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Overview

The HMIS can be used to provide a list of clients in a program. This list can be useful to verify data quality and accuracy.








Detailed Steps

SELECT the Reports Menu Group

SELECT the Program Reports Menu Item

SELECT the Clients in Programs Sub-Menu Item

ENTER the desired Report Parameters

-  Hide Chart – Check to hide the chart and only produce numbers
-  Date Range – Enter the date range you are interested in
-  Report Type – Select either enroll at any point in the date range, begin enrollment in the date range or exited in the date range
-  Organization – Select organization(s) performing the data enrollment
-  Funding Source – Select the funding source(s)
-  User – Select the user(s)
-  Head of Household – Check to get a number of households, Uncheck to get all clients.

The HMIS will produce a report displaying totals. You can get details for a specific program by clicking on the program name at the bottom of the report.

For Support, Please

Submit a ticket in the HMIS

Email us at: hmis@computerhelp.biz

Contact Computer Help at (850) 651-0341

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HMIS

The resulting report includes the ability to export the data and analyze in more detail.

Export the Data by clicking on one of the icons in the upper right section of the report.

- ✚ Black @ Icon – Diagnostics Report
- ✚ Red Adobe PDF Icon – Export to a PDF file
- ✚ Blue RTF Icon – Export to a word processing format, compatible with Word, WordPerfect, etc.
- ✚ Green Excel Icon – Export to Excel XML format. This export is just a copy of the report you can open in Microsoft Excel.
- ✚ Green Excel with Gold Canister Icon – Export the underlying details of the report in Excel XML format. This option will provide you a list of the clients tallied to make the totals in the parent report.

This report is restricted by the security settings. If a user marks a client as organization only or user only, that client will not be in the totals.

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