

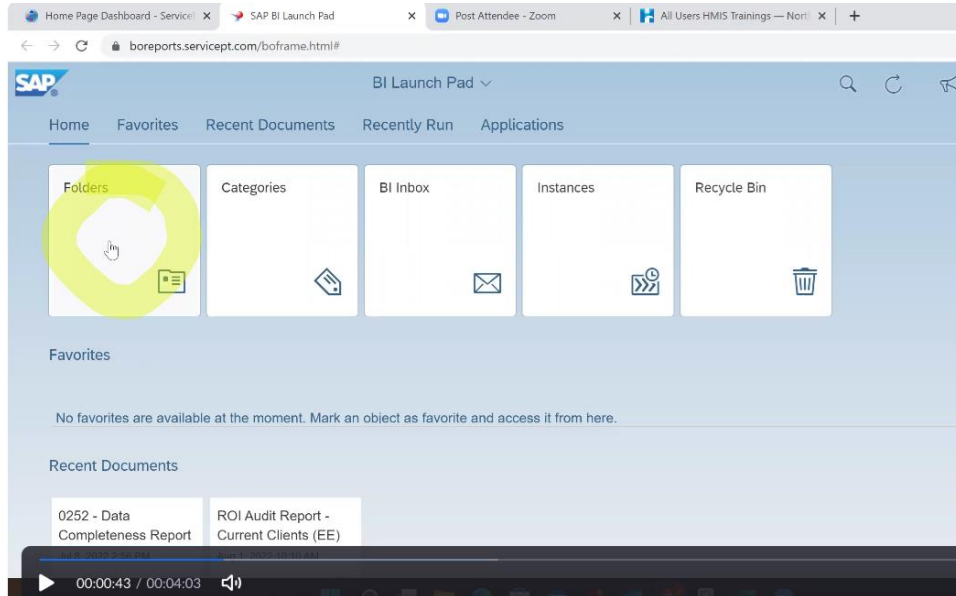
Running an ROI Audit Report

How to run the ROI report in HMIS

Step 1. From HMIS homepage, connect to Business Objects in the top right. A new tab will appear in your browser called “SAP BI Launch Pad”.

Step 2. Locate the ROI Audit Report.

> From the SAP BI homepage, select “Folders”



- Then public folders
- Then “michigan_live_folder”
- Then “Data quality”
- Then “Incongruity and audit reports”
- Then “ROI Audit Report Current Clients (EE)” (Pictured below)

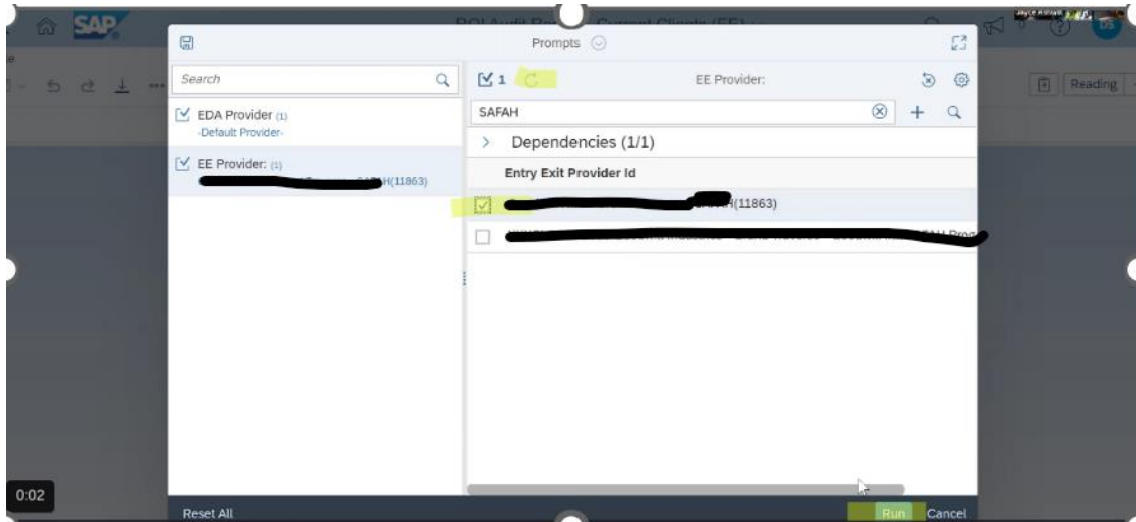
Title	Favorites	Type	Description	Last Updated	
Destination Client Level A...		Web Intelligence		May 16, 2022 4:52 AM	***
Destination Data Quality R...		Web Intelligence		May 16, 2022 4:52 AM	***
Household Data Quality R...		Web Intelligence		Aug 24, 2022 7:02 AM	***
Housing Move In Data Qu...		Web Intelligence		Jun 16, 2022 2:46 PM	***
Housing Move In Data Qu...		Web Intelligence		Jul 25, 2022 7:01 AM	***
Housing Status Audit Rep...		Web Intelligence		May 16, 2022 4:52 AM	***
Housing Status Audit Rep...		Web Intelligence	Updated 03.12.12 S...	May 16, 2022 4:52 AM	***
Housing Status Audit Rep...		Web Intelligence	Updated 03.12.12 S...	May 16, 2022 4:52 AM	***
Rental Assistance and Des...		Web Intelligence		May 16, 2022 4:52 AM	***
ROI Audit Report - Current...		Web Intelligence		Aug 1, 2022 10:10 AM	***

Step 3. Run the report.

Input the correct prompts.

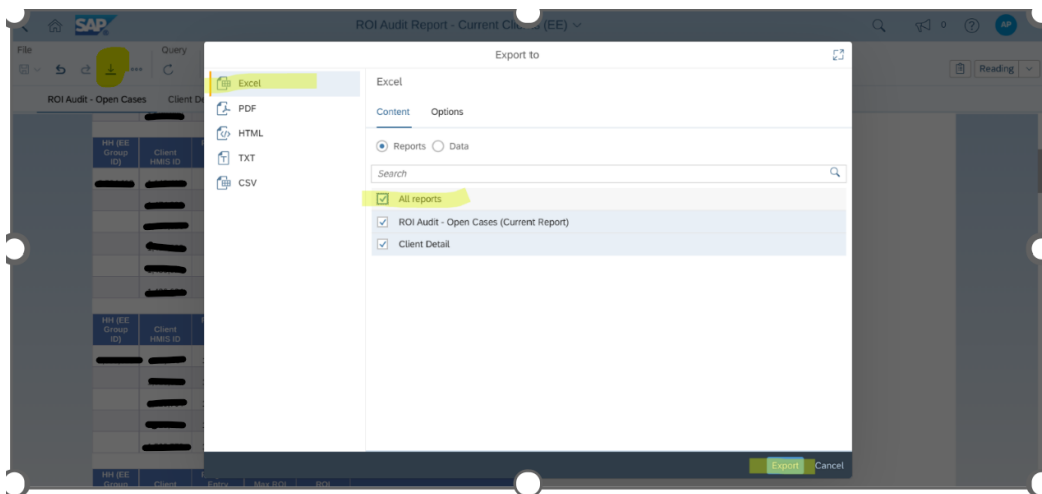
- EDA Provider = leave as “Default Provider”
- EE Provider = click the half circle arrow, then a list will appear. Either enter the appropriate provider in the search bar or scroll to the provider. Then select by checking the box.

Click “Run” at the bottom.



Step 4. Download the report.

- Click the download icon in the upper left. Arrow pointing toward a horizontal line.
- Then select export, then all reports, then click the Export button at bottom right.
- The report will then download to your computer.



Step 5. Using the report.

The “open cases” tab will highlight expired or missing ROI’s in yellow with red writing. Those are the ROI’s which need to be updated.

HH (EE Group ID)	Client HMIS ID	Program Entry Date	Max ROI End Date	ROI Permission	ROI Provider
[REDACTED]	[REDACTED]	9/8/2021	9/8/2022	Yes	[REDACTED] (11863)
[REDACTED]	[REDACTED]	9/8/2021	9/8/2022	Yes	[REDACTED] (11863)
[REDACTED]	[REDACTED]	9/8/2021	9/8/2022	Yes	[REDACTED] (11863)
HH (EE Group ID)	Client HMIS ID	Program Entry Date	Max ROI End Date	ROI Permission	ROI Provider
[REDACTED]	[REDACTED]	7/19/2021	8/18/2022	Yes	[REDACTED] (11863)
[REDACTED]	[REDACTED]	7/19/2021	7/27/2022	Yes	[REDACTED] (11863)
[REDACTED]	[REDACTED]	7/19/2021		Missing ROI	Missing ROI