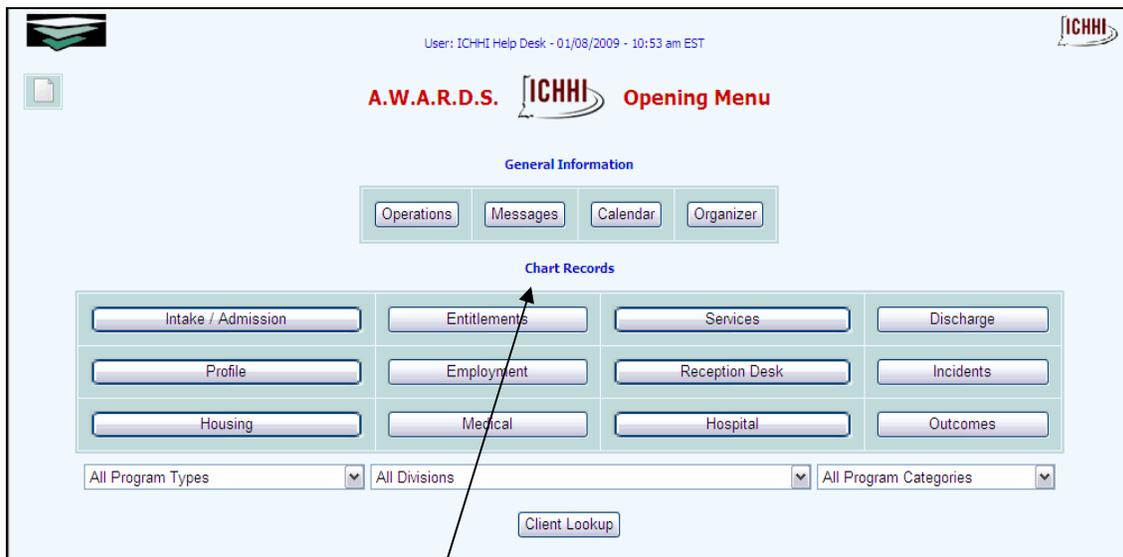


Overview of HMIS

The Opening Menu is broken down into three sections. [General Information](#), [Chart Records](#), and [Administration](#).



Client Data is entered in the [Chart Records](#) modules. Each of the Chart Records modules contains a [Database Mode](#) drop down that lets you change between [Data Entry Mode](#) and [Report Mode](#). Different options are available when you switch to report mode, often allowing you to run reports beyond the default date ranges in each module.

Most of the modules also have an option labeled [Roster Archives](#). Checking off the [Roster Archives](#) report will allow you to run reports on clients who have been discharged from your program. Some of the reports contain discharged clients by default, but some do not.



Remember that there is a [Help Menu](#) button at the bottom of every page. The Help Menu contains an [Online Help Manual](#) for all the sections in HMIS, and it includes a [Help Desk](#) button that allows you to send a message to the ICHHI staff letting us know of any problems you may encounter. **Note:** The buttons you have under [Administration](#) depend on whether you are set up as a Front Line staff person, a Supervisor, or an Agency Executive user. Some of the reports are only available to Agency Executive Users.

About Reports (also see link “About Reports” on webpage)

Before running any report always select the appropriate program that you want to report on using the [Program](#) drop down list. At the bottom of the list of your

programs there will be an option for [All Agency Programs](#) which will allow you to run reports across all of the programs at your agency.

Almost all of the Reports in HMIS will include a link that allows you to export the report into Microsoft **Excel**® so you can manipulate all of the reports in many more ways. If you don't have Microsoft Excel you can use any Spreadsheet program.

When you do run a Report, all of the navigation buttons that you are used to seeing will be removed from the page so that you can print out a nicer looking report. Although there are no buttons on the screen you can still get out of the report by clicking on [Foothold Technology's Logo](#) in the top left hand corner of the page. (Their logo looks like a black box with three green sheets of paper). It's always best to use that logo to go back one page rather than using your browser's back button. In addition, [ICHHI's Logo](#) in the top right hand corner of the page will open up a Print dialog box letting you print out the report.

Questions?

Please use the [Help Desk](#) button in the [Help Menu](#) if you encounter any glitches where something is not working the way you expect it to.

You can always contact your regional representative at 800-939-1617 or send a message to the HMIS Help Desk. To find out who your regional rep is, on the Opening Menu, there is an [Information Link](#) that you can follow to see a map of the State with all of the CoC regions and the contact information for each of the regional representatives as well as the HMIS office staff.

User: ICHHI Help Desk - 01/08/2009 - 10:53 am EST

A.W.A.R.D.S. ICHHI Opening Menu

General Information

Operations Messages Calendar Organizer

Chart Records

Intake / Admission	Entitlements	Services	Discharge
Profile	Employment	Reception Desk	Incidents
Housing	Medical	Hospital	Outcomes

All Program Types All Divisions All Program Categories

Client Lookup