

Program Performance Report (PPR)

To run the PPR:

Folder path in SAP Business Objects:

Public Folders ➤ pdxmetroarea_hmis_live_folder ➤ Multnomah County ➤ Homeless Services Department (HSD) ➤ right click on 'Program Performance v2.5' and select 'Schedule.'

The screenshot shows the SAP Business Objects interface. On the left, the 'Folders' pane shows the path: Public Folders > pdxmetroarea_hmis_live_folder > Multnomah County > Joint Office of Homeless Services (JOHS). The main pane shows a list of reports under the selected folder. The report 'Program Performance v2.3' is highlighted.

| Title | Favorites | Type | Description | Last Updated |
|---|-----------|------------------|---|-----------------------|
| Archive | | Folder | | Dec 2, 2024 8:49 AM |
| Program Outputs & Outcomes (O&Os) | | Folder | | Apr 18, 2024 5:07 PM |
| WIP | | Folder | Works in Progress | Mar 24, 2024 7:30 PM |
| Coordinated Access - Triage Referral Prefer... | | Web Intelligence | 12122022 Unchecked retrieve duplic... | Oct 25, 2024 9:23 AM |
| Data Quality (Local 0260) v12.1 | | Web Intelligence | This report is a modified version of th... | May 5, 2024 2:24 PM |
| Entry/Exit Query v.2.6 | | Web Intelligence | Rebuild of the MQ. Unlike the MQ, w... | Jan 3, 2025 9:35 AM |
| Follow Up Housing Retention v.2.31 | | Web Intelligence | This report was developed as a repla... | Oct 17, 2024 9:38 AM |
| Fund Sources v1.0 | | Web Intelligence | This report MQ. This version current... | Nov 27, 2024 1:29 PM |
| JOHS Master Query v. 1.7 | | Web Intelligence | 12122022 Unchecked retrieve duplic... | Nov 15, 2023 10:16 AM |
| Participant Events in HMIS v1.0 | | Web Intelligence | This report identifies different types o... | Sep 14, 2024 4:00 AM |
| Program Performance City SRV v1.0 | | Web Intelligence | Created for contractual JOHS reporti... | Sep 29, 2024 4:01 AM |
| Program Performance v2.3 | | Web Intelligence | Created for contractual JOHS reporti... | Dec 3, 2024 5:23 PM |
| Provider Admin Settings v1.9 | | Web Intelligence | Multi-tab data dump containing info ... | Dec 10, 2024 7:58 PM |
| ROI Dump v1.0 | | Web Intelligence | 12122022 Unchecked retrieve duplic... | Nov 25, 2024 3:34 PM |
| Service Tx Dump for Dup Record Merge | | Web Intelligence | System Query v2.0, with Services ta... | Dec 19, 2024 5:34 PM |
| Services & Fund Sources (0607 distillation f... | | Web Intelligence | This ART report extracts data neede... | Oct 21, 2024 4:01 AM |
| User Admin Settings v1.4 | | Web Intelligence | This report presents various, reporta... | Nov 5, 2024 2:14 PM |
| Whodunnit_Users and Providers Creating E... | | Web Intelligence | This report MQ. This version currentl... | Jul 3, 2024 9:52 AM |

Note: Report version number and folder contents may have changed since this screenshot was taken.

Continue to next page.

In the General tab:

1. Rename Instance Title. A recommended naming convention is: "Program Performance_[Report Date Range]_as of [Day you ran the report]"
2. Add 'BI Inbox' to Delivery Destinations
3. Recurrence (run report now or recurring) – **for recurring reports, the end date should be set far into the future.**
4. Proceed to 'Report Features' tab.

The screenshot shows the 'Schedule' tab with the 'General' sub-tab selected. The 'Instance Title' field is highlighted with a red box and contains the text 'Rename Instance Here'. The 'Destinations' section has an 'Add' button highlighted with a red box, and a text label 'Add BI Inbox destination here' is next to it. The 'Recurrence' section has a 'Now' button highlighted with a red box, and a text label 'Schedule recurring instances here' is next to it.

In the Report Features tab:

1. Change 'Formats' to 'Excel - Reports'.
2. Select 'Edit Prompt Values.' The new window may take a moment to load.

Set the following prompts:

HMIS Provider(s) (Optional): Search providers and check all that apply or leave blank if using Reporting Group(s).

Reporting Group(s) (Optional): Search reporting groups and check all that apply or leave blank if using HMIS Provider(s).

EDA Provider: Skip this prompt.

Enter effective date: Same as End Date PLUS 1 Day

Fiscal Year Start Date: First day of fiscal year or other reporting period of interest. Must be on or before the Quarter Start Date prompt

Quarter Start Date: First date of quarter or other reporting period of interest

End Date (PLUS ONE DAY): One day after the end of the timeframe you want to review

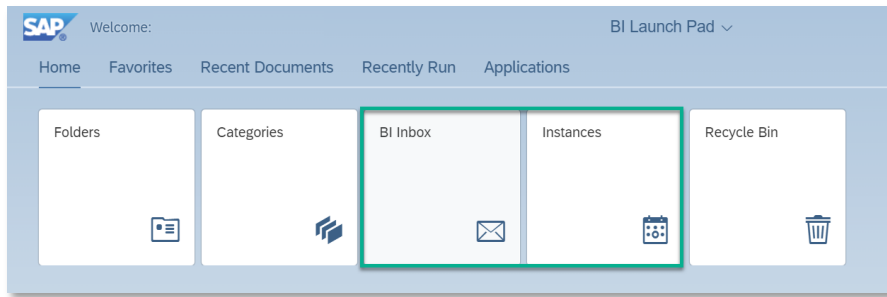
The screenshot shows the 'Report Features' tab with the 'Report Features' sub-tab selected. The 'Microsoft Excel - Reports' format is selected in the 'Select preferred format' dropdown. The 'Prompts' section is expanded, showing a table of prompts with their current values and 'Edit Prompt Values' buttons. The 'Edit Prompt Values' button for the 'Program Performance v.1' prompt is highlighted with a red box. At the bottom, there is a 'Click 'Schedule' when ready to run' text and a 'Schedule' button highlighted with a red box.

| Prompts | Value | Action |
|-------------------------|--------------------------|--------------------|
| Program Performance v.1 | Choose report parameters | Edit Prompt Values |
| HMIS Provider(s...) | - None Selected - | C... |
| Reporting Group... | - None Selected - | C... |
| EDA Provider | -Default Provider- | C... |
| Enter effective d... | 7/1/2022 12:00:00 AM | C... |
| Fiscal Year Start ... | 7/1/2020 12:00:00 AM | C... |
| Quarter Start Da... | 4/1/2022 12:00:00 AM | C... |
| End Date (PLUS... | 7/1/2022 12:00:00 AM | C... |

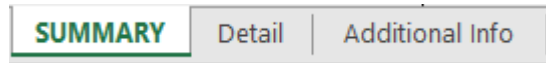
3. Once all prompts are correct, click 'Apply'. The 'Edit Prompt Values' dialogue box will close.
4. Click 'Schedule' in the lower right corner.

Continue to next page.

Download completed report from 'BI Inbox' or 'Instances' section of SAP BO Home Page.



This report has 3 tabs across the bottom:



Most of the important information is on the **SUMMARY** tab, divided into outputs for all programs (left) and outputs for housing programs only (right). Placements are tracked only for housing programs. Scroll down for demographic information. Clients are deduplicated in summary tab.

"Detail" tab contains client data and should be removed before emailing to protect personally identifying information.

Additional Info tab contains report parameters, metric definitions and report development/revision notes.

A sample PPR

| | |
|------------------------|------------|
| Fiscal Year Start Date | 7/1/2022 |
| Quarter Start Date | 10/1/2022 |
| End Date | 12/31/2022 |

SAMPLE Program Performance Report (PPR)

Overall Outputs

| | All Programs | | | | | |
|-------------------------|-----------------------------|-------|-------------------------------|-------|---------------------------|-------|
| | Total Served in Fiscal Year | | *Newly* Served in Fiscal Year | | *Newly* Served in Quarter | |
| | Count | % | Count | % | Count | % |
| HMIS Provider A (0000) | 15 | 5.8% | 6 | 4.6% | 4 | 13.3% |
| HMIS Provider B (1111) | 75 | 28.8% | 41 | 31.5% | 0 | 0.0% |
| HMIS Provider C (2222) | 73 | 28.1% | 35 | 26.9% | 0 | 0.0% |
| HMIS Provider D (3333) | 80 | 30.8% | 43 | 33.1% | 23 | 76.7% |
| HMIS Provider E (4444) | 17 | 6.5% | 5 | 3.8% | 3 | 10.0% |
| Total Unique People | 257 | | 128 | | 30 | |
| Total Unique Households | 229 | | 114 | | 30 | |

Race & Ethnicity

| | All Programs | | | | | |
|---|------------------------------------|-------|--------------------------------------|-------|----------------------------------|-------|
| | Total People Served in Fiscal Year | | People *Newly* Served in Fiscal Year | | People *Newly* Served in Quarter | |
| | Count | % | Count | % | Count | % |
| Alone or in Combination Categories | | | | | | |
| African | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Asian or Asian American | 2 | 0.8% | 1 | 0.8% | 1 | 3.3% |
| Black, African American or African | 50 | 19.5% | 24 | 18.8% | 2 | 6.7% |
| Hispanic/Latin(a)(o)(x) | 24 | 9.3% | 14 | 10.9% | 4 | 13.3% |
| Middle Eastern | 1 | 0.4% | 0 | 0.0% | 0 | 0.0% |
| Native American, American Indian, Alaska Native | 35 | 13.6% | 21 | 16.4% | 10 | 33.3% |
| Native Hawaiian or Pacific Islander | 7 | 2.7% | 5 | 3.9% | 2 | 6.7% |
| Slavic | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| White | 146 | 56.8% | 68 | 53.1% | 21 | 70.0% |
| Mutually Exclusive Categories | | | | | | |
| Black, Indigenous & All People of Color (BIPOC) | 104 | 40.5% | 57 | 44.5% | 16 | 53.3% |
| Non-Hispanic White | 117 | 45.5% | 53 | 41.4% | 14 | 46.7% |
| Race & Ethnicity Unknown | 36 | 14.0% | 18 | 14.1% | 0 | 0.0% |
| Total Unique People | 257 | | 128 | | 30 | |

Gender

| | All Programs | | | | | |
|---|------------------------------------|-------|--------------------------------------|-------|----------------------------------|-------|
| | Total People Served in Fiscal Year | | People *Newly* Served in Fiscal Year | | People *Newly* Served in Quarter | |
| | Count | % | Count | % | Count | % |
| A gender other than singularly female or male (e.g.,) | 5 | 1.9% | 2 | 1.6% | 0 | 0.0% |
| Female | 79 | 30.7% | 52 | 40.6% | 15 | 50.0% |
| Male | 138 | 53.7% | 57 | 44.5% | 13 | 43.3% |
| Questioning | 1 | 0.4% | 1 | 0.8% | 1 | 3.3% |
| Transgender | 3 | 1.2% | 2 | 1.6% | 1 | 3.3% |
| Gender Unknown | 33 | 12.8% | 15 | 11.7% | 0 | 0.0% |
| Total Unique People | 257 | | 128 | | 30 | |

Overall Outputs

| | Housing Programs Only | | | | | |
|-------------------------|-----------------------|-------|-------------------|--------|-------------------------|-------|
| | Placed in Fiscal Year | | Placed in Quarter | | Still in Housing Search | |
| | Count | % | Count | % | Count | % |
| HMIS Provider A (0000) | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| HMIS Provider B (1111) | 32 | 97.0% | 0 | 0.0% | 13 | 72.2% |
| HMIS Provider C (2222) | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| HMIS Provider D (3333) | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| HMIS Provider E (4444) | 1 | 3.0% | 1 | 100.0% | 5 | 27.8% |
| Total Unique People | 33 | | 1 | | 18 | |
| Total Unique Households | 27 | | 1 | | 15 | |

Race & Ethnicity

| | Housing Programs Only | | | | | |
|---|------------------------------|-------|--------------------------|--------|--------------------------------|-------|
| | People Placed in Fiscal Year | | People Placed in Quarter | | People Still in Housing Search | |
| | Count | % | Count | % | Count | % |
| Alone or in Combination Categories | | | | | | |
| African | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Asian or Asian American | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Black, African American or African | 5 | 15.2% | 0 | 0.0% | 2 | 11.1% |
| Hispanic/Latin(a)(o)(x) | 4 | 12.1% | 1 | 100.0% | 0 | 0.0% |
| Middle Eastern | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Native American, American Indian, Alaska Native, or | 1 | 3.0% | 0 | 0.0% | 0 | 0.0% |
| Native Hawaiian or Pacific Islander | 1 | 3.0% | 0 | 0.0% | 0 | 0.0% |
| Slavic | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| White | 16 | 48.5% | 1 | 100.0% | 6 | 33.3% |
| Mutually Exclusive Categories | | | | | | |
| Black, Indigenous & All People of Color (BIPOC) | 10 | 30.3% | 1 | 100.0% | 2 | 11.1% |
| Non-Hispanic White | 14 | 42.4% | 0 | 0.0% | 6 | 33.3% |
| Race & Ethnicity Unknown | 9 | 27.3% | 0 | 0.0% | 10 | 55.6% |
| Total Unique People | 33 | | 1 | | 18 | |

Gender

| | Housing Programs Only | | | | | |
|---|------------------------------|-------|--------------------------|--------|--------------------------------|-------|
| | People Placed in Fiscal Year | | People Placed in Quarter | | People Still in Housing Search | |
| | Count | % | Count | % | Count | % |
| A gender other than singularly female or male (e.g.,) | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Female | 13 | 39.4% | 0 | 0.0% | 4 | 22.2% |
| Male | 11 | 33.3% | 1 | 100.0% | 6 | 33.3% |
| Questioning | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Transgender | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Gender Unknown | 9 | 27.3% | 0 | 0.0% | 8 | 44.4% |
| Total Unique People | 33 | | 1 | | 18 | |

For all programs, PPR counts participants with:

1. Total Served in Fiscal Year: An entry within the fiscal year
2. Newly Served in Fiscal Year: An entry where the Entry Date is within the fiscal year
3. Newly Served in Quarter: An entry where the Entry Date is within the quarter

For housing programs only, PPR also counts participants with:

4. Placed in Fiscal Year: An entry with a valid HMID within the fiscal year
5. Placed in Quarter: An entry with a valid HMID within the quarter
6. Still in Housing Search: An open entry without a valid HMID or a null exit date as of the last day of the reporting period.

Note: "Housing Programs Only" are defined by HUD as Permanent Supportive Housing (PSH) and Rapid ReHousing (RRH).

7. Non-Housing programs show 0 participants.

It takes about 24 hours to populate new HMIDs into PPR due to a reporting delay for any Business Objects reports.