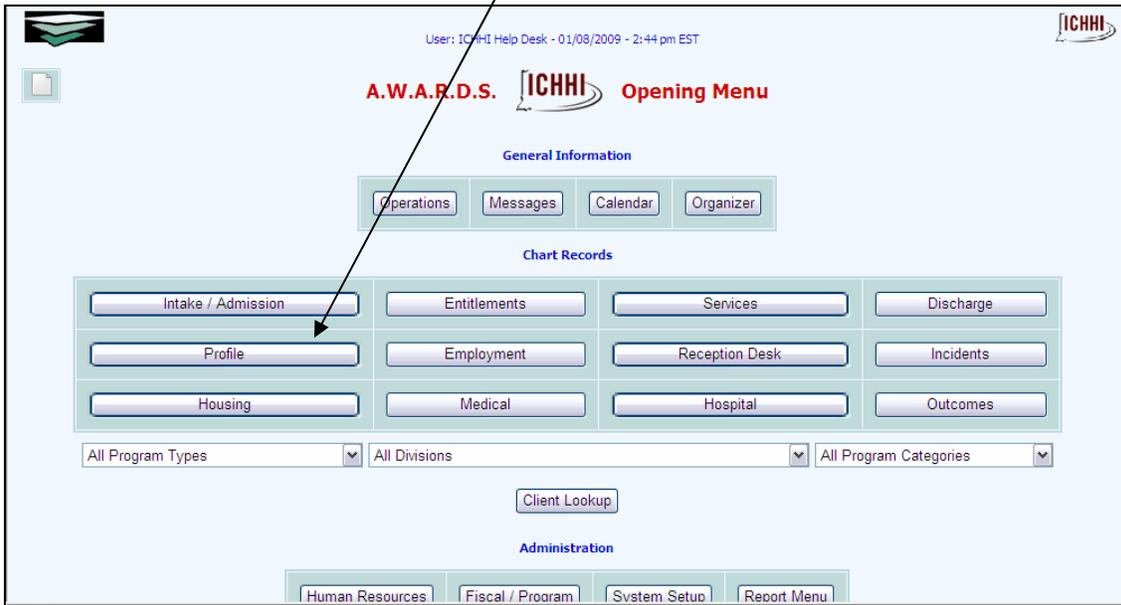


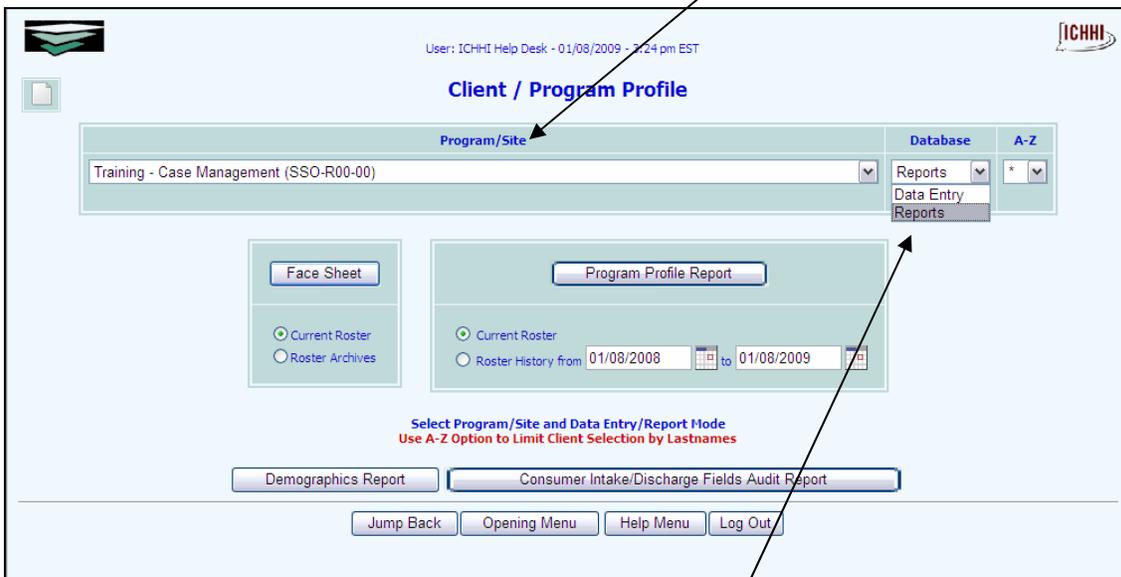
# Program Profile Report

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.



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](#).

The screenshot shows the 'Roster Profile Settings' page for 'Training - Case Management (SSO-R00-00)'. The 'Roster History' is set from 01/08/2008 to 01/08/2009. The 'Status' dropdown menu is open, showing options: Complete History, Program Discharges, Program Admissions, and Census Changes. The 'Detail' dropdown is set to 'Show Individual Detail'. There are buttons for 'CONTINUE', 'Active / Inactive Roster Status Update', 'Learning Menu', 'Help Menu', and 'Log Out'.

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.

The screenshot shows the 'A.W.A.R.D.S. ICHHI Opening Menu' interface. At the top, it displays the user 'User: ICHHI Help Desk - 01/08/2009 - 10:53 am EST' and the ICHHI logo. Below the title, there is a 'General Information' section with buttons for 'Operations', 'Messages', 'Calendar', and 'Organizer'. The 'Chart Records' section contains a grid of buttons for various services: 'Intake / Admission', 'Entitlements', 'Services', 'Discharge', 'Profile', 'Employment', 'Reception Desk', 'Incidents', 'Housing', 'Medical', 'Hospital', and 'Outcomes'. At the bottom, there are three dropdown menus for 'All Program Types', 'All Divisions', and 'All Program Categories', along with a 'Client Lookup' button. An arrow from the text above points to a small icon in the top-left corner of the interface.