

Scheduling the 0252 Data Completeness Report Card

The Data Center at NCCEH

May 2017



North Carolina Coalition to End Homelessness

securing resources

encouraging public dialogue

advocating for public policy change ¹

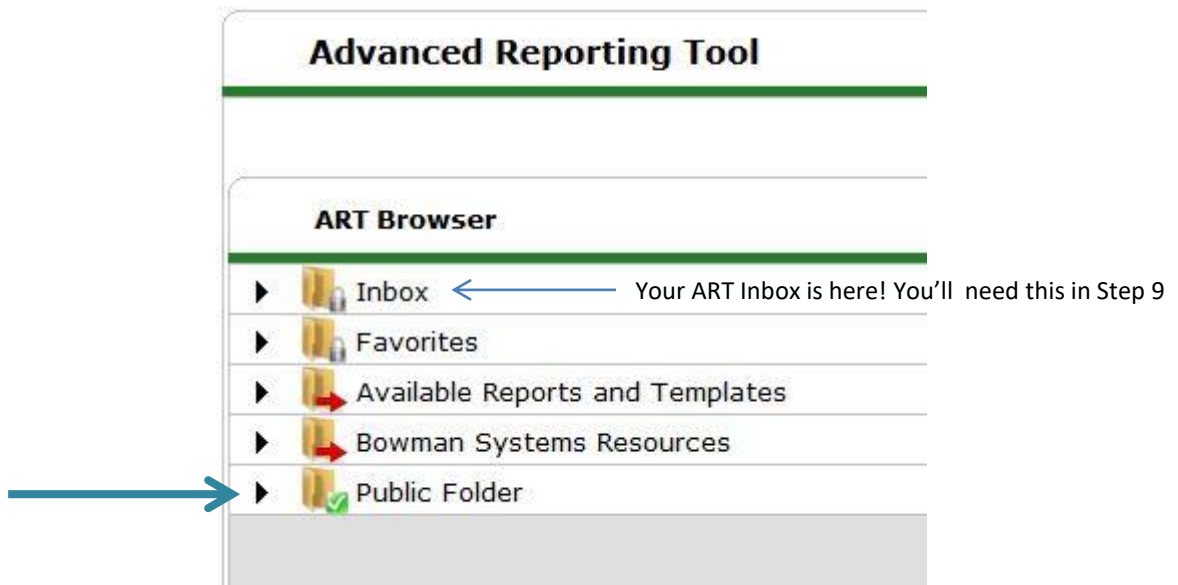
1

Select Connect to ART from top right hand corner of the Home Dashboard.



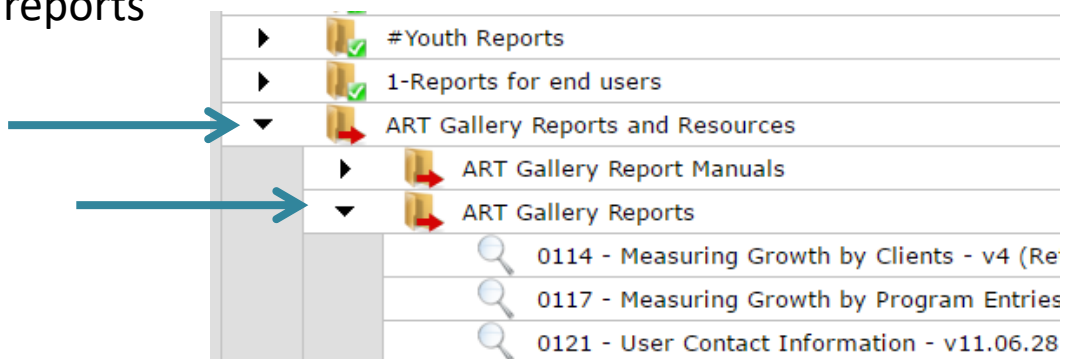
2

Click the triangle beside the Public Folder to expand it.



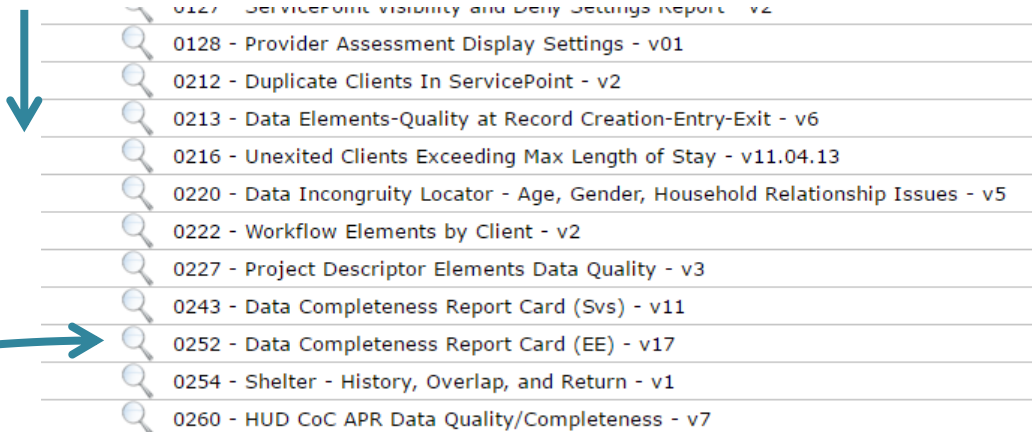
3

Click the triangles next to the ART Gallery Reports and Resources and then the ART Gallery Reports to find a list of reports



4

Reports are listed in numerical order. Find the row that lists our 0252 Data Completeness Report Card (EE).



0127 - ServicePoint Visibility and Entry Settings Report - v2
0128 - Provider Assessment Display Settings - v01
0212 - Duplicate Clients In ServicePoint - v2
0213 - Data Elements-Quality at Record Creation-Entry-Exit - v6
0216 - Unexited Clients Exceeding Max Length of Stay - v11.04.13
0220 - Data Incongruity Locator - Age, Gender, Household Relationship Issues - v5
0222 - Workflow Elements by Client - v2
0227 - Project Descriptor Elements Data Quality - v3
0243 - Data Completeness Report Card (Svs) - v11
0252 - Data Completeness Report Card (EE) - v17
0254 - Shelter - History, Overlap, and Return - v1
0260 - HUD CoC APR Data Quality/Completeness - v7

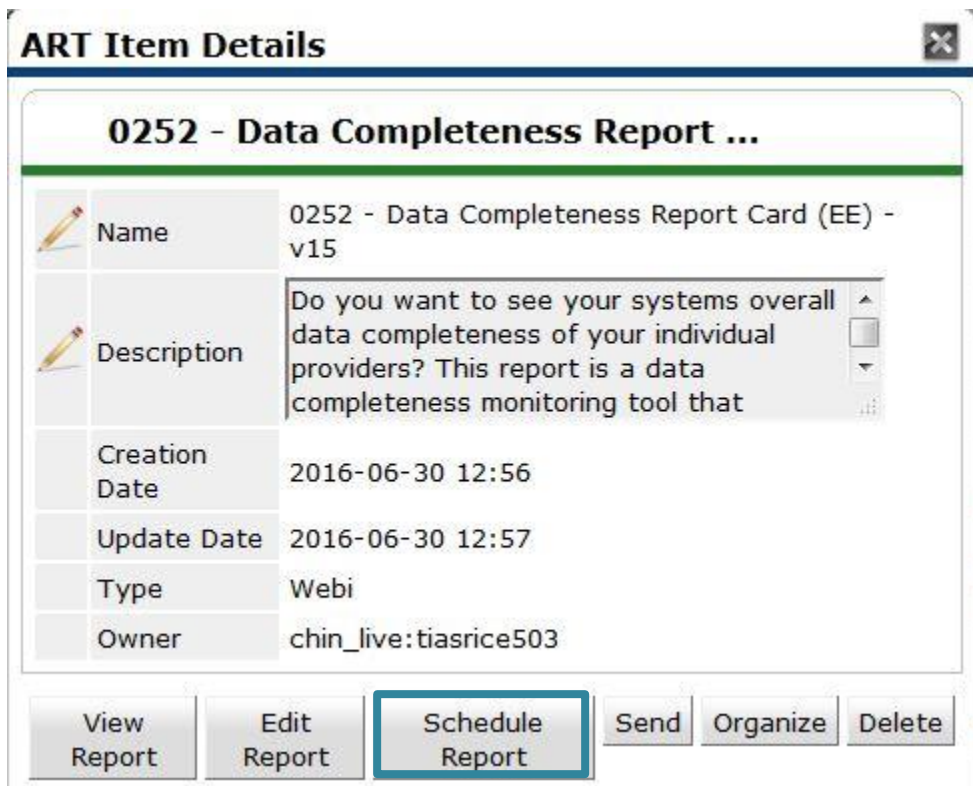
5

To schedule an ART report, click the magnifying glass next to report. We recommend scheduling all ART reports.



6

In the ART Item Details window, select the Schedule Report button.



ART Item Details

0252 - Data Completeness Report ...

Name	0252 - Data Completeness Report Card (EE) - v15
Description	Do you want to see your systems overall data completeness of your individual providers? This report is a data completeness monitoring tool that
Creation Date	2016-06-30 12:56
Update Date	2016-06-30 12:57
Type	Webi
Owner	chin_live:tiasrice503

View Report Edit Report **Schedule Report** Send Organize Delete

7

Complete the prompts below by clicking on each prompt and entering or selecting the suggested text. Do not click Next until you have entered all prompts. You may skip prompts that say “optional”. The text below is just an example. Each report has different prompts. Please contact us if you need assistance completing them in ART.

The screenshot shows a window titled "ART Report" with a sub-header "Prompts". Below the header is a green bar and the instruction "Fill out each of the prompts below *". A list of prompts is shown, each with a corresponding input field. The first prompt, "EDA Provider", is highlighted in blue. Below the list is a text box containing "EDA Provider" and a "Select" button. At the bottom of the window is a "Next" button. Annotations with arrows point to each prompt and the "Next" button:

- EDA Provider → Enter the name of project
- Enter Start Date: → Enter start date
- Enter End Date PLUS 1 Day: → Enter end date + 1 day
- Select Provider(s): → Enter the name of project
- Include Services in Report Card? → Select "Yes" only if you enter service transactions
- Next button → (indicated by a large curved arrow from step 8)

8

Click the Next button to schedule the report.

9

Select the desired Report Format and Interval from the drop down menus. We recommend Excel for report format and a monthly interval through the end of the year.

Schedule Report

Schedule

Name *	0252 - Data Completeness Report Ca				
Report Format *	Excel ▼				
Users Inbox *	Tia Sanders-Rice (NC-503) (2985)		<input type="button" value="Search"/> <input type="button" value="My User"/> <input type="button" value="Clear"/>		
Interval *	Monthly ▼	Run Every Month ▼			
Start Date *	07 / 25 / 2016			23 4 ▼	: 00 ▼ PM ▼
End Date *	12 / 25 / 2016			23 4 ▼	: 59 ▼ PM ▼
<input type="button" value="Send"/>					

10

Change the End Date time to allow the report at least 1 hour to run. In the example above, we've edited the End Date time to reflect 4:59 PM.

11

Click Send. Check your ART inbox after several minutes to download the report.

ART Browser	
▶	Inbox
▶	Favorites
▶	Available Reports and Templates
▶	Bowman Systems Resources
▶	Public Folder



Protect client data.

Never save client identifying information to your computer.

ncceh.org/hmis

access local support for Balance of State, Wake,
Durham, & Orange CoCs

919.410.6997 or hmis@ncceh.org

helpdesk for local support

Executive Director

Denise Neunaber, denise@ncceh.org

Data Analyst

Tia Sanders-Rice, tia@ncceh.org

System Administrators

Jasmin Volkel, jasmin@ncceh.org

Support Specialist

Andrea Carey, andrea@ncceh.org

Nicole Purdy, nicole@ncceh.org



North Carolina Coalition to End Homelessness

securing resources

encouraging public dialogue

advocating for public policy change