

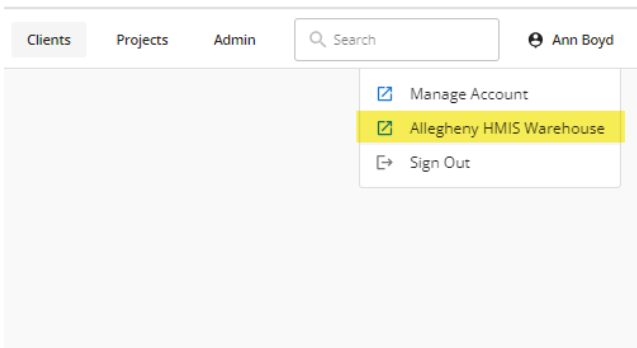


Open Path HMIS Reporting - Generating an Active Client Detail Report

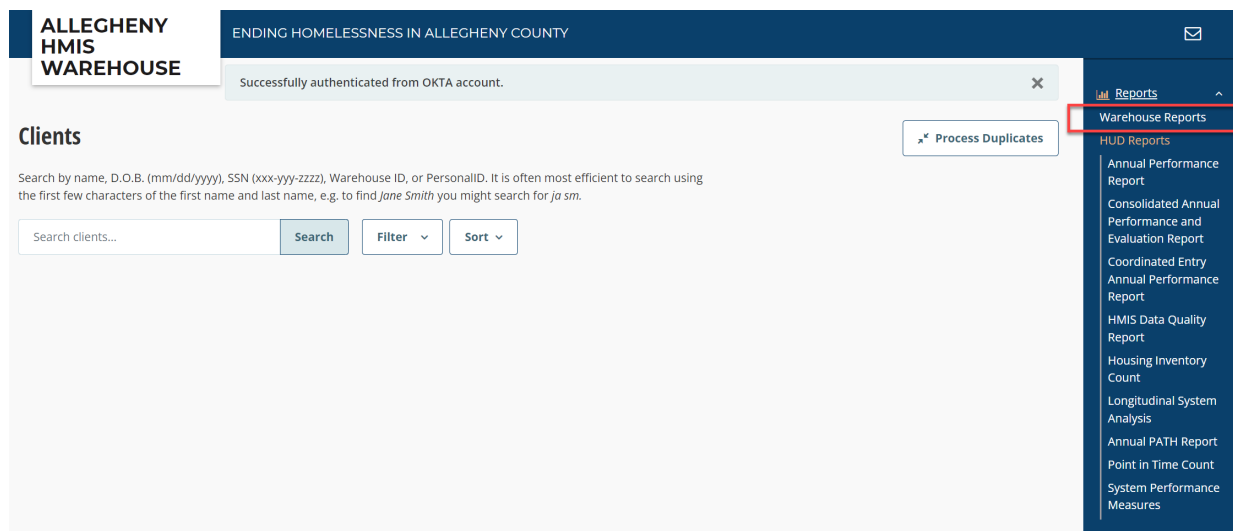
This job aid will walk through to generate an Active Client Detail Report in HMIS.

How to access Open Path via HMIS

Log into HMIS and you can hover over your name in the top right and in the dropdown click Allegheny HMIS Warehouse (also known as Open Path, our HMIS reporting platform)



Once you click it, you'll be prompted to sign in via OKTA . Once you click the button and sign in, click the chevron symbol next to the **Reports** button on the top right. Select **Warehouse Reports**.





In the **Warehouse Reports** section, you can use the search bar at the top right to search for 'active client detail report' or you can find it under the *Operational* section on the left under *Report Categories*.

The screenshot shows the 'WAREHOUSE' interface. At the top right, there is a search bar with the text 'active client detail'. On the left, under 'Report Categories', the 'Operational' category is highlighted with a red arrow. The main area displays a list of reports under the 'Operational' category, including 'Active Client Detail', 'Active Veterans for a given date range', 'Analysis Tool', 'Attachment III - Client Data Report', 'Average Length of Time Homeless for Housed Clients', 'Built For Zero Monthly Report', and 'Bulk Find Client Details by ID'. A red arrow points to the 'Active Client Detail' report.

Click the **Active Client Detail** report and choose your date range and the project, then click the Update View button. It will load on the bottom of the screen.

The screenshot shows the 'Active All Clients Detail' report form. It includes fields for 'Start date' (Jan 1, 2023) and 'End Date' (Dec 31, 2023). There are also fields for 'Project Types' and 'Projects'. Below these are sections for 'Organizations', 'Sub population', 'Races', 'Age ranges', 'Genders', and 'Project Groups'. At the bottom left, there is a red arrow pointing to the 'Update View' button.



Once it loads, you can click the Download Report button and can download it as an excel or PDF.

Update View

Download Report

The following 13 clients with 13 enrollments, have at least one day of service between Jan 1, 2023 and Dec 31, 2023.
This report was built to provide supporting details to the "Active Clients" section of the Population Dashboards.

Client	Project Type	Project	Entry Date	Exit Date
	Transitional Housing			
	Transitional Housing			
	Transitional Housing			
	Transitional Housing			
	Transitional Housing			
	Transitional Housing			

For more information...

For assistance, please contact the Allegheny County Service Desk at dhs-servicedesk@alleghenycounty.us or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access Service Desk Plus, go to: <https://dhs-servicedesk.alleghenycounty.us/>