Service Expenditure Update

To better assist in tracking and reporting service expenditure information the system has been updated to allow for more flexible collection on this information when recording client services.   Within the PA HMIS Client Track system there are 3 different ways in which to collect service expenditure information, which includes Financial Assistance, Supportive Service and Service Item types.   Depending on the type of service being provided the system will present one of the 3 ways to collect expenditure information and allow for the reporting of an overall service expenditure or cost total on a per service basis.

When adding a service to a client(s), once the individual **Service** is selected, the system will display the **Service Expenditure Type** to indicate to the user which of the three methods will be used.

> **Once the Service is selected, the Expenditure Type will be displayed**

Each of the 3 service expenditure types collect two pieces of additional information, the Service Units Provided and the Amount or Cost of per Unit.   While each service expenditure type collects this information in slightly different ways, those two pieces of information when multiplied together _(Units Provided X Cost per Unit)_ provide the overall Service Total.   Below we explain each of these service expenditure types in more detail.

Supportive Service: this service expenditure type is assigned to any service where a Case Manager or Organization User's time is provided to the client as a primary result of the service and includes such services as Case Management, Counseling, Education Classes, Referrals or any type of action that primarily involves time spent.

> **Supportive Services allow collection of the following elements:**
>
> **Time Provided (By Hr.)**
> **Time Expenditure (Per Hr.)**

The **Time Provided (By Hr.)** represents the "_Units Provided_", which is recorded in hours of time spent providing the service and the **Time Expenditure (Per Hr.)** represents the "_Cost per Unit_", which records the staff cost per hour to provide the service.   The system multiples those two number together to provide an overall expenditure amount or cost for this particular service relating to case manager time spent.

Please note when entering parts of an hour to please use fractions based on whole numbers and not time. If you needed to record time spent for 1 hour and 30 minutes, please enter in 1.5, not 1.30.

Financial Assistance: this service expenditure type is assigned to any service where a financial amount or payment is provided to the client as a primary result of the service and includes such services as Rental Assistance, Security Deposits, and Utility Payments.

Service Expenditure Type:	Financial Assistance ∨
Times Payment Provided:*	1
Assistance/Payment Amount:*	$850.00
Service Total:	$850.00

> **Financial Assistances allow collection of the following elements:**
>
> **Time Payment Provided**
> **Assistance/Payment Amount**

The **Times Payment Provided** represents the "*Units Provided*", which records the number of times this assistance payment was provided and the **Assistance/Payment Amount** represents the "*Cost per Unit*", which records the financial dollar amount of each assistance payment. The system multiples those two number together to provide an overall expenditure amount or cost for this particular assistance relating to payments.

Please note that in most cases when providing Financial Assistances the Times Payment Provided is going to be 1 and when not entering a number into this field the system always defaults to 1. However this method allows for greater flexibility to put in a monthly payment amount and enter in the overall months provided in this field to calculate the proper service expenditure cost (instead of lumping the total payment amount into the payment amount field).

Service Item: this service expenditure type is assigned to any service where an actual product or physical item is provided to the client as a primary result of the service and includes such services as Food, Material Goods, Bus Tokens or any other tangible good provided directly to the client.

Service Expenditure Type:	Service Item ∨
Items Provided:	3
Item Amount (Per Item):	$3.75
Service Total:	$11.25

> **Service Items allow collection of the following elements:**
>
> **Items Provided**
> **Item Amount (Per Item)**

The **Items Provided** represents the "*Units Provided*", which records the number of physical goods or items provided and the **Item Amount (Per Item)** represents the "*Cost per Unit*", which records the financial dollar amount on a per item basis. The system multiples those two number together to provide an overall expenditure amount or cost for this particular assistance relating to items provided.

Service Expenditure Notes:

- Service Expenditure information is optional to collect for both Supportive Service and Service Item service types, however due to the requirement of collecting financial payment information by HUD and Federal Partners, all Financial Assistances will require the entry of at least the Assistance/Payment Amount.
- When the "Units Provided" Service Expenditure field is left blank, the system will always default the unit number to 1; when the "Cost per Unit" Service Expenditure field is left blank, the system will always default the dollar amount to $0.
- Please note that currently all services in the system have been predefined to use one of the 3 expenditure types and cannot be altered. However, the system does have an override system in place that can allow individual organizations to configure their own services in terms of expenditure types and default 'Cost per Unit' amounts. Please contact the PA HMIS helpdesk for additional information on configuring services for your programs in terms of service expenditure information.

Service Expenditure Reporting:

We currently have available our **Client Enrolled Services** report available within the Case Manager Reports -> Client Program Reporting -> Service Reports section of the system.
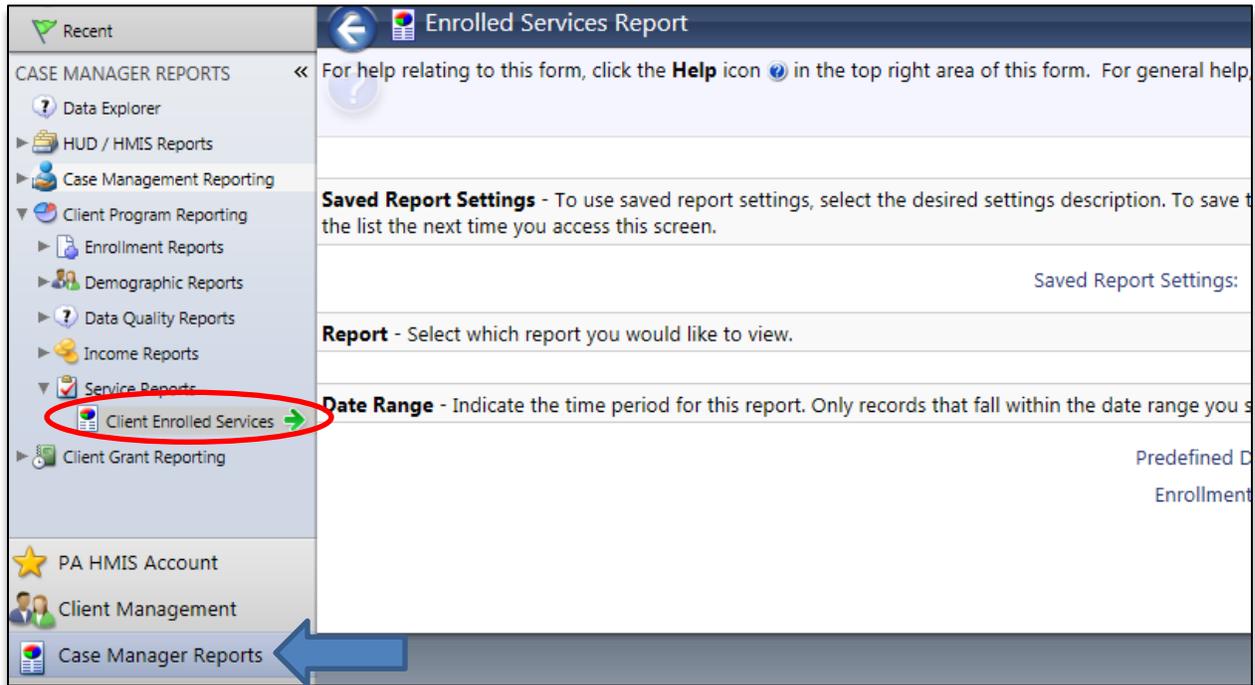
This report can generate not only service provided information but also provide detailed service expenditure information and provides service and expenditure totals on a per service and client basis.