

# 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 (currently FY 2014).

### 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 Guided Search tool*
- Section 3. [Designing and Creating Custom Reports](#): *How to Use the Advanced Data & Analytics 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 different tools available in 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 grantees, 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 grantee's LIHEAP program using the most recent available data,
2. The [Guided Search tool](#) with step-by-step selection options to help users obtain data,
3. The [Advanced Data & Analytics](#) tool, which allows the user to create customized reports, and
4. The [Reports by Data Source](#) tool, which builds standard reports using specific data sources.

The screenshot shows the LIHEAP Data Warehouse website. At the top, it features the U.S. Department of Health & Human Services and Administration for Children & Families logos. The main header includes the Administration for Children & Families logo and the text "LIHEAP Performance Management". A navigation bar contains links for HOME, REPORTS TO CONGRESS, DATA WAREHOUSE, GRANTEE RESOURCES, IMPORTANT LINKS, WHAT'S NEW?, HELP, and PMIWG. Below the navigation bar, the "LIHEAP Data Warehouse" section is highlighted, with links for LIHEAP Glossary, Reports help, Site feedback, and a Report search box. The main content area provides a brief overview of the data warehouse and lists five options: Grantee Profiles (2014), Guided Search, Advanced Data & Analytics, Reports by Data Source, and Resources and Tutorial.

## 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 customize 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 grantees 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.

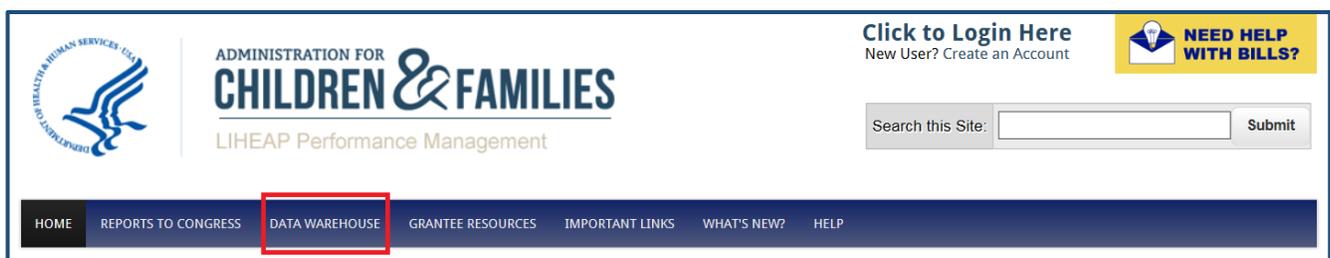
The LIHEAP Data Warehouse includes data from FY 2001 to the most recent publicly available fiscal year (currently FY 2014).

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?

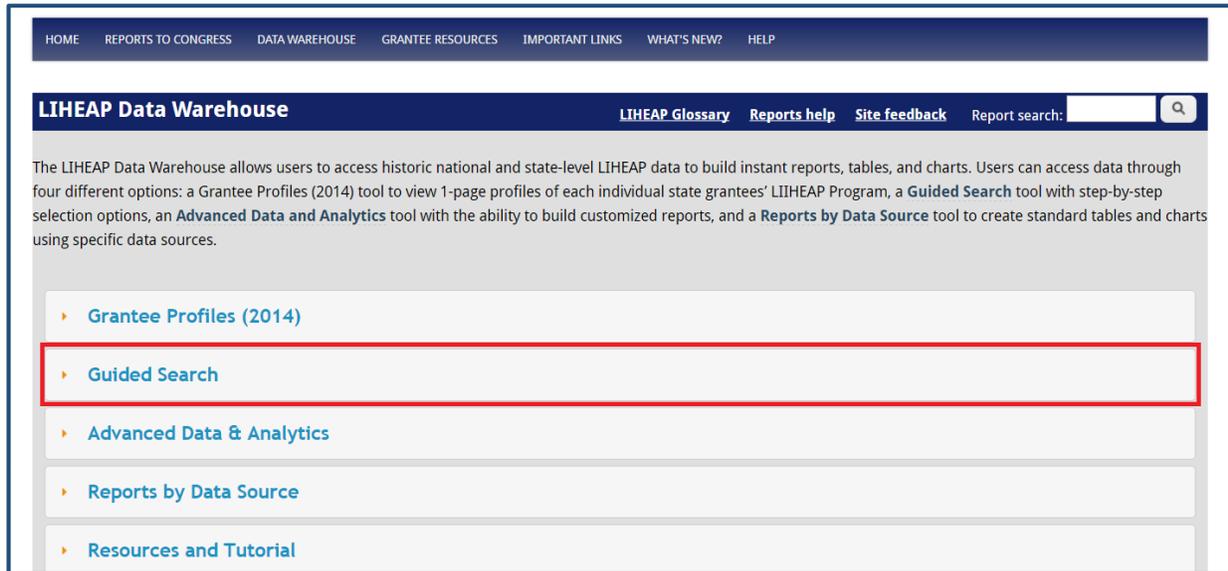
1. Visit <https://liheappm.acf.hhs.gov/>
2. Registered users (including LIHEAP grantees) can log in prior to using the LIHEAP Data Warehouse by clicking on “Click to Login Here”. The LIHEAP Data Warehouse is publicly available and can be accessed without registering or logging in.
3. Access the LIHEAP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



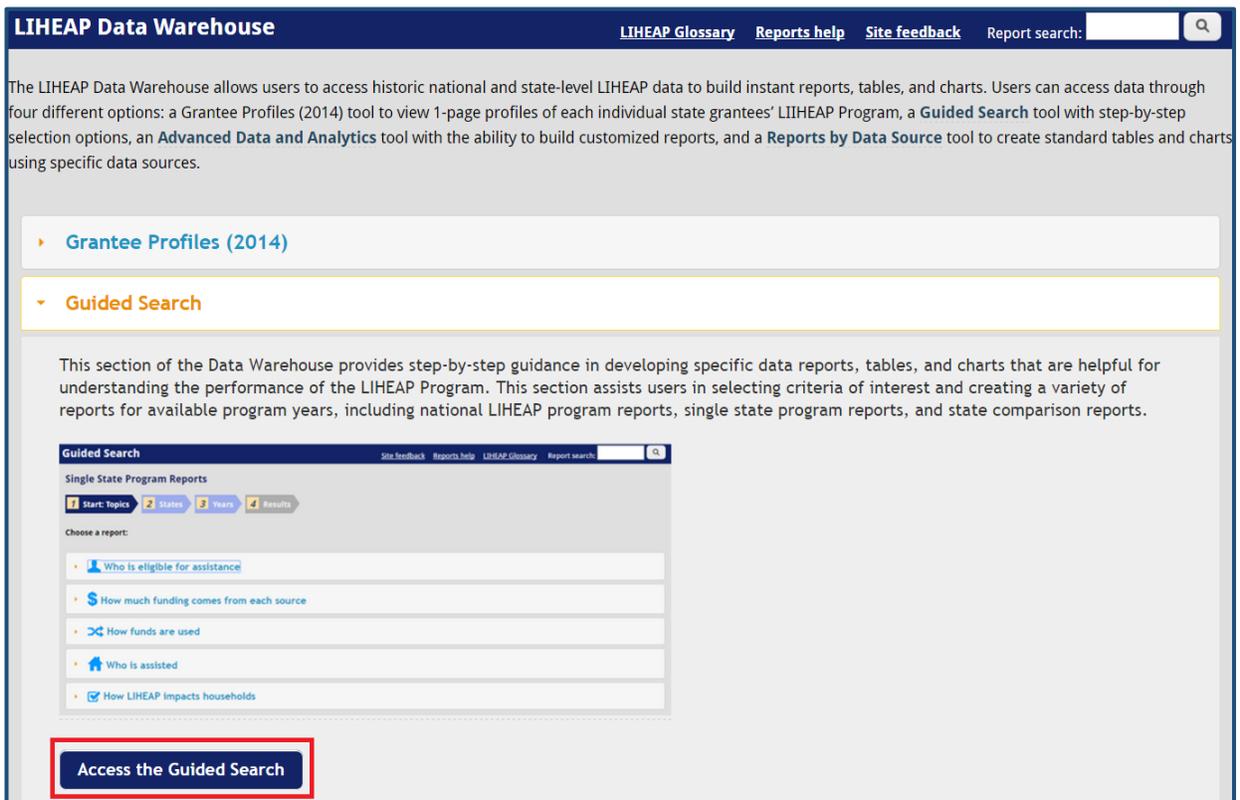
## Section II - Creating Step-by-Step Guided Reports

### How to Use the Guided Search Tool

**Step 1:** In the Data Warehouse menu, click on Guided Search on the drop down menu.



**Step 2:** Your selection will expand to show a button that says “Access the Guided Search”. Click on it.



**Step 3:** Once you access the Guided Search, you will be presented with a menu that asks you to choose which level of data that you want to access:

The screenshot shows the website header for the Administration for Children & Families, LIHEAP Performance Management. It includes a navigation bar with links like HOME, REPORTS TO CONGRESS, DATA WAREHOUSE, GRANTEE RESOURCES, IMPORTANT LINKS, WHAT'S NEW?, and HELP. The main content area is titled "Guided Search" and contains three sections: "Single State Program Reports", "State Comparison Reports", and "National LIHEAP Program Reports". Each section has a brief description and an "Access reports" button.

**Guided Search** [LIHEAP Glossary](#) [Reports help](#) [Site feedback](#) Report search:

This section of the Data Warehouse provides step-by-step guidance in developing specific data reports, tables, and charts that are helpful for understanding the performance of the LIHEAP Program. This section assists users in selecting criteria of interest and creating a variety of reports for available program years, including national LIHEAP program reports, single state program reports, and state comparison reports.

**Single State Program Reports**  
Do you want information about LIHEAP in a specific state? Let us help you get the information that you need.  
[Access reports](#)

**State Comparison Reports**  
Do you want information to compare LIHEAP programs from several states? We can help you to get program performance information for a number of states at once.  
[Access reports](#)

**National LIHEAP Program Reports**  
Do you want to get national LIHEAP program statistics? We can help you to get information about the LIHEAP income-eligible population, the amount of program funding, how the LIHEAP funds are used, and what types of households receive benefits.  
[Access reports](#)

If you want to see data for any one state



Click on the "Access Reports" button under "Single State Program Reports"

If you want to compare data from two or more States



Click on the "Access Reports" button under "State Comparison Reports"

If you want to see national LIHEAP data.



Click on the "Access Reports" button under "National LIHEAP Program Reports"

**Step 4:** After selecting the level of data that you want to work with, you will be shown a drop-down menu. **Select the question or statement that most relates to the kind of data that you are looking for.**

The screenshot shows the top navigation bar of the LIHEAP Performance Management website. The header includes the Department of Health & Human Services USA logo, the Administration for Children & Families logo, and the text "LIHEAP Performance Management". A "NEED HELP WITH BILLS?" button and a "LOGIN" link are also visible. Below the header is a dark blue navigation bar with links for HOME, REPORTS TO CONGRESS, DATA WAREHOUSE, GRANTEE RESOURCES, IMPORTANT LINKS, WHAT'S NEW?, and HELP. The main content area features a "Guided Search" section with a search bar and a "Report search:" field. Below this, the "National LIHEAP Program Reports" section is displayed, listing five report categories with corresponding icons: "Who is eligible for assistance" (person icon), "How much funding comes from each source" (dollar sign icon), "How funds are used" (circular arrows icon), "Who is assisted" (house icon), and "How LIHEAP impacts households" (checkbox icon). At the bottom of this section are two buttons: "Back to guided search" and "Back to start".

**Step 5:** Your selection will expand and show all of the ready-made reports ready to be displayed. The image shown next to the title for each report indicates to type of chart that the report produces. **Select the report that you want to see.**

The screenshot shows the expanded view of the "How funds are used" report selection menu. The menu is titled "How funds are used" with a circular arrows icon. Below the title, there are two report options, each with a small icon representing the chart type: "Grantee Uses of LIHEAP Program Funds - Latest Year Available" (pie chart icon) and "Grantee Uses of LIHEAP Program Funds - Over Time" (bar chart icon).

**Step 6:** 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”.

HOME REPORTS TO CONGRESS DATA WAREHOUSE GRANTEE RESOURCES IMPORTANT LINKS WHAT'S NEW? HELP

**Guided Search** LIHEAP Glossary Reports help Site feedback Report search:

Single State Program Reports

1 Start: Topics 2 States 3 Years 4 Results

**Choose states to report on**

States:  1

Next Back one step

2

Back to guided search Back to start

**Step 7:** Move the selection squares in the timeline to choose the fiscal year or years 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”.

HOME REPORTS TO CONGRESS DATA WAREHOUSE GRANTEE RESOURCES IMPORTANT LINKS WHAT'S NEW? HELP

**Guided Search** LIHEAP Glossary Reports help Site feedback Report search:

Single State Program Reports

1 Start: Topics 2 States 3 Years 4 Results

**Choose years to report on**

Selected years: 2004 - 2012

2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014

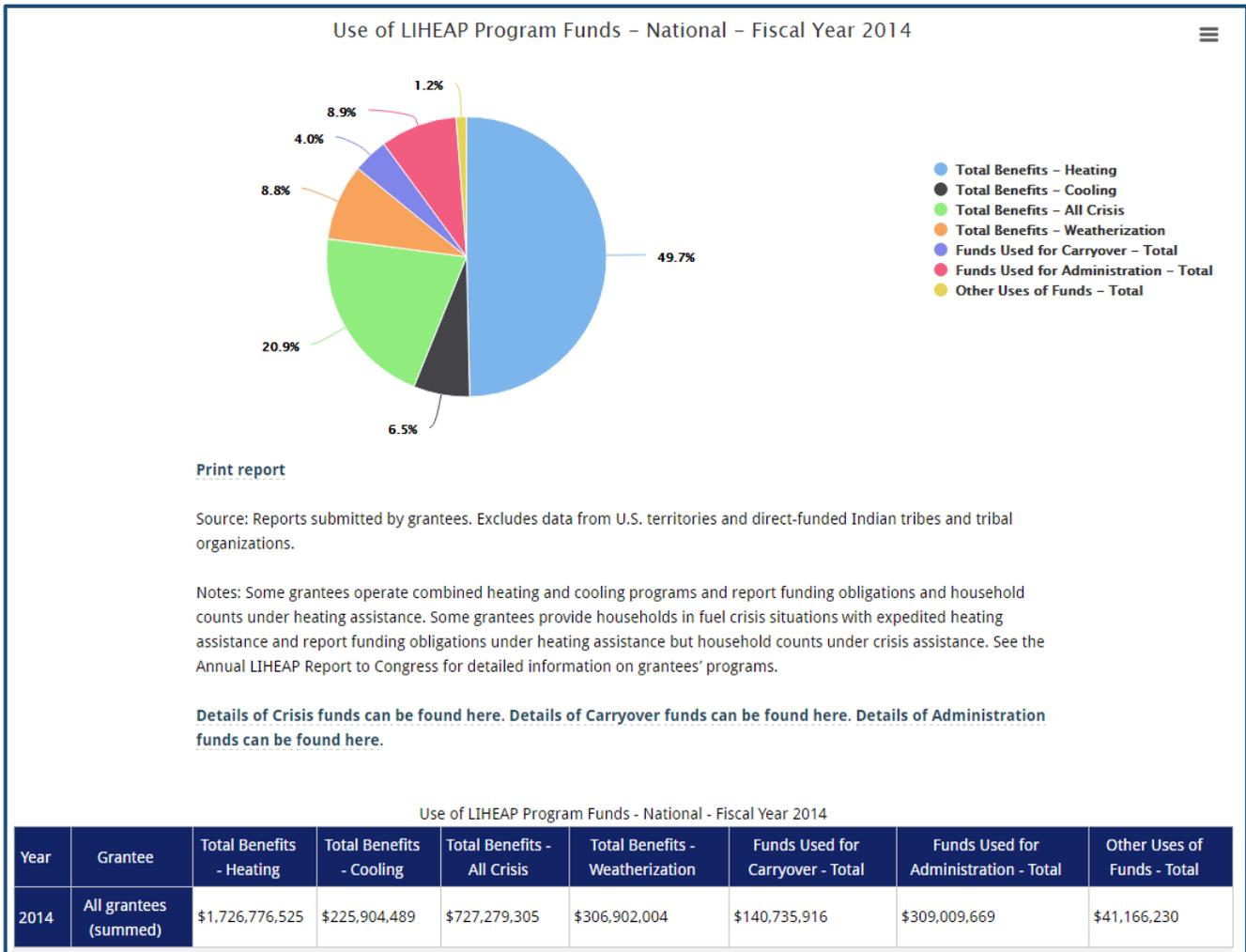
\*Data for some years are not publicly available at this time and are not displayed.

View report Back one step

2

**Step 8:** Look at your report. The results will be displayed on the screen and will look like the image shown below. In this scree, you can download and save the results of your search. The steps to do so are outlined on [Section IV](#) of this tutorial.

The pie chart below shows a report on the uses of LIHEAP funds for FY2014 for the nation. The Guided Search charts contain a title based on the criteria selected, a legend indicating the data elements, and important notes on the sources of data and data nuances.



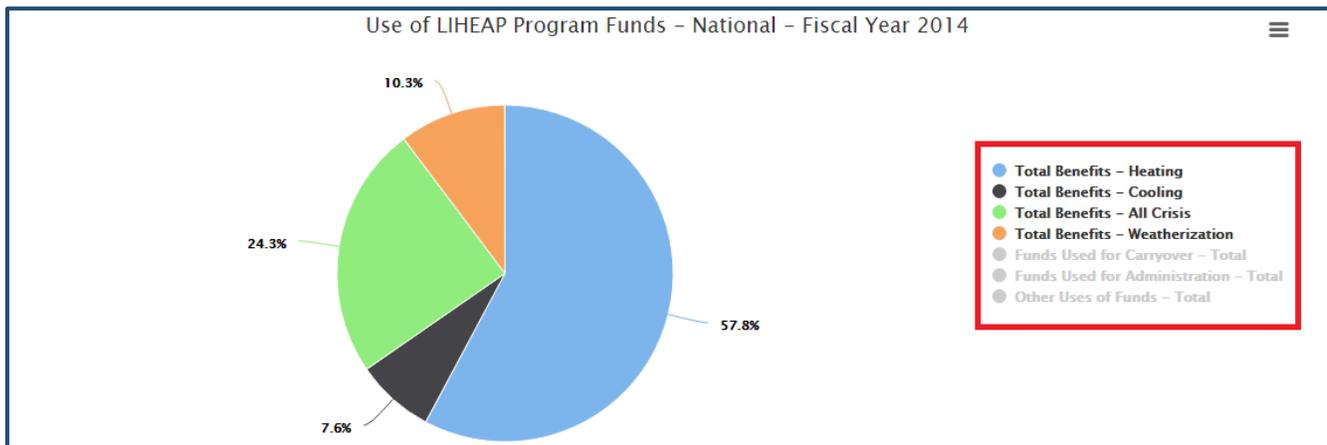
The results presented in the chart will also appear in a detailed table underneath the chart, which can be exported to multiple formats.

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 on 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 Advanced Data & Analytics Tool

#### Overview and Step-by-Step Guidance

**Step 1:** In the Data Warehouse menu, click on Advanced Data & Analytics on the menu.

The screenshot shows the LIHEAP Data Warehouse interface. At the top, there is a navigation bar with links: HOME, REPORTS TO CONGRESS, DATA WAREHOUSE, GRANTEE RESOURCES, IMPORTANT LINKS, WHAT'S NEW?, and HELP. Below this is a sub-header for 'LIHEAP Data Warehouse' with links for 'LIHEAP Glossary', 'Reports help', and 'Site feedback', and a search box. The main content area contains a paragraph explaining the tool's purpose and four menu items: 'Grantee Profiles (2014)', 'Guided Search', 'Advanced Data & Analytics' (highlighted with a red box), 'Reports by Data Source', and 'Resources and Tutorial'.

**Step 2:** Your selection will expand to show a button that says “Build Reports”. Click on it.

The screenshot shows the 'Advanced Data & Analytics' section expanded. It contains a paragraph explaining that this section allows users to access data to develop advanced tables and graphics, generate customized reports, and obtain national, regional, and state-level LIHEAP program statistics. Below the text is a stacked bar chart titled 'LIHEAP Heating Assistance Recipient Households by Percent of HHS Poverty Guideline - National'. The chart shows data from 2005 to 2014, with total household counts ranging from 4.6M to 7.3M. The legend indicates five categories of assisted households based on poverty levels and heating assistance.

LIHEAP Heating Assistance Recipient Households by Percent of HHS Poverty Guideline - National

Year	Total Households (M)
2005	4.6
2006	5.0
2007	4.9
2008	5.0
2009	6.4
2010	7.3
2011	6.9
2012	6.0
2013	5.9
2014	5.7

Legend:

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

**Build reports**

**Step 3:** Once you access the Advanced Data & Analytics, 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.

Advanced Data & Analytics

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

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

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

**Step 4:** Click on any one of the subcategories that appeared on the second box in order to display the data fields in that subcategory. These will appear in the third box. 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 - Any Vulnerable Member - Heating
- Assisted Households - Member 60 or Over - Heating
- Assisted Households - Member with a Disability - Heating
- Assisted Households - Child 5 and Under - Heating
- Assisted Households - No Member 60 or Over

**Step 5:** Select the states that you want included in your report in the second box of the second row. Initially, “All grantees” will be automatically selected. 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 - 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 6:** Select the fiscal years to be included in your report in the third box of the second row. Initially, all years will be automatically selected. 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 - 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 7:** 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 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 8:** 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 7.

**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 3: Build and customize your data report:**

**Select how to display your data:** [?]

Line

Bar

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

Type title here

Type subtitle here

Type description here

**Create Your Data Report**

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

**Step 3: Build and customize your data report:**

**Select how to display your data:** [?]

Line

Bar

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

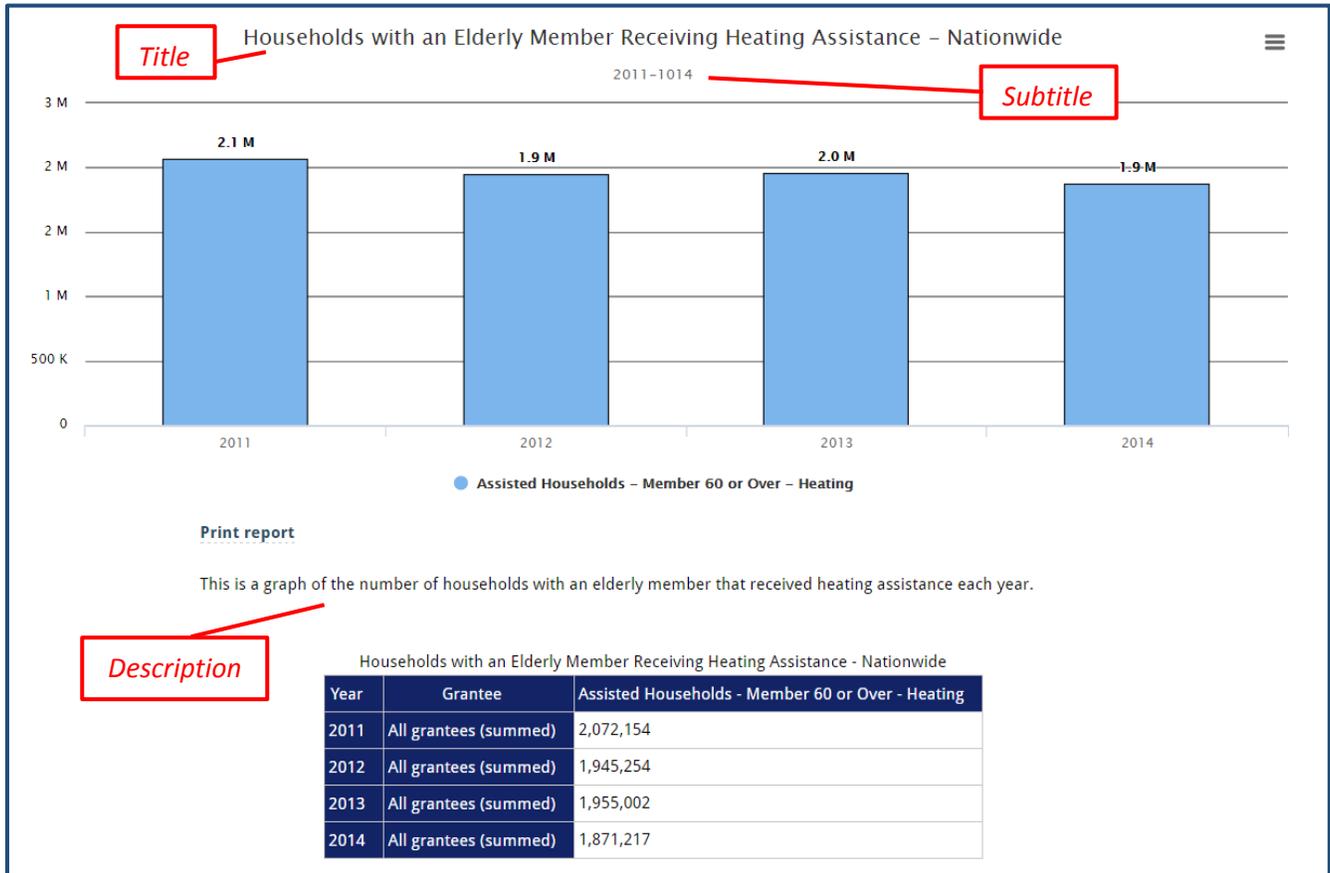
Households with an Elderly Member Receiving Heating Assistance - Nationwide

2011-2014

This is a graph of the number of households with an elderly member that received heating :

**Create Your Data Report**

**Step 10:** Look at your report. The results will be displayed on the under the menus and will look like the image shown below. Just as in the Guided Search, 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 Funding” in the first box to display the options in that category.

Advanced Data & Analytics

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

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

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

**Step 2:** Click on “Heating Assistance” on the second box in order to display the data fields in that subcategory. These will appear in the third box. 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:**

- 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 - Any Vulnerable Member - Heating
- Assisted Households - Member 60 or Over - Heating
- Assisted Households - Member with a Disability - Heating
- Assisted Households - Child 5 and Under - Heating
- Assisted Households - No Member 60 or Over

**Step 3:** Check the box next to “All Grantees” to display nationwide results.

**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

2011-2014

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 7.

**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 3: Build and customize your data report:**

**Select how to display your data:** [?]

Line

Bar

**Add a title, subtitle, and description:** Clear

Type title here

Type subtitle here

Type description here

**Create Your Data Report**

**Step 7:** Click on “Create Your Data Report” to view your report.

**Step 3: Build and customize your data report:**

**Select how to display your data:** [?]

Line

Bar

**Add a title, subtitle, and description:** Clear

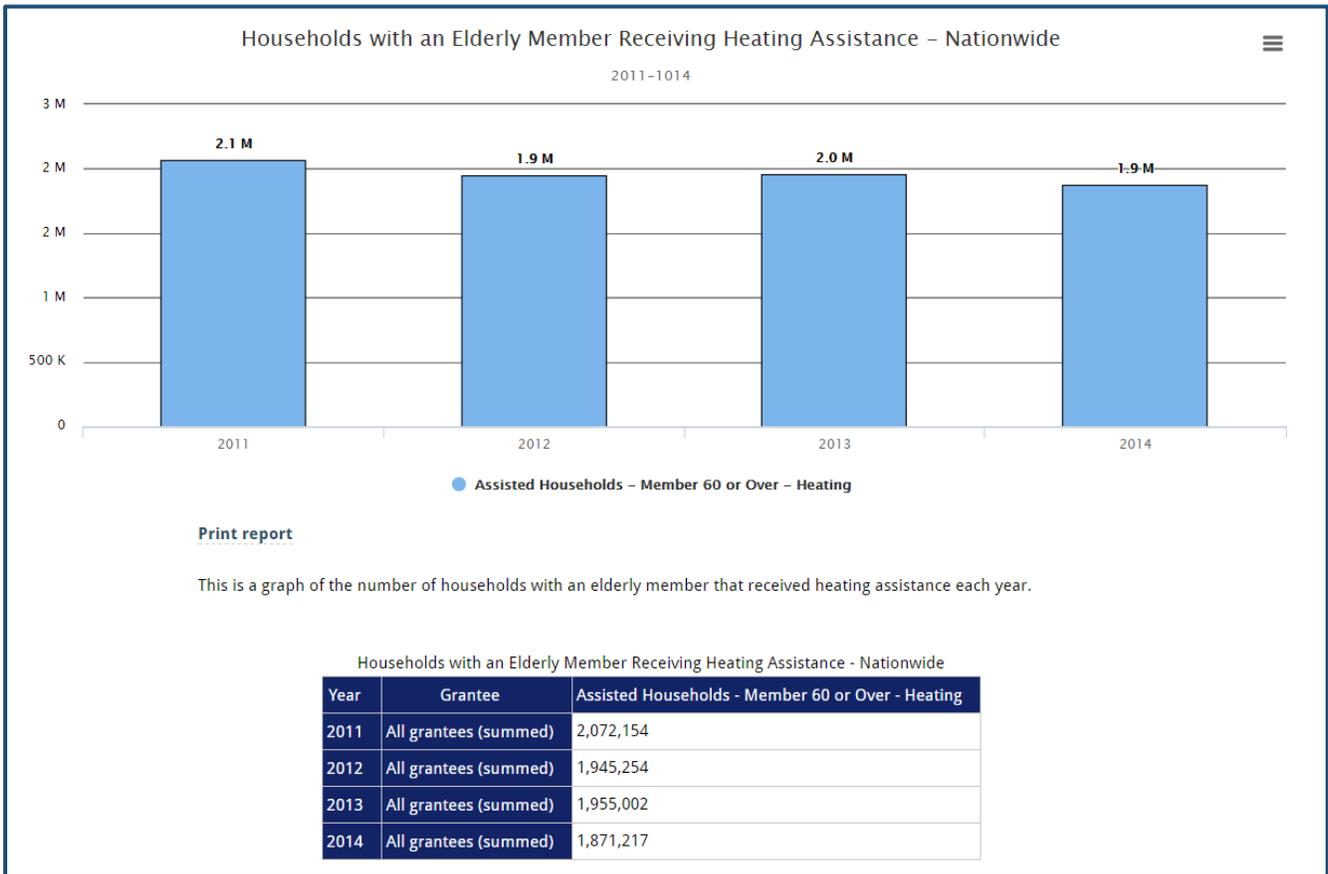
Households with an Elderly Member Receiving Heating Assistance - Nationwide

2011-2014

This is a graph of the number of households with an elderly member that received heating :

**Create Your Data Report**

**Step 8:** Look at your report. The results will be displayed on the 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 “Percent Served by LIHEAP” to display the options in that category.

**Advanced Data & Analytics** [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 years:** Clear all Select all

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

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

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

**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:**

- Federal Guidelines
- State Guidelines

**Select data fields (hover for help):**

- 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:** Click on “LIHEAP Recipients” to display the options in that category.

**Advanced Data & Analytics**

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

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

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

<p><b>Select the kind of data you want:</b></p> <ul style="list-style-type: none"> <li>LIHEAP Funding</li> <li style="background-color: #003366; color: white; padding: 2px;">LIHEAP Recipients</li> <li>LIHEAP Average Benefits</li> <li>LIHEAP Income-Eligible Population</li> <li>Percent Served by LIHEAP</li> </ul>	<p><b>Select a data category:</b></p> <div style="border: 1px solid #ccc; height: 100px;"></div>	<p><b>Select data fields (hover for help):</b></p> <div style="border: 1px solid #ccc; height: 100px;"></div>
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**Step 2: Filter your data for analysis:**

<p><b>Data fields selected:</b> <a href="#">Clear all</a></p> <div style="border: 1px solid #ccc; height: 100px;"></div>	<p><b>Select grantees:</b> <a href="#">Clear all</a> <a href="#">Select all</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All grantees</li> <li><input checked="" type="checkbox"/> Alabama</li> <li><input checked="" type="checkbox"/> Alaska</li> <li><input checked="" type="checkbox"/> Arizona</li> <li><input checked="" type="checkbox"/> Arkansas</li> <li><input checked="" type="checkbox"/> California</li> </ul>	<p><b>Select years:</b> <a href="#">Clear all</a> <a href="#">Select all</a></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 2001</li> <li><input checked="" type="checkbox"/> 2002</li> <li><input checked="" type="checkbox"/> 2003</li> <li><input checked="" type="checkbox"/> 2004</li> <li><input checked="" type="checkbox"/> 2005</li> <li><input checked="" type="checkbox"/> 2006</li> </ul> <p style="font-size: small; margin-top: 5px;">*Data for years marked with an asterisk are not publicly available at this time and are not displayed.</p>
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**Step 4:** Click “Heating Assistance” to display the data fields in that subcategory. These will appear in the third box. Select “Assisted Households - Total - Heating”.

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

<p><b>Select the kind of data you want:</b></p> <ul style="list-style-type: none"> <li>LIHEAP Funding</li> <li style="background-color: #003366; color: white; padding: 2px;">LIHEAP Recipients</li> <li>LIHEAP Average Benefits</li> <li>LIHEAP Income-Eligible Population</li> <li>Percent Served by LIHEAP</li> </ul>	<p><b>Select a data category:</b></p> <ul style="list-style-type: none"> <li style="background-color: #003366; color: white; padding: 2px;">Heating Assistance</li> <li>Cooling Assistance</li> <li>Winter or Year Round Crisis Assistance</li> <li>Summer Crisis Assistance</li> <li>Other Crisis Assistance</li> </ul>	<p><b>Select data fields (hover for help):</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assisted Households - Total - Heating</li> <li><input type="checkbox"/> Assisted Households - &lt;75% Poverty - Heating</li> <li><input type="checkbox"/> Assisted Households - 75%-100% Poverty - Heating</li> <li><input type="checkbox"/> Assisted Households - 101%-125% Poverty - Heating</li> <li><input type="checkbox"/> Assisted Households - 126%-150% Poverty - Heating</li> </ul>
--	--	---

**Step 5:** Select All Grantees by checking the boxes next to their name in the second box of the second 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 boxes next to them.

**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

**Create Your Data Report**

**Step 9:** 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.

**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 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

2010-1014

**Create Your Data Report**

**Step 10:** Click on “Create Your Data Report” to view your report.

**Step 3: Build and customize your data report:**

**Select how to display your data:** [?]

Combo

Multiple bars

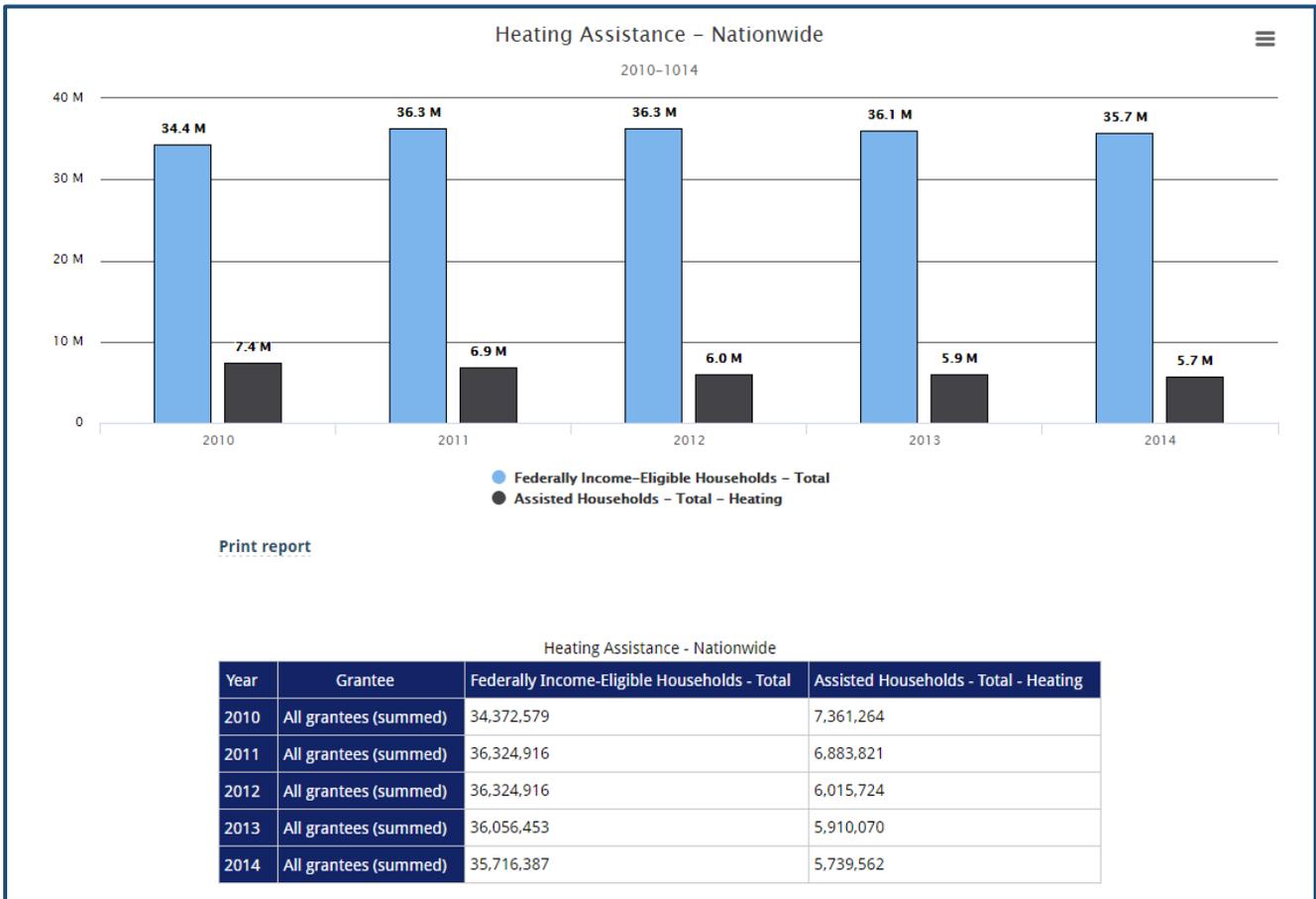
**Add a title, subtitle, and description:** [Clear](#)

Heating Assistance Reach - Nationwide

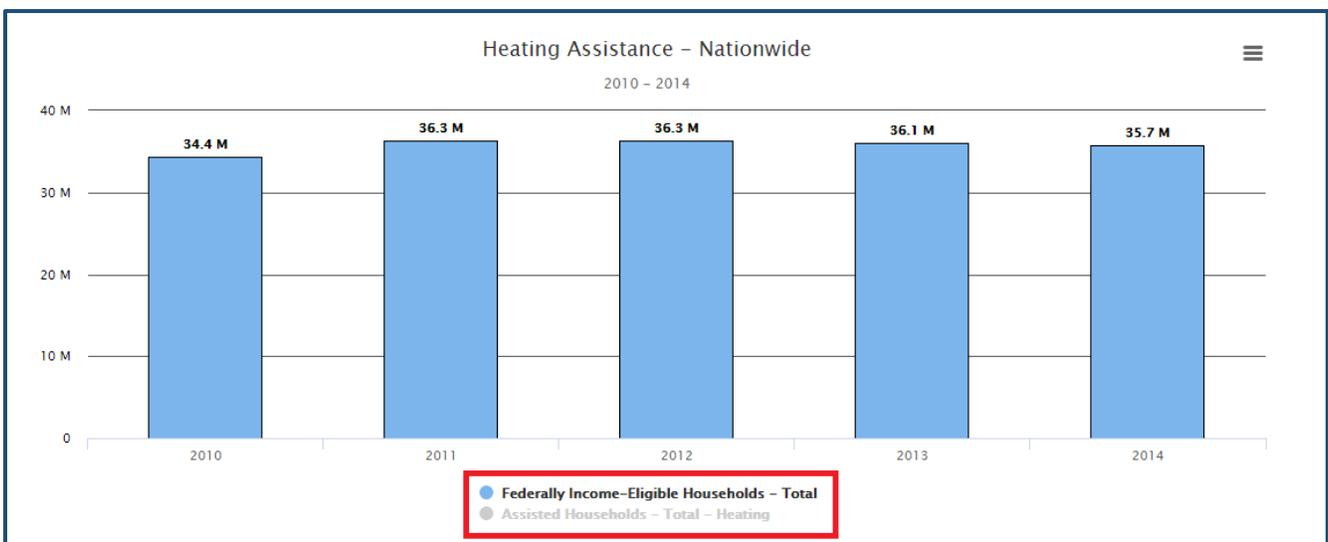
2010-1014

**Create Your Data Report**

**Step 11:** Look at your report. The results will be displayed on the 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” to display the options in that category.

**Advanced Data & Analytics** [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 years:** Clear all Select all

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

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

**Step 2:** Click “Heating Assistance” to display the data fields in that subcategory. These will appear in the third box. 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:** Click on “LIHEAP Funding” to display the options in that category.

**Advanced Data & Analytics**

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

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

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

**Step 4:** Click on “Uses of Fund” to display the data fields in that subcategory. These will appear in the third box. Select “Total Benefits - 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:**

- Uses of Funds
- Allocation of Funds
- Sources of Funds

**Select data fields (hover for help):**

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

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**Step 5:** Select All Grantees by checking the boxes next to their name in the second box of the second 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 the 2010-2014 as the fiscal years for which data will be included in your report by checking the boxes next to them.

**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 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

[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.

**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 3: Build and customize your data report:**

**Select how to display your data:** [?]  
 Combo

**Add a title, subtitle, and description:** [Clear](#)  
Heating Assistance - Nationwide  
2010-1014

**Create Your Data Report**

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

**Step 3: Build and customize your data report:**

**Select how to display your data:** [?]  
 Combo

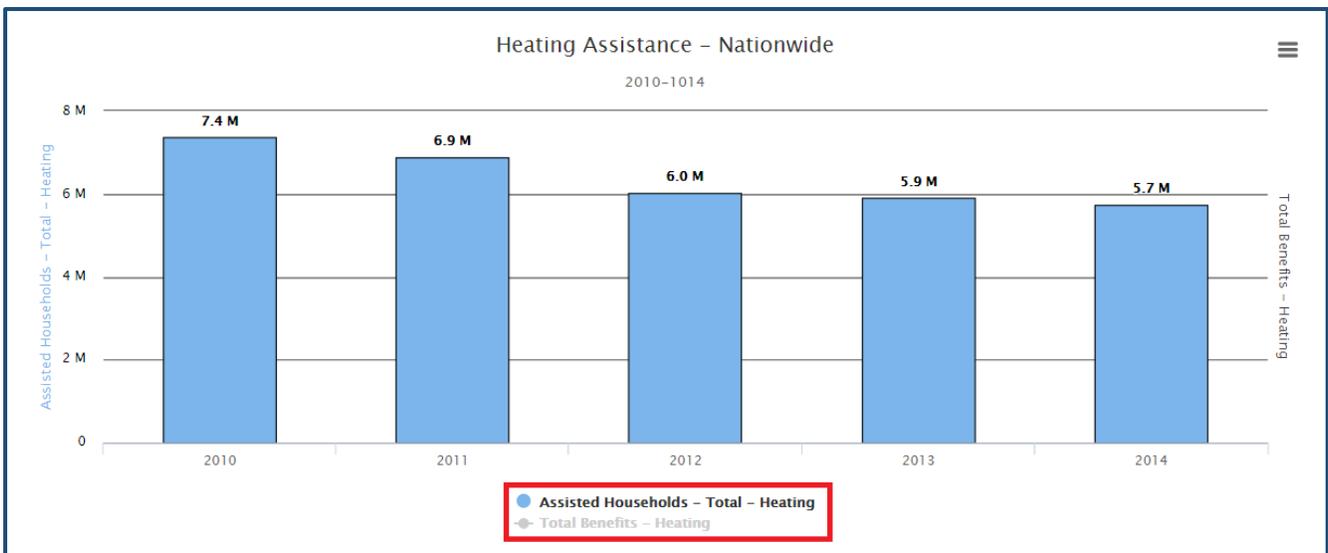
**Add a title, subtitle, and description:** [Clear](#)  
Heating Assistance - Nationwide  
2010-1014

**Create Your Data Report**

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



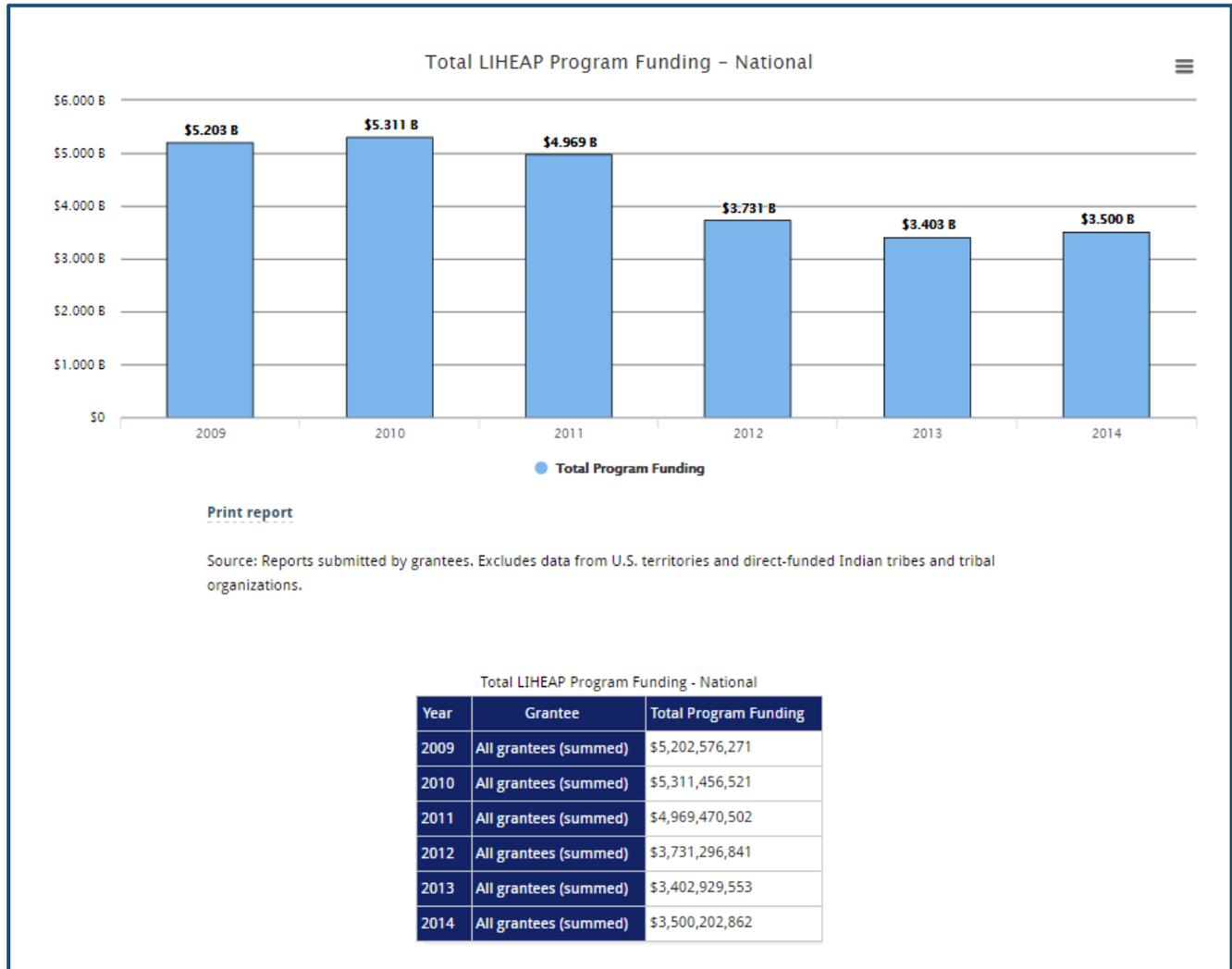
**Tip:** The LIHEAP Data Warehouse allows you to toggle switch each element on-and-off to hide or display it. To do so, click on the element name or on its key on the chart legend. The image below shows the previous chart with 'Total Benefits - Heating' toggled-off.



## SECTION IV – Using and Saving Your Reports

### How to Modify, Print, and Save Your Reports

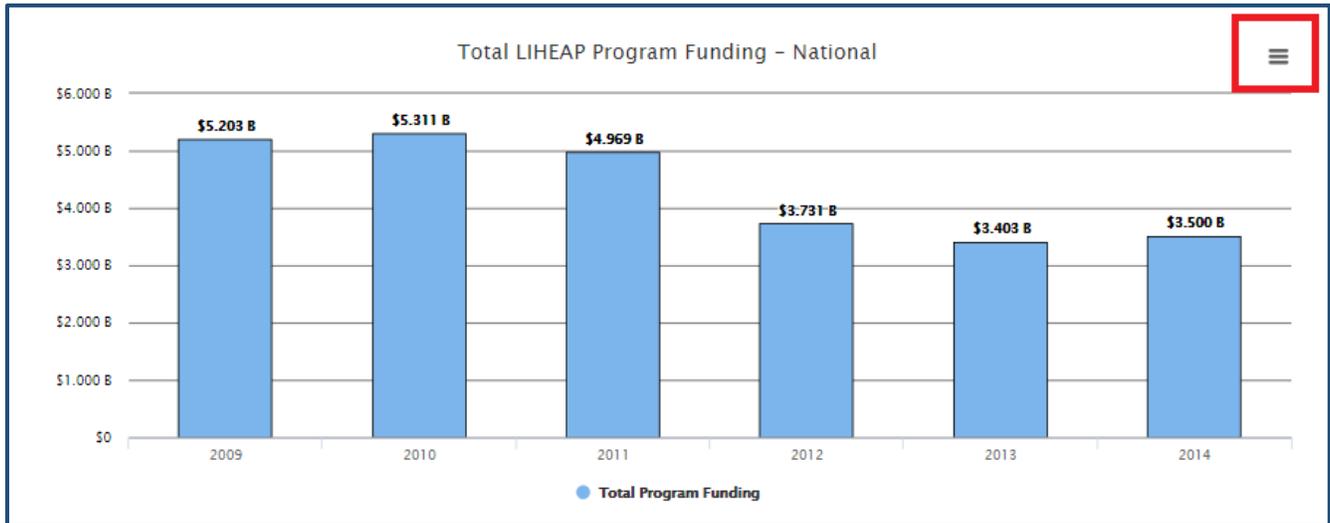
The image below shows an example of a LIHEAP Data Warehouse Report.



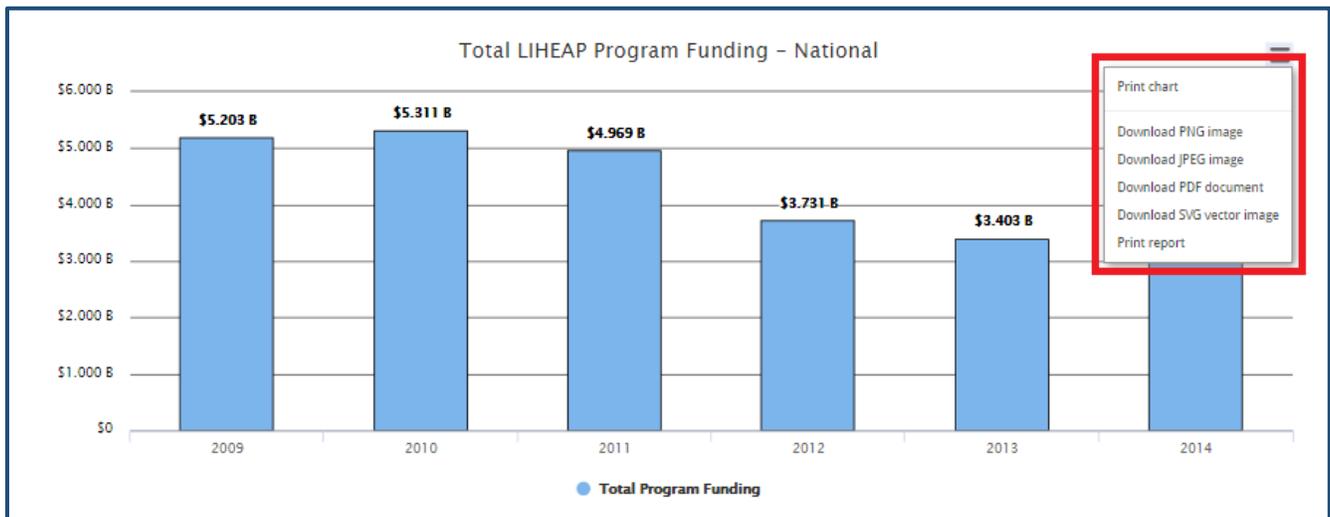
As shown above, reports contain two elements that display the same information: a **chart** and a **table**.

## To Print or Save the Chart into an Image File

**Step 1:** Click on the Button on 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

<a href="#">LIHEAP Performance Management Website</a>	<a href="#">Background on LIHEAP Data Collection and Reporting</a>
<a href="#">LIHEAP Glossary</a>	<a href="#">Data Warehouse User Supplements</a>
<a href="#">Data Warehouse Help Page</a>	<a href="#">Methodology and Sources Used to Develop LIHEAP Eligible Population Estimates</a>