Reports to Monitor and improve Data Quality
# Reports to check data quality

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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
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

- Inbox
- Available Reports and Templates
- Bowman Systems Resources
- Public Folder
  - #AHAR Tools
  - #APR Supports
  - #Coordinated Care Reports
  - #Data Quality Reports
  - AA and LSA Reports
  - Entry-Exit Reports
  - Incongruity & Audit Reports
    - Annual Review Audit Report V5 (BETA TEST) 9-9-16
    - Client Location Audit Report
    - Destination Client Level Audit Report (for LSA Use)
    - Destination Data Quality Report with Rental Assistance Info
    - Disability DQ Report -v2
    - Households with Multiple HoHs
    - Housing Move In Data Quality Report_ w Client Names v1
    - ROI Audit Report - Current Clients (EE)
    - ROI Client Detail Audit Report - with Date Prompt (EE)
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