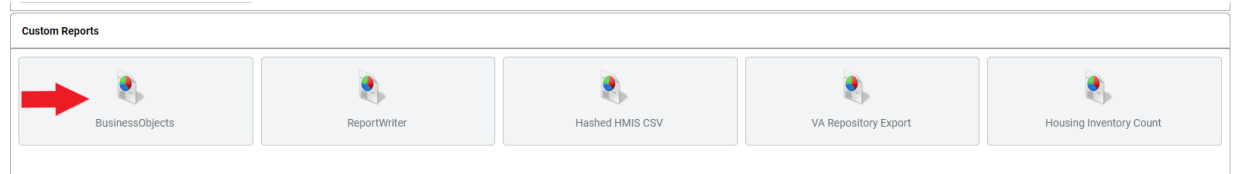
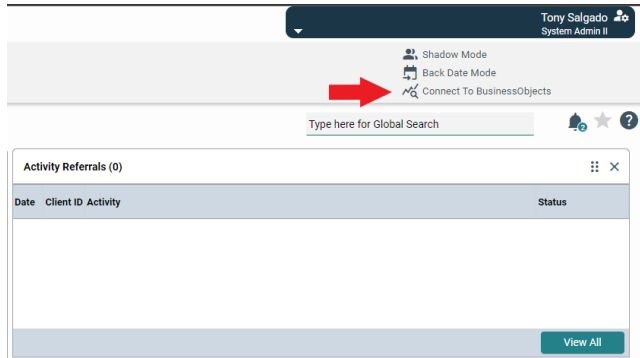


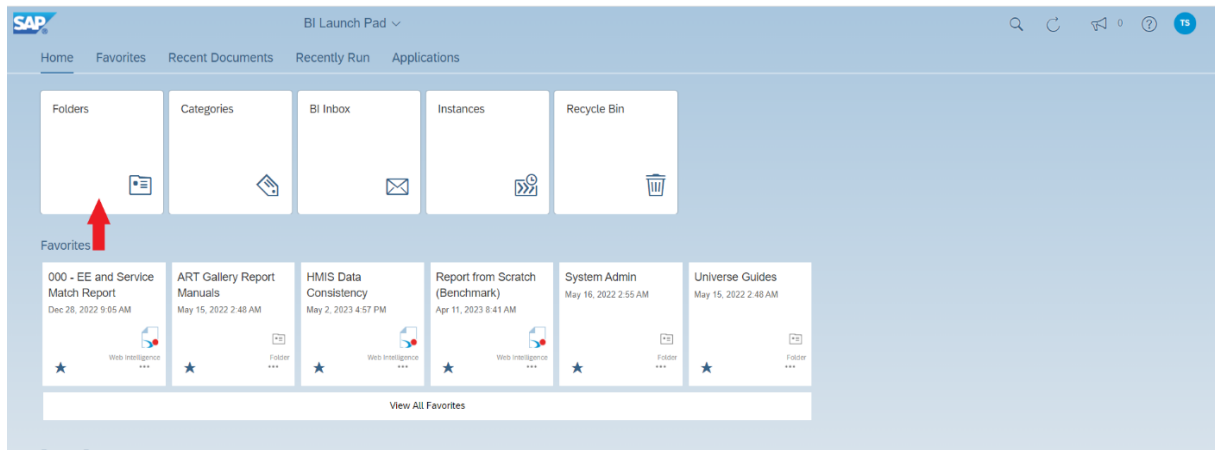
Step-by-Step Cheat Sheet for the Recidivism – v10 – Program-Specific

Recidivism Report

1. Open **BusinessObjects** from either the top right corner of the HMIS window or the **Custom Reports** section of the **Report Dashboard**.

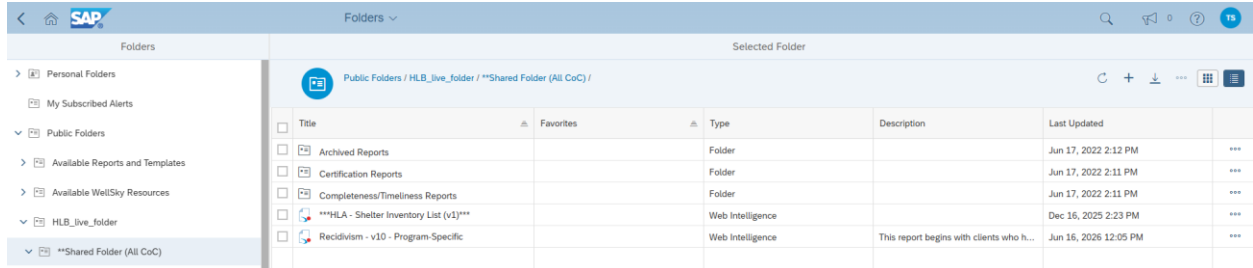


2. Once you open **BusinessObjects**, you can begin navigating by clicking on the **Folders** tile.



Step-by-Step Cheat Sheet for the Recidivism – v10 – Program-Specific

3. This opens the **Folder View**. From here, you can navigate to the ****Shared Folder (All CoC)** folder where you can find the Recidivism report. The folder can be found in **Public Folders / HLB_live_folder / **Shared Folder (All CoC)/Certification Reports**.



4. From here, you can see the **Recidivism - v10 - Program-Specific** report.

Step-by-Step Cheat Sheet for the Recidivism – v10 – Program-Specific

5. Click on the report name and this prompt will appear.

The screenshot shows a 'Prompts' dialog box with a search bar and a list of prompts on the left, and a detailed view of the selected prompt on the right. The prompts on the left are:

- ☒ Enter Two Year Prior Start Date (Red): (1)
10/1/2022 12:00:00 AM
- ☒ Enter One Year Prior Start Date (White): (1)
10/1/2023 12:00:00 AM
- ☒ Enter Current Year End Date PLUS 1 Day (Blue): (1)
10/1/2025 12:00:00 AM
- ☐ Enter Provider/Program:
Please select at least one value
- ☒ EDA Provider (1)
-Default Provider-
- ☒ Enter effective date (1)
10/1/2025 12:00:00 AM

The right pane shows the details for 'Enter Two Year Prior Start Date (Red)':

- Enter a date manually: [Text input field]
- Selected value(s): 10/1/2022 12:00:00 AM

At the bottom, there is a 'Reset All' button and 'Run' and 'Cancel' buttons.

6. Complete the prompts as instructed below:

- Enter Two Year Prior Start Date (Red):
 - **Instructions:** Select the date two years from the start of the reporting period. If your reporting period starts on 10/1/2024, select 10/1/2022.
- Enter One Year Prior Start Date (White):
 - **Instructions:** Select the date one year from the start of the reporting period. If your reporting period starts on 10/1/2024, select 10/1/2023.
- Enter Current Year End Date PLUS 1 Day (Blue):
 - **Instructions:** Select the end of the reporting period plus **an additional day**. If your report ends on 9/30/2025, select 10/1/2025.
- Enter Provider/Program:
 - **Instructions:** Select the program or programs you want to report on.
- EDA Provider
 - **Instructions:** Do not change this.

Step-by-Step Cheat Sheet for the Recidivism – v10 – Program-Specific

7. Once the prompts have been filled in, the **Run** button will brighten. Click the **Run** button to produce the report.

Prompts

Search

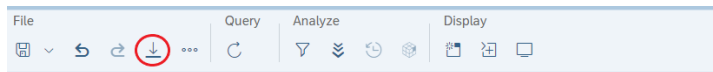
- ☒ Enter Two Year Prior Start Date (Red): (1)
10/1/2022 12:00:00 AM
- ☒ Enter One Year Prior Start Date (White): (1)
10/1/2023 12:00:00 AM
- ☒ Enter Current Year End Date PLUS 1 Day (Blue): (1)
10/1/2025 12:00:00 AM
- ☒ Enter Provider/Program: (1)
Homeless Leadership Alliance of Pinellas, Inc.(8190)
- ☒ EDA Provider (1)
-Default Provider-
- ☒ Enter effective date (1)
10/1/2025 12:00:00 AM

Search

To see the content of the list, click the refresh values button.

Reset All **Run** Cancel

8. To save the report, click on the download button in the menu bar above the report.



9. This will bring up the **Export** menu.

Export to

Excel

Content Options

☒ Reports ☐ Data

Search

- ☒ All reports
- ☒ Tab A - Summary (Current Report)
- ☒ Tab B - First Exit Detail
- ☒ Tab C - Reappearance Detail
- ☒ Tab D - Additional Information

Export Cancel

Step-by-Step Cheat Sheet for the Recidivism – v10 – Program-Specific

10. This will allow you to download the report in the format you would prefer as well as which page you prefer. We recommend clicking on **All Reports** before choosing your preferred format. Once you have chosen, click the **Export** button.

The screenshot shows the 'Export to' dialog box. On the left, a sidebar lists the export formats: Excel, PDF, HTML, TXT, and CSV. The 'Excel' format is selected. The main area is titled 'Excel' and has two tabs: 'Content' and 'Options'. Under the 'Content' tab, there are two radio buttons: 'Reports' (selected) and 'Data'. Below these is a search bar with the placeholder text 'Search'. A list of report items is displayed, each with a checkbox: 'All reports', 'Tab A - Summary (Current Report)', 'Tab B - First Exit Detail', 'Tab C - Reappearance Detail', and 'Tab D - Additional Information'. All checkboxes are checked. At the bottom right, there is a dark blue bar containing a red arrow pointing to the 'Export' button, and a 'Cancel' button next to it.