

HOW TO PULL A REPORT TO FIND MISSING DATA

1. View report sent by CRHMIS indicating which data fields need to be corrected
2. From opening menu in AWARDS choose Profile
3. Click on Report Builders
4. Choose HMIS Report Builder
5. Select Program from drop down
6. In Roster Date Range Change dates to 10/01/14-05/19/15 (current date)
7. Continue
8. From Report Builder page select the data elements you are looking for:
 - a. Unduplicated Consumer Count
 - b. Examples below *i and ii will always be selected*
 - i. Name (so we can identify who is missing the data)
 - ii. Current Age (this is how we will identify only consumers over the age of 18)
 - iii. Total Number of Months Continually Homeless Immediately Prior to Project Entry (this is the most common missing data element)
 - iv. SSN Data Quality (use this element if your report indicates Client Doesn't Know, Refused, or Data Not Collected for Social Security Number)
9. Continue
10. Filter options keep the radio button next to "And" selected
 - a. Select Current Age from first drop down
 - b. Select Greater than or Equal to from the drop down next to the Current Age drop down
 - c. Enter 18 in the last text box
 - i. This will pull all consumers 18 and older
 - d. Select Data element that you are looking for: (Total # of Months Homeless) from Drop down below Current Age
 - e. Select Is Blank from the drop down next to data element
 - i. If you are looking for a client doesn't know, refused, or data not collected select Contains from the drop down and in the text box type in the corresponding answer Client Doesn't Know, Refused, or Data Not Collected
 - f. Check box next to Show Individual Detail
 - g. Click on Display Report
11. Export the report to Excel by clicking on the Excel File on the top
12. Save Report so that you can reference it
13. Click on the back arrow three times to jump back from the report to the Report Builder page
14. Follow steps 5-12