How to generate your outreach open enrollment client list from HMIS:

1. Set your provider and role to outreach and/or PATH



- 2. Click on 'My Caseworthy' in the left side menu
- 3. Click on Current client Chart

CTI Plus	Current Client Chort					
VI-SPDAT V2	& Calendars					
CAN/211 Dashboard	My Program Waltlist					
Case Management	My Client Activities					
Client Information	🚓 Group Case Note - Dashboard					
COVID-19	Citerics by Frogram - Syste					
Program Assessments	Clients by Program - Sys					
Other Assessments	Individual VI-SPDAT V2					
 Org Specific 						
Read-Only Data	Formity VI-SPDAT V2					
My CaseWorthy	de la companya de la					

4. Click on the Bar next to your outreach program to generate you current client chart

С	lients by Program (7)														
									Clients by Program						
	FSC - PEAK (CTOIII)														
	FSC - Shelter (ES)(IND)(FAM)(DMHAS)(DOH)(DOH)														
8	FSC - Arch Street Housing (CT0186)(PSH)(DMHAS)(SMF)(HC)														
- None	FSC - TLP (THP)(CTOTA)														
Proor	FSC - SOAR (DMHAS)									_					
	FSC-PATH-Outreach and Eng-(DMHAS)L603828299														
	FSC - Home at Last(DMHAS)(PSH)														
		0	2.5	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5

5. This will open the current client chart

Client ID	Gender	Birth Dote	Roce	Ethnicity
252245	Male	5/15/1982	White	Non-Hispanic/Non-Latin(a)(a)(x)
230690	Female	8/8/1071	White	Non-Hisponic/Non-Lotin(a)(a)(x)
242437	Female	6/11/1992	White	Non-Hisponic/Non-Latin(a)(a)(x)
191325	Male	3/25/1964	White	Non-Hispania/Non-Latin(a)(a)(x)
192087	Mala	10/6/1060	Black, African American or African	Non-Haponic/Non-Lotin(a)(o)(x)
26411	Male	6/28/1992	White	Non-Hisponic/Non-Lotin(a)(a)(x)
266237	Mala	10/14/1081	White	Non-Hispanic/Non-Latin(a)(a)(x)
216095	Female	12/25/1969	Black, African American or African	Non-Hisponic/Non-Lotin(a)(a)(x)
271792	Male	2/20/1981	Black, African American or African	Non-Hisponic/Non-Lotin(a)(a)(x)
216142	Female	11/12/1970	White	Non-Hispanic/Non-Latin(a)(a)(x)
				Results Per Pogel 50 - v

6. To export to excel, click on the tear drop in the top right and select the excel icon

