
HMIS Support Manual - Running The Data Quality Framework Report Using The EDA Function In HMIS



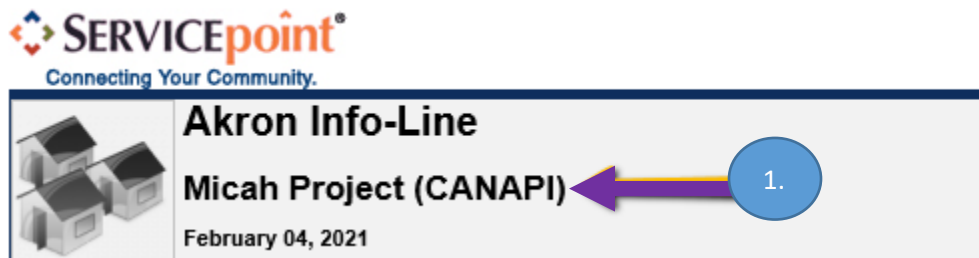
**Summit County, Ohio
Homeless Management Information System**



RUNNING THE DATA QUALITY FRAMEWORK REPORT USING THE EDA FUNCTION IN HMIS

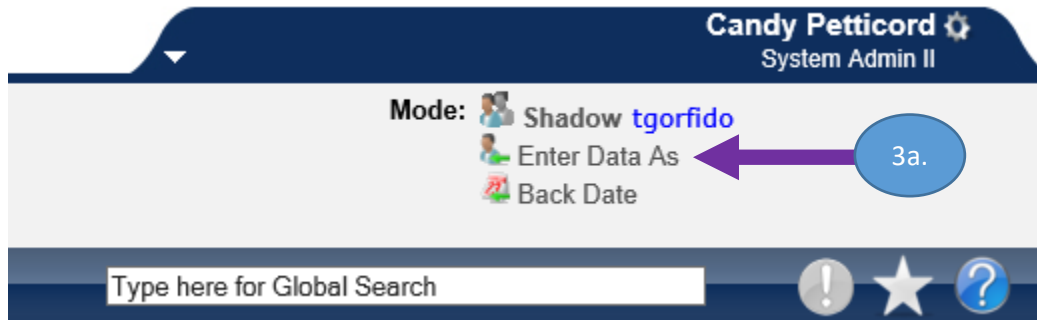
Logging onto your Provider Program using the “Enter Data As” Function

1. Whenever you log into HMIS, your Dashboard will display your default or “Umbrella” agency, which will be the agency you will “Enter Data As”.
 - a. In this example, the default agency is Micah Project (CANAPI)



2. If your Client will be moving from program to program within the same agency, it is necessary to enter their data at the agency level and simply designate the program on all Entry/Exit forms and Services.
 - a. Please be sure to make this decision before beginning data entry and then be consistent. This may make a difference in the data that is shared between programs at your agency.
3. If you are working with different providers within your agency, you may need to change to a different provider for your Client.
 - a. To change your provider, click the “**Enter Data As**” option located in the upper right-hand corner of your Main Dashboard screen:

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- b. The **Provider Search Results** screen will display
- c. Click the **green plus icon** next to the program name you would like to enter data as for your Client.
- d. For this example, we will choose **Helping Hands (CANAPI)**:

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- To switch to another program within your agency, simply click on **Enter Data As** again, and the remaining programs within your agency will be displayed and you are now able to select a different program by clicking on the green plus sign next to the desired program:

Mode: Shadow tgorfido
 Enter Data As Helping Hands (CANAPI)
 Back Date

Enter Data As Provider Search

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #

Provider Search Results

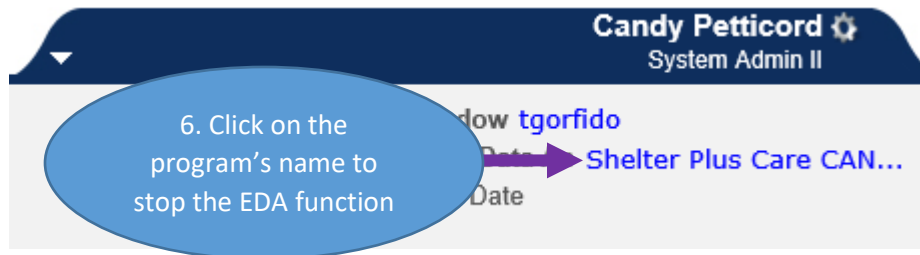
#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
		Homeless Prevention (CANAPI) (138)		Level 3	330-252-1559	Akron, OH 44310		10/21/2019																			
		Shelter Plus Care CANAPI I (CANAPI) (64)		Level 3	330-376-9788	Akron, OH 44307		10/28/2019																			
		Shelter Plus Care CANAPI II (CANAPI) (65)		Level 3	330-376-9788	Akron, OH 44307		01/30/2020																			

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5.

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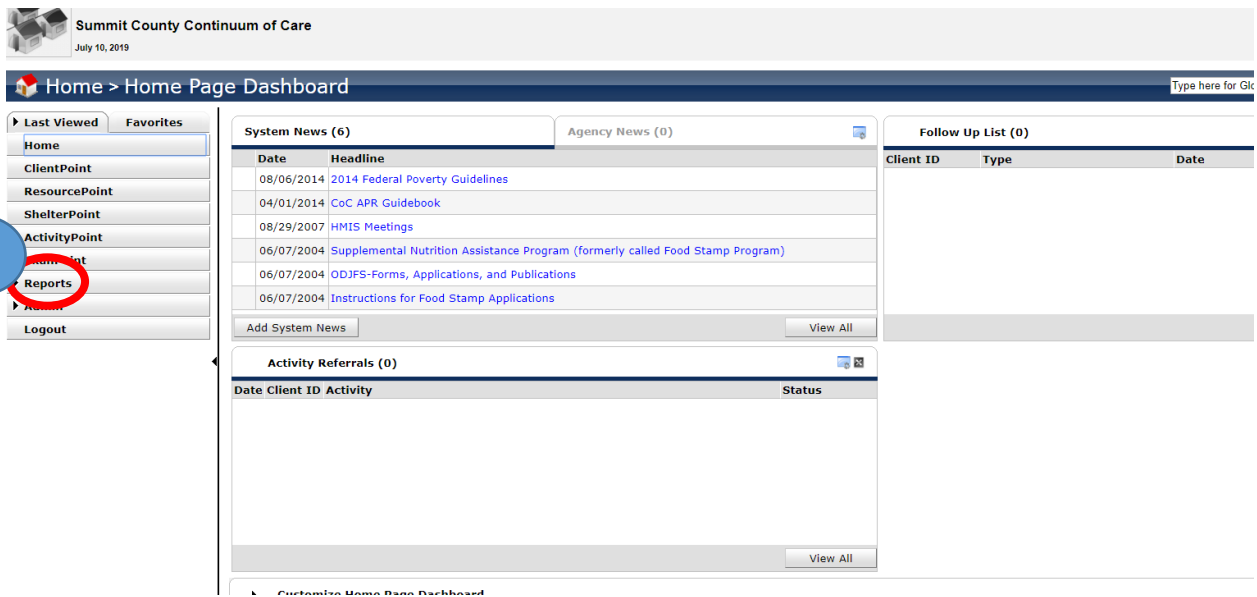
6. To cancel the **Enter Data As** function, simply click on the program name listed after **Enter Data As** and the function will cease:



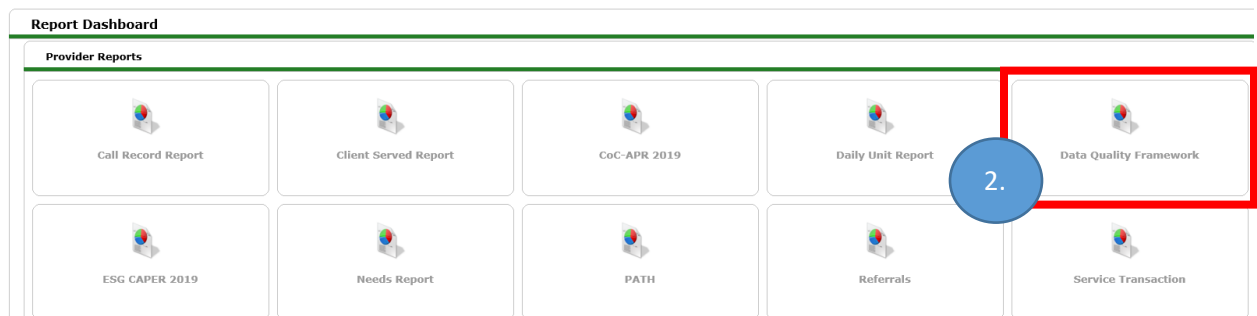
RUNNING THE DATA QUALITY FRAMEWORK REPORT USING THE EDA FUNCTION IN HMIS

Running Your Data Quality Framework Report Using The “Enter Data As” Function:

1. Open **ServicePoint** and click on the **Reports** tab on the left-hand side of the **Home Page Dashboard**:



2. On the **Reports > Report Dashboard**, click on the **[Data Quality Framework]** icon:



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3. This will bring up the **Data Quality Framework** dashboard:

Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
No matches.							

Report Options

Name:

Description:

Provider Type: Provider Reporting Group CoC Code

Provider*: Shelter Plus Care CANAPI I (CANAPI) (64) Search My Provider

Program Date Range*: / / to / /

Entry/Exit Types*: Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

4. Fill in the requested information to run your report.

- For monthly DQF Reports, the current **Program Date Range** is **10/1/2019 to the end of the month for which the report is being run** – For example, a report being run for February of 2021 would have a date range of **10/1/2019 – 2/28/2021**
- NOTE:** For **RHY** reports, please check the “**RHY**” report option.

5. Next, click the **[Build Report]** button:

Report Options

Name: 2021 March Shelter Plus Care CANAPI I

Description:

Provider Type: Provider Reporting Group CoC Code

Provider*: Shelter Plus Care CANAPI I (CANAPI) (64) Search My Provider

Program Date Range*: 10 / 01 / 2019 to 03 / 31 / 2021

Entry/Exit Types*: Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

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6. While your report is being created, you will be able to see its creation status in the **Report Run History** section of your **Data Quality Framework Dashboard**. In this example, the report is **“Running”** or being created:

Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
12883	04/05/2021 07:23:37 AM (0.01 mins)	DQF	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Running

Refresh

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Report Options

Name: 2021 March Shelter Plus Care CANAPI I

Description:

Provider Type: Provider Reporting Group CoC Code

Provider*: Shelter Plus Care CANAPI I (CANAPI) (64)
 This provider AND its subordinates This provider ONLY

Program Date Range*: 10/01/2020 to 03/31/2021

Entry/Exit Types*: Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

Build Report Download Clear

Running Provider	Running User	Report Status
Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Running

7. To see if your report is ready, please click the **[Refresh]** button:

Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
12883	04/05/2021 07:23:37 AM (0.01 mins)	DQF	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Running

Refresh

Showing 1-1 of 1

Report Options

Name: 2021 March Shelter Plus Care CANAPI I

Description:

Provider Type: Provider Reporting Group CoC Code

Provider*: Shelter Plus Care CANAPI I (CANAPI) (64)
 This provider AND its subordinates This provider ONLY

Program Date Range*: 10/01/2020 to 03/31/2021

Entry/Exit Types*: Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

Build Report Download Clear

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8. When your report is ready, the blue “Running” Report status will change to a green “Completed”:

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
12883	04/05/2021 07:23:37 AM (0.13 mins)	DQF	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Completed

Running Provider	Running User	Report Status
Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Completed

9. Once the report is complete, click the magnifying glass located next to the Report ID to open the report:

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
12883	04/05/2021 07:23:37 AM (0.13 mins)	DQF	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Completed

Report ID	Date Ran (Run-time)
12883	04/05/2021 07:23:37 AM (0.13 mins)

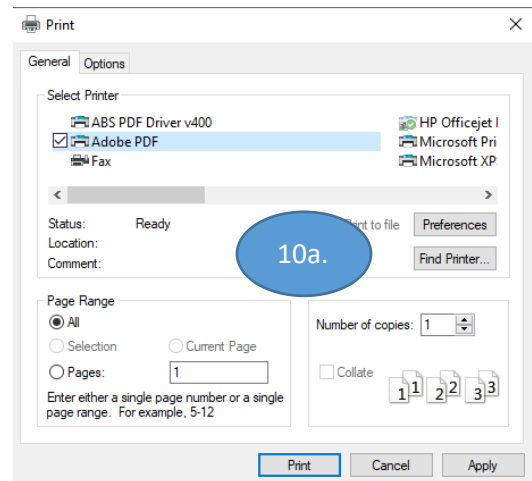
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10. The report will populate. Please scroll down to see the results:

DQF Report Results - Date Ran: 04/05/2021 07:23:37 AM - Report ID: 12883																											
4a - Project Identifiers in HMIS																											
#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project? (SSO)	Project IDs of Affiliation	CoC Codes	Geocodes	Victim Service Provider																	
Shelter Plus Care CANAPI I (CANAPI)	64	Shelter Plus Care CANAPI I (CANAPI)	64	PH - Permanent Supportive Housing (disability required for entry) (HUD)				OH-506	399153	False																	
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Q1 - Report Validations Table																											
Report Validations Table																											
1. Total Number of Persons Served											9																
2. Number of Adults (age 18 or over)											9																
3. Number of Children (under age 18)											0																
4. Number of Persons with Unknown Age											0																
5. Number of Leavers											1																
6. Number of Adult Leavers											1																
7. Number of Adult and Head of Household Leavers											1																
8. Number of Stayers											8																
9. Number of Adult Stayers											8																
10. Number of Veterans											1																
11. Number of Chronically Homeless Persons											1																
12. Number of Youth Under Age 25											0																
13. Number of Parenting Youth Under Age 25 with Children											0																
14. Number of Adult Heads of Household											9																
15. Number of Child and Unknown-Age Heads of Household											0																
16. Heads of Households and Adult Stayers in the Project 365 Days or More											6																

10.

- a. To save a copy of this report, **right-click** on the report > select **Print** > select either your **printer** to make an actual paper copy or select your **PDF program** to create a PDF version to save on your computer:



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11. In looking at the report, please note that in **Sections Q2 through Q6**, any **blue numbers** are **hyperlinks**, which can be clicked to reveal the **Client ID Number(s)** and **Client Name(s)** involved in the error/item:

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	Total	% of Error Rate
Name (3.1)	0	0	0	0	0%
SSN (3.2)	0	1	0	1	11%
Date of Birth (3.3)	0	0	0	0	0%
Race (3.4)	0	0	0	0	0%
Ethnicity (3.5)	0	0	0	0	0%
Gender (3.6)	0	0	0	0	0%
Overall Score				1	11%

11.

Clients in answer cell

Q2 - Data Quality: Personally Identifiable Information

Total

ID	Client
93392	

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Download Results
Exit

Total
0
1
0
0
0
0
0
1

12. Once you have made your corrections, please run the report again until there are no more corrections needed.

- a. To run another DQR using the same parameters that were used previously, simply click the **[Use Previous Parameters]** button located on the right side of the screen under the **Report Status** indicators:

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
12469	03/11/2021 05:54:56 AM (0.02 mins)	DQF	Report for DQR Manual	Candy Petticord	Summit County Continuum of Care	Candy Petticord	Completed
12468	03/11/2021 05:44:44 AM (0.04 mins)	DQF		Candy Petticord	Summit County Continuum of Care	Candy Petticord	Completed
12445	03/10/2021 02:06:56 PM (0.02 mins)	DQF	Test	Candy Petticord	Summit County Continuum of Care	Candy Petticord	Completed
12444	03/10/2021 02:06:39 PM (0.02 mins)	DQF	Test	Candy Petticord	Summit County Continuum of Care	Candy Petticord	Completed
12443	03/10/2021 02:06:34 PM (0.03 mins)	DQF	Test	Candy Petticord	Summit County Continuum of Care	Candy Petticord	Completed

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12a.

Use Previous Parameters

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13. Please note that your **Report Run History** will retain all of your previously run reports, making it very easy to refer back to specific reports if needed:

Report Run History							
Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User	Report Status
12887	04/05/2021 07:51:41 AM (0.00 mins)	DQR	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Running
12886	04/05/2021 07:51:36 AM (0.01 mins)	DQR	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Completed
12885	04/05/2021 07:51:31 AM (0.02 mins)	DQR	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Completed
12884	04/05/2021 07:50:39 AM (0.01 mins)	DQR	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Completed
12883	04/05/2021 07:23:37 AM (0.13 mins)	DQR	2021 March Shelter Plus Care CANAPI I	Candy Petticord	Shelter Plus Care CANAPI I (CANAPI)	Trevor Gorfido	Completed

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a. Click the **expand arrow** next to **Report Run History** if this pane is not already open and you will be able to see your previously run reports:

Report Run History

Report Options Use Previous Parameters

Name:

Description:

Provider Type: Provider Reporting Group CoC Code

Provider*:

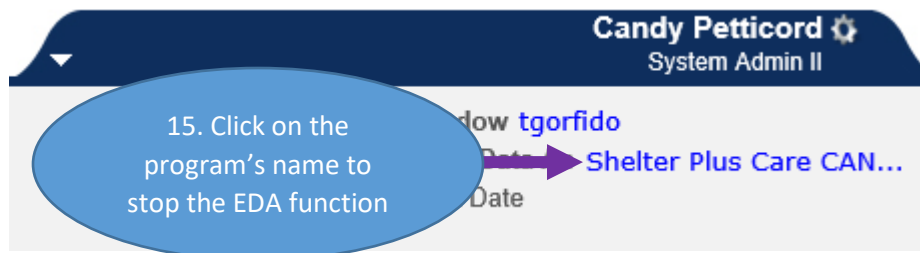
This provider AND its subordinates This provider ONLY

Program Date Range*: to

Entry/Exit Types*: Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

14. Please note that separate DQF Reports must be run for **EACH** of your programs/projects.

15. Once you have completed your error corrections for all of your projects/programs, to cancel the **Enter Data As** function, simply click on the program name listed after **Enter Data As** and the function will cease:



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Please begin making your corrections early in the month and please feel free to reach out to me for assistance with your corrections - Email requests are best. 😊

I hope you found this manual helpful. 😊 Please feel free to reach out to me with any questions:

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