Reports to Monitor and improve Data Quality

## Reports to check data quality

Report Name	Location	Purpose
0212 - Duplicate Clients In ServicePoint - v2	ART Public Folder > ART Gallery	Identify duplicate clients
0254 Shelter - History, Overlap, and Return	ART Public Folder > ART Gallery	Identify duplicate entries
0640 - HUD Data Quality Report Framework	ART Public Folder > ART Gallery	Identify missing data, timeliness, data errors
Annual Review Audit Report	ART Public Folder > #Data Quality Reports > #Incongruity	Identify late or missing Annual Assessments
ROI Audit Report	ART Public Folder > #Data Quality Reports > #Incongruity	Check for accurate ROIs
CoC-APR	Reports Dashboard	Identify child alone errors, missing data, late Annual Assessments
ESG CAPER	Reports Dashboard	Identify child alone errors, missing data

## About the 0212 - Duplicate Clients

**Prompt tip:** Include all types of potential merges

 Yes to Anonymous/Unnamed Clients, Duplicates based on Service Provider, and ReferTo Provider

#### **Reading the Report:**

• Duplicate clients identified by Unique ID and SSN

#### To Correct:

• Send client IDs to Helpdesk for accurate merges

## The 0212 report is located in ART





## About the 0254 – Shelter History, Overlaps, Returns

## **Prompt tip:** Select length of time it takes to be an alumni

- Enter the Number of Days to a Return
- Enter 0 to exclude Returns to shelter

#### **Reading the report:**

- Returns highlighted in Red
- Overlapping entries/services in Blue

#### To Correct:

Delete duplicate entries that overlap

## The 0254 report is located in ART

<ul> <li>ART Gallery Reports and Resources</li> </ul>
ART Gallery Report Manuals
<ul> <li>ART Gallery Reports</li> </ul>
Q 0114 - Measuring Growth by Clients - v4 (Retired 2016.11.09)
Q 0117 - Measuring Growth by Program Entries - v3 (Retired 2016.11.09)
Q 0121 - User Contact Information - v11.06.28
🔍 0122 - ART License Management Report - v3
🔍 0123 - ServicePoint User Last Login Report - v11.06.28
Q 0127 - ServicePoint Visibility and Deny Settings Report - v2
Q 0128 - Provider Assessment Display Settings - v01
Q 0212 - Duplicate Clients In ServicePoint - v2
Q 0213 - Data Elements-Quality at Record Creation-Entry-Exit - v6
Q 0216 - Unexited Clients Exceeding Max Length of Stay - v11.04.13
0220 - Data Incongruity Locator - Age, Gender, Household Relationship Issues - v5
Q 0222 - Workflow Elements by Client - v2
Q 0227 - Project Descriptor Elements Data Quality - v3
Q 0243 - Data Completeness Report Card (Svs) - v11
Q 0252 - Data Completeness Report Card (EE) - v17
0254 - Shelter - History, Overlap, and Return - v1
Q 0260 - HUD CoC APR Data Quality/Completeness - v7



## About the 0640 Data Quality Report

#### **Prompt tips:**

- Select multiple projects
- Leave CoC Code, Reporting Groups, EDA Provider blank

#### **Reading the Report:**

- Tab A summarizes errors rates
- Subsequent tabs give client detail

#### **To Correct:**

- If missing data is in client file, enter into HMIS
- Call the Helpdesk for SSN updates
- "Errors" like data conflicts can be messy, give us a ring!

## The 0640 report is located in ART

<ul> <li>ART Gallery Reports and Resources</li> </ul>
ART Gallery Report Manuals
<ul> <li>ART Gallery Reports</li> </ul>
🔍 0631 - HUD CoC APR Detail - v24
Q 0635 - NOFA CoC Application Section 2D - v12
🔍 0640 - HUD Data Quality Report Framework - v5
🔍 0650.00 - Salvation Army National Statistical System Report (NSS) - v9
🔍 0700 - Length of Time Persons Homeless-Metric 1 - v4
Q 0700.1b - Length of Time Persons Homeless-Metric 1 - v03
0701 - Exits to Permanent Housing with Return to Homelessness, Metric 2 - v3
🔍 0702 - Number of Homeless Persons-Metric 3.2 - v2
0703 - Employment and Income Growth for CoC Funded Projects Metric 4 - v3
🔍 0704 - Number of Persons First Time Homeless, Metric 5 - v3
Q 0706 - Permanent Housing Placement-Retention Metric 7 - v4



## About the Annual Review Audit Report

#### Prompt tip

 Use the Provider Group prompt to select a reporting group for your projects. Don't have the right one? Contact the Data Center.

#### **Reading the Report:**

 Clients are identified as Due Now, Coming Due, and Past Due for Annual Reviews

#### To Correct:

 Annual Review should be entered for 30 days +/- around the entry month and day

# The Annual Review Audit Report is located in ART

🔻 ᡀ Public Folder				
#AHAR Tools	#AHAR Tools			
#APR Supports	#APR Supports			
+ Reports				
#Data Quality Reports				
AA and LSA Reports				
Entry-Exit Reports				
Incongruity & Audit Reports	Incongruity & Audit Reports			
Annual Review Audit Report V5 (BETA TEST) 9-9-16				
Client Location Audit Report				
Q Destination Client Level Audit Report (for LSA Use)				
Q Destination Data Quality Report with Rental Assistance Info				
C Households with Multiple HoHs				
ROI Audit Report - Current Clients (EE)				
RRH Data Quality Report - By Provider (With Names)				



### About the ROI Audit Report

#### Prompt tip:

• Run for one project at a time

#### **Reading the Report:**

- Highlights expired or missing ROIs
- ROIs entered without EDA highlighted

#### **To Correct:**

• Use EDA and Backdate to add correct ROI

# The ROI Audit Report is located in ART





## About the All Clients Demographics Report – Additional County Tabs

#### Prompt tip:

• Run for one project at a time or across the whole agency

#### **Reading the Report:**

- Summary tab call "All Clients" highlights missing data for each demographic area
- Detail tabs at the very end allow filters to find blank or null responses
- Main report for troubleshooting NC County of Service

#### To Correct:

• Use EDA and Backdate to add the missing data

## The All Clients Demographics Report is located in ART

ART Browser				
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•	Available Reports and Templates			
•	👢 Bow	man Systems Resources		
-	Nubl	lic Folder		
		#AHAR Tools		
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	) I I	#Coordinated Care Reports		
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	•	1. Annual Homeless Count Reports (REVISED)		
	•	2. Homeless Demographic Reports (REVISED)		
		3. All Client Demographic Reports (REVISED)		
		All Clients Demographics Report -Additional County Tabs - Group		
		All Clients Demographics Report -Additional County Tabs - Provider		
		All Clients Demographics Report v10- Group		
		All Clients Demographics Report v10- Provider		



### About Dashboard Reports

**APR-CoC Guide** 

**ESG CAPER Guide** 

#### 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



#### North Carolina Coalition to End Homelessness

securing resources

encouraging public dialogue

advocating for public policy change

919.755.4393

www.ncceh.org