Purpose of Guide

To help the Agency Admins distinguish between the use and appropriateness of annual assessments and interim updates in ServicePoint. To provide guidance when there is a #MULTIVALUE error within the Annual Assessment Calculator report.

Connect to ART -> Public Folder -> CoC Project Performance Scorecards -> ECHO HMIS Annual Assessments Calculator. Schedule the report for your program, specify the start and end dates. The reporting period should be for a full year.

1. EDA provider leave as default provider

2. Select your start date. In this example I started with 04/01/2016

3. Enter End Date PLUS one Day – 04/01/2017

4. Select the Providers that you wish to run this report for. Once complete click Next.

5. If you choose, you may give this report a custom title. Choose Excel for report format and then choose once for interval. Click send. The report is now scheduled.
Annual Assessment Guideline (Agency Admin Version)
04/18/2017

There must be only one record for each data element annually with a Data Collection Stage recorded as ‘annual assessment’ associated with any given client and project entry ID within the 60-day period surrounding the anniversary of the client’s Project Entry Date (30 days before/after). The #MULTIVALUE error within the annual assessments report indicates that there is more than one annual assessment during the reporting year.

<table>
<thead>
<tr>
<th>#</th>
<th>5/6/2015</th>
<th>5/6/2016</th>
<th>9/9/2016</th>
<th>9/9/2016</th>
<th>Due</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>150524</td>
<td>151257</td>
<td>151257</td>
<td>151836</td>
<td>Due</td>
<td>#MULTIVALUE</td>
</tr>
<tr>
<td>40</td>
<td>5/6/2016</td>
<td>9/20/2015</td>
<td>9/20/2016</td>
<td>5/1/2016</td>
<td>Due</td>
<td>#MULTIVALUE</td>
</tr>
<tr>
<td>41</td>
<td>9/28/2015</td>
<td>9/28/2016</td>
<td>5/1/2015</td>
<td>#MULTIVALUE</td>
<td>Due</td>
<td>#MULTIVALUE</td>
</tr>
<tr>
<td>42</td>
<td>152436</td>
<td>151836</td>
<td>#MULTIVALUE</td>
<td>5/1/2016</td>
<td>#MULTIVALUE</td>
<td>#MULTIVALUE</td>
</tr>
</tbody>
</table>

To fix this error go to the client’s Entry for the specific program that you are seeing this #MULTIVALUE error. Click the edit pencil to open your client’s entry.

Click the interims icon to look at the annual assessment records.

Example of correct and incorrect Annual Assessments:

The annual assessment would need to be completed within 30 days before or after the anniversary date of the client’s project entry date (05/01/2017). The annual assessment on 05/01/2016 is correct since it falls within the 30 days before/after timeframe. The Annual assessment conducted on 03/25/2017 is incorrect since it was entered 34 days prior to the client’s anniversary date, since this annual assessment is outside of the 30-day before/after window of the client’s anniversary date the report will generate the #MULTIVALUE error due to this overlap within the reporting year. In this case, the assessment on 3/25/2017 should have been categorized as an “update”. Change this assessment type to correct the #MULTIVALUE error.