COUNTS REPORTS

End Users have the ability to customize their Home Page Dashboard by including *Counts Reports*. Furthermore, **Agency Data Administrators** may also customize their End Users' Home Page Dashboard through the use of *Shadow Mode*.

Conserving Your Construction Conserving Your Construction DuPage County Hurs DuPage County HMIS September 23, 2013 Home > Home Page					Туре	Mode: Shadow Enter Da Back Da ART: Con here for Global Search	
Last Viewed Favorites Home	System News	s (4) ×	Agency News (0)	Follow Up I	List (0)	
ClientPoint CallPoint ResourcePoint ShelterPoint SkanPoint > Reports > Admin	09/03/2013 06/23/2012	Headline APR and Interim HMIS Trainings HMIS Help Desk HMIS End User	Now Available		Client ID Type	Date	Time Remaining
Logout	Custom	ize Home Page	Dashboard	View All	ounts Report	Remove All	View All

Counts Reports are an excellent tool to:

- quickly obtain client and service counts
- determine who is due to be exited from a program
- view who is currently enrolled in the program
- identify data quality issues
- track assigned clients and the follow-ups that have been scheduled



will appear and a selection must be made to continue.

 You have modified your Home Page Dashboard. Click Save to save your changes or Undo Changes to undo all modifications.
Save Undo Changes

it Dashlet			Choose which quadrant and then select the report you want.		
ſop-Left	Top-Right	Bottom-Lef	ť	Bottom-Right	
Report Name	-Select-		•		
Description	N/A				
Description	N/A				
Jeschpuon	A Counts Report is not curre	ently designate	d for this lo	cation.	

Setting the Filters

• *Date* – Choose the date parameters from the *Select Dates* drop-down menu.

Filters				
Select Dates		Start Date	End Date	
Today 🔻]	09 / 23 / 2013	09 / 23 / 2013	
Today Yesterday This Week	pe*	© <u>System Wide</u>	© Reporting Group	
This Month This Quarter		DuPage County HMIS (3311)	Search My Provider	Clear
This Year Last Week	oordinates			
Last Month Last Quarter Last Year			ОК	Cancel
All Dates				

- *Provider Type* This will default to *Provider* and will typically remain the same.
- *Provider* Choose the provider that the report will run for. "My Provider" may be selected to quickly to choose the provider the End User is logged-in as.
- *Include Subordinates* Select this option to run the report for this provider and all subordinate providers in it's provider tree.

Suggested Counts Reports

End Users

- My Clients
- My Clients with a follow-up scheduled
- My Clients With An Entry But No Exit
- My Clients With Null UDEs

Program Managers

- Calls Taken
- Clients Served
- Clients With Current Entries
- Incoming Referrals
- Services Provided