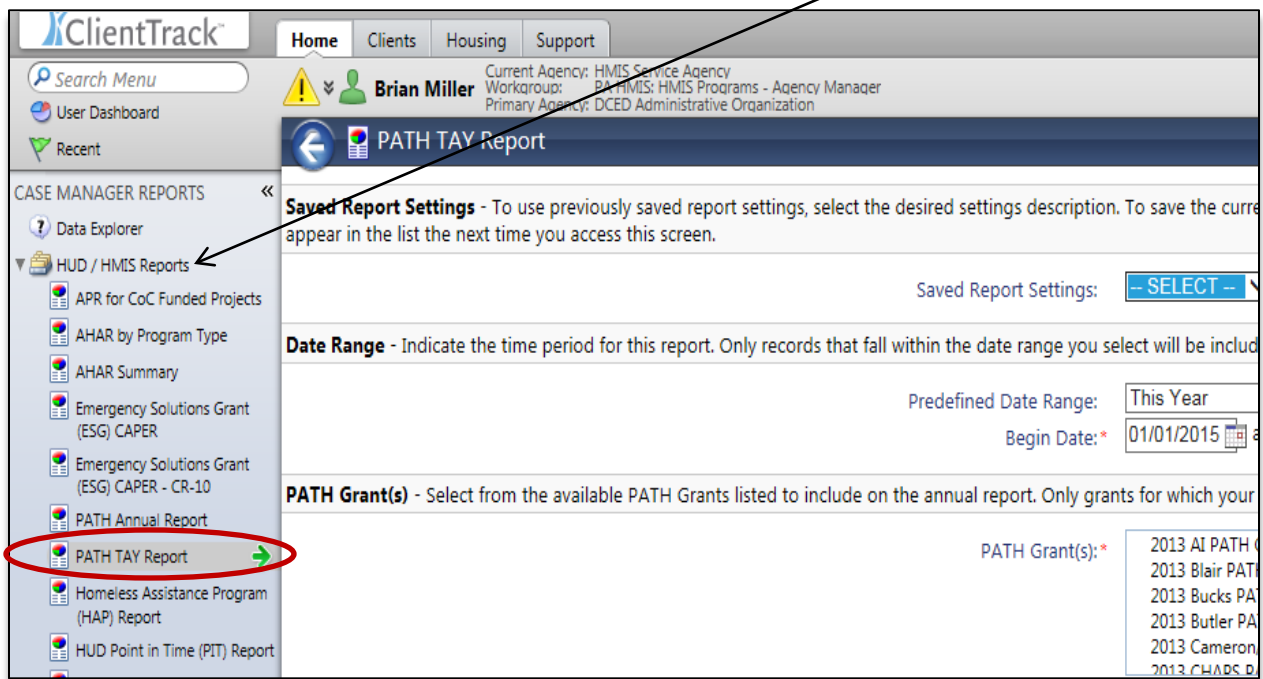


PATH TAY Report Guide

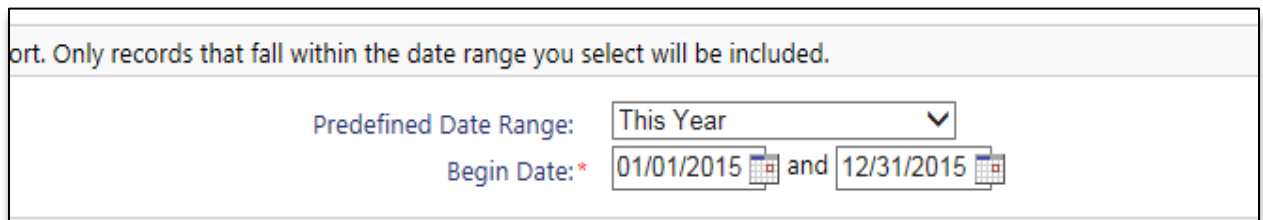
The following guide provides information on locating and running the PATH TAY Report in the PA HMIS/Client Track system. This report is available to all users and generates TAY data for those programs that are funded by PATH Grants. This is the report that is needed when submitting TAY data for your PATH Quarterly Reports to PA Department of Human Services (PA-DHS).

All PATH users with access to the new PA HMIS/Client Track system will have access to the PATH TAY Report, and is located under the **Home -> Case Manager Reports** area (right below the PATH Annual Report). This report, along with the PATH Annual Report is located under the “HUD / HMIS Reports” section as shown below:



Select the PATH TAY 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 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.


include on the annual report. Only grants for which your organization has access to will be listed


PATH Grant(s): *

- 2013 Lehigh PATH Grant
- 2013 Mercer PATH Grant
- 2013 Schuylkill PATH Grant
- Greene County PATH
- HMIS Service PATH Grant

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 TAY Report. Only client data within the selected programs will appear on the report.

ve selected grants should be included in the report by selecting each one separately, or click the  icon to select all.

Program(s): * HMIS Service - PATH Program (07/01/2014 - 06/30/2016) 

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.

TAY Age Group: since each grant and/or program may have different TAY age groups, the report requires the entry of your Minimum TAY Age and Maximum TAY age for which to use as filters on the report. When running the report the system will only evaluate clients served in your PATH program(s) that fall within this predefined age range. The system defaults the range to 18 – 24, but can easily be changed manually by entering the new age number in each field.

Minimum Age and Maximum Age for your TAY reporting; this report will only pull clients served between

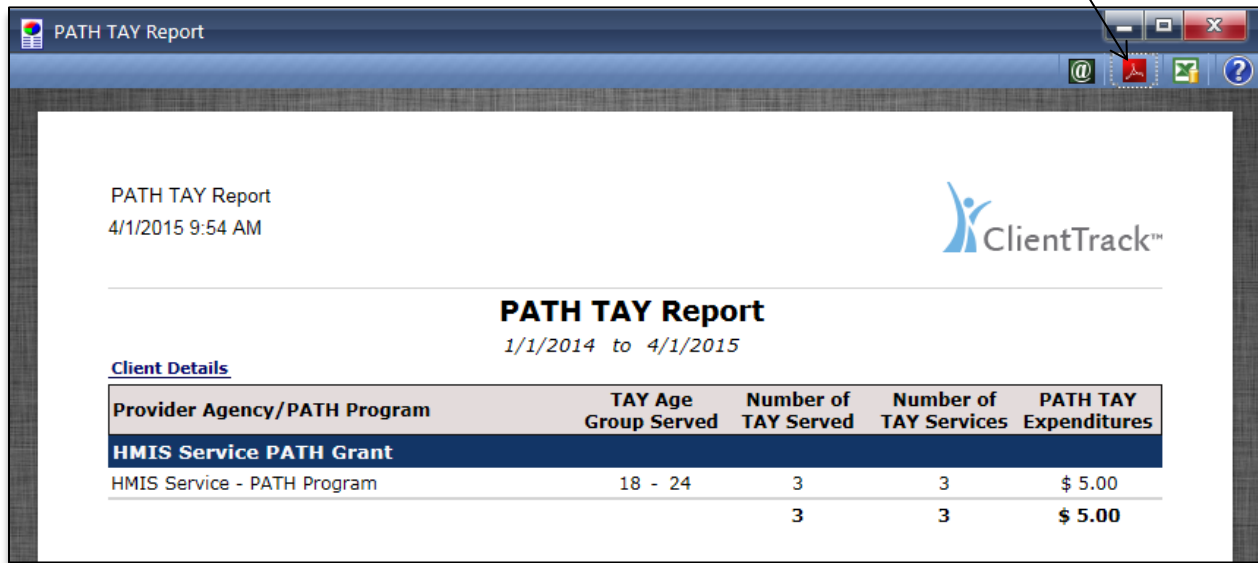
Minimum TAY Age: *

Maximum TAY Age: *

Please note that only one TAY Age Group can be configured per report and this range will apply to all of the Grants and Programs included in the above filters. If you have multiple PATH programs with different TAY ages you will need to run separate reports with separate TAY age groups to provide accurate information.

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 TAY report.

The PATH TAY 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 TAY Report will provide totals on a per program and per grant basis, and include the **TAY Age Group**, the **Number of TAY Served**, the **Number of TAY Services** and the **Total Service Expenditure Amount** (for those TAY Services).

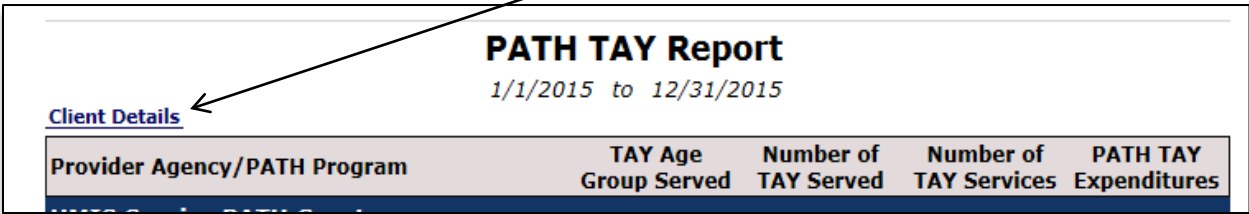
The Number of TAY Services provides a total count of all PATH services provided to TAY clients, the PATH TAY Expenditures provides a total dollar amount of all PATH services provided to TAY clients.

Please note that we realize that most PATH TAY Expenditures will be \$0 to begin with as the system does not currently provide an accurate way to collect service expenditures on non-financial based services. An update is currently underway to allow for users to more accurately enter and track expenditures for a broader range of service types.

PATH TAY Client Details Report:

The general PATH TAY report provides TAY client data on an aggregated level; however there is an embedded Client Details report that can be run that will provide a list of all clients that were pulled to generate these totals.

To run this PATH TAY Client Details report, simply click on the [Client Details](#) header link near the top of the report. A new report window will generate with the additional client information.



The client details information on this report is also grouped by grant and by program and can be exported to PDF or Excel using the options on the top right hand side of the report.

