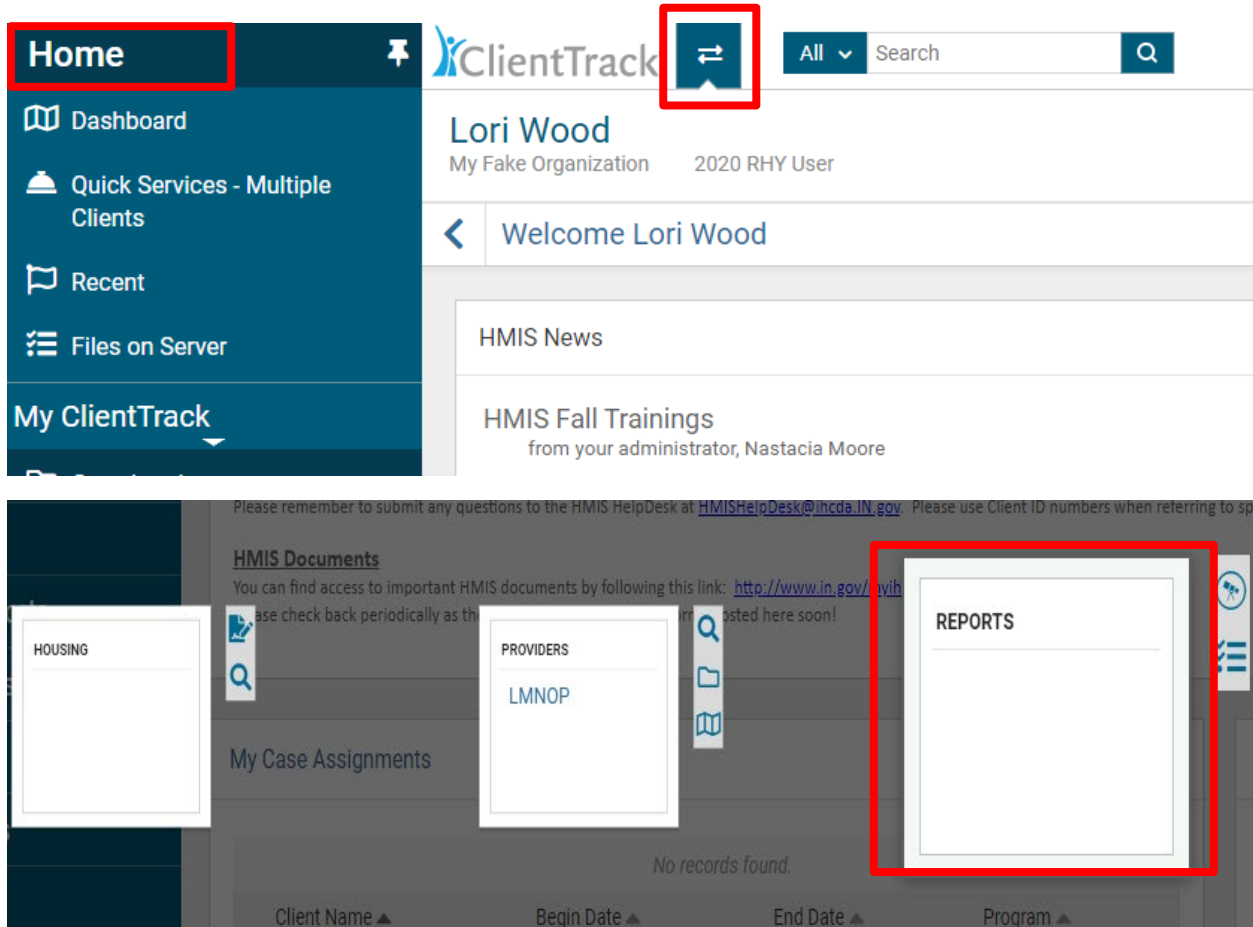


## RHY Export Quick Reference Guide

1. From the **“Home”** workspace, click the double arrows to the right of the ClientTrack logo.
2. This will take you to the **“Workspace”** options. Click on **“Reports”**.



3. From the **“Reports”** workspace, click on **“HMIS Exports”**, then, click on **“RHY Export – CSV 2020”**.
4. Complete the report parameters:
  - a. **“Source End Point” = RHY Export**
  - b. **“Source Type” = Continuum-Operated HMIS**
  - c. **“Continuum of Care Code (CoC) = Indiana Balance of State of Indiana**
5. Complete the **“Date Range”** criteria
6. Select **“Filter by Program”** then select the **“Organization”**
7. Select **“Filter by Grant(s)”** then select the **“Grant Name”**
8. Click **“Run Export”** located in the bottom right of the screen

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**RHY Export - CSV 2020**

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Lori Wood (Training) Help Sign Out

HMIS RHY Export - CSV 2020

Export RHY data in the HMIS CSV 2020 Standard the data included will fit the filters that are selected. The Source type is not used to filter the data it is only used as part of the export file.

Source End Point: RHY Export

Source Type

Identify where the export is being generated from. This populates fields in the Export.csv. It is not a CoC Filter.

Source Type: Continuum-Operated HMIS

State Filter: Indiana

Continuum of Care Code (CoC): Indiana Balance of State

Date Range

Indicate the time period for this export. Only enrollments that were active at some point within the date range you select will be included. However, all data associated with those enrollments, up to the end date will be included. The start date of the SSVF grant (or earlier) should be used for the Export Start Date.

Predefined Date Range: Since This Date, Last Year

Enrollments active between: 12/06/2018 and 12/06/2019

Export Date: 12/06/2019 12:32 PM

Organization(s)

Indicate which organizations should be included in the report by selecting each organization separately, or click the icon to select all. Note: The list only shows organizations you are authorized to view.

Organization(s):

- Noble House
- North Central CAA
- Northwest Indiana CAA
- Oaklawn
- Ohio Valley Opportunities, Inc
- Open Door Community Services

Run Export Cancel

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**RHY Export - CSV 2020**

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Program(s)

Check the box to limit report results by selected programs. When checked, the list displays programs that belong to the organizations you selected above. Indicate which programs should be included in the report by selecting each program separately, or click the icon to select all.

Program(s):

- My Fake Org RRH (ESG - R10)
- My Fake Organization (ES - R10)
- My Fake Organization PH (CoC-R10)
- My Fake Organization RHY BCP ES (R10)**
- My Fake Organization SSO (PATH-R10)
- My Fake Organization SSVF Prev (VA-R10)

Grant(s)

Check the box to limit report results by selected grants. When checked, the list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the icon to select all.

Grant(s):

- My Fake Org RHY (BCPes-R10)**

Exclude Deleted Records: ☒

Run Export Cancel

9. The “**Export Encryption**” box will appear. You must create and enter a password. The password you create must be at least 8 characters long.
10. When you are finished entering and confirming your password, click “**Done**” in the bottom right corner.

**Export Encryption**

If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long.

If you choose to not to encrypt your export, the file exported may contain person identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this information.

Indicate if the exported file(s) should include a header line at the beginning of the file that indicates what each of the values in the CSV file represent and if values in the CSV should *always* be enclosed in double-quotes.

Encrypt Export: ☒

Password: \*

Confirm Password: \*

Include Header Row in CSV File(s): ☒

Always Quote CSV Values(s): ☐

**Done**

✓ My Fake Org RHY (BCPes-R10) ✓

11. After clicking “**Done**”, a second pop-up box will appear with the following message:

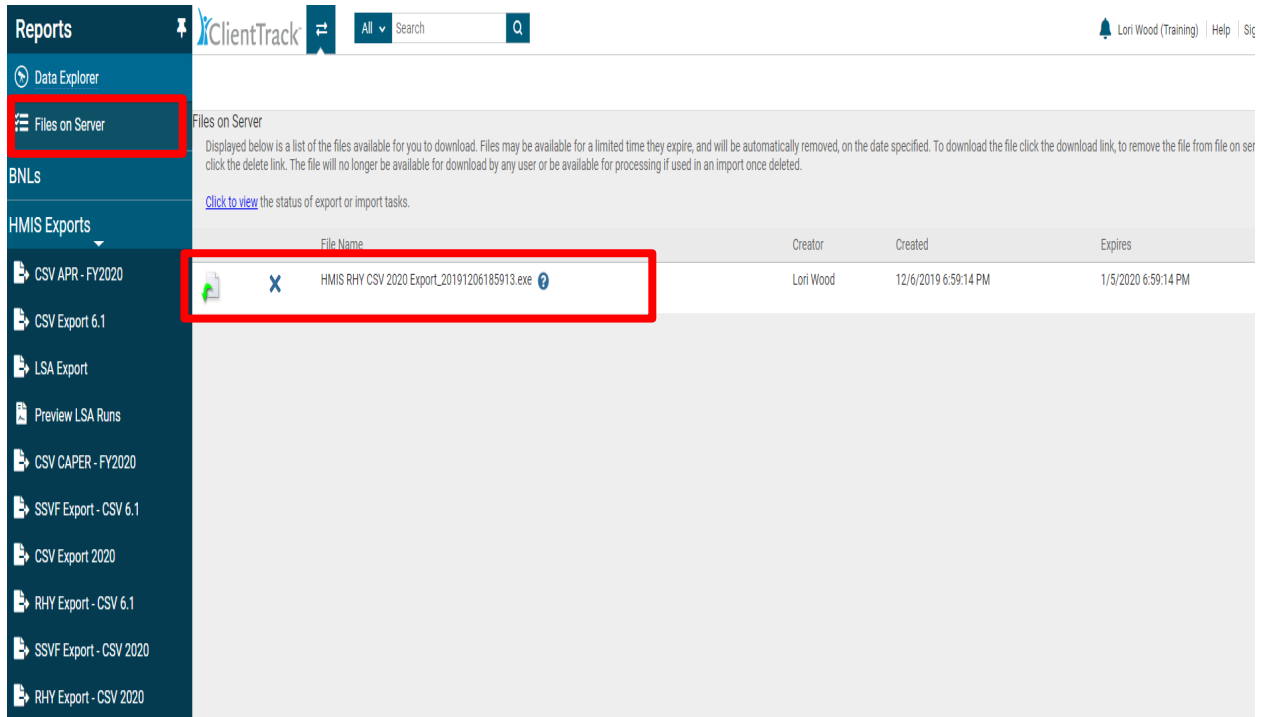
usw.clienttrack.net says

Your export has been queued and will be processed at the next available time.

**OK**

12. Click “**OK**”

13. The report has now been queued in the system. To check on the status of the report, click on **“Files on Server”** located in the left-hand side menu.



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RHY Export - CSV 6.1




SSVF Export - CSV 2020

RHY Export - CSV 2020

Files on Server

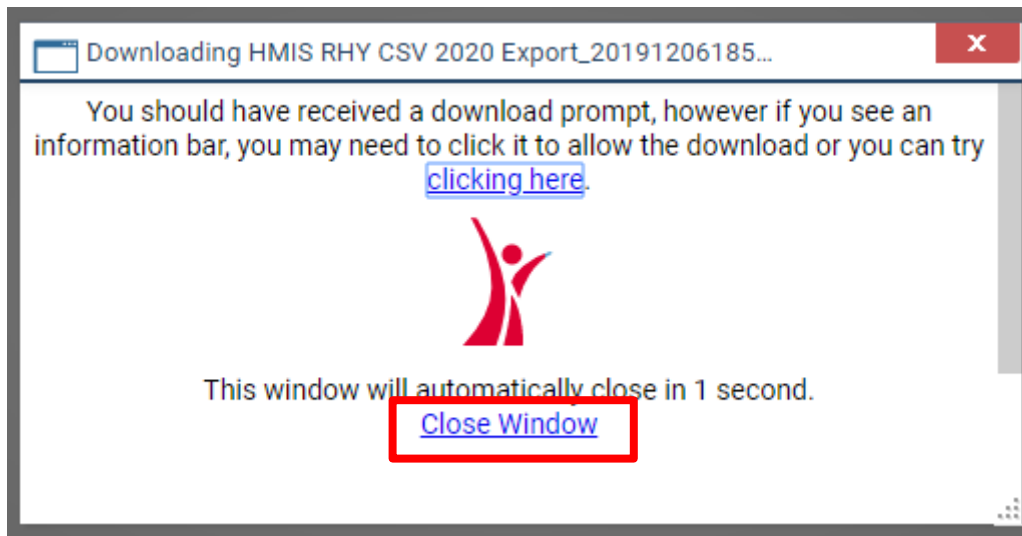
Displayed below is a list of the files available for you to download. Files may be available for a limited time they expire, and will be automatically removed, on the date specified. To download the file click the download link, to remove the file from file on server click the delete link. The file will no longer be available for download by any user or be available for processing if used in an import once deleted.

[Click to view](#) the status of export or import tasks.

| File Name   | Creator   | Created              | Expires             |
|---|-----------|----------------------|---------------------|
|   HMIS RHY CSV 2020 Export_20191206185913.exe  | Lori Wood | 12/6/2019 6:59:14 PM | 1/5/2020 6:59:14 PM |

14. When the report is available, it will appear as seen in the diagram above. **(HMIS RHY CSV 2020 Export)**

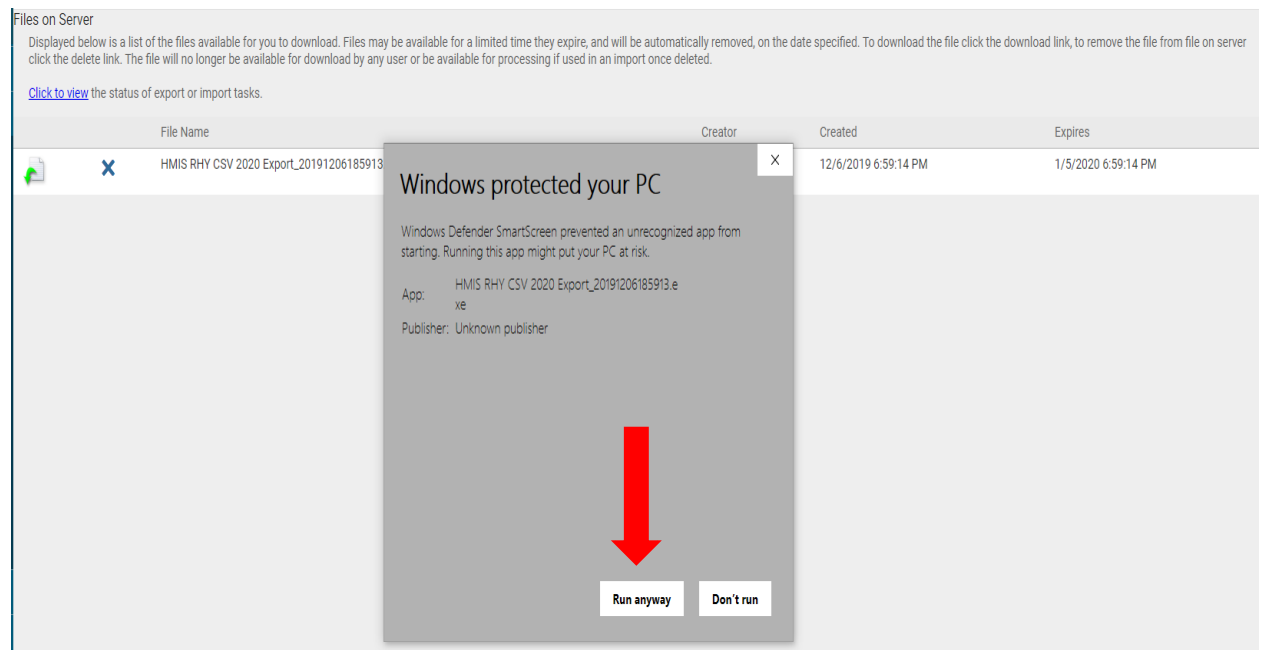
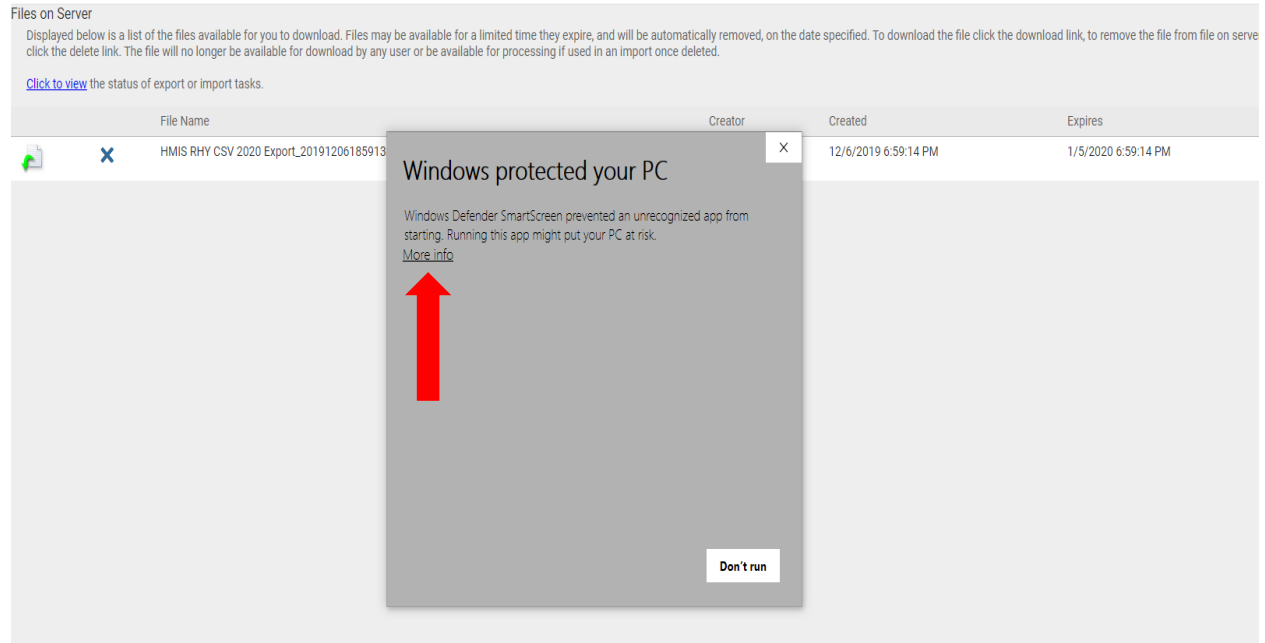
15. Click on the downward pointing green arrow.



16. A pop-up window will appear notifying you the report has downloaded. Click **“Close Window”** to close the pop-up window.

17. A warning may appear. Click on “More Info”.

18. When the second warning appears click on “Run Anyway”



19. The “**Extract Encrypted File(s)**” pop-up box will appear. Enter the password you created for the report, click the check box “**I assume responsibility for the security of the extracted file(s)**” then click “**Extract**”.

Click to go forward, hold to see history

**ClientTrack™**

Enter the password to extract the file(s)

These files have been encrypted to protect personally identifying information. Once the file(s) have been extracted and decrypted, they may contain personally identifying information in plain text. All appropriate cautions should be exercised to ensure the continued protection of this information. Data Systems International (DSI) is not responsible for the protection, use, or misuse of the information contained within the file(s). By checking the following box, you acknowledge that you will assume the full responsibility of ensuring the security of the file(s) and any data contained within, including the responsibility of properly deleting this data once it is no longer needed. Users of this extraction tool should consult their employer's policies, procedures, and applicable local, state, and federal laws governing the protection of personally identifying information for additional guidance.

☒ I assume responsibility for the security of the extracted file(s)

Enter or select the directory to extract to

C:\Users\LWood\Downloads

☒ View files after extracting

















If the file(s) already exist **Overwrite silently**

[Show Contents](#) **Extract** Cancel



















20. The files will be saved to your computer

| Name                                    | Date modified     | Type                  | Size     |
|---|-------------------|-----------------------|----------|
| Client                                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 12 KB    |
| CurrentLivingSituation                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
| Disabilities                            | 12/6/2019 1:59 PM | Microsoft Excel Co... | 24 KB    |
| EmploymentEducation                     | 12/6/2019 1:59 PM | Microsoft Excel Co... | 4 KB     |
| Enrollment                              | 12/6/2019 1:59 PM | Microsoft Excel Co... | 9 KB     |
| EnrollmentCoC                           | 12/6/2019 1:59 PM | Microsoft Excel Co... | 5 KB     |
| Exit                                    | 12/6/2019 1:59 PM | Microsoft Excel Co... | 2 KB     |
| Export                                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
| Funder                                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
| HealthAndDV                             | 12/6/2019 1:59 PM | Microsoft Excel Co... | 4 KB     |
| HMIS RHY CSV 2020 Export_20191206185913 | 12/6/2019 2:20 PM | Application           | 1,838 KB |
| IncomeBenefits                          | 12/6/2019 1:59 PM | Microsoft Excel Co... | 9 KB     |
| Project                                 | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
| ProjectCoC                              | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
| Services                                | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
| User                                    | 12/6/2019 1:59 PM | Microsoft Excel Co... | 2 KB     |


21. Select all files then right click.
22. Click on the “Send to” option.
23. Click on “Compressed (zipped) Folder”

| Name  | Date modified     | Type                  | Size     |
|---|-------------------|-----------------------|----------|
|  Client                                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 12 KB    |
|  CurrentLivingSituation                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  Disabilities                            | 12/6/2019 1:59 PM | Microsoft Excel Co... | 24 KB    |
|  EmploymentEducation                     | 12/6/2019 1:59 PM | Microsoft Excel Co... | 4 KB     |
|  Enrollment                              | 12/6/2019 1:59 PM | Microsoft Excel Co... | 9 KB     |
|  EnrollmentCoC                           | 12/6/2019 1:59 PM | Microsoft Excel Co... | 5 KB     |
|  Exit                                    | 12/6/2019 1:59 PM | Microsoft Excel Co... | 2 KB     |
|  Export                                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  Funder                                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  HealthAndDV                             | 12/6/2019 1:59 PM | Microsoft Excel Co... | 4 KB     |
|  HMIS RHY CSV 2020 Export_20191206185913 | 12/6/2019 2:20 PM | Application           | 1,838 KB |
|  IncomeBenefits                          | 12/6/2019 1:59 PM | Microsoft Excel Co... | 9 KB     |
|  Project                                 | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  ProjectCoC                              | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  Services                               | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  User                                  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 2 KB     |

24. Name the zipped folder for upload to RHY Point (example: RHY Export 2019)

| Name  | Date modified     | Type                  | Size     |
|---|-------------------|-----------------------|----------|
|  Client  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 12 KB    |
|  CurrentLivingSituation  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  Disabilities  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 24 KB    |
|  EmploymentEducation   | 12/6/2019 1:59 PM | Microsoft Excel Co... | 4 KB     |
|  Enrollment  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 9 KB     |
|  EnrollmentCoC   | 12/6/2019 1:59 PM | Microsoft Excel Co... | 5 KB     |
|  Exit  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 2 KB     |
|  Export  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  Funder  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  HealthAndDV   | 12/6/2019 1:59 PM | Microsoft Excel Co... | 4 KB     |
|  HMIS RHY CSV 2020 Export_20191206185913   | 12/6/2019 2:20 PM | Application           | 1,838 KB |
|  IncomeBenefits  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 9 KB     |
|  Project   | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  ProjectCoC  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  RHY Export 2019  | 12/6/2019 2:33 PM | Compressed (zippe...  | 686 KB   |
|  Services  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 1 KB     |
|  User  | 12/6/2019 1:59 PM | Microsoft Excel Co... | 2 KB     |

25. Delete the remaining files showing. ***DO NOT DELETE THE ZIPPED FOLDER***

| Name  | Date modified     | Type                 | Size   |
|---|-------------------|----------------------|--------|
|  RHY Export 2019 | 12/6/2019 2:33 PM | Compressed (zippe... | 686 KB |

The export is now complete. Please contact the HMIS help desk with any questions.  
[HMISHelpDesk@ihcda.in.gov](mailto:HMISHelpDesk@ihcda.in.gov)