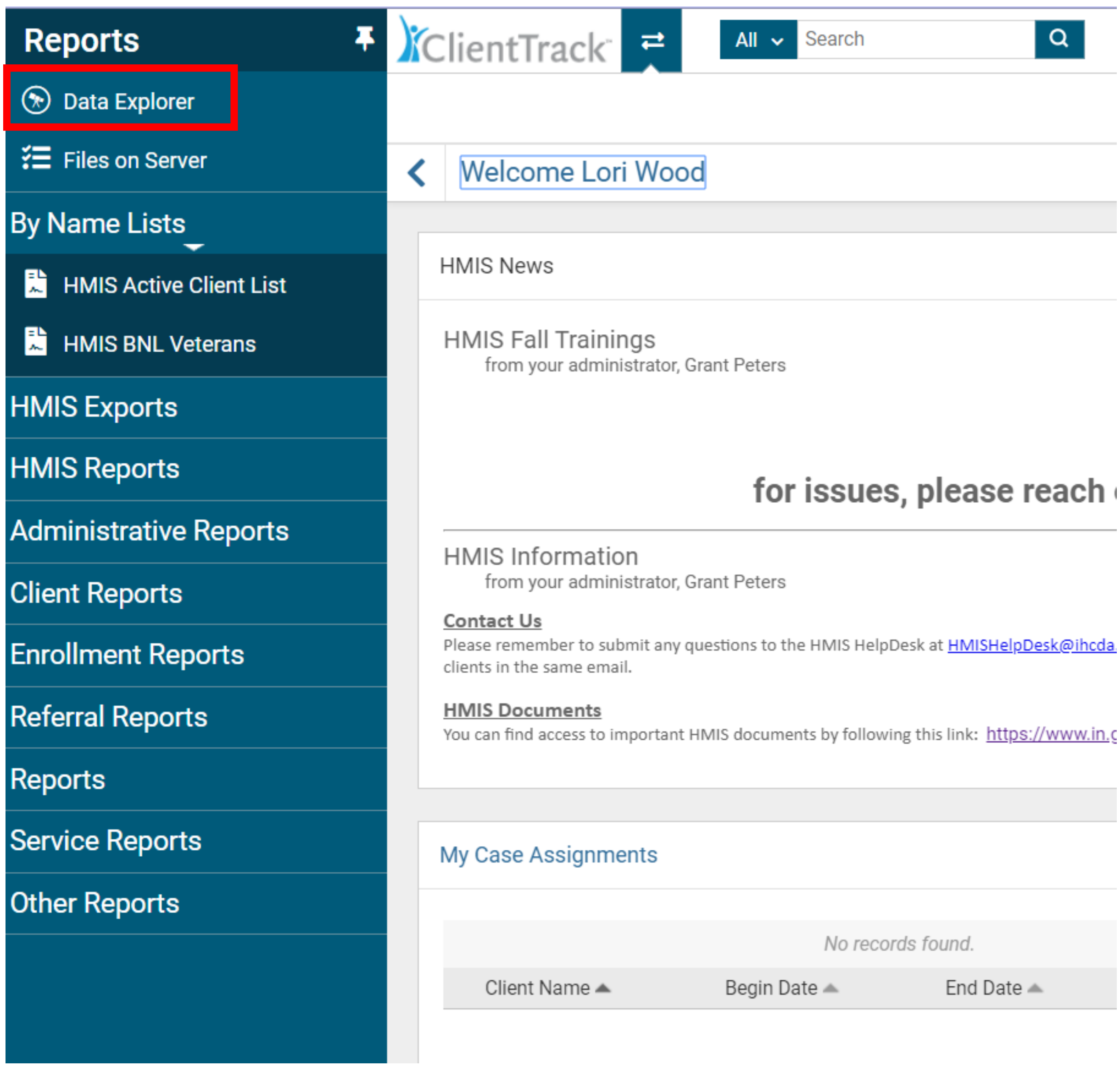
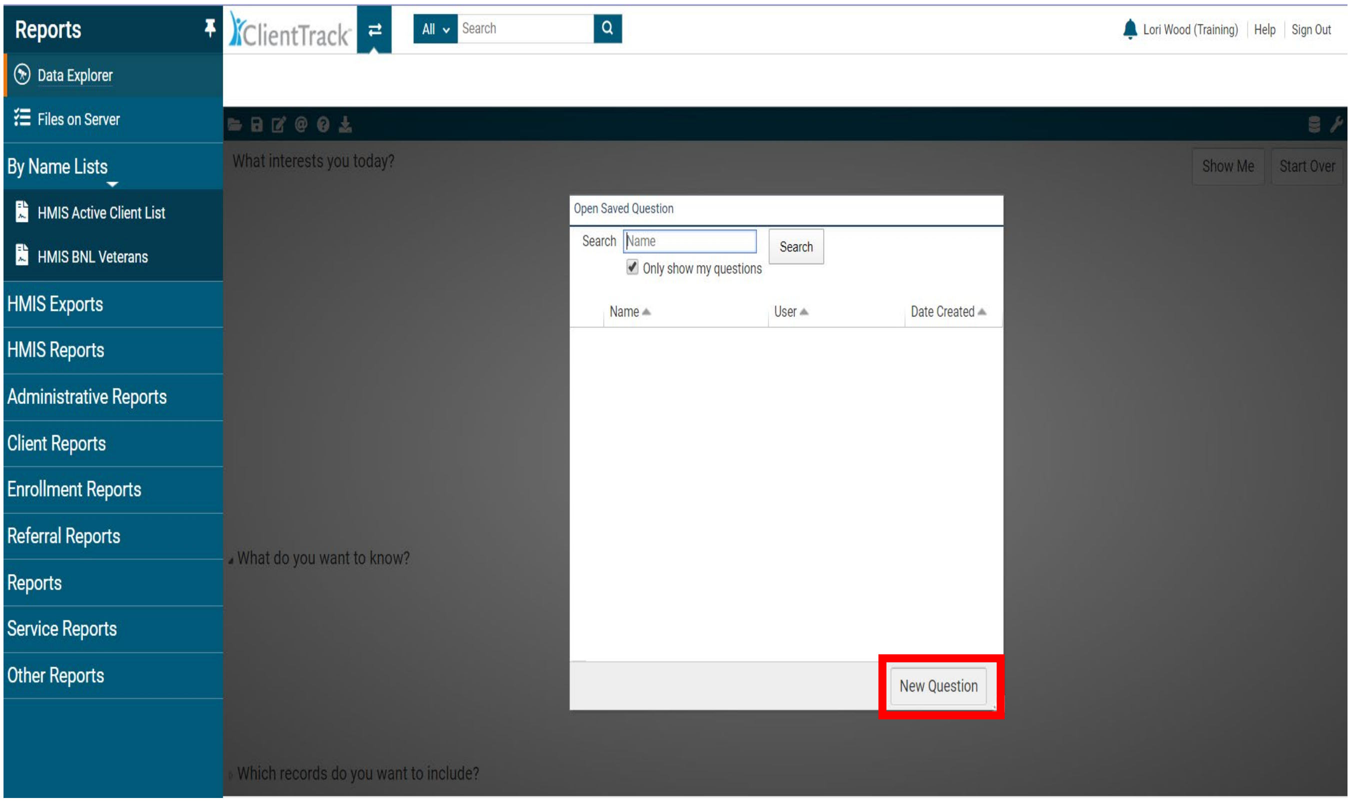
HOW TO GUIDE FOR THE COVID-19 REPORT USING DATA EXPLORER

From the **"Reports"** workspace in HMIS

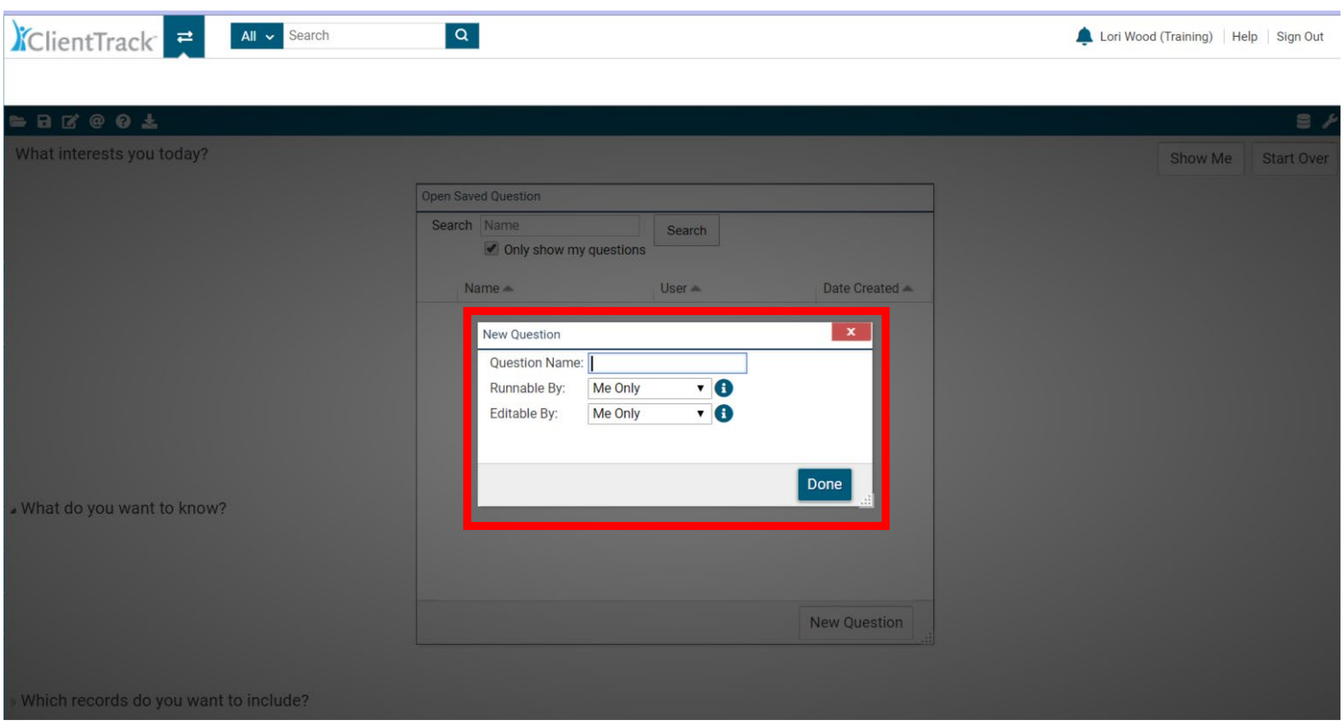
Click on **"Data Explorer"** in the menu on the left side of the screen



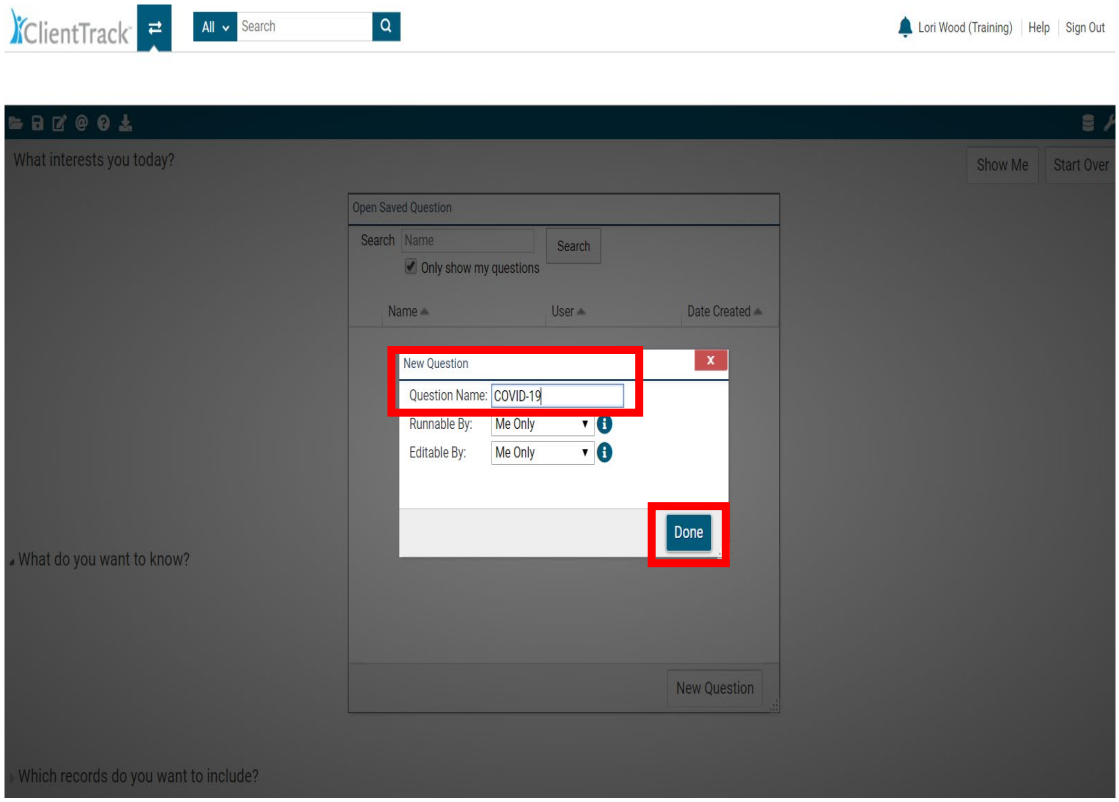
A pop-up box appears, click on **"New Question"** in the bottom right corner of the pop-up box

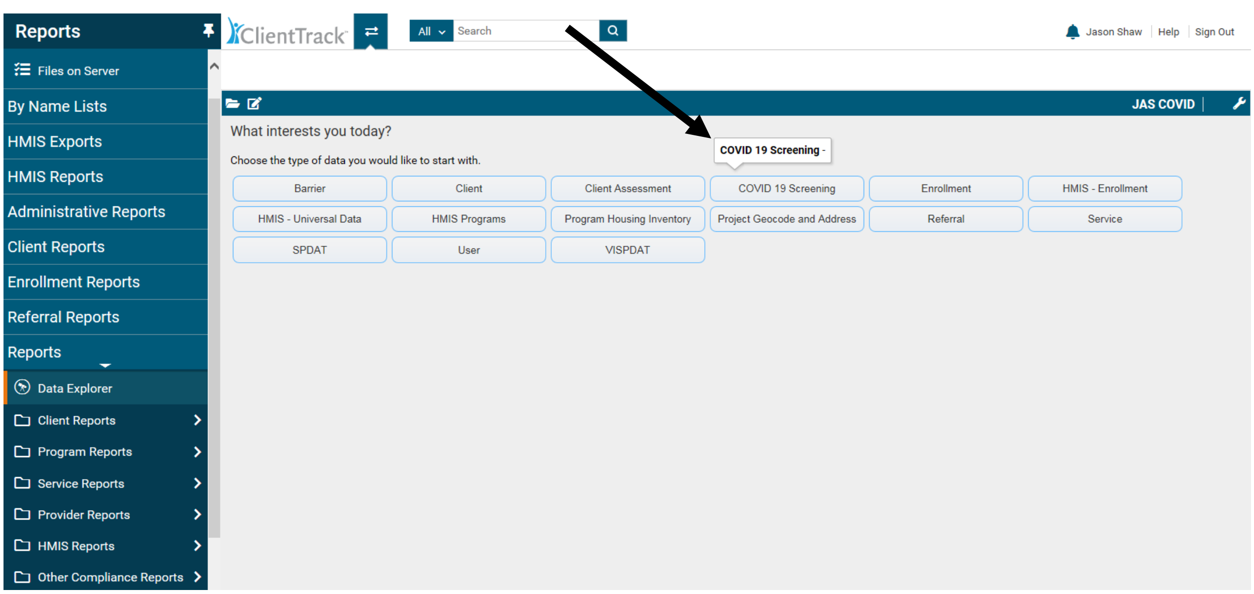


Next a **"New Question"** pop-up box appears



Type **"COVID-19"** in the **"Question Name"** pop up box, then click **"Done"**

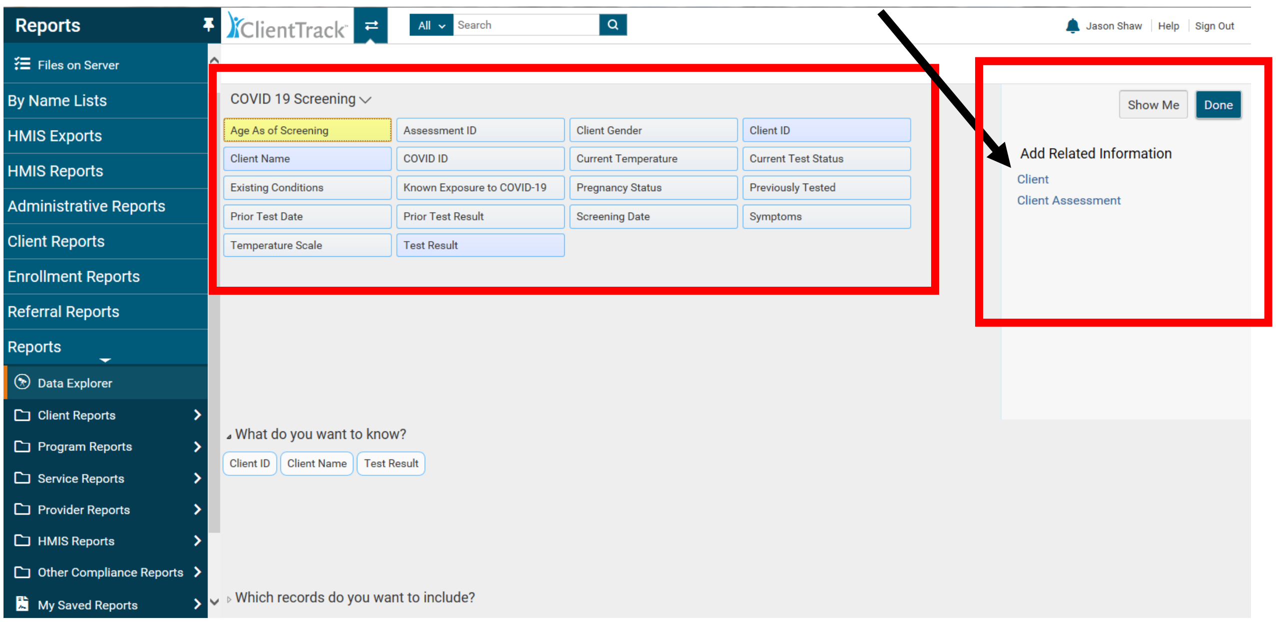


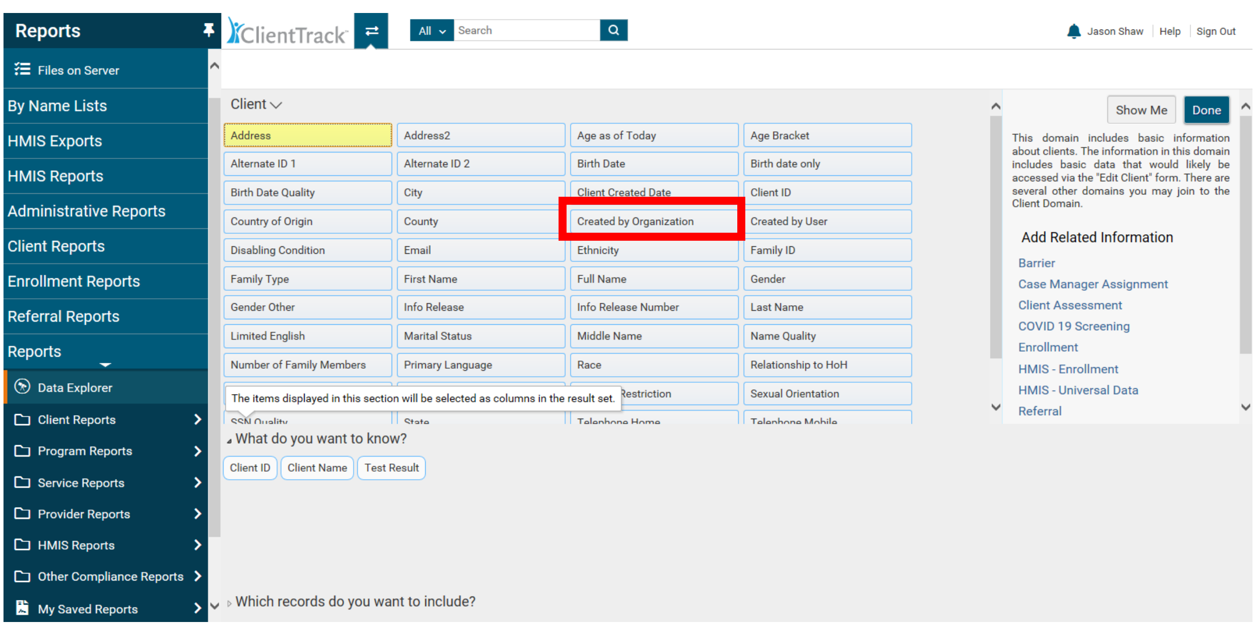


Next, click on the information you want to pull in the report:

To filter by **Organization, *you will also need to add some client identifying data elements which are not listed in the COVID-19 Screening data elements.*** To do this, on the Data Explorer, after selecting the COVID-19 Screen Data Elements (that little cloud) and clicking the elements you want to know (ClientID, screening date, etc. – as listed in Lori's instructions), you can then see on the right it says **"Add Related Information"** and will show **"Client"** and **"Client Assessment"**.

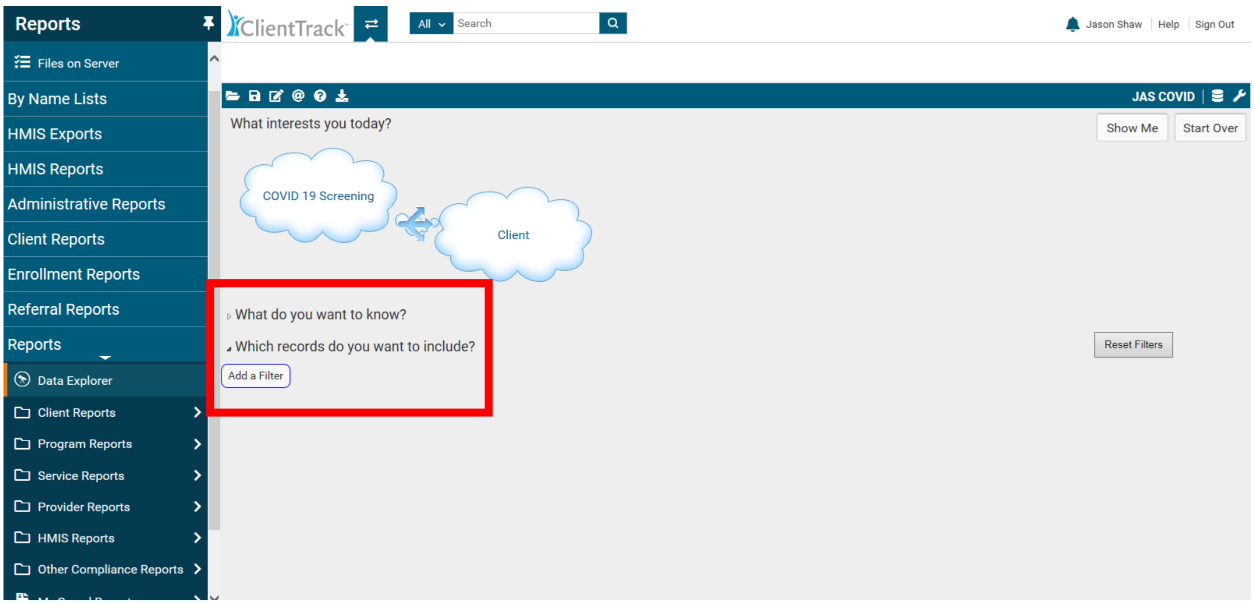
Click **"Client"** which will tie a new group of data elements (a new cloud). Here you can select **"Created by Organization"**.

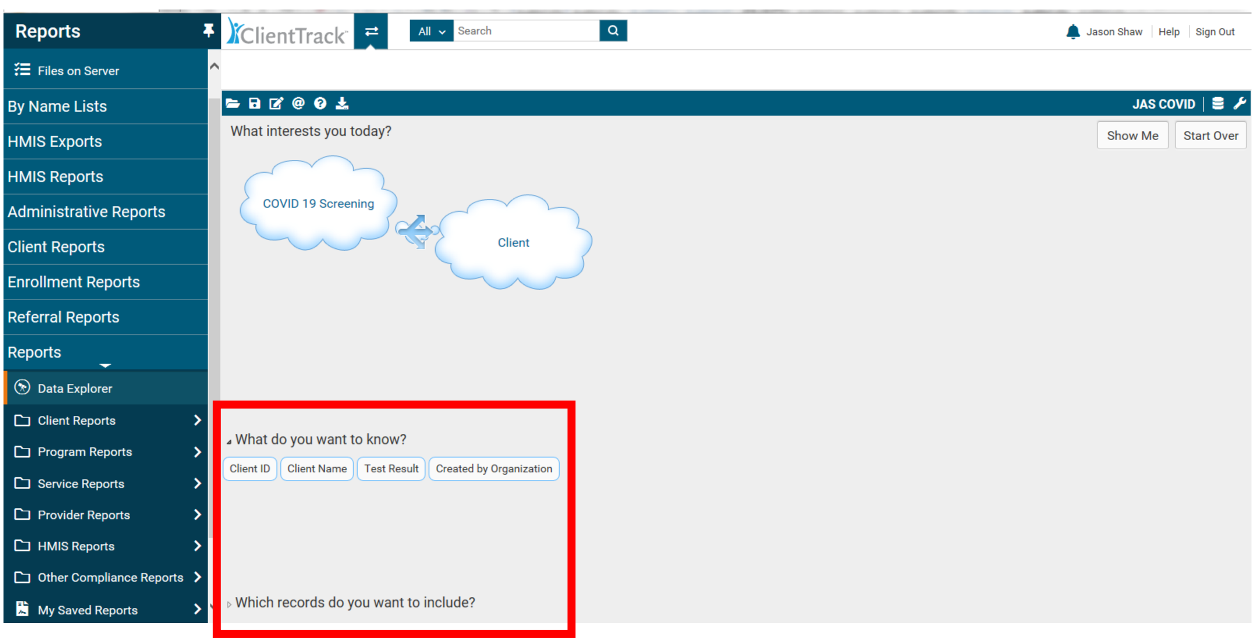




Then at the bottom (under What do you want to know) it asks What Do You Want to Include. Expand that.

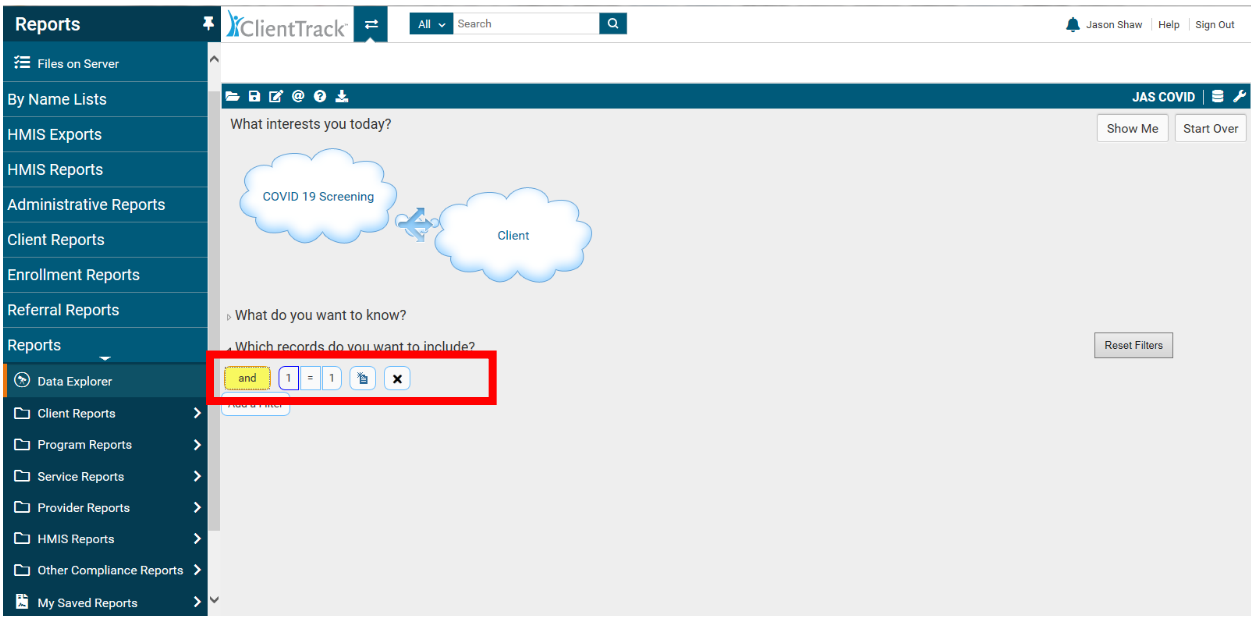
Click – **"Add a Filter"**

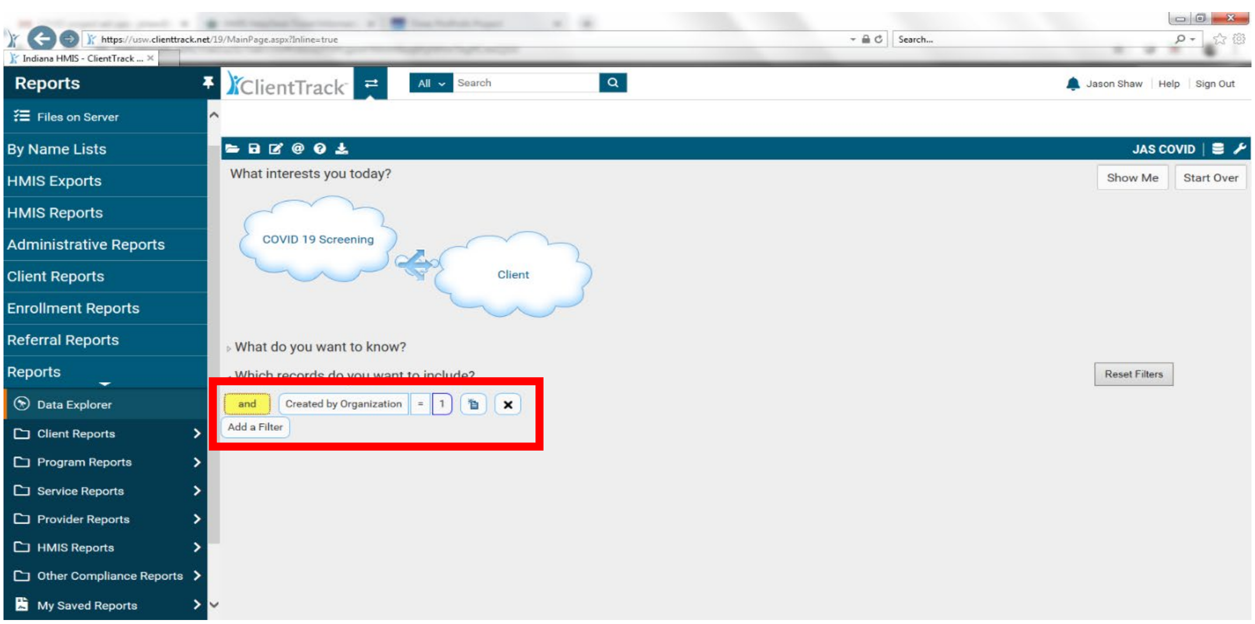




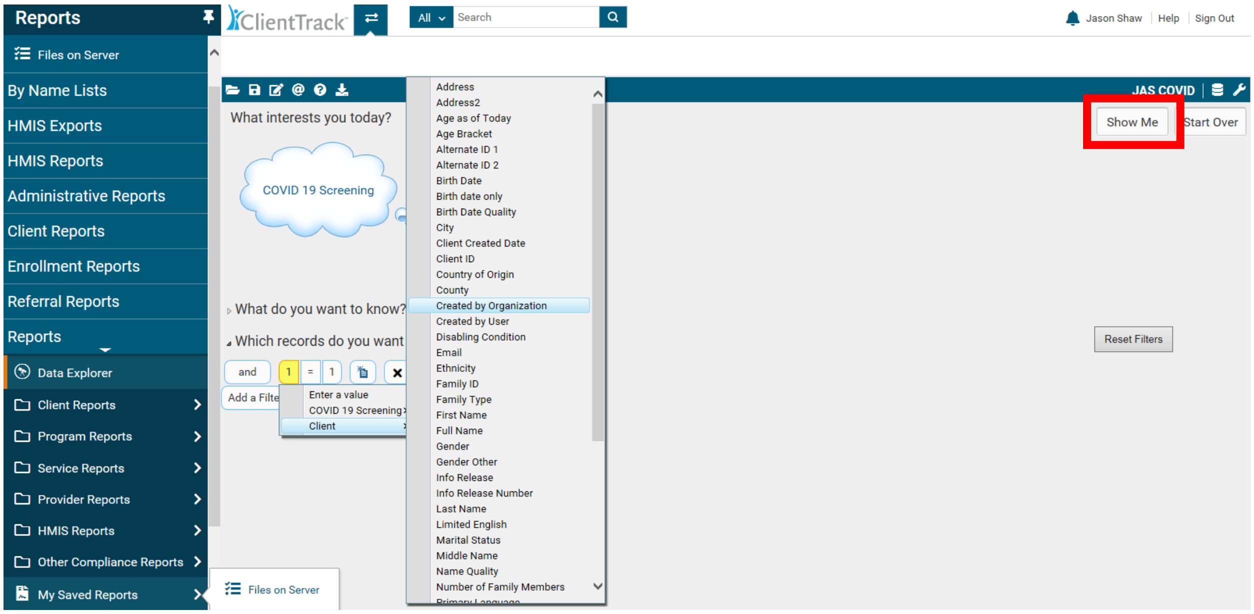
This will bring up a Command that says "1=1" click the first "1" and the drop down gives you the option to select "Client" then expands to let you select "Created by Organization" select Created By Organization" (you'll then have "Created By Organization = 1").

Then click the second 1 and select "Enter a Value".





This will bring up a list of ***ALL*** the organizations in the system. Find your organization and select that.



6. Then click **"Show Me"** and this will give you what you need.

The report will appear.

Please contact the HMIShelpdesk@ihcda.in.gov if you need additional assistance