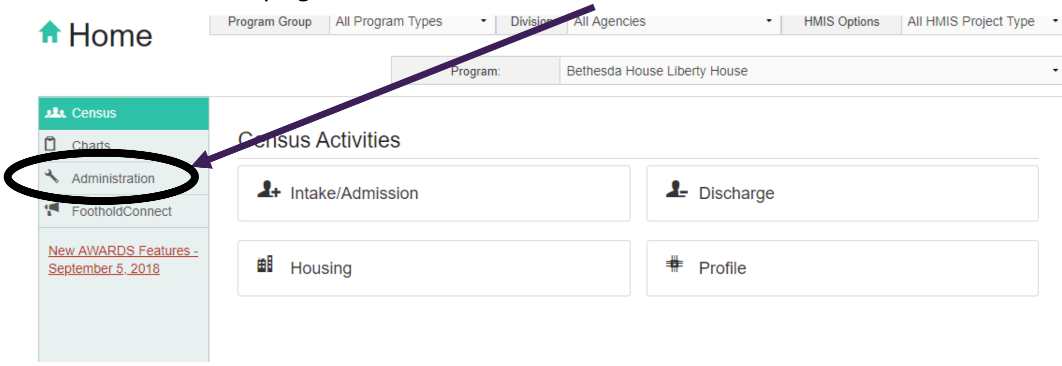
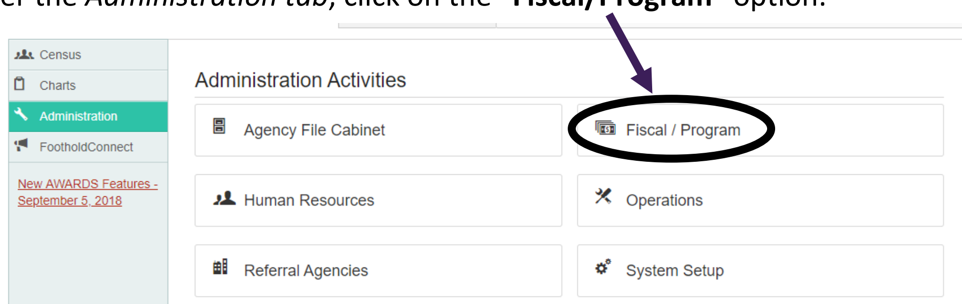
AWARDS HMIS DATA QUALITY REPORT

Step-By-Step Instructions

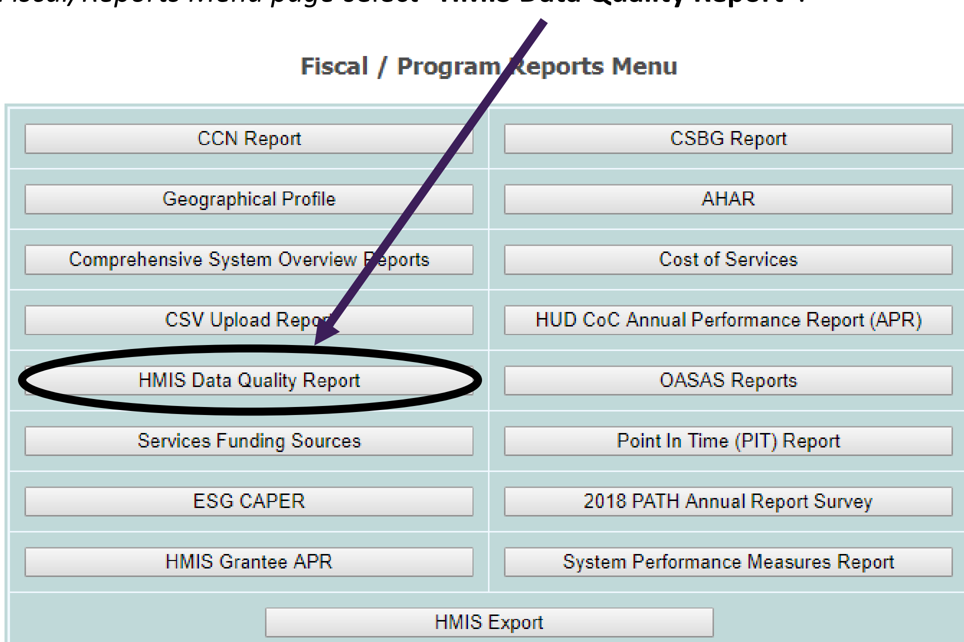
1. From the *AWARDS Homepage* select the "**Administration" tab** in the left-side menu.



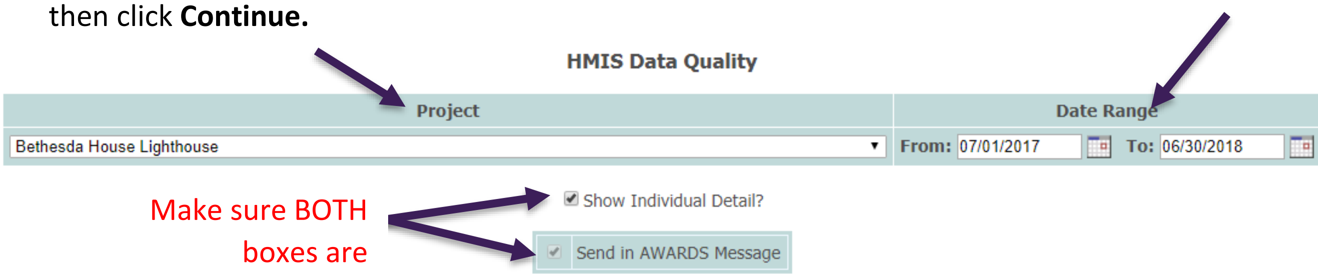
2. Once under the *Administration tab*, click on the "**Fiscal/Program**" option.



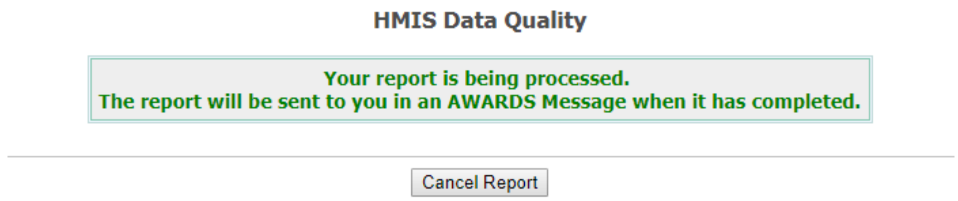
3. From the *Fiscal/Reports Menu page* select "**HMIS Data Quality Report**".



4. Once the *HMIS Data Quality page* displays, select the appropriate **project**, enter the **date range** you wish to view, and **<u>be sure to click on "show individual detail" AND "send in AWARDS Message</u>**", then click **Continue.**



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

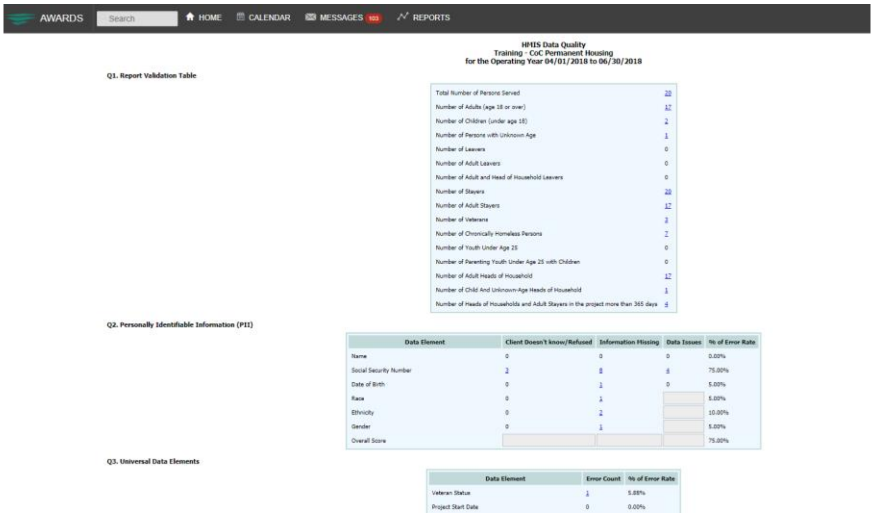


6. **DO NOT NAVIGATE AWAY.** AWARDS will automatically refresh the page and display your report results when the report has finished running.
   - ✎ *If you checked the box "Send in AWARDS Message", you will also be able to access this report via your Messages module for 30 days.*

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*).

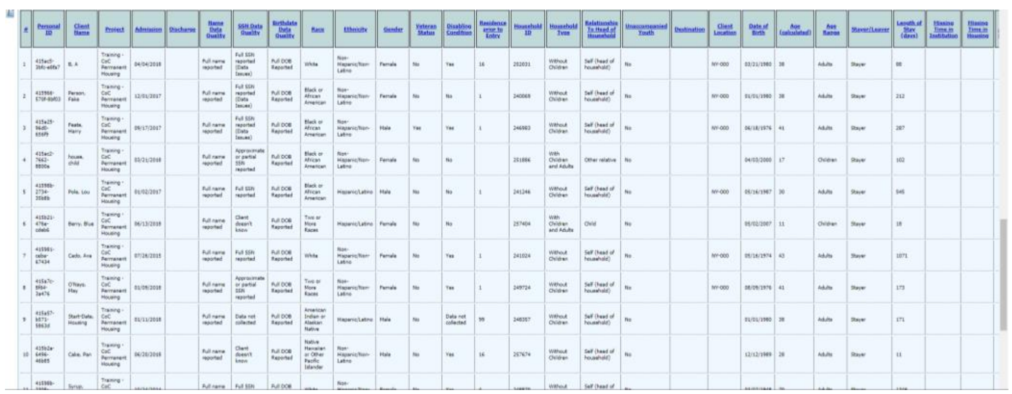


Summary tables contain the total numbers of clients that match column and row criteria.

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

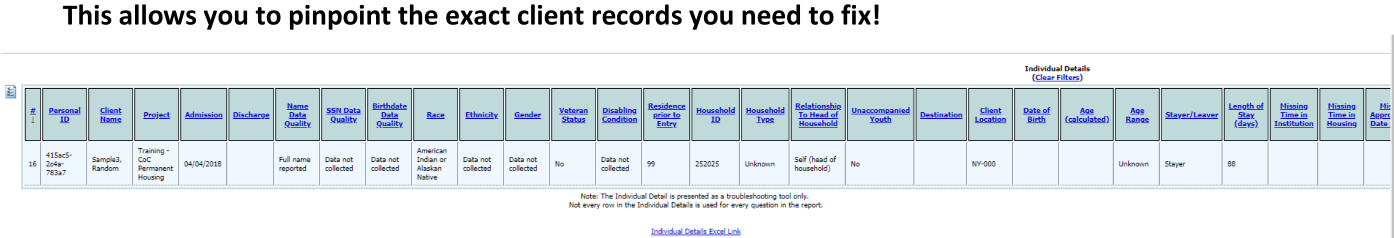
All other summary tables provide the total number of **client records with errors** and the percent of total clients (like the information in the ***monthly CRHMIS Data Quality report!***)

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



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

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



✎ *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 (<u>**Clear Filters**</u>) option below the Individual Details table title will reset the table from any selection.