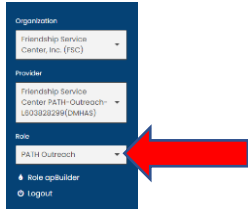
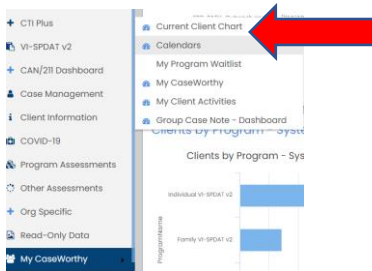


How to generate your outreach open enrollment client list from HMIS:

**1. Set your provider and role to outreach and/or PATH**

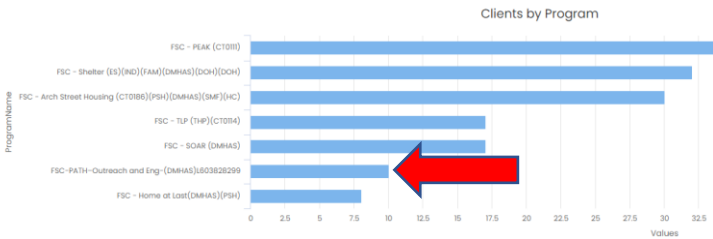


2. Click on 'My Caseworthy' in the left side menu
3. Click on Current client Chart



**4. Click on the Bar next to your outreach program to generate you current client chart**

Clients by Program (7)



**5. This will open the current client chart**

Client ID	Gender	Birth Date	Race	Ethnicity
252245	Male	5/19/1982	White	Non-Hispanic/Non-Latin(a)(o)(i)
230660	Female	8/9/1975	White	Non-Hispanic/Non-Latin(a)(o)(i)
240427	Female	6/19/1992	White	Non-Hispanic/Non-Latin(a)(o)(i)
381028	Male	3/25/1964	White	Non-Hispanic/Non-Latin(a)(o)(i)
522887	Male	6/17/1980	Black, African American or African	Non-Hispanic/Non-Latin(a)(o)(i)
25481	Male	6/28/1992	White	Non-Hispanic/Non-Latin(a)(o)(i)
286227	Male	6/24/1988	White	Non-Hispanic/Non-Latin(a)(o)(i)
289195	Female	12/28/1988	Black, African American or African	Non-Hispanic/Non-Latin(a)(o)(i)
277192	Male	3/20/1988	Black, African American or African	Non-Hispanic/Non-Latin(a)(o)(i)
28942	Female	10/28/1970	White	Non-Hispanic/Non-Latin(a)(o)(i)

**6. To export to excel, click on the tear drop in the top right and select the excel icon**

