Homeless Management Information System

Data Explorer: Program Client Report 2016

Release Date - June 2016

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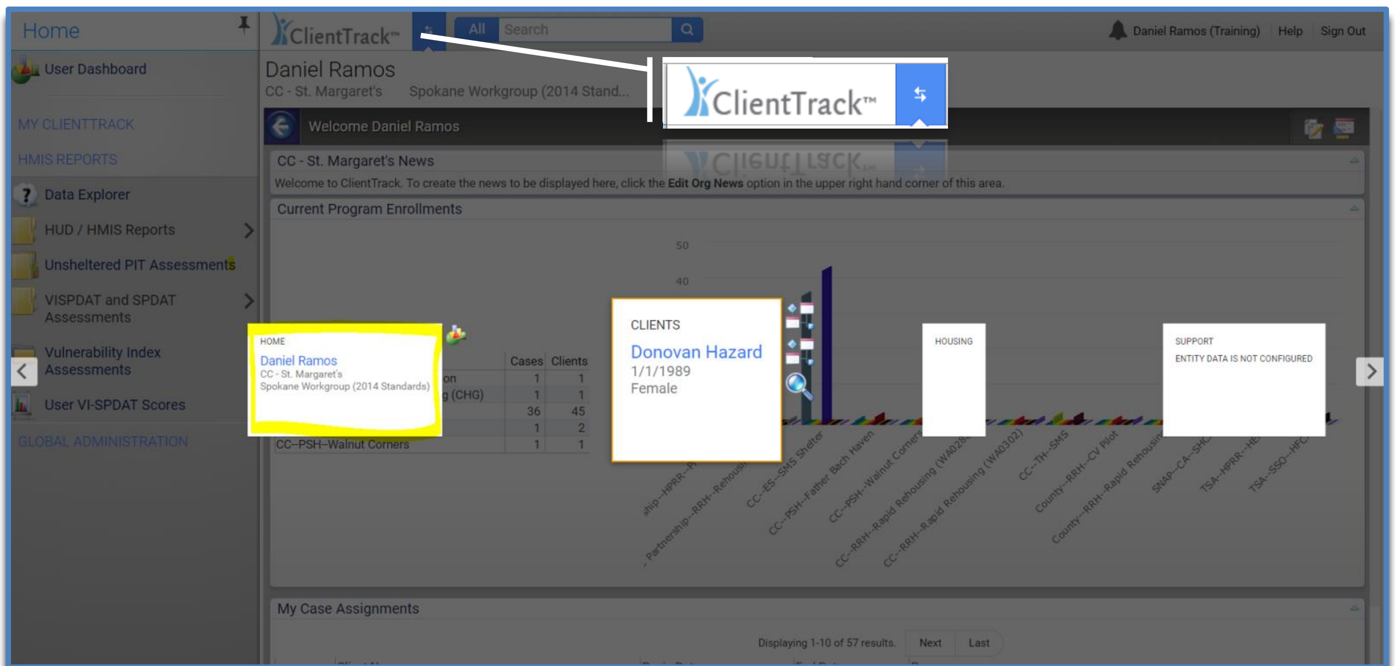
Introduction

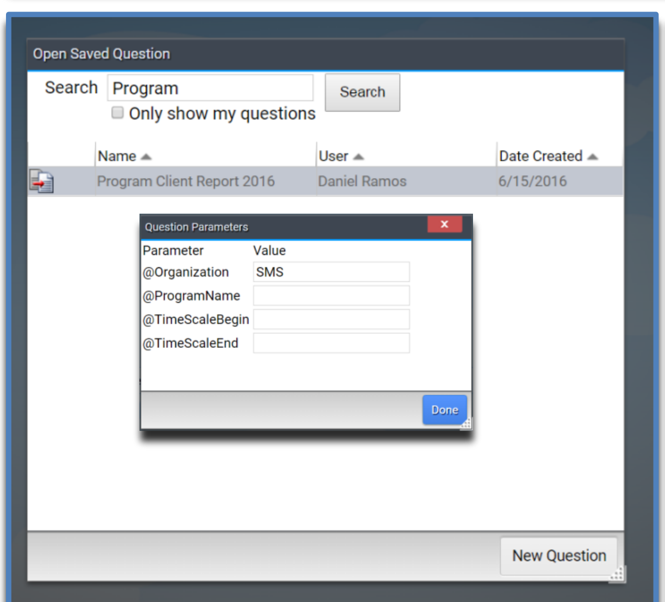
The following are instructions showing you how to run the **Program Client Report 2016** in Client Track's Data Explorer. To run the report you will need to specify what project or agency you want to run the report on and the date range.

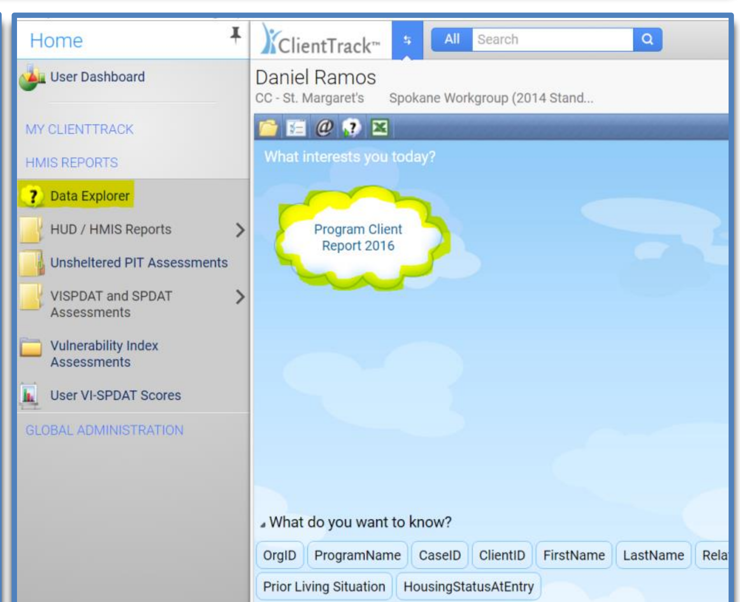
How do I find the report?

To access Data Explorer you will need to be logged into ClientTrack. Below is the pathway showing how to get to the report once you have logged in.

Home Workspace → HMIS Reports → Data Explorer → Open Saved Questions [De-select *only show my questions]* → [Click] Program Client Report 2016





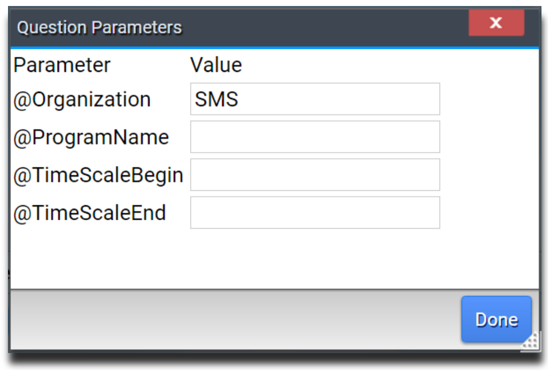


How do I run the report?

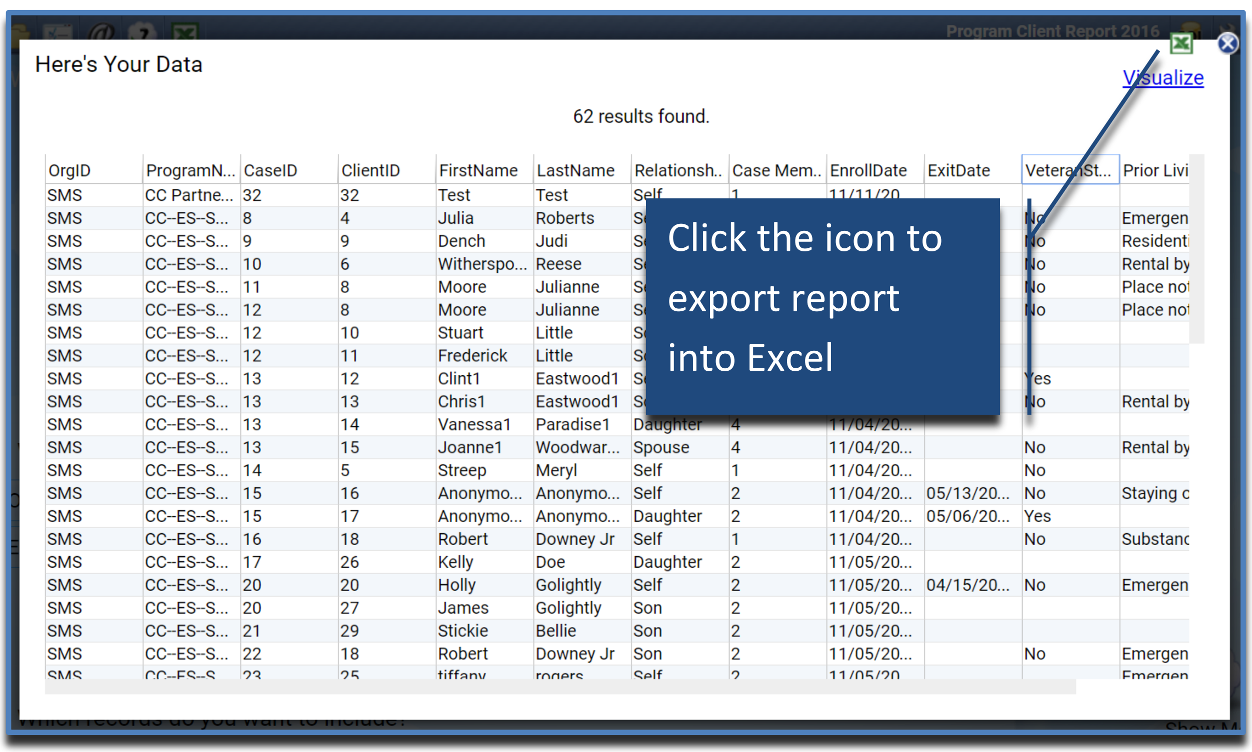
Once you select the report in the Open Saved Questions box you will immediately be prompted to enter in your report parameters in the **Question Parameters** pop-up box. Enter in your report parameters and click done. If Data Explorer does not automatically prompt you to enter in the Question Parameters then click on the **Show Me** button in the bottom right hand corner of the report screen.

You will see a message letting you know the report is rendering and if done correctly, your report will pop-up in a new instance of the report-viewer. Click on the Excel icon in the upper right of the report-viewer to export the data.

IMPORTANT: You do not need to enter both the Organization and the Program Name in the Question Parameters. To see data from all projects within in an organization only enter in the organization name in the **@Organization** field, along with your date parameters. To only see data on a specific project, leave the @Organization field blank, and enter in the name of the project exactly as shown on your client's enrollment in the **@ProgramName** field (e.g. *CC--ES--SMS Shelter*). See the index on the last page of these instructions for a full list of organizations.



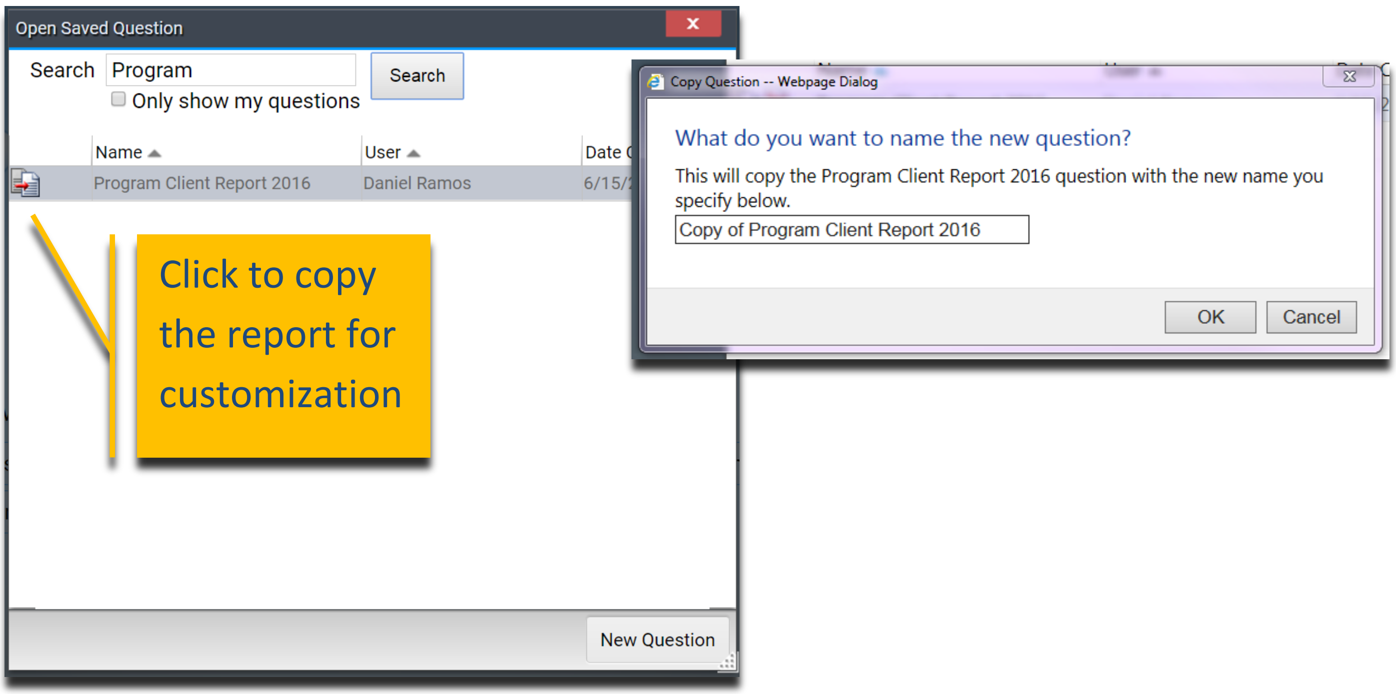
EXAMPLE REPORT



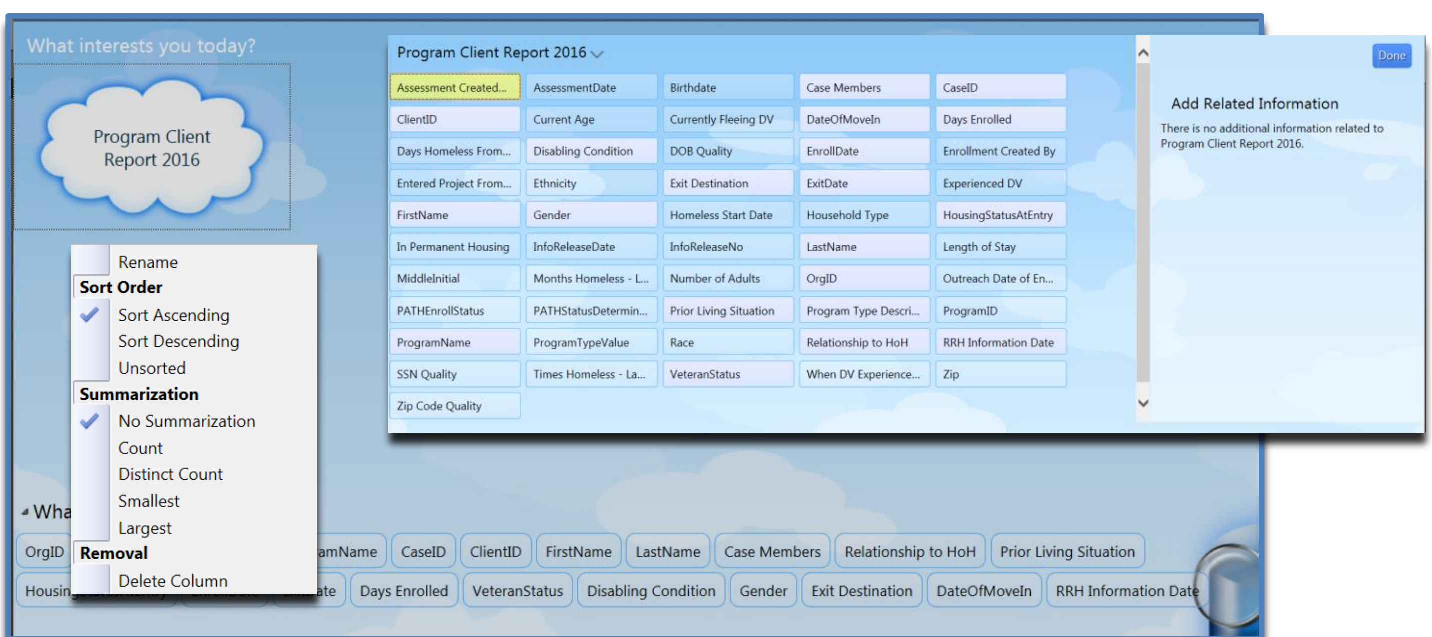
OrgID	ProgramN...	CaseID	ClientID	FirstName	LastName	Relationsh..	Case Mem..	EnrollDate	ExitDate	VeteranSt...	Prior Livi
SMS	CC Partne...	32	32	Test	Test	Self	1	11/11/20			
SMS	CC--ES--S...	8	4	Julia	Roberts	S				No	Emergen
SMS	CC--ES--S...	9	9	Dench	Judi	S				No	Residenti
SMS	CC--ES--S...	10	6	Witherspo...	Reese	S				No	Rental by
SMS	CC--ES--S...	11	8	Moore	Julianne	S				No	Place not
SMS	CC--ES--S...	12	8	Moore	Julianne	S				No	Place not
SMS	CC--ES--S...	12	10	Stuart	Little	S					
SMS	CC--ES--S...	12	11	Frederick	Little	S					
SMS	CC--ES--S...	13	12	Clint1	Eastwood1	S				Yes	
SMS	CC--ES--S...	13	13	Chris1	Eastwood1	S				No	Rental by
SMS	CC--ES--S...	13	14	Vanessa1	Paradise1	Daughter	4	11/04/20...			
SMS	CC--ES--S...	13	15	Joanne1	Woodwar...	Spouse	4	11/04/20...		No	Rental by
SMS	CC--ES--S...	14	5	Streep	Meryl	Self	1	11/04/20...		No	
SMS	CC--ES--S...	15	16	Anonymo...	Anonymo...	Self	2	11/04/20...	05/13/20...	No	Staying c
SMS	CC--ES--S...	15	17	Anonymo...	Anonymo...	Daughter	2	11/04/20...	05/06/20...	Yes	
SMS	CC--ES--S...	16	18	Robert	Downey Jr	Self	1	11/04/20...		No	Substanc
SMS	CC--ES--S...	17	26	Kelly	Doe	Daughter	2	11/05/20...			
SMS	CC--ES--S...	20	20	Holly	Golightly	Self	2	11/05/20...	04/15/20...	No	Emergen
SMS	CC--ES--S...	20	27	James	Golightly	Son	2	11/05/20...			
SMS	CC--ES--S...	21	29	Stickie	Bellie	Son	2	11/05/20...			
SMS	CC--ES--S...	22	18	Robert	Downey Jr	Son	2	11/05/20...		No	Emergen
SMS	CC--ES--S	23	25	tiffany	rogers	Self	2	11/05/20			Emergen

How do I customize this report?

This report can be customized by copying and configuring it. This will allow you to add and remove data elements that are needed. You can copy a report by clicking on the copy icon when you first bring up the report in the **Open Saved Questions** box. Name your copied report or use the generated default name and *click* **OK**.

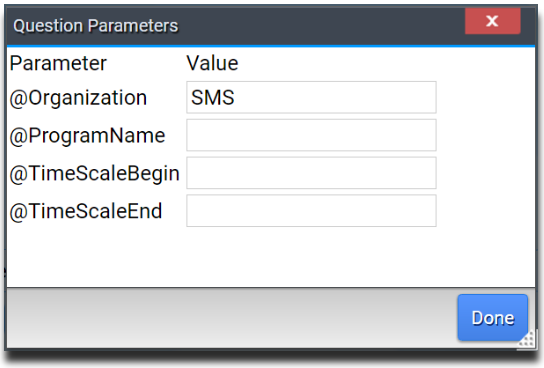


Once the report is copied you can configure or customize the data set by clicking on the cloud icon which will reveal a menu of data points available to add in the report. *Right-click* on existing data points in the **What do you want to know?** section and select **Delete Column** to delete it from the report.



Organization Index

Use the organization abbreviations in this list to complete the **@Organization** report parameter. As a reminder, you do not need to add a project name to the parameters if you enter an organzation value.



Organization	Organization Name
BHT	BetterHealthTogether
Ckt	Campus Kitchens
CPS	Career Path Services
HOC	CC - House of Charity
SMS	CC - St. Margaret's
SVH	CC - Summit View
COS	City of Spokane
DSI	ClientTrack
CTD	Department of Commerce
DET	Detox
DCH	Detox - Cubhouse
DSH	DSHS
INT	Family Promise of Spokane
SSC	Frontier Behavioral Health
GDW	Goodwill Industries
EHF	H3 - Empire Health Foundation
HHM	Hearth Homes
HGP	HGAP
HPR	HPRP Moving Forward
LFS	Life Services
NHC	New Horizons Care Center
OPC	Our Place
PHS	Pioneer Human Services
SAH	Salem Arms Community Housing
SLI	SLIHC
SHO	SMH Outreach
SNP	SNAP
SCD	Spokane County
NEW	Spokane Housing Authority
SHV	Spokane Housing Ventures
SAV	Spokane Valley Partners
STA	STA
A55	Steps Reentry
NPH	The Native Project
TSA	The Salvation Army
TPW	Transitions
TMS	Truth Ministries
UGM	Union Gospel Mission
VET	Veterans Administration
VOA	Volunteers of America
YFA	YFA
YWC	YWCA