

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

- ▼  ART Gallery Reports and Resources
- ▶  ART Gallery Report Manuals
- ▼  ART Gallery Reports
 -  0114 - Measuring Growth by Clients - v4 (Retired 2016.11.09)
 -  0117 - Measuring Growth by Program Entries - v3 (Retired 2016.11.09)
 -  0121 - User Contact Information - v11.06.28
 -  0122 - ART License Management Report - v3
 -  0123 - ServicePoint User Last Login Report - v11.06.28
 -  0127 - ServicePoint Visibility and Deny 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

About the 0640 Data Quality Report

Prompt tips:

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

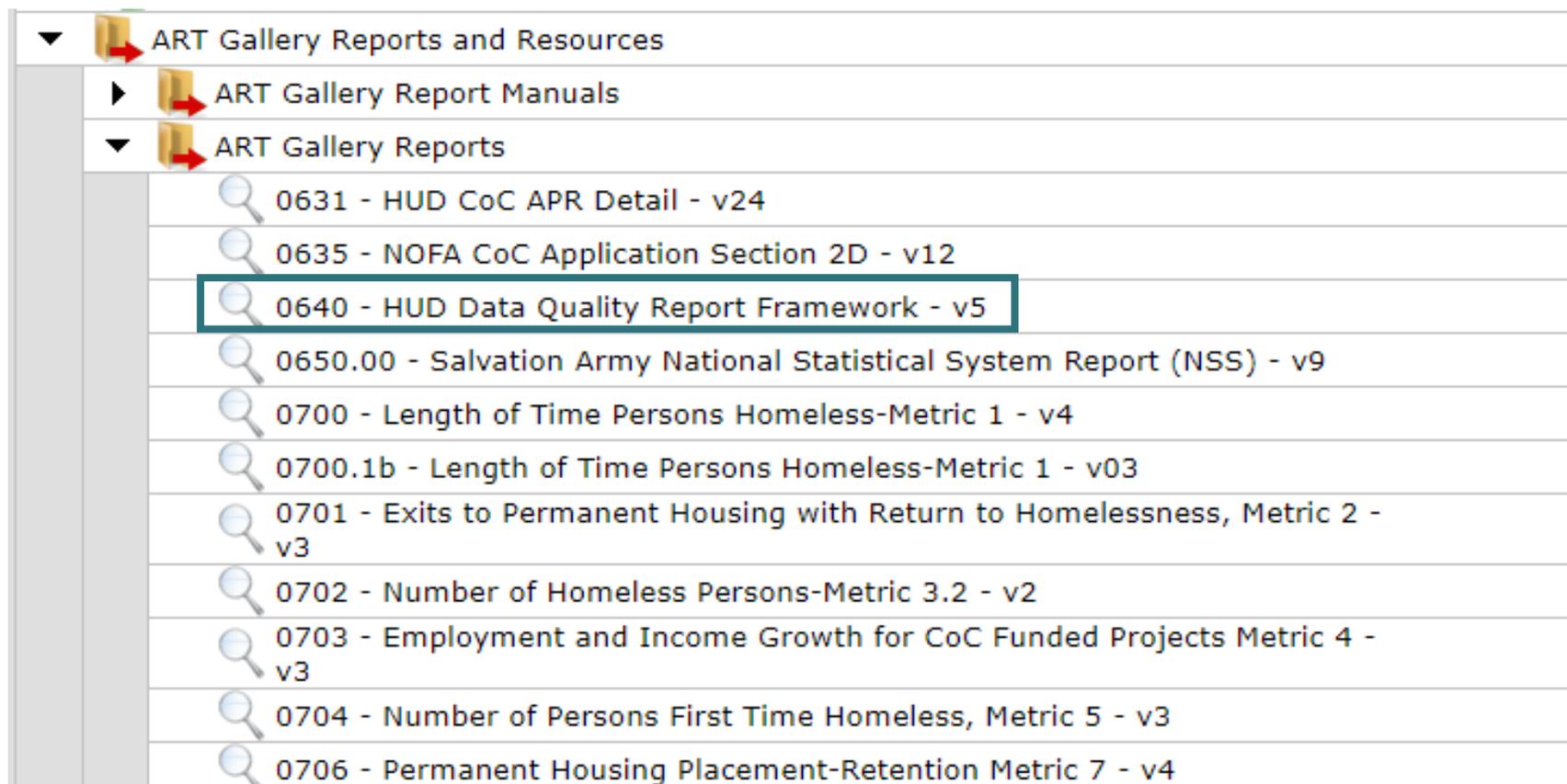
Reading the Report:

- 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



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



About the ROI Audit Report

Prompt tip:

- Run for one project at a time

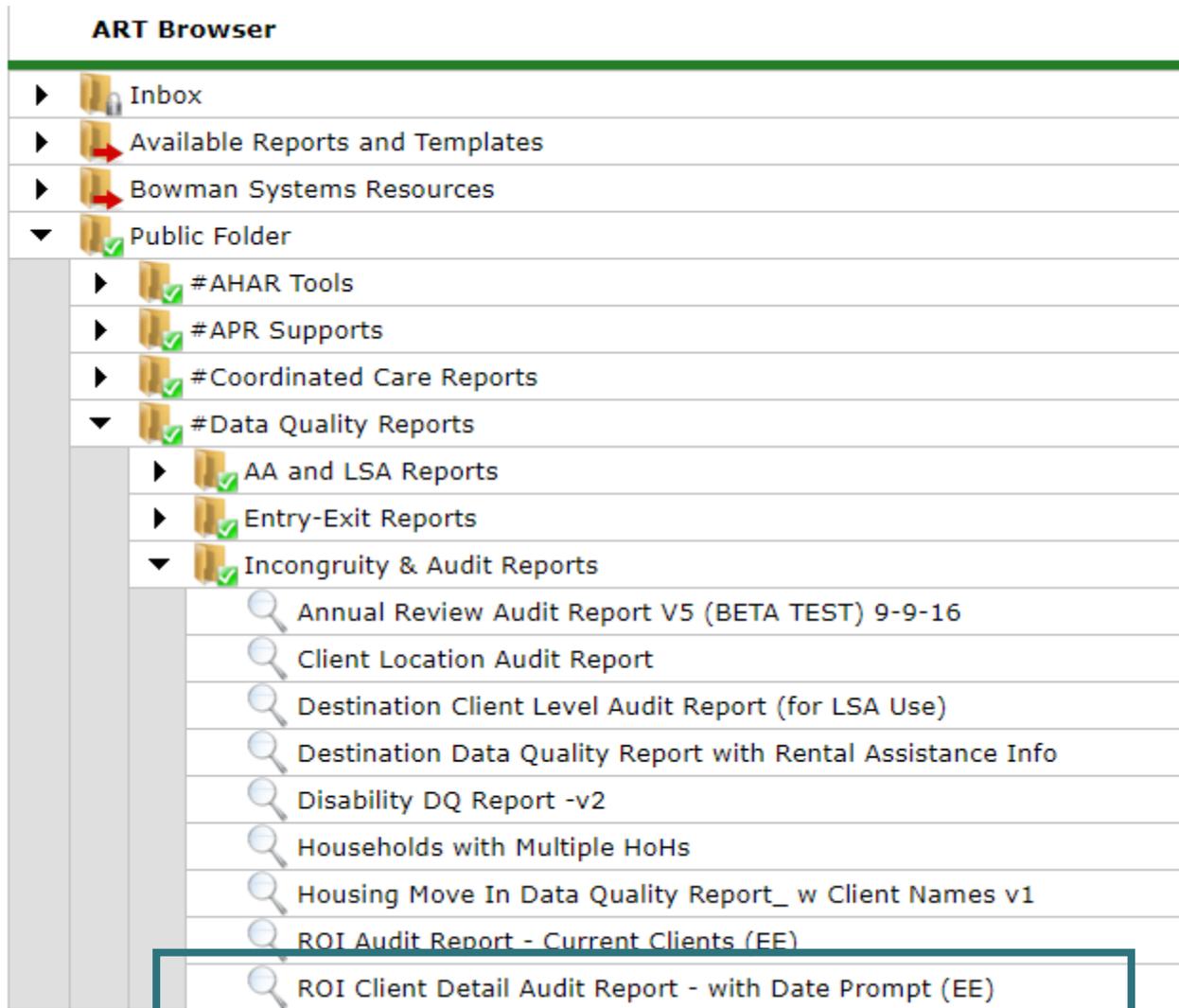
Reading the Report:

- 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

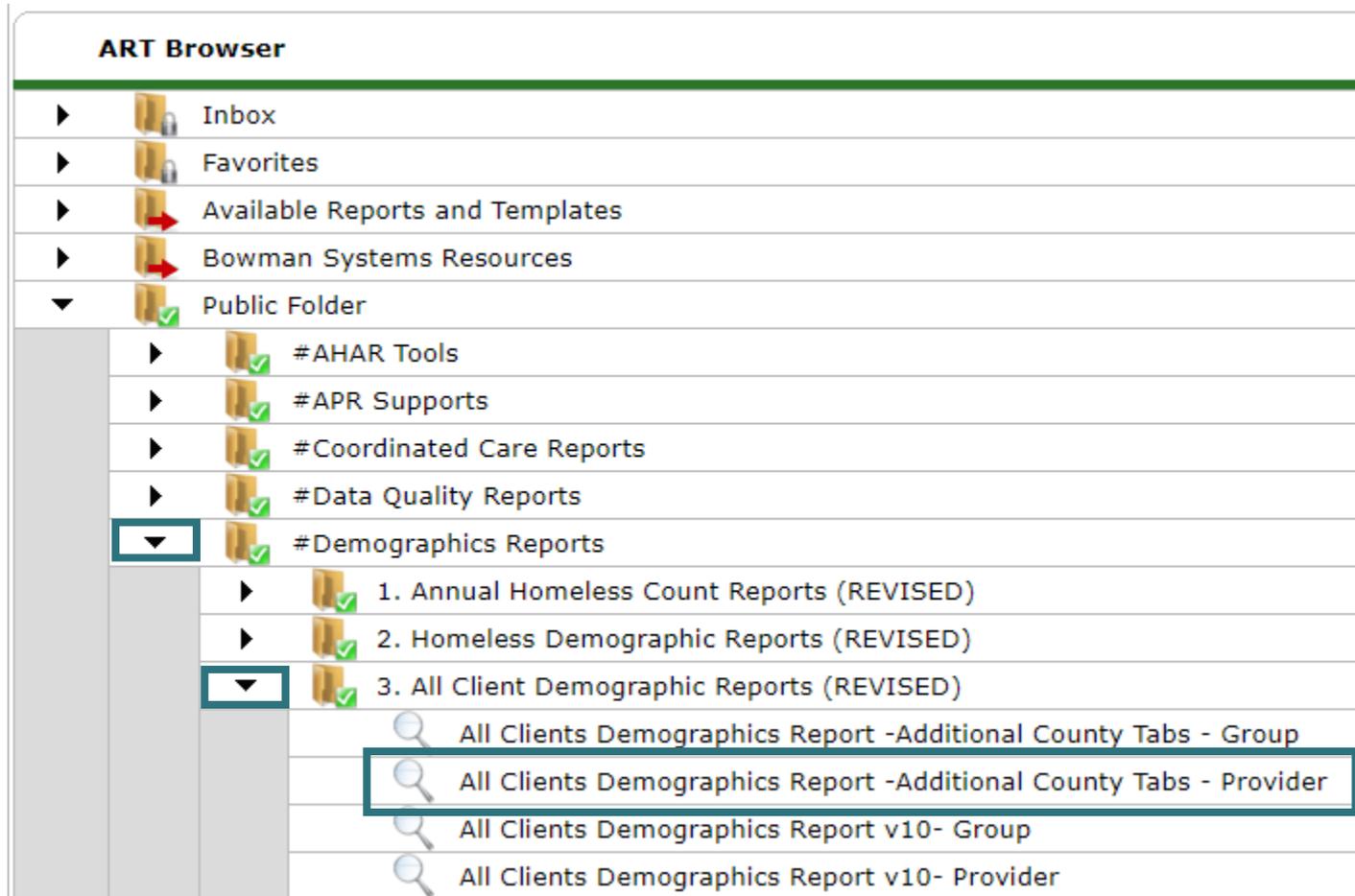
Reading the Report:

- 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



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