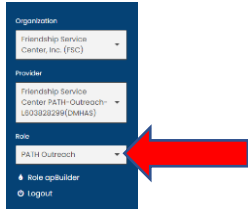
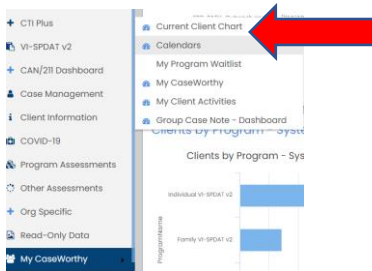


How to generate your outreach open enrollment client list from HMIS:

1. Set your provider and role to outreach and/or PATH

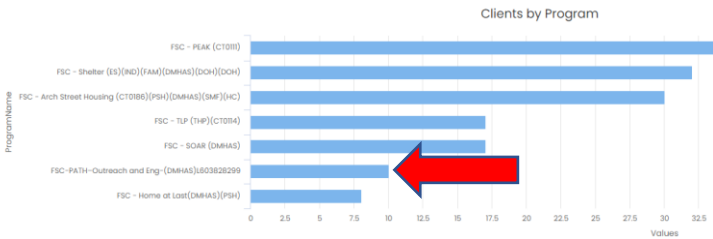


2. Click on 'My Caseworthy' in the left side menu
3. Click on Current client Chart



4. Click on the Bar next to your outreach program to generate you current client chart

Clients by Program (7)



5. This will open the current client chart

Client ID	Gender	Birth Date	Race	Ethnicity
252245	Male	5/19/1982	White	Non-Hispanic/Non-Latin(a)(o)(i)
230660	Female	8/9/1975	White	Non-Hispanic/Non-Latin(a)(o)(i)
240427	Female	6/19/1992	White	Non-Hispanic/Non-Latin(a)(o)(i)
38108	Male	3/25/1964	White	Non-Hispanic/Non-Latin(a)(o)(i)
523887	Male	6/7/1980	Black, African American or African	Non-Hispanic/Non-Latin(a)(o)(i)
26481	Male	6/28/1992	White	Non-Hispanic/Non-Latin(a)(o)(i)
286227	Male	6/24/1988	White	Non-Hispanic/Non-Latin(a)(o)(i)
289195	Female	12/28/1988	Black, African American or African	Non-Hispanic/Non-Latin(a)(o)(i)
27762	Male	3/20/1988	Black, African American or African	Non-Hispanic/Non-Latin(a)(o)(i)
28942	Female	10/28/1970	White	Non-Hispanic/Non-Latin(a)(o)(i)

6. To export to excel, click on the tear drop in the top right and select the excel icon

