Reports in Oasis Insight-EFAP Household Assisted Breakdown Report

Reading & Understanding an EFAP Report from Oasis Insight

21 Steps   [View on Tango](#)

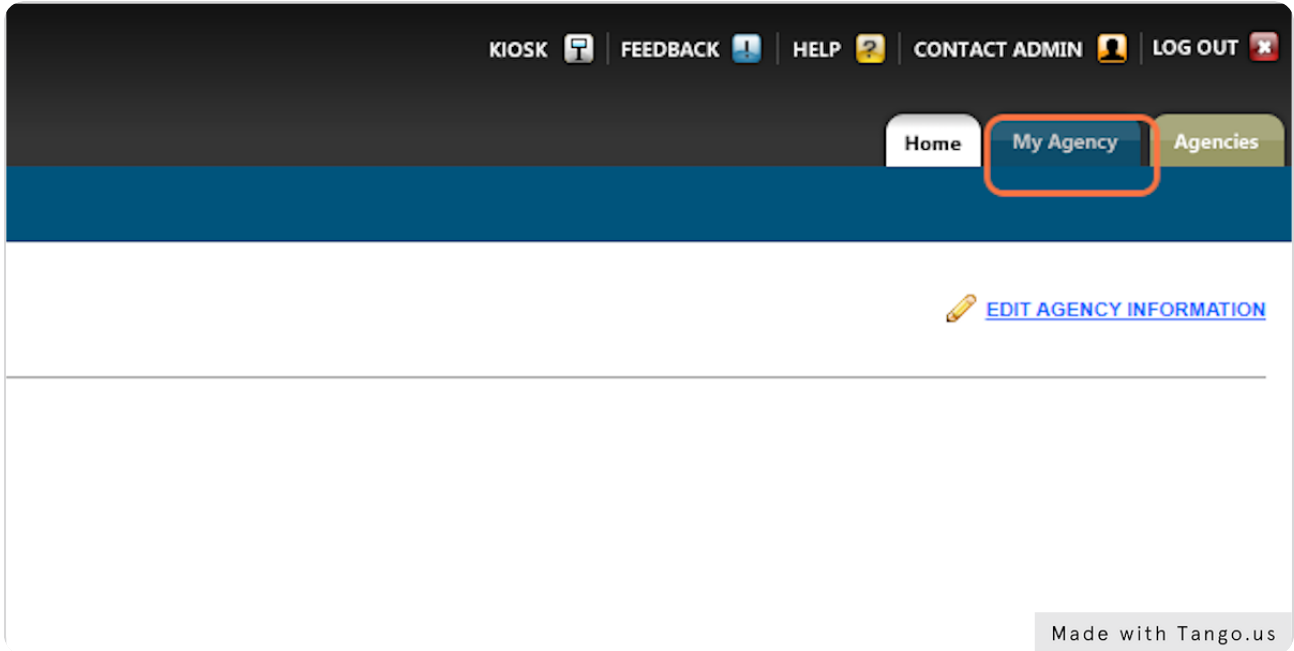| Created by	Creation Date	Last Updated
San Diego Food Bank FEED	August 18, 2022	September 19, 2022

Log onto Oasis Insight www.SanDiego.OasisInsight.net

If you are unsure of what email and password to use, contact feed@sandiegofood-bank.org.

Click the blue "My Agency" tab

Click on the "Reports" tab

Scroll down the Saved Reports and find the EFAP Households Assisted Breakdown Report

All report templates that SDFB has created for you will be found under Saved Reports, ignore the top section of the reports tab.

Click on the "Edit" button to the right of the EFAP Households Assisted Breakdown Report

Every time you want to open a report you must always click the EDIT button to update the dates of the report. If you just click on the title, it will pull the old report that you ran the month prior.
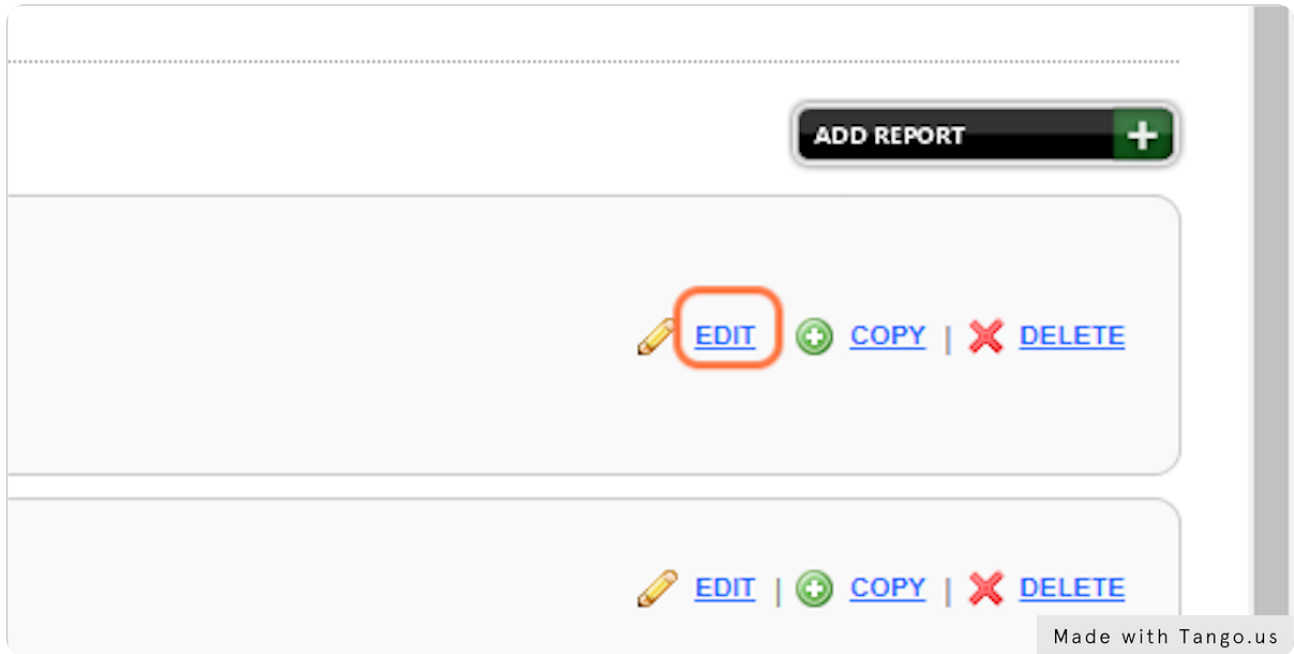
Click on "Save & Continue" button

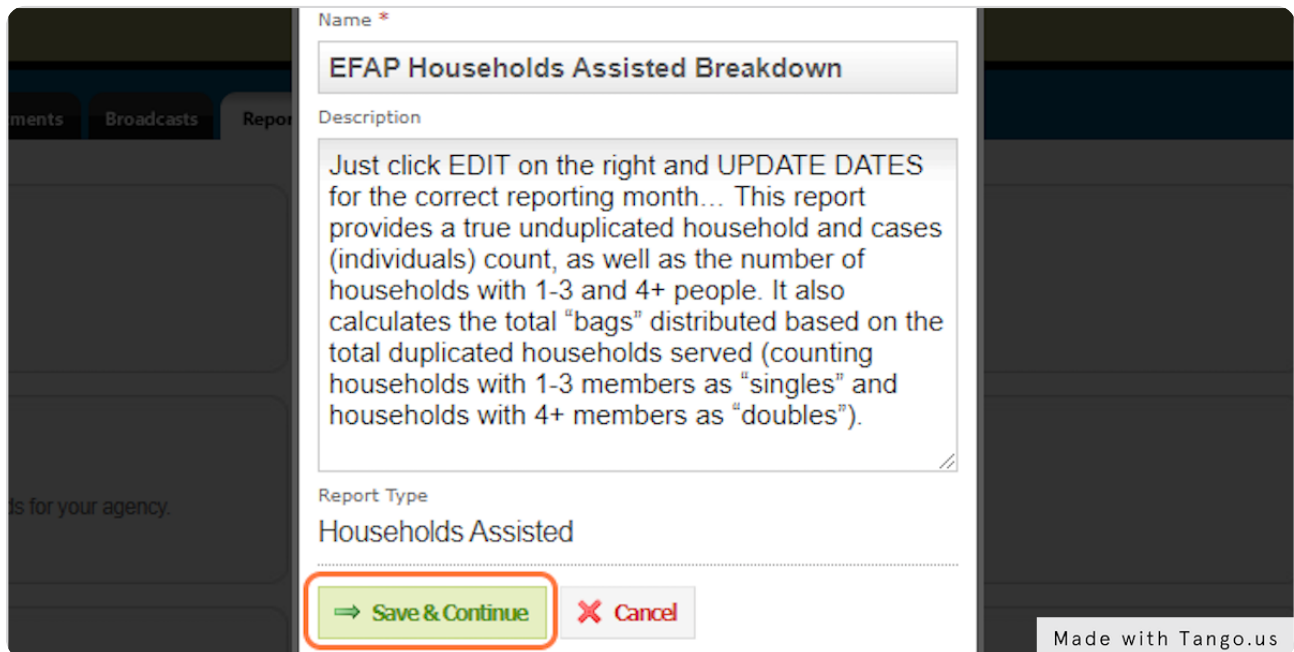The first page that pops open is the Title and Description page, do not change any information here. Simply Save & Continue.

Edit the Date of Assistance

Change the dates in this section to match the dates of when your distribution occurred.
· For mass distributions (once a month distributions): Set the start date and end date as the day of your distribution.
· For EFAP sites that are open more than once a month: Set the start date as your EFAP delivery date and the end date as your last date of EFAP distribution before your next scheduled delivery.

Click on "Save & Continue"

You will leave all other filters exactly how they are. Scroll down and click on the Save & Continue button.
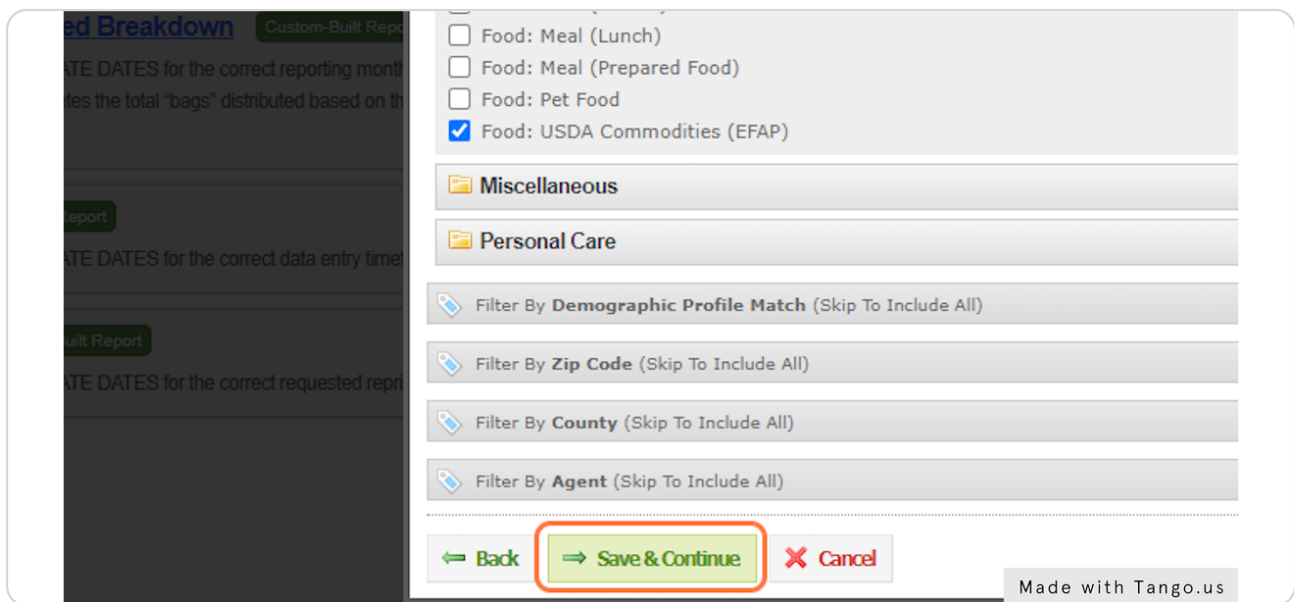
Click on "Save & View Report" button

Don't change anything on this page, either, just Save and View.

View the EFAP Report for your agency

After click the "Save & View Report" button the Households Breakdown EFAP report will populate. This will breakdown the details of the households assisted at your agency's distribution, and act as a tool to help you complete the required EFAP report.
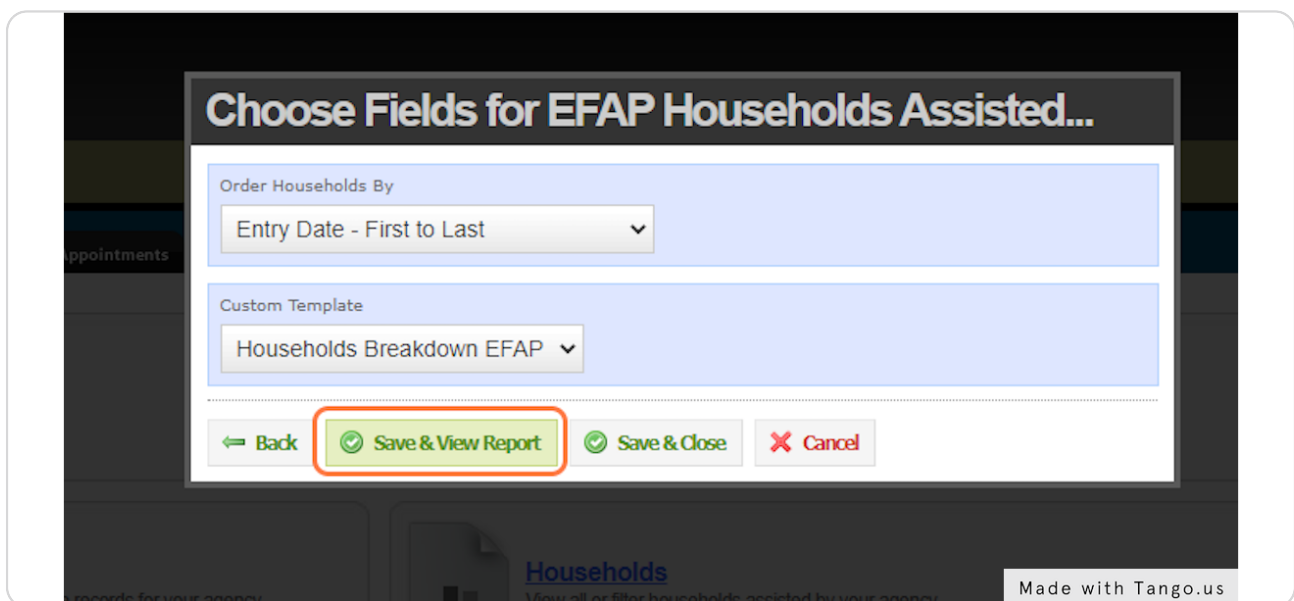
EFAP Households Assisted Breakdown

Household Breakdown EFAP

Report Filters

Include private records:	Yes
Date range:	Aug 09, 2022 to Aug 16, 2022
Households included:	assisted during date range
Category:	Food: USDA Commodities (EFAP)

Total Number of Households Served (SDFB report = HH):	Total Number of Cases Served (SDFB report = IND):	Total Number of Households with 1-3 Household Members:	Total Number of Households with 4 or more Household Members:
79	230	50	29

Total Number of Assistance:	Duplicated Number of Households with 1-3 Household Members (SDFB report = 1-3):	Duplicated Number of Households with 4 or more Household Members (SDFB report = 4+):	Total Number of "Bags" Distributed (SDFB report = Bags):
85	52	33	118

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Breakdown of Report

The top line of the report provides statistics for the **unduplicated numbers** during your report time frame.

Unduplicated Values: Will count each household only once, regardless of how many times they received assistance from your distribution over the timeframe set on the report.

The second line of the report provides statistics for the **duplicated values** and overall assistance provided during your distribution.

Duplicated Values: Counts each time a household received assistance from your distribution over the timeframe set on the report. A single, unique household may be counted more than once if they received assistance more than once.

San Diego Food Bank Invoice (SDFB Report)

Oasis reports are a tool to help you complete this portion of your EFAP report. Don't forgot to add the statistics that are on any paper EFA-7s to this invoice as well.

Total Number of Households Served (SDFB report=HH)

Total Number of Households Served shows the number of unduplicated households who received food at your distribution that were recorded using Oasis Insight.

This number will be entered on the SDFB report, on the HH line.

Total Number of Cases Served (SDFB report=IND)

Total Number of Cases Served shows the number of household members (people/individuals) that have been assisted at your agency's distribution. Oasis Insight calculates this by summing the total people in households served.

This number will be entered on the SDFB report, on the IND line.

Total Number of Households with 1-3 Household Members

Total Number of Households with 1-3 Household Members totals the number of unduplicated households that have 1-3 individuals. You will not use this number for any of our reports.

Total Number of Households with 4 or more Household Members

Total Number of Households with 4 or more Household Members totals the number of households that have 4+ individuals. You will not use this number for any of our reports.

Total Number of Assistance

Total Number of Assistance indicates how many times assistance barcodes have been scanned during the report time frame.

In this cases, **85 assistance barcodes** have been scanned during the course of the report timeframe. You will not use this number for any of our reports.

Duplicated Number of Households with 1-3 Household Members (SDFB report=1-3)

Duplicated Number of Households with 1-3 Household Members indicates the number of households with 1-3 people who have been assisted within your agency's report timeframe.

The original value for these households was 50, but it now shows as 52 since 2 households with 1-3 individuals have been assisted twice during this timeframe.

__This number will be entered on the SDFB report, on the 1-3 line.__

EFAP Households Assisted Breakdown

Household Breakdown EFAP

Report Filters

Include private records:	Yes
Date range:	Aug 09, 2022 to Aug 16, 2022
Households included:	assisted during date range
Category:	Food: USDA Commodities (EFAP)

Total Number of Households Served (SDFB report = HH):	Total Number of Cases Served (SDFB report = IND):	Total Number of Households with 1-3 Household Members:	Total Number of Households with 4 or more Household Members:
79	230	50	29

Total Number of Assistance:	Duplicated Number of Households with 1-3 Household Members (SDFB report = 1-3):	Duplicated Number of Households with 4 or more Household Members (SDFB report = 4+):	Total Number of "Bags" Distributed (SDFB report = Bags):
85	52	33	118

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Duplicated Number of Households with 4 or more Household Members (SDFB report=4+)

Duplicated Number of Households with 4 or more Household Members indicates the number of households with 4+ people that have been assisted within your distribution timeframe.

The original value for these households was 29, but it now shows as 33 since 4 households with 4+ individuals have been assisted twice this month.

**This number should be entered on the SDFB report, on the 4+ line.**

EFAP Households Assisted Breakdown

Household Breakdown EFAP

Report Filters

Include private records:	Yes
Date range:	Aug 09, 2022 to Aug 16, 2022
Households included:	assisted during date range
Category:	Food: USDA Commodities (EFAP)

Total Number of Households Served (SDFB report = HH):	Total Number of Cases Served (SDFB report = IND):	Total Number of Households with 1-3 Household Members:	Total Number of Households with 4 or more Household Members:
79	230	50	29

Total Number of Assistance:	Duplicated Number of Households with 1-3 Household Members (SDFB report = 1-3):	Duplicated Number of Households with 4 or more Household Members (SDFB report = 4+):	Total Number of "Bags" Distributed (SDFB report = Bags):
85	52	33	118

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Total Number of "Bags" Distributed (SDFB report=Bags)

Total Number of "Bags" Distributed indicates the amount of EFAP Bags that were provided to the community overall.

This is calculated by multiplying the **Duplicated Number of Households with 4 or more Household Members by two and then adding Duplicated Number of Households with 1-3 Household Members**. In this example, it would be (33*2)+52=118.

This number will be entered on the SDFB report, on the Total Bags Distributed line.

San Diego Food Bank Invoice (SDFB Report)

Please input all matching categories from the Oasis Insight report on the SDFB Report.
· Total Number of Households Served (SDFB report=HH)
· Total Number of Cases Served (SDFB report=IND)
· Duplicated Number of Households with 1-3 Household Members (SDFB report=1-3)
· Duplicated Number of Households with 4 or more Household Members (SDFB report=4+)
· Total Number of "Bags" Distributed (SDFB report=Bags)
Don't forgot to add the statistics that are on any paper EFA-7s to this invoice as well.

In the example below we calculated the following:
On paper EFA-7s: HH-5, IND-21, 1-3:2, 4+:3, Total Bags- 8
On Oasis: HH-79, IND-230, 1-3: 52, 4+: 33, Total Bags- 118

Totals:
HH: 5 + 79 = **84**
IND: 21 + 230 = **251**

1-3: 2 + 52 = **54**
4+: 3 + 33= **36**
Total Bags: 8 + 118 = **126**

Agency No: EFAP-D4062	Phone#: ( )	Invoice No: 470792

Order Date: 08/03/2022
Pickup Date: 08/03/2022
Pickup Time: 7:30 am

Picked Up By:

Ship Via: DELIVERY

Special Instructions:
Delivery: Wednesday before 1st Friday from 7:30 am - 8:30 am. Please give EFAP report to our driver. Pick up pallets

Product Reference	Description	Nutrition Value	Quantity	Unit	Total (Weight)	/Lb	Total (Shared Maintenance)	Unit	Total (Cost)
Donated									
G506100218	PEACHES CLING SLICES CAN-24/15 OZ	2	33	26.00	858	$0.00	$0.00	$0.00	$0.00
G506100305	ASPARAGUS CAN - 24/300	2	33	25.00	825	$0.00	$0.00	$0.00	$0.00
G506100306	BEANS GREEN CAN-24/14.5 OZ	2	33	27.00	891	$0.00	$0.00	$0.00	$0.00
G506100331	POTATOES WHT SLICES CAN-24/15 OZ	2	33	26.00	858	$0.00	$0.00	$0.00	$0.00
G506111051	GRAPES VARIETY FRESH CTN-19 LB	1	44	24.00	1,056	$0.00	$0.00	$0.00	$0.00
G506111067	BEANS GREAT NORTHERN DRY PKG-24/1 LB	Non-Food	33	24.00	792	$0.00	$0.00	$0.00	$0.00
G506111172	HAZELNUTS PKG-24/1 LB	2	33	29.00	957	$0.00	$0.00	$0.00	$0.00
G506111174	MILK 2% FRESH CTR-64 FL OZ - 12/HALF GALLON	Non-Food	44	27.00	1,188	$0.00	$0.00	$0.00	$0.00
			286		7,425		$0.00		$0.00
Invoice Totals:			286		7,425		$0.00		$0.00

TOTAL CHARGES: $0.00

Amount Owed: $0.00

HH 84   Ind 251
1-3 54   4+ 36
Total Bags Distributed: 126

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