

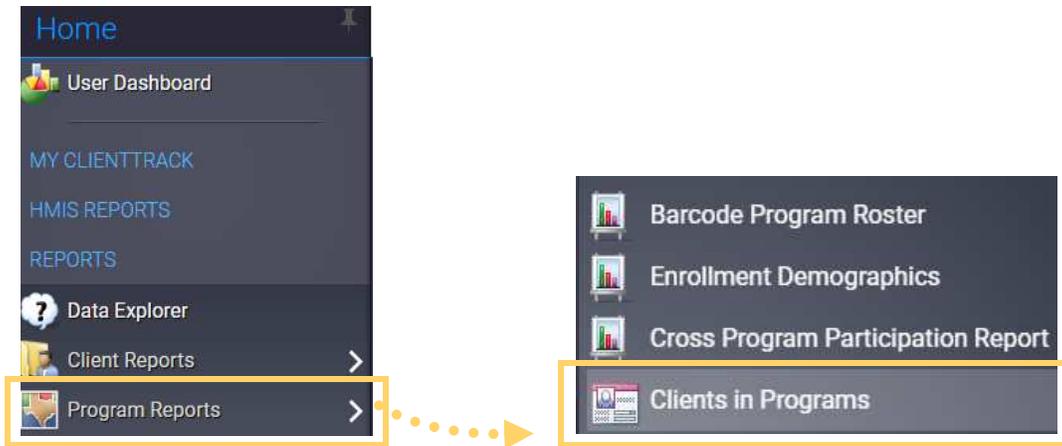
How to run and export data from the Clients in Program Report



The Client in Program report is a useful tool for our agencies as it provides cumulative client demographic data as well as exit destinations, exit reasons, and days enrolled based on organization and program type. How the report is viewed and exported affects the data presented. Below we will show you the different ways to view client data for your program(s).

In HMIS...

- 1 In the Home Workspace, on the left-hand side menu click on the 'Reports' header, then hover over 'Program Reports', and select the 'Clients in Programs' option.



- 2 Set your Date Range and Report Type.
 - There are 3 options for Report Type:

Automatically set to this option

1. **Enroll at any point**- all clients enrolled in your program during the specified date range, regardless of their actual enrollment date. If they are in the program, they are included.
2. **Begin Enrollment**- only clients whose enrollment began during the specified date range. Clients are only included if their program enrollment date falls between the date range.
3. **Exited**- all clients who were exited during the specified date range.

The screenshot shows the 'Clients in Programs Report' settings form. It includes a 'Saved Report Settings' dropdown menu, a 'Date Range' section with a 'Predefined Date Range' dropdown and 'Enrollments between' date pickers (01/01/2020 and 10/01/2020), and a 'Run Report By' section with a 'Report Type' dropdown menu set to 'Enroll at any point'.

- 3 Select your Organization(s) and Program and click Report.
 - To get more detailed information such as Exit Destination, Exit Reason, and Client IDs click on the floppy disk icon located at the top of the report and select 'Excel Data'

The screenshot shows the 'Clients in Programs Report' output. It displays the report criteria: Organizations: Texas Homeless Network, Programs: Texas BoS Coordinated Entry. Below the criteria is a table with columns: Enrolled, Exited, Total, and Clients. The table shows data for Texas Homeless Network and Texas BoS Coordinated Entry, with a total of 3 clients.

	Enrolled	Exited	Total	Clients
Texas Homeless Network				
Texas BoS Coordinated Entry	3	0	3	3
Organization Total	3	0	3	3
Total	3	0	3	3

Do you have questions or need more guidance? Select from below.

[Email HMIS@THN.org](mailto:EmailHMIS@THN.org) | [CE Website](#) | [CE Written Standards](#) | [CE Data Guide](#)

