

How to pull MIS data to complete the LIHEAP Household Report

To complete the LIHEAP Household Report using MIS data, you'll need to run the MIS LIHEAP Household Report two times each for winter and summer – once for assisted households and once for all applicants (a total of four reports). The total time frame to run all four versions of the report, save them locally, and transcribe the data to the state LIHEAP form should be about 30-45 minutes.

Here is a sample of the report parameters from the Management Report screen:

The screenshot shows a web browser window titled "ShowReport - Windows Internet Explorer". The address bar shows the URL: <http://engineuity6.esserver.com/AES000ReportServer/ShowReport.aspx?rptType=G&AppID=58&ReportID=76&rptPath>. The page title is "/Aes000DomDomain/Billing/General/LIHEAP Household Report". The form contains the following fields:

Start Date	6/1/2008 12:00:00 AM	End Date	7/15/2008 12:00:00 AM	View Report
UserID	OAI_kbrewer	GroupID	OAIAgencyAdmin	
Agency	OAI	Program	OAI_LIHEAP	
Prog Component	ECIP Vendor Payments	Contract Number	ECIP Summer 08	
ECIP Type	ECIP%	Status	Paid	
SessionID	Domainc107b1f3536641349077d8			

At the bottom of the page, there is a navigation bar with a "Find | Next" search box, a "Select a format" dropdown menu, and an "Export" button. A red oval highlights the Program, Contract Number, and Status fields, and a blue oval highlights the Export button.

- To pull only the assisted household numbers, select "Paid" in the Status dropdown, as in the shot above. For all applicant numbers, select "All" in the Status dropdown.
- To include any ECIP Special payments, select the ECIP Type "ECIP%" for each report.
- For all instances of the report, you'll need to make sure you have the correct start and end date, and the contract fields.

Most agencies have a single ECIP Summer contract and a single ECIP Winter contract. If this is the case, you can select correct specific contract for your summer and winter data. If you have more than a single summer and winter contract, you'll need to use the wildcard (%) in the Contract Number dropdown to capture all data from your LIHEAP program (the date range will then be the guide to separate summer and winter data).

A screen shot of the resulting data is on the following page. Each month shows unduplicated counts within that month, and the total line at the bottom also shows unduplicated counts. The total is not a sum of each month's data, as the same client may have received benefits in more than one month.

Activity Report

6/1/2008 To 7/15/2008
Agency Name: OAI

Month	Number Of Households Where At Least One Member Is						Poverty Level				
	Approval	Disabled	60 or Older	Under 5	Under 3	3 to 5	Under 75%	75% To 100%	101% To 125%	126% To 150%	Over 150%
Jun	632	250	96	200	122	103	466	110	54	2	0
Jul	81	40	13	16	9	8	61	18	2	0	0
	682	277	103	207	127	106	503	122	55	2	0

Certification

I certify that all statistical information herein is true and correct, and has been reported in compliance with Federal, State and Local statutes and regulations; and in accordance with the approved grant agreement to the best of my knowledge.

Reviewer Initial _____ Date _____
Approved By _____
Date _____

Typed Name of Executive Director _____ Signature _____ Date _____

You can simply view the data and input the totals onto the state LIHEAP form, but it is probably best to export the file to a PDF format (using the options in the middle of the report screen – see blue circle above), and then saving the file to your computer. **Print with caution:** if you print the file, please be aware that after the summary page, each individual client transaction is listed. This allows you to view each transaction to validate the data against the individual client record should you find any data anomalies.

***** This means that the winter report could be well over 100 pages long *****

If you need to print the summary data, be sure to print only the first page