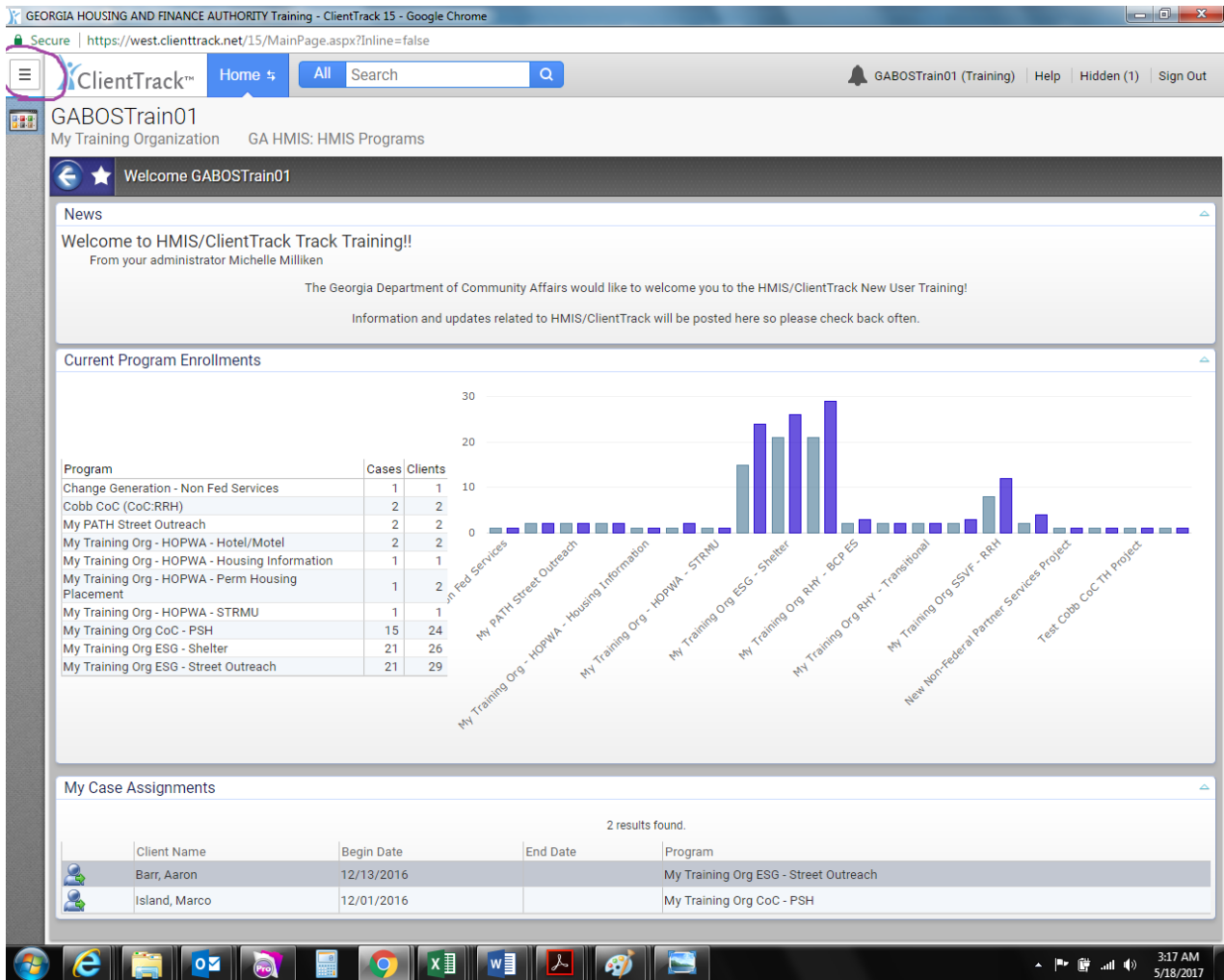


## Running the Data Quality Report

Step 1: Click "Show Menu" button



GEORGIA HOUSING AND FINANCE AUTHORITY Training - ClientTrack 15 - Google Chrome  
Secure | https://west.clienttrack.net/15/MainPage.aspx?Inline=false

ClientTrack™ Home All Search GABOSTrain01 (Training) Help Hidden (1) Sign Out

GABOSTrain01  
My Training Organization GA HMIS: HMIS Programs

Welcome GABOSTrain01

News  
Welcome to HMIS/ClientTrack Track Training!!  
From your administrator Michelle Milliken  
The Georgia Department of Community Affairs would like to welcome you to the HMIS/ClientTrack New User Training!  
Information and updates related to HMIS/ClientTrack will be posted here so please check back often.

Current Program Enrollments

Program	Cases	Clients
Change Generation - Non Fed Services	1	1
Cobb CoC (CoC:RRH)	2	2
My PATH Street Outreach	2	2
My Training Org - HOPWA - Hotel/Motel	2	2
My Training Org - HOPWA - Housing Information	1	1
My Training Org - HOPWA - Perm Housing Placement	1	2
My Training Org - HOPWA - STRMU	1	1
My Training Org CoC - PSH	15	24
My Training Org ESG - Shelter	21	26
My Training Org ESG - Street Outreach	21	29

My Case Assignments

2 results found.

Client Name	Begin Date	End Date	Program
Barr, Aaron	12/13/2016		My Training Org ESG - Street Outreach
Island, Marco	12/01/2016		My Training Org CoC - PSH

3:17 AM  
5/18/2017

Step 2: Move your cursor over HUD/HMIS Reports and then click HUD Data Quality Report

The screenshot shows the ClientTrack 15 web application interface. The left sidebar contains a navigation menu with the following items: User Dashboard, MY CLIENTTRACK, GA HMIS REPORTS, Data Explorer, HUD/HMIS Reports (highlighted), HMIS System Performance Measures: M1, Unsheltered PIT Assessments, HMIS System Performance Measures: M2 - M7, Vulnerability Index Assessments, VISPDAT and SPDAT Assessments, and Files on Server. A dropdown menu is open over the HUD/HMIS Reports item, listing the following options: APR, CAPER, HUD Data Quality Report (circled in red), HUD Data Quality Report Detail, SSVF, RHY, and full CSV 5.1 Exports, AHAR, Other Data Quality Reports, OLD/Deprecated Reports-Not for Official Use, HOPWA APR, HUD Point in Time (PIT), and HMIS CoC Competition Question 3B-2.8. Below the dropdown menu is a bar chart titled 'Clients' showing the number of clients for various programs. The x-axis lists programs such as My PATH Street Outreach, My Training Org - HOPWA - Hotel/Motel, My Training Org - HOPWA - Housing Information, My Training Org - HOPWA - Perm Housing Placement, My Training Org - HOPWA - STRMU, My Training Org CoC - PSH, My Training Org ESG - Shelter, and My Training Org ESG - Street Outreach. The y-axis represents the number of clients, ranging from 0 to 30. Below the bar chart is a table titled 'My Case Assignments' with 2 results found. The table has columns for Client Name, Begin Date, End Date, and Program. The two entries are: Barr, Aaron (Begin Date: 12/13/2016, Program: My Training Org ESG - Street Outreach) and Island, Marco (Begin Date: 12/01/2016, Program: My Training Org CoC - PSH). The bottom of the screenshot shows the Windows taskbar with various application icons and the system tray showing the time as 3:18 AM on 5/18/2017.

### Step 3: Set up the perimeters of your report.

-Date Range will always be the operating year you are reporting on.

-Organization will be your agency name.

-Grants will be the specific grant you are reporting on. Be sure to only choose on grant, and ensure it has the grant number you are working on currently.

-Program will always be PH-Permanent Supportive Housing.

- Click Report button for immediate report access.

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GABOSTrain01  
My Training Organization GA HMIS: HMIS Programs

HUD Data Quality Report

**Saved Report Settings** - To use previously saved report settings, select the desired settings description. To save the current report settings, select Save Settings, type a description of the settings in the Save As field, select the report criteria, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings: --SELECT--

**Date Range** - Indicate the time period for his report. Only records that fall within the date range you select will be included.

Date Range List: SELECT  
Begin Date: 03/01/2016 to 02/28/2017

**Organization** - Indicate which organizations should be included in the report by selecting each organization separately, or click the  icon to select all. Note: The list only shows organizations you are authorized to view.

Organization:  My Training Organization

**Grant(s)** - This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the  icon to select all.

Grant(s):  Filter by Grant(s)  
My Training Org - HOPWA - STRMU   
My Training Org - HOPWA H/M  
 My Training Org CoC - PSH  
My Training Org ESG - Shelter  
My Training Org ESG - SO  
My Training Org PSH - PSH

**Program** - A list of programs based on the grant selected.

Program Type: PH - Permanent Supportive Housing (disability required for entry)  
Program:  Filter by Program

**CoC Filter** - You may, optionally, identify a single CoC to filter the report results (HMIS implementations with only one CoC do not need to do so). If specified, this CoC must match either the client's enrollment head of household CoC or (if that is blank) then this location must match one of the CoC locations identified for the associated program.

State Filter for CoC: --SELECT--  
CoC (Optional): --SELECT--

Report Schedule Report Cancel

3:16 AM 5/18/2017

If server volume is high, you may schedule the report. To do so, click schedule report and the system will walk you through the steps.

Step 4: Your report has downloaded. Remember to keep this open while you are doing data clean up so that you can refresh after each correction to make sure your error rate is going down. To hide report, minimize the report screen, which will mark it as hidden in the upper right hand corner.

HUD Data Quality Report  
3/1/2016 to 2/28/2017

Report Criteria  
Organizations: My Training Organization  
Grants:  
Program Types: PH - Permanent Supportive Housing (disability required for entry)

**Q1. Report Validation Table**

Total Number of Persons Served	41
Number of Adults (age 18 or over)	27
Number of Children (under age 18)	14
Number of Persons with Unknown Age	0
Number of leavers	17
Number of adult leavers	10
Number of adult and head of household leavers	10
Total Number of Stayers	24
Number of Adult Stayers	17
Number of Veterans	16
Number of Chronically Homeless Persons	8
Number of youth under age 25	0
Number of parenting youth under age 25 with children	0
Number of Adult Heads of Household	25
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	1

**Q2. Personally Identifiable Information (PII)**

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0.00%
Social Security Number (3.2)	22	2	5	70.73%
Date of Birth (3.3)	0	0	0	0.00%