How To Clean Up your HUD Data Quality Report

1. Go to the "Reports" workspace, run a "HUD Data Quality Report" and click on "Report"

as shown below.

Data Explorer	[] []		
E Files on Server	2022 HUD Data Quality Repor	t	
	Saved Report Settings		
	To use previously saved report settings,	select the desired settings description. To save the current report s	setting
	select Save Settings, type a description	of the settings in the Save As field, select the report criteria, and ru the list the next time you access this screen.	n the
HIND Data Entry Timing Repo	Saved Report Settings	.: SELECT V	
	Date Range		
PIT Point in Time (2022)	Indicate the time period for his report. O	nly records that fall within the date range you select will be included	<u>d.</u>
PATH Appual Report (2019)	Date Range List	Since This Date, Last Year 🗸	
PATH Appual Report (2020)	Begin Date	e: 11/09/2021 💼 to 11/09/2022 💼	
PATH Annual Report (2023)			
Administrative Penerts	Organization		
Client Poperte	Indicate which organizations should be	included in the report by selecting each organization separately, or	click t
> Chent Reports		hows organizations you are authorized to view.	
> C Deferrel Departs	Organization:	A Better Way	
		Advantage Housing Inc	
> Reports		AIDS Ministries Elkhart AIDS Resource Group Evansville	
Service Reports			
> 🖸 Other Reports	Grant(s)		
	This list displays grants that belong to the included in the report by selecting each Grant(s)	he organizations you selected above. Indicate which grants should I grant separately, or click the 🛠 icon to select all.); 🔄 Filter by Grant(s)	be
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 You will see a window pop-up showing the different data elements and their respective % error rate. In the screenshot below, the data element "Social Security Number (3.2) has the highest error rate of the "personally Identifiable Information (PII)" section.

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				Date o	r Birth (3.	3)		U		U		U	_	0.00%			
				Race (3	3.4)			1		0				6,25%			
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2022 HUD Data Quality Report

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HUD Data Quality Report

HUD Data Quality Report			
11/9/2021 to 11/9/2022	I ClientTrack™		
Income and Sources (4.2) at Start	4	33.33%	
Income and Sources (4.2) at Annual Assessment	0	0.00%	
Income and Sources (4.2) at Exit	2	40.00%	

Q5. Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R /missing	Number of months (3.917.5) DK/R/missi ng	% of records unable to calculate
ES, SH, Street Outreach	12			2	3	3	25.00%
тн	0	0	0	0	0	0	0.00%
PH (all)	0	0	0	0	0	0	0.00%
Total	12						25.00%

Q6. Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	14	5
1-3 Days	0	0
4-6 days	0	0
7-10 days	0	0
11+ days	2	1

Q7. Inactive Records: Street Outreach & Emergency Shelter

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0.00%
Bed Night (All clients in ES - NBN)	0	0	0.00%

- 3. Please refer to the "Data Quality Report" Excel files to drill down to the Client level data.
 - a. (Please reference **the "How to Run a Data Quality Report"** guide for instructions on running the report, extracting, and exporting the data to Excel files)
- 4. For example: If an Error Rate of 20% or more is identified under Question 2 (Q2) Personally Identifiable Information (PII) Social Security Number, please open the Excel spreadsheet for "DQ2 Detail" (Validation Only) as shown below. The "hud data quality 2022" file you downloaded should be under "Downloads" in your computer.

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File Home Share	View Compressed Folder Tools			
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	Name	Туре	Compressed size	Passwo
	Data (Validation Only)	Microsoft Excel Comma S	3 KB	No
	DQ_1_Detail (Validation Only)	Microsoft Excel Comma S	1 KB	No
Downloads	DQ_2_Detail (Validation Only)	soft Excel Comma S	1 KB	No
Documents	DQ_3_Detail (Validation Only)	Microsoft Excel Comma S	1 KB	No
E Pictures 🖈	DQ_4_Detail (Validation Only)	Microsoft Excel Comma S	1 KB	No
< shared (\\state.in 🖈	DQ_5_Detail (Validation Only)	Microsoft Excel Comma S	1 KB	No
2021 and 2022 How	DQ_6_Detail (Validation Only)	Microsoft Excel Comma S	1 KB	No
2022 Upgrade How	DQ_7_Detail (Validation Only)	Microsoft Excel Comma S	1 KB	No
Music	DQ1	Microsoft Excel Comma S	1 KB	No
Screenshots	DQ2	Microsoft Excel Comma S	1 KB	No
Screenshots	DQ3	Microsoft Excel Comma S	1 KB	No
S This PC	DQ4	Microsoft Excel Comma S	1 KB	No
Network	DQ5	Microsoft Excel Comma S	1 KB	No
THEMOIR	DQ6	Microsoft Excel Comma S	1 KB	No
	DQ7	Microsoft Excel Comma S	1 KB	No

5. Search the **"Missing"** and **"Data Issue"** columns on the **"DQ2 Detail" Excel file** and identify the clients with **"Yes"** indicators. The data issue reason is noted in the **"Data Issue Reason"** column.

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2	Social Sec	1048334	Skywalker	, Luke		Yes	Number d	1675768	########		My Fake O	rganizatio	n CoC RRH	RRH-R8)
3	Race (3.4)	1048334	Skywalker	, Luke	Yes		Data Not	1675768	########		My Fake O	rganizatio	n CoC RRH	RRH-R8)
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6. Once the **"Yes"** indicators have been identified from the **"DQ2 Detail" Excel file**, move to the corresponding **"Client ID"** column and identify the **Client ID#(s)**.

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 Following the completion of all Client information updates, run a new "Data Quality Report" to review the "Error Rates". When all Error Rates are below 20% - your program complying.

Please contact the <u>HMISHelpDesk@ihcda.IN.gov</u> for HMIS assistance. Please contact the <u>DVHelpDesk@ihcda.IN.gov</u> for DV ClientTrack assistance.