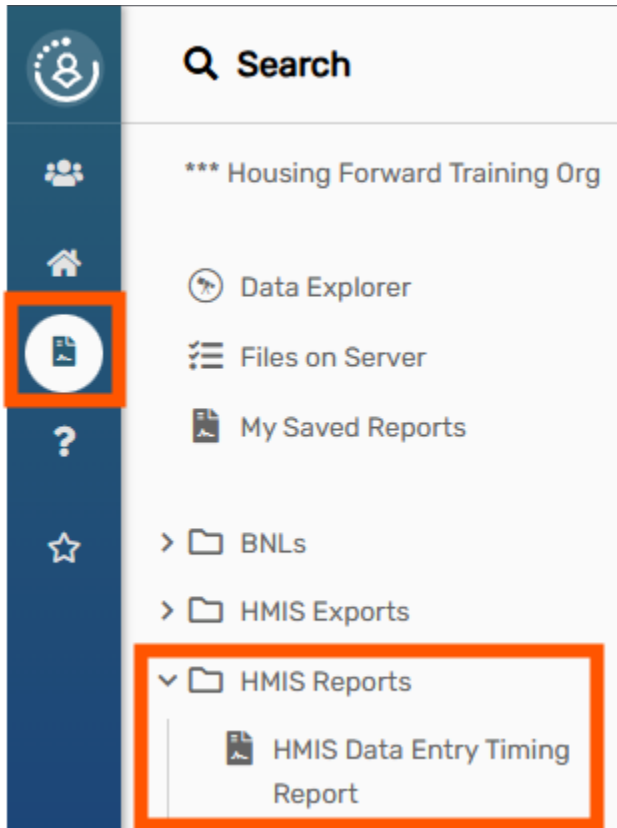


Data Entry Timeliness Report

The Timing Report displays enrollments for the program(s) selected with timing data per user. Timing data refers to the Average Days from Entry and Average Days From Exit for a client. This report is useful to determine the timing of data entry for enrollments and exits.

1. Navigate to your **Reporting Workspace**
2. Under the "HMIS Reports" dropdown, select "**HMIS Data Entry Timing Report**"



3. On the reporting screen: select **Date Range**, **Type**, **Organization**, and **Program(s)**

Date Range

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

Pre-defined Date Ranges: Current Month

From: * 08/01/2026 To 08/31/2026

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.

Type: * Enroll at any point

Organization(s)

Indicate which organizations should be included in the report by selecting each organization separately, or click the  icon to select all. *Note: The list only shows organizations you are authorized to view.*

Organizations: *

* Housing Forward Lead Agency 2

*** Housing Forward Training CAS Org

✓*** Housing Forward Training Org

*** Housing Forward Training Sensitive Org

AfterStep Educate



Program(s)

Check the box to limit report results by selected programs. When checked, the list displays programs that belong to the organizations you selected above. Indicate which programs should be included in the report by selecting each program separately, or click the  icon to select all.

Programs: ☐ Filter by Programs

Note: The "Programs" field is multi-select!

4. Once the required information is captured, select "**Report**"

Additional Filters

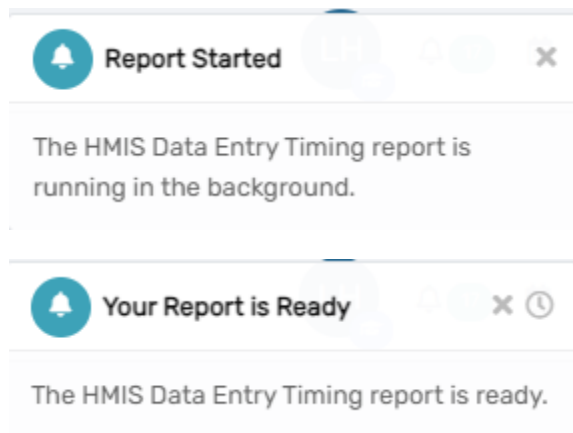
Use Approximated Exit Date: ☐ 

Hide Criteria: ☐ 



Report Schedule Report Cancel

If the reports are running in the background, you'll see the notifications below.



5. When the report is ready, you will see something like the one below. By clicking on the plus signs, you will be able to see client-level data.

Timing Report
8/1/2026 to 8/31/2026



Report Criteria:
Organizations: *** Housing Forward Training Org
Programs: TRAIN - HUD: ESG - Emergency Shelter - Entry Exit, TRAIN - HUD: ESG - Emergency Shelter Night-by-night, TRAIN - HUD: ESG - Street Outreach

	Number of Records	Average Days from Entry	Average Days From Exit
*** Housing Forward Training Org	127		50.06
TRAIN - HUD: ESG - Emergency Shelter - Entry Exit	62		71.02
TRAIN - HUD: ESG - Emergency Shelter Night-by-night	63		31.03
TRAIN - HUD: ESG - Street Outreach	2		0.00
Total	127		6358

ClientTrack™ Reports

Page 1 of 1

Lisa Heise
8/3/2026 11:30:44 AM

6. To save the report, select the **"Save"** icon and choose the appropriate option for your needs.