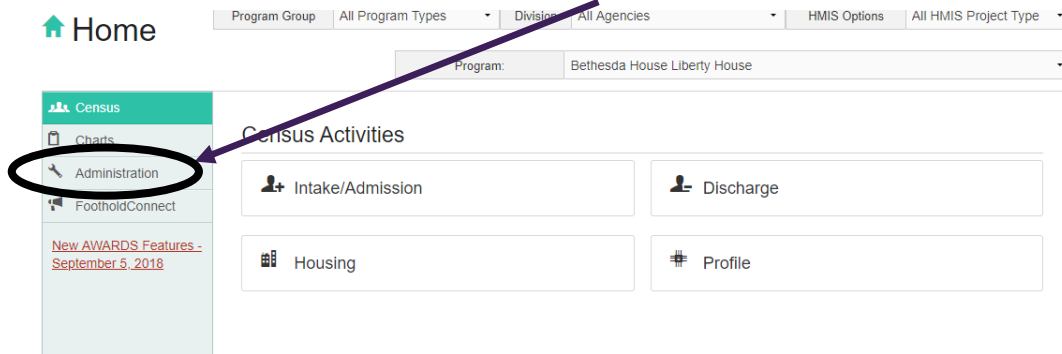




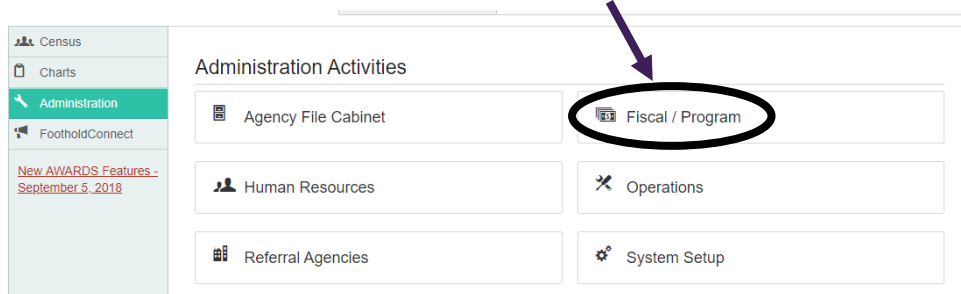
AWARDS HMIS DATA QUALITY REPORT

Step-By-Step Instructions

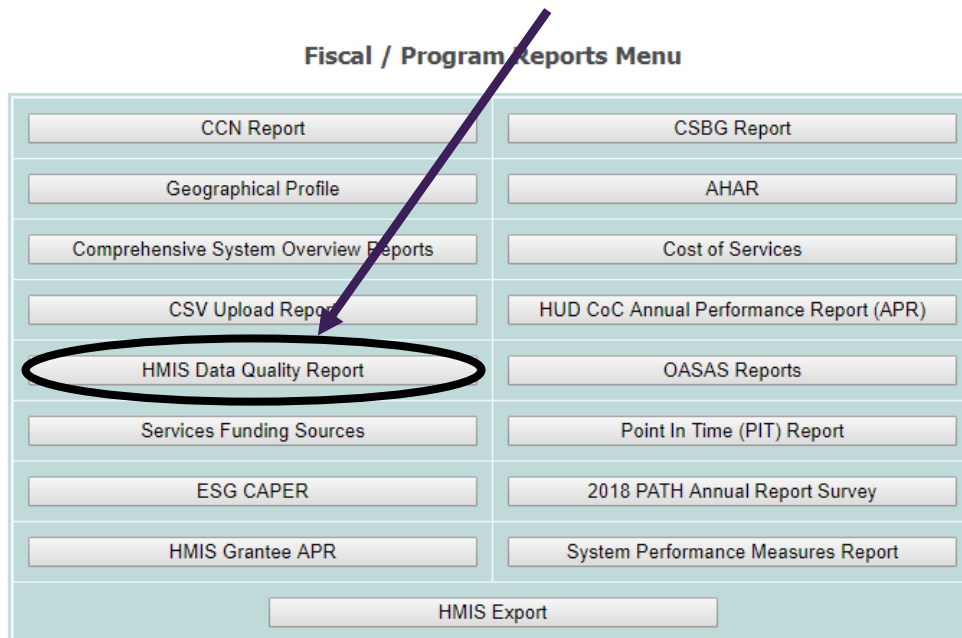
1. From the *AWARDS Homepage* select the **“Administration”** tab in the left-side menu.



2. Once under the *Administration* tab, click on the **“Fiscal/Program”** option.



3. From the *Fiscal/Reports Menu* page select **“HMIS Data Quality Report”**.



- Once the *HMIS Data Quality* page displays, select the appropriate **project**, enter the **date range** you wish to view, and **be sure to click on “show individual detail” AND “send in AWARDS Message”**, then click **Continue**.

The screenshot shows the 'HMIS Data Quality' form. The 'Project' dropdown menu is set to 'Bethesda House Lighthouse'. The 'Date Range' section shows 'From: 07/01/2017' and 'To: 06/30/2018'. Below these fields, there are two checkboxes: 'Show Individual Detail?' and 'Send in AWARDS Message', both of which are checked. Red text 'Make sure BOTH boxes are' with arrows points to these two checkboxes. Purple arrows also point to the 'Project' and 'Date Range' fields.

- Once you click 'Continue', the *Report Results* page will appear as below, with a message indicating that AWARDS is running your report.

The screenshot shows the 'HMIS Data Quality' report results page. A green message box in the center states: 'Your report is being processed. The report will be sent to you in an AWARDS Message when it has completed.' Below the message box is a 'Cancel Report' button.

- DO NOT NAVIGATE AWAY.** AWARDS will automatically refresh the page and display your report results when the report has finished running.
If you checked the box “Send in AWARDS Message”, you will also be able to access this report via your Messages module for 30 days.

Continue to the next page for assistance on how to read the report results.

Using Your Report Results

Report results will be displayed with summary tables above a dynamic individual detail table (if you checked the "Show Individual Detail?" option earlier, as recommended).

Q1. Report Validation Table

Item	Count
Total Number of Persons Served	22
Number of Adults (Age 18 or over)	12
Number of Children (Under Age 18)	2
Number of Persons with Unknown Age	1
Number of Leavers	0
Number of Adult Leavers	0
Number of Adult and Head of Household Leavers	0
Number of Stayers	22
Number of Adult Stayers	12
Number of Veterans	2
Number of Chronically Homeless Persons	2
Number of Youth Under Age 25	0
Number of Parenting Youth Under Age 25 with Children	0
Number of Adult Heads of Household	12
Number of CHM and Unknown Age Heads of Household	1
Number of Heads of Household and Adult Stayers in the project more than 365 days	2

Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
Name	0	0	0	0.00%
Social Security Number	2	0	0	75.00%
Date of Birth	0	1	0	5.00%
Race	0	1	0	5.00%
Ethnicity	0	2	0	10.00%
Gender	0	1	0	5.00%
Overall Score				75.00%

Q3. Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status	1	5.00%
Project Start Date	0	0.00%

Summary tables contain the total numbers of clients that match column and row criteria.

The **first table** provides the total number of client records in that population.

All other summary tables provide the total number of **client records with errors** and the percent of total clients (like the information in the **monthly CRHMIS Data Quality report!**)

The **Individual Details table** shows data from individual client records, including identifying information.

#	Personal ID	Client Name	Project	Admission	Discharge	Name Data Quality	SSN Data Quality	Birthdate Data Quality	Race	Ethnicity	Gender	Veteran Status	Disabling Condition	Residence prior to Entry	Household ID	Household Type	Relationship to Head of Household	Unaccompanied Youth	Destination	Client Location	Date of Birth	Age (calculated)	Age Range	Stayer/Leaver	Length of Stay (days)	Eligible Time in Institution	Eligible Time in Housing	18+ Assess Date	
1	<u>41345-204-783a7</u>	Sample3, Random	Training - CoC Permanent Housing	04/04/2018		Full name reported	Data not collected	Data not collected	American Indian or Alaskan Native	Data not collected	Data not collected	No	Data not collected	99	252025	Unknown	Self (head of household)	No	NY-000					Unknown	Stayer	88			

Clicking on any underlined number from the **summary tables** will automatically scroll the page down to the **individual details table**, which will be filtered to show only the client records that match your selection.

This allows you to pinpoint the exact client records you need to fix!

Individual Details (Clear Filters)

#	Personal ID	Client Name	Project	Admission	Discharge	Name Data Quality	SSN Data Quality	Birthdate Data Quality	Race	Ethnicity	Gender	Veteran Status	Disabling Condition	Residence prior to Entry	Household ID	Household Type	Relationship to Head of Household	Unaccompanied Youth	Destination	Client Location	Date of Birth	Age (calculated)	Age Range	Stayer/Leaver	Length of Stay (days)	Eligible Time in Institution	Eligible Time in Housing	18+ Assess Date	
16	<u>41345-204-783a7</u>	Sample3, Random	Training - CoC Permanent Housing	04/04/2018		Full name reported	Data not collected	Data not collected	American Indian or Alaskan Native	Data not collected	Data not collected	No	Data not collected	99	252025	Unknown	Self (head of household)	No	NY-000					Unknown	Stayer	88			

Note: The Individual Detail is presented as a troubleshooting tool only. Not every row in the Individual Details is used for every question in the report.

[Individual Details Excel Link](#)

Please note that when opening this report from the Messages Module you will have to **manually** scroll to the bottom of the page after clicking on a number to view the relevant Individual Details.

Clicking on the **(Clear Filters)** option below the Individual Details table will reset the table from any selection.

Individual Details (Clear Filters)

Destination	Client Location	Date of Birth	Age (calculated)	Age Range	Stayer/L
	NY-000			Unknown	Stayer