

LIHEAP Data Warehouse Tutorial

OVERVIEW & CONTENTS

What is the LIHEAP Data Warehouse?

The **LIHEAP Data Warehouse** allows users to access historic national and state-level LIHEAP data to build instant reports, tables, and charts. The LIHEAP Data Warehouse is available on the LIHEAP Performance Management Website and is intended to help program administrators, policymakers, and the public obtain reports and information on the LIHEAP program using annual data from FY 2001 to the most recent publicly available fiscal year with preliminary data.

What information can I find in this tutorial?

This tutorial contains four main sections with summary information and step-by-step instructions to aid you in using the LIHEAP Data Warehouse. These sections are:

- Section 1. [An Overview of the LIHEAP Data Warehouse](#): *Background and Purpose*
- Section 2. [Creating Step-by-Step Guided Reports](#): *How to Use the Standard Reports Tool*
- Section 3. [Designing and Creating Custom Reports](#): *How to Use the Custom Reports Tool*
- Section 4. [Using and Saving Your Reports](#): *How to Modify, Save, and Print Your Reports*

In addition, the last page contains a list of links to additional supplements to this tutorial. These supplements contain more in-depth information on the data and how to use tools in the LIHEAP Data Warehouse.

How should I use this tutorial?

This tutorial is intended to provide an overview of the LIHEAP Data Warehouse and specific step-by-step instructions for the different tools available within it. This document is intended for new users and for more experienced users that are interested in specific capabilities and tools available in the LIHEAP Data Warehouse.

The tutorial includes visual images of the LIHEAP Data Warehouse to demonstrate specific features and steps that are explained in accompanying text. Within an image, a red box will indicate where a user should click to follow each step that is described. While the images in this document are intended to be helpful for reference, **it is recommended that you use this tutorial while you have access to the LIHEAP Data Warehouse so that you can directly replicate the examples and the steps that are described and shown.**

Section I – An Overview of the LIHEAP Data Warehouse

Background and Purpose

Background

The LIHEAP Data Warehouse was developed to provide LIHEAP grant recipients, program administrators, policymakers, and the public with access to historic LIHEAP data and with web-based tools to create and save custom reports and charts using that data. The LIHEAP Data Warehouse was designed with consultation and feedback from various types of users, and it is regularly updated as new information is published and available.

What Options are Available in the LIHEAP Data Warehouse?

The LIHEAP Data Warehouse includes four different options to allow users to access data, including:

1. The [Grantee Profiles](#) tool to view 1-page snapshot profiles of each state grant recipient’s LIHEAP program using the most recent available data;
2. The [Standard reports tool](#) with step-by-step selection options to help users obtain data;
3. The [Custom Reports](#) tool, which allows the user to create customized reports;
4. The [Resource and Tutorial](#) tool, which provides information on the data warehouse and its uses.

The screenshot shows the top portion of the LIHEAP Data Warehouse website. At the top left is the logo for the Administration for Children & Families, LIHEAP Performance Management. To the right is the LIHEAP Website Navigator logo and a National Energy Assistance Referral (NEAR) logo with the phone number 1-866-674-6327. Below these is a search bar with the placeholder text "Enter the terms you wish to search for" and a "Search" button. A dark blue navigation bar contains the following links: HOME, PUBLICATIONS, DATA WAREHOUSE, PERFORMANCE MEASURES, GRANTEE RESOURCES, IMPORTANT LINKS, WHAT'S NEW?, DASHBOARD, HELP, and LOG IN. Below the navigation bar is a dark blue header for the "LIHEAP Data Warehouse" section, with links for "LIHEAP Glossary", "Reports Help", and "Site Feedback". The main content area features a paragraph explaining the data warehouse's purpose and four interactive buttons with dropdown arrows: "Grantee Profiles — One-page snapshots of state LIHEAP Programs.", "Standard Reports — Receive step-by-step guidance on creating reports.", "Custom Reports — Generate customized reports and figures.", and "Resources and Tutorial — Information on the Data Warehouse and its uses."

What can I use the LIHEAP Data Warehouse for?

You can use the LIHEAP Data Warehouse to access summary LIHEAP information about each state, to access standard charts and tables using LIHEAP program data, and to create customized tables and charts based on the criteria you select. You can examine data for individual states, compare data for multiple states, or examine national program statistics for individual years or over time. The tool also allows you to download and print these charts and to export the data to perform your own analyses.

What data is available?

The LIHEAP Data Warehouse contains data reported annually by LIHEAP grant recipients and developed annually by the Office of Community Services. The data sources include the annual *LIHEAP Household Report*, the annual *LIHEAP Performance Measures Data Form - Grantee Survey*, and survey data from the U.S. Census Bureau. Data are available for individual states and the District of Columbia, and aggregated national level data are also available.

The LIHEAP Data Warehouse includes data from FY 2001 to the most recent publicly available fiscal year with preliminary data.

The LIHEAP Data Warehouse includes the following different types of LIHEAP data:

- The amount of LIHEAP funds that come from each source of funding;
- The amount of funds expended in each program component;
- The number, income level, and vulnerability characteristics of income-eligible households;
- The number, income level, and vulnerability characteristics of LIHEAP recipient households;
- The average benefits by type of LIHEAP assistance;
- The percent of income-eligible households assisted by LIHEAP.

How do I access the LIHEAP Data Warehouse?

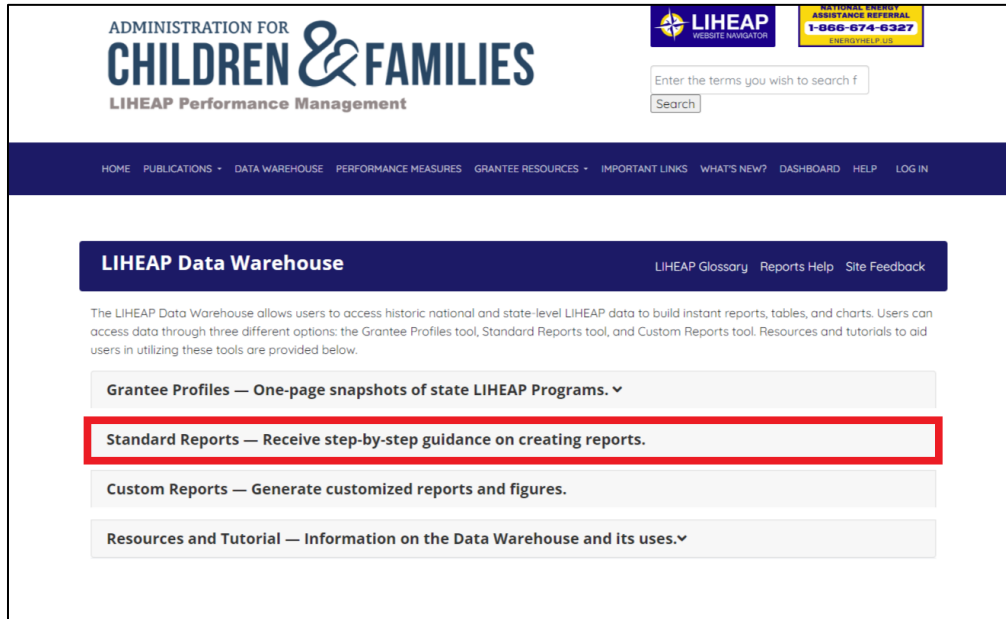
1. Visit <https://liheappm.acf.hhs.gov/>
2. Registered users (including LIHEAP grant recipients) can log in prior to using the LIHEAP Data Warehouse by clicking on “Click to Login Here”. The LIHEAP Data Warehouse is publicly available and can be accessed without registering or logging in.
3. Access the LIHEAP Data Warehouse by clicking on the “Data Warehouse” tab of the website’s menu bar.



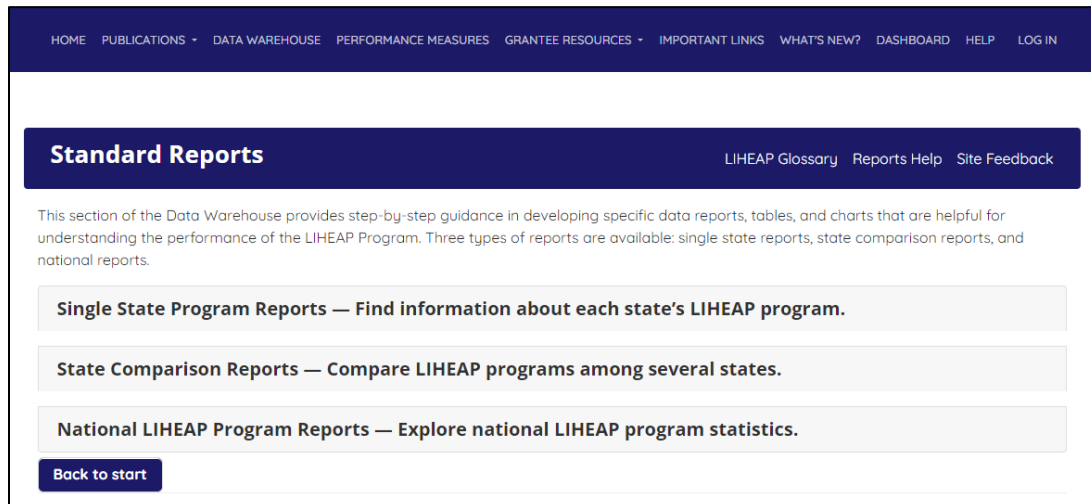
Section II - Creating Step-by-Step Guided Reports

How to Use the Standard Reports Tool

Step 1: In the Data Warehouse menu, click on “Standard Reports.”



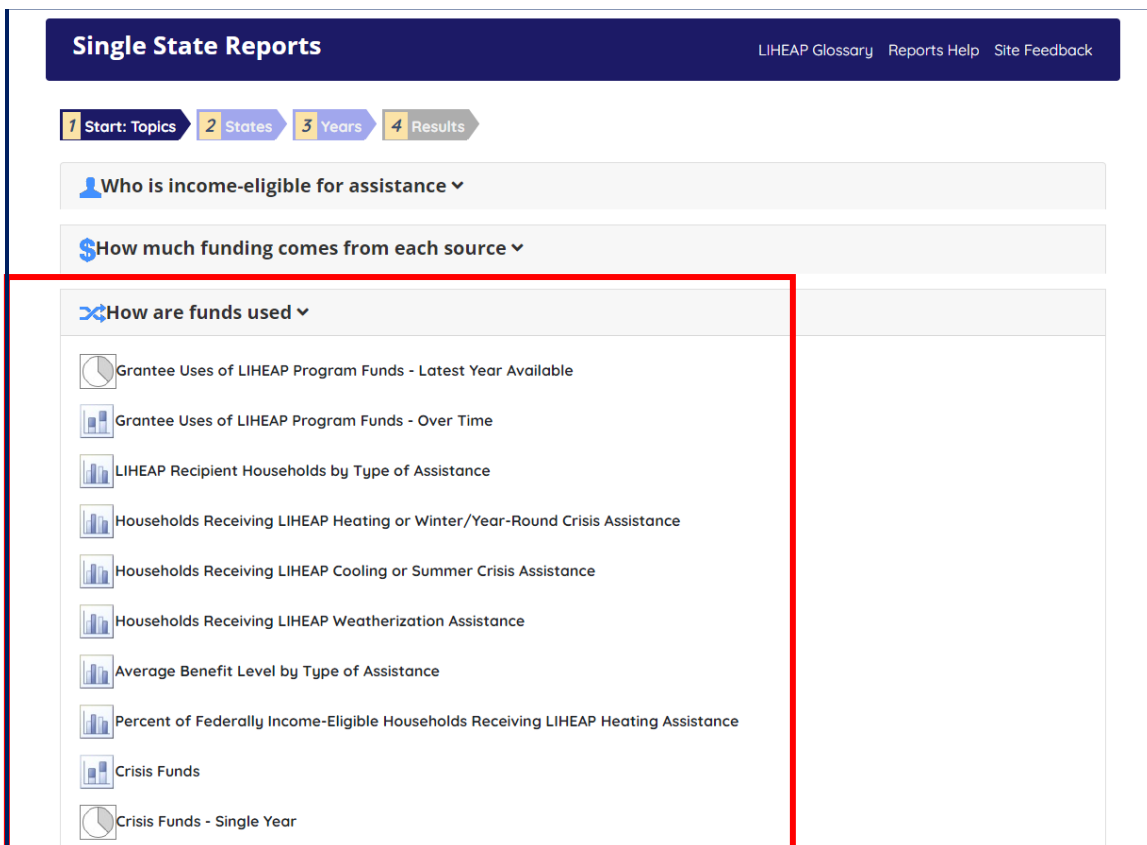
Step 2: Your selection will lead you to a new page “Standard Reports” where you will be presented with a menu that asks you to choose which level of data that you want to access:



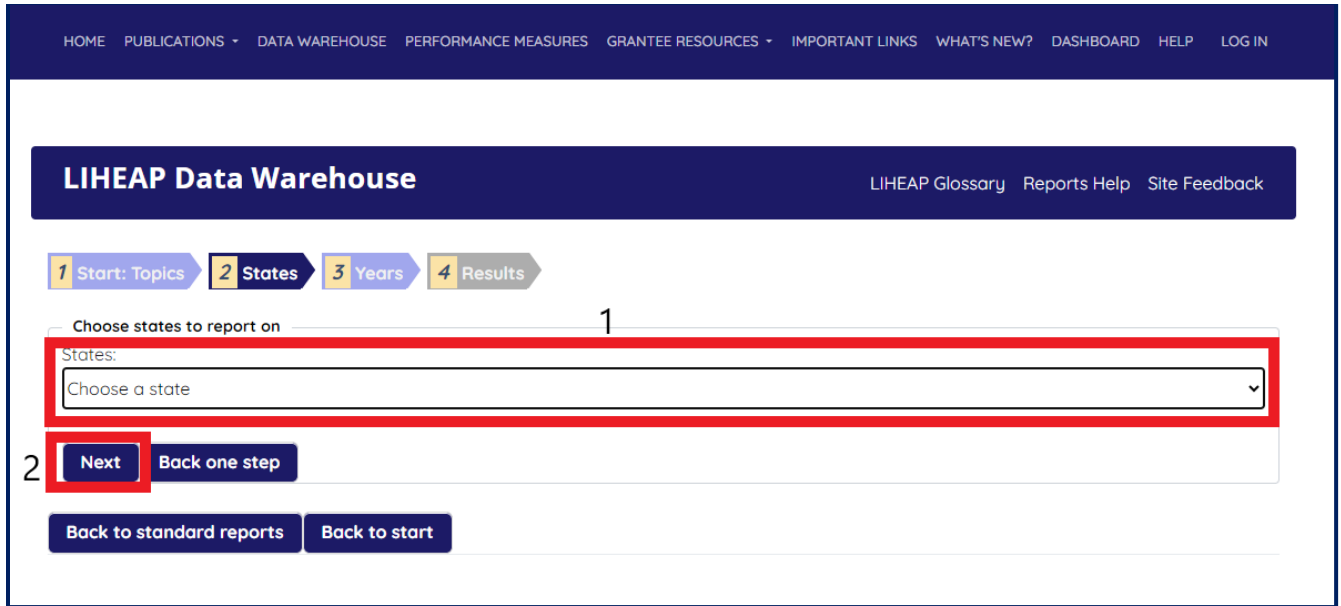
Step 3: After selecting the level of data that you want to work with, you will be shown a drop-down menu. The first step is to choose the topic you are interested in. **Select the question or statement that most relates to the kind of data that you are looking for.**



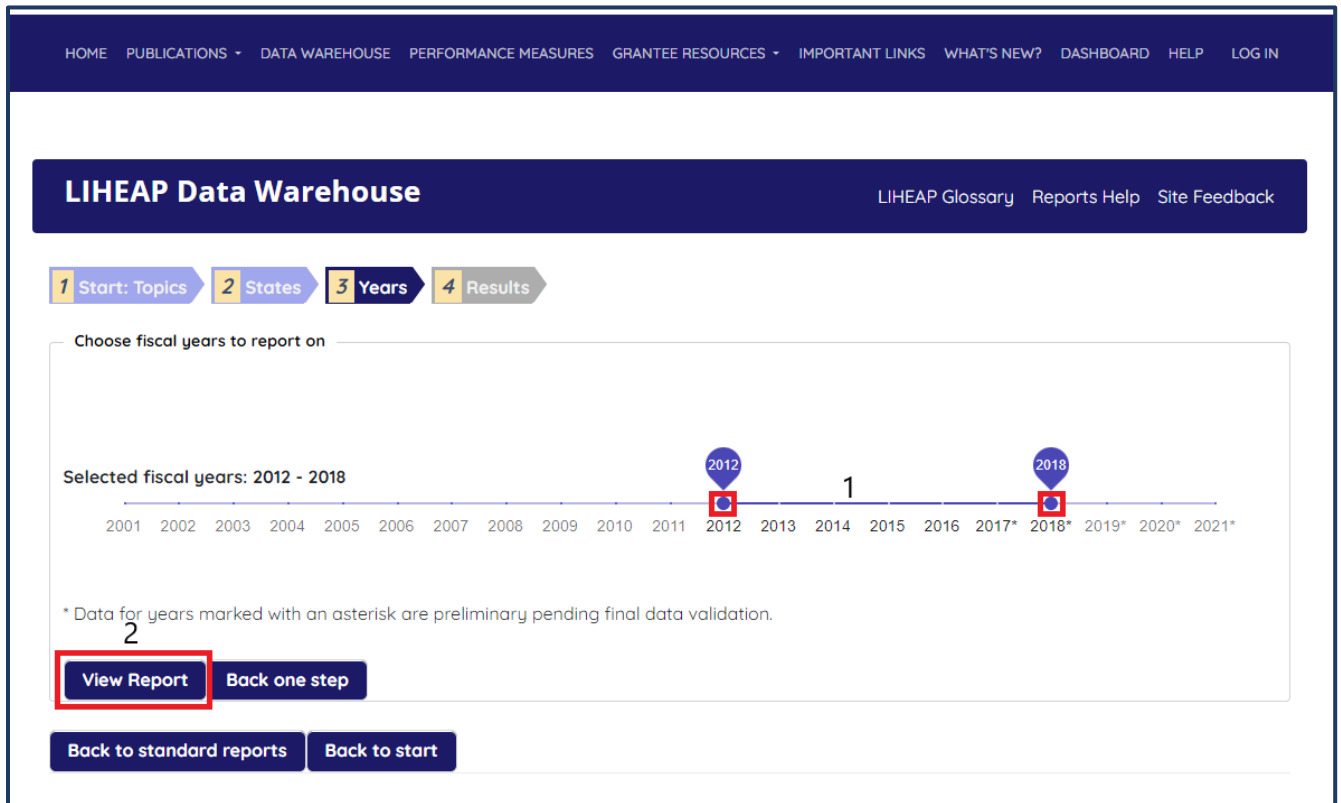
Step 4: Your selection will expand and show all the ready-made reports that can be displayed. The image shown next to the title for each report indicates the type of chart that the report produces. **Select the report that you want to see.**



Step 5: If you chose to access state-level data, you will be prompted to choose which state(s) you want the data to be displayed for. If that is the case, select the state(s) from the drop-down menu and click “Next”.

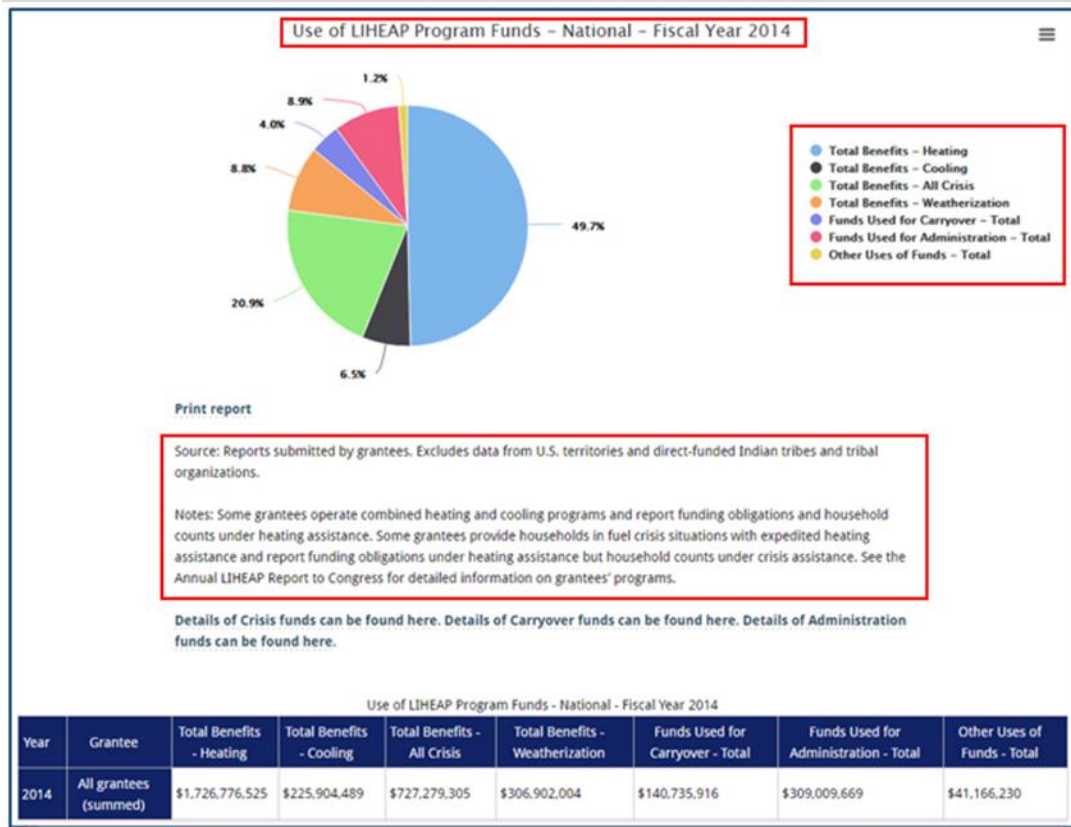


Step 6: Move the selection squares in the timeline to choose the fiscal year(s) for which you want information to be reported. Some reports allow you to pick a period of years, while others allow you to select only one year. After you have made your selection, click on “View Report”.



Step 7: Look at your report. The results will be displayed on the screen and will look similar to the image shown below, depending on the type of data displayed. From this screen, you can download and save the results of your search. The steps to do so are outlined in [Section IV](#) of this tutorial.

The pie chart below shows a report on the uses of LIHEAP funds for FY 2014 for the nation. The Standard Report charts contain a title based on the criteria selected, a legend indicating the data elements, and important notes on the sources of the criteria and data nuances.



The results presented in the chart will also appear in a detailed table underneath the chart, which can be exported to multiple formats.

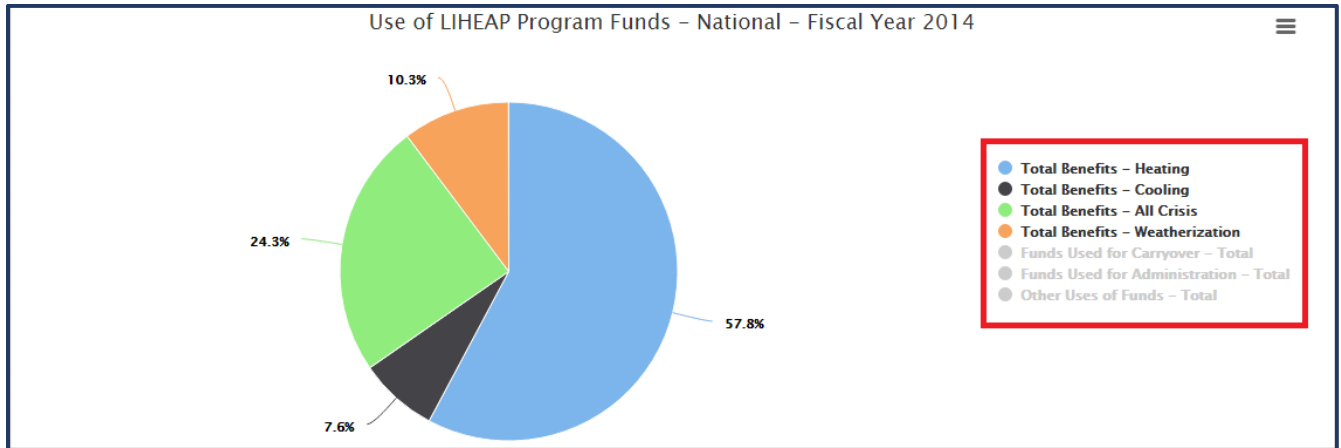
Use of LIHEAP Program Funds - National - Fiscal Year 2014

| Year | Grantee | Total Benefits - Heating | Total Benefits - Cooling | Total Benefits - All Crisis | Total Benefits - Weatherization | Funds Used for Carryover - Total | Funds Used for Administration - Total | Other Uses of Funds - Total |
|------|-----------------------|--------------------------|--------------------------|-----------------------------|---------------------------------|----------------------------------|---------------------------------------|-----------------------------|
| 2014 | All grantees (summed) | \$1,726,776,525 | \$225,904,489 | \$727,279,305 | \$306,902,004 | \$140,735,916 | \$309,009,669 | \$41,166,230 |

[Export table data into CSV/Excel file](#)

Tip: You can toggle each element of the chart on-and-off to hide or display it. To do so, click on the element name or on its key in the chart legend. For charts that show percentages of wholes (such as pie charts), the numbers in the chart will also automatically adjust to show each element as a percentage of the elements that remain toggled on.

The image below shows how the chart changes when three fields are toggled off and only fields related to LIHEAP benefits are retained.

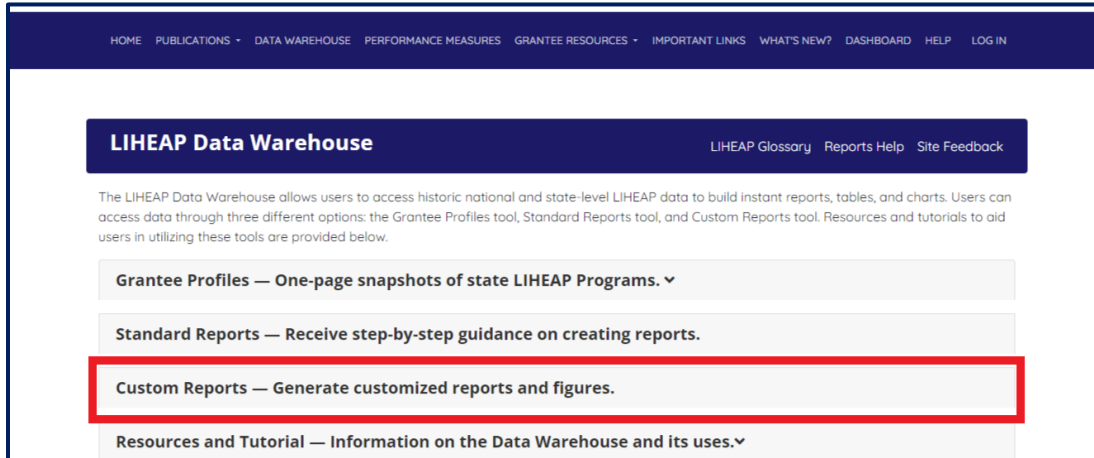


Section III – Designing and Creating Custom Reports

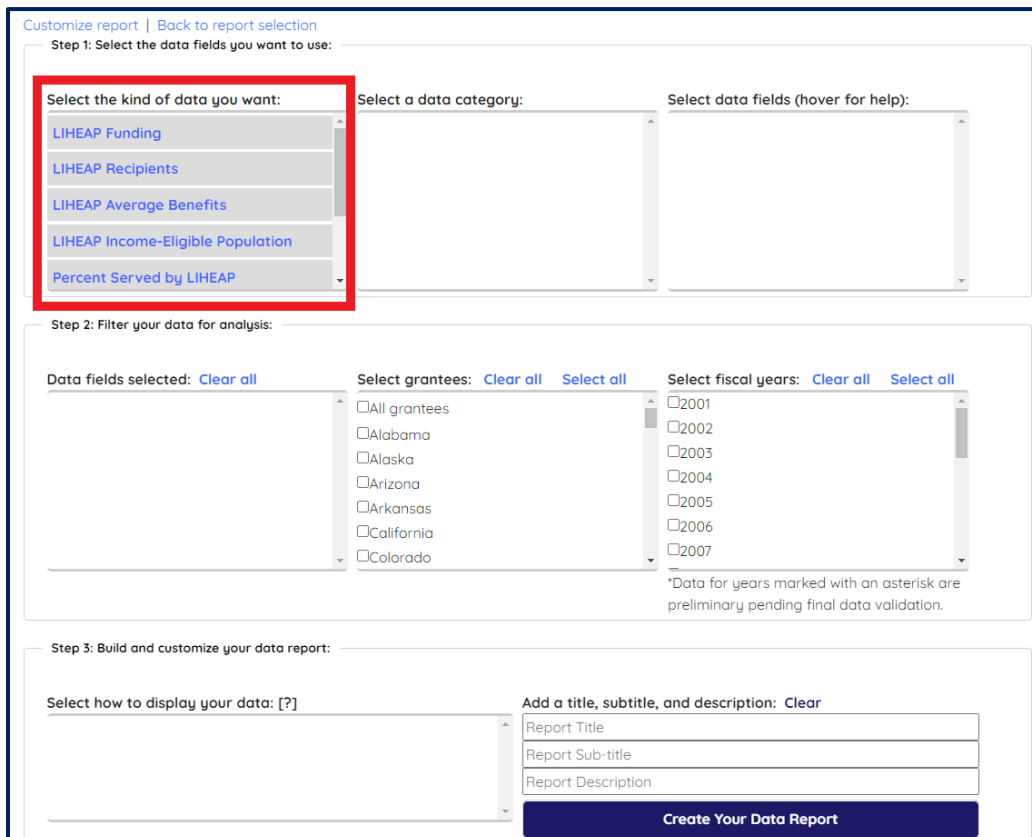
How to Use the Custom Reports Tool

Overview and Step-by-Step Guidance

Step 1: In the Data Warehouse menu, click on “Custom Reports.”



Step 2: You will be taken to a new page titled “Custom Reports.” You will be presented with a menu that gives you options to customize your report. Click on any one of the categories in the first box to display the options in that category.



Step 3: Click on any one of the subcategories that appear in the second menu column in order to display the data fields in that subcategory. Data fields from the selected sub-category will appear in the third menu column. Select the fields that you want to include in your report by checking the boxes next to their names.

Step 1: Select the data fields you want to use:

Select the kind of data you want:

- LIHEAP Funding
- LIHEAP Recipients**
- LIHEAP Average Benefits
- LIHEAP Income-Eligible Population
- Percent Served by LIHEAP

Select a data category:

- Heating Assistance**
- Cooling Assistance
- Winter or Year Round Crisis Assistance
- Summer Crisis Assistance
- Other Crisis Assistance

Select data fields (hover for help):

- Assisted Households - Total - Heating
- Assisted Households - <75% Poverty - Heating
- Assisted Households - 75%-100% Poverty - Heating
- Assisted Households - 101%-125% Poverty - Heating
- Assisted Households - 126%-150% Poverty - Heating

Step 4: Select the state(s) that you want included in your report in the second menu column of the second menu row. To select or deselect a state, click the state or its accompanying check box. To deselect all states, click “Clear all”. To select all states, click “Select all” or click “All grantees.”

Step 2: Filter your data for analysis:

Data fields selected: Clear all

1. Assisted Households - <75% Poverty - Heating [X]

Select grantees: Clear all Select all

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select fiscal years: Clear all Select all

- 2012
- 2013
- 2014
- 2015
- 2016*
- 2017*

*Data for years marked with an asterisk are preliminary pending final data validation.

Step 5: Select the fiscal year(s) to be included in your report in the third box of the second row. To select or deselect a year, click the year. To deselect all years, click “Clear all.” To select all years, click “Select all.”

Step 2: Filter your data for analysis:

Data fields selected: Clear all

1. Assisted Households - <75% Poverty - Heating [X]

Select grantees: Clear all Select all

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select fiscal years: Clear all Select all

- 2012
- 2013
- 2014
- 2015
- 2016*
- 2017*

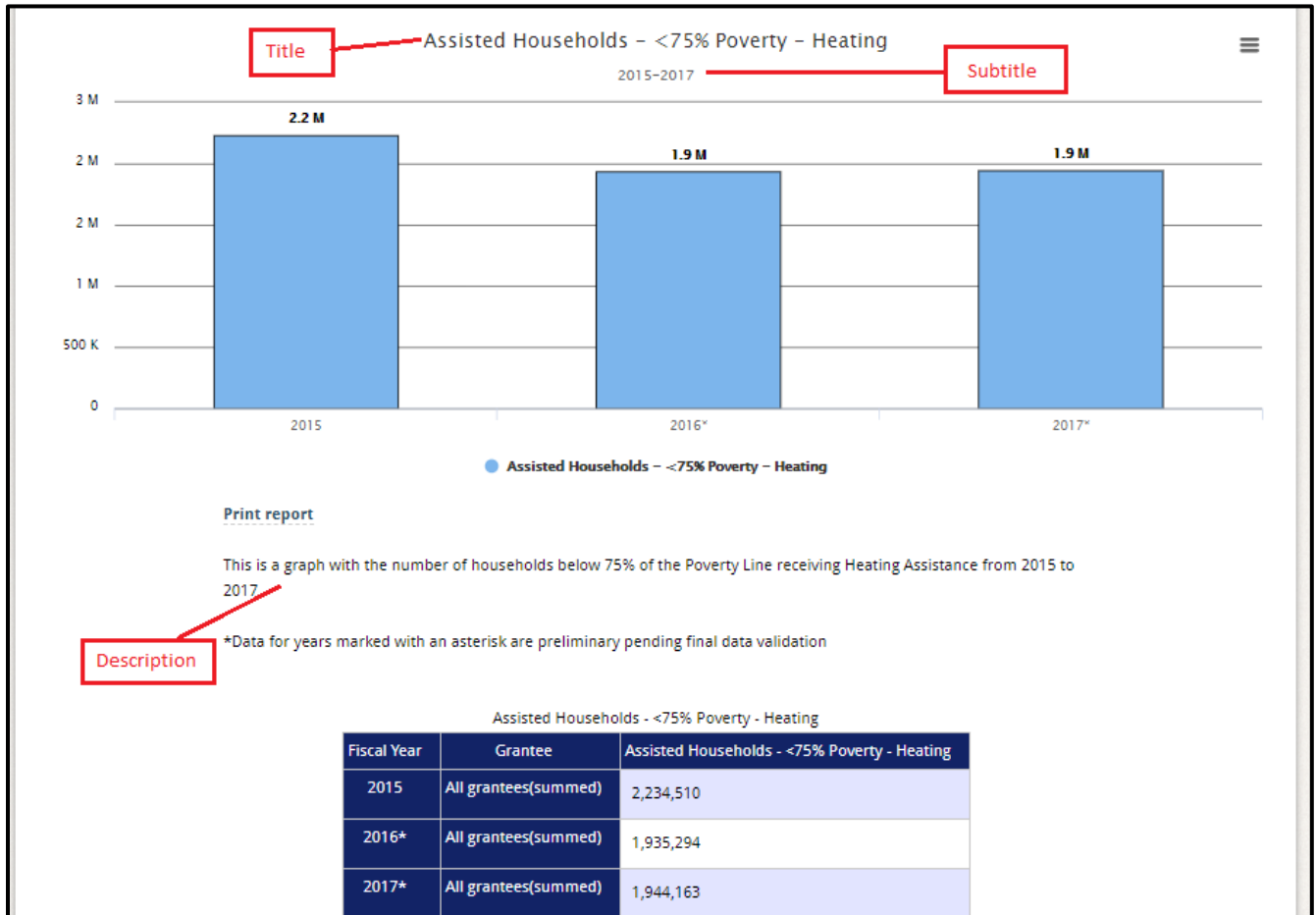
*Data for years marked with an asterisk are preliminary pending final data validation.

Step 6: In the box beneath the data selection menu, you can select the chart type to have displayed in your report. Select the desired available chart type by clicking on the button next to its name. The chart types that will be available vary depending on the type of data you selected for your report.

Step 7: Finally, before creating your report, you can add a title for your chart, a subtitle, or descriptive text by filling in the blank text boxes to the right of the box from Step 6.

Step 8: Click on “Create Your Data Report” to view your report.

Step 9: Look at your report. The results will be displayed under the menus and will look like the image shown below. Just as in the Standard Report tool, you can toggle each element of the chart on-and-off to hide or display it. To do so, click on the element name or on its key on the chart legend.



Example #1 – Bar Chart: Households with an Elderly Member Receiving Heating Assistance

Step 1: Click on “LIHEAP Recipients” in the first menu column to display the options in that category.

Custom Reports [LIHEAP Glossary](#) [Reports help](#) [Site feedback](#) Report search:

Customize report | [Back to report selection](#)

Step 1: Select the data fields you want to use:

| Select the kind of data you want: | Select a data category: | Select data fields (hover for help): |
|-----------------------------------|-------------------------|--------------------------------------|
| LIHEAP Funding | | |
| LIHEAP Recipients | | |
| LIHEAP Average Benefits | | |
| LIHEAP Income-Eligible Population | | |
| Percent Served by LIHEAP | | |

Step 2: Filter your data for analysis:

| Data fields selected: Clear all | Select grantees: Clear all Select all | Select fiscal years: Clear all Select all |
|---|--|---|
| | <input type="checkbox"/> All grantees <input type="checkbox"/> Alabama <input type="checkbox"/> Alaska <input type="checkbox"/> Arizona <input type="checkbox"/> Arkansas <input type="checkbox"/> California | <input type="checkbox"/> 2001 <input type="checkbox"/> 2002 <input type="checkbox"/> 2003 <input type="checkbox"/> 2004 <input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <small>*Data for years marked with an asterisk are preliminary pending final data validation.</small> |

Step 3: Build and customize your data report:

Select how to display your data: [\[?\]](#)

Add a title, subtitle, and description: [Clear](#)

| |
|--------------------|
| Report Title |
| Report Sub-title |
| Report Description |

[Create Your Data Report](#)

Step 2: Click on “Heating Assistance” in the second menu column in order to display the data fields in that subcategory. Data fields from the selected sub-category will appear in the third menu column. Select “Assisted Households - Member 60 or Over – Heating.”

Step 1: Select the data fields you want to use:

| Select the kind of data you want: | Select a data category: | Select data fields (hover for help): |
|-----------------------------------|--|---|
| LIHEAP Funding | Heating Assistance | <input type="checkbox"/> Assisted Households - Any Vulnerable Member - Heating <input checked="" type="checkbox"/> Assisted Households - Member 60 or Over - Heating <input type="checkbox"/> Assisted Households - Member with a Disability - Heating <input type="checkbox"/> Assisted Households - Child 5 and Under - Heating <input type="checkbox"/> Assisted Households - No Member 60 or Over |
| LIHEAP Recipients | Cooling Assistance | |
| LIHEAP Average Benefits | Winter or Year Round Crisis Assistance | |
| LIHEAP Income-Eligible Population | Summer Crisis Assistance | |
| Percent Served by LIHEAP | Other Crisis Assistance | |

Step 3: Check the box next to “All Grantees” to display nationwide results (aggregate of all state grant recipients).

Step 2: Filter your data for analysis:

Data fields selected: Clear all

1. - Assisted Households - Member 60 or Over - Heating [X]

Select grantees: Clear all Select all

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select years: Clear all Select all

- 2010
- 2011
- 2012
- 2013
- 2014
- 2015*

*Data for years marked with an asterisk are not publicly available at this time and are not displayed.

Step 4: Check the boxes next to the years between FY 2011 and FY 2014 to include them in your chart.

Step 2: Filter your data for analysis:

Data fields selected: Clear all

1. - Assisted Households - Member 60 or Over - Heating [X]

Select grantees: Clear all Select all

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select years: Clear all Select all

- 2010
- 2011
- 2012
- 2013
- 2014
- 2015*

*Data for years marked with an asterisk are not publicly available at this time and are not displayed.

Step 5: In the box beneath the data selection menu, select “bar” to display a bar chart.

Step 3: Build and customize your data report:

Select how to display your data: [?]

- Line
- Bar

Add a title, subtitle, and description: Clear

Households Receiving Heating Assistance - Nationwide

2011-1014

This is a graph of the number of households in the country that received heating assistance

Create Your Data Report

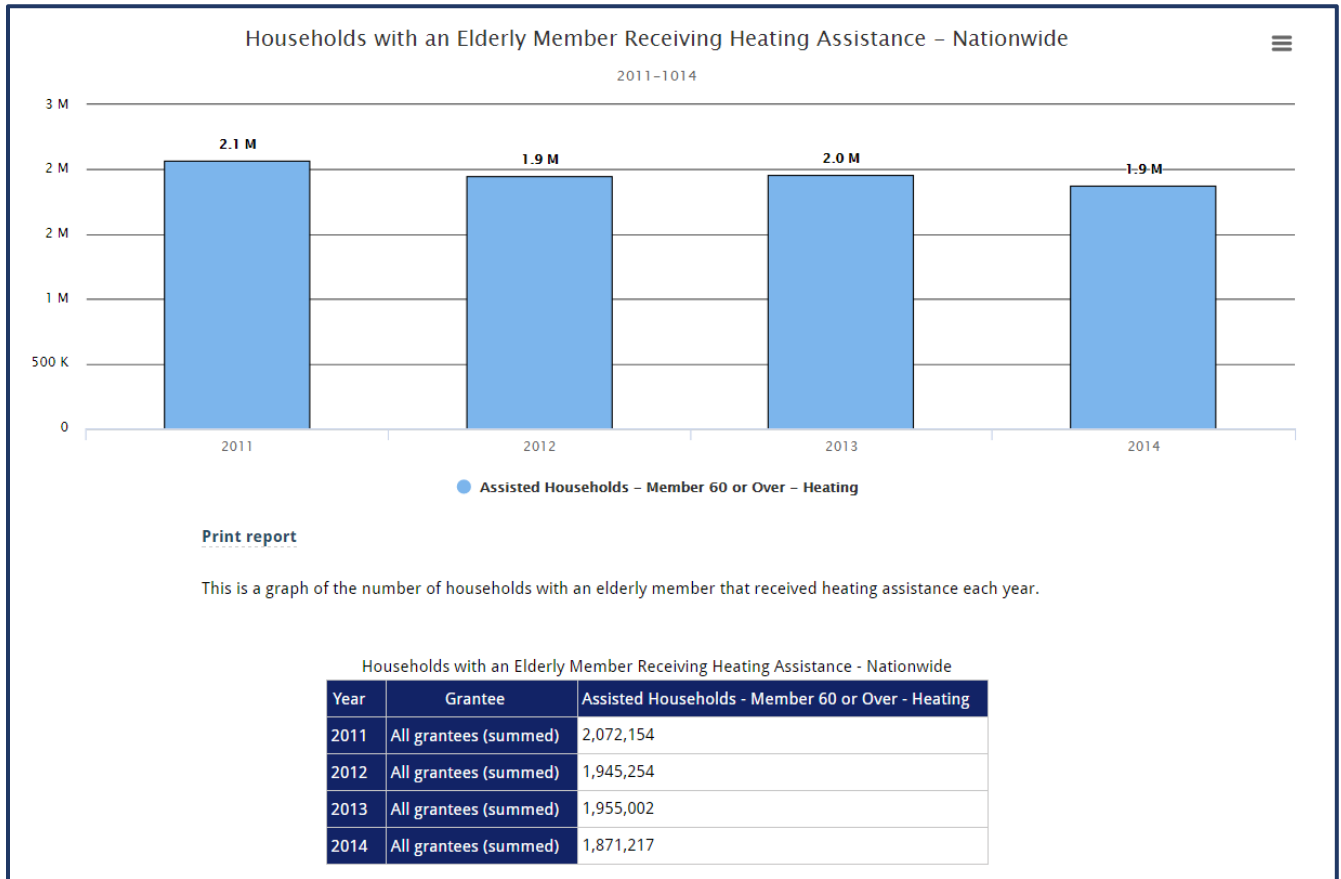
Step 6: Finally, before creating your report, you can add a title for your chart, a subtitle, or descriptive text by filling in the blank text boxes to the right of the box from Step 5 directly above.

The screenshot shows two sections of a web interface. The top section, titled "Step 2: Filter your data for analysis:", contains three columns of filters. The first column, "Data fields selected:", has a dropdown menu with "1. - Assisted Households - Member 60 or Over - Heating [X]". The second column, "Select grantees:", has a "Clear all" link and a list of states with checkboxes: "All grantees" (checked), "Alabama", "Alaska", "Arizona", "Arkansas", and "California". The third column, "Select years:", has "Clear all" and "Select all" links, and a list of years with checkboxes: "2010", "2011" (checked), "2012" (checked), "2013" (checked), "2014" (checked), and "2015*" (unchecked). A note below states: "*Data for years marked with an asterisk are not publicly available at this time and are not displayed." The bottom section, titled "Step 3: Build and customize your data report:", has a dropdown menu for "Select how to display your data: [?]" with "Line" and "Bar" options. To the right, a box titled "Add a title, subtitle, and description: Clear" contains three text input fields: "Type title here", "Type subtitle here", and "Type description here". Below these fields is a blue button labeled "Create Your Data Report".

Step 7: Click on "Create Your Data Report" to view your report.

This screenshot shows the same "Step 3: Build and customize your data report:" section as the previous image. The "Select how to display your data: [?]" dropdown is set to "Bar". The "Add a title, subtitle, and description: Clear" box now contains the following text: "Households with an Elderly Member Receiving Heating Assistance - Nationwide" in the title field, "2011-2014" in the subtitle field, and "This is a graph of the number of households with an elderly member that received heating :" in the description field. The blue "Create Your Data Report" button is highlighted with a red border.

Step 8: Look at your report. The results will be displayed under the menus and will look like the image shown below.



Example #2 – Bar Chart with Two Data Fields: *Federally Income-Eligible Households and Households Served by Heating Assistance*

Step 1: Click on “LIHEAP Income-Eligible Population” in the first menu column to display the options in that category.

Custom Reports [LIHEAP Glossary](#) [Reports help](#) [Site feedback](#) Report search:

[Customize report](#) | [Back to report selection](#)

Step 1: Select the data fields you want to use:

Select the kind of data you want: Select a data category: Select data fields (hover for help):

- LIHEAP Funding
- LIHEAP Recipients
- LIHEAP Average Benefits
- LIHEAP Income-Eligible Population**
- Percent Served by LIHEAP

Step 2: Filter your data for analysis:

Data fields selected: [Clear all](#) Select grantees: [Clear all](#) [Select all](#) Select fiscal years: [Clear all](#) [Select all](#)

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

- 2001
- 2002
- 2003
- 2004
- 2005
- 2006

*Data for years marked with an asterisk are preliminary pending final data validation.

Step 3: Build and customize your data report:

Select how to display your data: [\[?\]](#) Add a title, subtitle, and description: [Clear](#)

[Create Your Data Report](#)

Step 2: In the second menu column, click “Federal Guidelines” to display the data fields in that subcategory. These will appear in the third menu column. Select “Federally Income-Eligible Households – Total.”

Step 1: Select the data fields you want to use:

Select the kind of data you want: Select a data category: Select data fields (hover for help):

- LIHEAP Funding
- LIHEAP Recipients
- LIHEAP Average Benefits
- LIHEAP Income-Eligible Population**
- Percent Served by LIHEAP

- Federal Guidelines**
- State Guidelines

- Federally Income-Eligible Households - Total**
- Federally Income-Eligible Households - <100% Poverty
- Federally Income-Eligible Households - 101%-125% Poverty
- Federally Income-Eligible Households - 126%-150% Poverty

Step 3: In the first menu column, click on “LIHEAP Recipients” to display the options in that category.

Custom Reports [LIHEAP Glossary](#) [Reports help](#) [Site feedback](#) Report search:

Customize report | [Back to report selection](#)

Step 1: Select the data fields you want to use:

Select the kind of data you want: Select a data category: Select data fields (hover for help):

LIHEAP Funding
LIHEAP Recipients
 LIHEAP Average Benefits
 LIHEAP Income-Eligible Population
 Percent Served by LIHEAP

Step 2: Filter your data for analysis:

Data fields selected: [Clear all](#) Select grantees: [Clear all](#) [Select all](#) Select fiscal years: [Clear all](#) [Select all](#)

All grantees
 Alabama
 Alaska
 Arizona
 Arkansas
 California

2001
 2002
 2003
 2004
 2005
 2006

*Data for years marked with an asterisk are preliminary pending final data validation.

Step 3: Build and customize your data report:

Select how to display your data: [?] Add a title, subtitle, and description: [Clear](#)

Report Title
 Report Sub-title
 Report Description

[Create Your Data Report](#)

Step 4: Click “Heating Assistance” to display the data fields in that subcategory. These will appear in the third menu column. Select “Assisted Households - Total – Heating.”

Step 1: Select the data fields you want to use:

Select the kind of data you want: Select a data category: Select data fields (hover for help):

LIHEAP Funding
LIHEAP Recipients
 LIHEAP Average Benefits
 LIHEAP Income-Eligible Population
 Percent Served by LIHEAP

Heating Assistance
 Cooling Assistance
 Winter or Year Round Crisis Assistance
 Summer Crisis Assistance
 Other Crisis Assistance

Assisted Households - Total - Heating
 Assisted Households - <75% Poverty - Heating
 Assisted Households - 75%-100% Poverty - Heating
 Assisted Households - 101%-125% Poverty - Heating
 Assisted Households - 126%-150% Poverty - Heating

Step 5: Select All Grantees by checking the appropriate box in the second menu column of the second menu row. This will display aggregate national results.

Step 2: Filter your data for analysis:

Data fields selected: [Clear all](#)

1. - Federally Income-Eligible Households - Total [X]
 2. - Assisted Households - Total - Heating [X]

Select grantees: [Clear all](#) [Select all](#)

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select years: [Clear all](#) [Select all](#)

- 2010
- 2011
- 2012
- 2013
- 2014
- 2015*

*Data for years marked with an asterisk are not publicly available at this time and are not displayed.

Step 6: Select 2010-2014 as the fiscal years for which data will be included in your report by checking the corresponding boxes.

Step 2: Filter your data for analysis:

Data fields selected: [Clear all](#)

1. - Federally Income-Eligible Households - Total [X]
 2. - Assisted Households - Total - Heating [X]

Select grantees: [Clear all](#) [Select all](#)

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select years: [Clear all](#) [Select all](#)

- 2010
- 2011
- 2012
- 2013
- 2014
- 2015*

*Data for years marked with an asterisk are not publicly available at this time and are not displayed.

Step 7: Select the “Multiple Bars” option chart type by clicking on the button next to its name.

Step 3: Build and customize your data report:

Select how to display your data: [?]

- Combo
- Multiple bars

Add a title, subtitle, and description: [Clear](#)

Heating Assistance Reach - Nationwide

2010-2014

Report Description

[Create Your Data Report](#)

Step 8: Finally, before creating your report, add a title and a subtitle for your chart as shown by filling in the blank text boxes to the right of the box from Step 7.

The screenshot shows a web interface for creating a data report, divided into two main sections: Step 2 and Step 3.

Step 2: Filter your data for analysis:

- Data fields selected:** Clear all. A list shows two selected items: "1. Federally Income-Eligible Households - Total [X]" and "2. Assisted Households - Total - Heating [X]".
- Select grantees:** Clear all Select all. A list shows "All grantees" selected, with checkboxes for Alabama, Alaska, Arizona, Arkansas, and California.
- Select fiscal years:** Clear all Select all. A list shows years 2012 through 2018. Years 2012, 2013, and 2014 are selected. Years 2016, 2017, and 2018 are marked with an asterisk (*). A note below states: "*Data for years marked with an asterisk are preliminary pending final data validation."

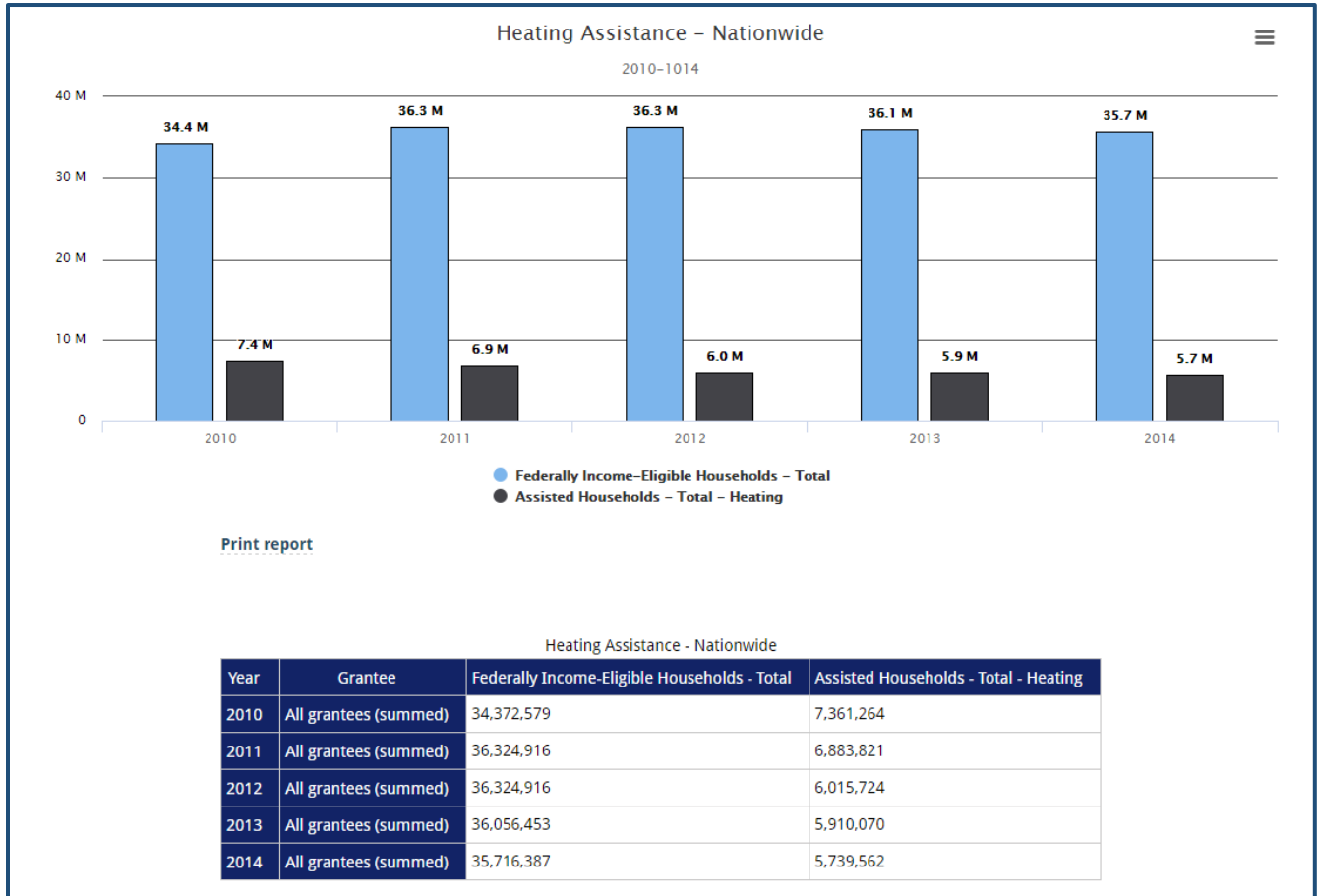
Step 3: Build and customize your data report:

- Select how to display your data: [?]** A dropdown menu with "Combo" and "Multiple bars" (selected).
- Add a title, subtitle, and description: Clear**
- Text input fields for: "Heating Assistance Reach - Nationwide", "2010-2014", and "Report Description".
- A dark blue button labeled "Create Your Data Report".

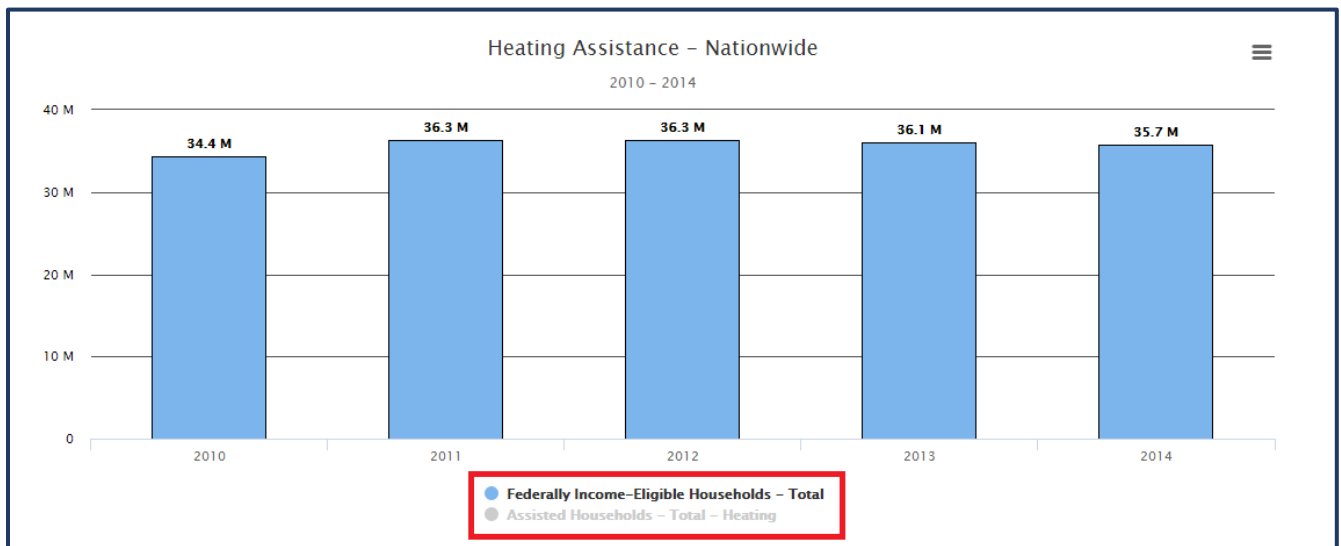
Step 9: Click on “Create Your Data Report” to view your report.

This screenshot is a zoomed-in view of the Step 3 section of the interface, showing the "Select how to display your data" dropdown menu with "Multiple bars" selected, and the "Add a title, subtitle, and description" section with the text "Heating Assistance Reach - Nationwide", "2010-2014", and "Report Description" entered in their respective fields. The "Create Your Data Report" button is also visible.

Step 10: Look at your report. The results will be displayed under the menus and will look like the image shown below.



Tip: The LIHEAP Data Warehouse allows you to toggle switch each element on-and-off to hide or display it. To do so, click on the element name or on its key on the chart legend. The image below shows the previous chart with 'Assisted Households - Total - Heating' toggled-off.



Example #3 – Combination Chart with Two Data Fields: *Examining Households Served by Heating Assistance and Funding for Heating Assistance*

Step 1: Click on “LIHEAP Recipients” in the first menu column to display the options in that category.

Custom Reports [LIHEAP Glossary](#) [Reports help](#) [Site feedback](#) Report search:

Customize report | [Back to report selection](#)

Step 1: Select the data fields you want to use:

Select the kind of data you want:

- LIHEAP Funding
- LIHEAP Recipients
- LIHEAP Average Benefits
- LIHEAP Income-Eligible Population
- Percent Served by LIHEAP

Select a data category:

Select data fields (hover for help):

Step 2: Filter your data for analysis:

Data fields selected: [Clear all](#)

Select grantees: [Clear all](#) [Select all](#)

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select fiscal years: [Clear all](#) [Select all](#)

- 2001
- 2002
- 2003
- 2004
- 2005
- 2006

*Data for years marked with an asterisk are preliminary pending final data validation.

Step 3: Build and customize your data report:

Select how to display your data: [\[?\]](#)

Add a title, subtitle, and description: [Clear](#)

Report Title

Report Sub-title

Report Description

[Create Your Data Report](#)

Step 2: Click “Heating Assistance” to display the data fields in that subcategory. These will appear in the third menu column. Select “Assisted Households - Total – Heating.”

Step 1: Select the data fields you want to use:

Select the kind of data you want:

- LIHEAP Funding
- LIHEAP Recipients
- LIHEAP Average Benefits
- LIHEAP Income-Eligible Population
- Percent Served by LIHEAP

Select a data category:

- Heating Assistance
- Cooling Assistance
- Winter or Year Round Crisis Assistance
- Summer Crisis Assistance
- Other Crisis Assistance

Select data fields (hover for help):

- Assisted Households - Total - Heating
- Assisted Households - <75% Poverty - Heating
- Assisted Households - 75%-100% Poverty - Heating
- Assisted Households - 101%-125% Poverty - Heating
- Assisted Households - 126%-150% Poverty - Heating

Step 3: Go back to the first menu column and click on “LIHEAP Funding” to display the options in that category.

The screenshot shows the 'Custom Reports' interface. At the top, there are links for 'LIHEAP Glossary', 'Reports help', and 'Site feedback', along with a search bar. Below this, the page is divided into three steps:

- Step 1: Select the data fields you want to use:** This section contains three columns:
 - Select the kind of data you want:** A list of categories including 'LIHEAP Funding' (highlighted with a red box), 'LIHEAP Recipients', 'LIHEAP Average Benefits', 'LIHEAP Income-Eligible Population', and 'Percent Served by LIHEAP'.
 - Select a data category:** An empty dropdown menu.
 - Select data fields (hover for help):** An empty dropdown menu.
- Step 2: Filter your data for analysis:** This section includes:
 - Data fields selected:** A list with a 'Clear all' link.
 - Select grantees:** A list of states (Alabama, Alaska, Arizona, Arkansas, California) and 'All grantees', with 'Clear all' and 'Select all' links.
 - Select fiscal years:** A list of years (2001-2006) with 'Clear all' and 'Select all' links. A note below states: '*Data for years marked with an asterisk are preliminary pending final data validation.'
- Step 3: Build and customize your data report:** This section includes:
 - Select how to display your data: [?]** A dropdown menu.
 - Add a title, subtitle, and description:** A section with 'Clear' links and input fields for 'Report Title', 'Report Sub-title', and 'Report Description'.
 - Create Your Data Report** button.

Step 4: Click on “Uses of Funds” to display the data fields in that subcategory. These will appear in the third menu column. Select “Total Benefits – Heating.”

This screenshot shows the 'Custom Reports' interface after the first step. The 'LIHEAP Funding' category is selected in the first column. The second column, 'Select a data category:', now shows a list of subcategories: 'Uses of Funds' (highlighted with a red box), 'Allocation of Funds', and 'Sources of Funds'. The third column, 'Select data fields (hover for help):', shows a list of data fields with checkboxes:

- Total Program Funding
- Total Funds for Assistance
- Total Benefits - Heating
- Total Benefits - Cooling
- Total Benefits - All Crisis
- Total Benefits - Winter Crisis

Step 5: Select All grantees by checking the corresponding box in the second menu column of the second menu row. This will display aggregate national results.

Step 2: Filter your data for analysis:

Data fields selected: Clear all

- 1. - Assisted Households - Total - Heating [X]
- 2. - Total Program Funding [X]

Select grantees: Clear all Select all

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select years: Clear all Select all

- 2010
- 2011
- 2012
- 2013
- 2014
- 2015*

*Data for years marked with an asterisk are not publicly available at this time and are not displayed.

Step 6: Select 2010-2014 as the fiscal years for which data will be included in your report by checking the corresponding boxes.

Step 2: Filter your data for analysis:

Data fields selected: Clear all

- 1. - Assisted Households - Total - Heating [X]
- 2. - Total Program Funding [X]

Select grantees: Clear all Select all

- All grantees
- Alabama
- Alaska
- Arizona
- Arkansas
- California

Select years: Clear all Select all

- 2010
- 2011
- 2012
- 2013
- 2014
- 2015*

*Data for years marked with an asterisk are not publicly available at this time and are not displayed.

Step 7: Select the “Combo” option chart type by clicking on the radio button next to its name.

Step 3: Build and customize your data report:

Select how to display your data: [?]

- Combo

Add a title, subtitle, and description: Clear

Heating Assistance - Nationwide

2010 - 2014

Report Description

Create Your Data Report

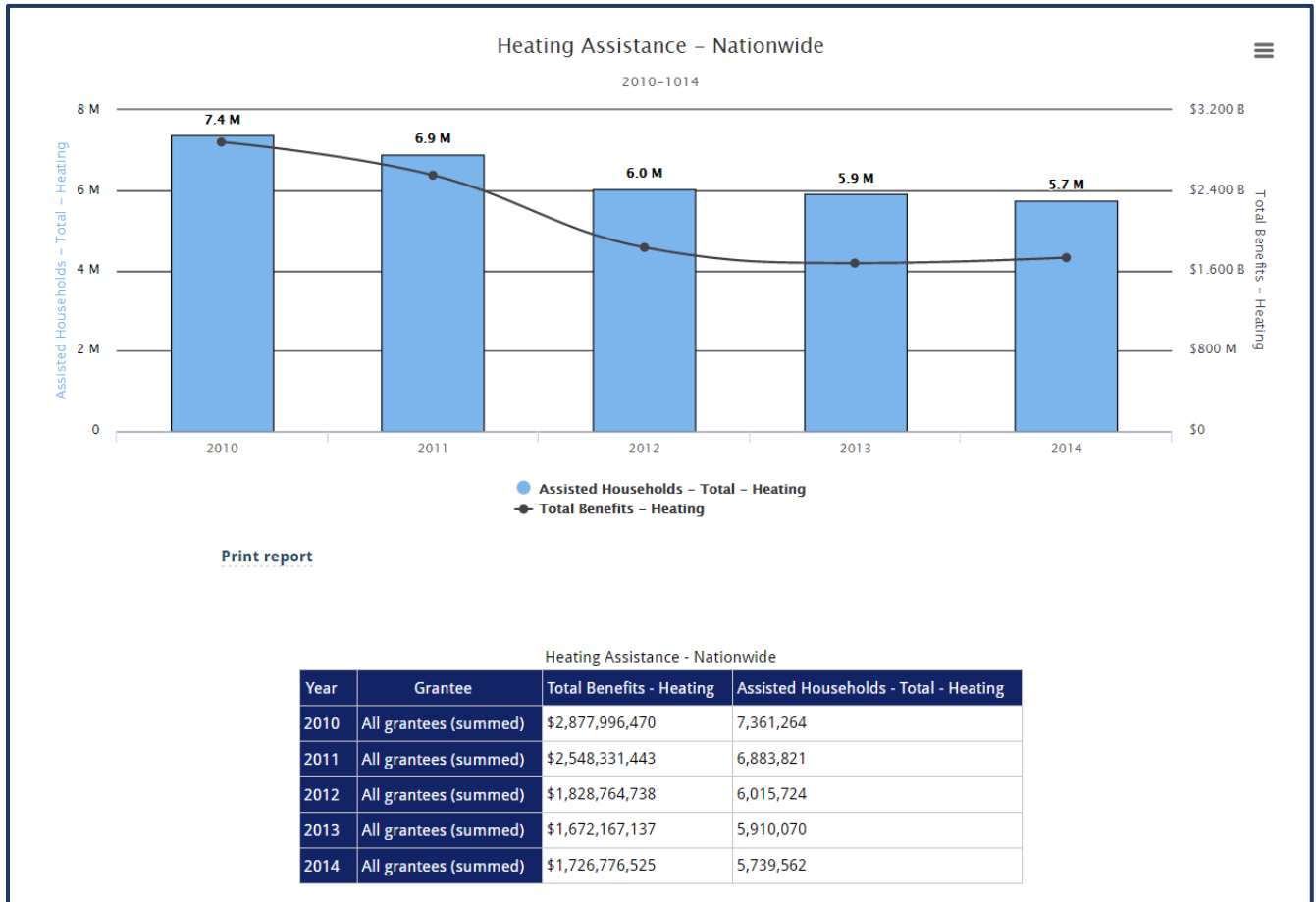
Step 8: Finally, before creating your report, add a title and a subtitle for your chart as shown by filling in the blank text boxes to the right of the box from Step 7.

The screenshot shows two sections of a web interface. The top section, titled "Step 2: Filter your data for analysis:", contains three columns of filters. The first column, "Data fields selected:", has two items: "1. Total Program Funding [X]" and "2. Assisted Households - Total - Heating [X]". The second column, "Select grantees:", has a checked box for "All grantees" and unchecked boxes for "Alabama", "Alaska", "Arizona", "Arkansas", and "California". The third column, "Select fiscal years:", has checked boxes for "2012", "2013", and "2014", and unchecked boxes for "2015", "2016*", and "2017*". A note below this column states: "*Data for years marked with an asterisk are preliminary pending final data validation." The bottom section, titled "Step 3: Build and customize your data report:", has a dropdown menu for "Select how to display your data: [?]" with "Combo" selected. To the right, there is a "Add a title, subtitle, and description: Clear" section with three text input fields containing "Heating Assistance - Nationwide", "2010 - 2014", and "Report Description". A blue button labeled "Create Your Data Report" is at the bottom right. A red box highlights the title, subtitle, and description fields and the "Create Your Data Report" button.

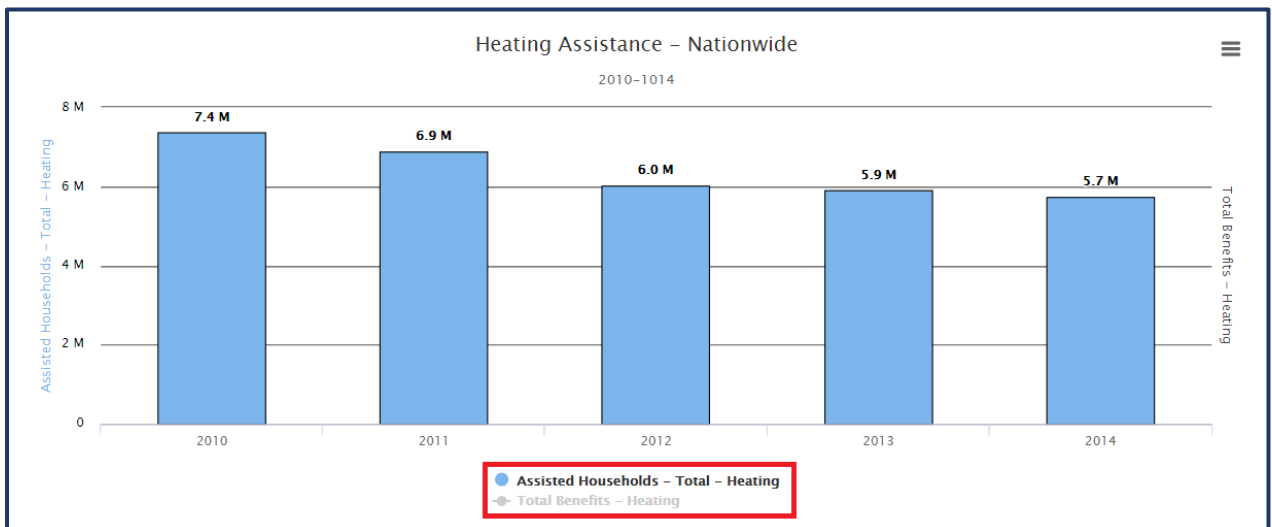
Step 9: Click on "Create Your Data Report" to view your report.

This is a close-up of the "Step 3: Build and customize your data report:" section. It shows the "Add a title, subtitle, and description: Clear" section with three text input fields containing "Heating Assistance - Nationwide", "2010 - 2014", and "Report Description". A blue button labeled "Create Your Data Report" is highlighted with a red box.

Step 10: Look at your report. The results will be displayed under the menus and will look like the image shown below.



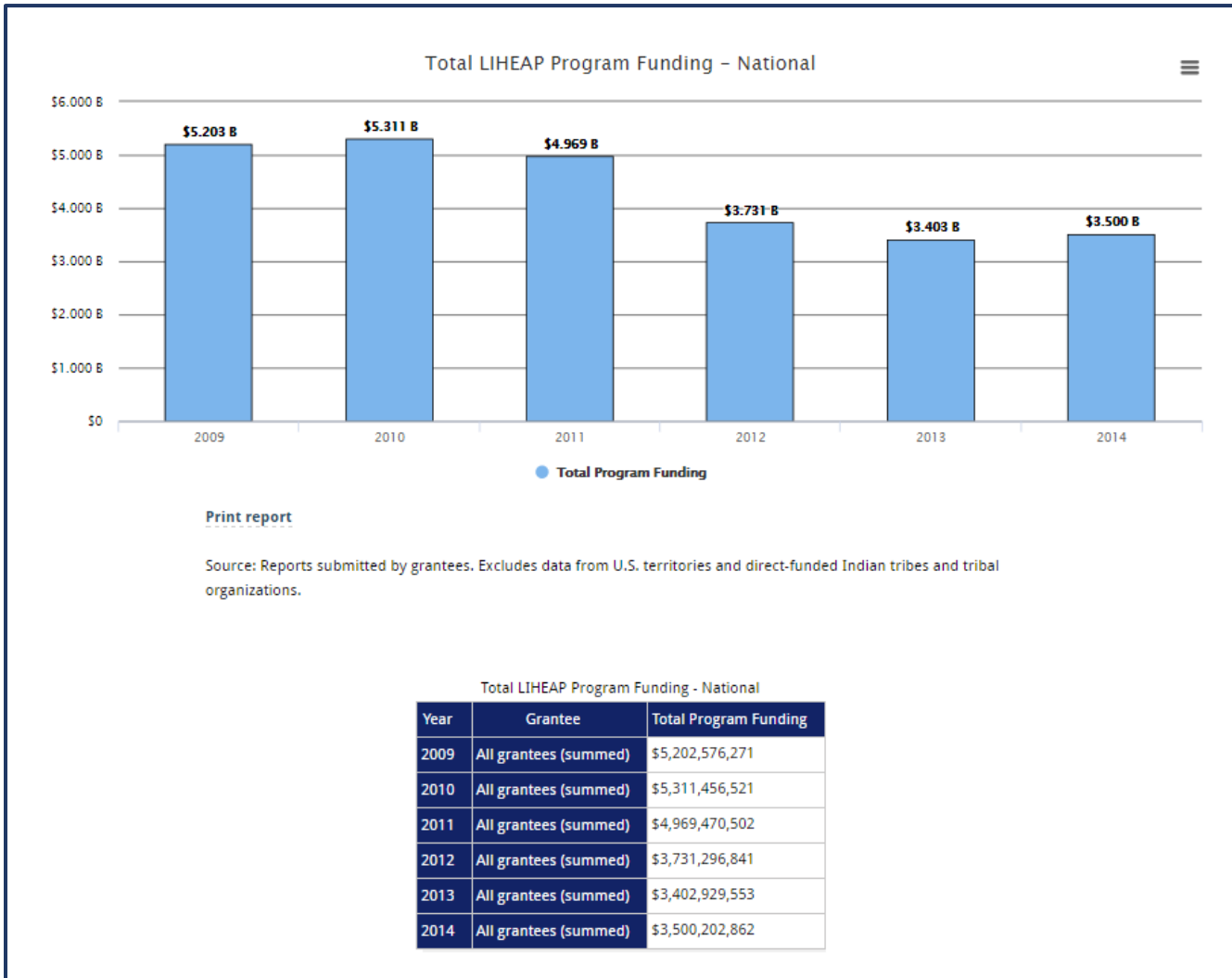
Tip: The LIHEAP Data Warehouse allows you to toggle switch each element on-and-off to hide or display it. To do so, click on the element name or on its key on the chart legend. The image below shows the previous chart with 'Total Benefits - Heating' toggled-off.



Section IV – Using and Saving Your Reports

How to Modify, Print, and Save Your Reports

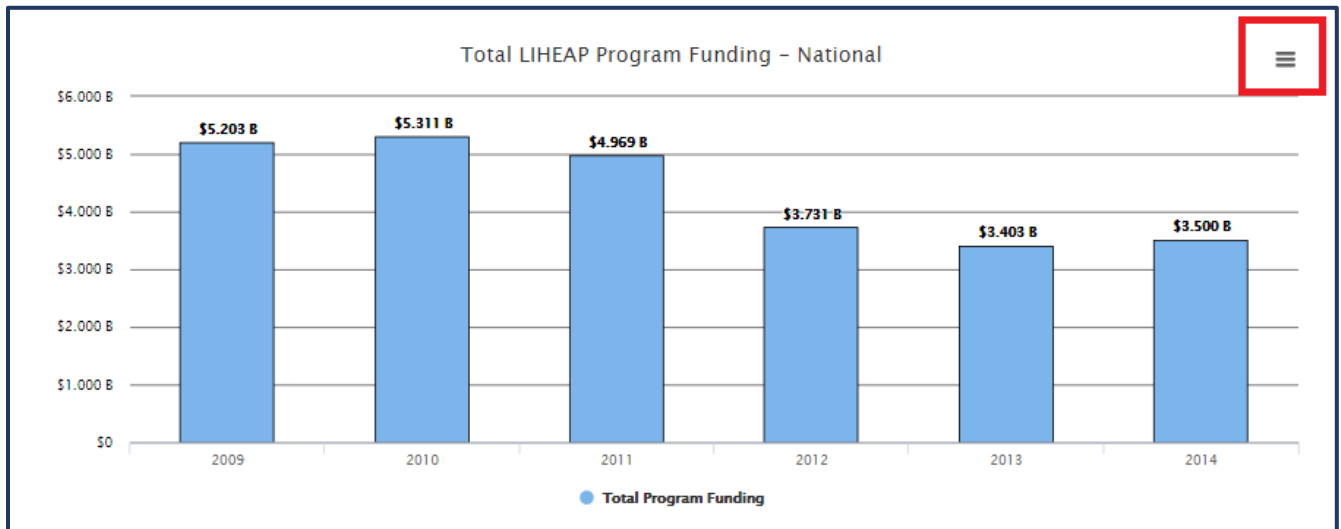
The image below shows an example of a LIHEAP Data Warehouse Report.



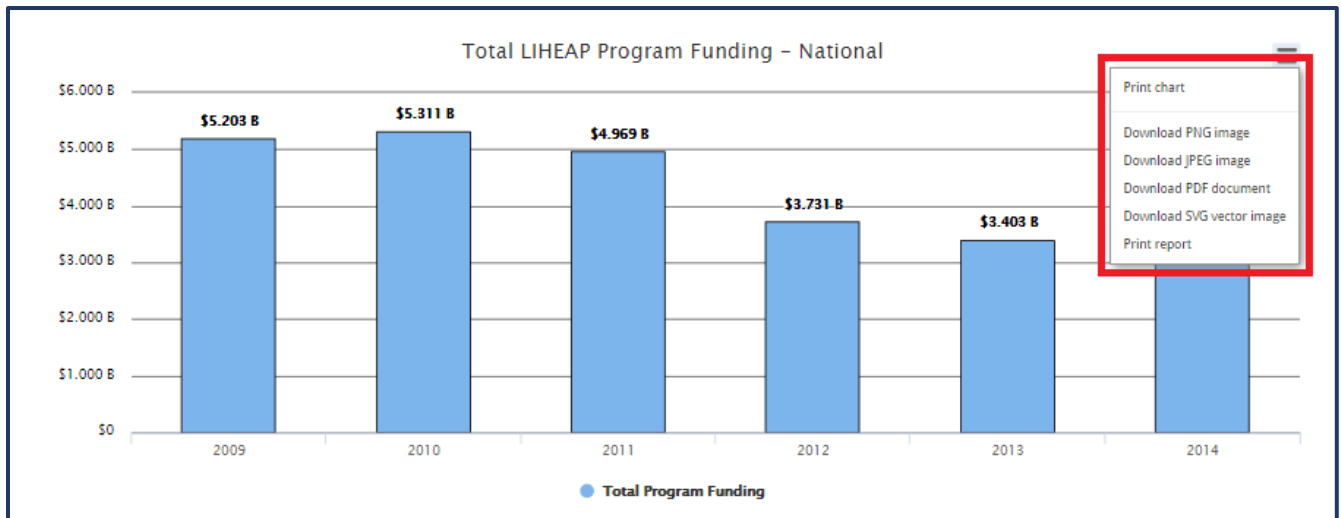
As shown above, reports contain two elements that display the same data in different formats: a **chart** and a **table**.

To Print or Save the Chart into an Image File

Step 1: Click on the three bars in the top right corner of the chart.



Step 2: A menu will be displayed. Click on the option that you prefer.



To Save the Table into an Excel-Readable File

Step 1: Click on the button beneath the table that says, “Export table data into CSV/Excel file.”

| Year | Grantee | Total Program Funding |
|------|-----------------------|-----------------------|
| 2009 | All grantees (summed) | \$5,202,576,271 |
| 2010 | All grantees (summed) | \$5,311,456,521 |
| 2011 | All grantees (summed) | \$4,969,470,502 |
| 2012 | All grantees (summed) | \$3,731,296,841 |
| 2013 | All grantees (summed) | \$3,402,929,553 |
| 2014 | All grantees (summed) | \$3,500,202,862 |

[Export table data into CSV/Excel file](#)

| Additional LIHEAP Data Warehouse Resources & Help | |
|---|--|
| LIHEAP Performance Management Website | Background on LIHEAP Data Collection and Reporting |
| LIHEAP Glossary | Data Warehouse User Supplements |
| Data Warehouse Help Page | Methodology and Sources Used to Develop LIHEAP Eligible Population Estimates |