Non-Testing Intervention Report
[Prevention- HERR Service Delivery Demographics]

1. Log into your Provide Enterprise account.

2. Once the blank gray start screen loads, select the “Reports” drop-down menu and click on “Run.”

3. In the “Select a Report” box, scroll down and select “Prevention- HERR Service Delivery Demographics.”
4. A blank gray box will appear (see background of below image) as the report parameter values box loads. Once the “Enter Parameter Values” box opens, select the correct report settings for your agency:

- Enter a date range for the report by clicking the blue calendar icon to right of the “Enter Start Date” and “Enter End Date” bars and then scrolling through to the designated month and year.
- Select the grant (RIG) from the left-hand “Available Values” and click the single arrow icon to carry over to right-hand “Selected Values” screen.
- Select your Region from the left-hand “Available Values” and click the single arrow icon to carry over to the right-hand “Selected Values” screen.
- Select your organization from the left-hand “Available Values” screen and click the single arrow icon to carry over to the right-hand “Selected Values” screen.
- Select the all the interventions conducted by your agency from the left-hand “Available Values” screen and click the single arrow icon to carry over to the right-hand “Selected Values” screen, then click “OK” to run the report. The screen will turn a blank gray until the report loads.

5. Once the report loads, the below screen should appear. The chart breaks out all client data for the designated time period by race, risk, and gender for all selected interventions. The bottom row provides totals for each race category, while the column to the far right provides totals for each risk/gender category. The grand total is at the bottom right of the chart. Be sure to take note of all “NPRD” categorized clients, which will not be reimbursed under fee for service.