

HMIS Guide to: Running the HUD Data Quality Report



Select the HUD Data Quality Report

- On the HOME/User workspace, hover on HUD/HMIS Reports on the right-hand navigation menu.
- Hover on 2017 APR
- Click on HUD Data Quality Report



Enter the Report Parameters

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 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 this report. Only records that fall within the date range you select will be included.

Date Range List: -- SELECT --

Begin Date: 09/01/2017 to 09/30/2017

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: 1260 Housing Development Corporation

AchieveAbility

ActionAIDS, Inc

ACTS Christian Transitional Services

ADCM/Somerset Community Correctional Center

Arch Street Methodist Church

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)

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

Program Type: -- SELECT --

Program: Filter by Program

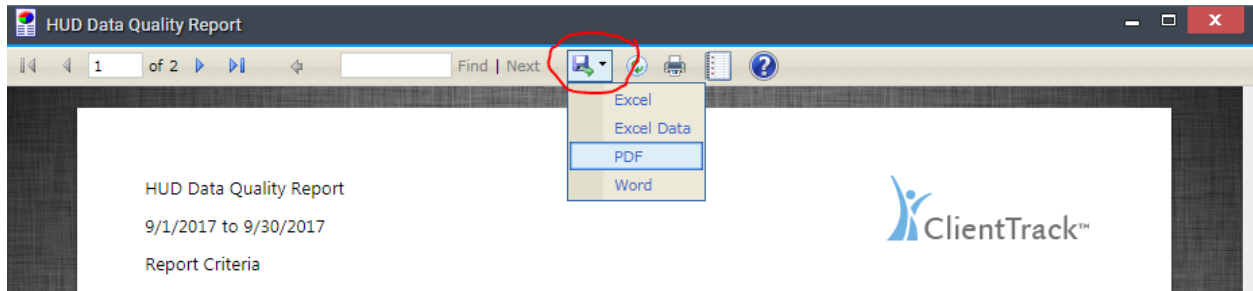
CoC Filter - You may, optionally, identify a single CoC to filter the report results (HMIS implementations with only one CoC do not need to do so). If specified, this CoC must match either the client's enrollment head of household CoC or (if that is blank) then this location must match one of the CoC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

State Filter for CoC: -- SELECT --

CoC (Optional): -- SELECT --

- Enter the Reporting Period
- Select Filter by Program
- Select the Program
- Do NOT select a Grant
- Click on “Report”

Save the Report



- Click on the Save Icon.
- Select your preferred format:
 - Excel
 - Excel Data
 - Separates Each Section of the Report into its own Worksheet
 - Does NOT provide client-level detail
 - PDF
 - Word

Correcting the Errors

An additional report is available in ClientTrack that will help identify which client records are causing the data quality errors, if any.

- The name of the report is: **APR-ESG & DQ Detail Report**
- Please see the **“HMIS Guide to: Running and Retrieving the APR-ESG & DQ Report”** for further guidance.