

Osnum User Guide to Data Entry for Health and Human Services Commission Family Violence Program (HHSC FVP) Reporting

This document is intended for Osnum users who are reporting to HHSC through Osnum. This guide will help you to properly enter data so that your data will pull correctly and your reporting to HHSC will be accurate. Should you have any questions, please do not hesitate to contact us at DataTX@tcfv.org.

Instructions:

CLIENTS-

Quick Tip

For more detailed information on entering a client into Osnum, watch the client intake webinar by visiting <https://vimeo.com/174606207> and entering the password: oz.

1. For new clients, create a new client in your Osnum system and enter all of the demographic information on the main client screen. The following highlighted sections will be the most important to thoroughly complete as it can affect your reporting capabilities if they are not entered.

- First Name
- Last Name
- Date of Birth
- County
- Race
- Ethnicity
- Gender
- Veteran Status
- Primary Language Spoken
- TANF/SSBG Eligible
- TANF/SSBG Date

Quick Tip

Make sure that all clients that are being reported to HHSC have the County field and Primary Language Spoken field completed.



The screenshot shows the Osnum client entry interface. The form is divided into three main sections: Primary Details, Demographics, and Identifiers. Several fields are highlighted in yellow to indicate they are critical for reporting:

- Primary Details:** First Name, Middle Name, Last Name, Date of Birth, and County.
- Demographics:** Race, Ethnicity, Gender, Veteran Status, and Primary Language Spoken.
- Identifiers:** TANF/SSBG Eligible and TANF/SSBG Date.

2. Enter at least one victimization record for each client that is entered. A victimization record will only pull into the report if it has been entered during the grant year or six (6) months prior to the grant year. The following highlighted sections will be the most important to thoroughly complete.

- Victimization Date
- Offenders Relationship to Survivor
- County of Incident
- Victimization Type
- Domestic Violence Abuse Type
- Youth IPV Status

The screenshot shows a software interface for entering victimization records. A purple arrow points to the 'Client' section. The 'Incident Details' section contains the following fields:

- Client: First Name, Last Name
- Victimization Date: [Dropdown]
- Offender: [Dropdown]
- Offenders Relationship to Survivor: [Dropdown]
- County of Incident: [Dropdown]
- Victimization Type: [Dropdown]
- Domestic Violence Abuse Type: Physical Emotional/Psychological/Verbal Stalking Sexual Refused None
- Additional Victimization Types: [Dropdown]
- Other Victimization Type: [Dropdown]
- Youth IPV Status: [Dropdown]

The 'File Attachments' section has a 'Survivor Consent?' checkbox and an 'Attachment' table with a 'File...' button.

The 'Staff Involved' section has an 'Add' button and a table with columns: Volunteer, First Name, Last Name, User Name, and Update...

4. Enter each of the client's HHSC services. The following highlighted sections will be the most important to thoroughly complete.

- Core Service
- HHSC Type
- Date
- County
- How Provided
- Residential Checkbox

Service

Staff Member: []

Core Service: Support groups Funding Stream: HHSC

HHSC Type: [] Count: 0

Other Service: []

County: Borden

Date: 6/30/2015

Start Time: 1:30:00 PM

Duration In Hours: 1.00 Duration in Minutes: 60

Location: []

Other Location: []

How Provided: Face to Face

Quick Tip

*Make sure you are entering your **HHSC contract type** into the **HHSC Type** field. This field will **NOT** indicate whether the client is receiving a residential or nonresidential service. You will want to use the Residential Checkbox for that indication.*

Quick Tip

*When a client is in shelter, make sure they have an **HHSC Enter Shelter** and **HHSC Exit Shelter** service entered. If a client has been in shelter for an extended period of time, you may need to enter a new **HHSC Enter Shelter** service for that client to pull into the report. The **HHSC Export** will look back for an **HHSC Enter Shelter** or **HHSC Exit Shelter** Service through the grant year plus six (6) months.*

HOTLINE ENTRIES -

5. Open your Hotline tab and enter your hotline calls. The highlighted sections will be the most important to thoroughly complete.

- Call Type
- Number of Calls

^ All Calls

Call Start Date: 7/6/2016

Call Type:

County:

ZIP Code: 78737

^ Bulk Call Entry

Number of Calls:

^ Individual Calls

Call End Date: 7/6/2016

Caller Name (if available):

Phone Number:

Associated Client:

Number of Children:

Referral Source:

Initial Contact:

Created By: Alex Cantrell

Quick Tip

For hotline calls you want to be reported to HHSC, choose the following from the list of Call Types: *Battered/Offender Referral, Hotline Calls From or About Family Violence, Other Family Violence Related Calls, Hotline Call Seeking Shelter – Denied Due to Lack of Space, Hotline Call Seeking Shelter – Referrals to Another Family Violence Shelter, Hotline Call Seeking Shelter – Referrals to Temporary Shelter Due to Lack of Space, and Hotline Call Seeking Shelter – Denied for Other Reasons*

TRAINING/PRESENTATION ENTRIES -

6. Open your Trainings/Presentations tab and enter your training/presentation entries during the reporting timeframe. The following highlighted sections will be the most important to thoroughly complete.

Trainings/Presentations/Community Education

Education Type: x ▾

Type of Informational Product: x ▾

HHSC Type: x ▾

Start On: 7/13/2016 ▾

Duration: 30 ▾

Start Time: 8:30 AM ▾

End On: 7/13/2016 ▾

End Time: 9:00 AM ▾

Number of Sessions: 0.00 ▾

Quick Tip
Be sure to add only Education Types with the HHSC suffix

Quick Tip
You must enter the HHSC Type field with your HHSC contract type for the training to pull into the HHSC Export

Location Notes

Contact Name: Shirley Temple

Agency: Office of the Attorne

Phone: 888-888-8888 ...

Address: 1234 Lavaca S... ...

County: Travis x ▾

File Attachments

Quick Tip
In the Audience Types window, choose Adult – HHSC, Youth – HHSC or both.

Audience Types

New X Filter All Items

Audience Type	Attendee Count
▶ Adult - HHSC	
Youth - HHSC	

Quick Tip
In the Topics window, choose only topics that start with "HHSC"

Topics for Meetings, Presentations or Training

Add Remove Filter All Items

Name
▶ HHSC - Confidentiality

SURVEY ENTRIES -

7. Open your Trainings/Presentations tab to enter survey information during your reporting timeframe. Create a new Trainings/Presentation and complete the required Survey information. LEAVE THE EDUCATION TYPE FIELD BLANK. The following highlighted sections will be the most important to thoroughly complete.

- Start On
- Survey Type
- Total Number of Completed Surveys
- Number of Yes Responses to Resource Outcome
- Number of Yes Responses to Safety Outcome

The screenshot shows a web-based form titled "Trainings/Presentations/Community Education". The form is organized into several sections, each with a collapse/expand arrow on the left. The fields are as follows:

- Trainings/Presentations/Community Education** (expanded):
 - Education Type: [Blank] [X] [v]
 - Type of Informational Product: [Blank] [X] [v]
 - HHSC Type: [Blank] [X] [v]
 - Start On: 7/7/2016 [v] (highlighted)
 - Duration: 30 [v]
 - Start Time: 2:30:00 PM [v]
 - End On: 7/7/2016 [v]
 - End Time: 3:00:00 PM [v]
 - Number of Sessions: 0.00 [v]
 - CJD VAWA Number of notification/outreach activities to victims/survivors: 0 [v]
- OVAG/SAPCS State:** (expanded):
 - Number of Instruments Given: 0 [v]
 - Number Completed: 0 [v]
 - Number Reporting Desired Outcome: 0 [v]
- Surveys** (expanded):
 - Survey Type: [Blank] [X] [v] (highlighted)
 - Total Number of Completed Surveys: 0 [v] (highlighted)
 - Number of Yes Responses to Resource Outcome: 0 [v] (highlighted)
 - Number of Yes Responses to Safety Outcome: 0 [v] (highlighted)

VOLUNTEER ENTRIES -

8. Open your Volunteer Time tab and enter the volunteer entries during the reporting timeframe. The following highlighted sections will be the most important to thoroughly complete.

- HHSC Attributable Checkbox
- Total Number of Hours
- Number of Volunteers

OR

- HHSC Attributable Checkbox
- Individual Volunteer section
- Number of Volunteers

Quick Tip

Even if you are only entering an individual volunteer entry, be sure to enter "1" in the Number of Volunteers field