

Program Performance Report Work Instructions



1.0 Overview

The Program Performance v2.0 report contains a number of measures that identify households and individuals served or placed within a given reporting period and disaggregates those measures by Race & Ethnicity and Gender.

Users must have a reporting license to access reports located in BusinessObjects.

2.0 Work Instructions

1. Running the report

- a. Log into BusinessObjects, navigate to **Folders > Public Folders > pdxmetroarea_hmis_live > Clackamas County > Data Quality**
- b. Locate Program Performance v2.0 report.
- c. Select report name to run it directly in the browser.
- d. Or select the three dots next to the report and select Schedule for future automated reports.
- e. If you have not used Business Objects before, please reference Accessing BusinessObjects & Running Reports - Work Instructions

1. Running the report

The screenshot shows a BusinessObjects report list. The path is Public Folders / pdxmetroarea_hmis_live_folder / Clackamas County / Data Quality. The table lists several reports, with 'Program Performance v2.0' highlighted in red. A context menu is open for this report, with 'Schedule' also highlighted in red.

Title	Type	Description
Data Quality (Local 0260) v12.1	Web Intelligence	This report is a m...
EntryExit Query v.2.6	Web Intelligence	Rebuild of the MC...
Housing Status At Exit w/Client Names_Mis...	Web Intelligence	Data Completeness
Program Performance v.2.0	Web Intelligence	Created for contr...
Shortcut to EntryExit Query v.2.6	Shortcut	

- View
- Properties
- Copy Opendoc Link
- Modify
- Mobile Properties
- Schedule**

Program Performance Report Work Instructions



2. Report Prompts

- a. Select and enter either **HMIS Providers** or **Reporting Groups** to focus on specific programs or groups.
- b. Leave the **EDA Provider** field as default unless specified otherwise.
- c. Enter the **Effective Date**, **Fiscal Year Start Date**, **Quarter Start Date**, and **End Date** for the reporting period.
- d. Click **Run** at the bottom of the page.

Note: The **Effective Date** and **End Date** should be the same.

2. Report Prompts

Search

HMIS Provider(s) (Optional) (1)
- None Selected -

Reporting Group(s) (Optional) (1)
- None Selected -

EDA Provider (1)
- Default Provider -

Enter effective date (1)
2/25/2024 12:00:00 AM

Fiscal Year Start Date: (1)
1/10/2023 12:00:00 AM

Quarter Start Date: (1)
1/10/2023 12:00:00 AM

End Date (PLUS ONE DAY): (1)
2/25/2024 12:00:00 AM

Mandatory (5) Reset All

Run Cancel

3. Export Report

- a. Once the report loads, use the Export button to download.
- b. Select Excel format.
- c. Choose specific tabs to include or select All Reports.

3. Export Report

Export to

Excel

Content Options

Reports Data

Search

All reports

All Programs

Permanent Housing Only

Shelter Only

Detail (Current Report)

Additional Info

Program Performance Report Work Instructions



4. Review Report

- a. **Tab 1: All Programs**
Contains Summary information for people served and exit destinations.
- b. **Tab 2: Permanent Housing Only**
This tab populates permanent housing provider data.
- c. **Tab 3: Shelter Only**
This tab populates shelter provider data.
- d. **Tab 4: Detail**
Shows data that has been entered through Entry/Exit.
- e. **Tab 5: Additional Info**
Report prompts.

4. Review Report

10	Total Unique People	40	8	8
11	Total Unique Households	31	5	5
12	People Served - Metric Definitions			
	Total People Served in Fiscal Year - People are served within the fiscal year if they have one or more entries with an Entry Date the Exit Date is either blank OR is on or after the "Fiscal Year Start Date" prompt.			
13	People Newly Served in Fiscal Year - People are newly served within the fiscal year if they have an Entry Date that is on or after before the "End Date Plus One Day" prompt.			
	People Newly Served in Quarter - People are newly served within the quarter if they have an Entry Date that is on or after the " before the "End Date Plus One Day" prompt.			
14				
15	Exit Destinations	All Programs		
16		Leavers in Fiscal Year	Leavers in Quarter	
17		(7/1/24 - 9/30/24)	(7/1/24 - 9/30/24)	
	< > ☰	All Programs	Permanent Housing Only	Shelter Only
		Detail	Additional Info	+

3.0 Resources

3.1 Referenced Material

- [Accessing BusinessObjects & Running Reports Work Instructions \(Linked\)](#)

3.2 Related Material

- [2024 HUD Data Dictionary](#)

3.3 Contacts

- HMISAdmin@clackamas.us