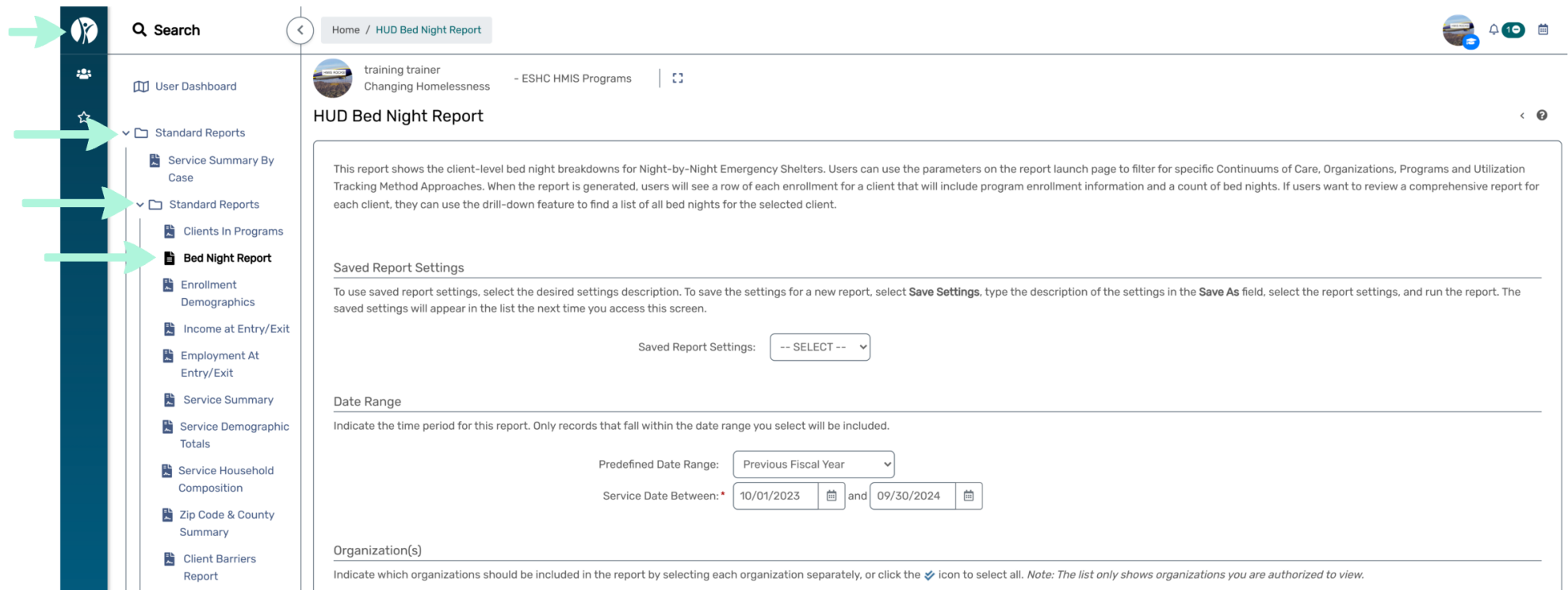


Report for Night-By-Night stays

1. Navigate to Bed Night report, found under Standard Reports on the Home Page



The screenshot shows the HUD Bed Night Report interface. On the left is a dark blue sidebar with a search bar and a list of menu items. Four green arrows point to the following items: the top icon, 'Standard Reports', 'Standard Reports' (under a dropdown), and 'Bed Night Report'. The main content area has a header with a breadcrumb 'Home / HUD Bed Night Report', a user profile 'training trainer Changing Homelessness - ESHC HMIS Programs', and a title 'HUD Bed Night Report'. Below the title is a descriptive paragraph about the report. The 'Saved Report Settings' section includes a dropdown menu currently showing '-- SELECT --'. The 'Date Range' section has a 'Predefined Date Range' dropdown set to 'Previous Fiscal Year' and a 'Service Date Between' field with dates '10/01/2023' and '09/30/2024'. The 'Organization(s)' section has a heading and a note about selecting organizations.

HUD Bed Night Report

This report shows the client-level bed night breakdowns for Night-by-Night Emergency Shelters. Users can use the parameters on the report launch page to filter for specific Continuums of Care, Organizations, Programs and Utilization Tracking Method Approaches. When the report is generated, users will see a row of each enrollment for a client that will include program enrollment information and a count of bed nights. If users want to review a comprehensive report for each client, they can use the drill-down feature to find a list of all bed nights for the selected client.

Saved Report Settings

To use saved report settings, select the desired settings description. To save the settings for a new report, select **Save Settings**, type the description of the settings in the **Save As** field, select the report settings, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings: -- SELECT --

Date Range

Indicate the time period for this report. Only records that fall within the date range you select will be included.

Predefined Date Range: Previous Fiscal Year

Service Date Between: 10/01/2023 and 09/30/2024

Organization(s)

Indicate which organizations should be included in the report by selecting each organization separately, or click the  icon to select all. *Note: The list only shows organizations you are authorized to view.*