# AHFE Placements (aka: Housing Entries) 08.19.2016 v.2.3

The AHFE Placements report shows housing placements (clients who got housed) based on Entry Date (Not Housing Move-In Date). The AHFE Placements report is typically submitted on a quarterly basis for Joint Office of Homeless Services (JOHS) funded programs, as well as other funders in our local community.

Folder Path in ART: Public Folder > portland\_live\_folder > Regional/Community Reports > Portland, Gresham/Multnomah County (OR-501) > JOHS (formerly AHFE) > Choose AHFE Placements (aka: Housing Entries) 08.19.2016 v.2.3

Click the 3-dots icon to the right of the report title or right-click on title and choose Schedule to get started

V 🖭 Public Folders		e A	Pavontes A	iype
		AHFE 0254 - Shelter - History, Overlap, and Return - v1		Web Intelligence
Available Reports and Templates		AHFE Data Quality Report (0252 Report Card v.16)		Web Intelligence
> 🖭 Available WellSky Resources		AHFE Placements (aka: Housing Entries) 08.19.2016 v.2.4		Web Intelligence
Pii portland_live_folder		AHFE RAC LeaversStayers Outcomes v.01		Web Intelligence
	□ 💪	AHFE RAC PDR (V.4.2.1)		Web Intelligence
ART Gallery Reports and Resources		AHFE RAC SHAR (v.4.1)		Web Intelligence
> 🖭 ART Standard Reports	70	CAA Referals to Housing data - WIP.01		Web Intelligence
> Fill City of Portland	1 😡	Coordinated Entry Case Conferencing v.2.2		Web Intelligence
		Exit Destination Check for Shelter Equity Project		Web Intelligence
> 🖭 Clackamas County		Follow Up Housing Retention v.1.11		Web Intelligence
> 🖭 Dashboard Reports In-Use		Operation 424 v5		Web Intelligence
N REI Data Quality		OR-501: Score Appeal and Decision v.00 WIP		Web Intelligence
		OR501 COC code test		Web Intelligence
> 🗉 Multnomah County		Projects in Provider Group list v.01		Web Intelligence
> 🖭 Provider Information		ServicePoint User Last Login - 0123v110628 - AHFE_OR501		Web Intelligence
		Users: Coordinated Access Training		Web Intelligence
Recycle Bin		Veteran Registry v.04 Beta		Web Intelligence
🗸 🖭 Regional/Community Reports				
> 🖭 Metro Region				
I				
<ul> <li>Oregon Housing &amp; Community Services (OHCS)</li> </ul>				
<ul> <li>Portland, Gresham/Multnon an County (OR-501)</li> </ul>				
JOHS (formerly AHFE)				

#### In the General tab

- Rename report instance
- Add 'BI Inbox' to Delivery Destinations
- Recurrence (run report now or recurring) for recurring reports, the end date should be set far into the future.

Schedule				
General  Report Features				
Instance Title				
Title*				
Rename Instance Here				
Destinations				
Add BI Inbox destination here				
Default Enterprise Location 🛞				
Recurrence				
Run Report:				
Now Schedule recurring instances here				

## In the 'Report Features' tab

- 1. Change Format to 'Microsoft Excel -Reports'
- 2. Select 'Edit Prompt Values' to set report parameters (see prompts below)
- 3. Click 'Schedule' when ready to run



## Set the report with the following prompts:

Program Type (s): Skip this prompt Provider(s) in List: Use Select button to choose providers Reporting Group(s): Skip this prompt (unless you have created a Reporting Group) CoC Code: Skip this prompt Retired CoC Code: Skip this prompt EDA Provider Skip this prompt Enter effective date: Date you are running the report Start Date: First date of the timeframe you want to review End Date (Plus ONE Day): One day after the end of the timeframe you want to review

## Download completed report from 'Instances' or 'BI Inbox' section of SAP BO home page

#### This Report has 10 tabs across the bottom:

• Use arrows to navigate back and forth on the list of tabs



Ταb	Purpose	
Client Prevention Summary	Shows total number of households and individuals served by	
	Homeless Prevention programs; includes new and ongoing	
	entries	
Client Placements Summary	Shows total number of households and individuals who were	
	housed; includes new and ongoing entries	
Client Placements by Race	Shows Race and Ethnicity of clients who were housed; includes	
	new and ongoing entries	
Client Placements by REO+ (Inclusive Identity)	Shows Race, Ethnicity and Inclusive Identity of clients who were	
	housed; includes new and ongoing entries	
Report Details	Shows how the report was prompted when it was set up	
Provider Details	Shows which specific providers were pulled into the report, and	
	what project type they are	
Client Placement Details	Shows client IDs, entry/exit dates, exit destination, length of	
	stay and race/ethnicity data for all new and ongoing clients	
Duplicate Clients	Used by HMIS administrators to identify and merge duplicate	
	client profiles	
Placements by Provider	Shows number of clients housed in each provider; includes new	
	and ongoing entries	
Report 9	Shows number of clients served who were Chronically Homeless	