How to Guide for Accessing the RHY Data Quality Report

- 1. From the Home dashboard click on the "Reports" icon:
 - a. Go to "Other Reports" located in the menu on the left side of the screen.
 - b. Select "RHY Data Quality"

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	 HHIS Reports Client Reports Client Reports Enroliment Reports Referral Reports Reports Service Reports Other Reports 	COVID-19 Vaccine Assessment is LIVE! from your administrator, Grant Peters Hello HMS and users. The HMIS team is very soched to announce the implementation of the "COVID-19 Vaccine Assessment", for tracking administration of the COVID-19 Vaccines, in the HMIS ClientTrack system. In this assessment, and several other data collection options for this important initiative. If the client has received the 3ohnson and 3ohnson vaccine, the system has dat logic where 1 dose would be considered fully vaccinated. Eccovia is committed to updating this assessment as more vaccines become available. If the client has declined to receive the vaccine, the system has dat functionality to track their reason for that. Even if the client opts out of receiving a vaccine, documenting their reason why will be beneficial for other HMIS ClientTrack participating agencies to know, as they work with the in the future. Please ensure your agency begins collecting this data for all clients you serve. as this data will be critically important as we inch our way out of this pandemic. This new assessment can be found under the client workspace, under "Other ClientTack assessments". This new assessment's in the Siste here ClientTrack Boist theire The how to guide also contains information on reporting out on this data through the data explorer functionality on the reports workspace. If you have any questions, or require access to data explorer for reporting out, don't hesitate to reach out to the help desk at HMIShelpdesk@hcda.IN.gov Thanksl	rack the splay the iis client
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- 2. Select the **"Program"** from the drop-down menu.
- 3. Enter the **"Start Date"** and **"End Date"** for the report.
- 4. Select **"Report"** in the bottom right corner of the screen.



- 5. The "RHY Data Quality" report appears on the screen.
 - a. The report displays the Client ID#, Enroll and Exit Date in the first three columns.
 - b. The remaining columns display the Data Quality points required for RHY enrollments.
 - c. "M" indicates "Missing Data."
 - d. "D" indicates "Data Quality Issue" (such as "Refused, Don't Know and Data Not Collected")

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- 6. To view ALL columns of the report you will need to export the report to Excel.
 - a. Select the **"Excel"** icon located in the upper right corner of the report.
 - *b.* Next, select the appropriate Excel option for your organization's version of Excel.
 - c. Select "Don't ask again".

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- 7. The Excel spreadsheet will download to your computer.
 - a. Open the downloaded Excel spreadsheet to view ALL the "RHY Data Quality" columns.
- 8. To correct the **"Data Quality"** errors, complete a **"Find Client"** using the **"Client ID#"** displayed on the report.
- 9. Update the Client's information within each Client Record and **Save**.

After you have updated all the Client records with the correct information, we recommend you run a new "RHY Data Quality" report to ensure the corrected information has been saved in the system.

For additional questions and/or assistance, please submit a ticket to the <u>HMISHelpDesk@ihcda.IN.gov</u>