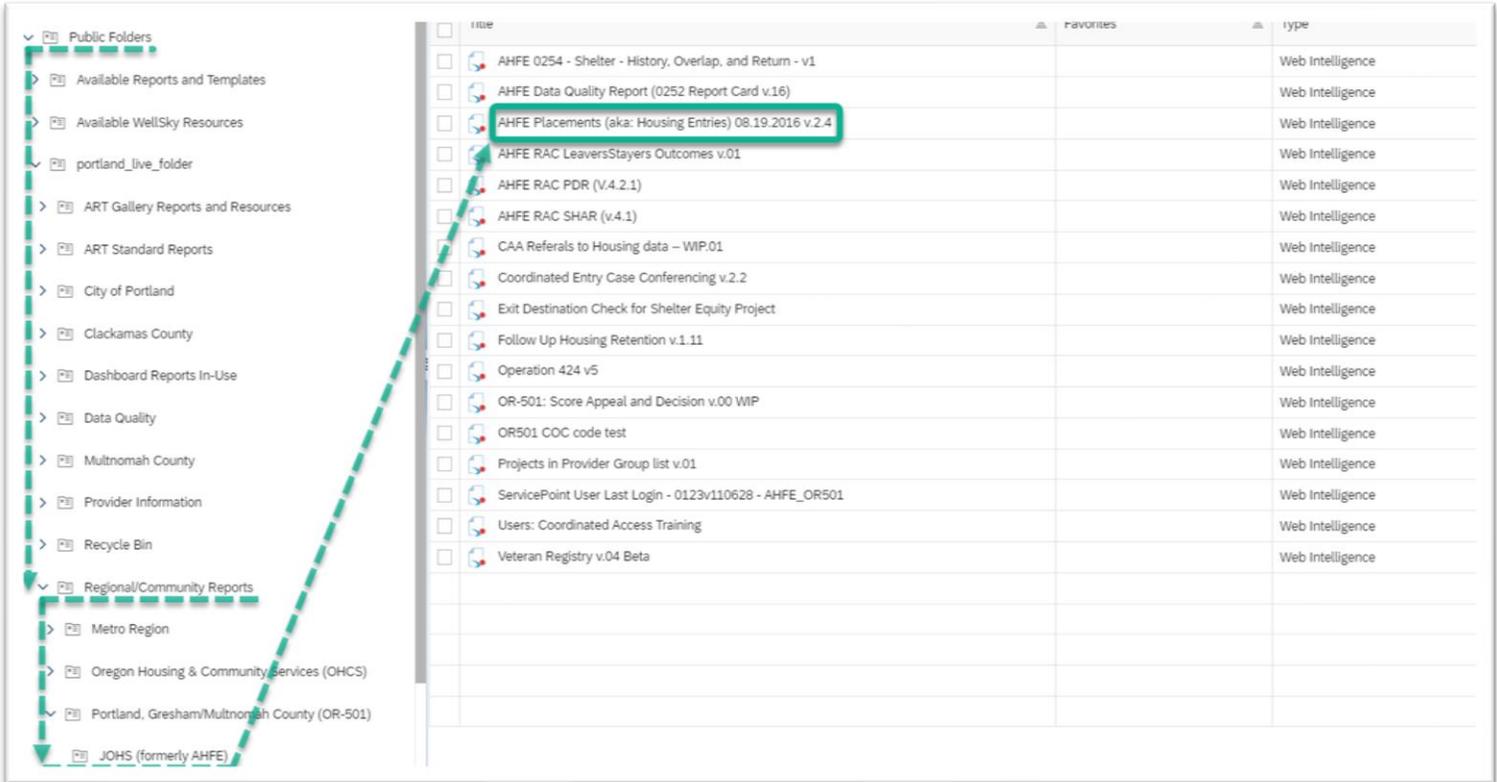


AHFE Placements (aka: Housing Entries) 08.19.2016 v.2.3

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



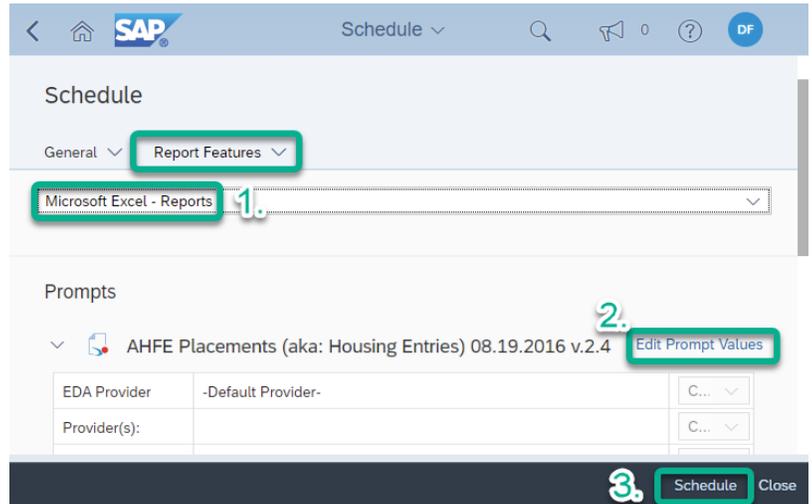
In the General tab

- 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.**

The 'Schedule' dialog box is shown with the 'General' tab selected. The 'Instance Title' section has a text input field containing 'Rename Instance Here'. The 'Destinations' section has an 'Add' button and a link 'Add BI Inbox destination here'. The 'Recurrence' section has a 'Run Report:' dropdown set to 'Now' and a link '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



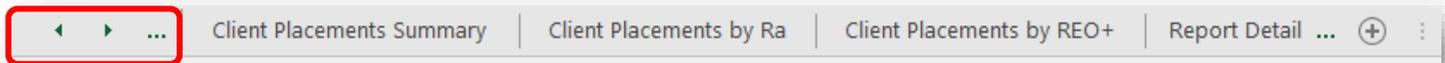
Set the report with the following prompts:

- 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



Tab	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