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## KnoxHMIS Requesting Customized Reports

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### **How to request a customized report from KnoxHMIS:**

1. Customized reports requests should be directed to [lhigginb@utk.edu](mailto:lhigginb@utk.edu)
2. Indicate the deadline you need the report. **If short turn around needed (i.e 1—3 business days), set a high priority flag on request**
3. In your request, list the specific fields (questions from KnoxHMIS) to be included in the report
4. Provide the date range for report and program(s) to be included
5. Sketch how the report will need to be presented (e.g. Tab 1: Client details, Tab 2: Demographic Info, Tab 3: Services Provided, etc.) OR if you have a report form please attach the template to your request.

### **KnoxHMIS Response Workflow:**

- The report will be assigned to HMIS staff
- HMIS staff will contact you for additional information
- Detailed reports may require a site visit
- Once the report is created, HMIS will work with you to review the report prior to the deadline
- Please respond promptly to reviews or the report may not be completed by your deadline

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