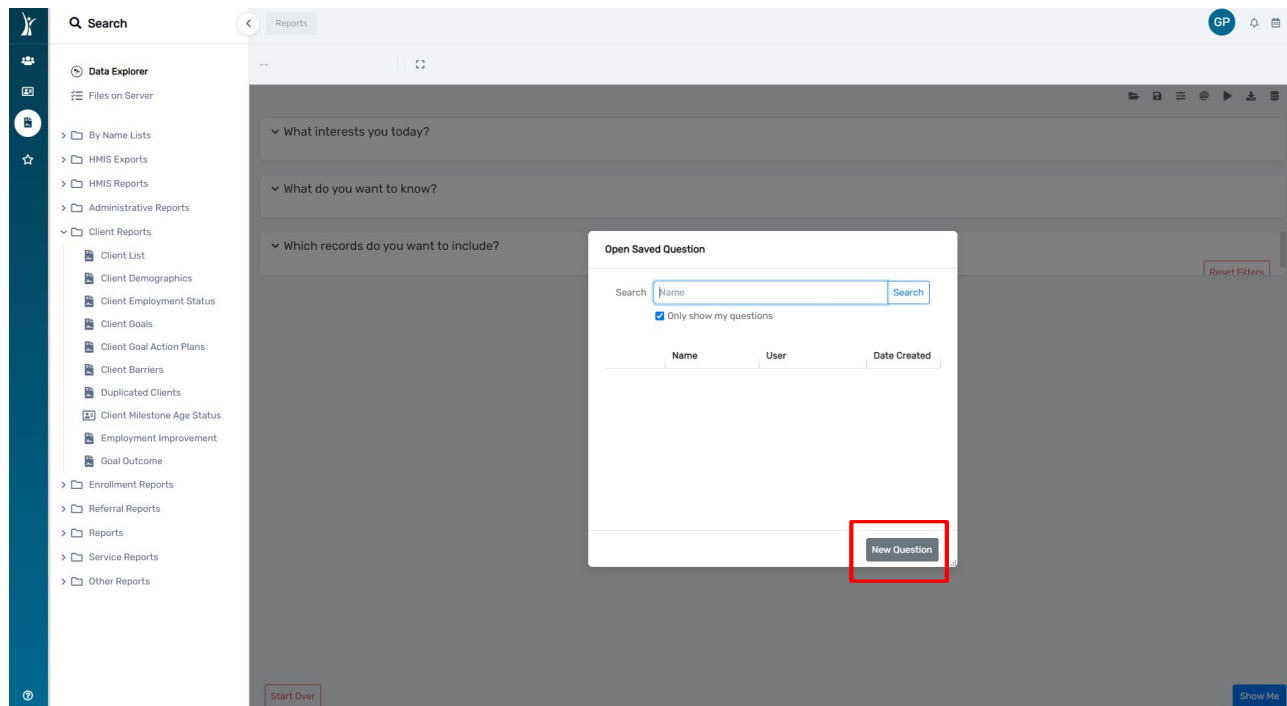


HOW TO GUIDE FOR THE COVID-19 REPORT USING DATA EXPLORER

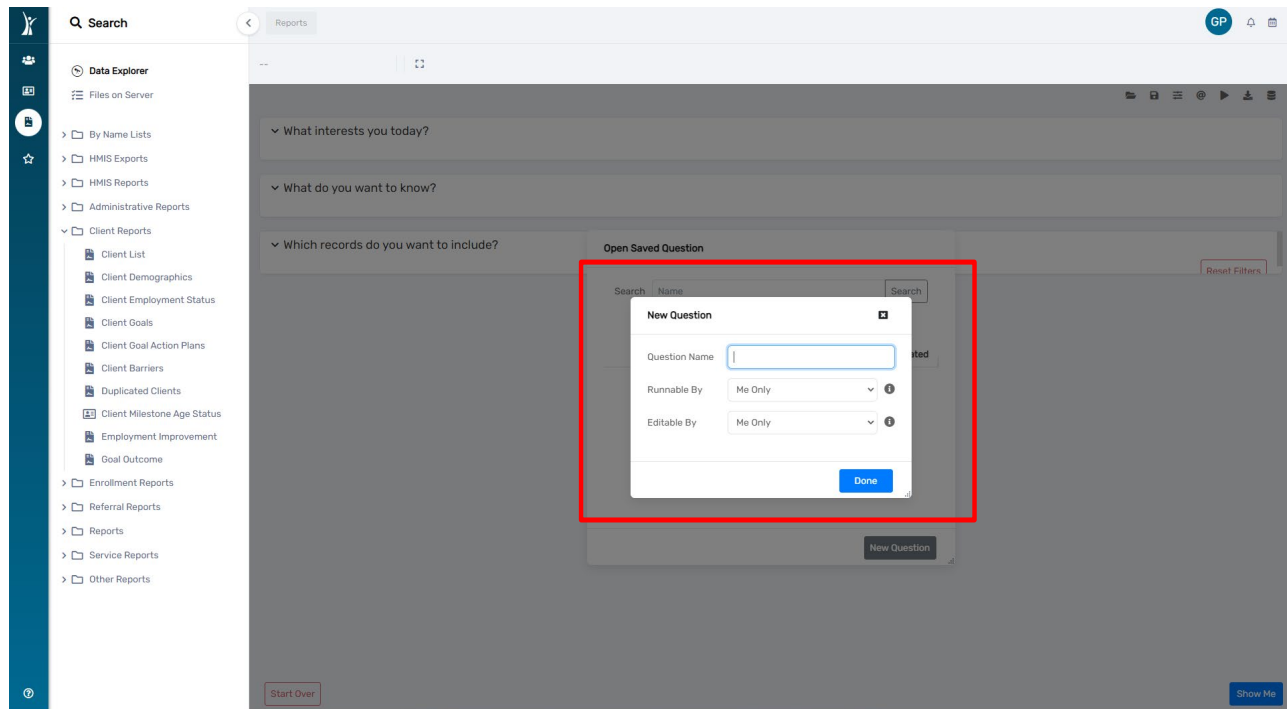
1. From the **"Reports"** workspace in HMIS
2. Click on **"Data Explorer"** in the menu on the left side of the screen

[illegible]

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



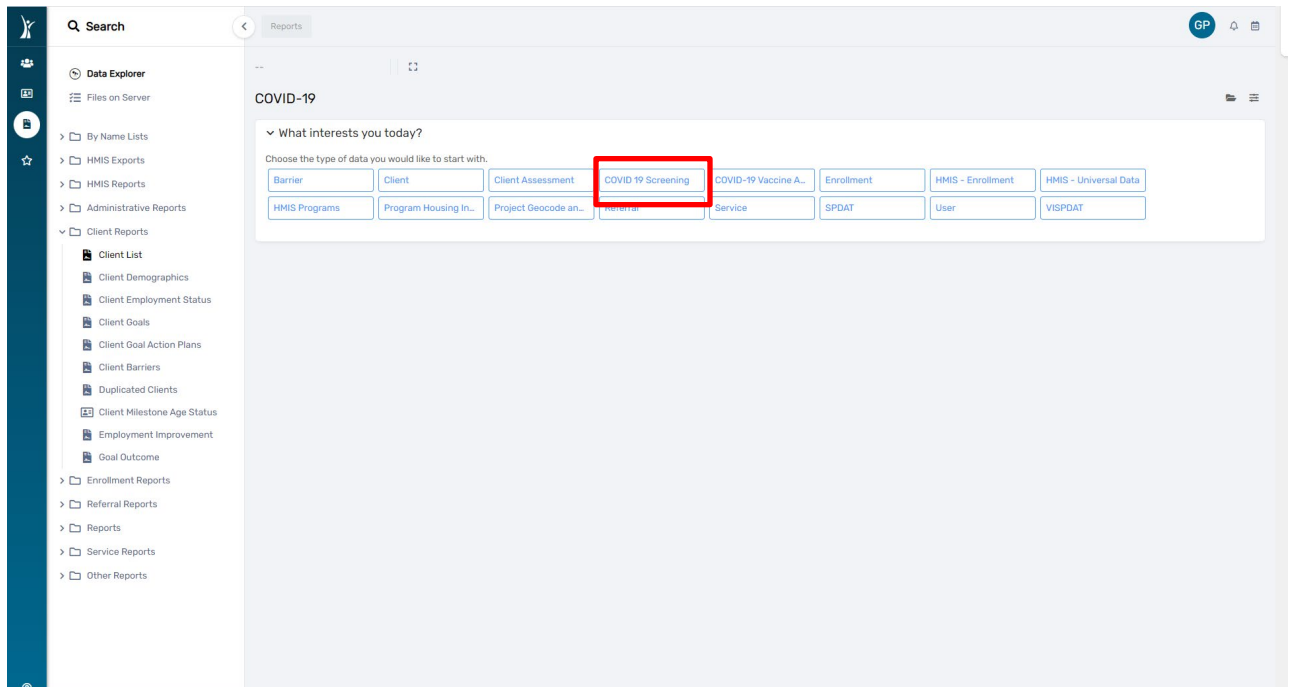
4. Next a **"New Question"** pop-up box appears



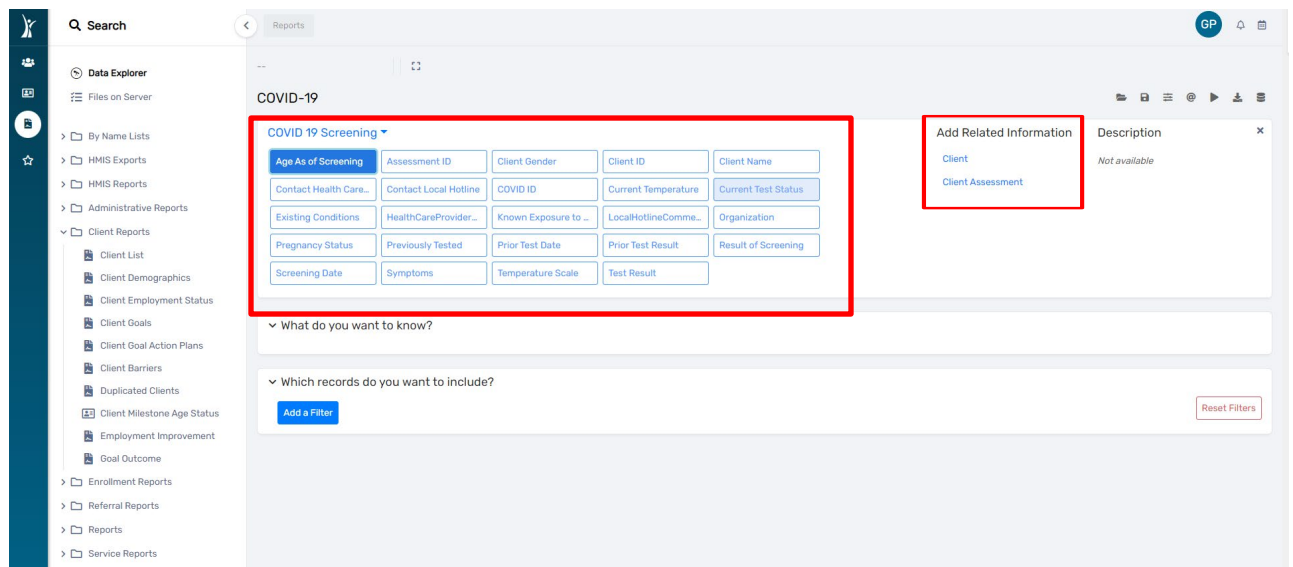
5. Type **"COVID-19"** in the **"Question Name"** pop up box, then click **"Done"**

The screenshot shows a 'New Question' dialog box in a data explorer application. The dialog box is centered and has a white background. At the top, there is a search bar with the text 'COVID-19' entered. Below the search bar, there are two dropdown menus: 'Runnable By' and 'Editable By', both set to 'Me Only'. A blue 'Done' button is located at the bottom right of the dialog box. The background is a blurred view of the main application interface, which includes sections for 'What interests you today?', 'What do you want to know?', and 'Which records do you want to include?'. There are also buttons for 'Start Over', 'Show Me', and 'Reset Filters' visible in the background.

6. 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 and clicking the elements you want to know (ClientID, screening date, etc. – as listed in Grant’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. Here you can select **"Created by Organization"**.



COVID-19

Client

Address	Address2	Age as of Today	Age Bracket	Alternate ID 1
Alternate ID 2	Birth Date	Birth date only	Birth Date Quality	City
Client Created Date	Client ID	Country of Origin	County	Created by Organization
Created by User	Disabling Condition	Email	Ethnicity	Family ID
Family Type	First Name	Full Name	Gender	Gender Other
Info Release	Info Release Number	Last Name	Limited English	Marital Status
Middle Name	Name Quality	Number of Family M...	Primary Language	Race
Relationship to HoH	Religious Preference	Scan Card ID	Security Restriction	Sexual Orientation
SSN Quality	State	Telephone Home	Telephone Mobile	Telephone Work
Veteran Status	Zip Code			

Add Related Information

Description

Barrier

Case Manager Assignment

Client Assessment

COVID 19 Screening

COVID-19 Vaccine Assessments

Enrollment

HMIS - Enrollment

HMIS - Universal Data

Referral

Service

SPDAT

VISPDAT

What do you want to know?

Which records do you want to include?

[Add a Filter](#)

[Reset Filters](#)

8. Then at the bottom (under What do you want to know) it asks, **“What Records Do You Want to Include”**. Expand that.

- Click – **“Add a Filter”**

COVID-19

Client

What do you want to know?

[Created by Organization](#)

Which records do you want to include?

[and](#) [1](#) [=](#) [1](#) [+](#) [x](#)

[Add a Filter](#)

[Reset Filters](#)

[Start Over](#)

[Show Me](#)

COVID-19

Client ▾

Address	Address2	Age as of Today	Age Bracket	Alternate ID 1
Alternate ID 2	Birth Date	Birth date only	Birth Date Quality	City
Client Created Date	Client ID	Country of Origin	County	Created by Organiza...
Created by User	Disabling Condition	Email	Ethnicity	Family ID
Family Type	First Name	Full Name	Gender	Gender Other
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Add Related Information

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VISPDAT

This domain includes basic information about clients. The information in this domain includes basic data that would likely be accessed via the "Edit Client" form. There are several other domains you may join to the Client Domain.

What do you want to know?

Created by Organization

Full Name

Client ID

Which records do you want to include?

and

1

=

1

+

x

Add a Filter

Reset Filters

Start Over

Show Me

- 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".

Goal Outcome

Enrollment Reports

Referral Reports

Reports

Service Reports

Other Reports

What do you want to know?

Created by Organization

Full Name

Client ID

Which records do you want to include?

and

Created by Organization

=

1

+

x

Add a Filter

Reset Filters

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

The screenshot shows the HMIS Data Explorer interface. On the left is a sidebar with a search bar and a list of report categories: Data Explorer, Files on Server, By Name Lists, HMIS Exports, HMIS Reports, Administrative Reports, Client Reports, Client Demographics, Client Employment Status, Client Goals, Client Goal Action Plans, Client Barriers, Duplicated Clients, Client Milestone Age Status, Employment Improvement, Goal Outcome, Enrollment Reports, Referral Reports, Reports, Service Reports, and Other Reports. The main area is titled 'COVID-19' and contains a 'Client' dropdown menu. The dropdown menu is open, showing a list of organizations. The 'Created by Organization' button is highlighted. Below the dropdown menu, there are two sections: 'What do you want to know?' and 'Which records do you want?'. The 'What do you want to know?' section has a 'Created by Organization' button. The 'Which records do you want?' section has a 'Created by Organization' button and a 'Full Name' button. The 'Show Me' button is highlighted in the bottom right corner.

11. 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