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.

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.

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.
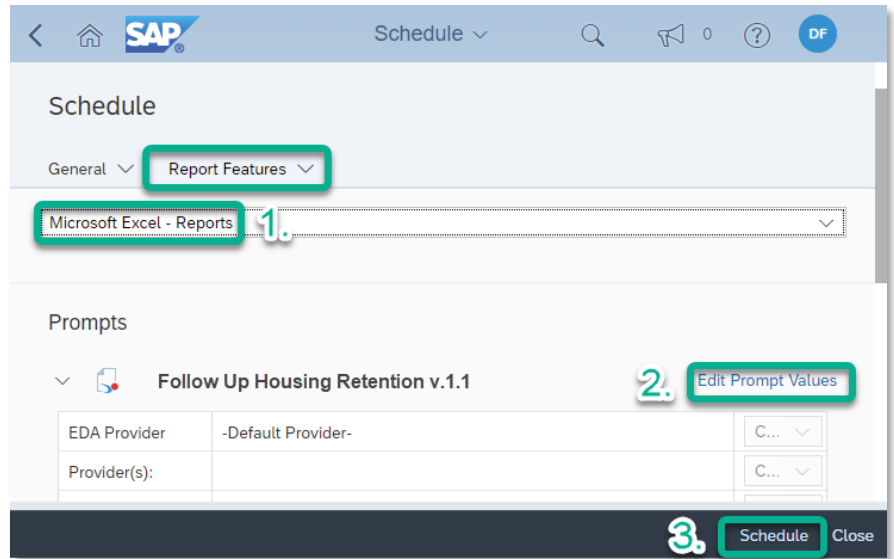
Set the following prompts:

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)*.

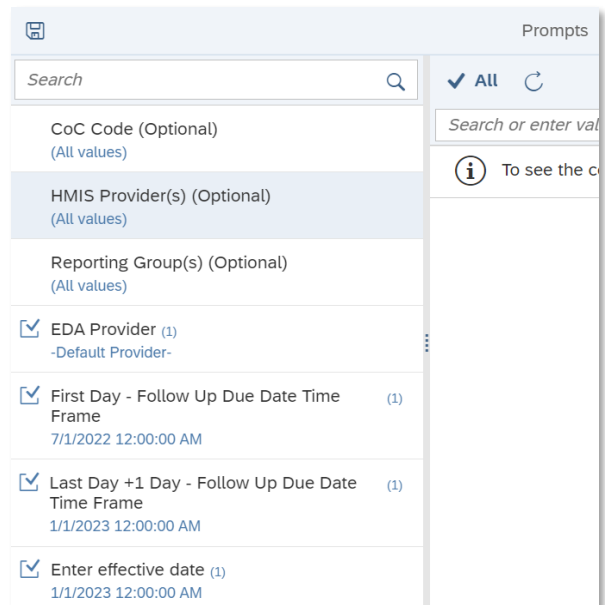Reporting Group(s) (Optional): Search reporting groups and check all that apply *or leave blank if using HMIS Provider(s)*.

EDA Provider: Skip this prompt.

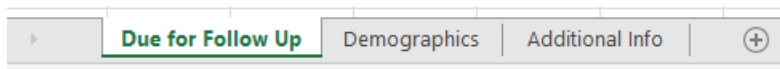First Day: First date of follow up <u>due date</u> time frame

Last Day (+1 Day): One day after last date of follow up <u>due date</u> 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

Questions? Contact the ServicePoint Helpline: servicepoint@multco.us
Last updated 12/21/22 based on **Follow Up Housing Retention v1.2**