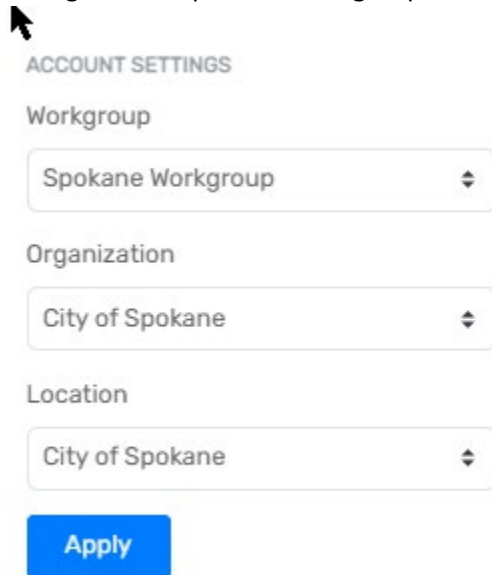


Running the 2022 HUD Data Quality Report

1. Login into CMIS.
2. Change to the Spokane Workgroup and City of Spokane organization.



ACCOUNT SETTINGS

Workgroup

Spokane Workgroup

Organization

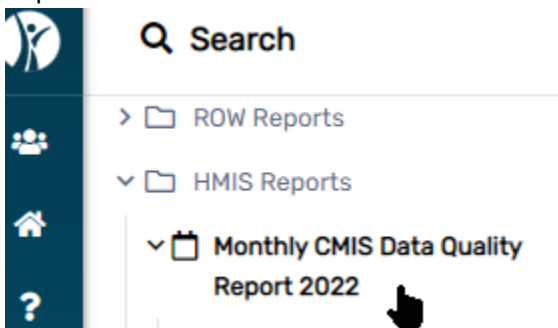
City of Spokane

Location

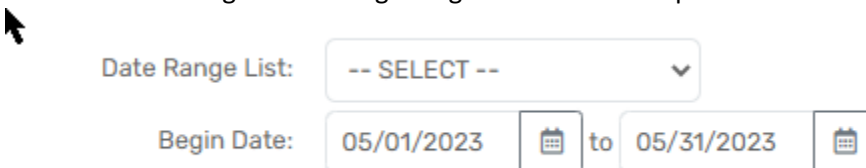
City of Spokane

Apply

3. From the Home workspace, select the Monthly CMIS Data Quality Report 2022 under the HMIS Reports menu item.



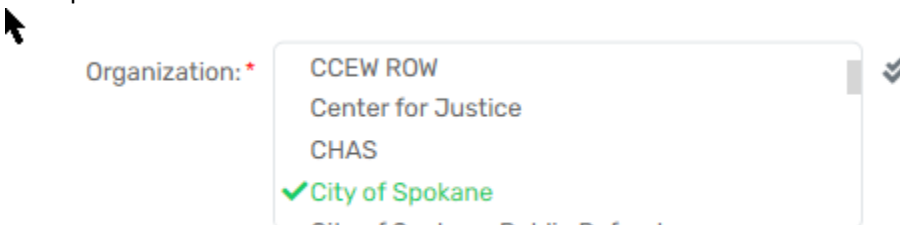
4. Enter the date range for the beginning and end of the report.



Date Range List: -- SELECT --

Begin Date: 05/01/2023 to 05/31/2023

5. Select your organization from the drop down menu. City of Spokane was selected for this example.

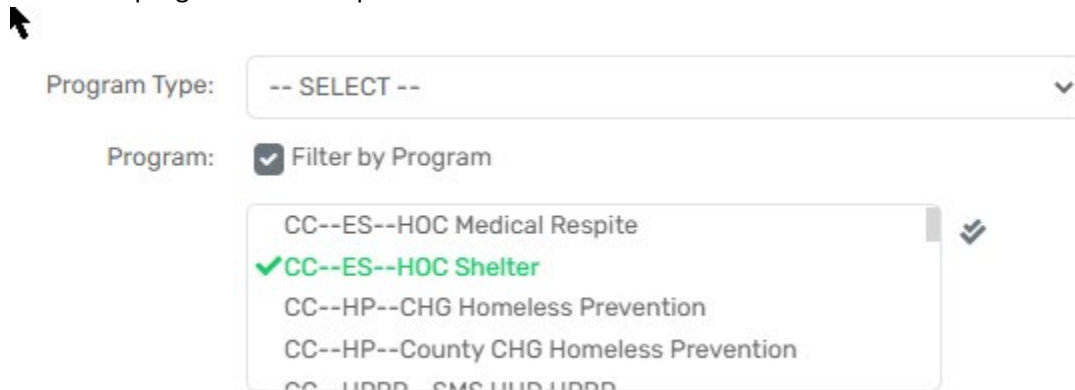


Organization: *

- CCEW ROW
- Center for Justice
- CHAS
- ✓ City of Spokane
- City of Spokane Public Defender

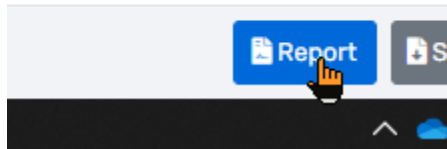
Running the 2022 HUD Data Quality Report

6. Select the program for the report.

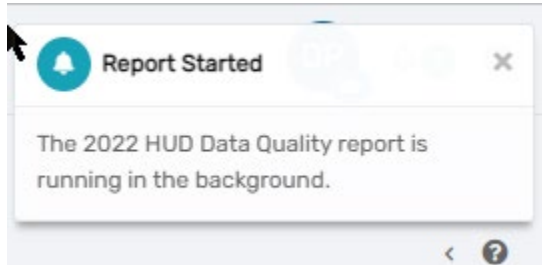


The screenshot shows a web form for selecting a program. At the top, there is a dropdown menu labeled "Program Type:" with the text "-- SELECT --" and a downward arrow. Below this, there is a checkbox labeled "Program:" which is checked, followed by the text "Filter by Program". Underneath the checkbox is a list of program options. The first option is "CC--ES--HOC Medical Respite". The second option, "CC--ES--HOC Shelter", is highlighted in green and has a green checkmark to its left. The third option is "CC--HP--CHG Homeless Prevention". The fourth option is "CC--HP--County CHG Homeless Prevention". The fifth option is partially visible and reads "CC--HP--CHG Homeless Prevention".

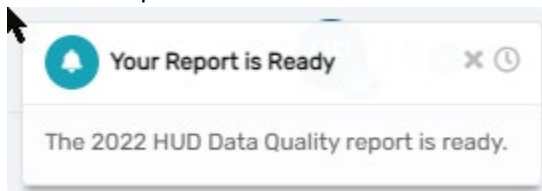
7. Run the report.



8. You will see a popup in the top right corner saying your report is running.

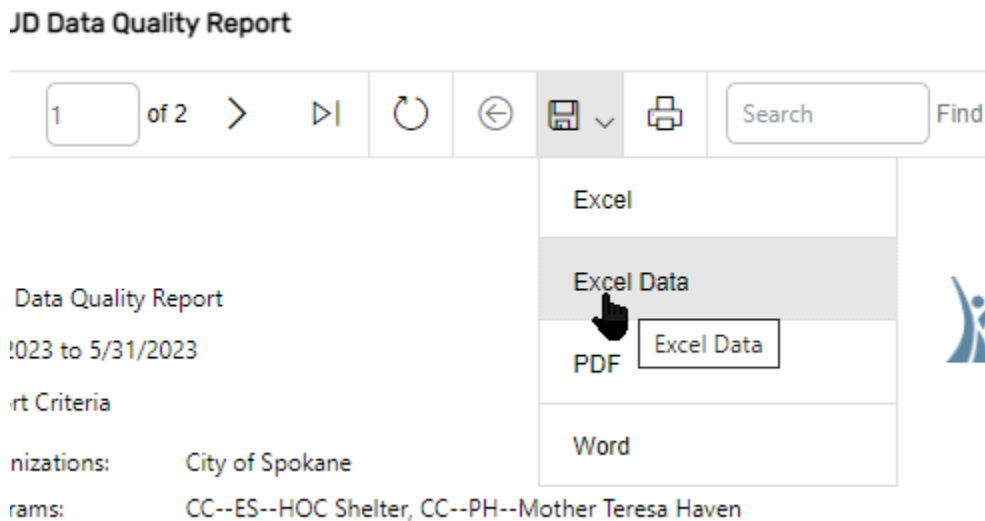


9. You will see a popup in the top right corner saying your report is ready. Click on this popup to view the report.

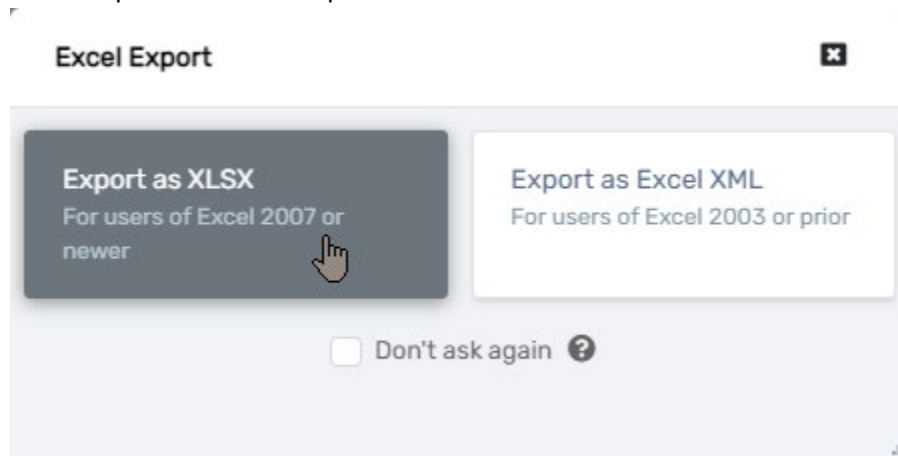


Running the 2022 HUD Data Quality Report

10. You can export the data to an Excel spreadsheet by selecting the drop down.



11. Select Export as XLSX to export the data.



12. You can save the summary as a PDF or Word document by selecting the appropriate option from the drop down.

