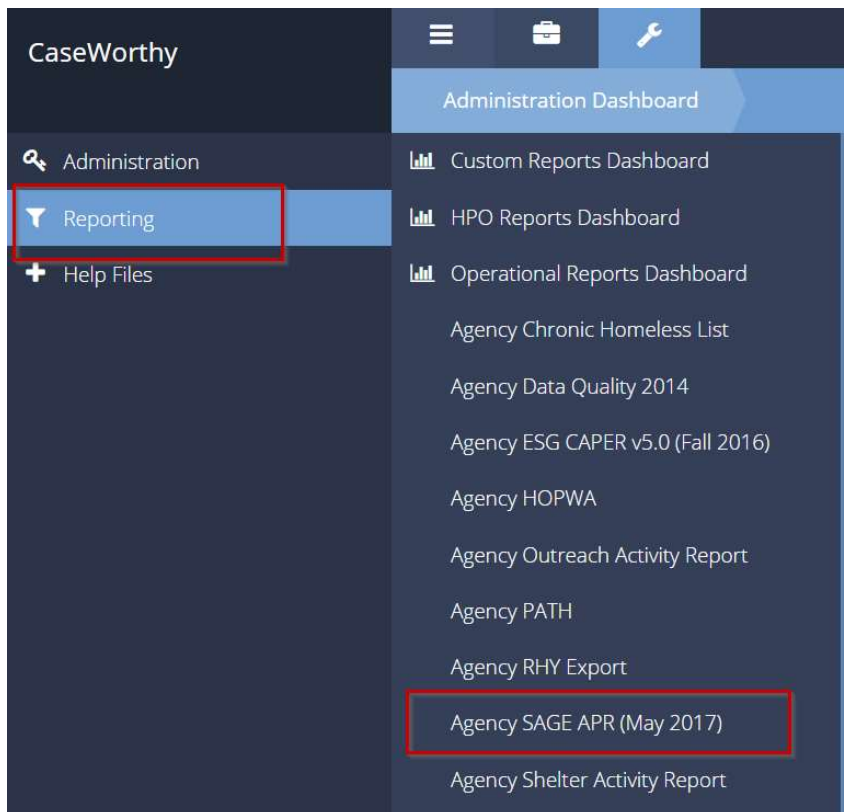


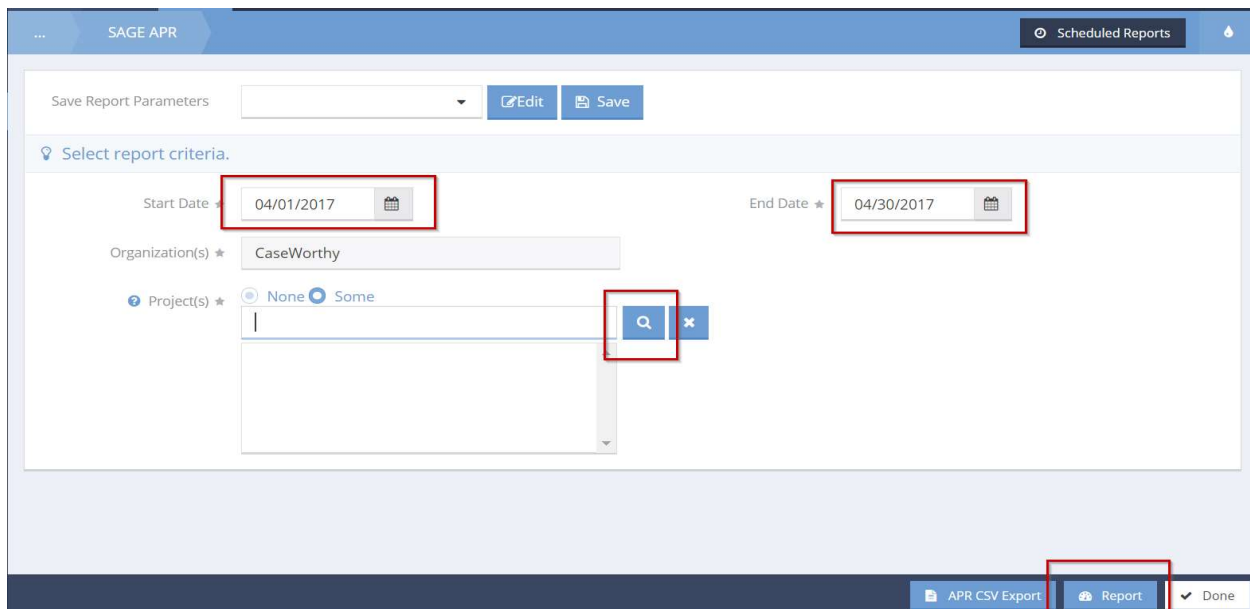
You will require Agency Admin access to run reports.

Step #1: Click on Reporting and select “Agency SAGE APR (May 2017)”

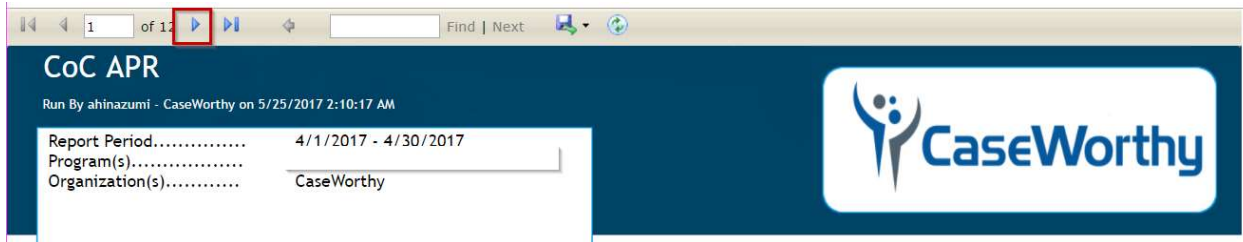


Step #2: For the April report use Start Date – 04/01/2017 and End Date – 04/30/2017

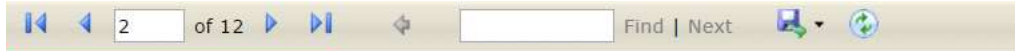
Click the magnifying glass, select your program and click Report



Step #3: Go to page 2



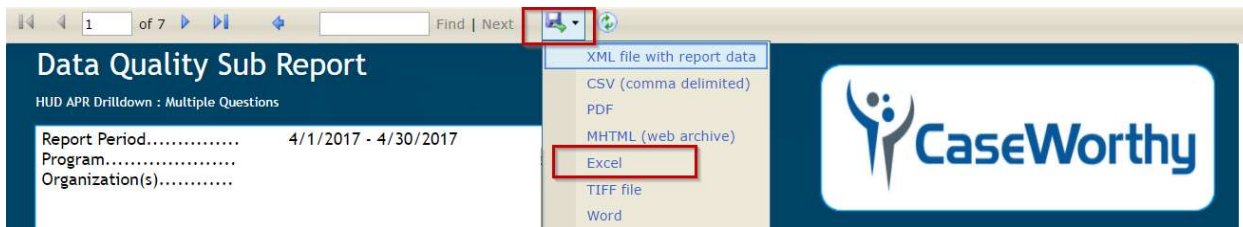
Step #4: Click “Detail Sub Report”



Client Detail Sub Report

[Hyperlink to Q5 and Q6 tables](#)

Step #5: Click on the blue disk icon and select Excel to export your data



Step #6: In excel, go to column “DM” to find Exit Destination Information

DM
Exit Destination (HUD Program - Latest)
N/A
Data Not Collected
No exit interview completed
N/A
N/A
Transitional housing for homeless persons (including homeless youth)
Staying or living with friends, permanent tenure
N/A

Exit Destination Definitions:

- If properly exited an exit destination will be shown
- N/A – for active clients (still enrolled)
- Data Not Collected – exit assessment completed in HMIS, but no exit destination collected from client