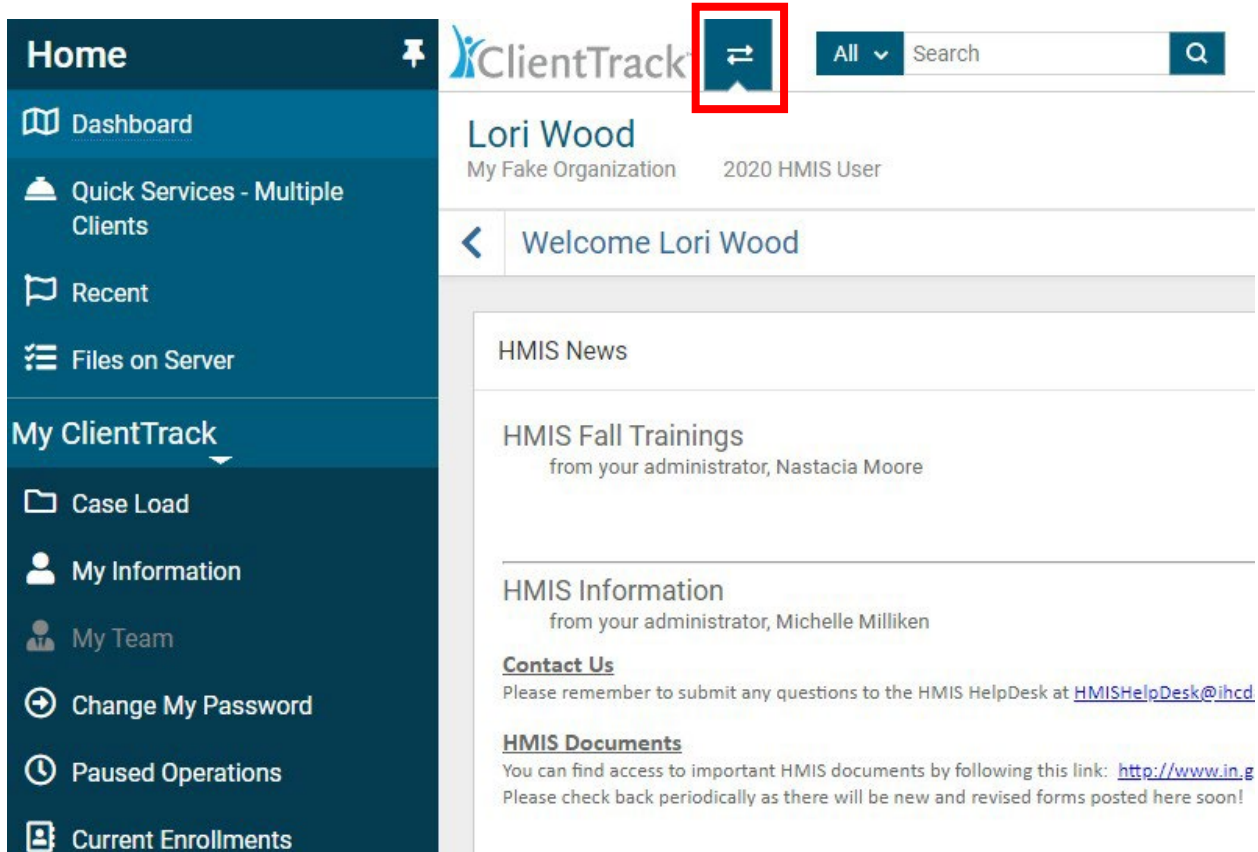
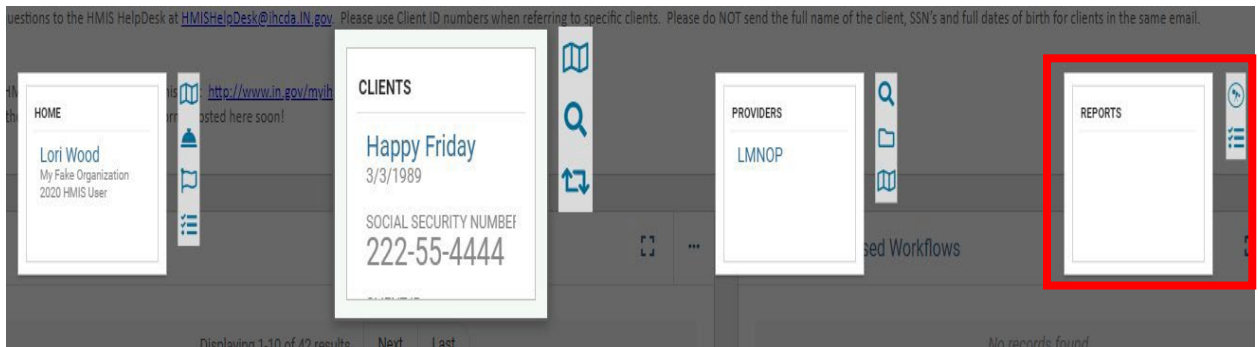


How to Run a PATH Annual Report

1. From the **“HOME”** workspace, click on the double arrow icon to the right of the ClientTrack logo at the top of the page.

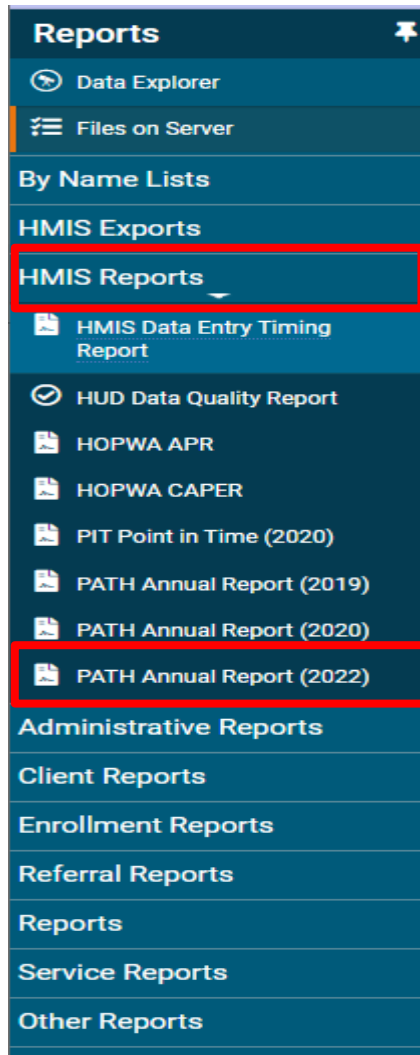


2. You are now on the **“Workspace”** floating menu. Toggle to the right by clicking on the arrow located on the right side of your screen until you see the **“REPORTS”** box. Click on the **“REPORTS”** box to access the **“REPORTS”** workspace.



October 2021

3. From the “**REPORTS**” workspace, click on “**HMIS Reports**” located in the left-hand menu on the screen. Next, click on “**PATH Annual Report (2022)**”.



- 4. Complete the report parameters.
 - a. **“Date Range”**
 - b. **“Organization”**
 - c. **“PATH Program(s)”**
 - d. Click **“Report”** in the bottom right-hand corner of the screen.

The screenshot shows the ClientTrack Reports interface. The left sidebar contains a navigation menu with categories like 'Data Explorer', 'Files on Server', 'By Name Lists', 'HMIS Exports', 'HMIS Reports', 'Administrative Reports', 'Client Reports', 'Enrollment Reports', 'Referral Reports', 'Reports', 'Service Reports', and 'Other Reports'. The 'Reports' category is selected, and the 'PATH Annual Report (2022)' is highlighted. The main content area is titled '2022 PATH Annual Report' and includes a 'Saved Report Settings' section with a dropdown menu currently set to '- SELECT -'. Below this is the 'Date Range' section, which includes a 'Predefined Date Range' dropdown set to 'Current Month' and a 'Service Date Between' field with dates '02/01/2022' and '02/28/2022'. The 'Organization(s)' section features a list of organizations: 'A Better Way', 'A Mother's Hope', 'Advantage Housing Inc', 'Affordable Housing Corporation', 'AIDS Ministries Elkhart', and 'AIDS Resource Group Evansville'. The 'PATH Grant(s)' section is partially visible at the bottom.

ClientTrack | All | Search | Lori Wood (Training) | Help | Sign Out

2022 PATH Annual Report

PATH Grant(s)

Check the box to limit report results by selected grants. When checked, the list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the icon to select all. Additionally, on this report you can only filter by PATH grants.

Grant(s): Filter by Grant(s)

PATH Program(s)

Check the box to limit report results by selected programs. When checked, the list displays programs that belong to the organizations you selected above. Indicate which programs should be included in the report by selecting each program separately, or click the icon to select all.

Filter by Program(s)

- My Fake Organization PATH (SO-R8)
- PATH Aspire Madison/Hamilton (SSO-R8)
- PATH Aspire Marion/Boone (SSO-R8)
- PATH Aurora #2 (Outreach-R12)
- PATH Aurora #2 SSO (SSO-R12)
- PATH Centersonne (Outreach-R10)

CoC Filter

You may, optionally, identify a single CoC to filter the report results (HMIS implementations with only one CoC do not need to do so).
Note: This filter only applies to the initial client universe.
If specified, this CoC must match either the client's enrollment head of household CoC or (if that is blank) then this location must match one of the CoC locations identified for the associated program.

State / Territory Filter for CoC: -- SELECT --

CoC (optional): -- SELECT --

Report | Schedule Report | Run Export | Cancel

- The report will run and appear on the screen as seen below. You can export the report by clicking on icon with a small green downward arrow at the top of the page and then clicking on the export format. (**Excel, Excel Data, PDF, or Word**).

2022 PATH Annual Report

HMIS PATH Annual Report

2/1/2022 to 2/28/2022

Organizations: My Fake Organization
 Programs: My Fake Organization PATH (SO-R8)
 Grants:
 CoCs:

ClientTrack™

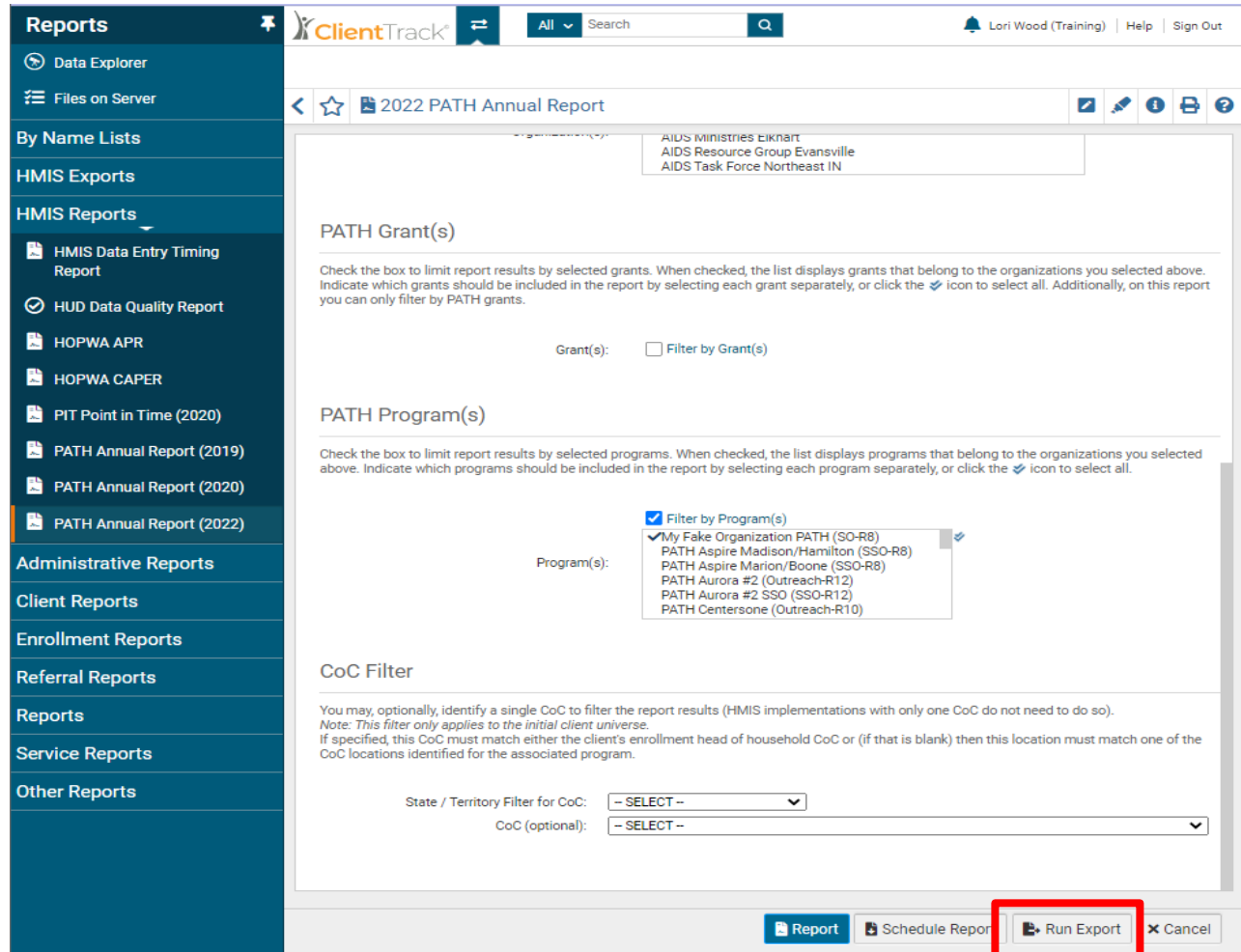
Questions 8 – 16: Persons served

Persons served during this reporting period:	Count
8. Number of persons contacted by PATH-funded staff this reporting period	0
9. Number of new persons contacted this reporting period in a PATH Street Outreach project	0
10. Number of new persons contacted this reporting period in a PATH Services Only project	0
11. Total number of new persons contacted this reporting period (#9 + #10 = total new clients contacted)	0
12a. Instances of contact this reporting period prior to date of enrollment	0
12b. Total instances of contact during the reporting period	0
13a. Number of new persons contacted this reporting period who could not be enrolled because of ineligibility for PATH	0
13b. Number of new persons contacted this reporting period who could not be enrolled because provider was unable to locate the client	0
14. Number of new persons contacted this reporting period who became enrolled in PATH	0
15. Number with active, enrolled PATH status at any point during the date range	0
16. Number of active, enrolled PATH clients receiving community mental health services through any funding source at any point during the reporting period	0

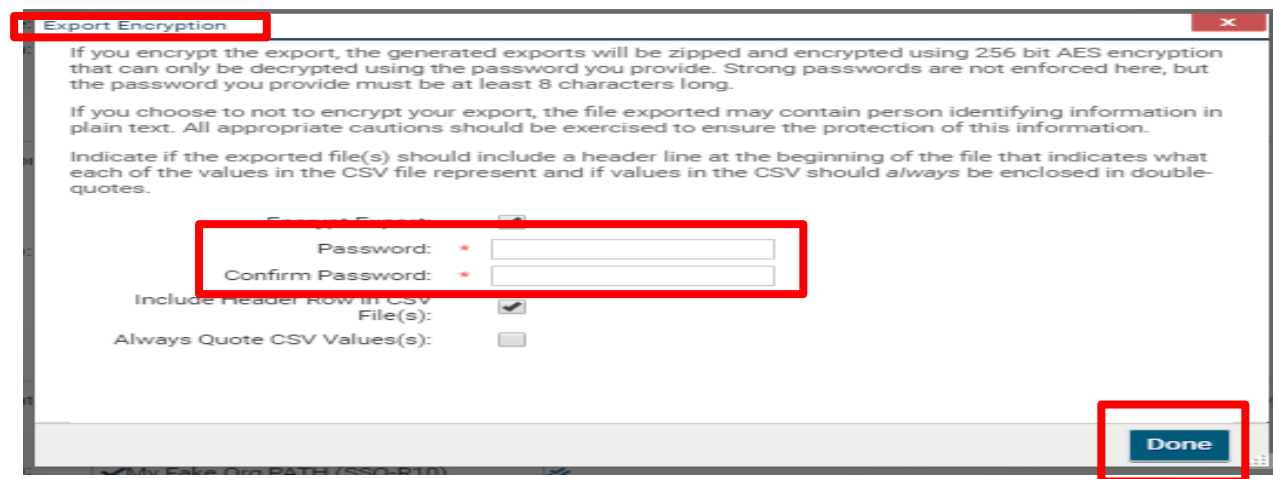
Question 17: Services Provided

Type of Service	Number of people receiving service
17a. Reengagement	0
17b. Screening	0
17c. Clinical Assessment	0
17d. Habilitation/rehabilitation	0
17e. Community mental health	0
17f. Substance use treatment	0
17g. Case management	0
17h. Residential supportive services	0
17i. Housing minor renovation	0
17j. Housing moving assistance	0
17k. Housing eligibility determination	0
17l. Security deposits	0
17m. One-time rent for eviction prevention	0

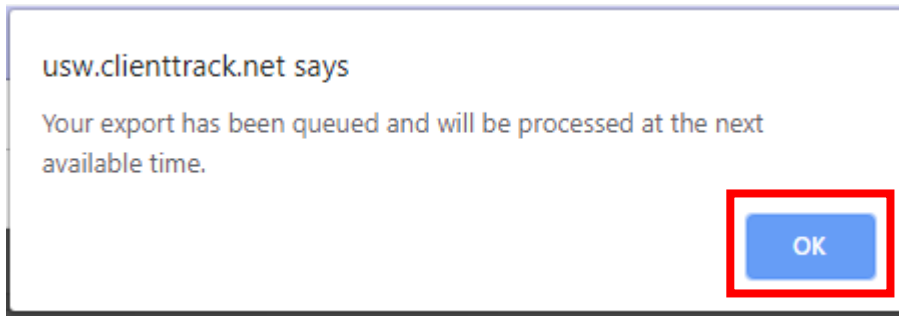
- To run the **“Export”** from the report parameters screen, complete the report parameters, then click on **“Run Export”** located at the bottom right-hand corner of the screen.



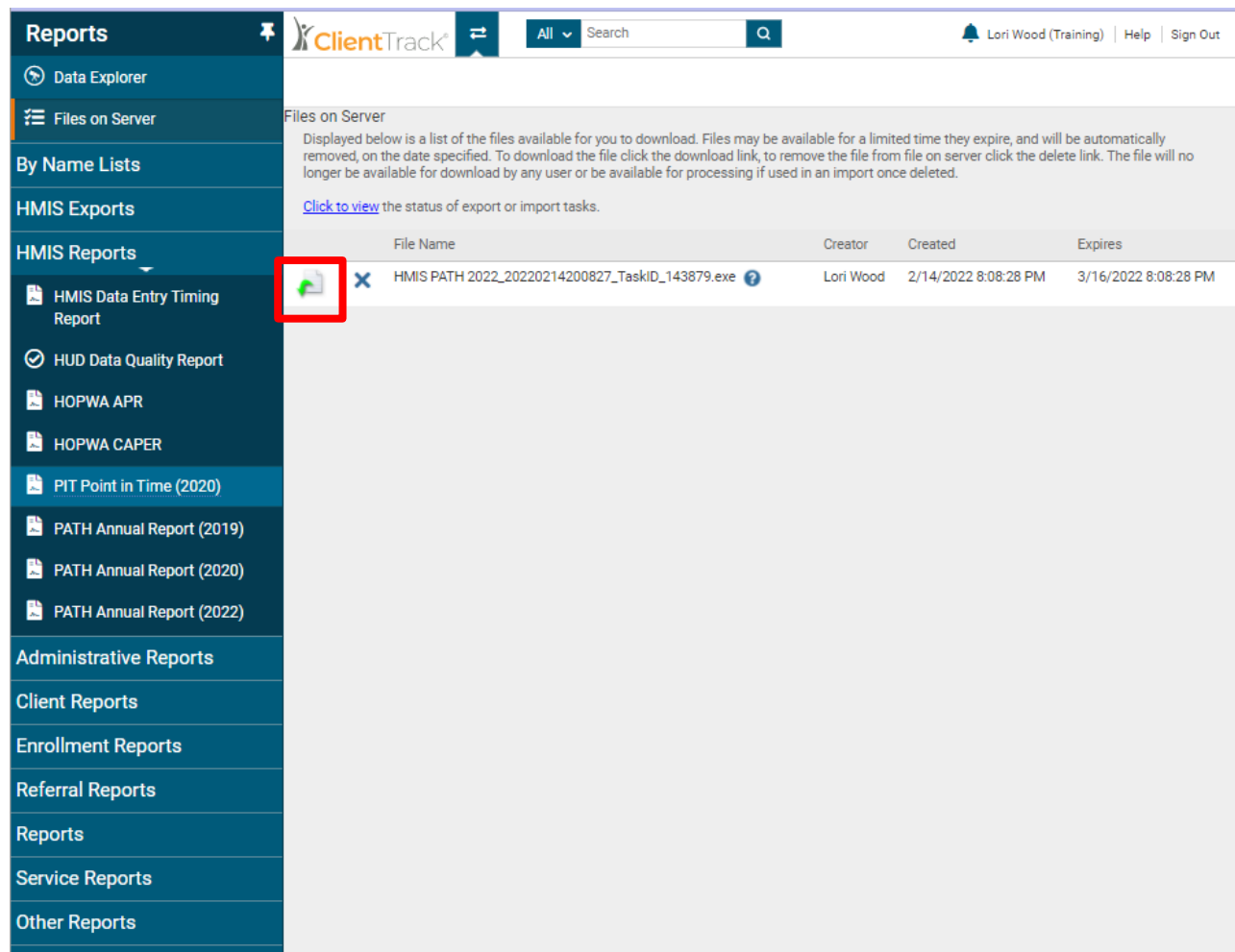
- The **“Export Encryption”** box will appear. Enter a password of your choice in the **“Password”** and **“Confirm Password”** field.
- Next, click **“Done”**.



9. A pop-up box will appear informing you the report has been queued. Click **“OK”**.



10. The report will appear in the **“Files on Server”** option located at the left-hand side of the screen. To check if the report is ready, click on **“Files on Server”**. The report will appear if it is ready for viewing.
11. Next, click on the downward pointing green arrow.



Reports

ClientTrack

All Search

Lori Wood (Training) | Help | Sign Out

Data Explorer

Files on Server

By Name Lists

HMIS Exports

HMIS Reports

HMIS Data Entry Timing Report

HUD Data Quality Report

HOPWA APR

HOPWA CAPER

PIT Point in Time (2020)

PATH Annual Report (2019)

PATH Annual Report (2020)

PATH Annual Report (2022)

Administrative Reports

Client Reports

Enrollment Reports

Referral Reports

Reports




Service Reports

Other Reports

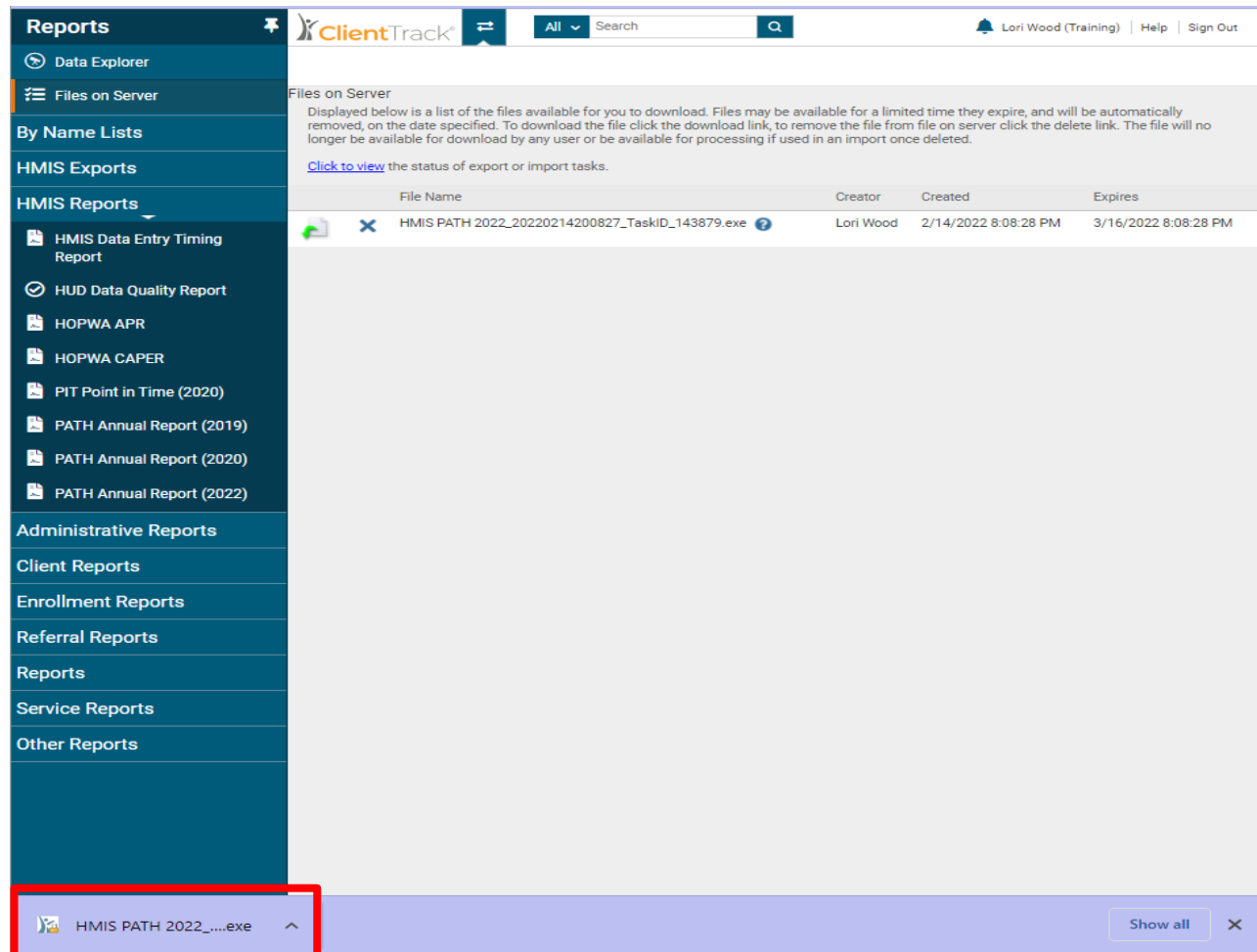
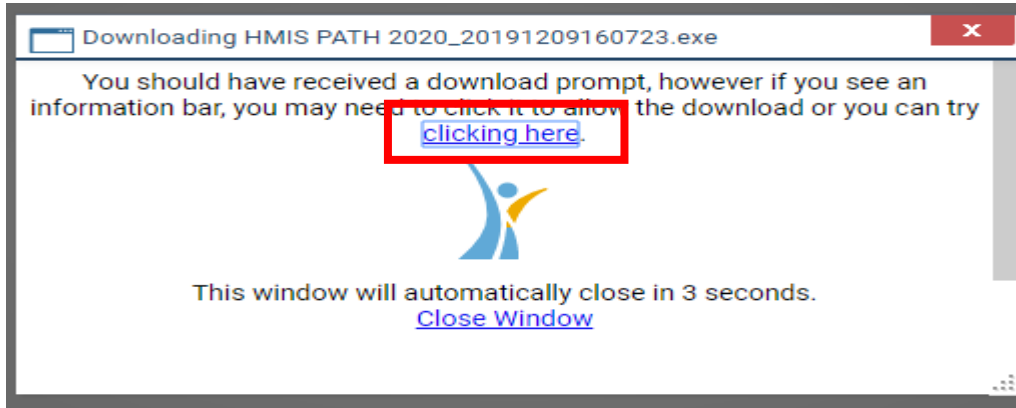
Files on Server

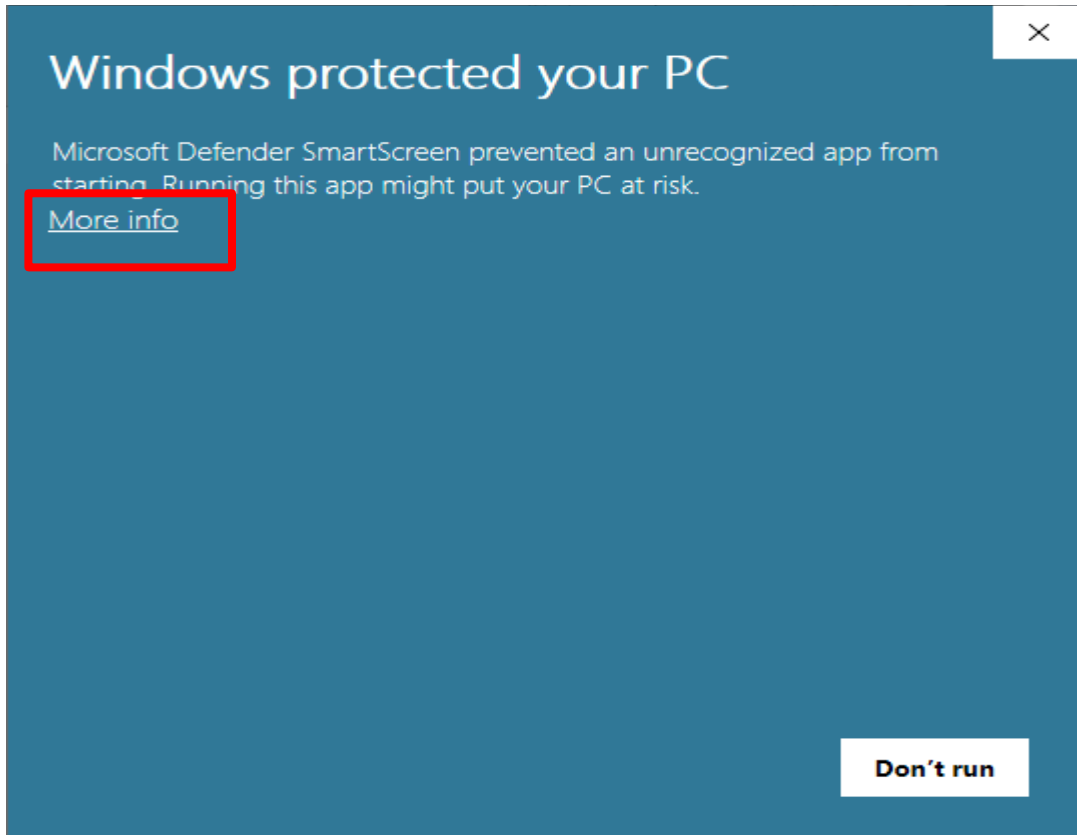
Displayed below is a list of the files available for you to download. Files may be available for a limited time they expire, and will be automatically removed, on the date specified. To download the file click the download link, to remove the file from file on server click the delete link. The file will no longer be available for download by any user or be available for processing if used in an import once deleted.

[Click to view](#) the status of export or import tasks.

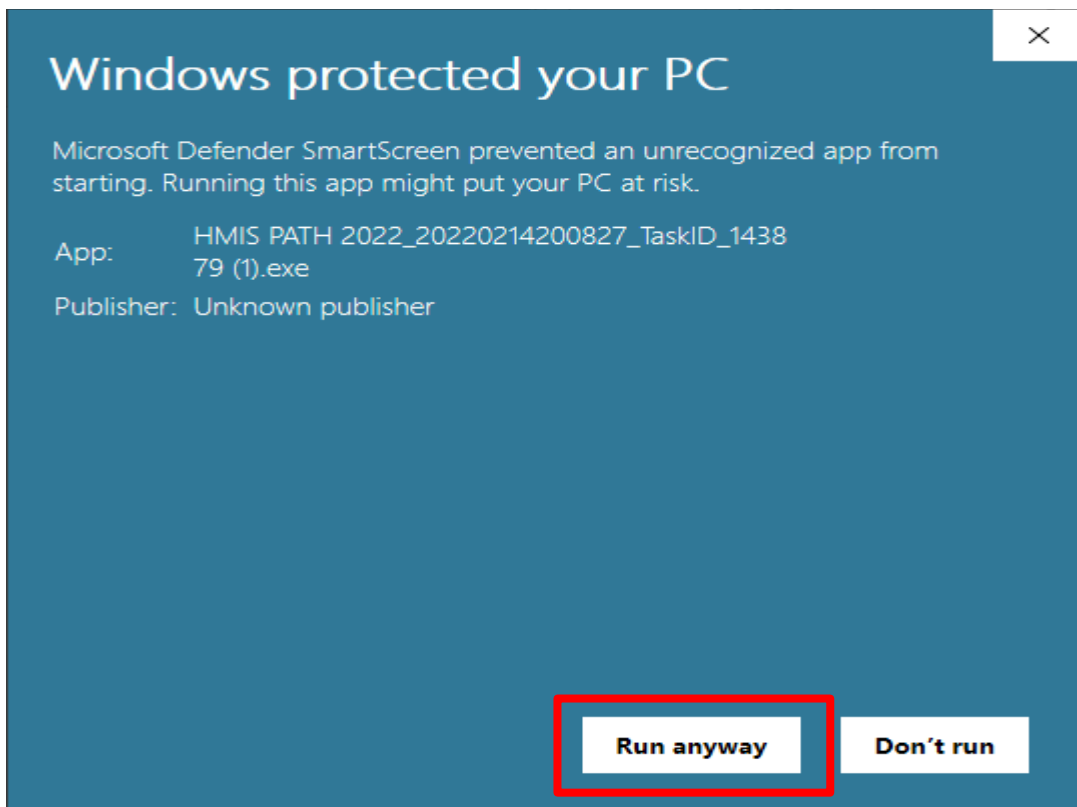
File Name	Creator	Created	Expires
  HMIS PATH 2022_20220214200827_TaskID_143879.exe 	Lori Wood	2/14/2022 8:08:28 PM	3/16/2022 8:08:28 PM

12. After clicking on the downward pointing green arrow as illustrated above, a pop-up box will appear. To download the report, you can click on **“Clicking Here”** in the pop-up box or by opening the prompt on your computer in the bottom left-hand corner of the screen.





You may receive this warning. To move forward with the download, click “More Info” then click “Run Anyway”



13. The “**Extract Encrypted File(s)**” pop-up window will appear. Please enter the password you chose when setting up the report parameters.
14. Next, click on the box “**I assume responsibility for the security of the extracted file(s)**”
15. Then, click “**Extract**” in the bottom right corner of the pop-up box.

For additional assistance please email the HMISHelpDesk@ihcda.in.gov

