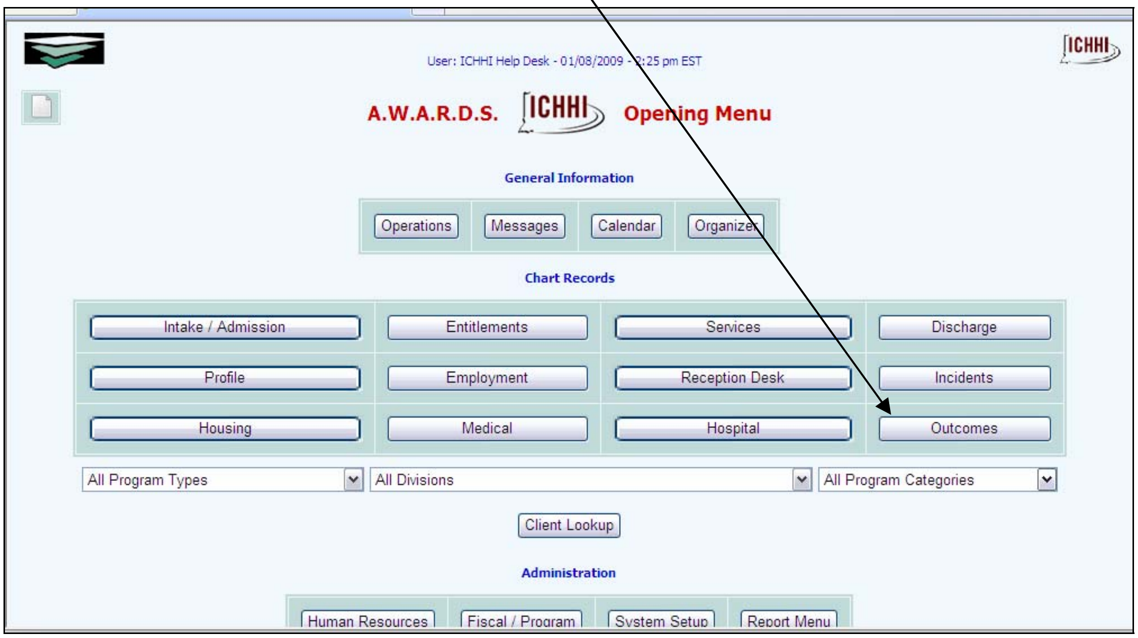
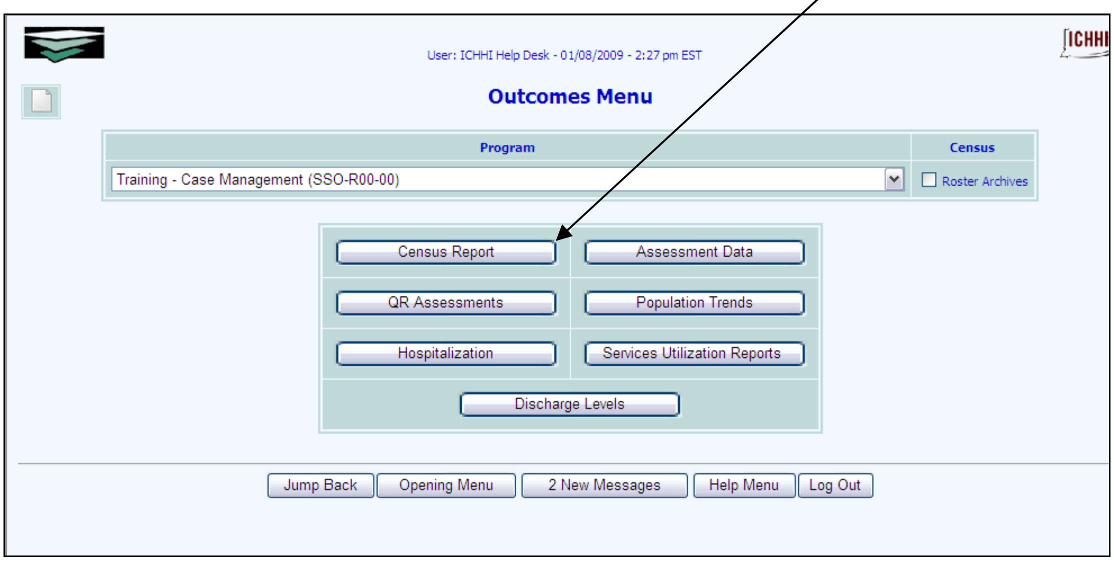
The Census Report

The Census Report is found under the Outcomes Menu.



First select the program you want to report on and then click Census Report.



The Census Report is similar to the Demographics Report in that it looks at only demographics information and allows you to select the fields you want to include in the report. But there are two main differences between the Demographics Report and the Census Report:

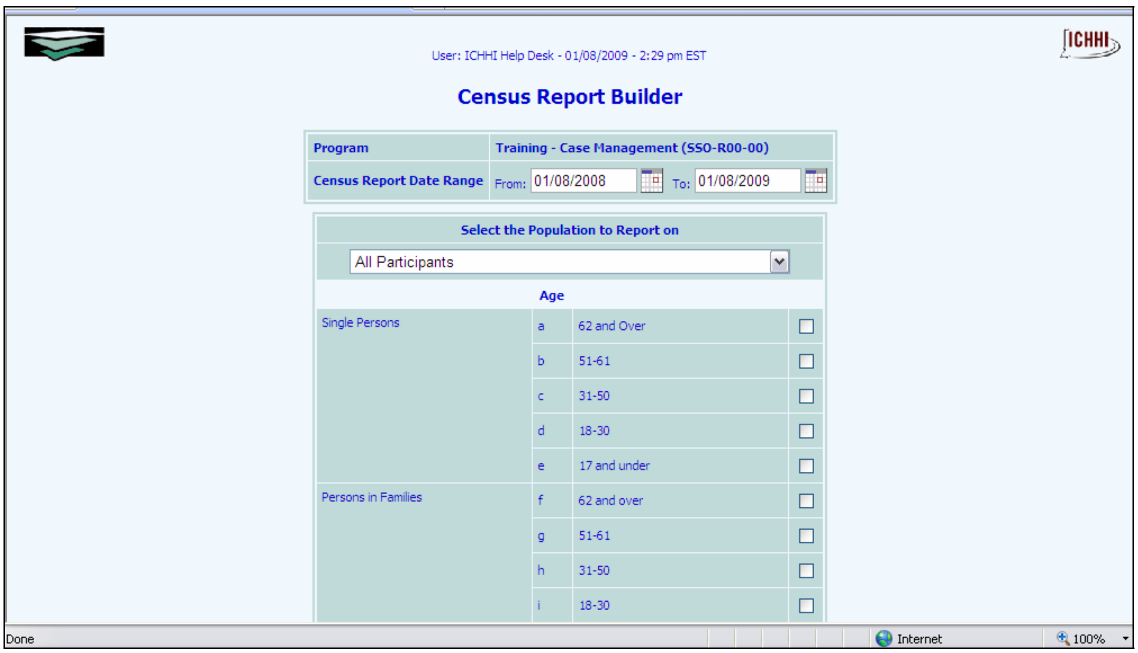
– The biggest difference is that the Census Report pulls all of its data from the Household/Child Info form, whereas the Demographics Report only looks at the

Head of Household's intake form. As a result the Census Report is the only report that allows you to include all household members and children. The downside is that the Household/Child Form doesn't have as many fields so your options are much more limited.

– In addition, the Census Report contains no display options and does not provide summary tables.
– You are able to filter the Census Report but the filter options work differently than the Demographics Report.

How It Works

– First enter the Date Range you would like for the report. The default is one year from today. If you only want to see clients in the program today, change both dates to today's date.



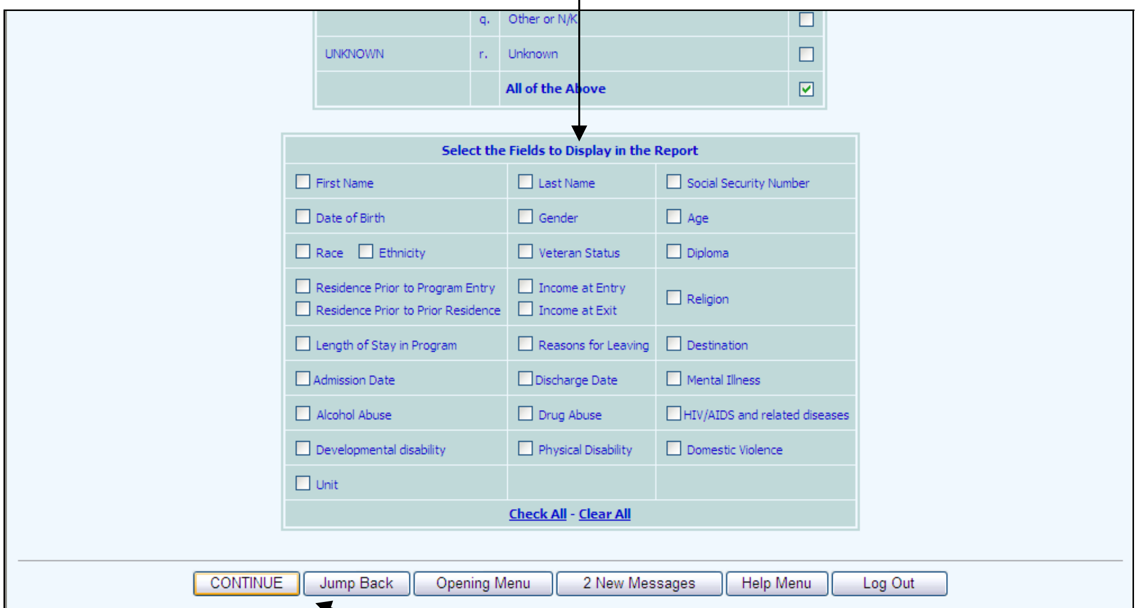
– Then Select the Population to Report On. This option allows you narrow down who is included in the report. The default option is to report on All Participants, that is anyone who was enrolled in your program at any time between the dates selected. You can also choose to report out on just the Participants who Entered during the date range, Participants who Left during the date range, Participants who Left or Entered during the date range, or just the Participants who were on Board at the start date of the report. These options are very helpful for reports such as the Emergency Shelter Grant Report that does ask you to break down reports based on who entered and who left during a given date range.

– Next you are presented with several Filter Option Tables. The default option for all of these tables is that you want to include everyone or All of The Above. If you do not want to include everyone and would prefer to filter the report down to a particular subset you can uncheck the box next to All of The Above and check off the individual boxes next to the criteria you would like to filter on.

  – For example, if you want to filter out the men and only run a report on the women in your program, scroll down to the Gender table and uncheck All Of The Above and check off only the boxes next to Female and Trans-Female.

– A common filter option is to look only at the Children by using the Age Table. Always remember to first uncheck the box for All of The Above and then just check off the boxes next to ages that correspond to children 17 and under. In the Age Table the choices labeled Single Persons are for single persons with no family members, whereas the Persons in Families includes anyone who has family members entered on the Household/Child Form.

– Below all of the Filter Option Tables is a table containing most of the fields found on the Household/Child Form. You can select whatever fields you want to have displayed on the report.



– To run the report just click the Continue button at the bottom of the page. It may take a while for the report to run in larger programs.

– When the report runs you will be given a simple table containing a separate row for each client, and separate columns for each of the fields you selected to display. The Census Report does not provide any summary tables or counts of the client. There is, however, an **Excel®** link at the top of the report that will export the report into Microsoft Excel so that you can manipulate the report however you would like. Using Excel you can sort the report, provide a count, or use formulas to create your own summary tables if needed.

Questions?

Please use the Help Desk button in the Help Menu if you encounter any glitches where something is not working the way you expect it to.

You can always contact your regional representative at 800-939-1617 or send a message to the

HMIS Help Desk. To find out who your regional rep is, on the Opening Menu, there is an Information Link that you can follow to see a map of the State with all of the CoC regions and the contact information for each of the regional representatives as well as the HMIS office staff.