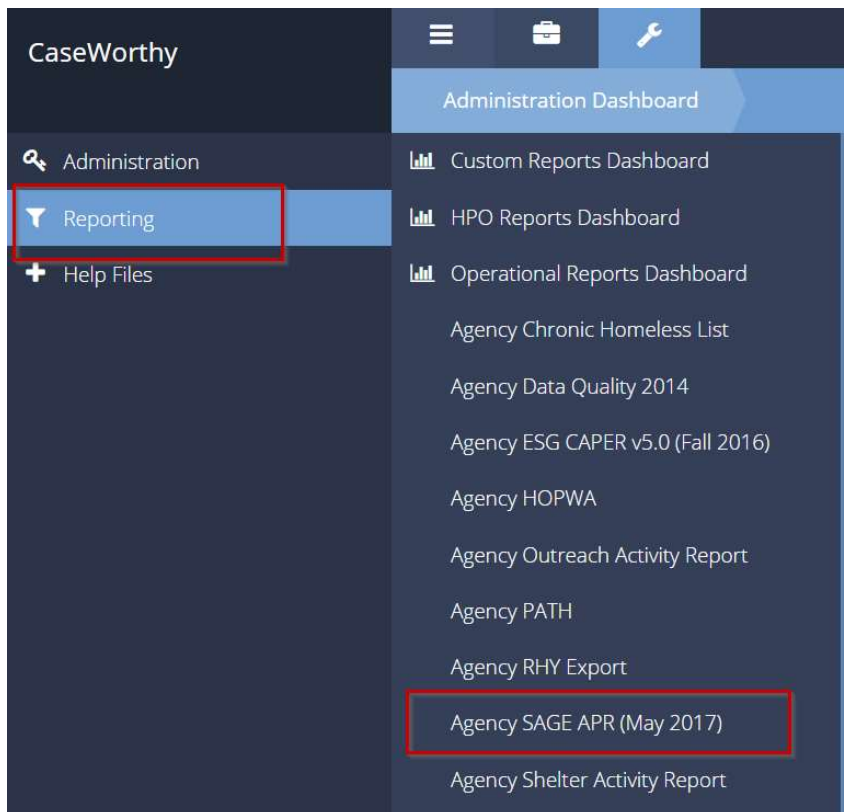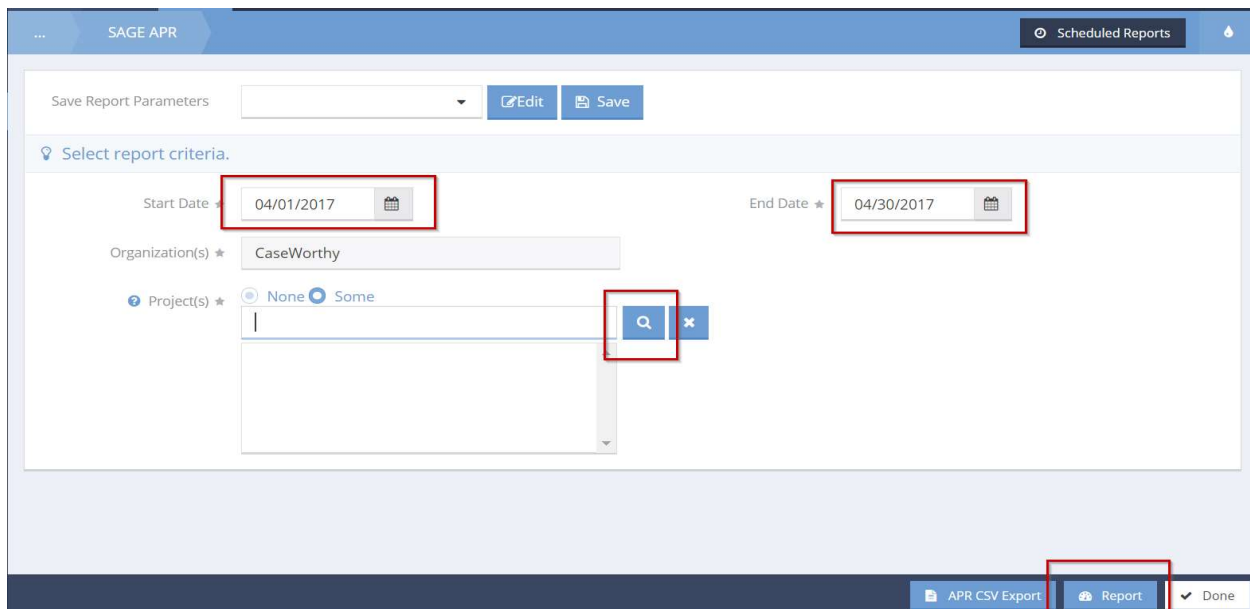You will require Agency Admin access to run reports.

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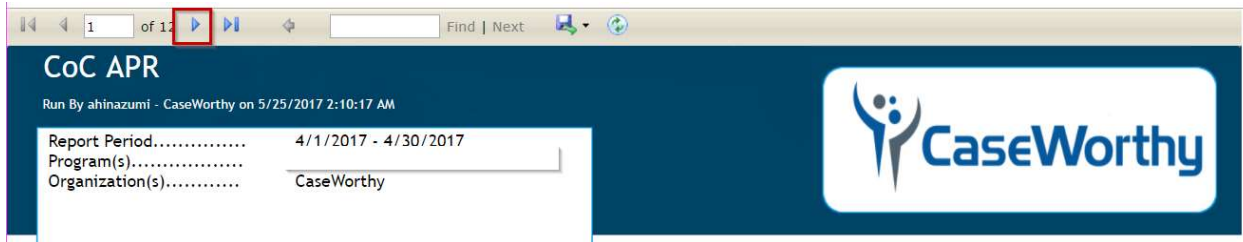

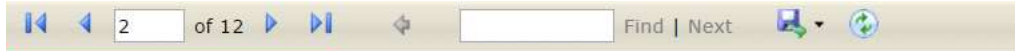**Step #2**: For the April report use Start Date – 04/01/2017 and End Date – 04/30/2017

Click the magnifying glass, select your program and click Report
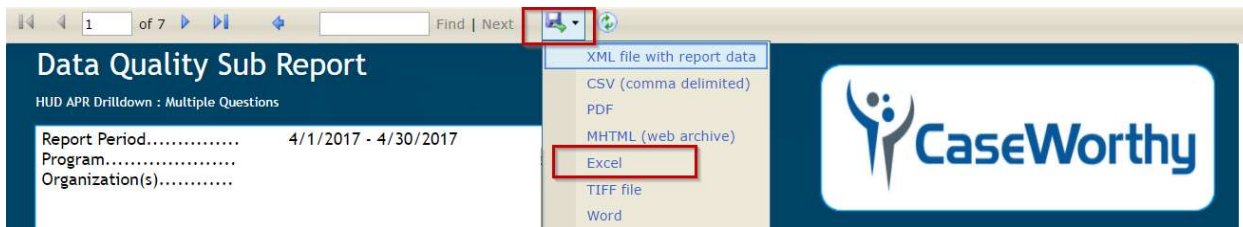
Step #3: Go to page 2

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

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