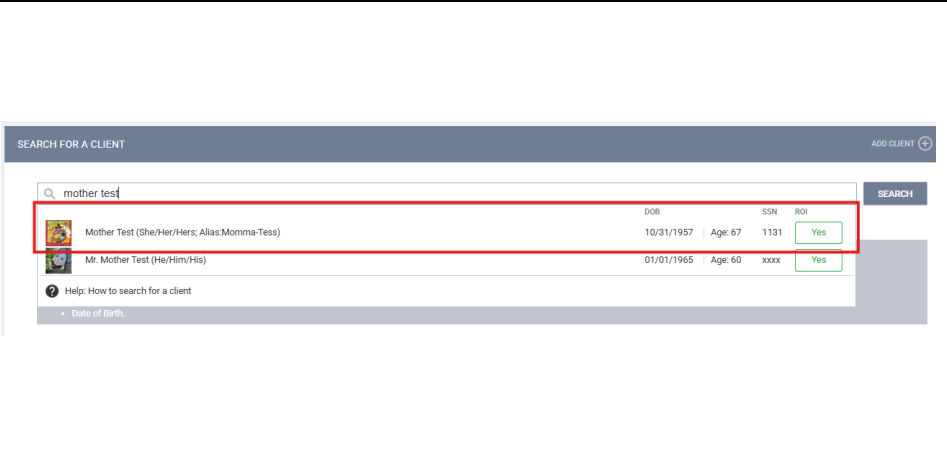
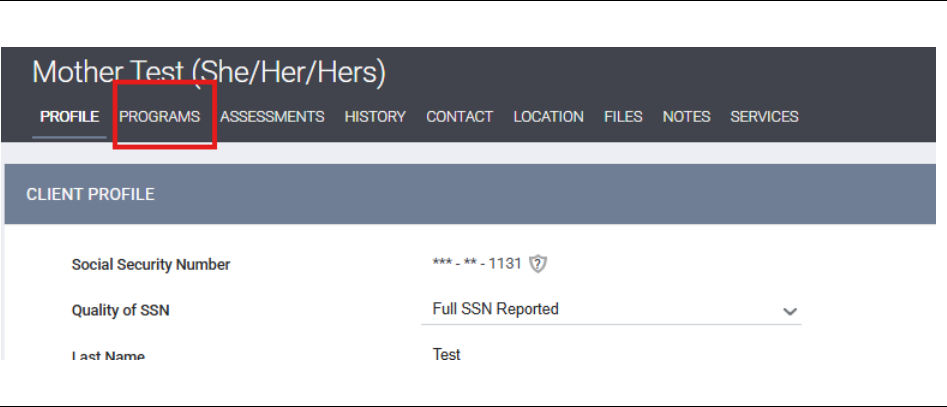


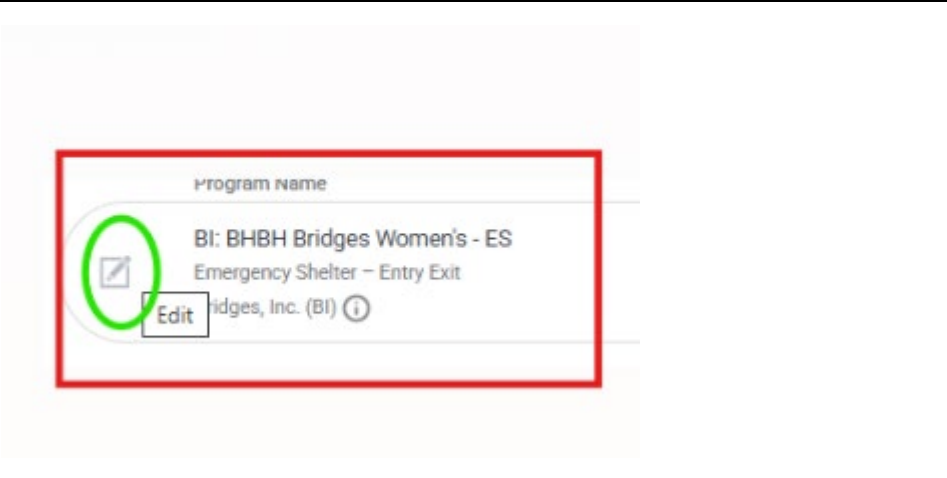
- Log in to HMIS and search for the client.
- Open the client's Profile.



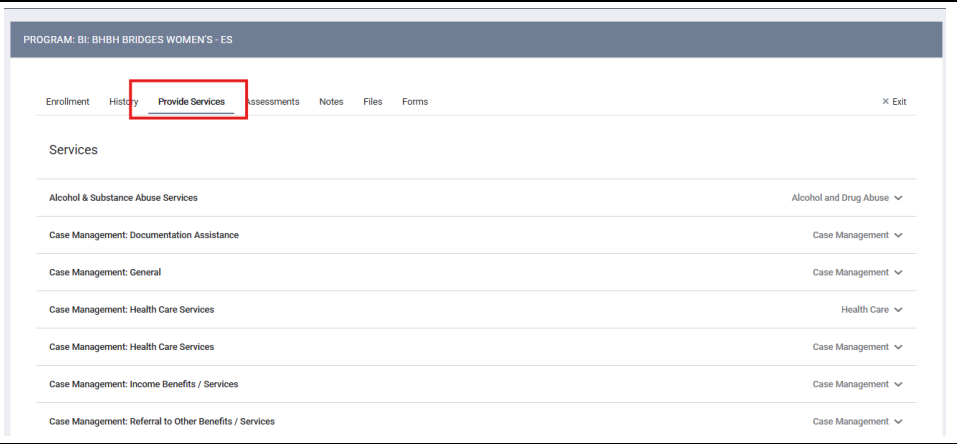
- From profile, go to programs tab



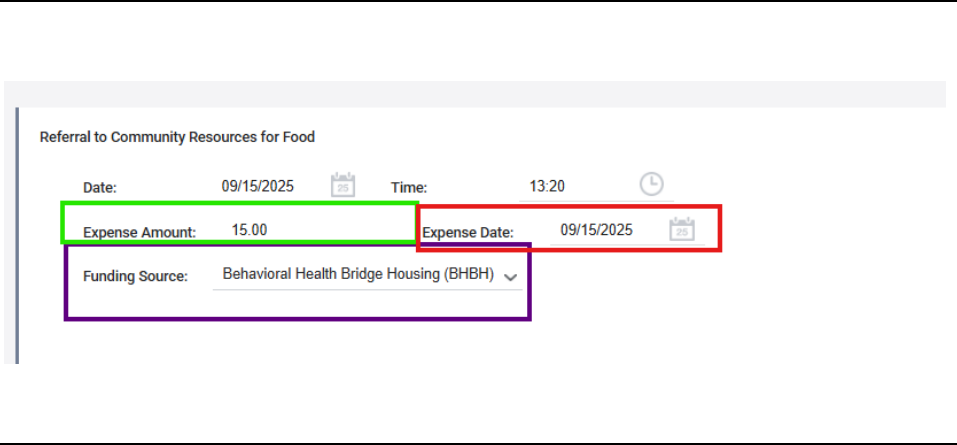
- Under the appropriate program, select **EDIT**



- Choose “Provide Service” and select the applicable service.



- Complete the service entry form:
- Date: Enter the date the expense occurred.
- Expense Amount: Enter the total amount expended.
- Funding Source: ***Behavioral Health Bridge Housing.***

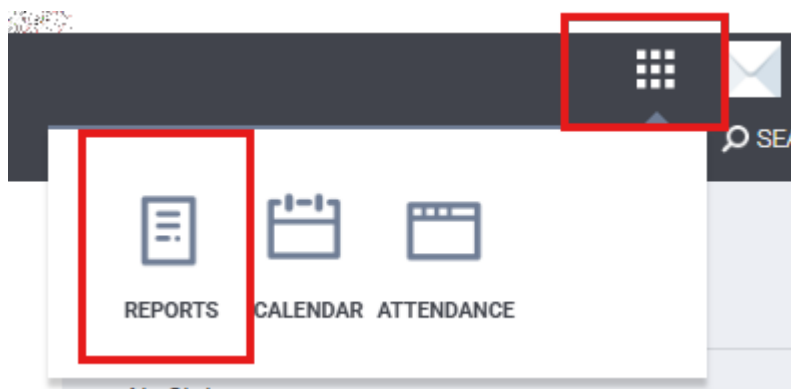


- Click Submit to save the entry




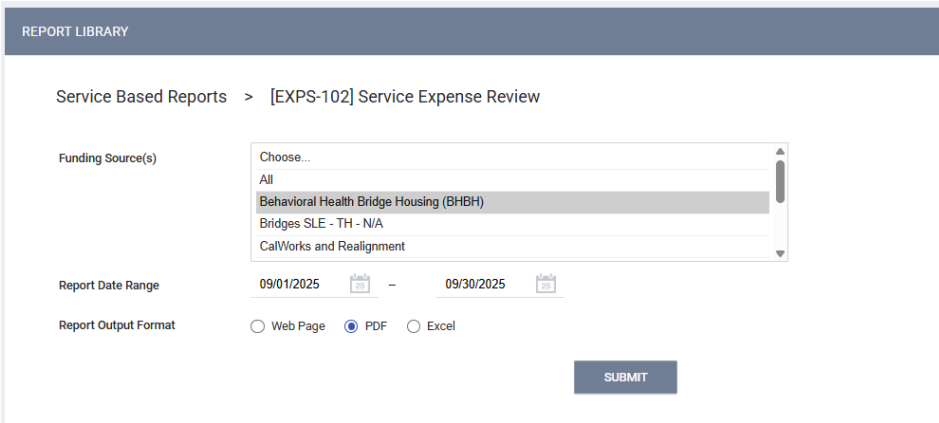
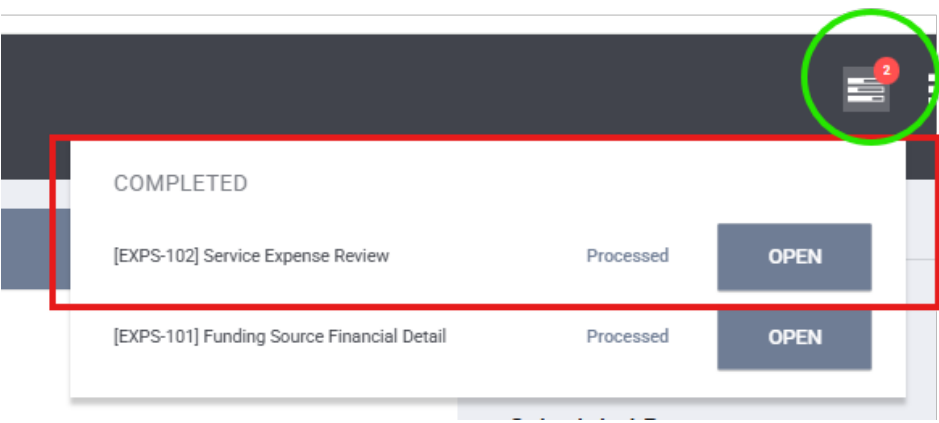
Running Monthly Reports

- On the HMIS home screen, click the multi-box icon in the top right corner.
- Select Reports.



- From the drop-down menu, choose Service Based Reports.

REPORT LIBRARY	
Favorite Reports	5 report(s) ▾
Data Quality Reports	5 report(s) ▾
Service Based Reports	9 report(s) ▾
Program Based Reports	22 report(s) ▾
Assessment Based Reports	4 report(s) ▾
Profile Screen Reports	1 report(s) ▾
Housing	5 report(s) ▾
HUD Reports	8 report(s) ▾
Community and Referrals	9 report(s) ▾
Agency Management	2 report(s) ▾

<ul style="list-style-type: none">• Locate [EXPS-102] Service Expense Review and click Run.	 <p>The screenshot shows a list of reports under the heading "Service Based Reports". The report "[EXPS-102] Service Expense Review" is highlighted with a red box, and its "RUN" button is highlighted in yellow. Other reports listed include [GNRL-102] Client List, [GNRL-103] Service Census [Service Based], [GNRL-104] Service Summary [Service Based], [GNRL-111] Attendance by Days Served, [GNRL-112] Client Address / Location, [GNRL-211] Service Issuance Summary [Service Based], and [GNRL-403] Public Alert Notice.</p>
<ul style="list-style-type: none">• Enter report parameters:<ul style="list-style-type: none">✓ Funding Source: Behavioral Health Bridge Housing✓ Date Range: Select the full month of the invoice period✓ Report Output: Choose PDF	 <p>The screenshot shows the "REPORT LIBRARY" configuration page for "[EXPS-102] Service Expense Review". The "Funding Source(s)" dropdown is set to "Behavioral Health Bridge Housing (BHBH)". The "Report Date Range" is set to "09/01/2025" to "09/30/2025". The "Report Output Format" is set to "PDF". A "SUBMIT" button is visible at the bottom right.</p>
<p>To Access Report:</p> <ul style="list-style-type: none">• Press F5 to refresh the webpage.• When a red circle with "1" appears, your report is ready.• Click the Bar Graph icon and select the report.	 <p>The screenshot shows a "COMPLETED" status for the report "[EXPS-102] Service Expense Review". The report is listed as "Processed" with an "OPEN" button next to it. A red box highlights the report row. In the top right corner, a green circle with a red "2" highlights a notification icon.</p>

- The file will automatically download to your local Downloads folder.

- Confirm that the balance on the report matches the monthly invoice total on your provider invoice template.

Details	
Behavioral Health Bridge Housing (BHBH)	\$35.00
Grand Total:	\$35.00