

How-To Guide:

ReportWriter

'MD-514 BNL Report (Updated 5.2.25)'

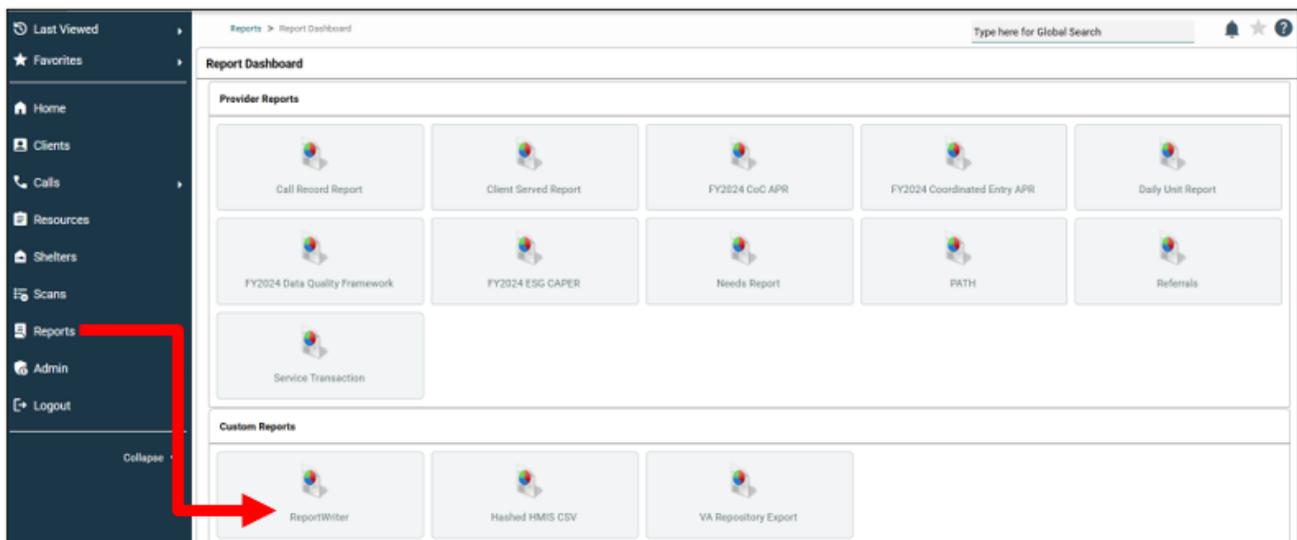
Overview

- This report pulls data from the '***MD-514 Coordinated Entry Project***' HMIS assessments

This report has been updated to reflect updates made to the HMIS assessments used by all 7 LHC Coordinated Entry projects. **** Previous reports used to pull BNL data may not reflect accurate client data ****

How to Run the Report

- Log into MD BoS HMIS
- Click on Reports (found in the left menu options)
- Click on ReportWriter



- Click on the magnifying glass next to the report name

ReportWriter

Saved Reports																												
#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All	
Name	Date		Provider		Description																							
May 30	05/30/2018 10:53:16 AM		SM_DSS - Dept. of Social Services - St. Mary's Co. Agency																									
May 30 2018	05/30/2018 11:21:43 AM		SM_DSS - Dept. of Social Services - St. Mary's Co. Agency																									
MCV Appt Confirm Rpt	11/03/2009 11:11:42 AM		Mid-Shore Mental Health Systems, Inc		counting data in the appt confirm sub-assessment 10-2009																							
MD-514: All HMIS Projects	05/05/2025 12:53:40 PM		MD-514-HMIS																									
MD-514: Basic FF Report	05/05/2025 12:46:07 PM		MD-514-HMIS																									
MD-514 BNL Report (Updated 5.2.25)	09/03/2025 05:36:19 PM		MD-514-HMIS		** INSTRUCTIONS ** To get BNL Report SPECIFIC to your LHC's CE Project - go to the FILTERS tab - click the pencil next to 'Entry Exits.Provider Equals MD BoS HMIS' - search for & SELECT your LHC's CE Project - click 'Save'																							

- Click on FILTERS tab at the top
 - ****** To pull report *specific* to your LHC HMIS CE project ******
 - Click on the pencil next to 'Entry Exits.Provider Equals MD BoS HMIS'

MD-514 BNL Report (Updated 5.2.25)

Tables | Fields | **Filters** | Counting | Preview | Options

Filter Group

Filter	
Clients.Active Equals Yes	AND
Entry Exits.Active Equals Yes	AND
Entry Exits.Provider Equals MD BoS HMIS	AND
Entry Exits.Exit Date Is Null	AND
MD-514 Coordinated Entry Project: ENTRY Assessment (FY24).Relationship to Head of Household Equals Self (head of household)	

Add Filter

Add New Filter Group

- Click on Search

Add new filter

Table/Assessment/Worksheet	Entry Exits	▼
Field/Question	Provider	▼
Filter *	Equals	▼

MD BoS HMIS (1689)

Search My Provider Clear

Save Cancel

- Search for your LHC CE project
 - Click on the + sign next to the applicable HMIS CE project name

Provider Search
✕

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search Show Advanced Options

Search
Clear

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID # Submit

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All	
Provider	Level	Phone	Location	Last Updated																								
+	+	AC: Coordinated Entry (CE) (1466)																							Level 4	Unknown	Unknown	07/24/2025
+	+	CC: Coordinated Entry (CE) (1621)																							Level 4	Unknown	Unknown	05/14/2025
+	+	FC: Coordinated Entry (CE) (1681)																							Level 4	Unknown	Unknown	04/10/2025
+	+	GC: Coordinated Entry (CE) (1465)																							Level 4	Unknown	Unknown	04/10/2025
+	+	HC: Coordinated Entry (CE - CoC) (1437)																							Level 4	443-456-3629	Edgewood, MD 21040	07/23/2025
+	+	SM: Coordinated Entry (CE) (1630)																							Level 4	Unknown	Unknown	07/01/2025
+	+	WC: Coordinated Entry (CE) (319)																							Level 4	301-797-4161	Hagerstown, MD 21740	04/28/2025

- Click Save

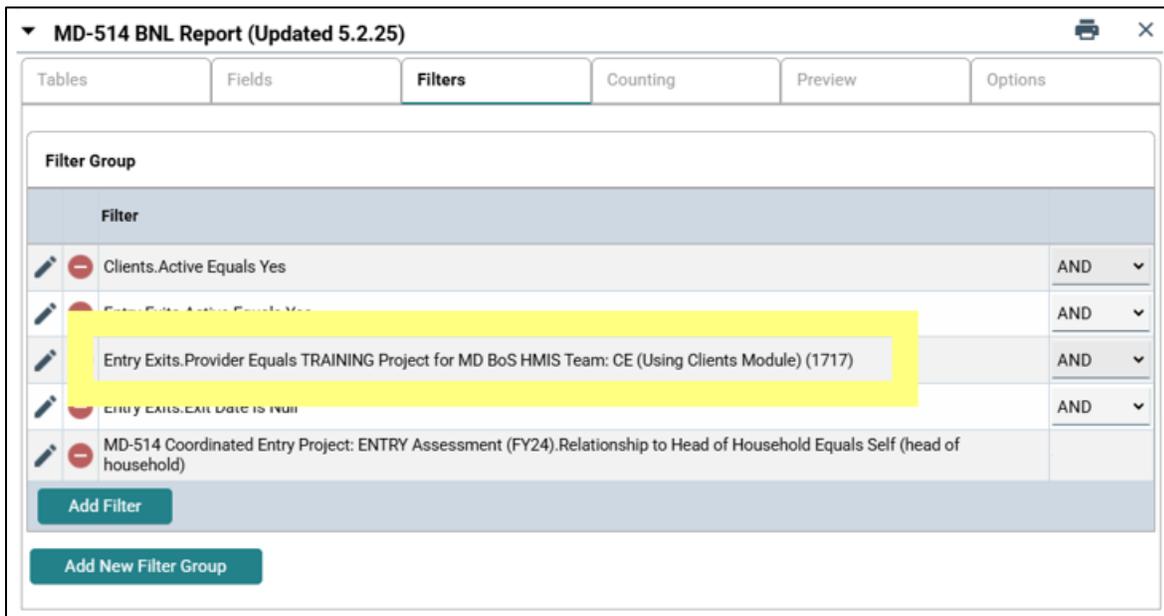
Add new filter
✕

Table/Assessment/Worksheet	Entry Exits ▼
Field/Question	Provider ▼
Filter *	Equals ▼ TRAINING Project for MD BoS HMIS Team: CE (Using Clients Module) (1717)

Search
My Provider
Clear

➔
Save
Cancel

- You will now see the project name you selected



- Click on Preview tab & wait for your report to load
 - Once loaded – Click Download Full Report to export the report as an excel file

