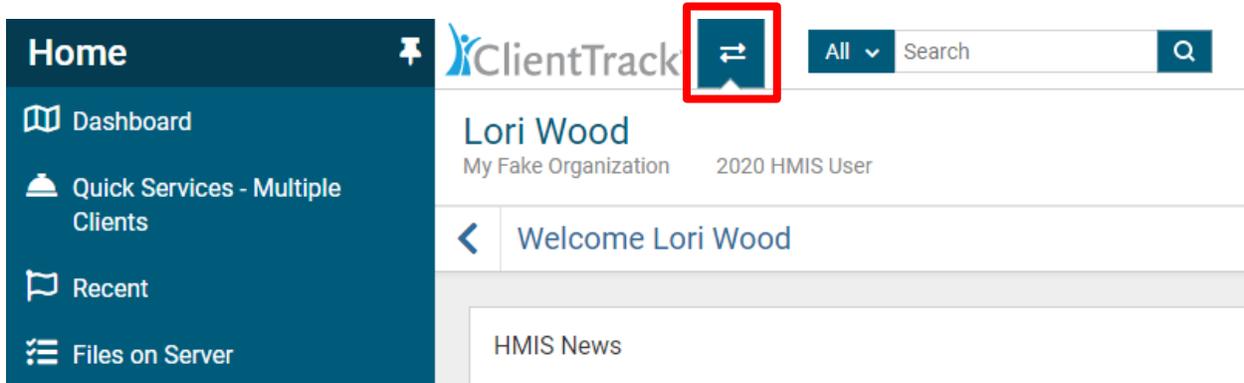
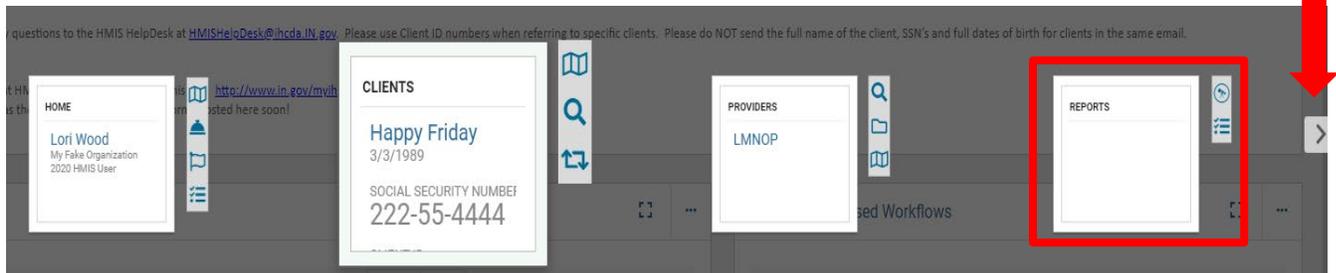


How to Run a Data Quality Report

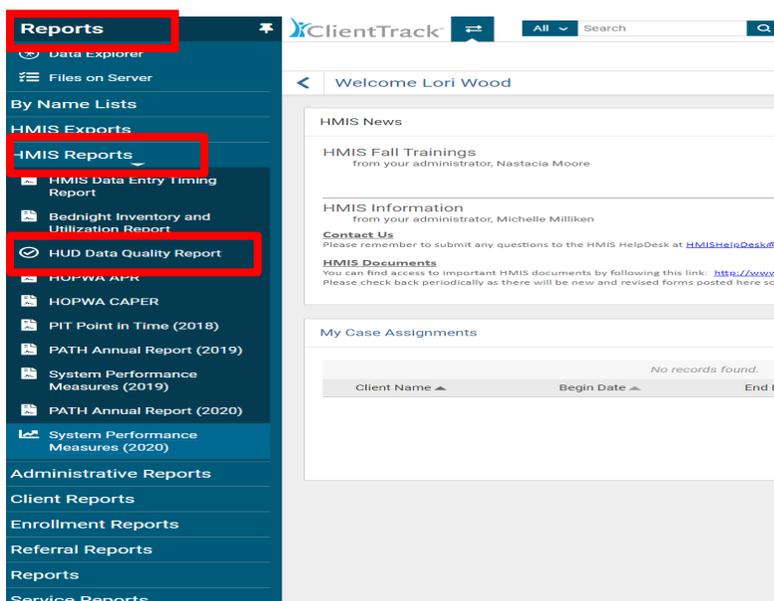
1. From the **“HOME”** workspace, click on the double arrow icon located to the right of the ClientTrack logo at the top of the screen.



2. You are now on the **“Workspace”** menu. Click on the arrow located on the either side of the screen to reverse or advance the menu choices.
3. Next, click on **“REPORTS”**.



4. Click on **“HMIS Reports”** located in the menu on the left-hand side of the screen.
5. Next, click on **“HUD Data Quality Report”**.



6. Complete the report parameters:

- a. **“Date Range”**
- b. **“Organization”**
- c. **“Grant(s)”**
- d. **“Program”**
- e. **“CoC Filter”** (Optional)
- f. **“Detail Export”**
- g. Click **“Run Export”** at the bottom of the page.

ClientTrack | All | Search | Lori Wood (Training) | Help | Sign Out

2018 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:

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:

Begin Date: to

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: 4 County
 A Hand Up
 ACTION Inc of Delaware County
 Affordable Housing Corporation of Marion
 Aging & Community Services of South Cent
 AIDS Ministries

ClientTrack | All | Search | Lori Wood (Training) | Help | Sign Out

2018 HUD Data Quality Report

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:

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:

CoC (Optional):

Detail Export

Click the Run Export button to generate a separate task to generate the Detail Export. Indicate the SSN Masking to be used in the Detail Export.

SSN Masking:

7. The “**Export Encryption**” pop-up box will appear. Create a password and type the password in the “**Password**” and “**Confirm Password**” fields.
8. Next, click “**Done**” in the bottom right of the pop-up box.

Export Encryption [X]

If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long.

If you choose to not to encrypt your export, the file exported may contain person identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this information.

Indicate if the exported file(s) should include a header line at the beginning of the file that indicates what each of the values in the CSV file represent and if values in the CSV should *always* be enclosed in double-quotes.

Encrypt Export:

Password: *

Confirm Password: *

Include Header Row in CSV File(s):

Always Quote CSV Values(s):

Done

9. A message from ClientTrack will appear informing you the export has been queued.
10. Click “**OK**”

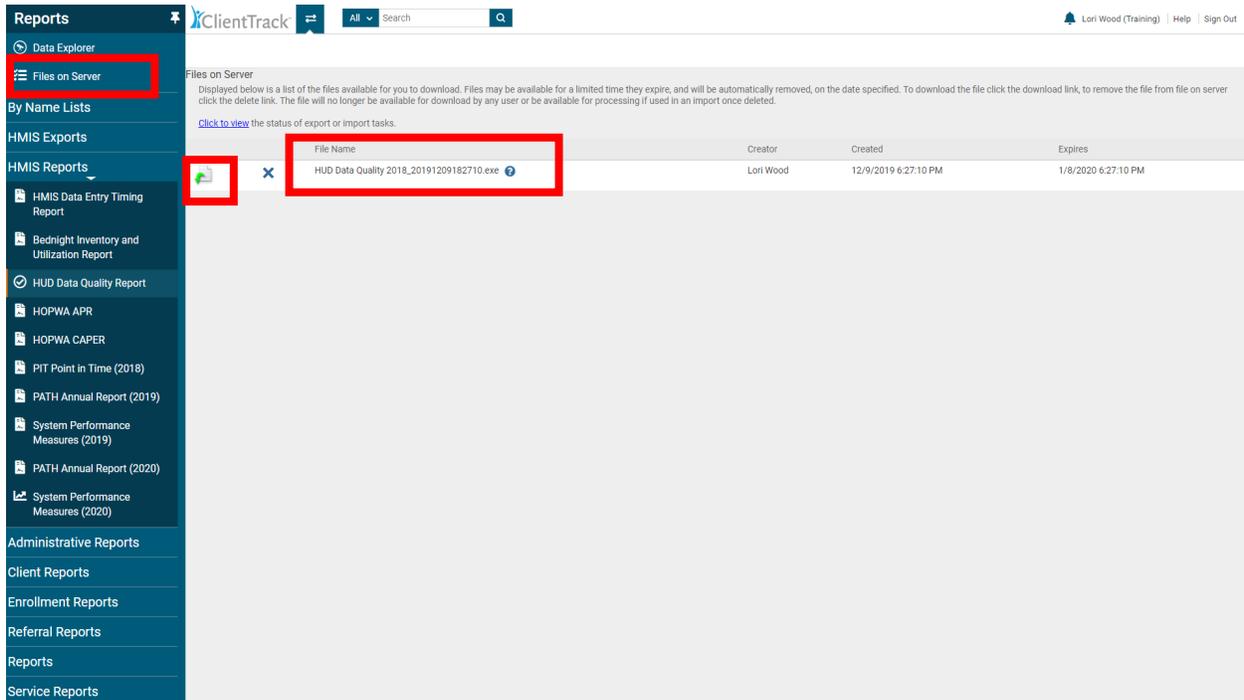
usw.clienttrack.net says

Your export has been queued and will be processed at the next available time.

OK

December 2019

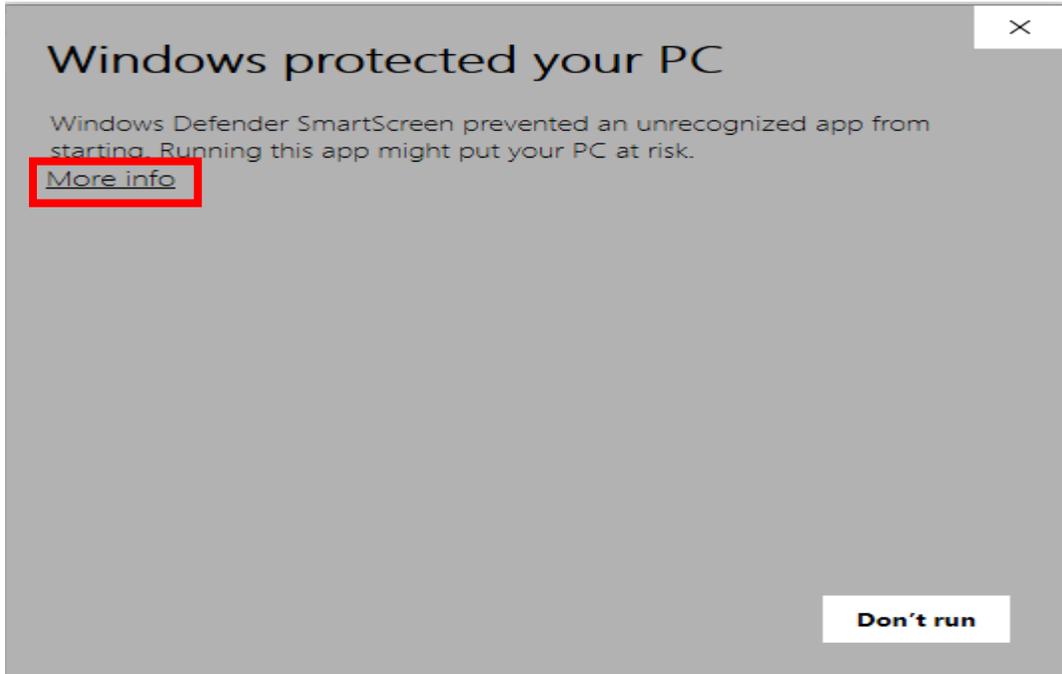
11. To view the report, click on the menu option **“Files on Server”** located on the left-hand side of the screen.
12. The queued report will appear as **“HUD Data Quality 2018 – 2019”** in the **“File Name”** column.
13. Next, click on the green downward pointing arrow.



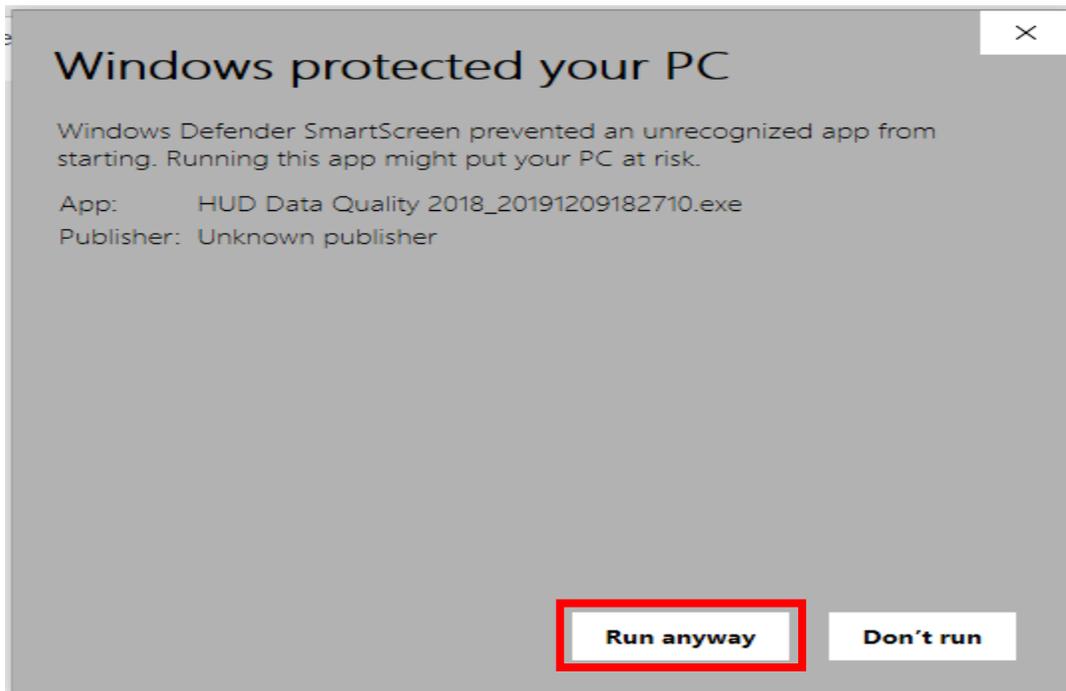
14. The report will download to your computer. To open the file, click on the **“HUD Data Quality”** box in the bottom left corner of the screen, then click **“Open”**.



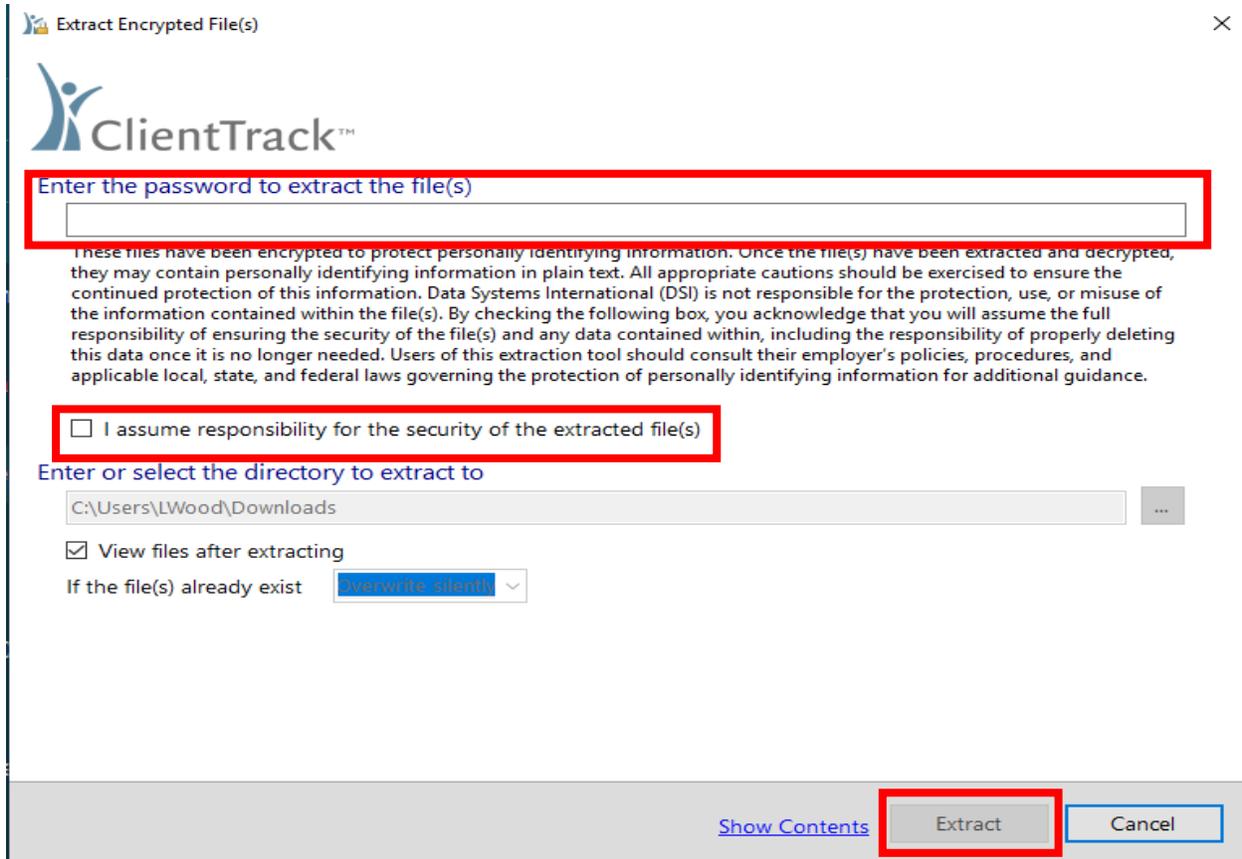
15. A “Windows protected your PC” warning may appear. Click on “More Info”.



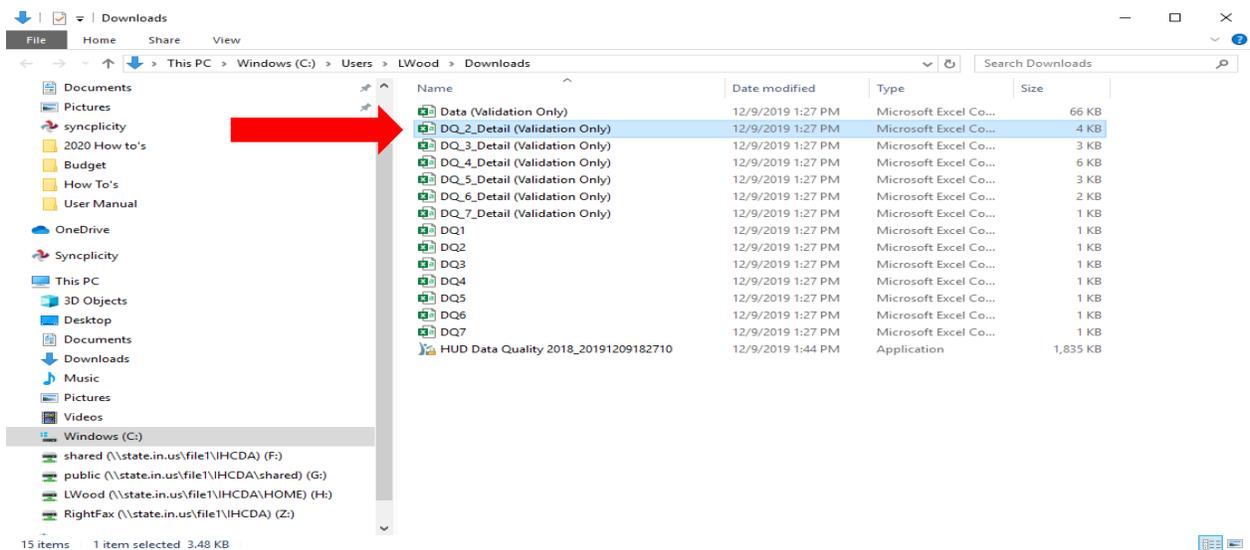
16. A second warning window will appear. Click on “Run Anyway”.



17. The “Extract Encrypted File(s)” message box will appear.
18. Enter the password you chose earlier during the **process** to extract the file(s).
19. Click the check box “I assume responsibility for the security of the extracted files(s).”



20. Next, click “Extract”.
21. The report files will be saved to your computer.
22. Click on the individual Excel files to view the data information.



23. An Excel spreadsheet will open and display the client level data. Double click on the column headings to expand the columns.

The screenshot shows an Excel spreadsheet titled "DQ_2_Detail (Validation Only) - Excel". The spreadsheet contains a table with the following columns: A (Data Element), B (clientid), C (Name), D (Client Doesn't Know/Refused), E (Missing), F (DataIssue), and G (DataIssueReason). The table lists 44 rows of client data, including Social Security Numbers, names, and various data quality issues such as "Number does not conform to SSA rules" and "SSN Quality Value".

A	B	C	D	E	F	G
Data Element	clientid	Name	Client Doesn't Know/Refused	Missing	DataIssue	DataIssueReason
Social Security Number (3.2)	12	Tester, Test			Yes	SSN Quality Value
Social Security Number (3.2)	13	M, J	Yes			
Social Security Number (3.2)	14	Map, Michelle			Yes	SSN Quality Value
Social Security Number (3.2)	105	Smith, Cayden J		Yes		
Social Security Number (3.2)	106	McDonald, Ronald		Yes		
Social Security Number (3.2)	112	Smith, Jeremy J	Yes			
Social Security Number (3.2)	113	Grill, Mexican	Yes			
Social Security Number (3.2)	115	McDonald, Jessica		Yes		
Social Security Number (3.2)	116	sun, fro	Yes			
Social Security Number (3.2)	140	Taylor, Mitch			Yes	SSN Quality Value
Social Security Number (3.2)	167	Thomas, Wendy			Yes	Number does not conform to SSA rules
Social Security Number (3.2)	222	purvis, walter	Yes			
Social Security Number (3.2)	226	Smith, Timothy			Yes	SSN Quality Value
Social Security Number (3.2)	239	Overton, Vivian	Yes			
Social Security Number (3.2)	372	Sky, Gray	Yes			
Social Security Number (3.2)	408	Test, Test	Yes			
Social Security Number (3.2)	437	Receiver, Telephone	Yes			
Social Security Number (3.2)	452	asdfasdf, asdfas	Yes			
Social Security Number (3.2)	453	asaf, assad	Yes			
Social Security Number (3.2)	524	mic, dav	Yes			
Social Security Number (3.2)	529	chr, dav	Yes			
Social Security Number (3.2)	540	Tell, Will			Yes	Number does not conform to SSA rules
Social Security Number (3.2)	547	Chapel, Love			Yes	SSN Quality Value
Social Security Number (3.2)	554	Mouse, Mighty			Yes	Number does not conform to SSA rules
Social Security Number (3.2)	618	Compton, Heidi			Yes	SSN Quality Value
Social Security Number (3.2)	1938	riddle, linda	Yes			
Social Security Number (3.2)	1950	Flower, May			Yes	Number does not conform to SSA rules
Social Security Number (3.2)	1976	Snake, Mickey			Yes	Number does not conform to SSA rules
Social Security Number (3.2)	1990	Jagger, Mick			Yes	Number does not conform to SSA rules
Social Security Number (3.2)	1992	Daniel, Dear			Yes	SSN Quality Value
Social Security Number (3.2)	2053	see, leah			Yes	SSN Quality Value
Social Security Number (3.2)	2099	ken, smith	Yes			
Social Security Number (3.2)	2127	Doe, John			Yes	SSN Quality Value
Social Security Number (3.2)	2130	Reiss, Johnnie	Yes			
Social Security Number (3.2)	2133	Luv, Brevan			Yes	SSN Quality Value
Social Security Number (3.2)	2136	Mouse, Mickey	Yes			
Social Security Number (3.2)	2140	mouse, jenny	Yes			
Social Security Number (3.2)	2141	Gibby, Kelly		Yes		
Social Security Number (3.2)	2146	Luv, Hannah			Yes	SSN Quality Value
Social Security Number (3.2)	2226	mcdonald, andy			Yes	Number does not conform to SSA rules
Social Security Number (3.2)	2406	white, matthew	Yes			
Social Security Number (3.2)	2768	Mooy, Kay			Yes	Number does not conform to SSA rules
Social Security Number (3.2)	2866	Pumpkin, Susan			Yes	Number does not conform to SSA rules

24. Identify the data issues then open the client record in HMIS to correct the client's information.

Please contact the HMISHelpDesk@ihcda.in.gov for additional assistance with HMIS records.

Please contact the DVHelpDesk@ihcda.in.gov for additional assistance with DV ClientTrack records.