

Using the FHI Search Function

1 Reviewing the details of an entity's FHI report

Under the "City or County Name(s)" tab, select the entity you are interested in and click "Search."

On the results page, click the "Report" hyperlink on the right side of the entity's report.

To see the underlying data used to calculate the FHI, click "Data."

2 Selecting specific cities or counties

Under the "City or County Name(s)" tab, click on all entities to compare, then click "Search."

3 Selecting all cities in a county

Under the "Entity Type" tag, click on "City." Under "County(s)," either type the name of the county(s) you're interested in or follow the drop-down window and click on the county(s) of interest.

Click "Search." This allows

1 Financial Health Indicator Report Search

- To review a specific city or county's FHI report and related Data Sheet, please enter the name below and click the Search button. The links to the specific FHI report and Data Sheet will be reflected on the right of the screen.
- To enable comparisons of specific cities/counties by year, geographic location, and/or size (population or budget), use one or more of the fields below to define the parameters for the results.
- To select all entities within a county, use the "County(s)" field to select the county of interest. To select cities within that county, also select "City" in the "Entity Type" field.
- To view the results, click the "Search" button.
- To generate a PDF version of the created comparative heat map, click the "Export to PDF File" button.
- To view the data underlying the report, click on "Data" in the "Reports" field.

Note: Full heat maps reflecting all cities or counties for a specific year are also available on the main FHI webpage.

Q Criteria

City or County Name(s): All City or County Names 2	Entity Type: All Entity Types 3
County(s): All Counties	Accounting Basis(s): All Accounting Basis(s)
Filing Status: All Filing Status	Filing Year: All Filing Years 4
Population: Population From to: Population To 5	Budget: Budget From to: Budget To

Q Search > **New Search >**

you to look at cities or counties in a region.

4 Comparing an entity for one or two years

The search results will default to two years. If you want to review just a single

year's FHI report, click the preferred year under the "Filing Year" tab.

5 Grouping by like size

The FHI tool allows you to compare similar-size cities or counties. In

the Population or Budget field, type the range you are looking for and click "Search."

The results can be sorted by any of the indicators or data points.

Financial Health Indicator Trend Search

Trend heat maps are intended to reflect statewide or regional trends for an individual indicator.

- Select one of the 17 Financial Health Indicators and use the fields below to identify the parameters to create a trend heat map.
- To select all entities within a county, use the "County(s)" field to select the county of interest. To select cities within that county, also select "City" in the "Entity Type" field.
- To view the results, click the "Search" button.
- To generate a PDF version of the created comparative heat map, click the "Export to PDF File" button.

Note: Conclusions regarding any specific entity's financial health SHOULD NOT be drawn using a single Financial Health Indicator.

Q Criteria

Indicator Number: All Indicator Numbers 6	Entity Type: All Entity Types
City or County Name(s): All City or County Names	Accounting Basis: All Accounting Basis(s)
County(s): All Counties 7	

Q Search > **New Search >**

6 Sorting by Indicator

Any search result can be sorted based on a specific Indicator. Click the "Trend Search" button on the [main page](#), then choose a specific indicator under the "Indicator Number" tab. To sort by Indicator, click the arrow next to the resulting Indicator number.

7 Specifying Indicators

To view all counties, click on "County" and then "Search." To view all cities, click "City" and then "Search." The results will default to two years. To narrow to one year only, click the tab for "Select Output Years" and modify to reflect the proper year.