

PHB PDR -Participant Demographics Report V.4.2.4

PHB PDR v.4.2.2 shows all clients who were active in the report range, and some of the responses in their program entries. It provides a sum/count of some data elements, and can be used to calculate counts of clients served. It is typically submitted on a quarterly basis for Joint Office of Homeless Services (JOHS) funded programs.

Folder path in SAP BO:

Public Folder ➤ Portland Live ➤ ART Standard Reports ➤ **PHB PDR –Participant Demographics Report V.4.2.4**
Click the 3-dots icon to the right of the report title and choose **Schedule** to get started

In the General section:

Update title

Click Add to include your BI Inbox as a delivery destination

Schedule

General Report Features

Instance Title

Title *
PHB PDR - Emily Test

Destinations

Delivery Destinations

Add

Selected Delivery Destinations

Default Enterprise Location

BI Inbox

In the Report Features section:

Choose the format for your report

Click Edit Prompt Values to update report parameters*

*It can take up to 2 minutes for report prompts to load

Schedule

General Report Features

Formats

Microsoft Excel

Prompts

PHB PDR -Participant Demographics Report V.4.2.2

EDA Provider: -Default Provider- Constant ...

Enter effective date: 7/1/2019 12:00:00 AM Constant ...

Enter Start Date of Quarter: 7/1/2018 12:00:00 AM Constant ...

Edit Prompt Values

Schedule the report with the following prompts:

EDA Provider: skip this prompt

Enter Effective Date: same as the End Date plus day

Enter Start Date of Quarter: first date of timeframe you want to review

Enter End Date of Quarter PLUS ONE Day: one day after the end of the timeframe you want to review

Select Providers: use Select button to choose providers

Enter Start Date of Year: first date of timeframe you want to review

Include Services from These Other Providers: leave blank

✓ EDA Provider -Default Provider- >

✓ *Enter effective date 7/1/2019 12:00:00 AM >

✓ *Enter Start Date of Quarter: 7/1/2018 12:00:00 AM >

✓ *Enter End Date of Quarter PLUS ONE DAY: 7/1/2019 12:00:00 AM >

✓ *Select Provider(s): EMO - Home Provider - Active Participant(6290); EMO - Home Provider - Intake(6581); EMO - Home Provider - Matched(6164) >

✓ *Enter Start Date of Year: 7/1/2018 12:00:00 AM >

Include Services from these other provider(s): >

Click the **SCHEDULE** link in the lower right-hand corner of the screen when done updating report prompts

Reports sent to BI Inbox will arrive there in about 5 minutes; Click the **VIEW** button in the upper right-hand corner to open

This report has 3 tabs across the bottom.



COVER – Shows how the report was prompted; what start and end dates were used, which programs were pulled into the report, and the date the report was run.

PDR SUMMARY – Shows summary information on 8 specific topics:

- | | |
|-------------------------|--|
| 1. Gender | 5. Other – DV, Vet, homeless history, etc. |
| 2a. Race/Ethnicity | 6. City of Residence |
| 2b. Federal Race Groups | 7. Age Groups |
| 3. Income | 8. Service Transactions |
| 4. Residence | |

***CLIENT DETAIL** – Displays key data elements from the program entry, including:

- | | |
|------------------------|-----------------------------------|
| Name | Gender |
| Entry/Exit Dates | Race/Ethnicity |
| Age | Domestic Violence |
| Prior Living Situation | Relationship to Head of Household |
| Disability status | |

* Clients may be duplicated on this tab