



Reports in Oasis Insight-EFAP Household Assisted Breakdown Report

Reading & Understanding an EFAP Report from Oasis Insight

21 Steps [View on Tango](#)

Created by

San Diego Food Bank FEED

Creation Date

August 18, 2022

Last Updated

September 19, 2022

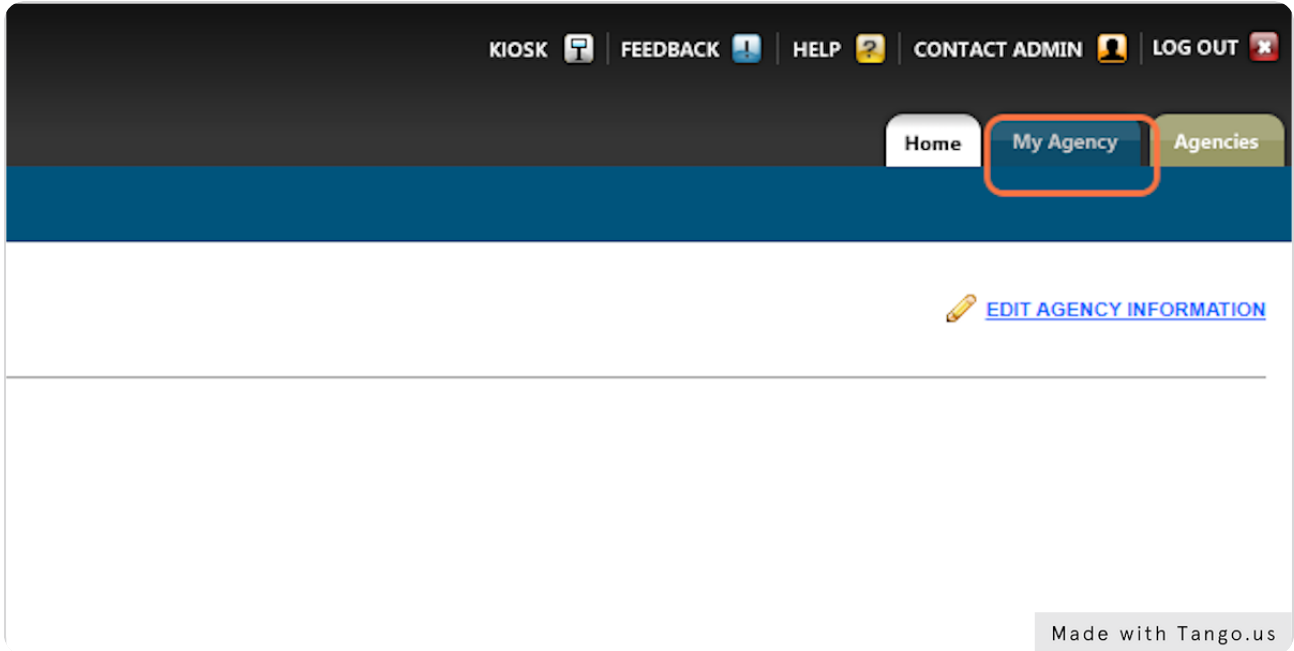
STEP 1

Log onto Oasis Insight www.SanDiego.OasisInsight.net

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

STEP 2

Click the blue "My Agency" tab



STEP 3

Click on the "Reports" tab

General Cases Assistance Categories Barcodes Appointments **Reports** Offline

Training Agency

Street Address:
San Diego Food Bank
San Diego, CA 92121
SAN DIEGO

Mailing Address:
Not Provided

Phone: Not Provided
Fax: Not Provided
Web: Not Provided
Type: Non-profit
Joined: Nov. 2, 2021
Agency ID: 111

About Us:
This agency is used for training purposes.

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STEP 4

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.

2021 EFAP Signature Sheet(s)
Displays the California state form (EFA 7 (7/21) EMERGENCY FOOD ASSISTANCE PROGRAM) populated with digitally captured signatures.

AMI Report

Multiple ID Cards - Avery 8371
Print multiple color-coded Client ID Cards using the Avery 8371 Template.

Saved Reports

EFAP Households Assisted Breakdown Custom-Built Report
Just click EDIT on the right and UPDATE DATES for the correct reporting month... This report provides a true unduplicated household and cases (individuals) count, as we with 1-3 and 4+ people. It also calculates the total "bags" distributed based on the total duplicated households served (counting households with 1-3 members as "singles" and members as "doubles").

New ID Cards Custom-Built Report
Just click EDIT on the right and UPDATE DATES for the correct data entry timeframe

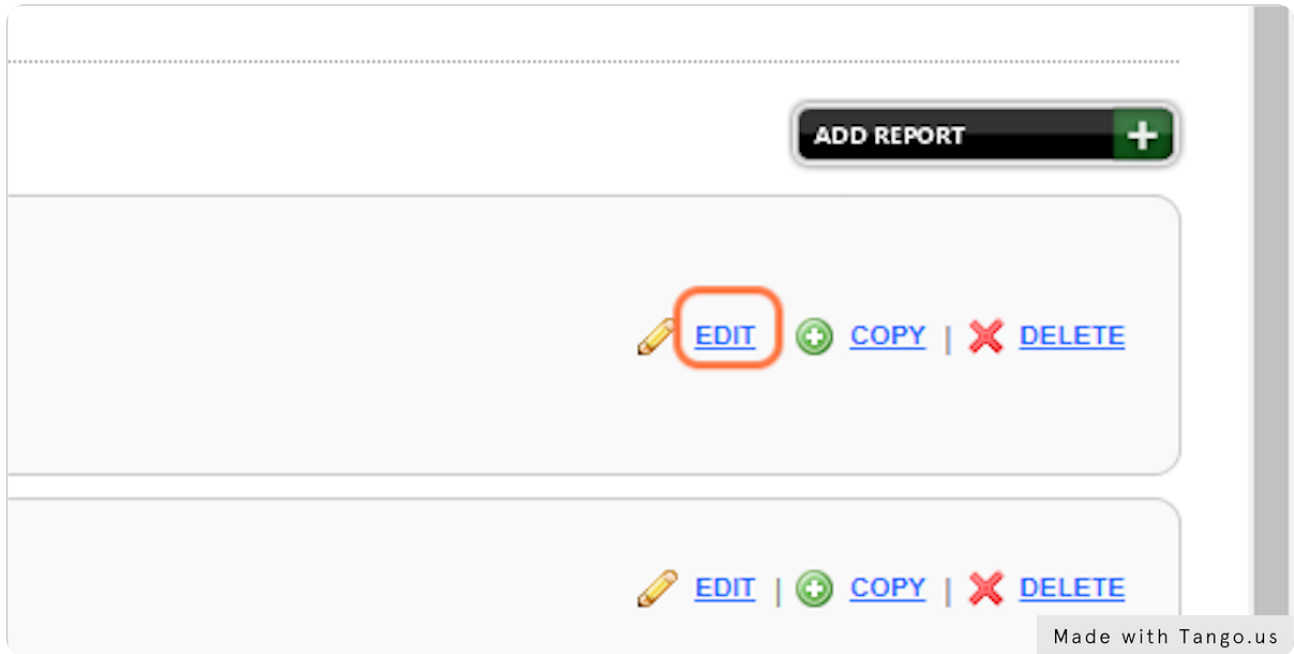
Reprint ID Cards Custom-Built Report
Just click EDIT on the right and UPDATE DATES for the correct requested reprint timeframe

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STEP 5

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

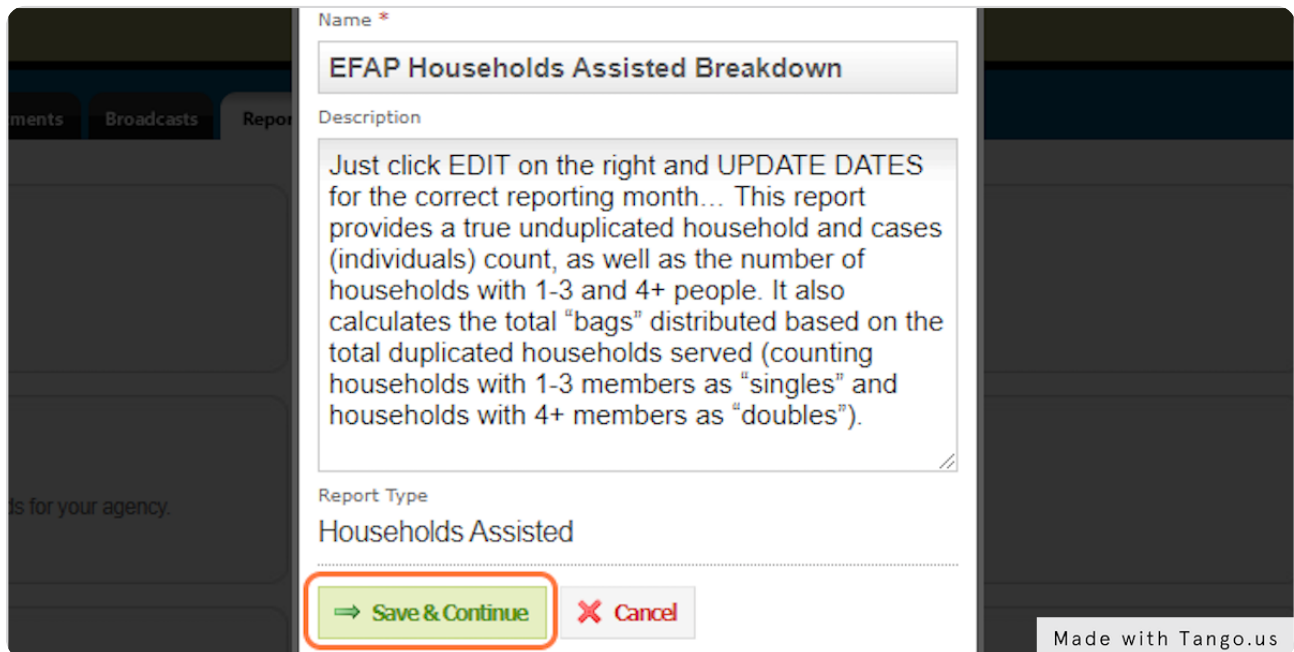
Every time you want to open a report you must always click the EDIT button to update the dates of the report. If you just click on the title, it will pull the old report that you ran the month prior.



STEP 6

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.



The screenshot shows a web form for creating a report. The form is titled "Name *" and contains the following fields:

- Name:** EFAP Households Assisted Breakdown
- Description:** Just click EDIT on the right and UPDATE DATES for the correct reporting month... This report provides a true unduplicated household and cases (individuals) count, as well as the number of households with 1-3 and 4+ people. It also calculates the total "bags" distributed based on the total duplicated households served (counting households with 1-3 members as "singles" and households with 4+ members as "doubles").
- Report Type:** Households Assisted

At the bottom of the form, there are two buttons: "Save & Continue" (highlighted with a red box) and "Cancel".

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STEP 7

Edit the Date of Assistance

Change the dates in this section to match the dates of when your distribution occurred.

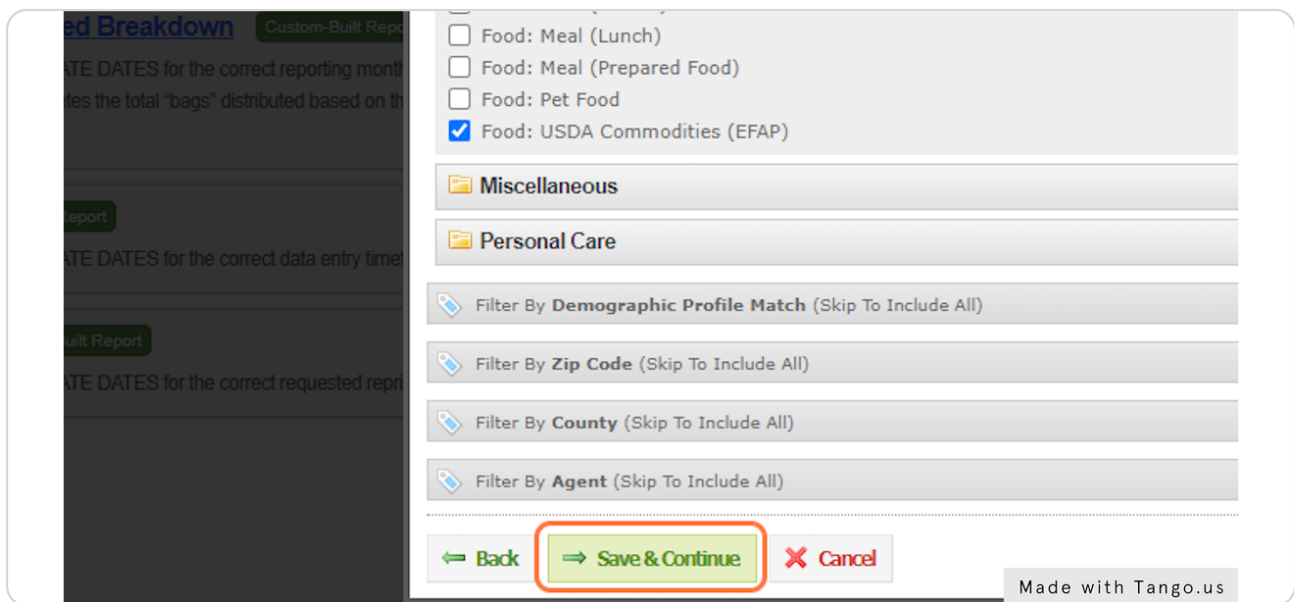
- For mass distributions (once a month distributions): Set the start date and end date as the day of your distribution.
- For EFAP sites that are open more than once a month: Set the start date as your EFAP delivery date and the end date as your last date of EFAP distribution before your next scheduled delivery.

The screenshot shows a web application interface for filtering assistance data. The 'Filter By Date Of Assistance' section is highlighted with a red box, showing start and end dates set to 8/9/2022 and 8/16/2022. Below this, there are radio button options for including households assisted during the date range, only during the date range, or during or before the date range. The 'Food' category is expanded, showing various food types with checkboxes, and 'Food: USDA Commodities (EFAP)' is selected. Other filter categories like 'Miscellaneous', 'Personal Care', 'Demographic Profile Match', 'Zip Code', 'County', and 'Agent' are also visible.

STEP 8

Click on "Save & Continue"

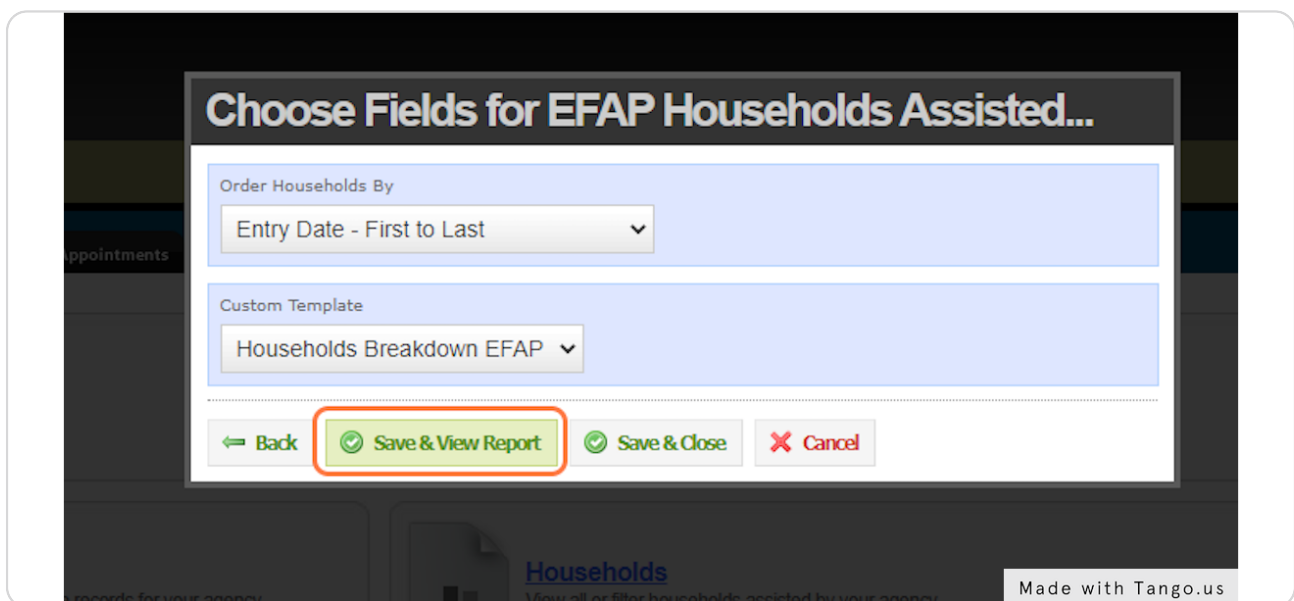
You will leave all other filters exactly how they are. Scroll down and click on the Save & Continue button.



STEP 9

Click on "Save & View Report" button

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



STEP 10

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.

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:
29	230	90	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	32	33	118

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STEP 12

San Diego Food Bank Invoice (SDFB Report)

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

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:
Special Instructions:		Ship Via: DELIVERY
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	Weight Total	Shared Maintenance /Lb	Total	Cost Unit	Total
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
Invoice Totals:			<u>286</u>		<u>7,425</u>		<u>\$0.00</u>		<u>\$0.00</u>
			<u>286</u>		<u>7,425</u>		<u>\$0.00</u>		<u>\$0.00</u>

TOTAL CHARGES: \$0.00

Amount Owed: \$0.00

HH _____ Ind _____
 1-3 _____ 4+ _____
 Total Bags Distributed: _____

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STEP 13

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.

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): 79	Total Number of Cases Served (SDFB report = IND): 230	Total Number of Households with 1-3 Household Members: 50	Total Number of Households with 4 or more Household Members: 29
Total Number of Assistance: 85	Duplicated Number of Households with 1-3 Household Members (SDFB report = 1-3): 52	Duplicated Number of Households with 4 or more Household Members (SDFB report = 4+): 33	Total Number of "Bags" Distributed (SDFB report = Bags): 118

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STEP 14

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.

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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STEP 15

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.

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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STEP 16

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.

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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STEP 17

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.

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 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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STEP 20

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.

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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STEP 21

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:							
Special Instructions:		Ship Via: DELIVERY							
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	Weight Total	Shared Maintenance /Lb	Total	Cost Unit	Total
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
Invoice Totals:			286		7,425		\$0.00		\$0.00
			286		7,425		\$0.00		\$0.00
TOTAL CHARGES:					\$0.00				
Amount Owed:					\$0.00				
					HH <u>84</u>	Ind <u>251</u>			
					1-3 <u>54</u>	4+ <u>36</u>			
					Total Bags Distributed: <u>126</u>				
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Created in seconds with

Tango