

Follow Up Housing Retention (FUHR) Report

- FUHR is used to show which clients have follow-ups due within the report range, and displays answers if follow-ups have already been entered into ServicePoint.
- FUHR only identifies the follow-ups you have 'pre-set' or 'scheduled' for the program.
- Do NOT email client information unless you are on an encrypted network, or have password protected the information.

Folder path in SAP Business Objects:

Public Folder ➤ Portland_live_folder ➤ Regional/Community Reports ➤ Portland, Gresham/Multnomah County (OR-501) ➤ JOHS (formerly AHFE) ➤ right click on 'Follow Up Housing Retention' and select 'Schedule.'

Please notify JOHS Data Team staff if this path is not correct or if folder names have changed.

The screenshot shows the SAP Business Objects interface. On the left, a tree view of folders is shown, with a path highlighted: Public Folders > portland_live_folder > Regional/Community Reports > Portland, Gresham/Multnomah County (OR-501) > JOHS (formerly AHFE). The main pane shows a list of reports. The report 'Follow Up Housing Retention v.1.1' is selected, and a context menu is open over it, with the 'Schedule' option highlighted by a green arrow.

Title	Favorites	Type	Description
AHFE 0254 - Shelter - History, Overlap, and...		Web Intelligence	
AHFE Data Quality Report (0252 Report Ca...		Web Intelligence	Do you want to see
AHFE Placements (aka: Housing Entries) 0...		Web Intelligence	2/5/19 added to cli
AHFE RAC LeaversStayers Outcomes v.01		Web Intelligence	Filtered for Head of
AHFE RAC PDR (V.4.2.1)		Web Intelligence	Copied 2016 versio
AHFE RAC SHAR (v.4.1)		Web Intelligence	•Reporting placem
CAA Referrals to Housing data - WIP.01		Web Intelligence	Updated 11152017
Coordinated Entry Case Conferencing v.2.2		Web Intelligence	Data dump of Entry
Exit Destination Check for Shelter Equity Pr...		Web Intelligence	
Follow Up Housing Retention v.1.1		Web Intelligence	This report was dev
Operation 424 v5		Web Intelligence	Operation 424 Sum
OR-501: Score Appeal and Decision v...		Web Intelligence	Update 06132018
OR501 COC code test		Web Intelligence	
Projects in Provider Group list v.01		Web Intelligence	This is a matrix of F
ServicePoint User Last Login - 0123v...		Web Intelligence	This report has bee
Users: Coordinated Access Training		Web Intelligence	Report for CAA Tra
Veteran Registry v.04 Beta		Web Intelligence	for Name Registry

Note: Report version number and folder contents may have changed since this screenshot was taken.

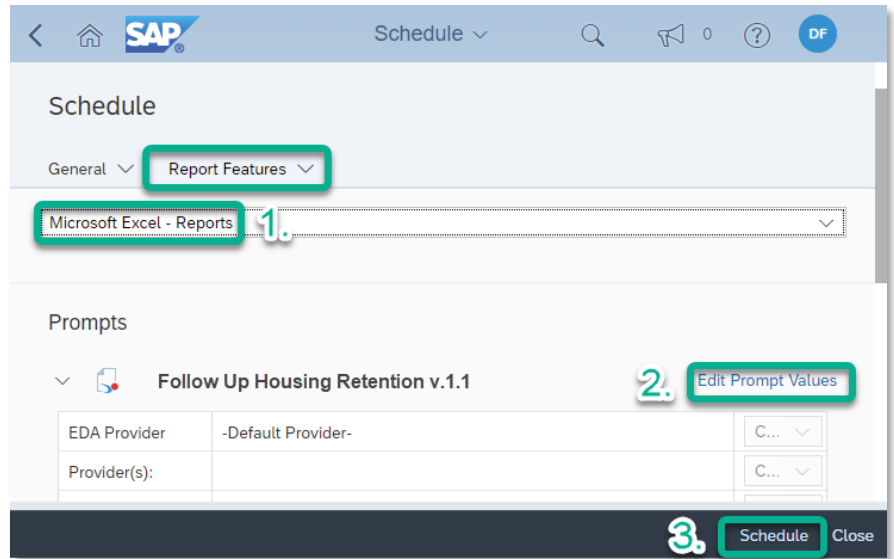
In the 'General' tab:

1. Rename Instance Title. A recommended naming convention is: "Follow Up Housing Retention_[Report Date Range]_as of [Day you ran the report]"
2. Add BI Inbox to Delivery Destinations.
3. Proceed to 'Report Features' tab.

The screenshot shows the 'Schedule' dialog box in SAP Business Objects. The 'General' tab is selected. The 'Instance Title' field is empty. The 'Title*' field contains the text 'Rename Title Here', with a green arrow pointing to it. Below, the 'Destinations' section shows 'Delivery Destinations' with an 'Add' button highlighted by a green arrow. Under 'Selected Delivery Destinations', 'Default Enterprise Location' and 'BI Inbox' are listed with 'X' icons to the right.

In the 'Report Features' tab:

1. Change Format to 'Microsoft Excel - Reports'.
2. Select 'Edit Prompt Values' to set report parameters (see prompts below. Note: The new window may take a moment to load.)
3. Click 'Schedule' when ready to run.



Set the following prompts:

CoC Code (Optional): *Skip this prompt.*

HMIS Provider(s) (Optional): *Search providers and check all that apply or leave blank if using Reporting Group(s).*

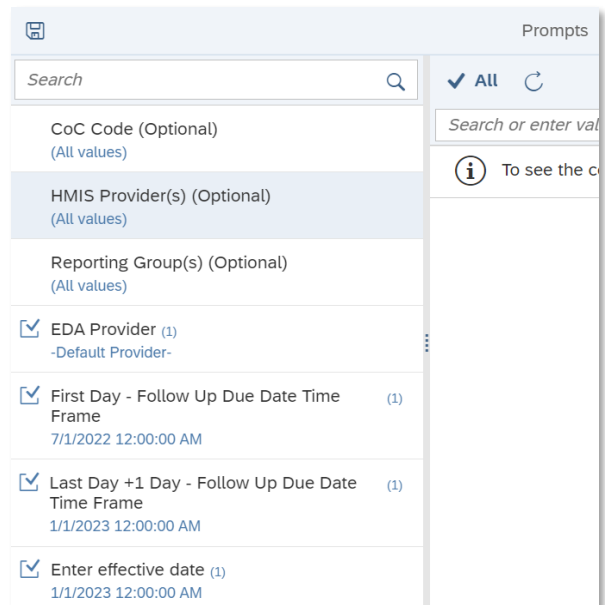
Reporting Group(s) (Optional): *Search reporting groups and check all that apply or leave blank if using HMIS Provider(s).*

EDA Provider: *Skip this prompt.*

First Day: *First date of follow up due date time frame*

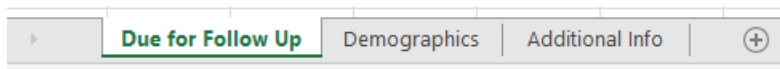
Last Day (+1 Day): *One day after last date of follow up due date time frame*

Enter effective date: *Same as the End Date plus one day*



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

This report has 3 tabs across the bottom:



Due for Follow Up: Shows clients who had follow-ups due in the reporting period, and follow-up details information for those that had follow-ups entered.

Demographics: Shows list of clients included in follow ups report with race/ethnicity and gender details. People with multiple responses in the Inclusive Identity column have one row for each response.

Additional Info: Shows report prompts (start and end dates, providers, etc.), instance details and notes/version history.

TIPS on FILTERING & SORTING IN EXCEL: <https://multco.us/multnomah-county-servicepoint-helpline/video-tutorials-user-forms-technical-support>