

# Running a Data Quality Report

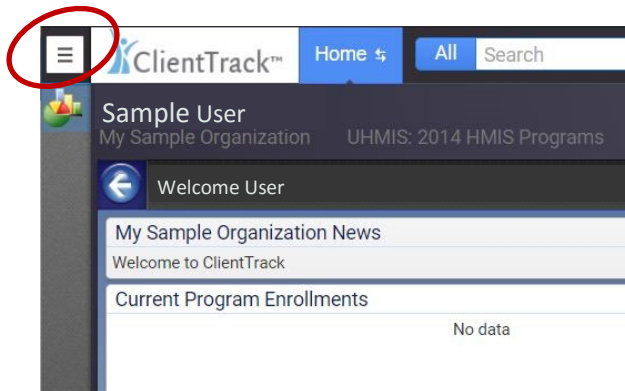
## INSTRUCTIONS FOR GENERATING A DATA QUALITY REPORT FROM CLIENTTRACK

The following instructions will guide you through locating and running a Data Quality Report. If your report appears incorrect or incomplete please contact the HMIS team.

**STEP 1: Log into ClientTrack**

**STEP 2: Locate the Home tab in ClientTrack and select it:**

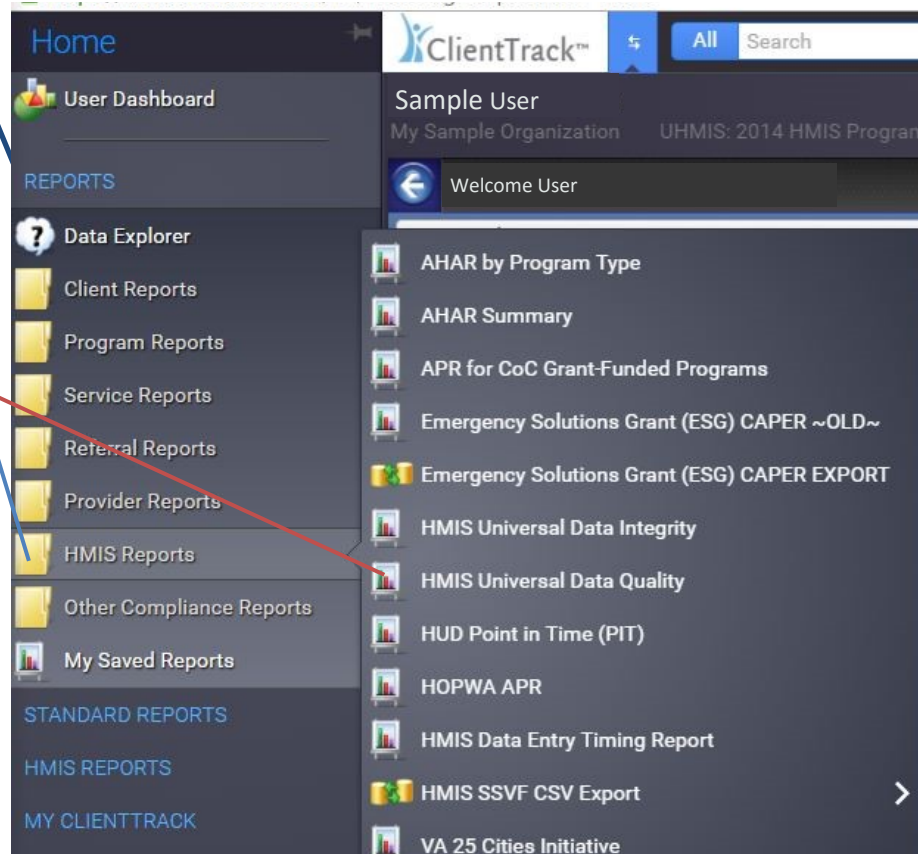
This will access the reporting features in the system, including the APR.



**STEP 3: Locate and click on the reports portal in the navigation pane.**

Locate the subfolder named **HMIS reports** and then click on the drop down to select **HMIS Universal Data Quality**.

The next step is to select your parameters and run the report for analysis.



**STEP 4:** The Universal Data Quality report relies on a set of parameters or report settings in order to produce results: The basic report settings that must be included are the **Date Range, Report Type, Organization, Program, and Grants**. If you do not know your report settings please contact your HMIS administrator for your unique configuration.

**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 this report. Only records that fall within the date range you select will be included.

Predefined Date Range:

Enrollments Between:  and

**Report By** - Select **Begin Enrollment** to filter the report for enrollments that started within the report date range. Select **Exited** to filter by the program exit date. Select **Enroll at any point** to show all enrollments during the report date range.

Report Type:

**Organization(s)** - Indicate which organizations should be included in the report by selecting each organization, or click the  icon to select all. Note: The list only shows organizations you are authorized to view.

Organization(s):

- Asian Association of Utah
- Balance Of State CoC
- Bear River Association of Governments
- Catholic Community Services
- Catholic Community Services - N. Utah
- Cedar City Housing Authority

**Program(s)** - Check the box to limit report results by selected programs. When checked, the list displays programs belonging to the organizations you selected above. Indicate which programs should be included in the report by selecting each program separately, or click the  icon to select all.

Program(s):  Filter by Program(s)

**Grant(s)** - Check the box to limit report results by selected grants. When checked, the 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)

- ◆ **Report Type:**  
Choose "Enroll at any point"
- ◆ **Organization:**  
Click on your agency name
- ◆ **Program:** Select only one
- ◆ **Grant:** Select the grant that corresponds with the program

You can be sure your report setting is selected when you see the green check mark to the left of your selection.

**STEP 5:** Verify your report settings for accuracy and click Report.

