

## Running the Monthly Data Quality Check

### Overview

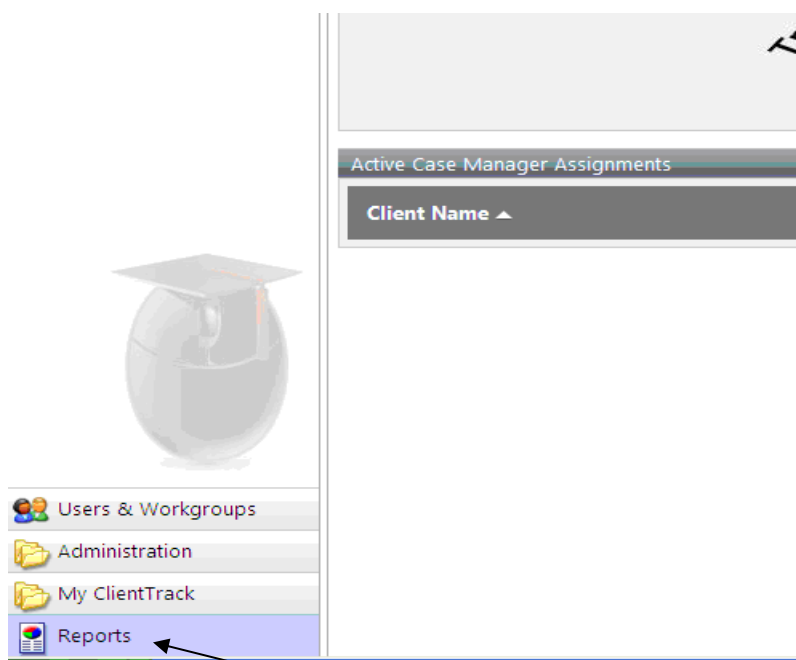
The monthly data quality report helps ensure a high level of data integrity for the Spokane CoC. Quality data allows us to safeguard our current funding stream, while improving our competitiveness for new funding. It is imperative that the monthly check is run for each program. Notice of report completion must be submitted to the HMIS Coordinator prior to the end of the month. The notice should include the number of data errors/discrepancies and the timeline for cleanup. This tutorial will be expanded as new practices become available. Please continue to check your email for documentation updates!

### The Reports

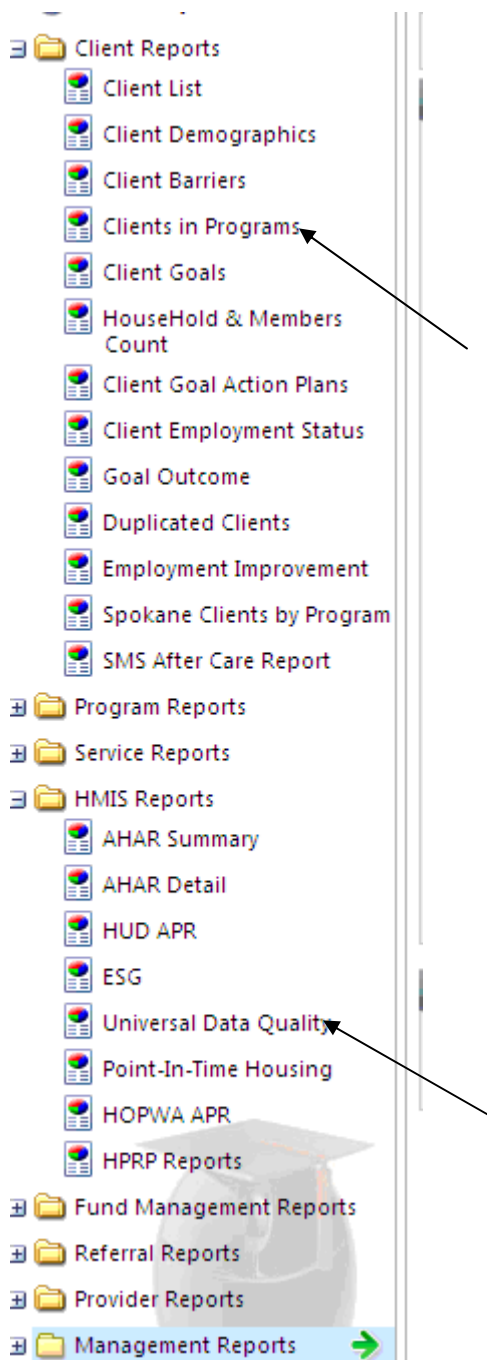
The two reports which comprise the monthly check are the Clients in Programs and Universal Data Quality report. Each report looks at a different subset of the data. The Clients in Programs report indicates the names of current clients and those who have left during the pre-defined time frame. The Universal Data Quality lists the number of missing or NULL records for the Universal Data Elements, which are identified by HUD in the HUD 2010 Data Standards.

### Report Completion

The following screenshots will walk through the necessary completion steps.



*From the Home Tab select Reports*



The Clients in Programs and the Universal Data Quality reports are indicated by the arrows above.

Report

Predefined Date Range:

Enrollments between: \*  and

only program enroll date fall in the report date range. Select Exited to filtered by the program exit date. Select

Report Type: \*

want to run the report, or leave this field blank to run the report for all organizations. NOTE: The list will s

Organization: \*

- CC - St. Margaret's
- CC - Summit View
- City of Spokane
- Data Systems International
- Department of Commerce

or selected organizations. Select program enrollments you choose to view for this report. Leave this section blank to a program, select "No program on enrollment"

Program:

- Myriams House Transitional Housing (Non-HUD)
- ODC
- Responsible Renters
- Transitions--HGAP--TH
- Transitions--MH--SHP--TH

this field blank to run the report for all funding sources. Funds available for selection belong to the organi

***The above screen shot is taken from the Clients in Programs filter criteria selection page. Filter criteria determines how narrow your resulting data set will be. The more criteria you select, the narrower the resulting data set. It is considered a best practice to only specify the date range, program type, and funding source.***