

OUTPUTS & OUTCOMES REPORT (O&O)

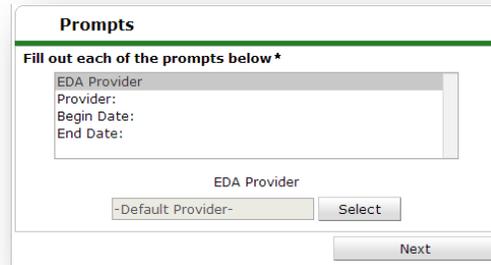
The Outputs & Outcomes report shows the target outcomes for your program as well as your current progress towards those goals. This report can be used to monitor your program's contractual compliance. **Review this report QUARTERLY to make sure you will meet your annual program targets.**

1 Folder Path in ART:

Public Folder ➤ Multnomah County ➤ Program Outputs & Outcomes (O&Os) ➤ FY14 O&Os ➤ **your program**
(there are 2 pages of choices)

2 'Schedule' the Report with the Following Prompts:

EDA Provider: **if you have multi-program access, enter the program you're looking for**
Provider: **same program as above**
Begin Date: **first day of the fiscal year**
End Date: **last day of the quarter +1**



3 Click Next

4 Select Excel or PDF as report format

5 Set interval (one time or recurring)

Reading the O&O

1 SUN/SCP	2 Output/Outcome	3 Target # or %	4 Actual
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1 Program name or service category

2 Text describing program measure

3 Target number or percentage, defined by program contract

4 The actual number of clients being counted in the measure

(Ex: Your program outcomes measure the number of clients who exit, and their exit destination. Your report may say "8/12 exited to permanent housing". That means that 12 clients were exited and 8 of those moved into permanent housing; Numerator does not include "Don't Know or Refused").

Ideally you will run this report once each quarter (September, January, April & July). Use this tool to plan and monitor your progress towards annual targets and overall contractual compliance.

NOTES:

* SUN Service System and Community Services Program Specialists review this report quarterly and communicate with your agency administrators about progress towards targets outlined in your program contract.

* If this report has the words "Last Manual Update" in the title, it means that there are certain tallies that need to be calculated and added to the report by hand. If you have any numbers that are faded/grayed out, please contact us to have that figure manually updated.