

HMIS Reports: Folder

HMIS Reports allows users to run basic HMIS reports regarding a variety of data elements. HMIS Reports training, as well as Standard reports training, is offered to users on an individual basis requested by the user/supervisor. To request a reports training, reach out to hmis@changinghomelessness.org for more information.

Tutorials on how to run various HMIS reports can be found at chiedconnect.net in the “Reports” course found in the Self-Enroll Courses section. For more information on how to register for chiedconnect.net as well as other online resources, go to Introduction/Online Resources in the “HMIS Basic User 2025 Manual”



chiedconnect.edu Reports training QR Code

List and Locations of HMIS Reports

- Case Assignment Report
- HUD/HMIS Reports
 - Exports
 - Exports 2024
 - CE APR 2024
 - CSV Caper 2024
 - CSV APR 2024
 - PATH 2024
 - CSV Export 2024
- APR/CAPER Preview
- HUD Data Quality Report
- PATH 2022 Annual Report
- APR_ESG & DQ Detail Export
- HMIS Active Client List
- VISPDAT and SPDAT Assessments
 - SPDAT
 - F-SPDAT
 - VISPDAT
- VI-F-SPDAT
- Files on Server

Home / Welcome training trainer

User Dashboard

- > Standard Reports
- > My ClientTrack
- > HMIS Reports

Welcome training trainer

Bulletin Board

HMIS Office Hours
training trainer 5/29/2024 8:21:00 AM

Please join us the 1st Thursday of every month from 2:30-3:30 pm for office hours.

Who is it for? Anybody who has ever had a question regarding HMIS, or who wants to be proactive in learning/confirming HMIS related skills.

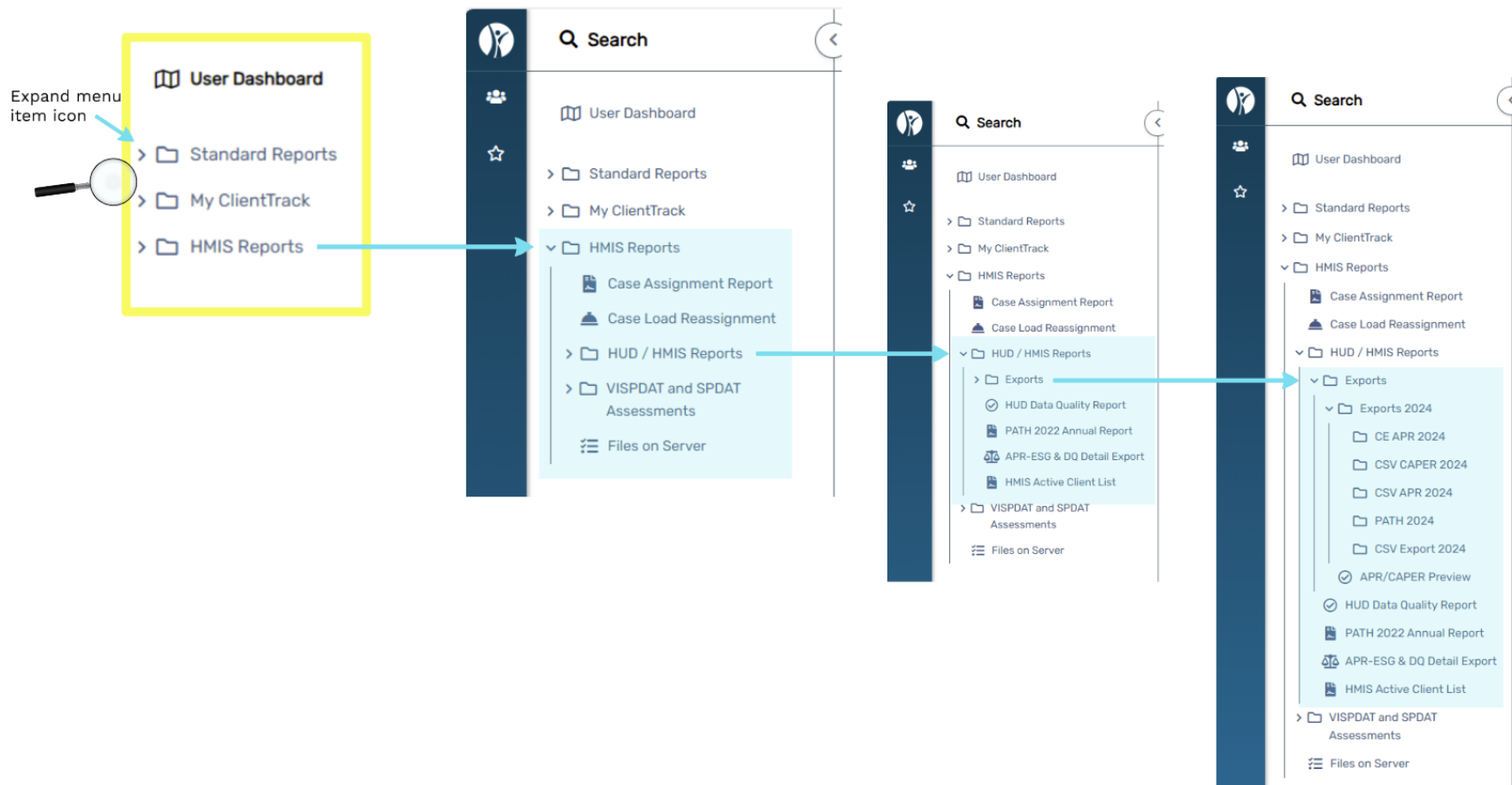
Do I have to have a question or concern? ...
[Read More](#)

Current Program Enrollments

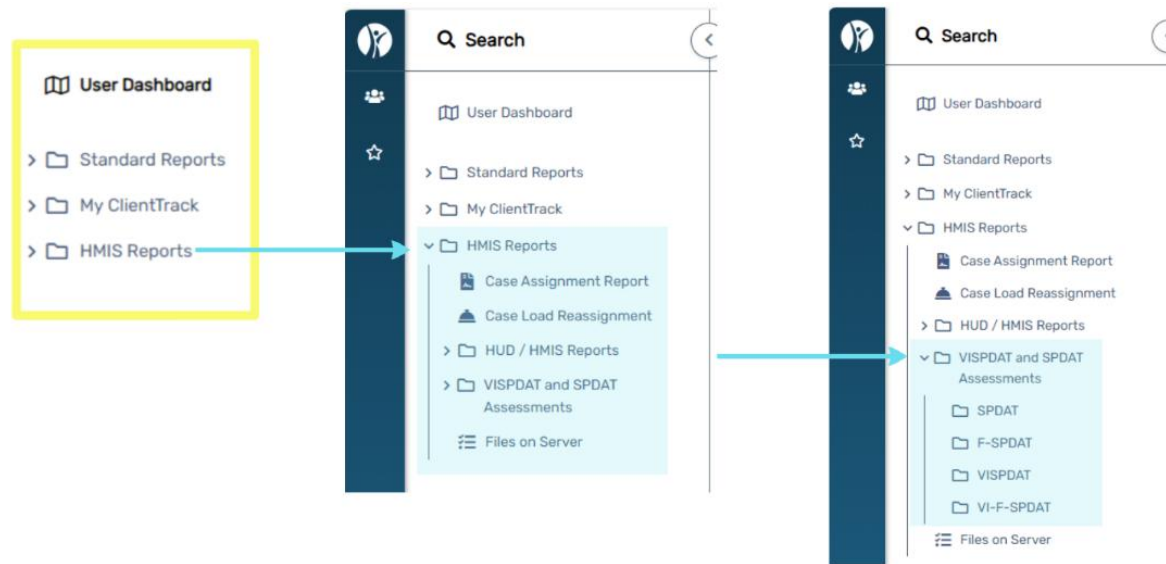
ProgramName	Cases	Clients
CDBG-CV CE Enhancement	5	6
CDBG-CV Housing Problem Solving	12	12
CDBG-CV Outreach	14	14
CoC FL-510 Coordinated Entry	33	52
CoC FL-510 Street Outreach	4	4
COJ- CV ESG HP 2021-2022	4	4
CPC Diversion	1	1
DCF - ESG - CV Navigation	2	2
EFSP - Phase 41	1	1
ESG - Emergency Rental Assistance Program	4	8

My Case Assignments

Displaying 1-10 of 169 results.
 Next Last



HMIS Reports Folder Locations Dropdown Menu 1 – HUD/HMIS Reports



HMIS Reports Folder Locations Dropdown Menu 2 – VISPDAT and SPDAT Assessments

Case Load Reassignment: Subfolder

To reassign cases via the “Case Load Reassignment” tool, a user will need access to “HMIS Reports.” To request access, email hmis@changinghomelessness.org.

Step 1: Navigate to the Home Workspace*.

**To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the “HMIS Basic User 2025 Manual”.*

Step 2: Select the “HMIS Reports” folder secondary sidebar* menu option. A dropdown menu will appear under the “HMIS Reports” folder.

**For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.*

The screenshot shows the 'Case Load Reassignment' page. On the left sidebar, the 'HMIS Reports' folder is expanded, and 'Case Load Reassignment' is selected. The main content area has a light blue header with instructions: 'This form is utilized to quickly re-assign a case manager's clients to another case manager. Select a case manager and identify the Assignment Date. Clients actively assigned to that case manager on that date will be displayed below. Click on one or more client rows and identify the new case manager in each case. The client's current case manager assignment will be marked inactive and have an end date as of the date selected. The new case manager assignment will begin as of the Assignment Date.'

Annotations with arrows point to the following elements:

- Select all clients:** Points to the 'Re-assign?' checkbox.
- Select Client:** Points to the first client row (Albom, Bryan).
- Current Case Manager drop down menu:** Points to the 'Current Case Manager' dropdown menu.
- Assignment Date Picker:** Points to the 'Assignment Date' date picker.
- New Case Manager drop down menu:** Points to the 'New Case Manager' dropdown menu.

The table below shows the client data:

Re-assign?	Name	Original Assignment Begin Date	New Case Manager
<input type="checkbox"/>	Albom, Bryan	3/2/2022	-- SELECT --
<input type="checkbox"/>	Anderson, Douglas	11/1/2023	-- SELECT --
<input type="checkbox"/>	Andrews, George	11/15/2021	-- SELECT --
<input type="checkbox"/>	Austin, Jane	7/26/2021	-- SELECT --

At the bottom right, there are buttons for 'Save', 'Save & Close', and 'Cancel'.

Case Load Reassignment Anatomy