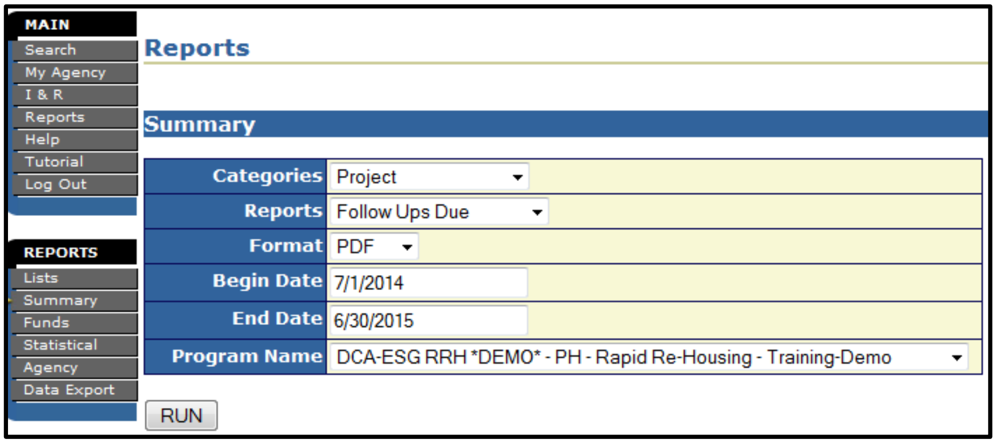
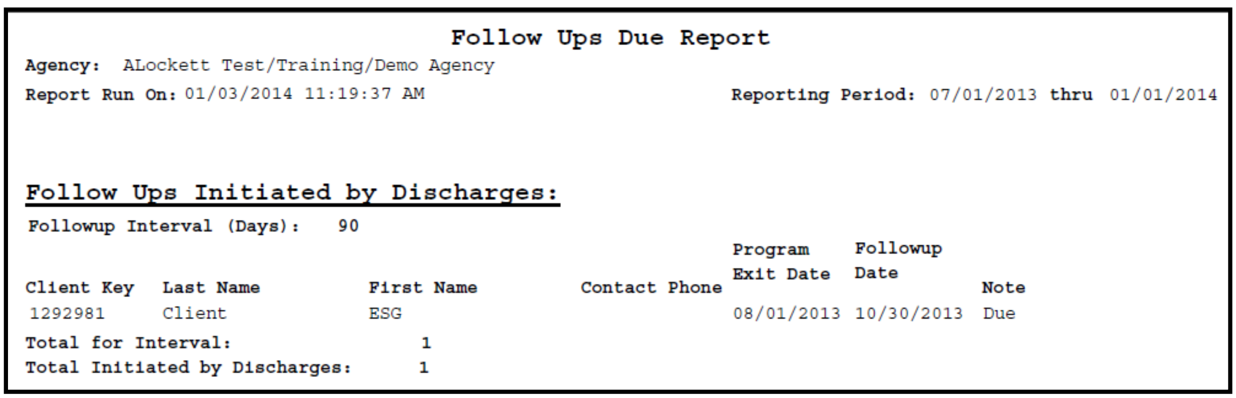
Quick Reference Guide for HMIS Project Follow Ups and Outcomes

To identify which client(s) are due for follow up contact, you will need to run the Follow Ups Due Report

- From the Reports Menu: Click Summary
- Categories: Project
- Reports: Follow Ups Due
- Enter you begin and end dates and select your project
- Click Run



The report reflects both Project Follow Ups triggered at Project Enrollment and Discharge. You will need to go to the "Follow Ups Initiated by Discharges" page(s) to identify clients that are due for follow up contact.



Follow Ups Due Report

Agency: ALockett Test/Training/Demo Agency

Report Run On: 01/03/2014 11:19:37 AM　　Reporting Period: 07/01/2013 thru 01/01/2014

Follow Ups Initiated by Discharges:

Followup Interval (Days): 90

Client Key	Last Name	First Name	Contact Phone	Program Exit Date	Followup Date	Note
1292981	Client	ESG		08/01/2013	10/30/2013	Due

Total for Interval: 1

Total Initiated by Discharges: 1

After contacting your client, you will need to record the outcome of your contact within the client record.

- From the Search Menu: Enter client key from Follow Ups Due Report and Click Search
- From the Search Results: Click "General" to activate the client record
- From the Client Visit Menu: Click Projects
- Identify the Correct Project: Click the Dropdown Arrow to select the correct outcome based upon your contact
- Click Save