

Housing New Mexico Reimbursement Request Submission: Instructions for completing the County Report

Updated 8/25/2025

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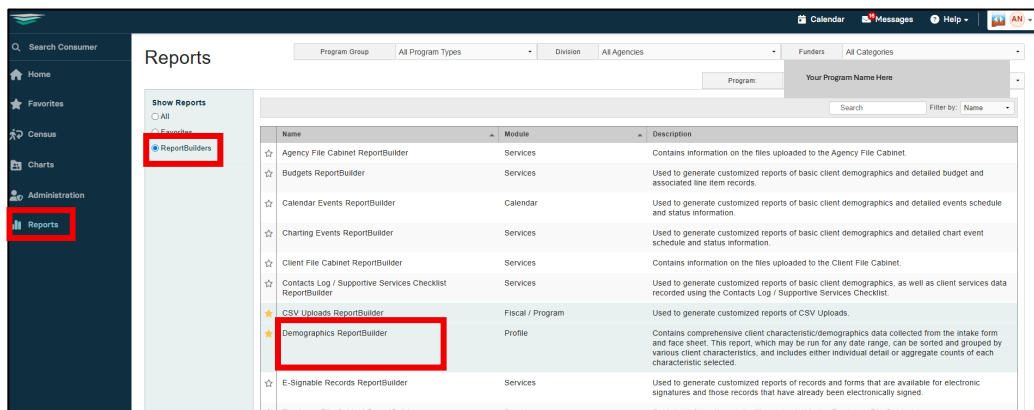
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NOTE: Please use the “County Report Template_FY25-26” template document (available on the [EHAP](#) and [COC](#) pages of the Housing New Mexico website) for calculating County Report data. The process described in this manual is the manual calculation procedure for what the “County Report Template” document does automatically. These instructions should only be used if you encounter issues with the “County Report Template.”

Pulling the Report

NOTE: If your agency operates multiple CoC projects, you will need to pull separate reports for each project, then add the results of the separate reports to get the final numbers you will report to Housing New Mexico.

1. Log in to HMIS > Navigate to **Reports** > Select **Demographics Report Builder**



2. Set up the report
 - a) Select your program
 - b) **Roster date range** = “In Program”
 - c) **From** beginning of program year (7/1/202X)
 - d) **To** end of current reporting period
 - e) **Select a saved report format** = “Housing New Mexico – Client Data”
 - f) **Continue**

The screenshot shows the 'Demographics ReportBuilder Settings' page. The 'Program' dropdown is set to 'Your Program Name Here' and is highlighted with a red box. The 'Roster Date Range' is set to 'In Program'. The 'From' date is 07/01/2024 and the 'To' date is 06/30/2025. The 'Consumer' section has 'All Consumers with Records' selected. The 'Select a saved report format' dropdown is set to 'Housing New Mexico - Client Data'. The 'Provide option to modify settings of saved report format' checkbox is unchecked. The 'CONTINUE' button at the bottom is highlighted with a red box.

- Click **Excel File** to download a copy of your report and open that file in Excel.

Search Consumer
Home
Favorites
Census
Charts
Administration
Reports

ESGSHLTR-Youth Emergency Shelter

New Mexico Coalition to End Homelessness

Demographics ReportBuilder: Housing New Mexico - Client Data

All Consumers

Consumers In Program

07/01/2024 to 06/30/2025

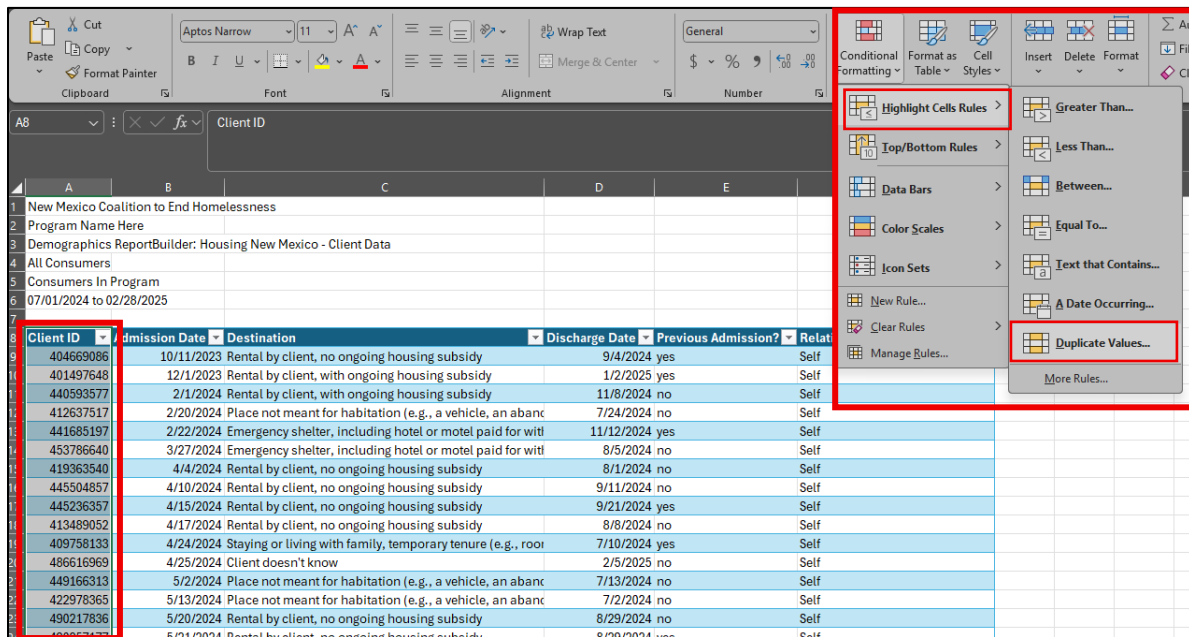
Excel File

Client ID	Name (Last First)	Admission Date	Destination
Client data here			
Client data here			

- With the file open in Excel, click into a cell that's part of the data table (not the header or footer) and convert the data into a table (press ctrl+t)

	A	B	C	D	E	F	G	H	I	J
1	New Mexico Coalition to End Homelessness									
2	Program Name Here									
3	Demographics ReportBuilder: Housing New Mexico - Client Data									
4	All Consumers									
5	Consumers In Program									
6	07/01/2024 to 02/28/2025									
7										
8	Client ID	Admission Date	Destination	Discharge Date	Previous Relationship	Relationship to Primary Client				
9	467396719	10/11/2023	Rental by client, no ongoing housing subsidy	9/4/2024	yes	Self				
10	439830411	12/1/2023	Rental by client, with ongoing housing subsidy	1/2/2025	yes	Self				
11	412913839	2/1/2024	Rental by client, with ongoing housing subsidy	11/8/2024	no	Self				
12	408480820	2/20/2024	Place not meant for habitation (e.g., a vehicle, an aban	7/24/2024	no	Self				
13	415097393	2/22/2024	Emergency shelter, including hotel or motel paid for with	11/12/2024	yes	Self				
14	402792189	3/27/2024	Emergency shelter, including hotel or motel paid for with	8/5/2024	no	Self				
15	447738022	4/4/2024	Rental by client, no ongoing housing subsidy	8/1/2024	no	Self				
16	497230593	4/10/2024	Rental by client, no ongoing housing subsidy	9/11/2024	no	Self				
17	475758134	4/15/2024	Rental by client, no ongoing housing subsidy	9/21/2024	yes	Self				
18	461807933	4/17/2024	Rental by client, no ongoing housing subsidy	8/8/2024	no	Self				
19	402707381	4/24/2024	Staying or living with family, temporary tenure (e.g., room	7/10/2024	yes	Self				
20	462923579	4/25/2024	Client doesn't know	2/5/2025	no	Self				
21	495225468	5/2/2024	Place not meant for habitation (e.g., a vehicle, an aban	7/13/2024	no	Self				
22	445506084	5/13/2024	Place not meant for habitation (e.g., a vehicle, an aban	7/2/2024	no	Self				
23	416254878	5/20/2024	Rental by client, no ongoing housing subsidy	8/29/2024	no	Self				
24	465221552	5/21/2024	Rental by client, no ongoing housing subsidy	8/29/2024	yes	Self				
25	410018555	5/31/2024	Emergency shelter, including hotel or motel paid for with	7/5/2024	no	Self				
26	488199241	6/3/2024	Staying or living with friends, temporary tenure (e.g., room	7/5/2024	yes	Self				
27	480313191	6/12/2024	Place not meant for habitation (e.g., a vehicle, an aban	7/13/2024	no	Self				
28	419116038	6/13/2024	Place not meant for habitation (e.g., a vehicle, an aban	7/8/2024	yes	Self				
29	427474404	6/18/2024			no	Self				
30	443941160	6/25/2024	Emergency shelter, including hotel or motel paid for with	7/30/2024	no	Self				
31	482638703	6/26/2024	Substance abuse treatment facility or detox center	7/1/2024	no	Self				
32	412889230	6/27/2024	Place not meant for habitation (e.g., a vehicle, an aban	7/22/2024	no	Self				

5. Select the **Client ID** column. From the Home menu ribbon select **Conditional Formatting > Highlight Cells Rules > Duplicate Values**



Total Clients

1. Filter the **Discharge Date** column to show only the current reporting month(s) *and blank cells*.
2. Count the number of client rows shown. This number is the **Total Clients** value on the County Report

NOTE for Emergency Shelters: While you still have this data filter, check for any clients with an old admission date but no exit date. If the data shows a client was admitted several months ago but never discharged, this may reflect a data error that should be corrected.

First Time Clients

1. Keep the same data filters used for *Total Clients*
2. Filter the **Admission Date** column to show only the current reporting month(s)
3. Count the number of client rows that shows “No” in the **Previous Admissions?** Column. *Take note of this number.*
4. In the **Previous Admissions?** column, look at every client row that shows “Yes,” check if the client’s name is highlighted in red (denotes a duplicate value)

- If the client's name is highlighted (denotes a duplicate value), **do not** include that client row in your count of *First Time Clients*
 - If the client's name is **not** highlighted, include the client row in your count of *First Time Clients* (these means the previous admission was outside of the current program year). Take note of this number.
5. Add up the number of client rows with “No” **Previous Admissions?** plus the number of non-highlighted client rows that show “Yes” for **Previous Admissions?**. This number is the **First Time Clients** value on the County Report

First Time Households

1. Keep all the same data filters used for *First Time Clients*
2. Filter the **Relationship to Primary Client** column to show only “Self”
3. Count the number of client rows that shows “No” in the **Previous Admissions?** Column. Take note of this number.
4. In the **Previous Admissions?** column, look at every client row that shows “Yes,” check if the client's name is highlighted in red (denotes a duplicate value)
 - If the client's name is highlighted (denotes a duplicate value), **do not** include the client row in your count of *First Time Households*
 - If the client's name is **not** highlighted, include the client row in your count of *First Time Households* (these means the previous admission was outside of the current program year). Take note of this number.
5. Add up the number of client rows with “No” **Previous Admissions?** plus the number of non-highlighted client rows that show “Yes” for **Previous Admissions?** This number is the **First Time Households** value on the County Report

NOTE: The number of **First Time Households** should NEVER be larger than the number of **First Time Clients**. If your program only serves single adults, both these numbers will be the same.

Exits to Permanent Housing

1. Clear the existing data filters
2. Filter the **Discharge Date** column to show only the current reporting month(s)
3. Count the number of client rows that include a **Destination** that qualifies as an exit to permanent housing. This number is the **Exits to Permanent Housing** on the County Report.
 - See the appendix for a list of exit destinations

Total Exits

1. Keep the same data filters used for *Exits to Permanent Housing*
2. Count the number of client rows. This number is the **Total Exits** on the County Report.

Total Bed Nights

NOTE: Projects receiving COC Match funding **DO NOT** report **Total Bed Nights** and can skip this section.

To obtain the **Total Bed Nights**, you will need to run a new report in HMIS

1. Repeat step 1 from the *Pulling the Report*
2. Set up the report
 - a) Select your program
 - b) **Roster date range** = “In Program”
 - c) **From** beginning of the current reporting period
 - d) **To** end of current reporting period
 - e) **Select a saved report format** = “Housing New Mexico – Bed Nights”
 - f) **Continue**

The screenshot shows the 'Demographics ReportBuilder Settings' form. On the left is a dark sidebar with navigation links: Search Consumer, Home, Favorites, Census, Charts, Administration, and Reports. The main content area has the following sections:

- Program:** A dropdown menu with the text 'Your Program Name Here' highlighted by a red box.
- Roster Date Range:** A dropdown menu with 'In Program' selected.
- From:** A date picker showing '07/01/2024'.
- To:** A date picker showing '06/30/2025'.
- Consumer:** Radio buttons for 'All Consumers with Records' (selected) and 'Select Consumer'. There are also checkboxes for 'Provide ExportBuilder Options' and 'Send in AWARDS Message'.
- Select a saved report format:** A dropdown menu with 'Housing New Mexico - Bed Nights' selected, highlighted by a red box. Above this dropdown is a blue information box that says 'Leave blank to generate a report without a previously saved report format.' Below the dropdown is a checkbox for 'Provide option to modify settings of saved report format'.
- CONTINUE** button at the bottom.

3. Scroll to the bottom of the ***Length of Stay [date range] (in Nights)*** column to the cell that says “Sum: [#]” and make note of this number. This number is the **Total Bed Nights** on the County Report.

Basic Reporting Requirements

EHAP

All agencies receiving Emergency Homeless Assistance Program (EHAP) funding from Housing New Mexico are required to submit a reimbursement request and report client numbers **every month**. Even if the program did not expend any EHAP funds during a particular month, a reimbursement request (for zero dollars) and the County Report numbers must still be submitted. The reporting date range for EHAP providers will also be from the first day of the reporting month to the last day of the reporting month.

In addition to filling in the County Report numbers in the Online Invoicing System (OIS), all EHAP providers must upload copies of the generated reports as well as generating and uploading a CAPER report to the **Documents** section of the reimbursement request submission screen. The date range for the CAPER should be from the first day of the reporting month to the last day of the reporting month.

COC Match

All agencies receiving COC Match funding from Housing New Mexico are required to submit reimbursement requests on a quarterly basis. Even if the program did not expend any COC Match funds during the particular quarter, a reimbursement request (for zero dollars) and the County Report numbers must still be submitted. In OIS, the reimbursement request should be labeled as the last month of the reporting quarter (e.g. reimbursement request for Q1 should be labeled “September” in OIS). The reporting periods for COC Match are

- Quarter 1: July – September
- Quarter 2: October – December
- Quarter 3: January – March
- Quarter 4: April – June

In addition to filling in the County Report numbers in the Online Invoicing System (OIS), all COC Match providers must upload copies of the generated reports as well as generating and uploading an APR report to the **Documents** section of the reimbursement request

submission screen. The date range for the APR should be from the first day of the first month in the quarter to the last day of the last month of the reporting month.

Some providers receiving COC Match funding operate multiple COC housing projects, and these providers must report on all of their COC projects. Providers with multiple COC projects will need to complete all the steps outlined in this document for each project separately, then add up the numbers across all the projects. The sum for each data element (e.g., Total Unduplicated Households, Monthly Exits to PH) should be entered into the County Report. Projects receiving COC Match funding **DO NOT** report **Total Bed Nights**.

Appendix

List of Exit Destinations that qualify as “Permanent Housing”

- Staying or living with family, permanent tenure
- Staying or living with friends, permanent tenure
- Moved from one HOPWA funded project to HOPWA PH
- Rental by client, no ongoing housing subsidy
- Rental by client, with ongoing housing subsidy
- Owned by client, with ongoing housing subsidy
- Owned by client, no ongoing housing subsidy