



# Georgia<sup>®</sup> Department of Community Affairs

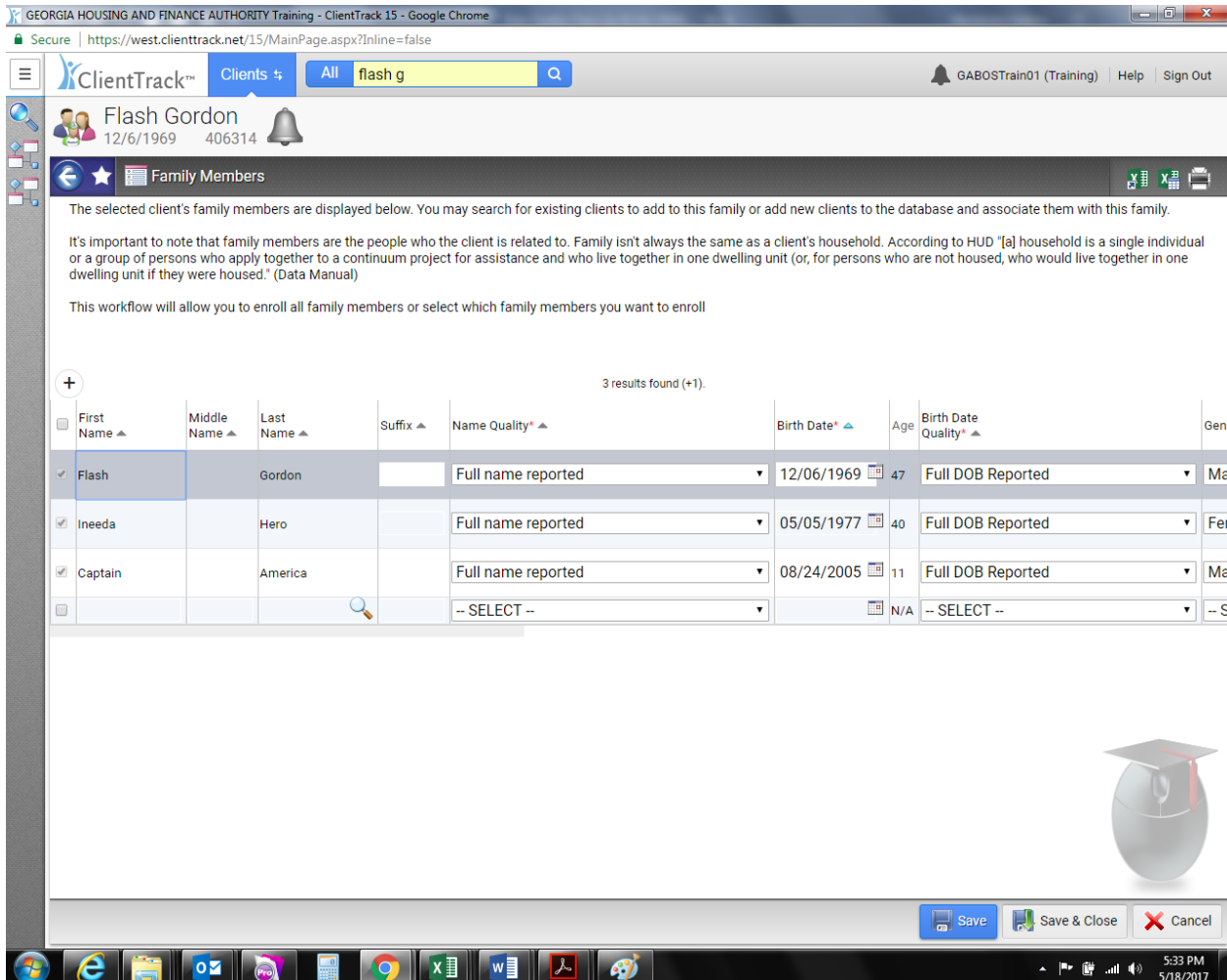
## Data Quality Clean Up: Q2: Personally Identifiable Information

For Q2, we will be working to identify Client Doesn't Know/Refused, Information Missing and Data Issues around Name, SS#, DOB, Race, Ethnicity, Gender

The extensive work you all have done in the old APR format has left only minor issues in the new Data Quality Report. These quick things will get you cleaned up in no time.

Identify which clients are flagging as errors by reading the Q2 spreadsheet from the DQ Detail Report. Search client ID and come to client dashboard.

Go to Household Members-click directly on that, not the side bar that pops out (I mean, who would spend an hour wondering why she can't see anything she used to be able to see...oh, wait...). You will then make it here



The screenshot shows the ClientTrack 15 web application interface. The user is logged in as GABOSTrain01 (Training). The client profile for Flash Gordon (12/6/1969, 406314) is displayed. The 'Family Members' section is active, showing a list of 3 family members found. The table below contains the following data:

First Name	Middle Name	Last Name	Suffix	Name Quality	Birth Date	Age	Birth Date Quality	Gender
Flash		Gordon		Full name reported	12/06/1969	47	Full DOB Reported	Male
Ineeda		Hero		Full name reported	05/05/1977	40	Full DOB Reported	Female
Captain		America		Full name reported	08/24/2005	11	Full DOB Reported	Male
				-- SELECT --		N/A	-- SELECT --	-- SELECT --

At the bottom of the page, there are buttons for 'Save', 'Save & Close', and 'Cancel'. The system clock shows 5:33 PM on 5/18/2017.

When you get to Family Members, update anything missing for SS#, DOB, Race, Ethnicity, Gender. As a reminder, the name error is generally related to the migration. To fix that you just hit SAVE and the system will use internal logic to correct the DQ issues.