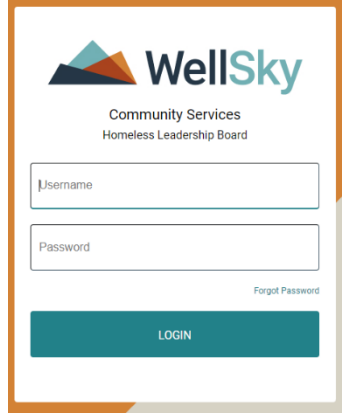


# Step-by-Step Cheat Sheet for the Client Served Report

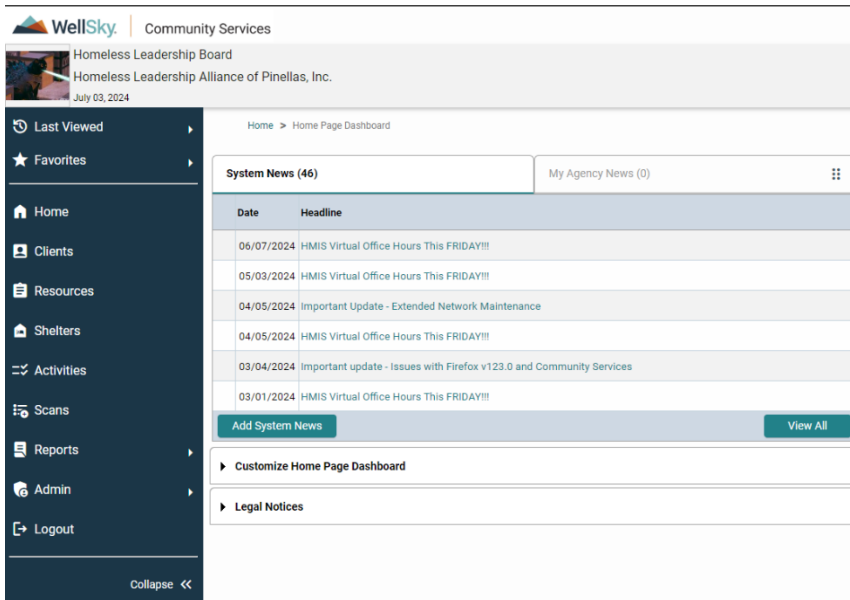
## Client Served Report

1. Log into [HMIS](#).



The image shows the WellSky login page. At the top is the WellSky logo. Below it, the text reads "Community Services" and "Homeless Leadership Board". There are two input fields: "Username" and "Password". A "Forgot Password" link is located below the password field. A teal "LOGIN" button is at the bottom.

2. On the right side of HMIS, click on **Reports**.






The screenshot shows the HMIS dashboard. The top navigation bar includes the WellSky logo and "Community Services". Below this, the user's name "Homeless Leadership Board" and "Homeless Leadership Alliance of Pinellas, Inc." are displayed, along with the date "July 03, 2024". A left sidebar contains navigation options: Last Viewed, Favorites, Home, Clients, Resources, Shelters, Activities, Scans, Reports, Admin, and Logout. The main content area shows "System News (46)" and "My Agency News (0)". A table of system news is visible, with columns for "Date" and "Headline".

Date	Headline
06/07/2024	HMIS Virtual Office Hours This FRIDAY!!!
05/03/2024	HMIS Virtual Office Hours This FRIDAY!!!
04/05/2024	Important Update - Extended Network Maintenance
04/05/2024	HMIS Virtual Office Hours This FRIDAY!!!
03/04/2024	Important update - Issues with Firefox v123.0 and Community Services
03/01/2024	HMIS Virtual Office Hours This FRIDAY!!!












## Step-by-Step Cheat Sheet for the Client Served Report

3. Under the Provider Reports section, click on **Client Served Report**.

**Audit Reports**

 Audit Report	 User Information	 User Login
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**Provider Reports**

 Call Record Report	 Client Served Report	 FY2024 CoC APR	 FY2024 Coordinated Entry APR	 Daily Unit Report
 FY2024 Data Quality Framework	 FY2024 ESG CAPER	 Needs Report	 PATH	 Referrals
 Service Transaction				

4. This will bring up the **Report Options**.

**Client Served Report**

**Report Options**

Reporting Group	<input type="button" value="Choose Reporting Group"/> <input type="button" value="Clear"/>
Provider	Alpha House of Pinellas County Inc. (7328) <input type="button" value="v"/>
	<input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Services	<input checked="" type="checkbox"/> Services Provided (other than shelter or referred services) <input type="checkbox"/> Shelter Stays <input type="checkbox"/> Referrals Served by the Selected Provider(s)
Grouping	<input checked="" type="radio"/> Clients Receiving Services as a Family <input type="radio"/> Clients in a Household
Funding Source	<input type="button" value="Search"/> <input type="button" value="Clear"/>
Service Code	-Select- <input type="button" value="Lookup"/>
	<input type="button" value="Remove"/>
Served Date Range	__/__/__ <input type="button" value="calendar"/> <input type="button" value="refresh"/> to __/__/__ <input type="button" value="calendar"/> <input type="button" value="refresh"/>
Served Before Date Range (Old client count)	__/__/__ <input type="button" value="calendar"/> <input type="button" value="refresh"/> to __/__/__ <input type="button" value="calendar"/> <input type="button" value="refresh"/>
Treat Open-Ended Services/Referrals as 1-day Services	<input checked="" type="radio"/> Yes <input type="radio"/> No
Legal Adult Age	18
	<input type="button" value="Build Report"/> <input type="button" value="Print"/>

## Step-by-Step Cheat Sheet for the Client Served Report

- By clicking the **Search** button in the Provider section, you can choose the provider, or program, you need the report to represent.

Reporting Group	Choose Reporting Group	Clear	
Provider	The Homeless Leadership Alliance of Pinellas, Inc. (8190)		<span style="margin-left: 10px;">Search</span> <span style="margin-left: 10px;">My Provider</span> <span style="margin-left: 10px;">Clear</span>

### Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search  Show Advanced Options

Search
Clear

---

#### Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #  Submit

---

#### Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All		
	Provider																									Level	Phone	Location	Last Updated
+	2023 Point-In-Time Count (16949)																									Level 2	727-582-7916	Saint Petersburg, FL 33701	01/18/2023
+	211 Tampa Bay Cares, Homeless Helpline (16848)																									Level 2	Unknown	Unknown	01/10/2024
+	211 Tampa Bay Cares, Inc. (16847)																									Level 1	Unknown	Unknown	01/10/2024
+	Alpha House of Pinellas County Inc. (7328)																									Level 1	727-822-8190	Saint Petersburg, FL 33701	10/13/2023
+	Alpha House of Pinellas County, Transitional Living Program/Emergency Housing (8874)																									Level 2	727-822-8190	Saint Petersburg, FL 33701	05/24/2024
+	Bay Pines VA Healthcare System (15794)																									Level 2	727-398-6661	Bay Pines, FL 33744	09/30/2021
+	Bay Pines VA Healthcare System, Veterans Outreach (16640)																									Level 3	Unknown	Bay Pines, FL 33744	01/10/2024
+	Boley Centers, Adult Individual Permanent Supported Housing, Broadwater Place Apartments-Phase 2 (15114)																									Level 2	727-499-2352	Saint Petersburg, FL 33711	12/16/2022
+	Boley Centers, Adult Individual Permanent Supported Housing, Broadwater Place Apartments-Phase 3 (15889)																									Level 2	727-499-2352	Saint Petersburg, FL 33711	12/16/2022
+	Boley Centers, Adult Individual Permanent Supported Housing, Broadwater Place Apartments-Phase 4 (16327)																									Level 2	727-499-2352	Saint Petersburg, FL 33711	03/15/2024

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First
Previous
Next
Last

Exit

- Once you locate the program you wish the report to represent, click on the green circle with the plus sign inside of it. That will close the **Provider Search** window above and return you to the **Report Options**.

## Step-by-Step Cheat Sheet for the Client Served Report

- If you are trying to report on a single program, choose **This provider ONLY**. If you would like to run the report on your entire organization, including all programs that enter data into HMIS, then make sure to choose the level 1 provider that represents your organization in the window above then choose **This provider AND its subordinates**. The default is **This provider ONLY**.

Homeless Leadership Alliance  
of Pinellas, Inc. (8190)

Search

[This provider AND its subordinates](#)  [This provider ONLY](#)

- The Served Date Range is used to input the start and end date of your report. The Served Before Date will allow you to add another column of data to compare against the month you're reporting on as well as the total.

Served Date Range	04 / 01 / 2024	to	04 / 30 / 2024
Served Before Date Range (Old client count)	__ / __ / __	to	__ / __ / __

- Once your fields are complete, click the **Build Report** button.

Build Report

Print

- Once the report is complete, you can save it by clicking the **Print Button** and either printing it on paper or printing it to .pdf.