

# Data Cleaning and Reports Quick Reference Guide for COMPASS ROSE Corrections

## DATA CLEANING REPORTS

### HUD APR

This report should be run monthly, as well as prior to submitting a reimbursement request. It will assist you in identifying any areas of concern (i.e. Missing or Don't Know/Refused data elements).

- From the Reports Menu: Click Statistical
- Categories: HUD APR Format
- Report: HUD APR Part I (Do Not Filter)
- Filter: No
- Enter you begin and end dates and select your project
- Click Run

### Project Enrollment & Discharge Export

In conjunction with the HUD APR, you should run the "Program Enrollment and Discharge" Export to identify the client records that are causing the problems. Both reports should be run for the same time periods.

- From Reports Menu: Click Data Export
- Categories: Project Information
- Report: PED - Project Enrollment & Discharge
- Enter the begin and end dates
- Click Run

*\*\*With this report, it includes all client records that were enrolled and/or discharged from **any** project within your agency during the time period you entered. If you have more than one project, you may want to Sort or Filter the report by the project name.*

## MISSING AND DON'T KNOW/REFUSED RESPONSES SECTION

### General Information Page (The following fields should be corrected on the client's General Information page.)

- First Name
- Last Name
- Social Security Number
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status

### Projects Page (The following fields should be corrected on the client's Projects page.)

*\*\* Identify the Correct Project, Click the "Edit" Icon, Make corrections and Click "Save" \*\**

- Disabling Condition
- Residence Prior to Prog. Entry
- Zip Code of Last Permanent Address
- Housing Status (at entry)
- Destination

### Projects Page (The following Income fields should be corrected using the Finance Wizard "HERE" hyperlink)

*\*\* Complete the Entire Finance Wizard by making corrections and Clicking "Next" to save the information \*\**

- Income (at entry)
- Income (at exit)
- Non-Cash Benefits (at entry)
- Non-Cash Benefits (at exit)

*\*\*\* Verified Dates for Income & Non-Cash Benefits need to match the Project Enrollment & Project Discharge Dates\*\*\**

### Projects Page (The following Special Needs fields should be corrected using the Special Needs "HERE" hyperlink)

*\*\* There should be a response for EVERY field, including secondary questions. Click "Save" at the bottom of the page \*\**

- Physical Disability (at entry)
- Physical Disability (at exit)
- Dev Disability (at entry)
- Dev Disability (at exit)
- Chronic Health Cond (at entry)
- Chronic Health Cond (at exit)
- Chronic Health Cond (at entry)
- Chronic Health Cond (at exit)
- HIV/AIDS (at entry)
- HIV/AIDS (at exit)
- Mental Health (at entry)
- Mental Health (at exit)
- Substance Abuse (at entry)
- Substance Abuse (at exit)
- Domestic Violence (at entry)
- Domestic Violence (at exit)

For any questions related to ESG HMIS grant requirements, please refer to the Exhibit D in your contract, as well as the HMIS policy and data requirements documents on the DCA ESG Grantees Only webpage (link below).

<http://www.dca.state.ga.us/housing/specialneeds/programs/ESGGranteesOnly.asp>