How-To Guide:
ART / Business Object Report
'Homeless Services Usages by County of Project Enrollment'

Contents

Overview

> - **This report pulls data based on the HMIS assessment question '_MD-514 County of Project Enrollment_'**
>   - ☑ It is crucial that End Users are updating this data element when completing and HMIS Entry Assessment at the time the client is enrolled into any of the agencies HMIS projects!

The '_Homelessness Services Usages by County of Project Enrollment_' report is a custom MD BoS report and is located in _Business Objects_. Because the MD BoS CoC is comprised of 7 LHC's covering 9 counties, the data element 'MD-514 County of Project Enrollment' was added to HMIS Entry Assessments to allow the CoC, each LHC, and individual Partner Agencies to have the ability to report out on clients served in specific counties.

*_Accessing Business Objects requires an addt'l HMIS license & is only assigned to MD Bos HMIS End Users, that are also the designated HMIS Point-of-Contact (PoC) for an agency. Please contact the HMIS Team if you need assistance *_

How to Run the Report

- Log into MD BoS HMIS

- **Click** on *Connect to Business Objects* (found it top right corner)
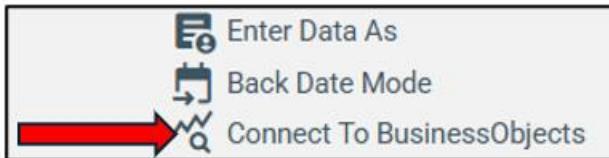
- **Click** on Folders
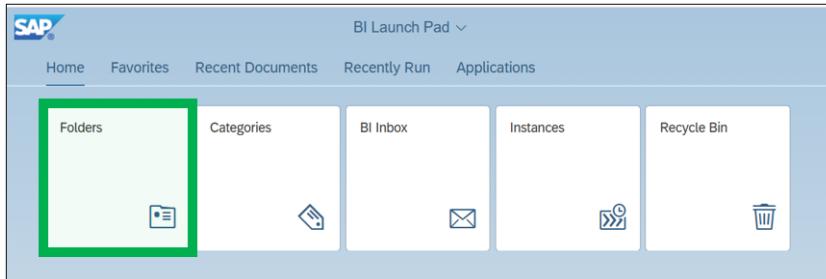
- **Navigate** to BoS Reports folder by clicking:
  - Public Folders
  - Mdbos_LIVE_folder
  - BoS Reports

- **Click** on the report name (be patient – it can take a few moments for the report prompts to load)

- **Report Prompts**: Follow the steps below to enter the correct information for each prompt
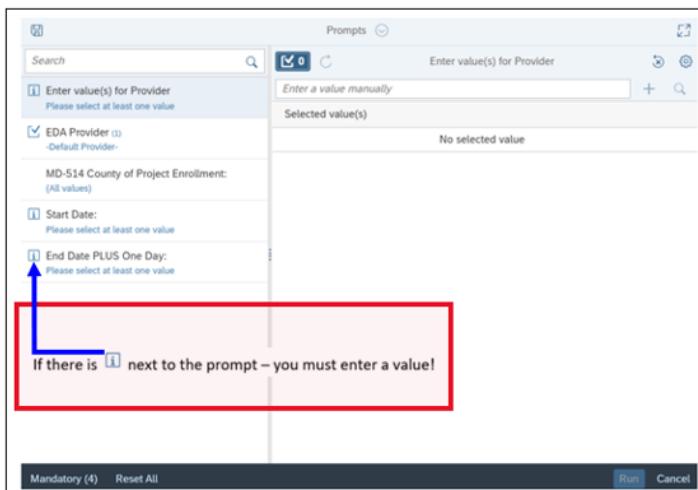
  - You can manually enter values – **OR** – click the refresh button to get a list of all values that are options for that specific prompt
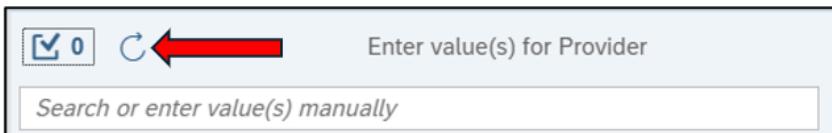
- o **Enter values for Provider** (this is the name of the HMIS project):
  - ▪ Select the provider name(s) to include in the report
    - • Only providers that have a ✅ check mark will be included

- o **EDA Provider**:
  - ▪ ‼ Do **NOT** edit this field

- o **MD-514 County of Project Enrollment**:
  - ▪ Click the box next to Counties to include in the report

- o **Start Date & End Date**:
  - ▪ If you use the calendar to select a date – *MAKE SURE* to click '**OK**'
  - ▪ Do **NOT** edit the time
  - ▪ Note that the *End Date* is **PLUS One Day**
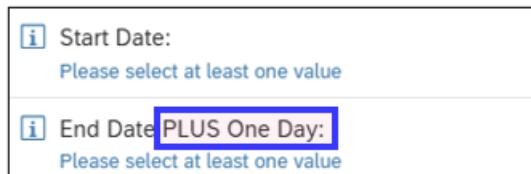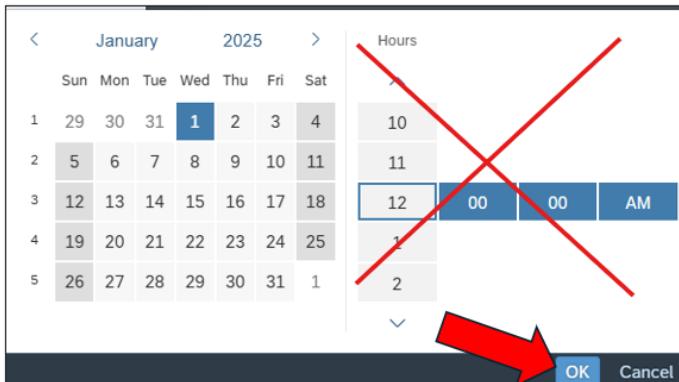
- **Review** each report prompt field for accuracy & **Click** 'Run'
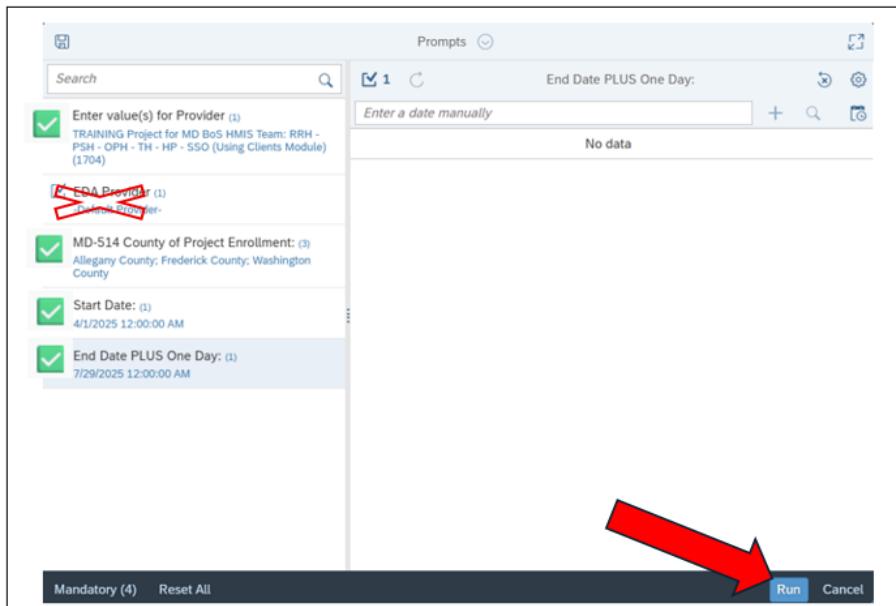
Report Tabs

!! REMEMBER !!

Data entered into an HMIS client record will not be reflected in Business Objects until the following day

Once the report is done 'running', you can either just view it directly in Business Objects – OR – you have the ability to export it & save to your computer.

➢ Exporting it as an Excel document – will allow you to sort & filter each tab if necessary
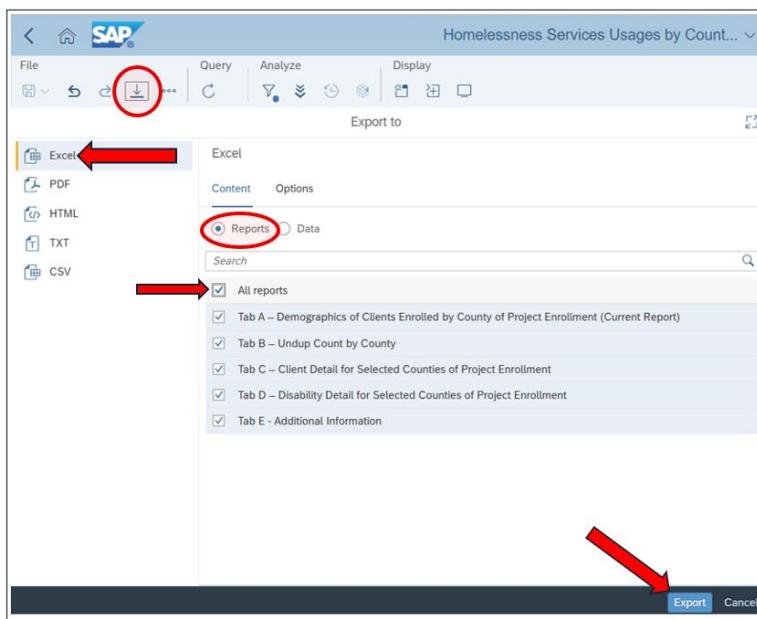
- **Tab A – Demographics of Clients**
  - This tab shows the counts of all clients
    - If *multiple 'MD-514 County of Project Enrollment' were selected* in the report prompts - it does not break it out by each of the counties selected

- **Tab B – Unduplicated Count by County**

- **Tab C – Client Detail for Selected Counties of Project Enrollment**
  - This tab has multiple columns showing client project enrollment details
    - A separate row will show for each enrollment the client had during the reporting period – for each project selected in the report prompts

- **Tab D – Disability Detail for Selected Counties of Project Enrollment**

- **Tab E – Additional Information**
  - This tab shows the report prompts that were selected