

QRG – Services By Program

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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics.

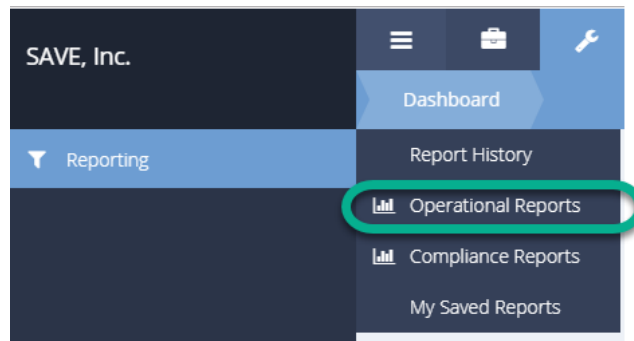
WHO THIS GUIDE IS FOR – This guide is useful for Case Managers and System Admins enrolling clients in the program or generating reports from HMIS.

This report will show:

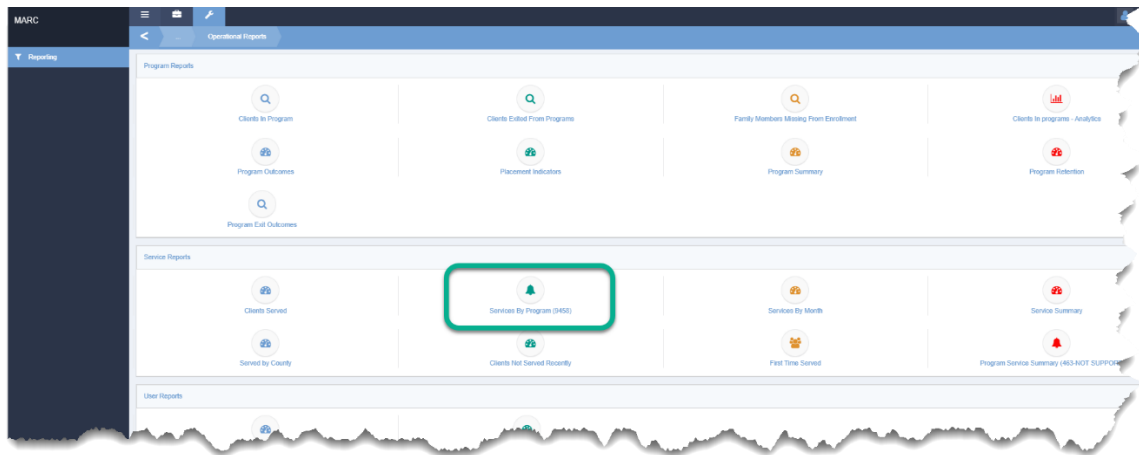
- Clients receiving services
- Type of service
- Dollar amount of service

REPORTING – THE SSO COVID-19 RESPONSE FUND PROGRAM

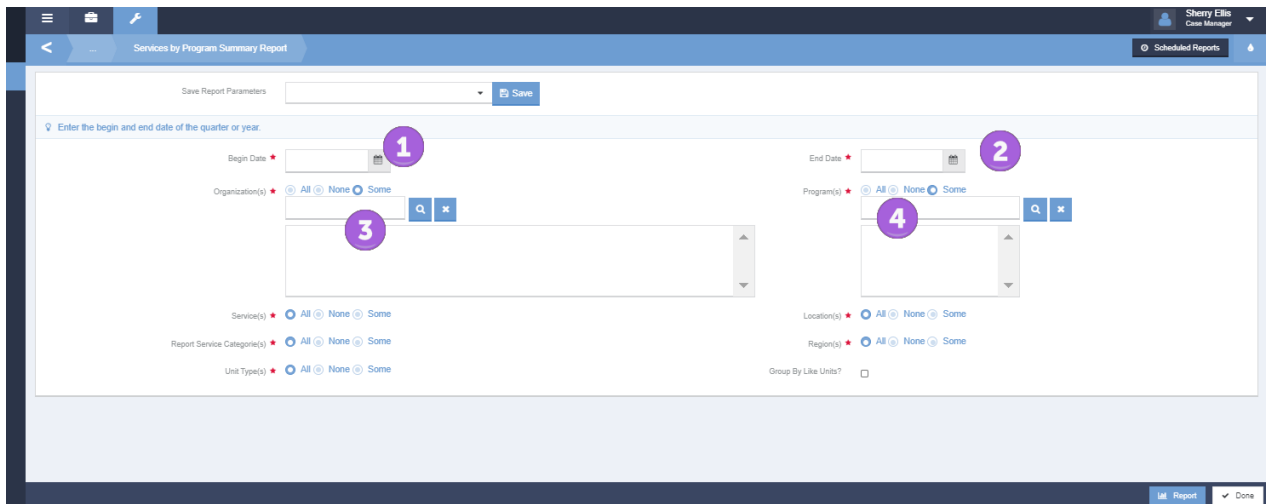
1. Go to the Operational Reports sub-menu from the Administration (wrench) button, Reporting, Operational Reports



2. Select icon Services By Program (9548)

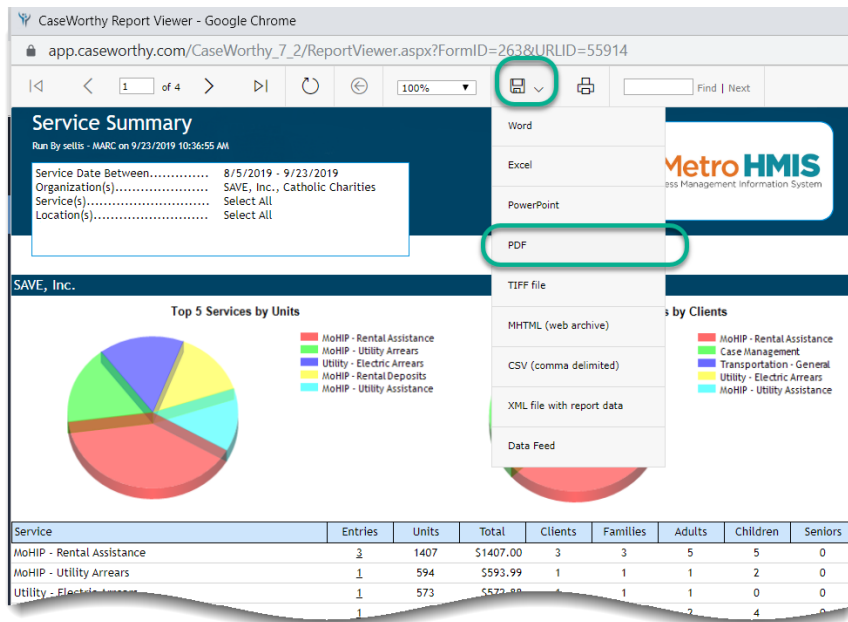


3. Complete the following report parameters and click the *Report* button.



1	Enter Report <i>Begin Date</i>
2	Enter Report <i>End Date</i>
3	Select your Organization
4	Select: <i>you Program</i>

- From the generated report, you can select the export icon and PDF to send the report.



DO NOT download or share the individual *Service Summary Details* as this information contains PII.

It is recommended that at least once a month you run this report to assure information is being captured accurately.

FOR KS-505 HMIS SUPPORT

For this or other support, please reach out to MARC by opening a helpdesk ticket:

<http://www.kcmetrohmis.org/helpdesk.htm>.