BOE TRAINING

FSFN Reporting
User Group

Heather Raymond

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REPORT REQUEST

- Report Request for the addresses of all OOH clients under 18 and their parents’ addresses. The addresses must include the name of the county.
- We get the list of OOH Clients from the CARS universe.
- The parents’ addresses are in the Address universe.
- The providers’ addresses are in the Provider universe.
1. Build your queries
2. Under Query Properties:
   ▪ Uncheck “Retrieve duplicate rows”
3. Limit the data using Query Filters
   ▪ Using the Query Objects
   ▪ Using “Result From Another Query”
4. Run report
5. Under Document Properties:
   ▪ Uncheck “Auto-merge dimensions”
   ▪ Check “Extend merged dimension values”
6. Join Universes on shared dimensions
7. Create variables (using Lowest Common Dimension)
About Addresses

**Address Universe** contains address info for: Persons, Cases, Units, and Agencies
- Filter by Address Type
  - 1=Primary Residence
  - 2=Permanent Mailing Address
- Filter by current address (Effective End Date Is Null)

**Provider Universe** contains Provider addresses
- Addresses Types are in different classes (Provider Address (Primary/Physical), Mailing Address, Billing Address)
- Automatically returns only current addresses