

1. Set your provider and role

Organization
Friendship Service Center, Inc.

Provider
Friendship Service Center – PATH – Outreach and Eng. - L603828299

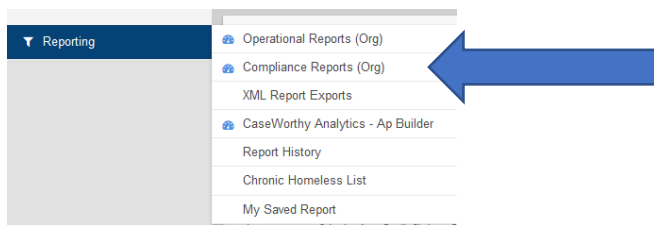
Role
PATH Outreach

Role apBuilder
Logout

2. Click on the wrench icon in the top left of the screen



3. Click on reporting on the left side menu and then select compliance reports



4. Select the 2019 PATH report



5. Complete the report set up form and click Report in the bottom right


Save Report Parameters [Save]

Select report criteria.

Begin Date: 07/01/2019
End Date: 06/30/2020
Organization: Friendship Service Center, Inc.
Project: FSC-PATH-Outreach and Eng-IDM453L603828299

Export PATH CSV | Report

- To generate the list of clients that the system sees as 'active' based on the data, go to line 14 and click on the hyperlink in the answer column
- This will export the list of clients with their client ID

PATH 2019 CT HMIS 
Measuring Success

Run by jbombaci - Friendship Service Center, Inc. on 10/16/2020 at 10:24 AM

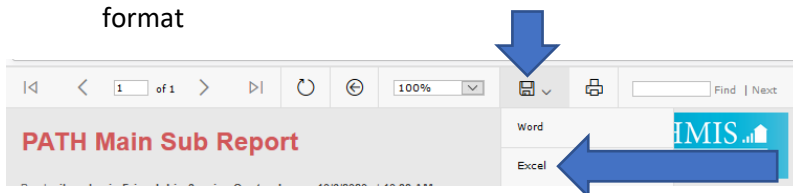
Report Period : 7/1/2019 to 6/30/2020 Program : FSC-PATH-Outreach and Eng-(DMHAS)
Organization(s) : Friendship Service Center, Inc.

Report Table For Q8-Q16

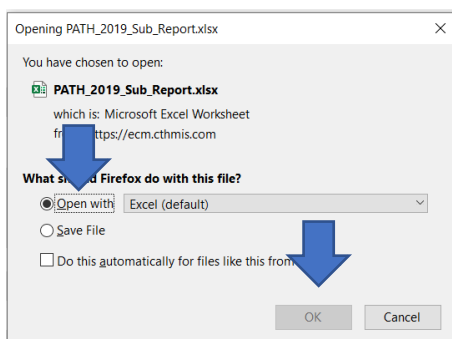
Question No	Question	Answer
8	Number of persons contacted by PATH-funded staff this reporting period	25
9	Number of new persons contacted this reporting period in a PATH Street Outreach project	19
10	Number of new persons contacted this reporting period in a PATH Services Only project	0
11	Total number of new persons contacted this reporting period (#9 + #10 = total new clients contacted)	19
12a	Instances of contact this reporting period prior to date of enrollment	80
12b	Total instances of contact during the reporting period.	364
13	Number of new persons contacted this reporting period who could not be enrolled because of ineligibility for PATH	1
14	Number of new persons contacted this reporting period who became enrolled in PATH	10
15	Number with active, enrolled PATH status at any point during the date range	14
16	Number of active, enrolled PATH clients receiving community mental health services through any funding source at any point during the reporting period	9

[Demographics Subreport](#)

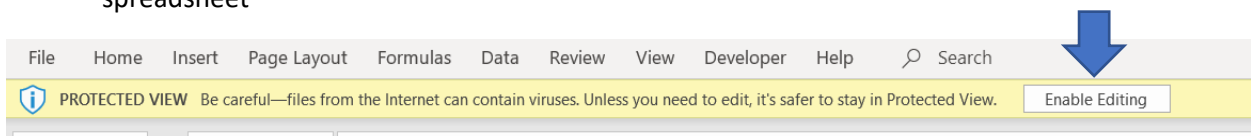
- From the top tool bar, click on the disk icon and select excel. This will export the report to excel format



- Select Open and click Ok



- This will open an excel spreadsheet, be sure to click 'enable editing' at the top of the spreadsheet



11. From the excel sheet you can highlight the client ID column and copy and paste to send to DMHAS. Do not send Client Names as this is a violation of client confidentiality

Client ID
91000
112377
234200
224640
191363
159094
242085
139102
90996
246498
190606
160149
224770
243225