHs that benefited from services for the first time	1
Number Distinct Clients that benefited from multiple services this program	0
Number Distinct HHs that benefited from multiple services this program	0
Food Bank	
Total Services for Program	4
Total Distinct Clients that benefited from services	11
Total Distinct HHs that benefited from services	4
Total Distinct Clients that benefited from services for the first time	2
Total Distinct HHs that benefited from services for the first time	2
Number Distinct Clients that benefited from multiple services this program	0
Number Distinct HHs that benefited from multiple services this program	2
Housing Counseling	
Total Services for Program	1
Total Distinct Clients that benefited from services	1
Total Distinct HHs that benefited from services	1
Total Distinct Clients that benefited from services for the first time	1
Total Distinct HHs that benefited from services for the first time	1
Number Distinct Clients that benefited from multiple services this program	0
Number Distinct HHs that benefited from multiple services this program	0
LIEAP	
Total Services for Program	53
Total Distinct Clients that benefited from services	83
Total Distinct HHs that benefited from services	40
Total Distinct Clients that benefited from services for the first time	59
Total Distinct HHs that benefited from services for the first time	27
Number Distinct Clients that benefited from multiple services this program	21
Number Distinct HHs that benefited from multiple services this program	24

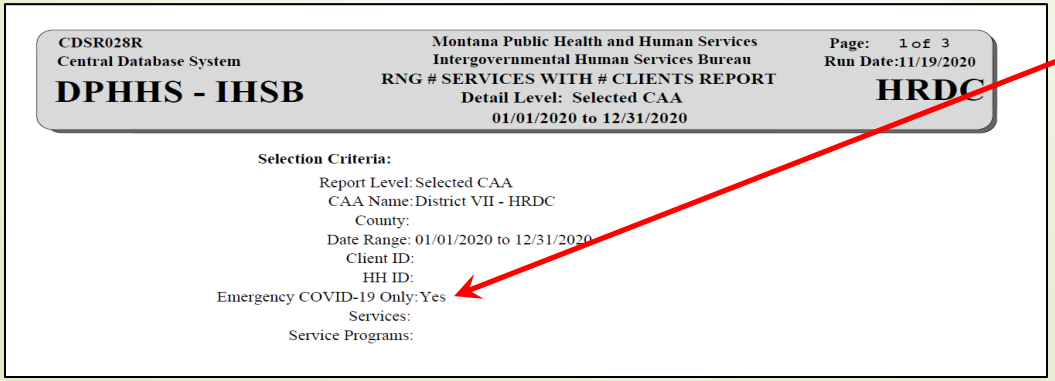
The CDS Form – RNG Service Code Reports

RNG # Services with # Clients Report (CDSR028R)

- This report selects all RNG services broken out by agency and groups by count the results of clients using the Family/Individual indicator based on the selection criteria entered on the parameter form.
- The report runs when the Print report button is pressed and the report selected to run is "# Services with # Clients".
- The begin and end dates compare to the date of service.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.







- The Selection criteria on the first page notes whether or not the Emergency COVID-19 check box was checked.

The CDS Form – RNG Service Code Reports

RNG # Services with # Clients Report (CDSR028R)

CDSR028R
Central Database System
DPHHS - IHSB

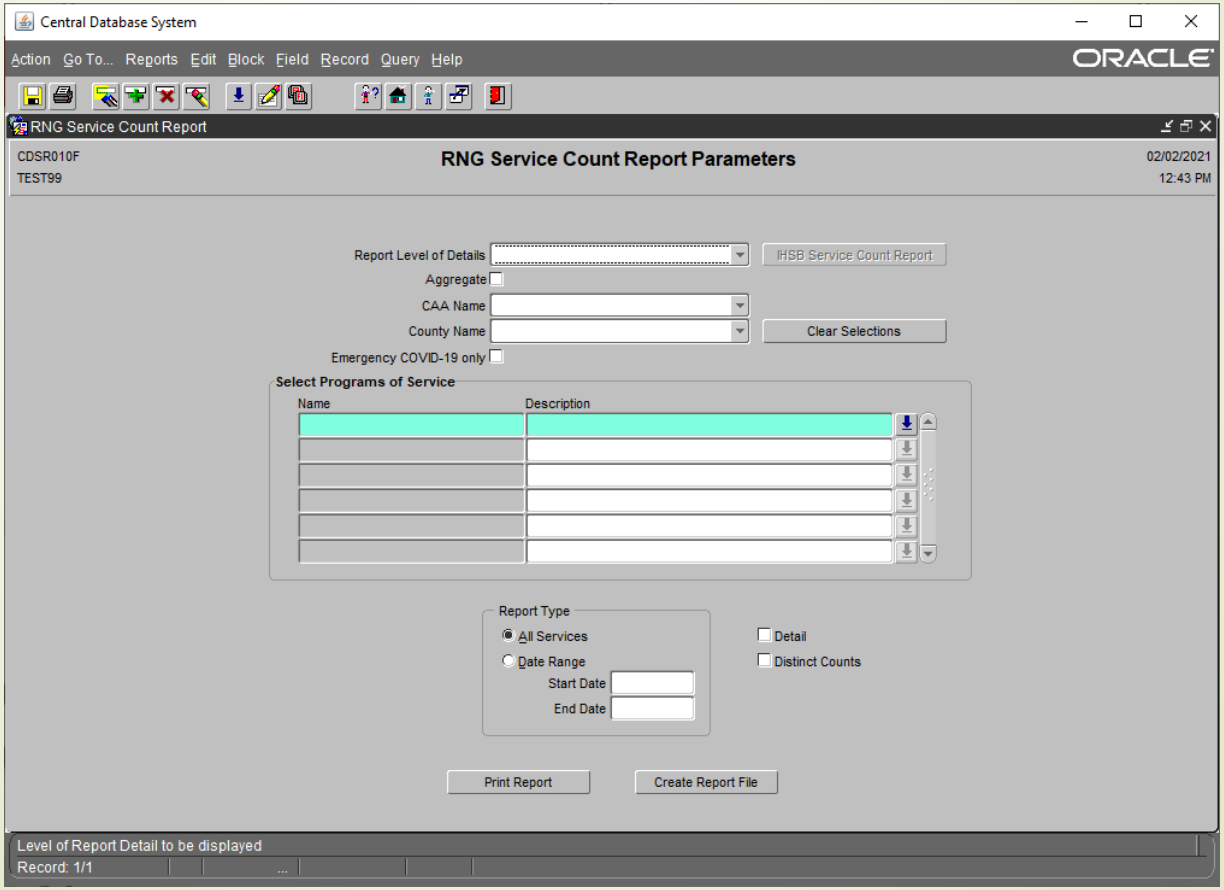
Montana Public Health and Human Services
Intergovernmental Human Services Bureau
RNG # SERVICES WITH # CLIENTS REPORT
Detail Level: Selected CAA
01/01/2020 to 12/31/2020

Page: 2 of 3
Run Date:03/17/2021
HRDC

CAA Name				
District VII - HRDC				
	68	Distinct clients received	1	distinct services
	26	Distinct clients received	2	distinct services
	1	Distinct clients received	3	distinct services
	1	Distinct clients received	4	distinct services
For the CAA	96	Distinct clients received	15	distinct services

The CDS Form – RNG Service Count Reports

- The RNG Service Code reports parameter screen gives the user the option of previewing the report on the screen or creating a file.
- The screen allows the user to limit the data returned by: CAA, County, Dates, Emergency COVID-19 Only and Selected Programs.

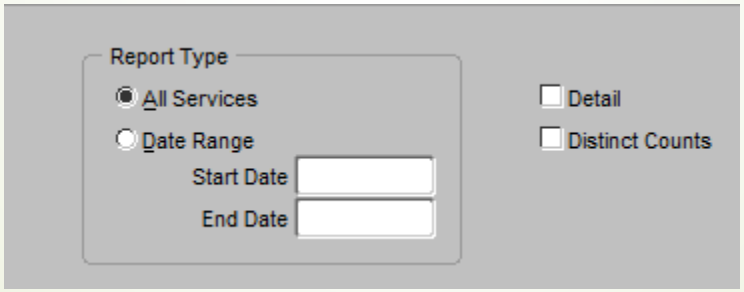


The CDS Form – RNG Service Count Reports

- **Report Level of Details**: The choices for this parameter are "All Levels of Detail", "Selected CAA" or Selected County. If "Selected CAA" is chosen the name of the CAA must be chosen. If "Selected County is chosen, the name of the county must included.
- **Aggregate:** Indicates that the report collect the data as a whole. (If this checkbox is checked the report is not broken out by county.)
- **CAA Name**: If Report Level of Detail Choice is "Selected CAA", then the CAA name must be selected from the drop down list.
- **County Name**: Allows the user to further define the report down to selected county. This parameter is optional.
- **Emergency COVID-19 Only**: When this checkbox is checked only RNG services marked as "Emergency COVID-19" are selected.
- **Program of Service:** Allows the user to further define the report down to selected programs or those RNG services without a program.
- **Detail:** Indicates whether or not the report should run with the new fields added (F/I, # of clients served and # of HH Served).
- **Distinct Counts:** Indicates whether or not the report should run with the total distinct counts at the end.

The CDS Form – RNG Service Count Reports

- **Report Type:** One of the following options is required to run the report:
  - **All Services:** This selection indicates that all RNG services are selected for the report. (This takes a long time to run)
  - **Date Range:** This selection indicates that all series within the specified date range are selected for the report. (Recommended)
    - **Start Date**: The beginning date range of the report. The date is compared to the service date. Required when Report Type select is "Date Range".
    - **End Date**: The ending date range of the report. The date is compared to the service date. Required when Report Type select is "Date Range".



The CDS Form – RNG Service Count Reports

- If the user wants to see a report they click on the button labeled: Print Report. If the user wants a file then he/she clicks the button labeled: Create Report File.

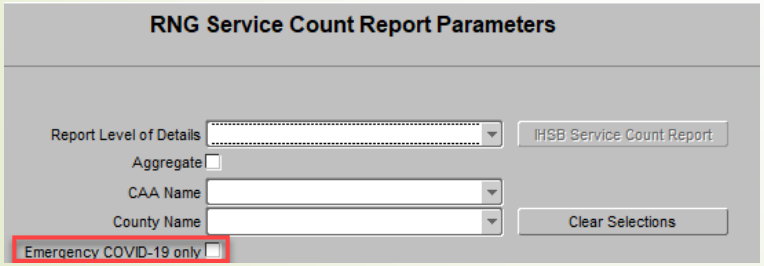
- Depending on the criteria selected and the button pressed, one of the following ten (10) reports are run:

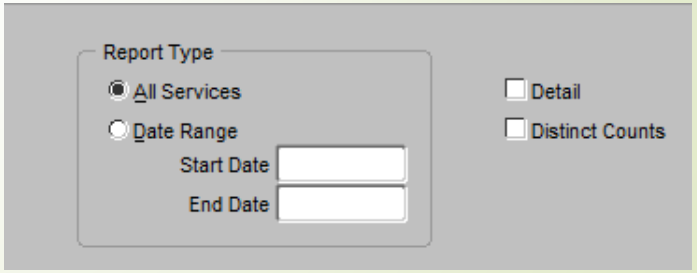
BUTTON PRESSED	REPORT	AGGREGATE	DETAIL	DISTINCT COUNTS	REPORT RUN
Print	Aggregate Services Count	Yes	No	N/A	CDSR012R
File	Aggregate Services Count	Yes	No	N/A	CDSR013R
Print	Aggregate Service Count (Detail)	Yes	Yes	Yes	CDSR019R
Print	Aggregate Service Count (Detail)	Yes	Yes	No	CDSR020R
File	Aggregate Services Count (Detail)	Yes	Yes	N/A	CDSR021R
Print	Services Count	No	No	N/A	CDSR010R
File	Services Count	No	No	N/A	CDSR011R
Print	Services Count (Detail)	No	Yes	Yes	CDSR014R
Print	Service Count (Detail)	No	Yes	No	CDSR016R
File	Services Count (Detail)	No	Yes	N/A	CDSR015R

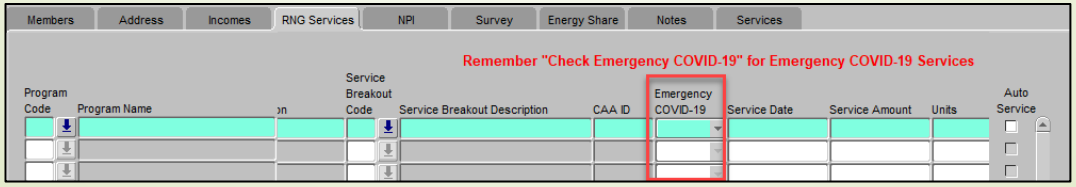
The CDS Form – RNG Service Count Reports

RNG Service Count Report (CDSR010R)

- This creates a file of all RNG services broken out by program, agency, and county by domain, category and subtype based on the selection criteria entered on the parameter form.
- This report also includes number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be unchecked for this report to run.
- The detail checkbox must be unchecked for this report to run.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.







The CDS Form – RNG Service Count Reports

RNG Service Count Report (CDSR010R)

CDSR010R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG SERVICES COUNT
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 3 of 12
Run Date:03/19/2021
HRDC

Program: 301 - LIEAP

CAA Name: District VII - HRDC

Cnty Code	County Name / Domain Code	Domain Descr	Ctg Code	Ctg Descr	Srvc Type Code	Srvc Type Descr	Breakout Code	Breakout Descr	# of Services	Units Served	$ Amt	Date Last Served	Expired Date
37	**Pondera**												
	04	Housing	12	Utility Payment Assistance	49	Utility Arrears Payments			1.00		$250.00	04/10/2020	
	County Totals								**2.00**		**$450.00**		
48	**Stillwater**												
	04	Housing	12	Utility Payment Assistance	47	Utility Payments			1.00		$200.00	05/19/2020	
	07	Services Supporting Multiple Domains	17	Eligibility Determinations	70	Eligibility Determinations	AP	Approved	2.00			05/13/2020	
	County Totals								**3.00**		**$200.00**		
49	**Sweet Grass**												
	04	Housing	12	Utility Payment Assistance	47	Utility Payments			1.00		$335.00	05/19/2020	
	07	Services Supporting Multiple Domains	17	Eligibility Determinations	70	Eligibility Determinations	AP	Approved	1.00			05/13/2020	
	County Totals								**2.00**		**$335.00**		
56	**Yellowstone**												
	01	Employment	01	Skills training and Opportunities for Experience	06	Job Readiness Training			1.00			04/14/2020	
	04	Housing	12	Utility Payment Assistance	47	Utility Payments			13.00		$2,909.00	07/01/2020	
	04	Housing	12	Utility Payment Assistance	49	Utility Arrears Payments			4.00		$900.00	04/10/2020	
	04	Housing	33	Housing Maintenance & Improvements	A8	Home Repairs	EP	Emergency Payment	1.00		$250.00	05/19/2020	
	07	Services Supporting Multiple Domains	16	Case Management	69	Case Management	CE	Client Education	4.00			04/29/2020	
	07	Services Supporting Multiple Domains	16	Case Management	69	Case Management			1.00			04/14/2020	
	07	Services Supporting Multiple Domains	17	Eligibility Determinations	70	Eligibility Determinations	AP	Approved	10.00			05/13/2020	
	County Totals								**34.00**		**$4,059.00**		

The CDS Form – RNG Service Count Reports

RNG Service Count Report (CDSR010R)

CDSR010R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG SERVICES COUNT
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 4 of 12
Run Date:03/19/2021
HRDC

Program: 301 - LIEAP

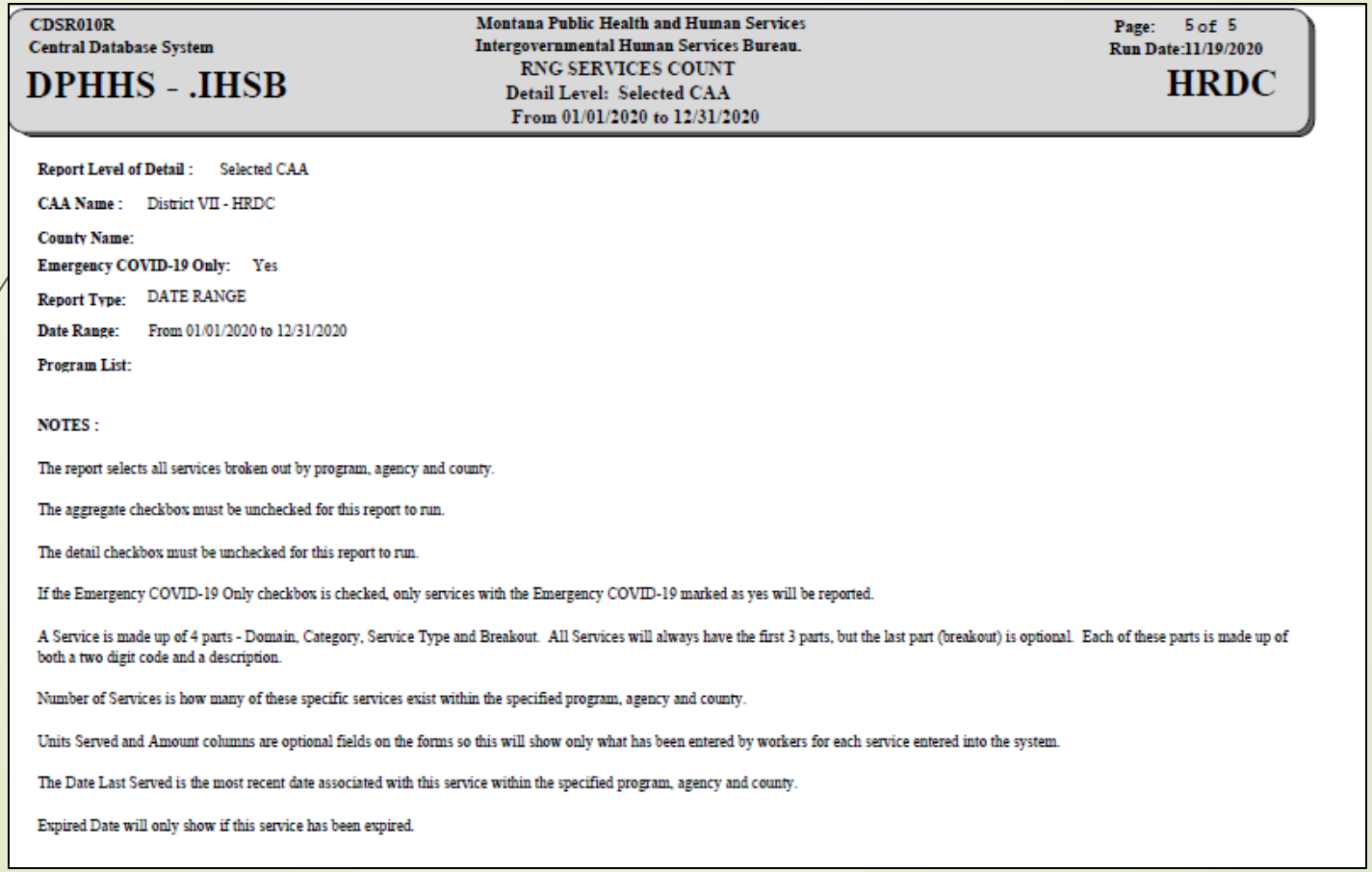
CAA Name: District VII - HRDC

Cnty Domain Code	County Name Domain Descr	Ctg Code	Ctg Descr	Srvc Type Code	Srvc Type Descr	Breakout Code	Breakout Descr	# of Services	Units Served	$ Amt	Date Last Served	Expired Date
CAA Totals								53.00	0.00	$6,644.00		
Program Totals								53.00	0.00	$6,644.00		

The CDS Form – RNG Service Count Reports

RNG Service Count Report (CDSR010R)

- The Selection criteria is found on the last page of this report.



CDSR010R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG SERVICES COUNT
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 5 of 5
Run Date:11/19/2020
HRDC

Report Level of Detail : Selected CAA

CAA Name : District VII - HRDC

County Name:

Emergency COVID-19 Only: Yes

Report Type: DATE RANGE

Date Range: From 01/01/2020 to 12/31/2020

Program List:

NOTES :

The report selects all services broken out by program, agency and county.

The aggregate checkbox must be unchecked for this report to run.

The detail checkbox must be unchecked for this report to run.

If the Emergency COVID-19 Only checkbox is checked, only services with the Emergency COVID-19 marked as yes will be reported.

A Service is made up of 4 parts - Domain, Category, Service Type and Breakout. All Services will always have the first 3 parts, but the last part (breakout) is optional. Each of these parts is made up of both a two digit code and a description.

Number of Services is how many of these specific services exist within the specified program, agency and county.

Units Served and Amount columns are optional fields on the forms so this will show only what has been entered by workers for each service entered into the system.

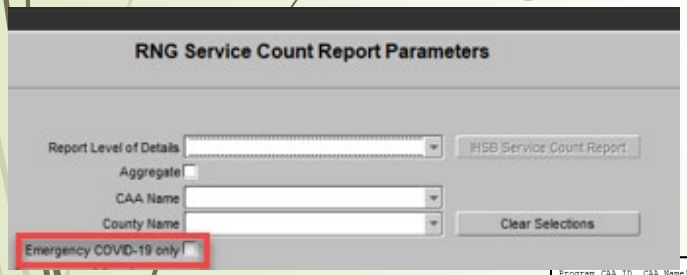
The Date Last Served is the most recent date associated with this service within the specified program, agency and county.

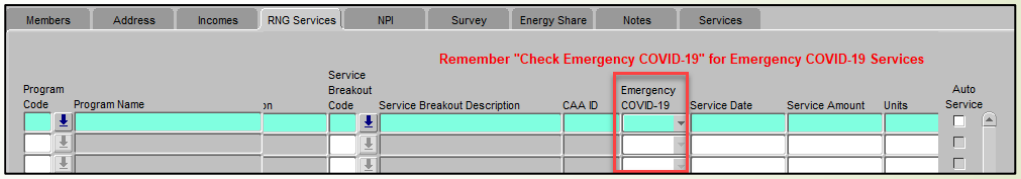
Expired Date will only show if this service has been expired.

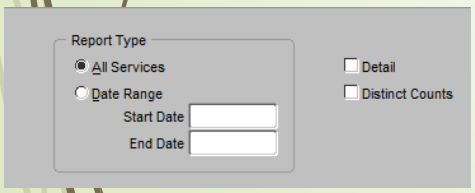
The CDS Form – RNG Service Count Reports

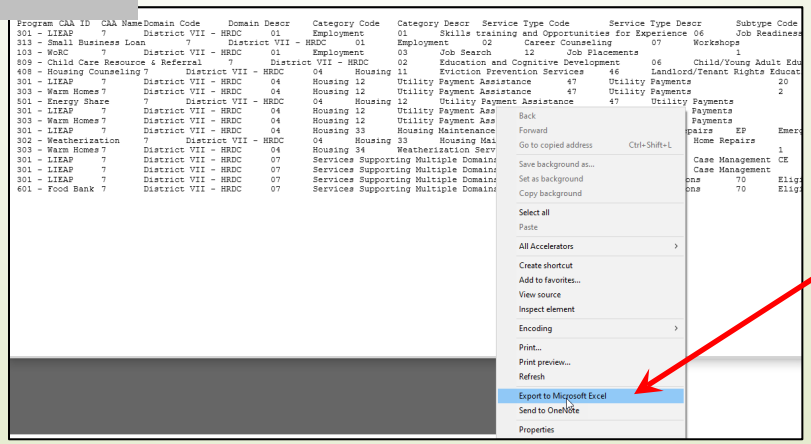
RNG Service Count File (CDSR011R)

- This creates a file of all RNG services broken out by program, agency, and county by domain, category and subtype based on the selection criteria entered on the parameter form.
- This report also includes the number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be unchecked for this report to run.
- The detail checkbox must be unchecked for this report to run.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.





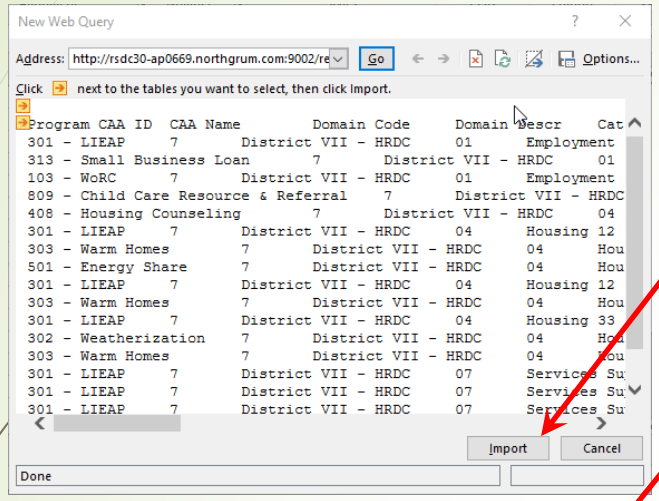




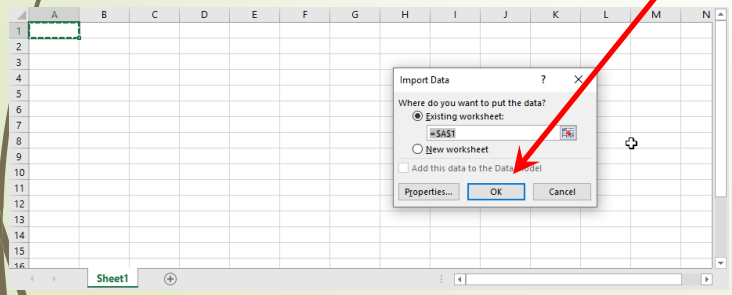
- The extract file comes up in a new browser window.
- Right click and select “Export to Microsoft Excel”

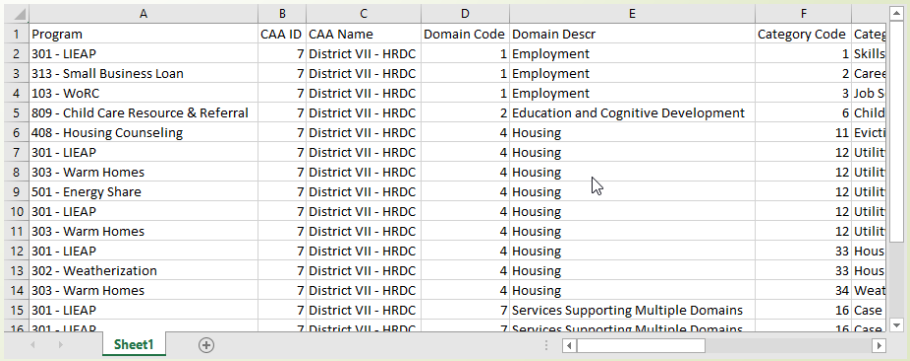
The CDS Form – RNG Service Count Reports

RNG Service Count File (CDSR011R)



- Select “Import” on the New Web Query that comes up after clicking Export to Microsoft Excel.
- Click “ok” on the Import Data box that comes up
- The data then displays in an Excel workbook.





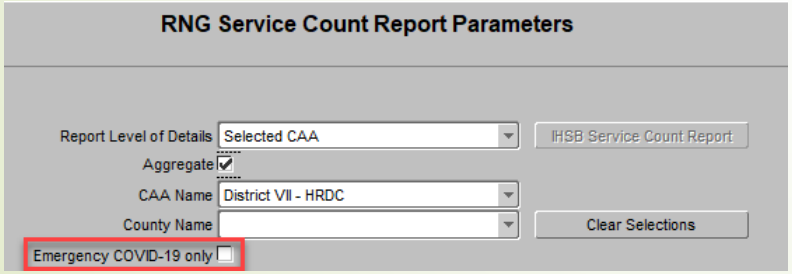
	A	B	C	D	E	F	
1	Program	CAA ID	CAA Name	Domain Code	Domain Descr	Category Code	Categ
2	301 - LIEAP	7	District VII - HRDC	1	Employment	1	Skills
3	313 - Small Business Loan	7	District VII - HRDC	1	Employment	2	Caree
4	103 - WoRC	7	District VII - HRDC	1	Employment	3	Job S
5	809 - Child Care Resource & Referral	7	District VII - HRDC	2	Education and Cognitive Development	6	Child
6	408 - Housing Counseling	7	District VII - HRDC	4	Housing	11	Evicti
7	301 - LIEAP	7	District VII - HRDC	4	Housing	12	Utilit
8	303 - Warm Homes	7	District VII - HRDC	4	Housing	12	Utilit
9	501 - Energy Share	7	District VII - HRDC	4	Housing	12	Utilit
10	301 - LIEAP	7	District VII - HRDC	4	Housing	12	Utilit
11	303 - Warm Homes	7	District VII - HRDC	4	Housing	12	Utilit
12	301 - LIEAP	7	District VII - HRDC	4	Housing	33	Hous
13	302 - Weatherization	7	District VII - HRDC	4	Housing	33	Hous
14	303 - Warm Homes	7	District VII - HRDC	4	Housing	34	Weat
15	301 - LIEAP	7	District VII - HRDC	7	Services Supporting Multiple Domains	16	Case
16	301 - LIEAP	7	District VII - HRDC	7	Services Supporting Multiple Domains	16	Case

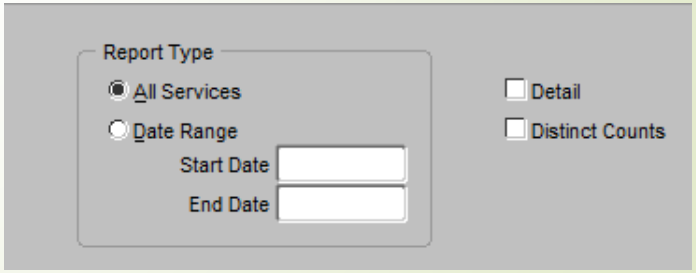
Sheet1

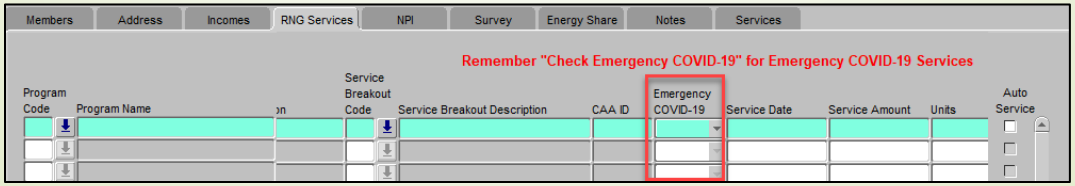
The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Report (CDSR012R)

- This creates a file of all RNG services broken out by program, agency, domain, category and subtype based on the selection criteria entered on the parameter form.
- This report includes number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be checked for this report to run.
- The detail checkbox must be unchecked for this report to run.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.







The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Report (CDSR012R)

CDSR012R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG AGGREGATE SERVICES COUNT
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 4 of 10
Run Date:03/19/2021
HRDC

Program 303 - Warm Homes

CAA Name District VII - HRDC

Domain Code	Domain Descr	Ctg Code	Ctg Descr	Srvc Type Code	Srvc Type Descr	Breakout Code	Breakout Descr	# of Services	Units Served	$ Amt	Date Last Served
04	Housing	12	Utility Payment Assistance	47	Utility Payments			2.00		$45.00	04/14/2020
04	Housing	12	Utility Payment Assistance	49	Utility Arrears Payments			1.00		$45.00	04/14/2020
04	Housing	34	Weatherization Services	B1	Healthy Homes Service			1.00			03/20/2020
	CAA Totals							**4.00**	**0.00**	**$90.00**	
	Program Totals							**4.00**	**0.00**	**$90.00**	

The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Report (CDSR012R)

- The Selection criteria is found on the last page of this report.

CDSR012R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG AGGREGATE SERVICES COUNT
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 10 of 10
Run Date:01/28/2021
HRDC

Report Level of Detail :	Selected CAA
CAA Name :	District VII - HRDC
Emergency COVID-19 Only:	No
Report Type:	DATE RANGE
Date Range:	From 01/01/2020 to 12/31/2020
Program List:	

NOTES:

The report selects all services broken out by program and agency.

The aggregate checkbox must be checked for this report to run.

The detail checkbox must be unchecked for this report to run.

If the Emergeny COVID-19 Only checkbox was checked then only services with the Emergency COVID-19 indicator will be selected.

A Service is made up of 4 parts - Domain, Category, Service Type and Breakout. All Services will always have the first 3 parts, but the last part (breakout) is optional. Each of these parts is made up of both a two digit code and a description.

Number of Services is how many of these specific services exist within the specified program and agency.

Units Served and Amount columns are optional fields on the forms so this will show only what has been entered by workers for each service entered into the system.

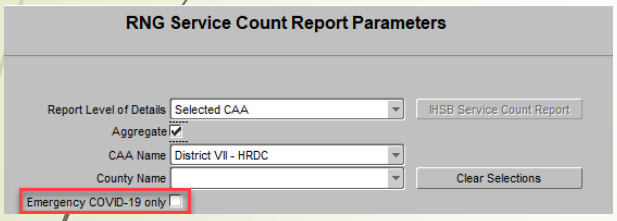
The Date Last Served is the most recent date associated with this service within the specified program, agency and count.

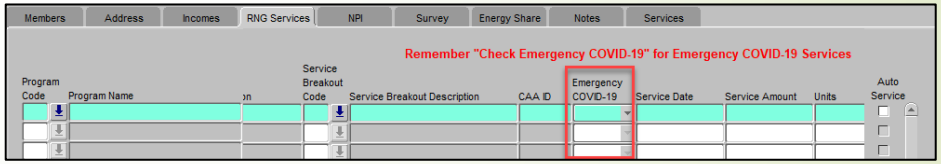
Expired Date will only show if this services has been expired.

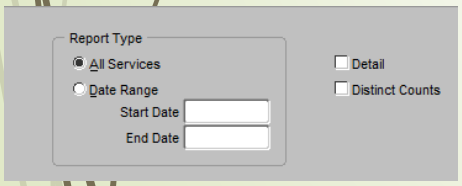
The CDS Form – RNG Service Count Reports

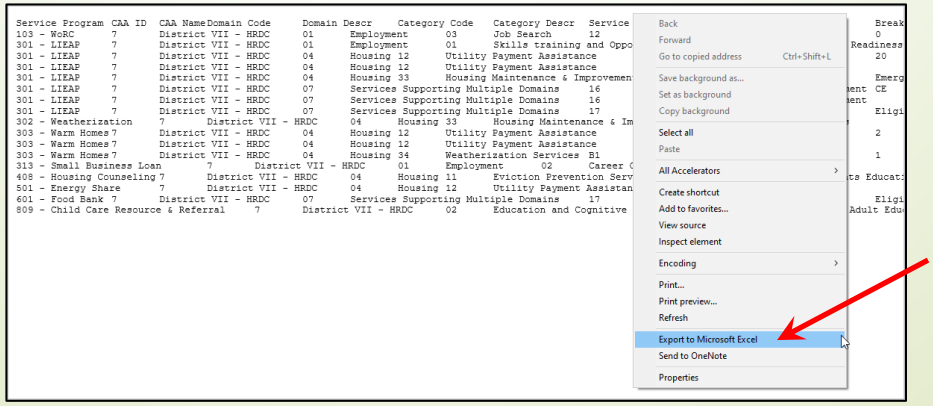
RNG Service Count Aggregate File (CDSR013R)

- This creates a file of all RNG services broken out by program, agency, domain, category and subtype based on the selection criteria entered on the parameter form.
- This report also includes the number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be checked for this report to run.
- The detail checkbox must be unchecked for this report to run.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.





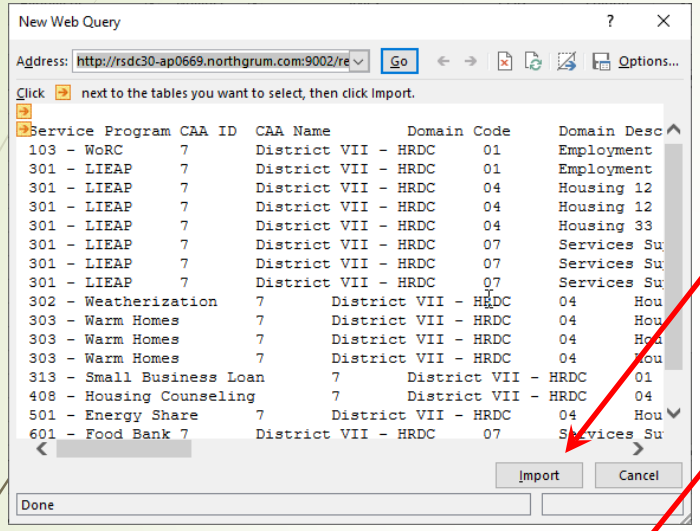




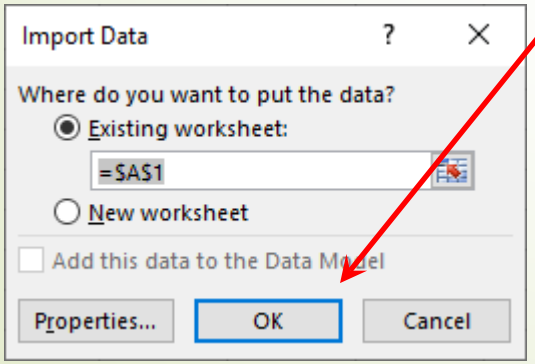
- The extract file comes up in a new browser window.
- Right click and select “Export to Microsoft Excel”

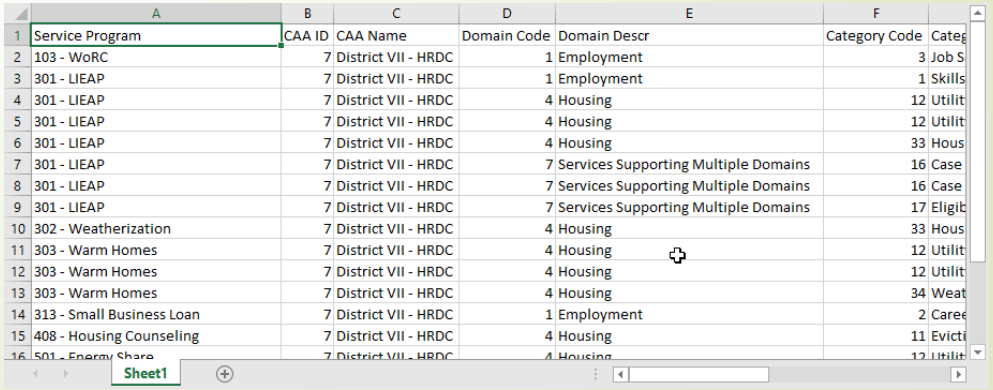
The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate File (CDSR013R)



- Select "Import" on the New Web Query that comes up after clicking Export to Microsoft Excel.
- Click "ok" on the Import Data box that comes up
- The data then displays in an Excel workbook.





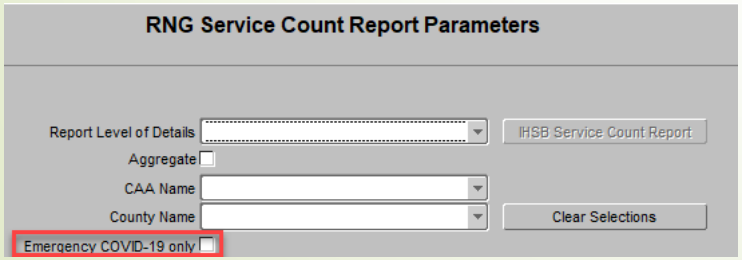
	A	B	C	D	E	F	
1	Service Program	CAA ID	CAA Name	Domain Code	Domain Descr	Category Code	Categ
2	103 - WoRC	7	District VII - HRDC	1	Employment	3	Job S
3	301 - LIEAP	7	District VII - HRDC	1	Employment	1	Skills
4	301 - LIEAP	7	District VII - HRDC	4	Housing	12	Utilit
5	301 - LIEAP	7	District VII - HRDC	4	Housing	12	Utilit
6	301 - LIEAP	7	District VII - HRDC	4	Housing	33	Hous
7	301 - LIEAP	7	District VII - HRDC	7	Services Supporting Multiple Domains	16	Case
8	301 - LIEAP	7	District VII - HRDC	7	Services Supporting Multiple Domains	16	Case
9	301 - LIEAP	7	District VII - HRDC	7	Services Supporting Multiple Domains	17	Eligib
10	302 - Weatherization	7	District VII - HRDC	4	Housing	33	Hous
11	303 - Warm Homes	7	District VII - HRDC	4	Housing	12	Utilit
12	303 - Warm Homes	7	District VII - HRDC	4	Housing	12	Utilit
13	303 - Warm Homes	7	District VII - HRDC	4	Housing	34	Weat
14	313 - Small Business Loan	7	District VII - HRDC	1	Employment	2	Caree
15	408 - Housing Counseling	7	District VII - HRDC	4	Housing	11	Evicti
16	501 - Energy Share	7	District VII - HRDC	4	Housing	12	Utilit

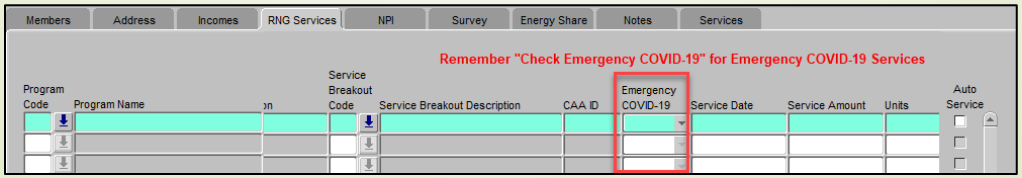
Sheet1

The CDS Form – RNG Service Count Reports

RNG Services Count Detail Report (CDSR014R)

- This creates a file of all RNG services broken out by program, agency, and county by domain, category and subtype based on the selection criteria entered on the parameter form.
- This report also includes number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be unchecked for this report to run.
- The detail checkbox must be checked for this report to run.
- The distinct counts checkbox must be checked for this report to run.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.





The CDS Form – RNG Service Count Reports

RNG Services Count Detail Report (CDSR014R)

CDSR014R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG SERVICES COUNT (DETAIL)
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 7 of 13
Run Date:03/19/2021
HRDC

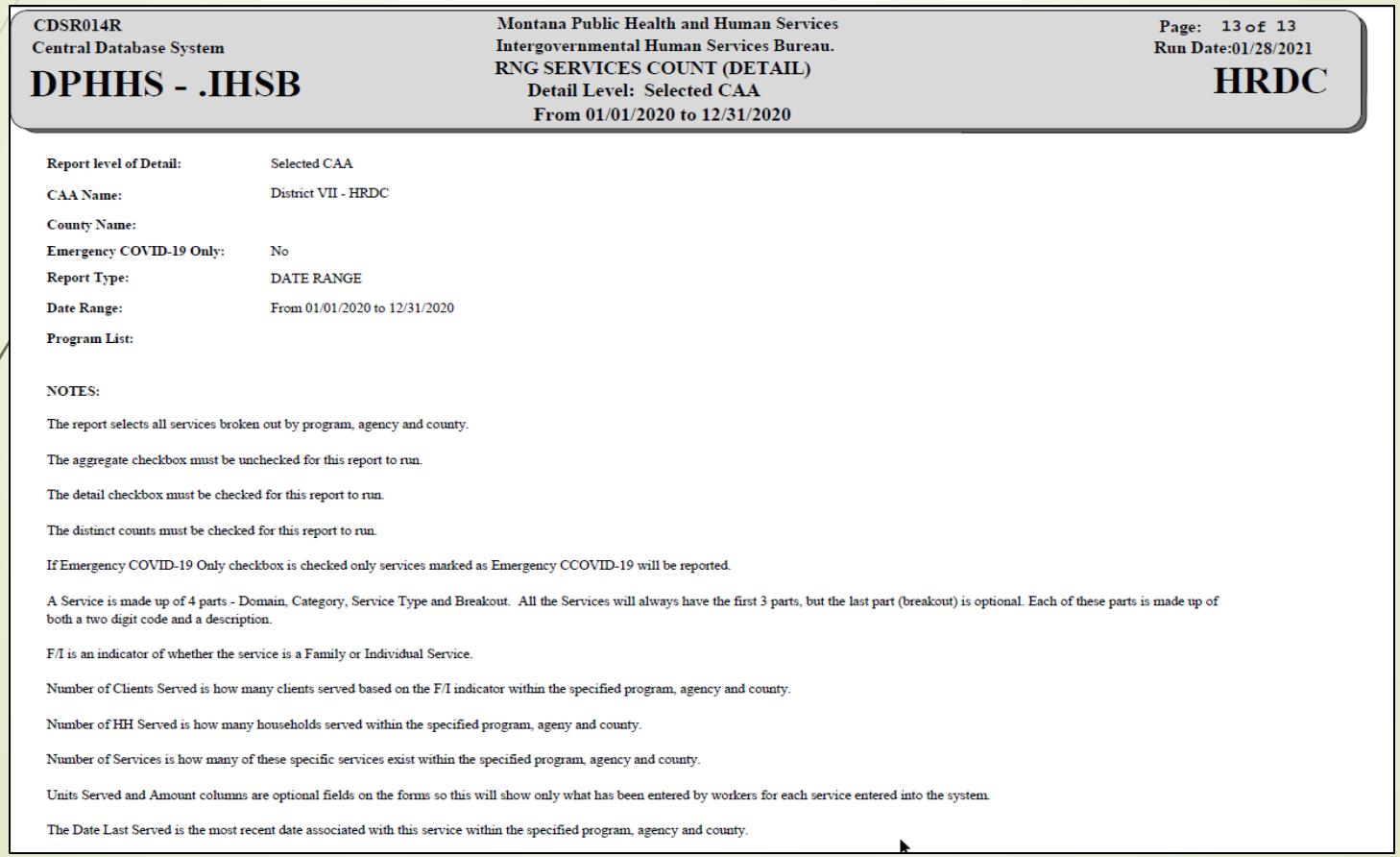
Program: 303 - Warm Homes
CAA Name: District VII - HRDC

Cnty	County Name	Domain Code	Domain Descr	Ctg Code	Ctg Descr	Srvc Type Code	Srvc Type Descr	Breakout Code	Breakout Descr	F/I	# of Clients Served	# of HH Served	# of Services	Units Served	$ Amt	Date Last Served
56	Yellowstone															
		04	Housing	12	Utility Payment Assistance	47	Utility Payments			F	3	2	2		$45.00	04/14/2020
		04	Housing	12	Utility Payment Assistance	49	Utility Arrears Payments			F	1	1	1		$45.00	04/14/2020
		04	Housing	34	Weatherization Services	B1	Healthy Homes Service			F	1	1	1			03/20/2020
	County Totals										**5**	**4**	**4**		**$90.00**	
	County Distinct Counts										**4**	**3**				
	CAA Totals										**5**	**4**	**4**	**0.00**	**$90.00**	
	CAA Distinct Counts										**4**	**3**				
	Program Totals										**5**	**4**	**4**	**0.00**	**$90.00**	
	Program Distinct Counts										**4**	**3**				

The CDS Form – RNG Service Count Reports

RNG Services Count Detail Report (CDSR014R)

- The Selection criteria is found on the last page of this report.



CDSR014R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG SERVICES COUNT (DETAIL)
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 13 of 13
Run Date:01/28/2021
HRDC

Report level of Detail:	Selected CAA
CAA Name:	District VII - HRDC
County Name:	
Emergency COVID-19 Only:	No
Report Type:	DATE RANGE
Date Range:	From 01/01/2020 to 12/31/2020
Program List:	

NOTES:

The report selects all services broken out by program, agency and county.

The aggregate checkbox must be unchecked for this report to run.

The detail checkbox must be checked for this report to run.

The distinct counts must be checked for this report to run.

If Emergency COVID-19 Only checkbox is checked only services marked as Emergency CCOVID-19 will be reported.

A Service is made up of 4 parts - Domain, Category, Service Type and Breakout. All the Services will always have the first 3 parts, but the last part (breakout) is optional. Each of these parts is made up of both a two digit code and a description.

F/I is an indicator of whether the service is a Family or Individual Service.

Number of Clients Served is how many clients served based on the F/I indicator within the specified program, agency and county.

Number of HH Served is how many households served within the specified program, ageny and county.

Number of Services is how many of these specific services exist within the specified program, agency and county.

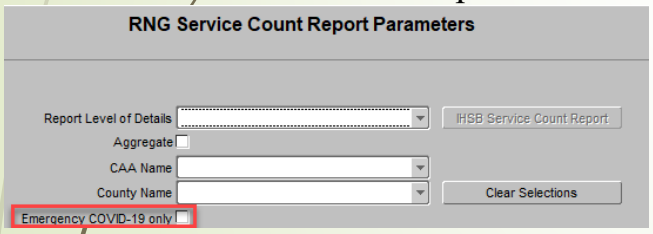
Units Served and Amount columns are optional fields on the forms so this will show only what has been entered by workers for each service entered into the system.

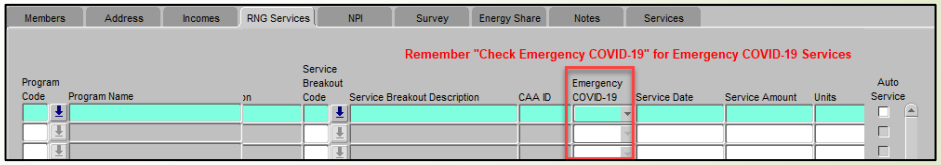
The Date Last Served is the most recent date associated with this service within the specified program, agency and county.

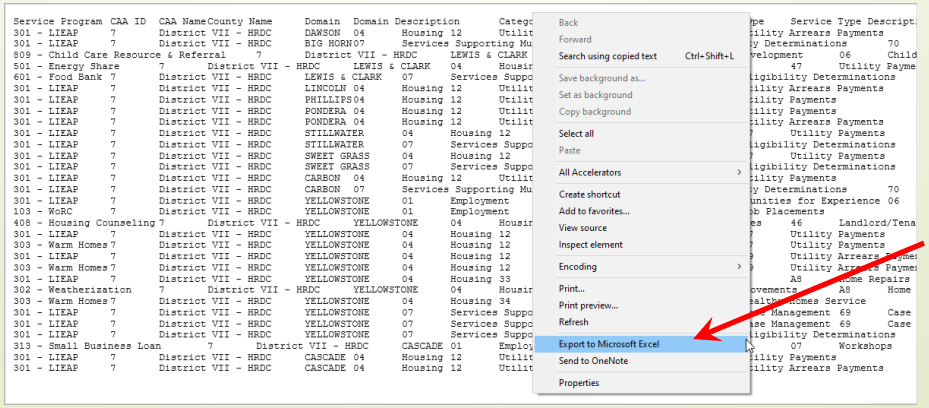
The CDS Form – RNG Service Count Reports

RNG Service Count Detail File (CDSR015R)

- This creates a file of all RNG services broken out by program, agency, and county by domain, category and subtype based on the selection criteria entered on the parameter form.
- This report also includes the number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be unchecked for this report to run.
- The detail checkbox must be checked for this report to run.
- The distinct counts checkbox is ignored for this report.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.



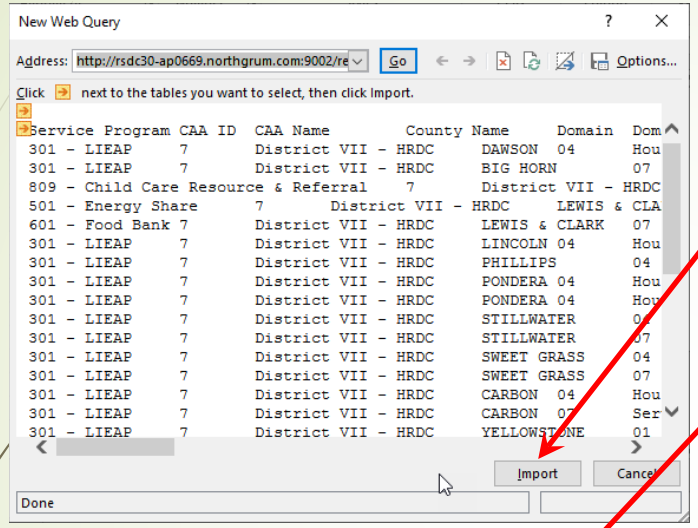




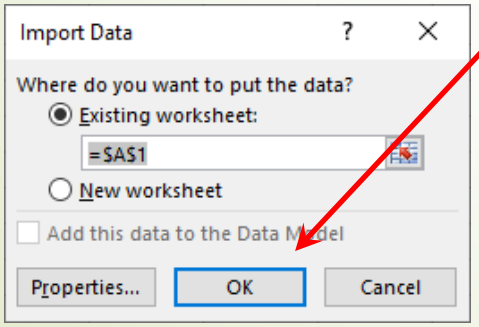
- The extract file comes up in a new browser window.
- Right click and select "Export to Microsoft Excel"

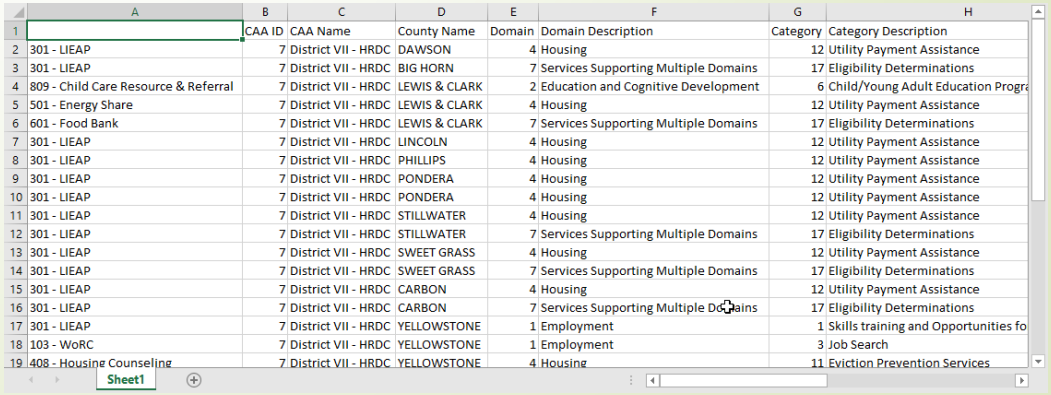
The CDS Form – RNG Service Count Reports

RNG Service Count Detail File (CDSR015R)



- Select "Import" on the New Web Query that comes up after clicking Export to Microsoft Excel.
- Click "ok" on the Import Data box that comes up
- The data then displays in an Excel workbook.





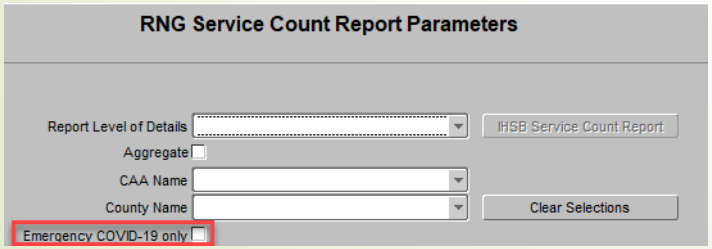
	A	B	C	D	E	F	G	H
1		CAA ID	CAA Name	County Name	Domain	Domain Description	Category	Category Description
2	301 - LIEAP	7	District VII - HRDC	DAWSON	4	Housing	12	Utility Payment Assistance
3	301 - LIEAP	7	District VII - HRDC	BIG HORN	7	Services Supporting Multiple Domains	17	Eligibility Determinations
4	809 - Child Care Resource & Referral	7	District VII - HRDC	LEWIS & CLARK	2	Education and Cognitive Development	6	Child/Young Adult Education Progra
5	501 - Energy Share	7	District VII - HRDC	LEWIS & CLARK	4	Housing	12	Utility Payment Assistance
6	601 - Food Bank	7	District VII - HRDC	LEWIS & CLARK	7	Services Supporting Multiple Domains	17	Eligibility Determinations
7	301 - LIEAP	7	District VII - HRDC	LINCOLN	4	Housing	12	Utility Payment Assistance
8	301 - LIEAP	7	District VII - HRDC	PHILLIPS	4	Housing	12	Utility Payment Assistance
9	301 - LIEAP	7	District VII - HRDC	PONDERA	4	Housing	12	Utility Payment Assistance
10	301 - LIEAP	7	District VII - HRDC	PONDERA	4	Housing	12	Utility Payment Assistance
11	301 - LIEAP	7	District VII - HRDC	STILLWATER	4	Housing	12	Utility Payment Assistance
12	301 - LIEAP	7	District VII - HRDC	STILLWATER	7	Services Supporting Multiple Domains	17	Eligibility Determinations
13	301 - LIEAP	7	District VII - HRDC	SWEET GRASS	4	Housing	12	Utility Payment Assistance
14	301 - LIEAP	7	District VII - HRDC	SWEET GRASS	7	Services Supporting Multiple Domains	17	Eligibility Determinations
15	301 - LIEAP	7	District VII - HRDC	CARBON	4	Housing	12	Utility Payment Assistance
16	301 - LIEAP	7	District VII - HRDC	CARBON	7	Services Supporting Multiple Domains	17	Eligibility Determinations
17	301 - LIEAP	7	District VII - HRDC	YELLOWSTONE	1	Employment	1	Skills training and Opportunities fo
18	103 - WoRC	7	District VII - HRDC	YELLOWSTONE	1	Employment	3	Job Search
19	408 - Housing Counseling	7	District VII - HRDC	YELLOWSTONE	4	Housing	11	Eviction Prevention Services

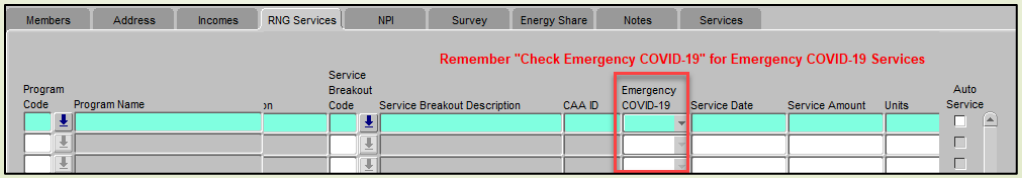
Sheet1

The CDS Form – RNG Service Count Reports

RNG Service Count Detail Report (CDSR016R)

- This creates a file of all RNG services broken out by program, agency, and county by domain, category and subtype based on the selection criteria entered on the parameter form.
- This report includes number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be unchecked for this report to run.
- The detail checkbox must be checked for this report to run.
- The distinct counts checkbox must be unchecked for this report to run.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.





The CDS Form – RNG Service Count Reports

RNG Service Count Detail Report (CDSR016R)

CDSR016R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG SERVICES COUNT (DETAIL)
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 10 of 12
Run Date:03/19/2021
HRDC

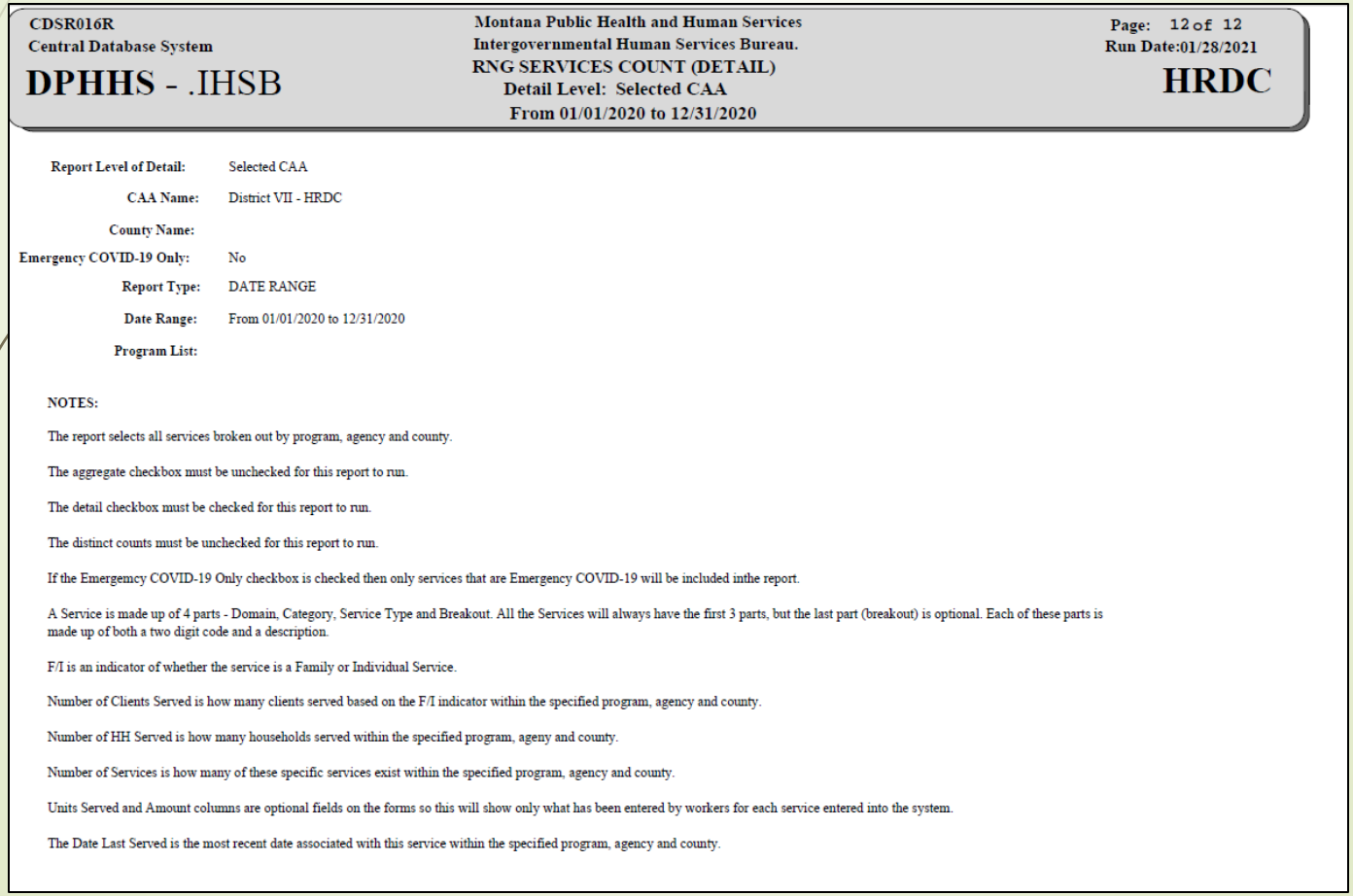
Program: 601 - Food Bank
CAA Name: District VII - HRDC

Cnty	County Name / Domain Code	Domain Descr	Ctg Code	Ctg Descr	Srvc Type Code	Srvc Type Descr	Breakout Code	Breakout Descr	F/I	# of Clients Served	# of HH Served	# of Services	Units Served	$ Amt	Date Last Served
8	Chouteau														
	05	Health and Social/Behavior Development	39	Nutrition and Food/Meals	D5	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)			F	3	1	1			12/31/2020
		County Totals								3	1	1		$0.00	
25	Lewis & Clark														
	05	Health and Social/Behavior Development	39	Nutrition and Food/Meals	D5	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)			F	6	1	1			12/12/2020
	05	Health and Social/Behavior Development	39	Nutrition and Food/Meals	D5	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)			I	1	1	1			12/09/2020
	07	Services Supporting Multiple Domains	17	Eligibility Determinations	70	Eligibility Determinations			F	1	1	1			10/02/2020
		County Totals								8	3	3		$0.00	
		CAA Totals								11	4	4	0.00	$0.00	
		Program Totals								11	4	4	0.00	$0.00	

The CDS Form – RNG Service Count Reports

RNG Service Count Detail Report (CDSR016R)

- The Selection criteria is found on the last page of this report.



CDSR016R
Central Database System
DPHHS - .IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau.
RNG SERVICES COUNT (DETAIL)
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 12 of 12
Run Date:01/28/2021
HRDC

Report Level of Detail:	Selected CAA
CAA Name:	District VII - HRDC
County Name:	
Emergency COVID-19 Only:	No
Report Type:	DATE RANGE
Date Range:	From 01/01/2020 to 12/31/2020
Program List:	

NOTES:

The report selects all services broken out by program, agency and county.

The aggregate checkbox must be unchecked for this report to run.

The detail checkbox must be checked for this report to run.

The distinct counts must be unchecked for this report to run.

If the Emergemcy COVID-19 Only checkbox is checked then only services that are Emergency COVID-19 will be included inthe report.

A Service is made up of 4 parts - Domain, Category, Service Type and Breakout. All the Services will always have the first 3 parts, but the last part (breakout) is optional. Each of these parts is made up of both a two digit code and a description.

F/I is an indicator of whether the service is a Family or Individual Service.

Number of Clients Served is how many clients served based on the F/I indicator within the specified program, agency and county.

Number of HH Served is how many households served within the specified program, ageny and county.

Number of Services is how many of these specific services exist within the specified program, agency and county.

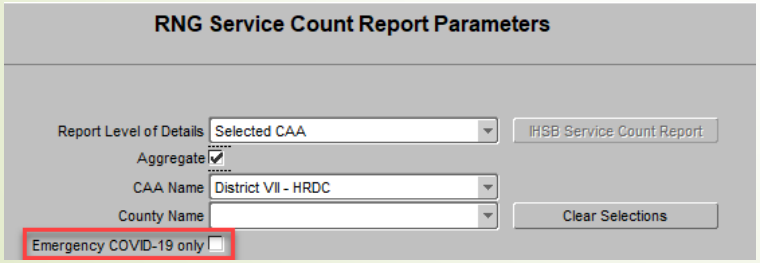
Units Served and Amount columns are optional fields on the forms so this will show only what has been entered by workers for each service entered into the system.

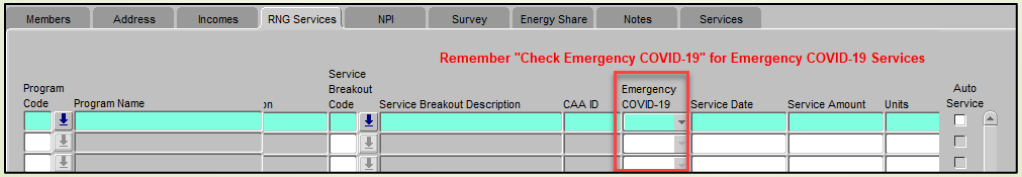
The Date Last Served is the most recent date associated with this service within the specified program, agency and county.

The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Detail Report (CDSR019R)

- This creates a file of all RNG services broken out by program, agency and by domain, category and subtype based on the selection criteria entered on the parameter form.
- This report includes number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be checked for this report to run.
- The detail checkbox must be checked for this report to run.
- The distinct counts checkbox must be checked for this report to run.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.





The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Detail Report (CDSR019R)

CDSR019R
Central Database System
DPHHS - IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau
RNG AGGREGATE SERVICES COUNT (DETAIL)
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 2 of 10
Run Date:03/19/2021
HRDC

Program: 301 - LIEAP

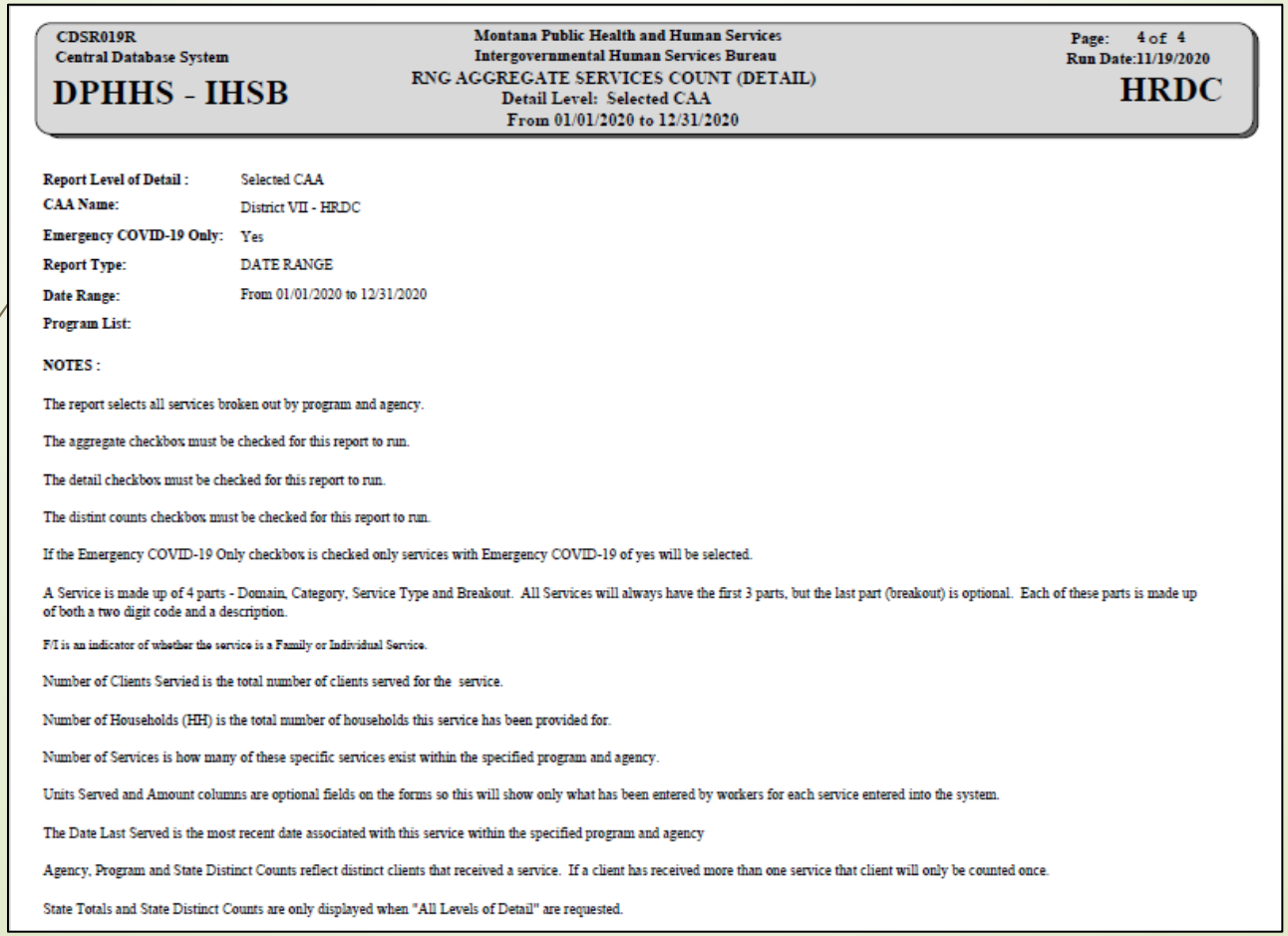
CAA ID HRDC07

Domain Code	Domain Descr	Ctg Code	Ctg Descr	Srvc Type Code	Srvc Type Descr	Breakout Code	Breakout Descr	F/I	# of Clients Served	# of HH Served	# of Services	Units Served	$ Amt	Date Last Served
01	Employment	01	Skills training and Opportunities for Experience	06	Job Readiness Training			I	1	1	1		$0.00	04/14/2020
04	Housing	12	Utility Payment Assistance	47	Utility Payments			F	37	18	20		$8,393.00	08/01/2020
04	Housing	12	Utility Payment Assistance	49	Utility Arrears Payments			F	12	8	8		$3,600.00	04/10/2020
04	Housing	33	Housing Maintenance & Improvements	A8	Home Repairs	EP	Emergency Payment	F	1	1	1		$250.00	05/19/2020
07	Services Supporting Multiple Domains	16	Case Management	69	Case Management	CE	Client Education	F	9	4	4		$0.00	04/29/2020
07	Services Supporting Multiple Domains	16	Case Management	69	Case Management			I	1	1	1		$0.00	04/14/2020
07	Services Supporting Multiple Domains	17	Eligibility Determinations	70	Eligibility Determinations	AP	Approved	F	46	18	18		$0.00	05/13/2020
	CAA Totals								**107**	**51**	**53**	**0.00**	**$12,243.00**	
	CAA Distinct Counts								**84**	**40**				
	Program Totals								**107**	**51**	**53**	**0.00**	**$12,243.00**	
	Program Distinct Counts								**84**	**40**				

The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Detail Report (CDSR019R)

- The Selection criteria is found on the last page of this report.



CDSR019R
Central Database System
DPHHS - IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau
RNG AGGREGATE SERVICES COUNT (DETAIL)
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 4 of 4
Run Date:11/19/2020
HRDC

Report Level of Detail : Selected CAA
CAA Name: District VII - HRDC
Emergency COVID-19 Only: Yes
Report Type: DATE RANGE
Date Range: From 01/01/2020 to 12/31/2020
Program List:

NOTES :

The report selects all services broken out by program and agency.

The aggregate checkbox must be checked for this report to run.

The detail checkbox must be checked for this report to run.

The distint counts checkbox must be checked for this report to run.

If the Emergency COVID-19 Only checkbox is checked only services with Emergency COVID-19 of yes will be selected.

A Service is made up of 4 parts - Domain, Category, Service Type and Breakout. All Services will always have the first 3 parts, but the last part (breakout) is optional. Each of these parts is made up of both a two digit code and a description.

F/I is an indicator of whether the service is a Family or Individual Service.

Number of Clients Servied is the total number of clients served for the service.

Number of Households (HH) is the total number of households this service has been provided for.

Number of Services is how many of these specific services exist within the specified program and agency.

Units Served and Amount columns are optional fields on the forms so this will show only what has been entered by workers for each service entered into the system.

The Date Last Served is the most recent date associated with this service within the specified program and agency

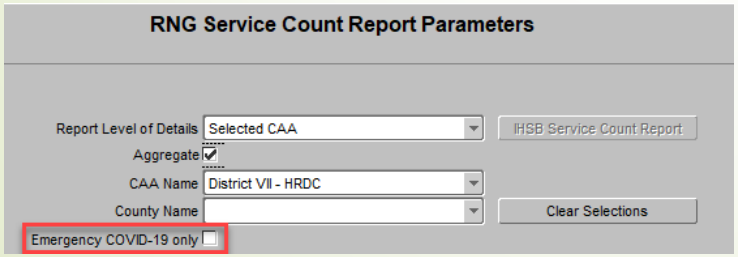
Agency, Program and State Distinct Counts reflect distinct clients that received a service. If a client has received more than one service that client will only be counted once.

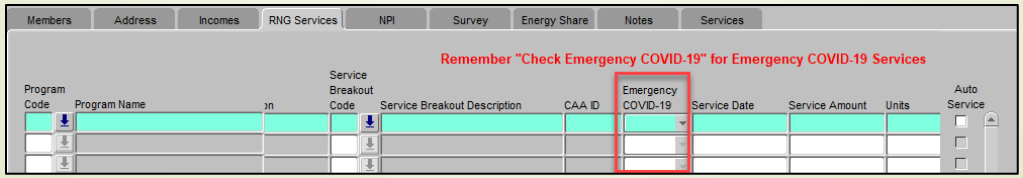
State Totals and State Distinct Counts are only displayed when "All Levels of Detail" are requested.

The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Detail Report (CDSR020R)

- This creates a file of all RNG services broken out by program, agency and by domain, category and subtype based on the selection criteria entered on the parameter form.
- This report includes number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be checked for this report to run.
- The detail checkbox must be checked for this report to run.
- The distinct counts checkbox must be unchecked for this report to run.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.





The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Detail Report (CDSR020R)

CDSR020R
Central Database System
DPHHS - IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau
RNG AGGREGATE SERVICES COUNT (DETAIL)
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 1 of 4
Run Date:03/19/2021
HRDC

Program: 301 - LIEAP

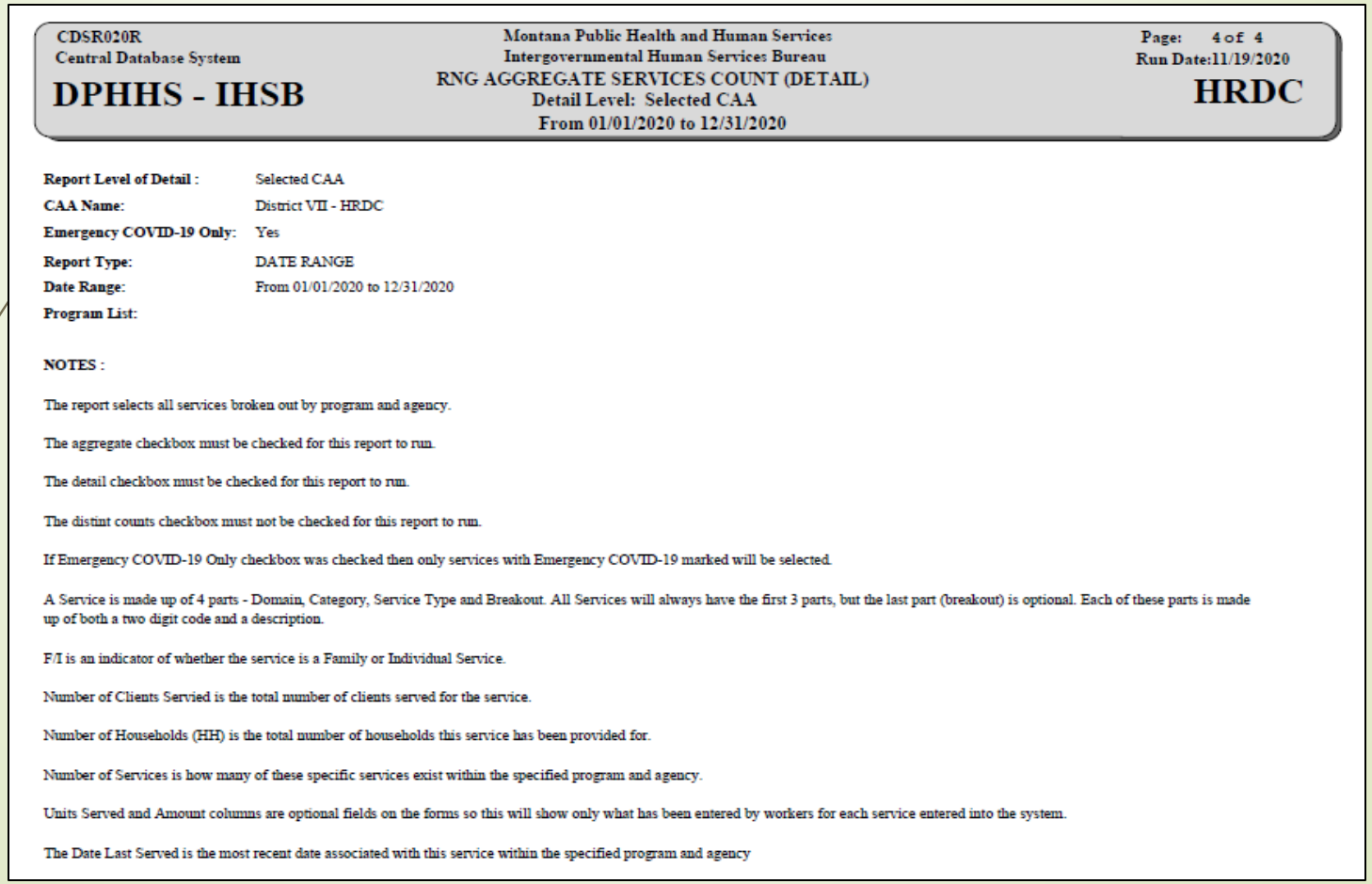
CAA ID HRDC07

Domain Code	Domain Descr	Ctg Code	Ctg Descr	Srvc Type Code	Srvc Type Descr	Breakout Code	Breakout Descr	F/I	# of Clients Served	# of HH Served	# of Services	Units Served	$ Amount	Date Last Served
01	Employment	01	Skills training and Opportunities for Experience	06	Job Readiness Training			I	1	1	1	0.00	$0.00	04/14/2020
04	Housing	12	Utility Payment Assistance	47	Utility Payments			F	30	15	17	0.00	$3,635.00	07/01/2020
04	Housing	12	Utility Payment Assistance	49	Utility Arrears Payments			F	12	8	8	0.00	$2,150.00	04/10/2020
	CAA Totals								**43**	**24**	**26**	**0.00**	**$5,785.00**	
	Program Totals								**43**	**24**	**26**	**0.00**	**$5,785.00**	

The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Detail Report (CDSR020R)

- The Selection criteria is found on the last page of this report.



CDSR020R
Central Database System
DPHHS - IHSB

Montana Public Health and Human Services
Intergovernmental Human Services Bureau
RNG AGGREGATE SERVICES COUNT (DETAIL)
Detail Level: Selected CAA
From 01/01/2020 to 12/31/2020

Page: 4 of 4
Run Date:11/19/2020
HRDC

Report Level of Detail : Selected CAA
CAA Name: District VII - HRDC
Emergency COVID-19 Only: Yes
Report Type: DATE RANGE
Date Range: From 01/01/2020 to 12/31/2020
Program List:

NOTES :

The report selects all services broken out by program and agency.

The aggregate checkbox must be checked for this report to run.

The detail checkbox must be checked for this report to run.

The distint counts checkbox must not be checked for this report to run.

If Emergency COVID-19 Only checkbox was checked then only services with Emergency COVID-19 marked will be selected.

A Service is made up of 4 parts - Domain, Category, Service Type and Breakout. All Services will always have the first 3 parts, but the last part (breakout) is optional. Each of these parts is made up of both a two digit code and a description.

F/I is an indicator of whether the service is a Family or Individual Service.

Number of Clients Servied is the total number of clients served for the service.

Number of Households (HH) is the total number of households this service has been provided for.

Number of Services is how many of these specific services exist within the specified program and agency.

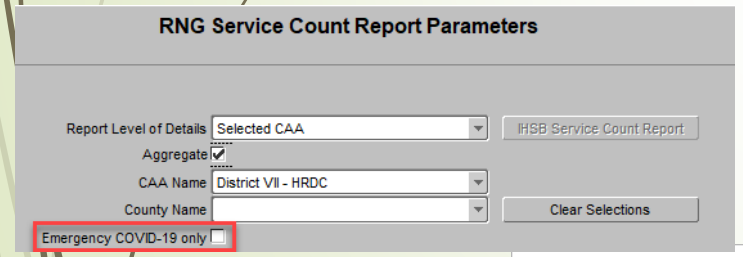
Units Served and Amount columns are optional fields on the forms so this will show only what has been entered by workers for each service entered into the system.

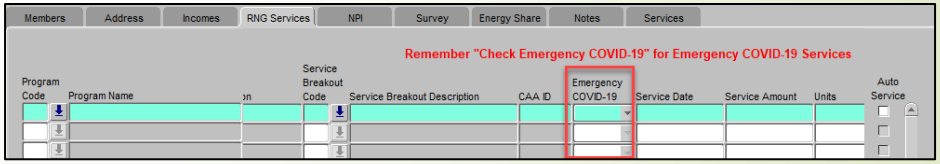
The Date Last Served is the most recent date associated with this service within the specified program and agency

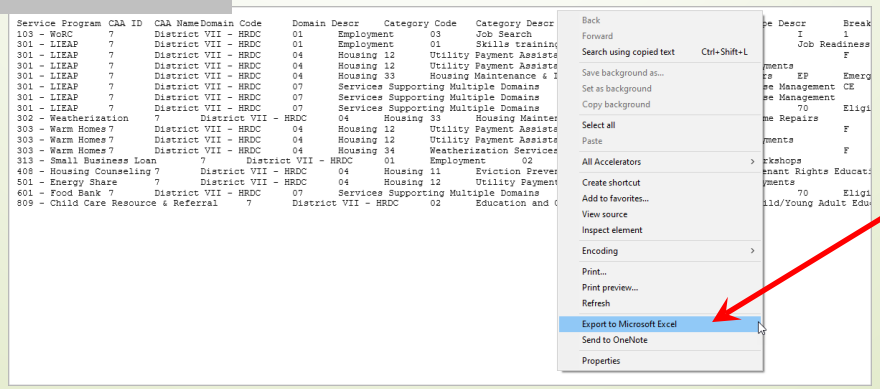
The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Detail File (CDSR021R)

- This creates a file of all RNG services broken out by program, agency and by domain, category and subtype based on the selection criteria entered on the parameter form.
- This report also includes the number of clients served as well as the last time the RNG service was used.
- The aggregate checkbox must be checked for this report to run.
- The detail checkbox must be checked for this report to run.
- The distinct counts checkbox is ignored for this report.
- When Emergency COVID-19 Only is checked only RNG services that have the emergency COVID-19 indicator set to yes on the Household or Client Maintenance RNG Services tab are included in this report.



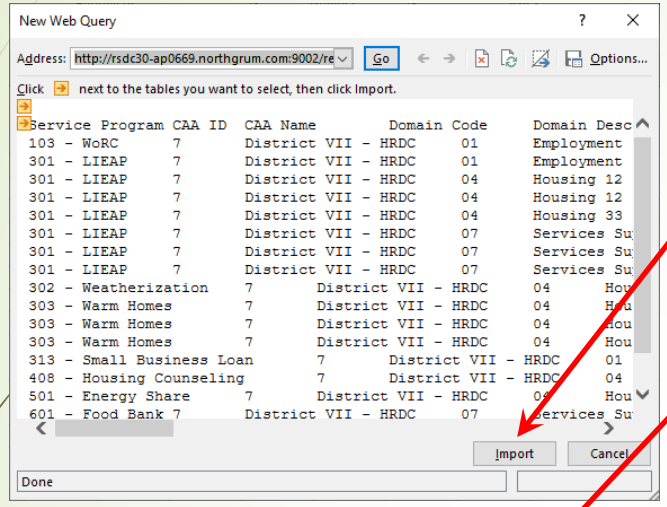


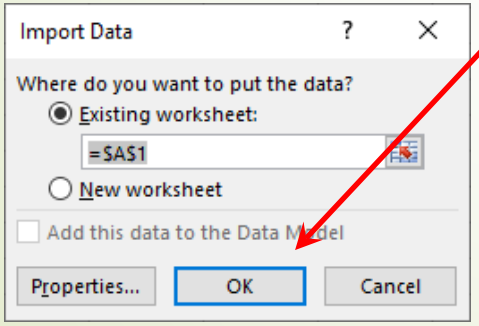


- The extract file comes up in a new browser window.
- Right click and select “Export to Microsoft Excel”

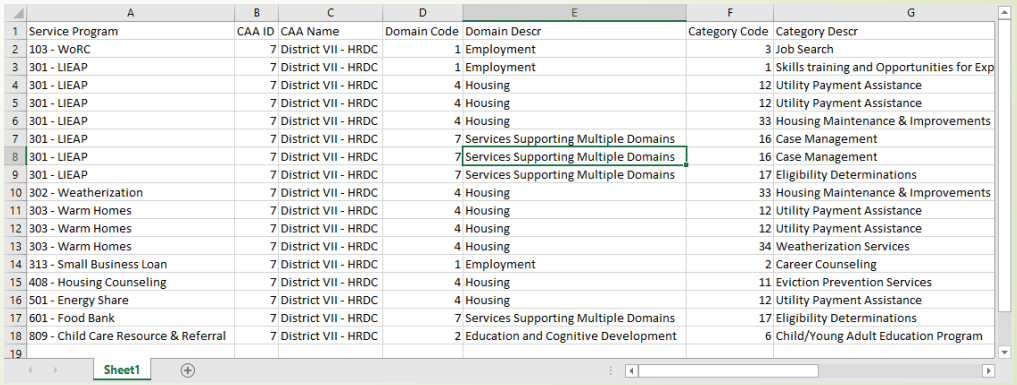
The CDS Form – RNG Service Count Reports

RNG Service Count Aggregate Detail File (CDSR021R)





- Select "Import" on the New Web Query that comes up after clicking Export to Microsoft Excel.
- Click "ok" on the Import Data box that comes up
- The data then displays in an Excel workbook.



	A	B	C	D	E	F	G
1	Service Program	CAA ID	CAA Name	Domain Code	Domain Descr	Category Code	Category Descr
2	103 - WoRC	7	District VII - HRDC	1	Employment	3	Job Search
3	301 - LIEAP	7	District VII - HRDC	1	Employment	1	Skills training and Opportunities for Exp
4	301 - LIEAP	7	District VII - HRDC	4	Housing	12	Utility Payment Assistance
5	301 - LIEAP	7	District VII - HRDC	4	Housing	12	Utility Payment Assistance
6	301 - LIEAP	7	District VII - HRDC	4	Housing	33	Housing Maintenance & Improvements
7	301 - LIEAP	7	District VII - HRDC	7	Services Supporting Multiple Domains	16	Case Management
8	301 - LIEAP	7	District VII - HRDC	7	Services Supporting Multiple Domains	16	Case Management
9	301 - LIEAP	7	District VII - HRDC	7	Services Supporting Multiple Domains	17	Eligibility Determinations
10	302 - Weatherization	7	District VII - HRDC	4	Housing	33	Housing Maintenance & Improvements
11	303 - Warm Homes	7	District VII - HRDC	4	Housing	12	Utility Payment Assistance
12	303 - Warm Homes	7	District VII - HRDC	4	Housing	12	Utility Payment Assistance
13	303 - Warm Homes	7	District VII - HRDC	4	Housing	34	Weatherization Services
14	313 - Small Business Loan	7	District VII - HRDC	1	Employment	2	Career Counseling
15	408 - Housing Counseling	7	District VII - HRDC	4	Housing	11	Eviction Prevention Services
16	501 - Energy Share	7	District VII - HRDC	4	Housing	12	Utility Payment Assistance
17	601 - Food Bank	7	District VII - HRDC	7	Services Supporting Multiple Domains	17	Eligibility Determinations
18	809 - Child Care Resource & Referral	7	District VII - HRDC	2	Education and Cognitive Development	6	Child/Young Adult Education Program
19							

Sheet1

CDS
RNG Reports Training
- End Part 1 -

Central Database System

March 23, 2021

DPHHS - IHSB

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