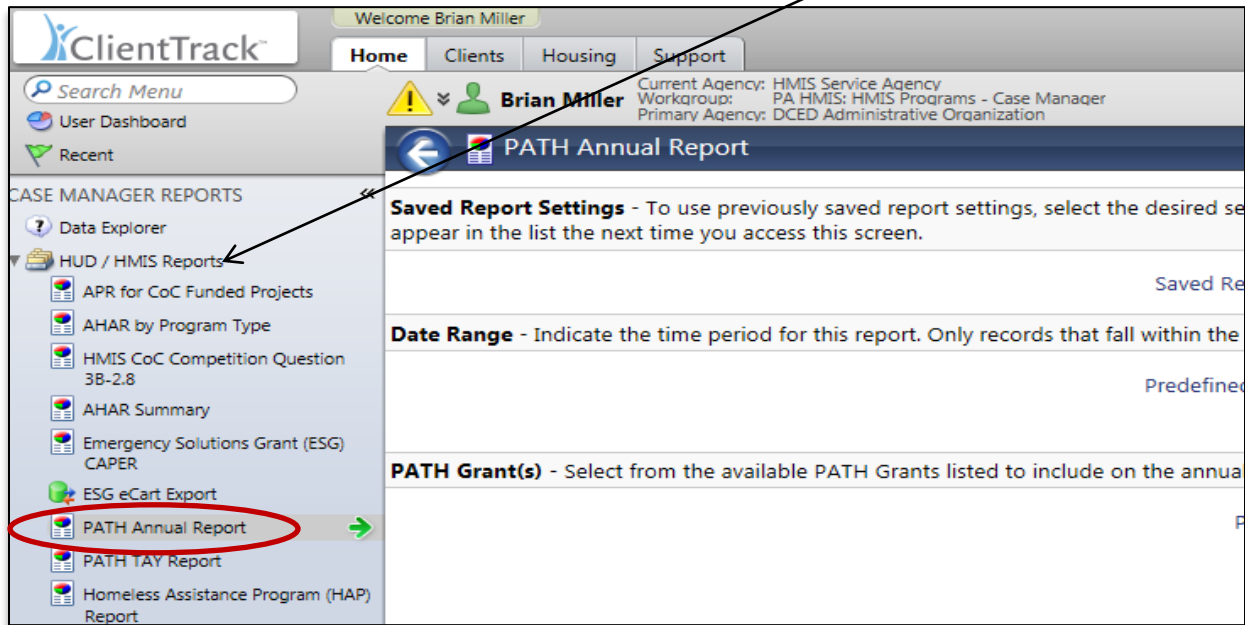


PATH Annual Report Guide

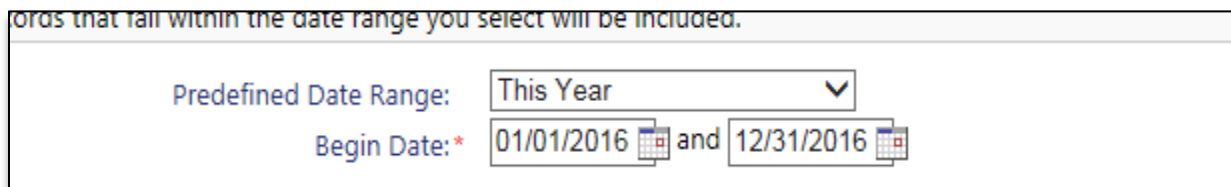
The following guide provides information on locating and running the PATH Annual Report in the PA HMIS/Client Track system. This report is available to all users and generates data for those programs that are funded by PATH Grants. This is the report that is needed to produce PATH data on clients contacted and services during the year when submitting your annual data to SAMSHA's PDX system.

All PATH users with access to the PA HMIS/Client Track system have access to the PATH Annual Report, and is located under the **Home -> Case Manager Reports** area, within the "HUD / HMIS Reports" section as shown below:



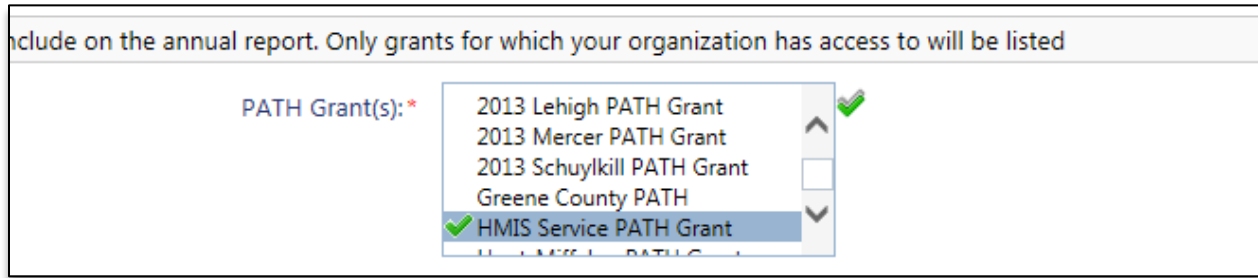
Select the PATH Annual Report link and the system will load the report filter that will enable you to enter options for which to generate the report. The available filters are detailed below.

Date Range: the report allows you to enter in a date range for the report, which will determine which served or contacted clients to include on the report. The new system provides predefined date ranges to select from or you can manually enter the Begin and End Dates.



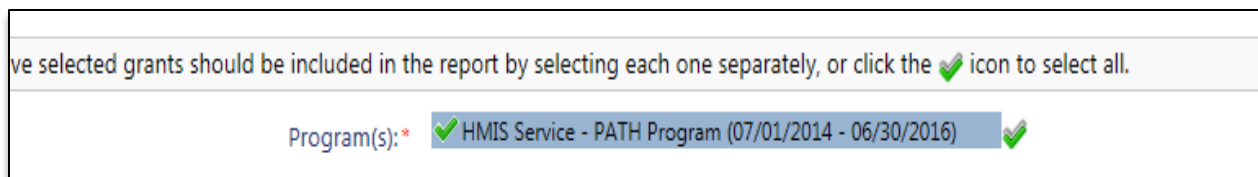
PATH Grant(s): the report will also require you to select a specific PATH grant you want data to be included for on the report. This filter determines which programs will be displayed in the next filter,

which determines which client data is used to generate the report. You can select one or more grants to include on the same report.



Please note that you will only be provided with a list of PATH Grants for which your current organization has access, in most cases this will be a single grant, although for County and Grant Administration organizations this could include multiple grants.

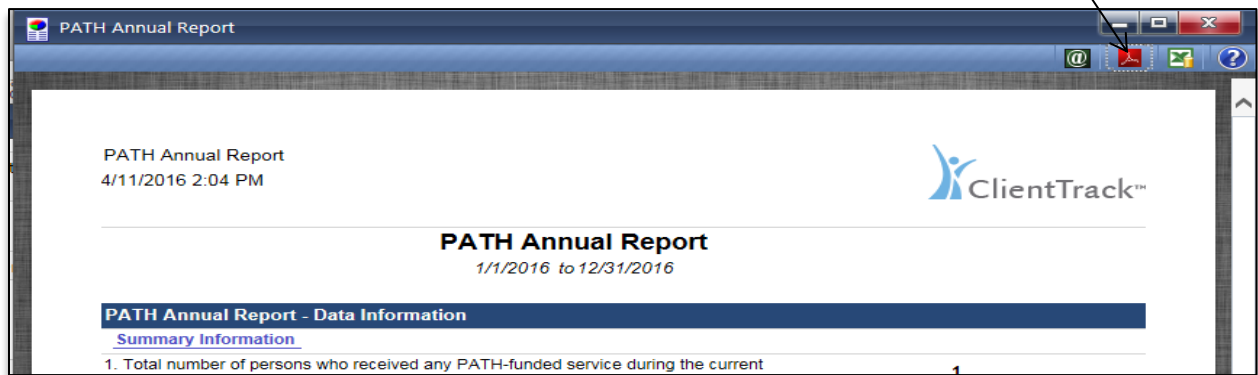
Program(s): once the PATH Grant filter has been selected the report will display all PATH programs associated to those grants during the date range entered. You must include at least one PATH program to include on the PATH Annual Report. Only client data within the selected programs will appear on the report.



As with the above Grants filter, you will only be provided with a list of PATH programs under the selected Grant(s) for which your organization has access.

Run the Report: Once the report filters have been properly set, simply select the “Report” button on the bottom right-hand side of the screen, this will generate the PATH Annual Report.

The PATH Annual Report will appear in a new window on your screen, you can use the “export” option near the top of the report window to create and save the report into a PDF.



The PATH Annual Report will generate data based on the date range entered as well as the included PATH Grant(s) and/or PATH Program(s). This report was built to match the latest official PATH Annual Report Template provided by SAMSHA released in 2014.

The PATH Annual report generates data in 4 main sections, and each section will contain a header, followed by aggregated numbers for each required question contained within. Data reported is on clients contacted and/or served by your grant or program during the reporting period.

Within each header area, the report has sub-reports (i.e. [Summary Information](#), [12. Demographics](#)) that can be selected to produce a more detailed based report that includes the actual clients pulled from the system to generate that sections summary information.

PATH Annual Report - Data information		
Summary Information		
1. Total number of persons who received any PATH-funded service during the current reporting period:		1
2. Total number of persons who were Outreached/Contacted during the current reporting period:		0
10. Services Provided		
	Total Number of Times this Service was Provided	Number of Persons Receiving this Service
Outreach	0	0
Screening/Assessment	0	0
Habilitation/Rehabilitation	0	0
PATH Annual Report - Demographics		
12. Demographics		
	Contacted	Enrolled
<i>Gender</i>		
Female	0	1
Male	0	0