

APR2 Data Cleaning

WEBINAR AGENDA

November 2, 2011

11-12pm

1. Previous Quarter Data Cleaning dates

10/01/2010 – 12/31/2010 1st Quarter Year 2 COB Friday, November 4, 2011

01/01/2011 – 03/31/2011 2nd Quarter Year 2 COB Tuesday, November 8, 2011

04/01/2011 – 06/30/2011 3rd Quarter Year 2 COB Thursday, November 10, 2011

07/01/2011 – 09/30/2011 4th Quarter Year 2 COB Friday, November 11, 2011

2. Paying Close attention to Universal Data Elements found on General Information Page (i.e..)

Name

Social Security Number

Date of Birth

Race

Ethnicity

Gender

Veteran Status

Disabling Condition

Residence Prior to Program Entry

Zip Code of Last Permanent Address

Housing Status

Program Entry Date

Program Exit Date

3. Reports to Run for Data Cleaning

QPRs for each quarter during the reporting period

Q2A and Q2B for services/individuals missing from QPR

HPRP Program Monitoring Export-for county at enrollment

Program enrollment and discharge export

4. Updating Information on Programs Page

You can update **Finance and Housing Status at Program Enrollment** on Programs Page

Income Please click "NEXT" and then "SAVE" as you exit the Programs Page

Housing Status click "SAVE"

Use the "FINANCE" during recertification or updates while client is enrolled in program

5. Individual Enrollments

Enroll/Discharge 1 person at a time or if you use the Family Enrollment, you will have to go back to the Programs page to update the Finances