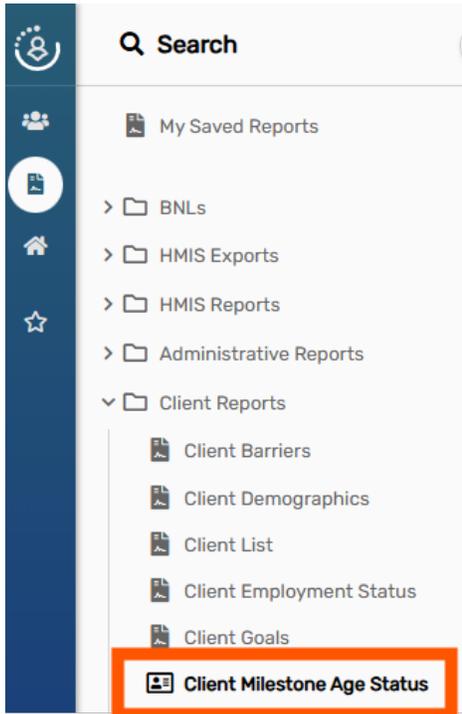
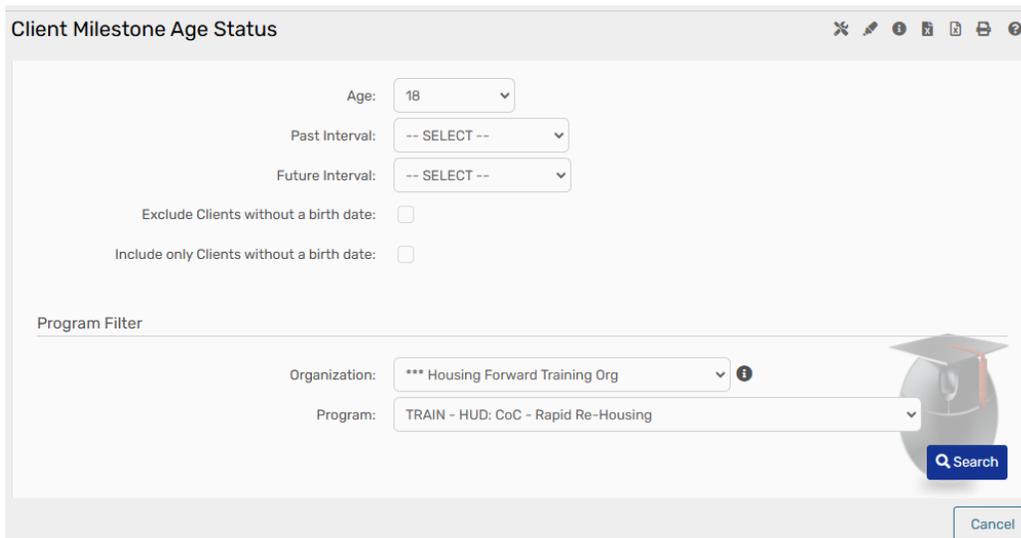


Client Milestone Age Status Report

When you need to know who of your clients have recently turned 18, please run the “Client Milestone Age Status” report.

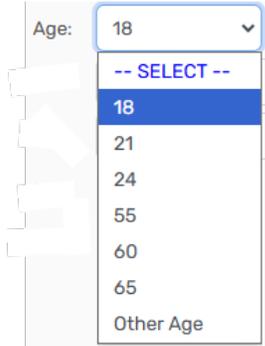


The results displayed will show Clients, their current age and the birth date on which they turned the selected age.

A screenshot of the 'Client Milestone Age Status' report configuration window. The window has a title bar with standard OS icons. The main content area contains several configuration options: 'Age' is set to '18' in a dropdown menu; 'Past Interval' and 'Future Interval' are both set to '-- SELECT --' in dropdown menus; there are two checkboxes for 'Exclude Clients without a birth date' and 'Include only Clients without a birth date', both of which are currently unchecked. Below these options is a 'Program Filter' section with two dropdown menus: 'Organization' is set to '*** Housing Forward Training Org' and 'Program' is set to 'TRAIN - HUD: CoC - Rapid Re-Housing'. A blue 'Search' button is located at the bottom right of the configuration area, and a 'Cancel' button is at the bottom right of the window.

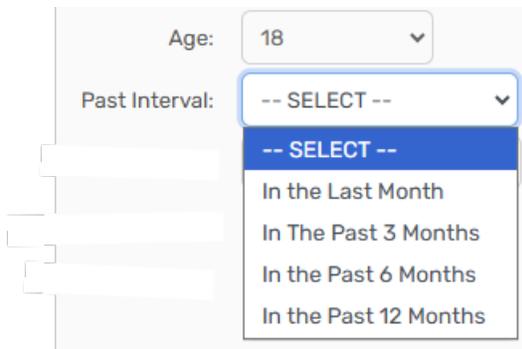
Use the filters to narrow the results:

- **Age** - Can be used by selecting a pre-defined age or selecting other age and enter the age desired.



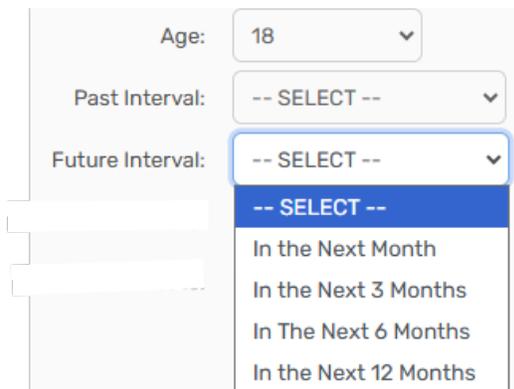
A screenshot of a web form showing the 'Age' filter. The dropdown menu is open, displaying the following options: 18, -- SELECT --, 21, 24, 55, 60, 65, and Other Age. The '18' option is currently selected and highlighted in blue.

- **Post Interval** - Can be used to filter Clients that have turned the age indicated prior to today based on the interval selected.



A screenshot of a web form showing the 'Post Interval' filter. The dropdown menu is open, displaying the following options: -- SELECT --, -- SELECT --, In the Last Month, In The Past 3 Months, In the Past 6 Months, and In the Past 12 Months. The first '-- SELECT --' option is currently selected and highlighted in blue.

- **Future Interval** - Can be used to filter Clients that will turn the age indicated after today based on the interval selected.



A screenshot of a web form showing the 'Future Interval' filter. The dropdown menu is open, displaying the following options: -- SELECT --, -- SELECT --, In the Next Month, In the Next 3 Months, In The Next 6 Months, and In the Next 12 Months. The first '-- SELECT --' option is currently selected and highlighted in blue.

- **Exclude Clients without a birthdate** - This only applies if age filters are not used. Clients without a birth date will be excluded.



Age: 18

Past Interval: -- SELECT --

Future Interval: -- SELECT --

Exclude Clients without a birth date:

- **Include Only Clients without a birthdate** - This only applies if age filters are not used. Clients without a birth date will be the only Clients displayed.



Age: 18

Past Interval: -- SELECT --

Future Interval: -- SELECT --

Exclude Clients without a birth date:

Include only Clients without a birth date:

- **Organization** – This will default to your agency.
- **Program** - Will only include clients currently enrolled into the selected program.

Report Output

You may directly select the client or enrollments via the online report

	ClientID	Name	Current Age	Birth date when Turn of Age
 <ul style="list-style-type: none">  Select Client  Enrollments  Add Notification 	8559	Duarte, Rosie	18	04/01/2025
		verstuyft, Isaiah	18	10/08/2025

If you wish to download the report, select the Excel Export or Excel Data Export

