

# Client Participation Report Help

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## Report Description

For evidence-based interventions with multiple sessions (including DEBIs), intervention effectiveness has been established for clients who attend ALL sessions. This report summarizes client enrollment and participation rates as an indicator of intervention effectiveness.

### **How to Use This Report**

Run this report at the end of each series of an intervention to assess client participation rates in order to improve retention rates if needed.

### **Measures Reported On**

This report provides data for the following measures for all of the specified interventions combined:

1. Percent of projected clients enrolled (ILI, GLI, CRCS)
2. Percent of enrolled clients attending all sessions (ILI, GLI)
3. Percent of enrolled HIV+ clients attending all sessions (ILI, GLI)
4. Percent of enrolled clients attending 4 or more sessions (CRCS)

It also reports separately for each intervention:

1. Number of sessions
2. Unique clients projected
3. Unique clients enrolled
4. Unique HIV+ clients enrolled
5. Average number of sessions attended
6. Percent of projected clients enrolled
7. Number and percent of enrolled clients attending all sessions (ILI, GLI) or 4+ sessions (CRCS)
8. Number and percent of HIV+ enrolled clients attending all sessions (ILI, GLI) or 4+ sessions (CRCS)

*The clients included in the counts above can be limited to clients matching the specified target populations for the intervention by check the box labeled "Show Target Population Information Only" on the report generation screen.*

### **Programs & Forms Included**

Reports on data from the HE/RR program, including ILI, CRCS (HERR form) and GLI (GSAQ form).

## Report Definitions

**Indicator Scores  
- All  
Interventions**

The first table provides summary data for all included interventions combined, including:

Column Heading	Measure
Percent of Projected Clients Enrolled	The number of unique clients served by the intervention(s) divided by the number of clients intended to be reached from the intervention set-up screens in LEO.
Percent of enrolled clients attending ALL sessions (ILI, GLI)	For ILI and GLI interventions only, the proportion of the clients served who attended all of the sessions in a series.
Percent of enrolled HIV+ clients attending ALL sessions (ILI, GLI)	For ILI and GLI interventions only, the proportion of HIV+ clients served who attended all of the sessions in a series.
Percent of enrolled clients attending 4 or more sessions (CRCS)	For CRCS interventions only, the proportion of the clients served who attended at least four sessions. While the intended number of sessions for CRCS may vary, the CDC defined four sessions as their measure of intervention completion.

*Note that by default the report includes all clients served; however, client counts can be limited to clients who meet the criteria for the target populations defined in intervention set-up for a more precise tally of how many of the 'intended to be reached' clients were served. Since all 'intended to be reached' clients are part of a defined target population, limiting the report to unique clients who meet the TP criteria may be a more useful way to evaluate client participation.*

**Interventions &  
Client  
Attendance  
Summary Data**

Subsequent tables provide information for each specific intervention included in the report, grouped by intervention type: ILI, GLI, CRCS

Column Heading	Measure
#	The LEO agency number – intervention number
Name	The name of the intervention
# of Sessions	The number of sessions defined in intervention set-up
Unique Clients Projected	The number of clients intended to be seen (defined in intervention setup) across all target populations for that intervention

Unique Clients Enrolled	The number of unique clients attending at least one session
Unique HIV+ Clients Enrolled	The number of unique HIV+ clients attending at least one session
Average Number of Sessions Attended	Total number of sessions attended divided by the number of unique clients
Percent of Projected Clients Enrolled	The number of unique clients served by the intervention(s) divided by the number of clients intended to be reached from the intervention set-up screens
Number and Percent of Enrolled Clients Attending ALL Sessions (ILI, GLI) or 4 or more sessions (CRCS)	For ILI and GLI interventions, the proportion of the clients served who attended all of the sessions in a series. For CRCS interventions, the proportion of the clients served who attended at least four sessions.
Number and Percent of HIV+ Clients Attending ALL Sessions (ILI, GLI) or 4 or more sessions (CRCS)	For ILI and GLI interventions, the proportion of HIV+ clients served who attended all of the sessions in a series. For CRCS interventions, the proportion of HIV+ clients served who attended at least four sessions.

## Troubleshooting

***Discrepancy in expected number of HIV-positive clients***

Review client records and make sure “Most Recent HIV Result Received” is entered correctly.

***No data in report***

Be sure to select interventions and locations for which services have been provided during the time frame being reported on.

***Still having problems?***

- Report a bug: [LEOFeedback@cdph.ca.gov](mailto:LEOFeedback@cdph.ca.gov)
- Request assistance: [LEOHelp@cdph.ca.gov](mailto:LEOHelp@cdph.ca.gov)