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.

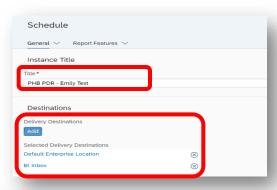
Folder path in SAP BO:

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 <u>Schedule</u> to get started

In the General section:

Update title

Click Add to include your BI Inbox as a delivery destination



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 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

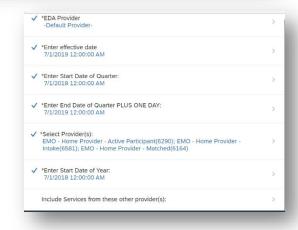
Enter End Date of Quarter PLUS ONE Day: one day after the end of

the timeframe you want to review

Select Providers: use Select button to choose providers

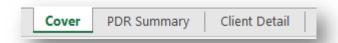
Enter Start Date of Year: first date of timeframe you want to review

Include Services from These Other Providers: leave blank



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



<u>COVER</u> – 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

2a. Race/Ethnicity

2b. Federal Race Groups

3. Income

4. Residence

5. Other - DV, Vet, homeless history, etc.

6. City of Residence

7. Age Groups

8. Service Transactions

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

Name Entry/Exit Dates Age

Prior Living Situation
Disability status

Gender Race/Ethnicity Domestic Violence

Relationship to Head of Household

^{*} Clients may be duplicated on this tab