

How-To Guide:

ART / Business Object Report

'Homeless Services Usages by County of Project Enrollment'

Contents

Overview	2
How to Run the Report	3
Report Tabs	6

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!

Translation Assistance Needed	-Select- G
Enrollment CoC	-Select- G
MD-514 County of Project Enrollment	-Select- ▼
<div style="border: 1px solid #ccc; padding: 5px; display: none;">-Select- Allegany County Calvert County Cecil County Charles County Frederick County Garrett County Harford County St. Mary's County Washington County</div>	

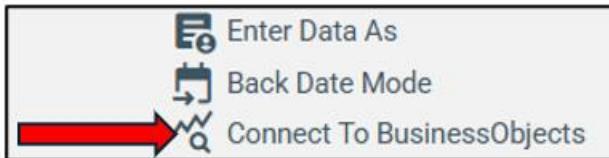


The 'Homelessness Services Usages by County of Project Enrollment' report is a custom MD BoS report and is located in *Business Objects*. Because the MD BoS CoC is comprised of 7 LHC's covering 9 counties, the data element 'MD-514 County of Project Enrollment' was added to HMIS Entry Assessments to allow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

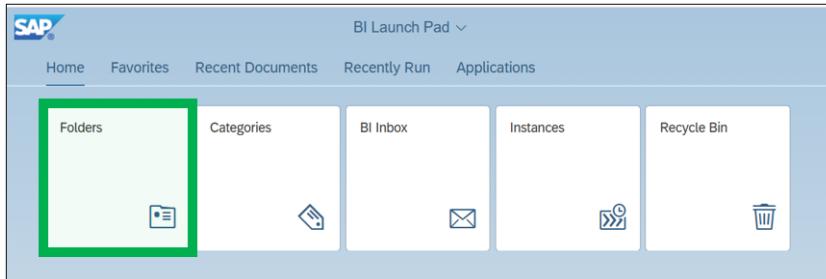
** Accessing Business Objects requires an addt'l HMIS license & is only assigned to MD Bos HMIS End Users, that are also the designated HMIS Point-of-Contact (PoC) for an agency. Please contact the HMIS Team if you need assistance **

How to Run the Report

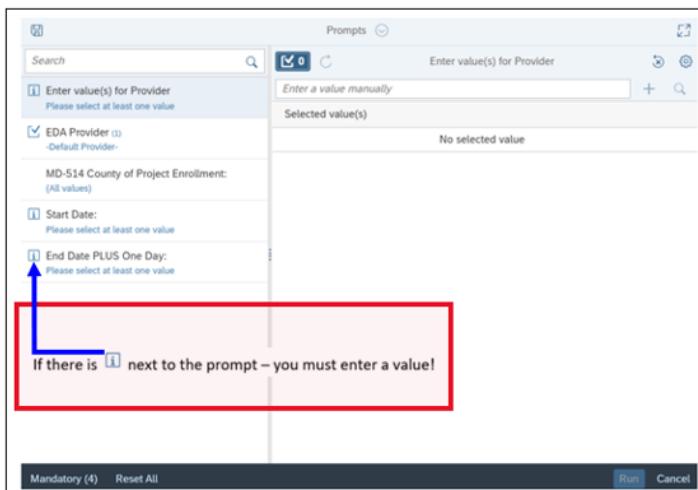
- Log into MD BoS HMIS
- Click on Connect to Business Objects (found in top right corner)



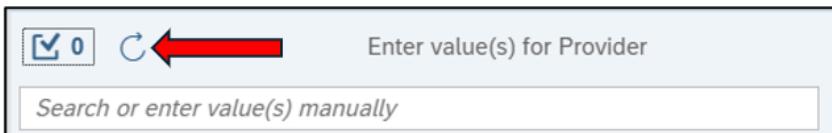
- Click on Folders



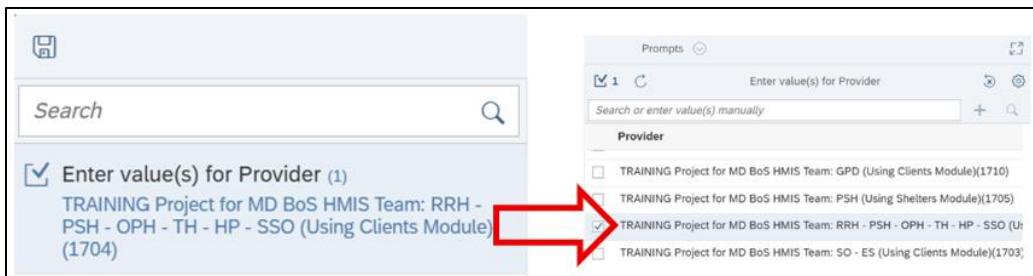
- Navigate to BoS Reports folder by clicking:
 - Public Folders
 - Mdbos_LIVE_folder
 - BoS Reports
- Click on the report name (be patient – it can take a few moments for the report prompts to load)
- Report Prompts: Follow the steps below to enter the correct information for each prompt



- You can manually enter values – **OR** – click the refresh button  to get a list of all values that are options for that specific prompt



- **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



Search

Enter value(s) for Provider (1)

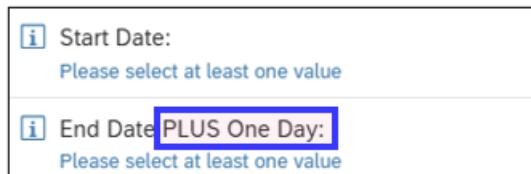
TRAINING Project for MD BoS HMIS Team: RRH - PSH - OPH - TH - HP - SSO (Using Clients Module) (1704)

Prompts

Provider

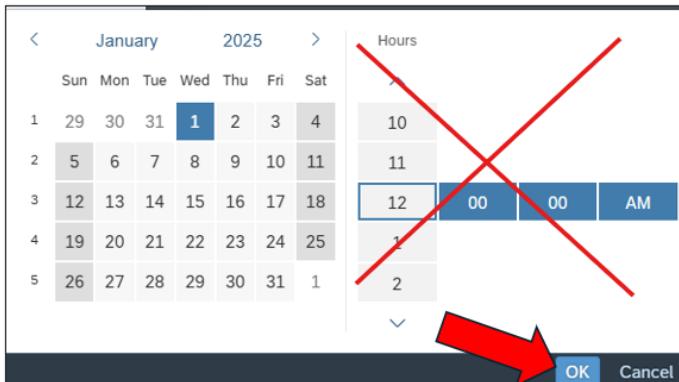
- TRAINING Project for MD BoS HMIS Team: GPD (Using Clients Module)(1710)
- TRAINING Project for MD BoS HMIS Team: PSH (Using Shelters Module)(1705)
- TRAINING Project for MD BoS HMIS Team: RRH - PSH - OPH - TH - HP - SSO (Using Clients Module)(1704)
- TRAINING Project for MD BoS HMIS Team: SO - ES (Using Clients Module)(1703)

- **EDA Provider:**
 - **!!** Do NOT edit this field
- **MD-514 County of Project Enrollment:**
 - Click the box next to Counties to include in the report
- **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**



Start Date:
Please select at least one value

End Date **PLUS One Day:**
Please select at least one value



January 2025

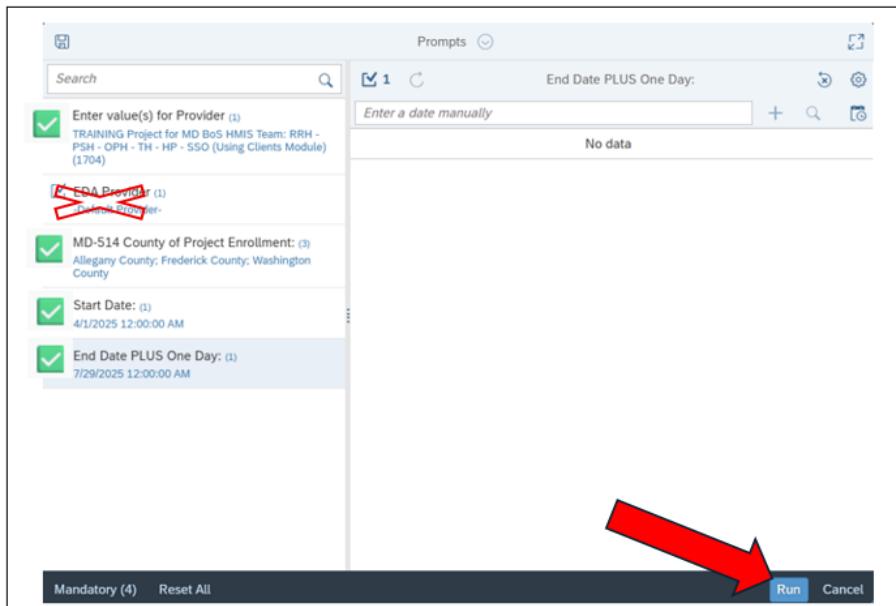
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	29	30	31	1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	1

Hours

10	11	12	00	00	AM
1	2				

OK Cancel

- **Review each report prompt field for accuracy & Click 'Run'**



The screenshot shows a 'Prompts' dialog box with the following details:

- Search:** End Date PLUS One Day:
- Provider:** TRAINING Project for MD BoS HMIS Team: RRH - PSH - OPH - TH - HP - SSO (Using Clients Module) (1704)
- Project:** ~~MD-514 County of Project Enrollment~~ (1) (Redacted)
- County:** MD-514 County of Project Enrollment: (3) Allegany County; Frederick County; Washington County
- Start Date:** (1) 4/1/2025 12:00:00 AM
- End Date PLUS One Day:** (1) 7/29/2025 12:00:00 AM

Mandatory (4) Reset All

A large red arrow points to the **Run** button at the bottom right of the dialog box.

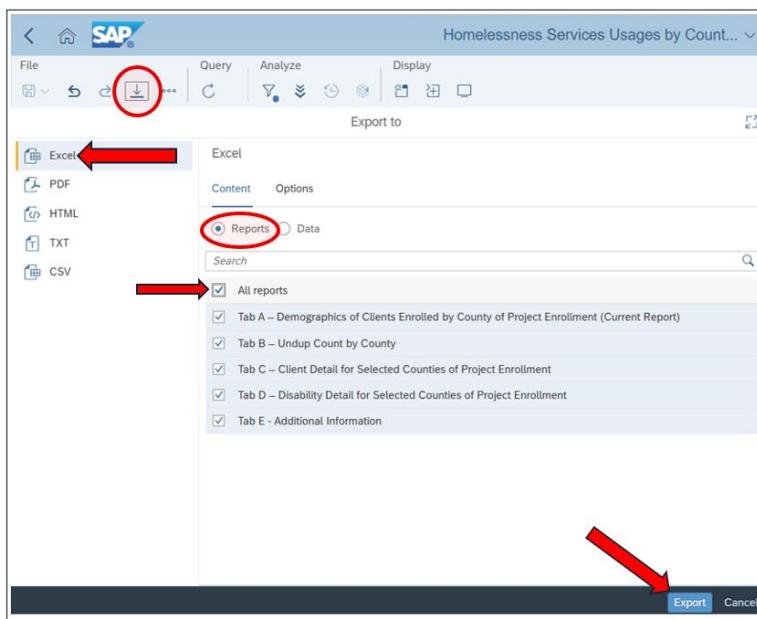
Report Tabs

!! 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