

## Data Quality Clean Up: Q3 Universal Data Elements Veteran Status, Project Entry Date, Client Location, Disabling Condition

Determine via your DQ Detail Report which clients are flagged with these errors.

For Client Location errors , start at their Dashboard as seen below, moving to click Review Entry Assessment



GEORGIA HOUSING AND FINANCE AUTHORITY Training - ClientTrack 15 - Goog	le Chrome		
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E ) ClientTrack™ Clients ≄ All Search	Q	į.	A GABOSTrain01 (Training) Help Sign Out
Flash Gordon 12/6/1969 406314			
🖣 🧲 Assessment Status			
Displayed below is the status of the Assessment.			
			🍞 Edit Assessment
	Assessment	Finished	
	MMIS Universal Data	1	
	Edit this assessment	1	
	Domestic Violence	1	
	Financial	1	
	(HOPWA Only) Medical Assistance		
	(HOPWA Only) T-Cell Count/Viral Load		
	(PATH Only) Path Assessment		
	(RHY Only) Entry Assessment		
	(RHY Only) Health		
	(RHY or SSVH Only) Adult Education Assessment		
	(RHY or SSVH Only) Child Education Assessment		
	(SSVF Only) Homelessness Prevention		
	(SSVF Only) use of other crisis services	×	
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s://west.clienttrack.net/15/viewform.aspx?FormID=1367&PrimaryKey=406314&d	econdaryKey=108898&MenuID=2148&PageID=2&AssessmentID	=10657&ReturnLink=%2f15%2fi	ssessment.aspx%3fAssessmentID%3d10657%26Pri
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Click on HMIS Universal Data green pencil to edit

For Client Location, reference the highlighted box below and provide agencies CoC location (by grant as many sponsors span multiple CoC's). Click save.

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ClientTrack <sup>™</sup> <sup>Clients s</sup>	All Search		GABOSTrain01 (Training)	Help Sign
Flash Gordon 12/6/1969 406314				
🗧 Assessment Status 🕨 🦯 Unive	rsal Data Assessment			<b>81</b> 🚔
Complete the information below relate	d to the selected client's hous	ing status and other relevant information.		
Note: Because 3.917 reflects real time data en	itry as described in the Data Diction	ary, the Default Last Assessment button will not bring in any 3.917 data.		
Assessment Active				
		Default Client's Last Assessment @		
	Assessment Date:*	12/29/2016		
	Age at Assessment:	47		
	Program ID:	19630		
	Enrollment:	My Training Org CoC - PSH - 04/01/2016 to 05/18/2017		
	Assessment Type:	Entry		
	Housing Status:	Category 1 - Homeless 🔹 🔹		
Client Location - Select or enter the CoC	code assigned to the geograp	hic area where the head of household is staving at the time of project entry.		
	Client Location :*	GA-500 - Atlanta CoC		
	cheft Eocation.	ON OUT Allunia 000		
Living Situation - Identify the type of resid	dence and length of stay at th	at residence just prior to (i.e., the night before) program admission		
Turne of Desidement	t Emorgonov chalter inclu	ding hatal as matal paid for with amarganay shalter yousher (1)		
Type of Residence:	energency sherter, inclu     e	ding noter of moter paid for with energency shelter voucher (1)		
Length of stay in the prior living*	One month or more but	less than 90 days		
situation:	one month of more, but	less than 50 days		
Approximate date homelessness*	10/03/2016 🔳 🧐		-	
olui lou.				
Regardless of where they stayed*	k			
Regardless of where they stayed* last night – Number of times the	Three times			Y
Regardless of where they stayed last night – Number of times the client has been on the streets, in ES, or SH in the past three years	* Three times			Ľ
Regardless of where they stayed ' last night – Number of times the client has been on the streets, in ES, or SH in the past three years including today:	* Three times •			
Regardless of where they stayed ' last night – Number of times the client has been on the streets, in ES, or SH in the past three years including today: Total number of months homeless *	Three times			Ľ

To update Veteran and Disabling Condition go to Household Members, correct information and save.

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Ξ	ClientTrack <sup>™</sup> Clients \$	All	flash g	Q			GABOSTrain01 (Train	ning) 🕴 Help 👘 Sign Out			
	Flash Gordon 12/6/1969 406314										
	🌀 🛨 🧮 Family Members							<b>71 x</b> # 🚔			
	The selected client's family members are	display	ed below. You may search	for existing clients to add	to this family or add new clie	nts to the o	database and associate them	with this family.			
	It's important to note that family members are the people who the client is related to. Family isn't always the same as a client's household. According to HUD '[a] household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed.' (Data Manual)										
	This workflow will allow you to enroll all fa	mily m	nembers or select which far	nily members you want to	enroll						
	+			3 results fou	nd (+1).						
	SSN Quality* 🔺	Re to of	elationship ) Head f Household* ▲	Disabling Condition* 🔺	Veteran Status* 🔺	Race*	Ethnicity* 🔺	Pregnancy Status 🔺			
	Client doesn't know	• S	Self •	Yes	Yes •	American Indian or	Hispanic/Latino •				
						A					
	Client doesn't know	• S	Spouse •	Yes	No 🔻	Indian or	Hispanic/Latino •				
						American					
	Client doesn't know	• 0	)aughter •	Yes		Indian or A	Hispanic/Latino •				
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javascri	ptvoid(0);						R Save	& Close 🗙 Cancel			
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## To address Project Entry Date errors, you would once again go into Edit Enrollment Workflow

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Flash Gordon       April 12/6/1969       405314         Flash Gordon's Information       Birth Date:       12/6/1969       Age:       47         Flash Gordon's Information       Birth Date:       12/6/1969       Age:       47         Gender:       Disabling       Condition:       Ves       Vetran:         Male       Disabling       Vetran:       Vetran:       Vetran:         Flash's Enrollments       Tresult found.       Enroll Date       Enroll Date       Congented       Enroll Date       Enroll Date       Organization       Congented       Enroll Date         My Training Organization       Quartation       Struce       Units       S Total Organization       Gase Management       1.00       S00.00 My Training Organization         Wew Case Members       Service       Units       S Total Organization       Gase Management       1.00       S00.00 My Training Organization         Wew Kitty Assessments       Bus Pass       1.00       S00.00 My Training Organization       East Management       1.00       S00.00 My Training Organization         Ext the Enrollment       Due Bass       1.00       S00.00 My Training Organization       East Management       1.00       S00.00 My Training Organization         Ext the Enrollment       Due Bass       1.00	ClientTrack™	Clients 5	All flash g		Q				GABOSTrain0	I (Training) Help	Sign Out
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And go to Program Enrollment (left side under intake). You would put in an entry date in the section highlighted below. As mentioned in the webinar, this shouldn't be a common error. Correct, click SAVE.

