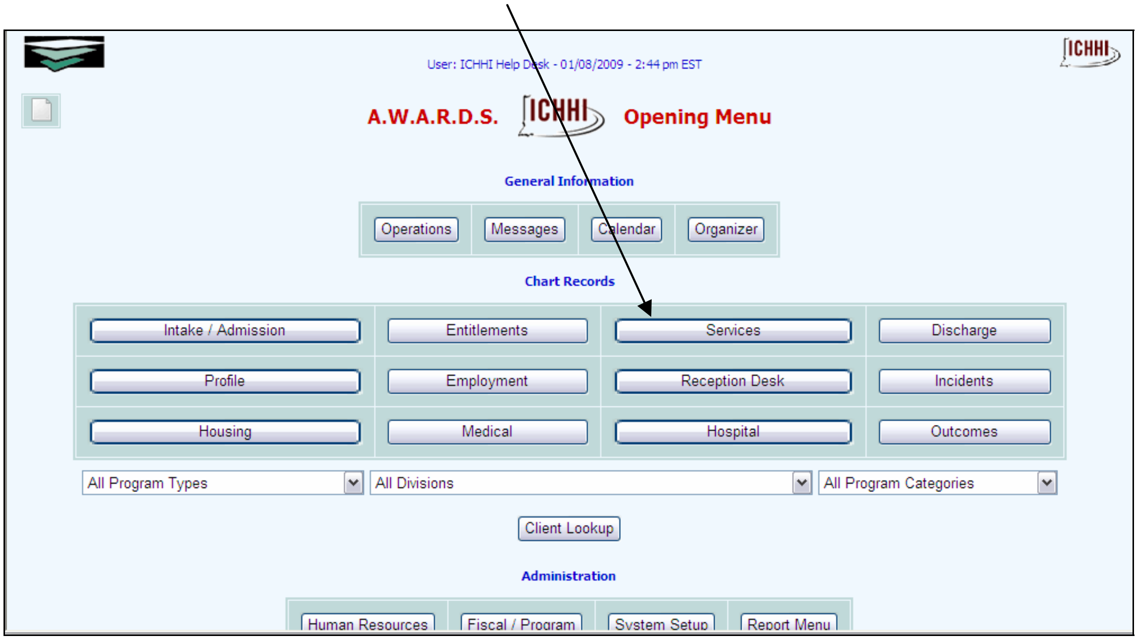
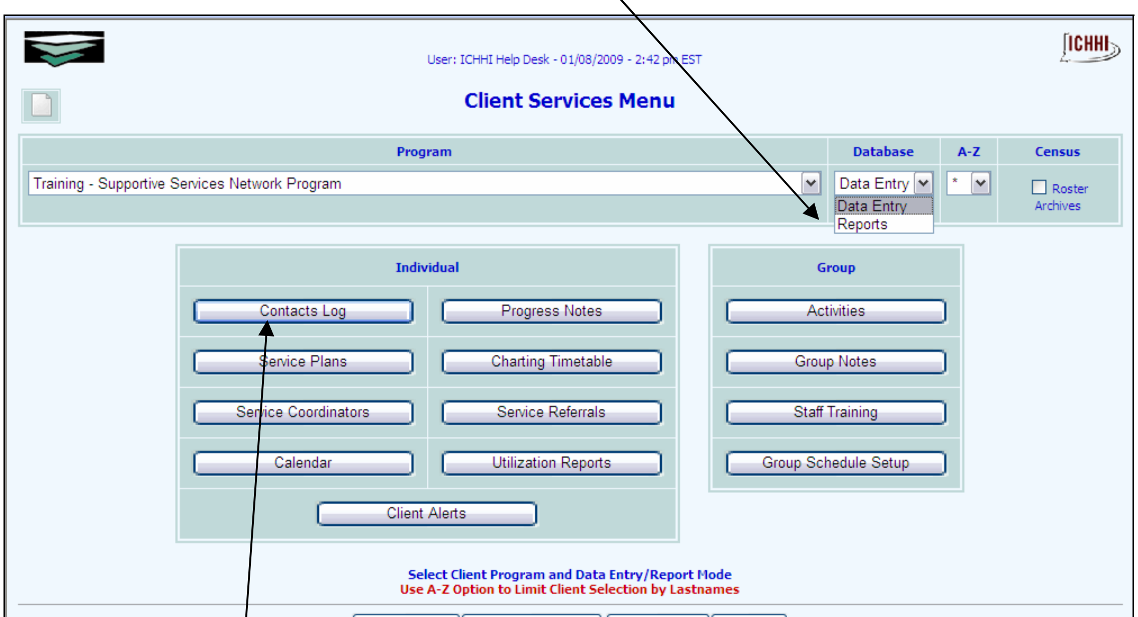
The Supportive Services Delivery Report

The Supportive Services Delivery Report allows you to get a count of the material goods and services that you have provided to your clients. The services that it reports from are recorded on the Contact Log's Supportive Services Checklist.

This report is found under the Services menu.



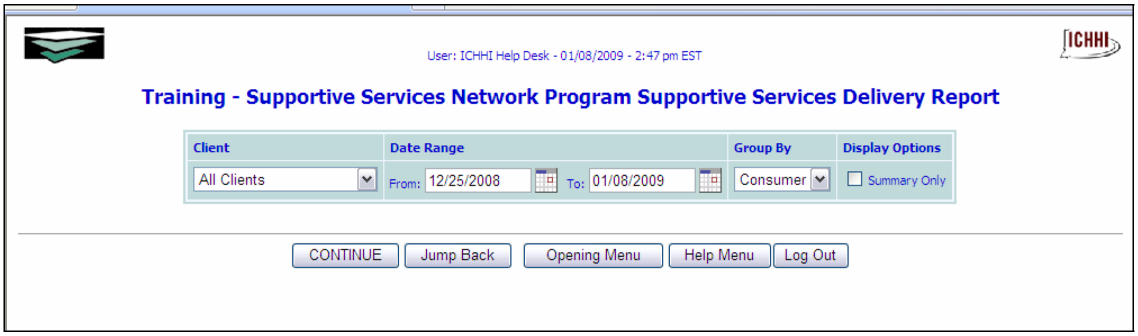
From the Services menu select the program that you would like to report on and then change the Database drop down to Report mode.



Then click the Contact Logs button.

You will be presented with the following report options.

– First is a drop down asking if you want to report on All Clients or just one of the clients in your program.



– Secondly, you can select whatever Date Range you would like. Any services that were recorded within the date range will show up on the report. The default date range is 2 weeks from today.

– You can choose to Group By to sort the report by Consumer (Client), Date, or Service Type.
  – Grouping by Consumer will show you what services each client was given during the date range.
  – Grouping by Date will show what services were given to each client on each date during the date range.
  – Grouping by Service will show how many clients received each different type of service. This is the most common way to run the report.
  – After you run the report, you can change the Grouping option by clicking on any of the column headers.

– If you choose Summary Only you will get a table that does not include Client Names. If you choose Group by Consumer you'll get a generic count of the number of Services each client received.

– If you choose Service Details any of the Details that were typed in the Contact Logs will show up on the report. Currently you can not sort the report by Service Details so you will need to export the report into **Excel**® if you want to sort by Service Details. This becomes difficult if your agency does not have a standard method for recording the Details on the Supportive Services Checklist.

When you have the report options select hit Continue to run the report.

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.