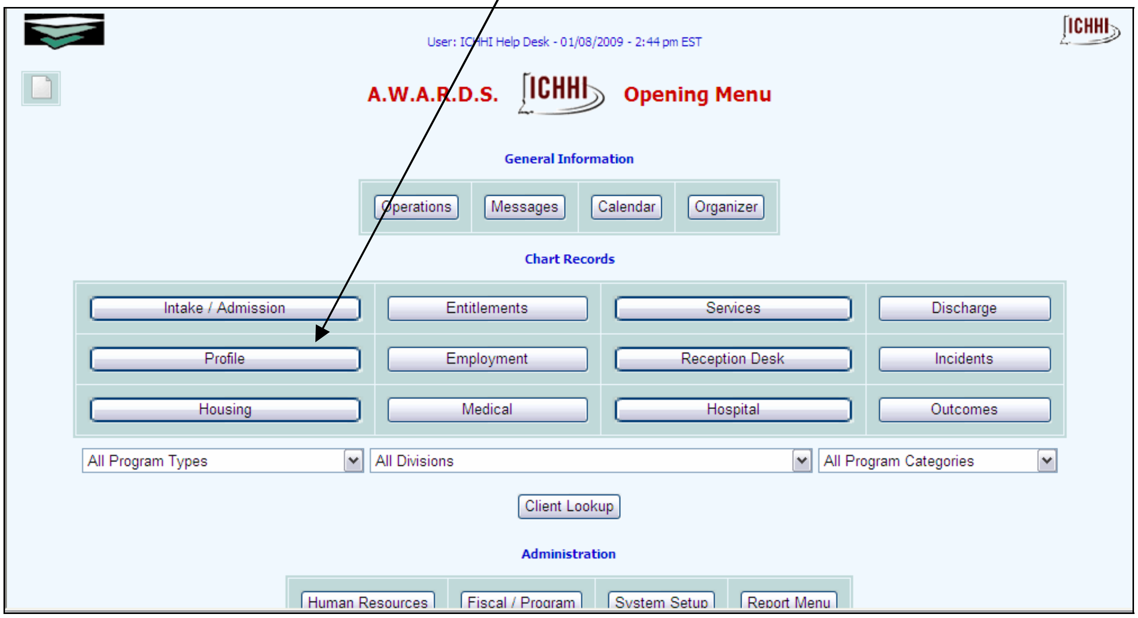
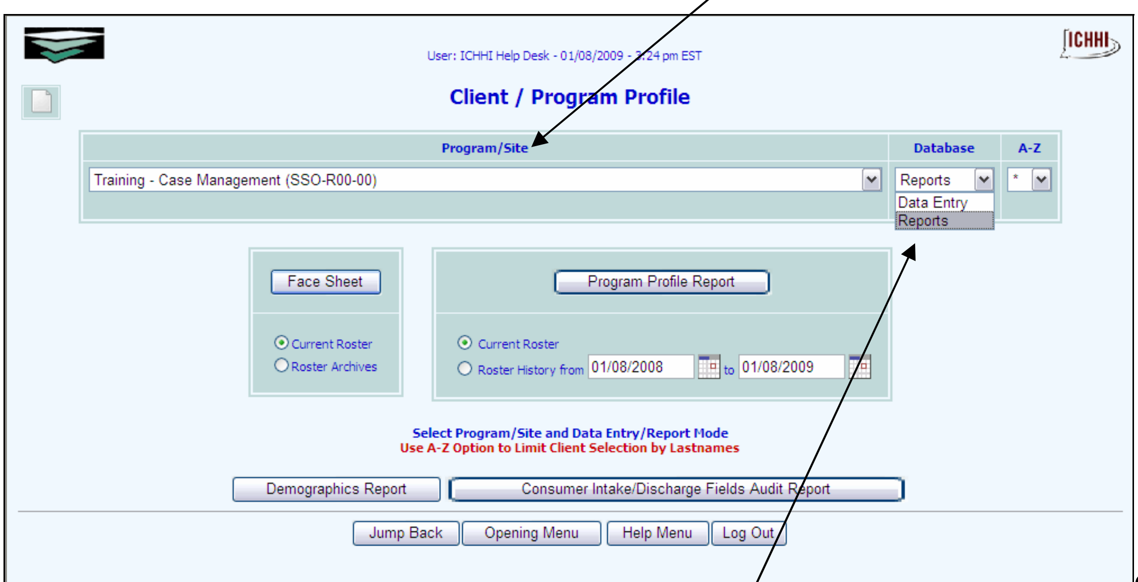
Program Profile Report

The Program Profile feature is used to monitor program profile information through the viewing of read-only roster profile reports.

From the Opening Menu page, click Profile.



The Consumer/Program Profile page is displayed. Click the Program/Site drop-down arrow and select the program or program type associated with the roster profile report to be viewed.



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Click the Database drop-down arrow and select Reports.

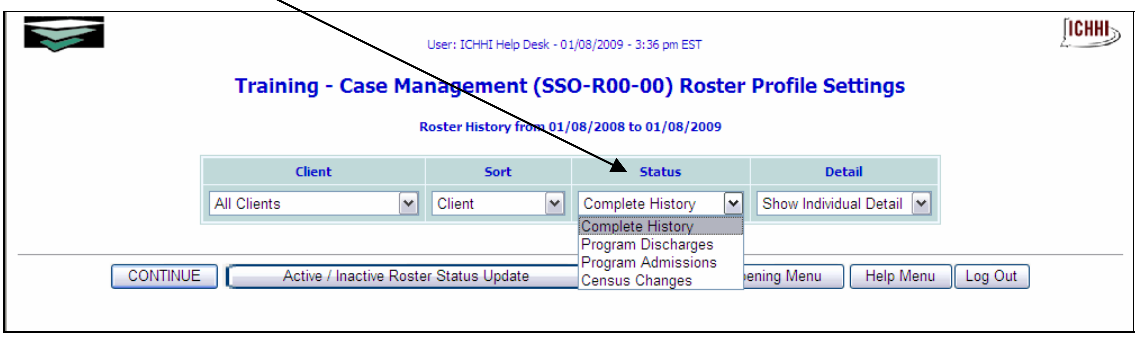
To limit report selection by consumer name, click the A-Z drop-down arrow and select the consumer's last name initial. An asterisk (*) in this field will include all consumers in the report selection process.

Indicate which consumers are to be included in the report by clicking one of the Roster radio buttons, either Current Roster or Roster History. If choosing the Roster History option, enter the Date Range for the report. Click Program Profile. The Roster Profile Settings page is displayed.

To view the roster profile information for a specific consumer, click the Client drop-down arrow and select that consumer.

If a specific consumer was not selected, click the Sort drop-down arrow and make a selection to indicate how roster information is to be displayed in the roster profile report. You can sort by: Consumer Name, Admission Date, Discharge Date, or Program.

If Roster History was selected on the Consumer/Program Profile Menu page, click the Status drop-down arrow and make a selection to further narrow report contents. You can choose to report the Complete History, Program Discharge Status, Program Admissions, or Census Status.



If Current Roster was selected on the Consumer/Program Profile Menu page the Status option is not available.

You can also choose the level of detail included in the report by clicking the Detail drop-down arrow. You can choose to Show Individual Detail (the report will include detail on individual consumers) or Summary Tables Only (only summary, information will be included in the report, and no consumer names).

Click Continue. The roster profile report is displayed on the Roster Profile page.

The contents of this read-only report are based on the selections made. The report may contain a combination of consumer name, admission date, LOS (length of stay) days, birth date, age, gender, ancestry, and discharge date, as well as average and median LOS numbers, and demographics information.

To export the roster profile information to a Microsoft Excel file at this time, click the **Excel**® file link and follow the download instructions on the screen. Once exported to Excel, this information can be saved and worked with to perform data analysis and various other tasks.

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.