

Clients in Programs Report

Introduction

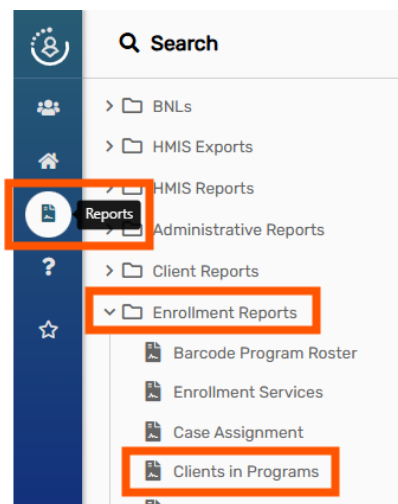
This report is a canned report with HMIS and allows you to easily report on how many clients are enrolled into a program.

The report displays the following data points:

- Program name
- Client name
- Last 4 of SSN
- Race
- Gender
- Age
- Enroll Date
- Exit Date
- Days in program
- Total number of enrollments and exit

Running the Report

1. Login to ClientTrack and navigate to your Reports Workspace. Click the Enrollment Reports tab in the menu on the left and select Clients in Programs.



2. Select the Date Range, Report Type from Run Report By section and the Program(s) according to your reporting needs. The other fields on this form are optional and could be useful.

Click on the Report button at the bottom right corner of the page to retrieve the report.

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Reports / Clients in Programs Report

Clients in Programs Report

For help relating to this form, click the **Help** icon in the top right area of this form. For general help, click the **Help Topics** link in the top right area of this application.

Saved Report Settings

To use saved report settings, select the desired settings description. To save the settings for a new report, select **Save Settings**, type the description of the settings in the **Save As** field, select the report settings, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings: -- SELECT --

Date Range

Indicate the time period for this report. Only records that fall within the date range you select will be included.

Predefined Date Range: Current Month

Enrollments between: * 07/01/2026 and 07/31/2026

Run Report By

Select Enroll to run the report filtered by program enroll date fall in the report date range. Select Exited to filtered by the program exit date. Select Enroll at any time to show all the clients still in the program during the report date range.

Report Type: * Enroll at any point

Report **Schedule Report** Cancel

4. Review your report. Click on the positive sign to view client level details of the report.

Clients in Programs Report

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ClientTrack
BY CASEWORTHY

Clients in Programs
7/1/2026 to 7/31/2026

Report Criteria:
Organizations: *** Housing Forward Training Org

*** Housing Forward Training Org		Enrolled	Exited	Total	Clients
CoD OHS - Hotel COVID-19 (ES E/E)		2	0	2	2

Client ID	Name	SSN Last 4	Race	Gender	Age	Enroll Date	Exit Date	Days	Enrollm entLeng th
2000	Blessed, Lucy		Black, African American, or African	Woman (Girl, if child)	30	4/1/2020		31	2313
2001	Blessed, Macy		Black, African American, or African	Woman (Girl, if child)	7	4/1/2020		31	2313
Program Total		2 still enrolled	0 exited			2 total		2 clients	
CoG - Homeless Prevention				1	0	1		1	
HUD: CoC – SSO (not CE or Street Outreach)				2	0	2		2	
INACTIVE AIN 2- Daire Center (Day				6	0	6		6	

You can also export the report using the options at the top of the screen.

Clients in Programs Report

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Search Fir

Excel

Excel Data

PDF

Word

Clients in Programs
7/1/2026 to 7/31/2026

Report Criteria:
Organizations: *** Housing Forward Training Org