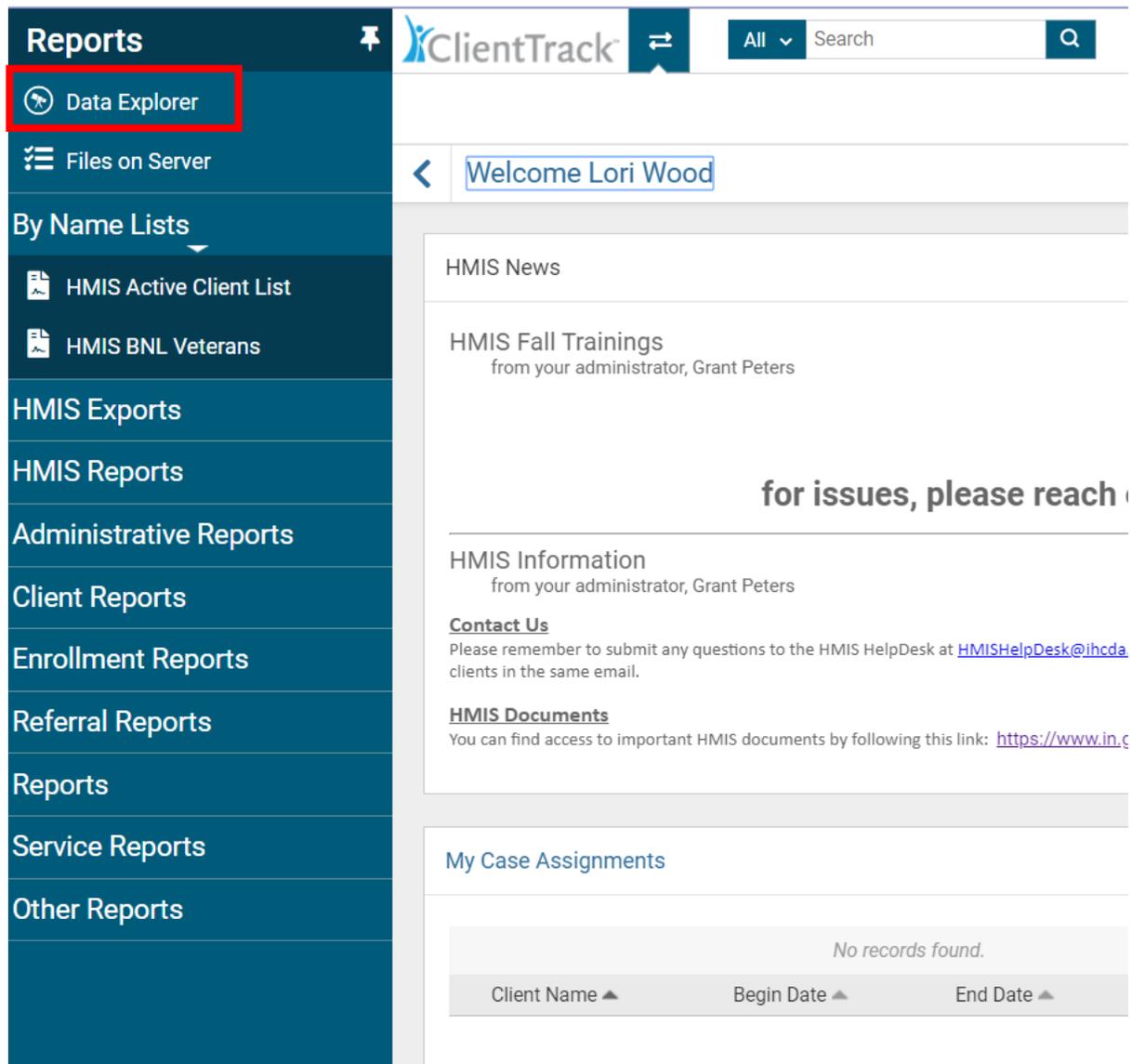


HOW TO GUIDE FOR THE COVID-19 REPORT USING DATA EXPLORER

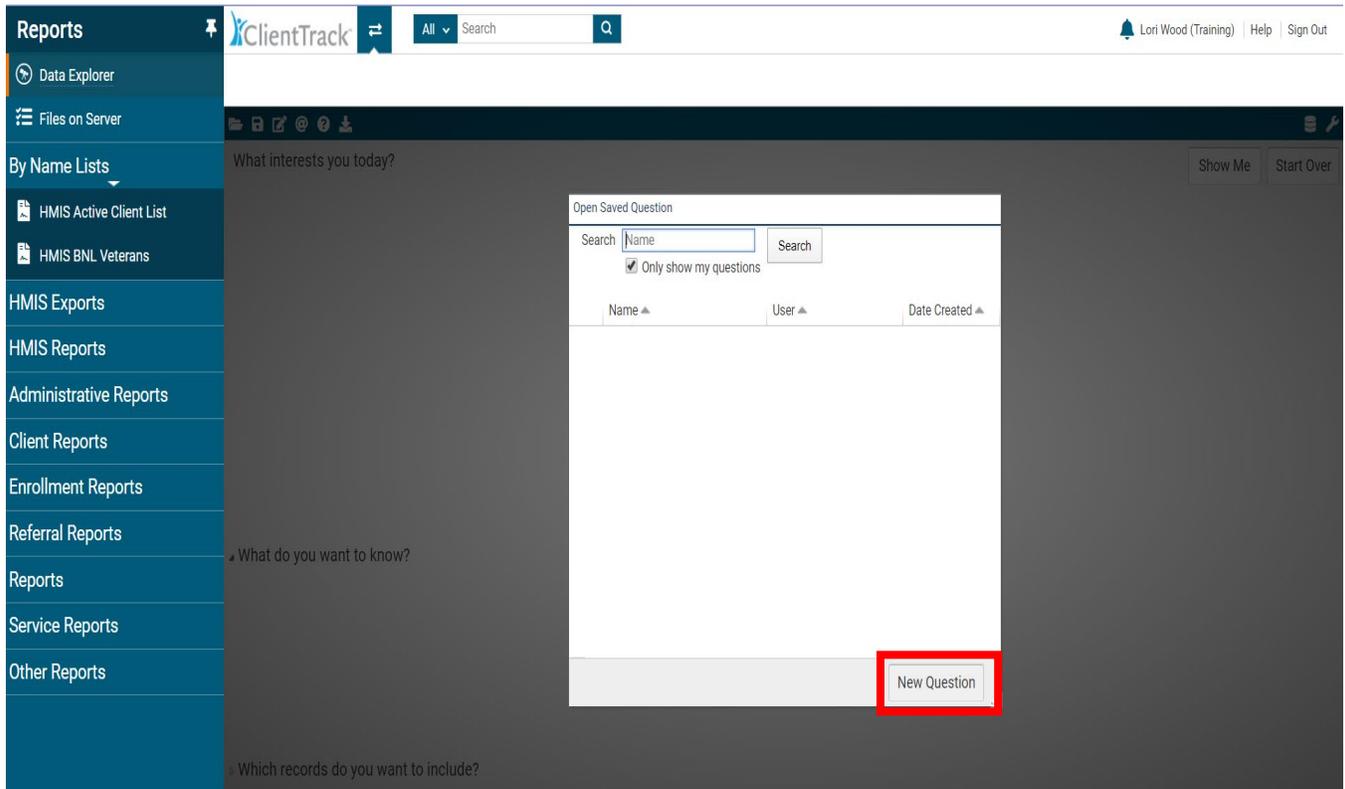
From the “**Reports**” workspace in HMIS

Click on “**Data Explorer**” in the menu on the left side of the screen

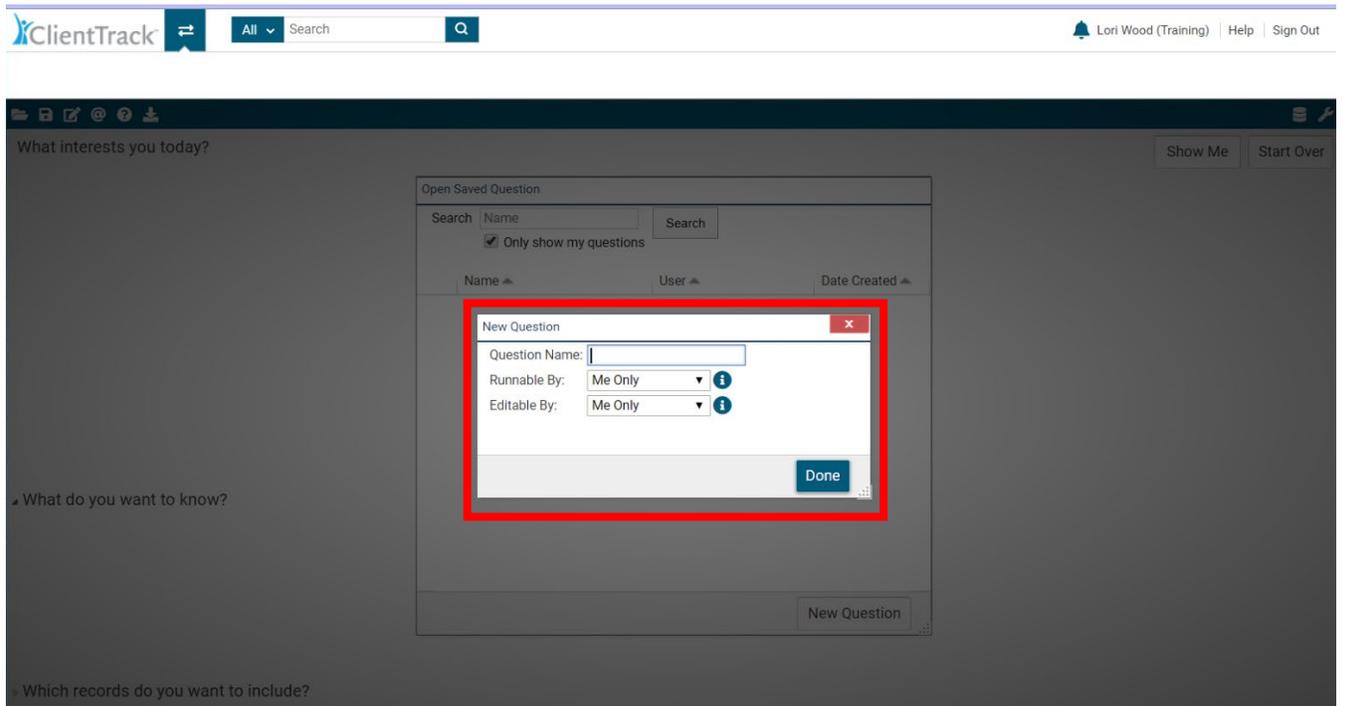


The screenshot displays the ClientTrack interface. On the left, a dark blue sidebar contains a menu with the following items: Reports (with a pin icon), Data Explorer (highlighted with a red box), Files on Server, By Name Lists (with a dropdown arrow), HMIS Active Client List, HMIS BNL Veterans, HMIS Exports, HMIS Reports, Administrative Reports, Client Reports, Enrollment Reports, Referral Reports, Reports, Service Reports, and Other Reports. The top navigation bar includes the ClientTrack logo, a search bar with a dropdown menu set to 'All', and a search icon. Below the navigation bar, a welcome message reads 'Welcome Lori Wood'. The main content area is divided into sections: 'HMIS News', 'HMIS Fall Trainings' (with a sub-note 'from your administrator, Grant Peters'), a section for 'for issues, please reach', 'HMIS Information' (with a sub-note 'from your administrator, Grant Peters'), 'Contact Us' (with instructions to email HMISHelpDesk@ihcda), and 'HMIS Documents' (with a link to https://www.in.c). At the bottom, there is a section for 'My Case Assignments' which currently shows 'No records found.' and a table header with columns for 'Client Name', 'Begin Date', and 'End Date'.

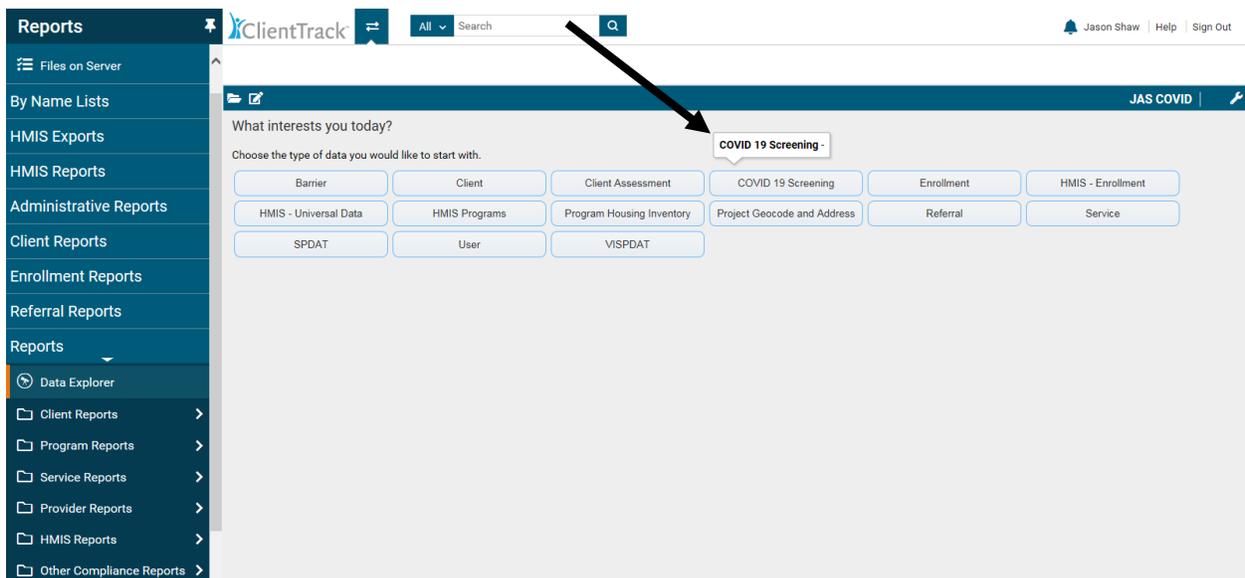
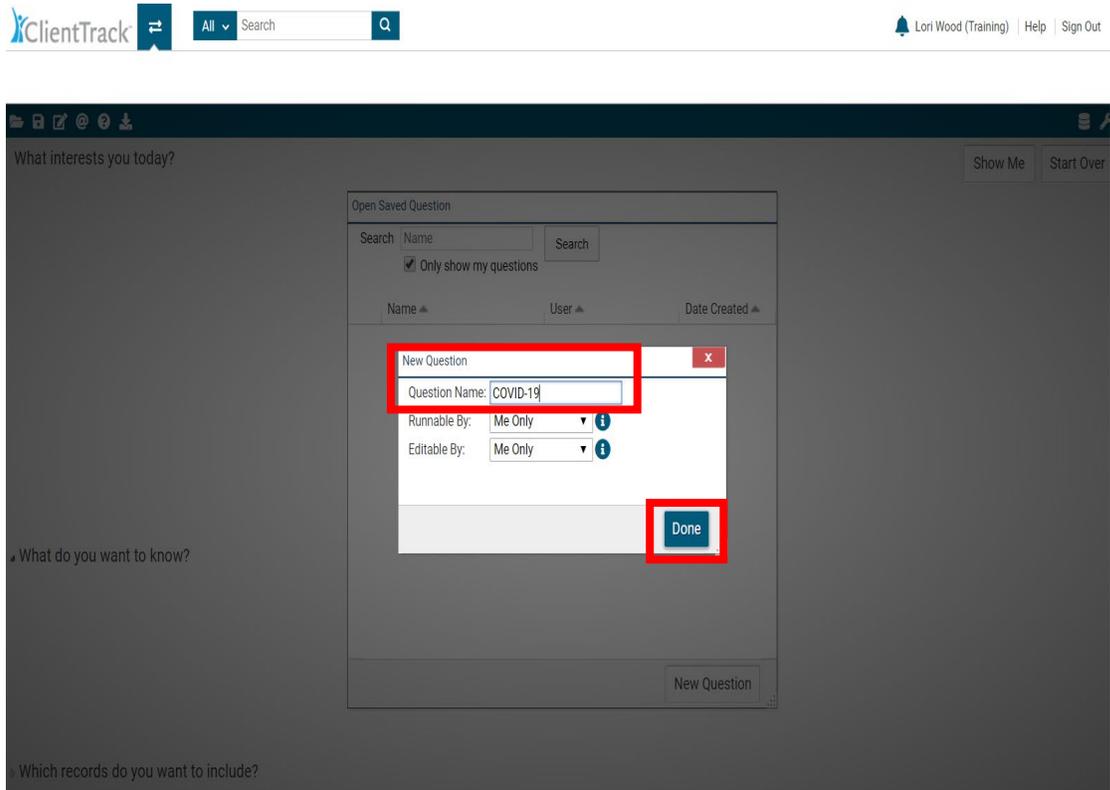
A pop-up box appears, click on **"New Question"** in the bottom right corner of the pop-up box



Next a **"New Question"** pop-up box appears



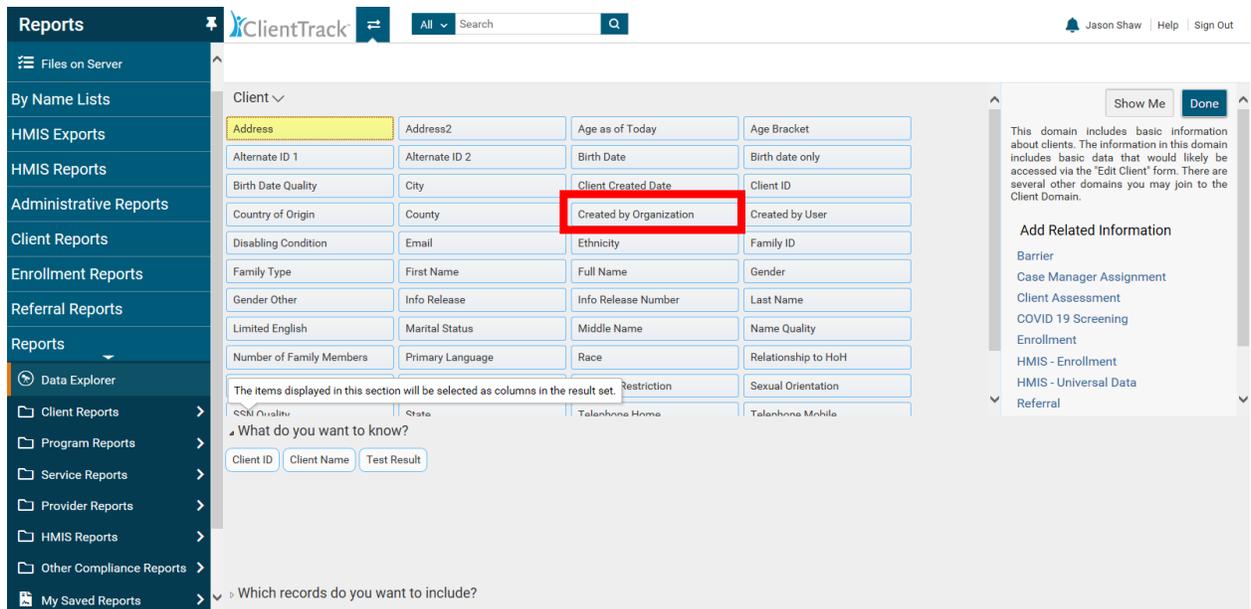
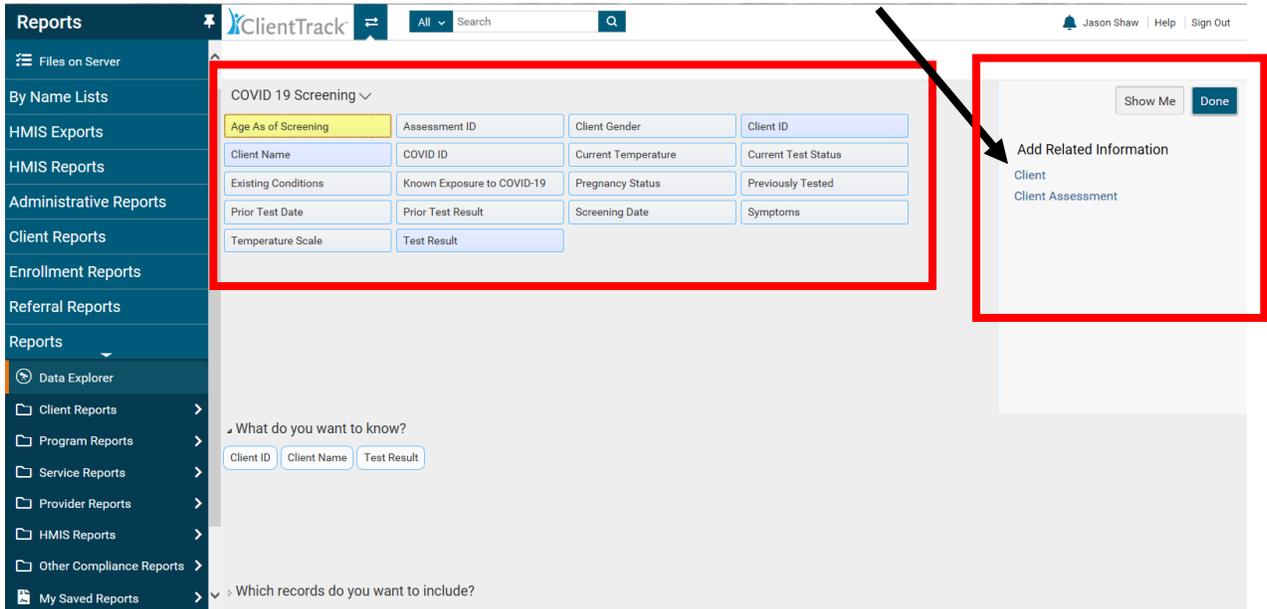
Type "COVID-19" in the "Question Name" pop up box, then click "Done"



Next, click on the information you want to pull in the report:

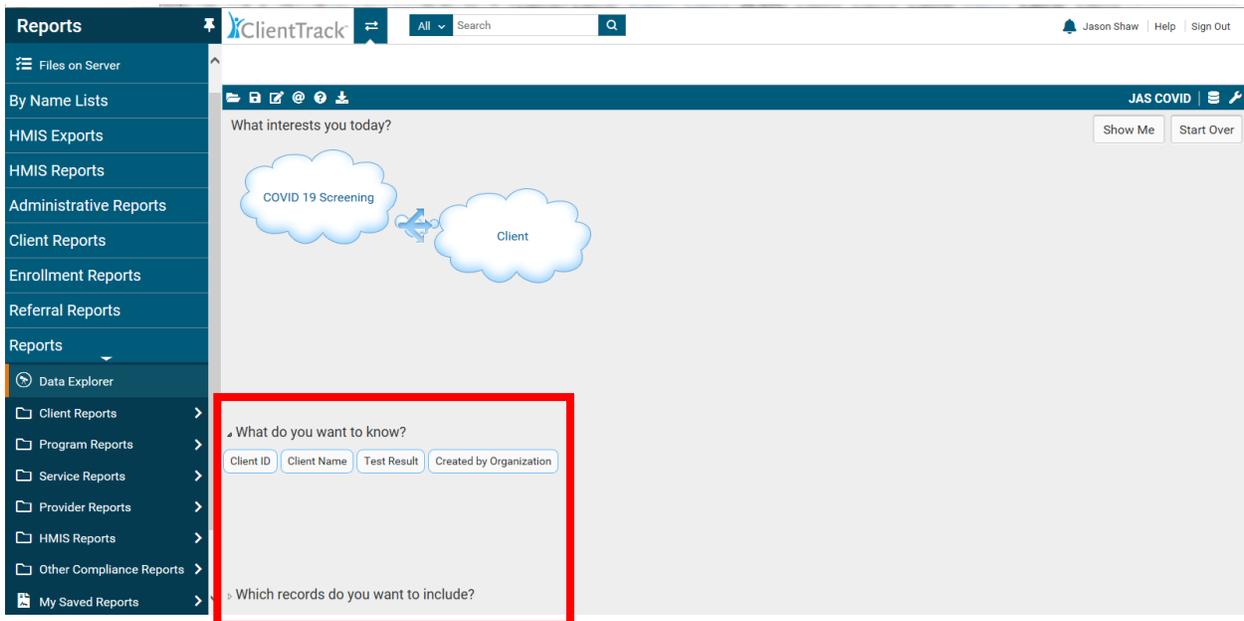
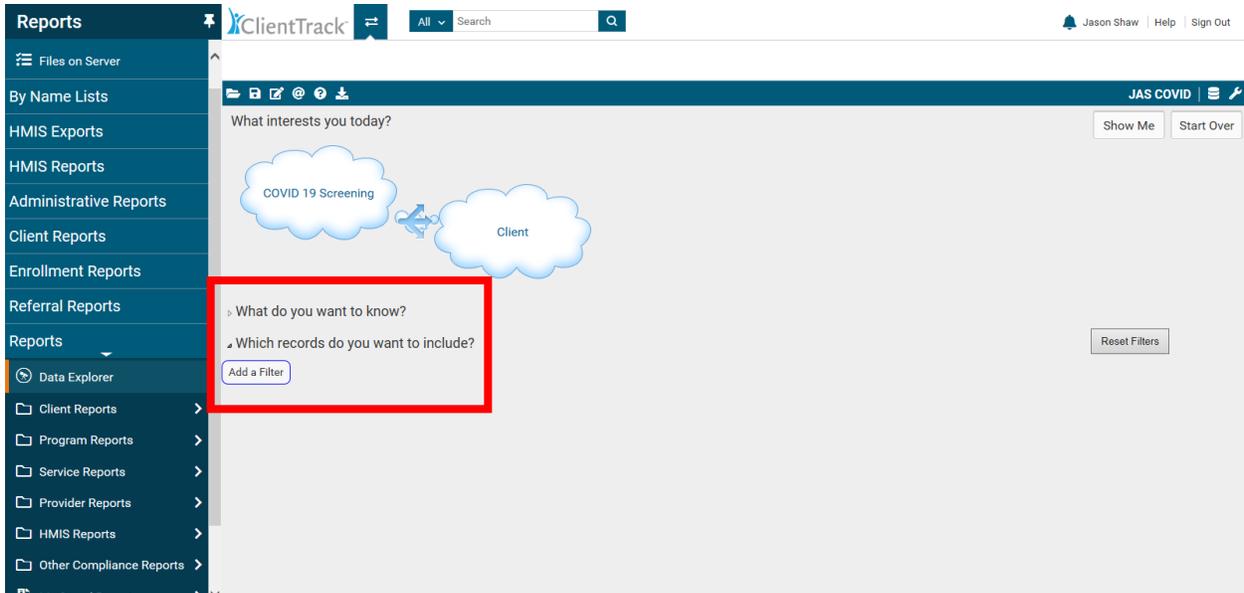
To filter by **Organization**, you will also need to add some client identifying data elements which are not listed in the COVID-19 Screening data elements. To do this, on the Data Explorer, after selecting the COVID-19 Screen Data Elements (that little cloud) and clicking the elements you want to know (ClientID, screening date, etc. – as listed in Lori’s instructions), you can then see on the right it says “Add Related Information” and will show “Client” and “Client Assessment”.

Click “Client” which will tie a new group of data elements (a new cloud). Here you can select “Created by Organization”.



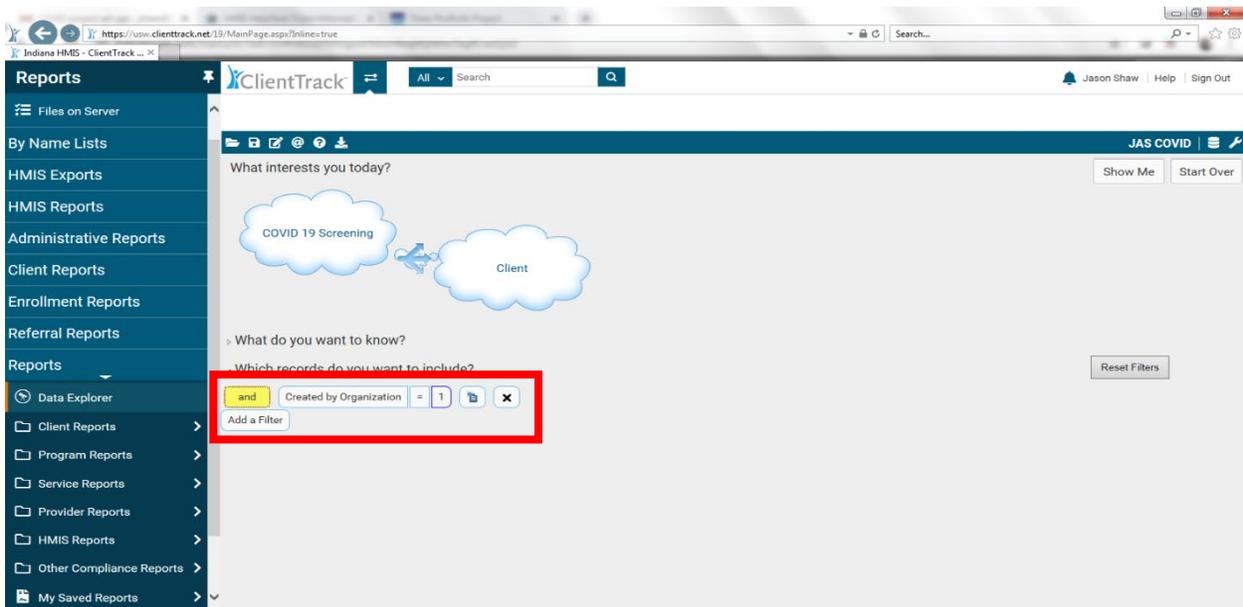
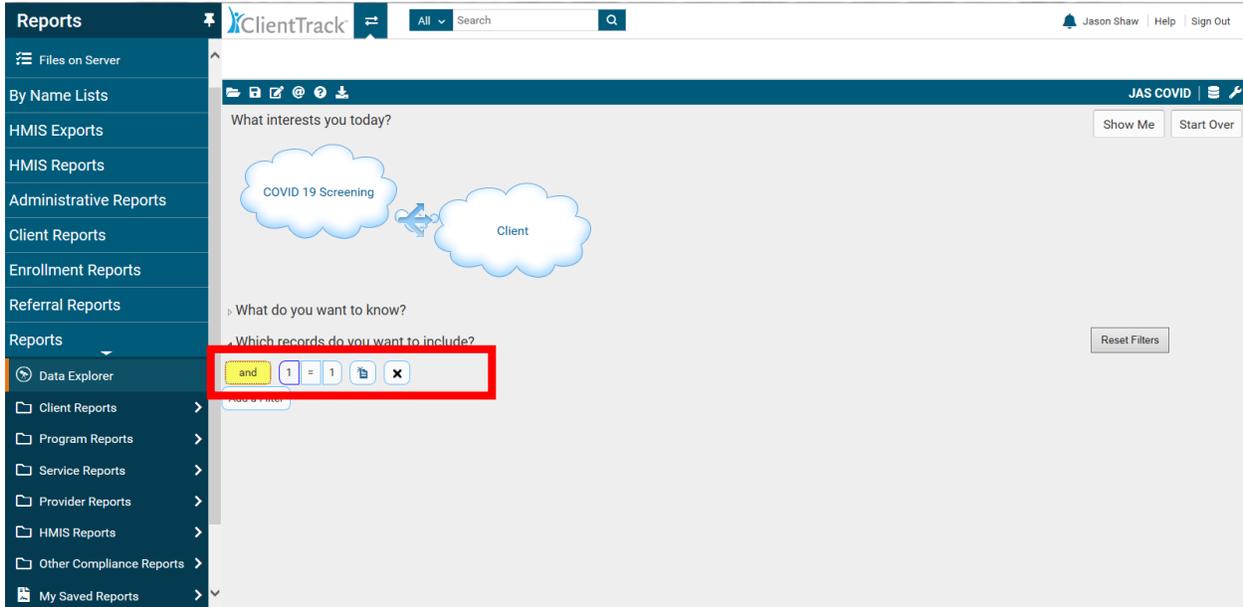
Then at the bottom (under What do you want to know) it asks What Do You Want to Include. Expand that.

Click – “Add a Filter”

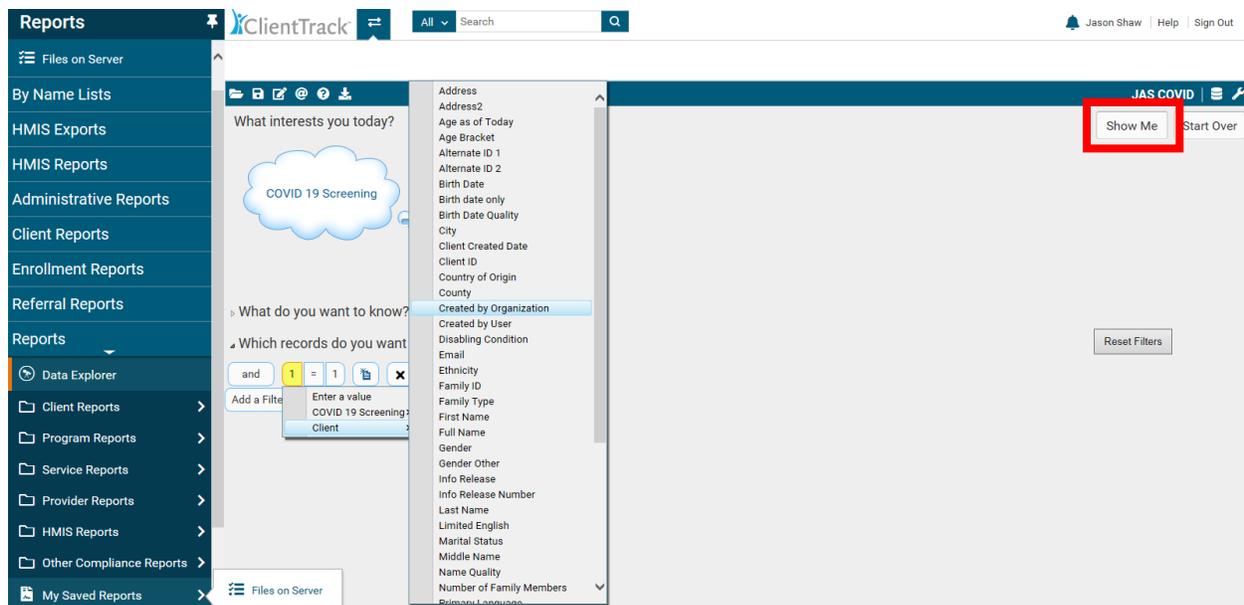


This will bring up a Command that says "1=1" click the first "1" and the drop down gives you the option to select "Client" then expands to let you select "Created by Organization" select Created By Organization" (you'll then have "Created By Organization = 1").

Then click the second 1 and select "Enter a Value".



This will bring up a list of **ALL** the organizations in the system. Find your organization and select that.



6. Then click “**Show Me**” and this will give you what you need.

The report will appear.

Please contact the HMIShelpdesk@ihcda.in.gov if you need additional assistance