

How to run a MDQR (Monthly Data Quality Report)

1. Login into CMIS

- 1.1 - Hit the home button (looks like a figure with their hands in the air).
- 1.2 - Select HMIS Reports
- 1.3 - Click on Monthly CMIS Data Quality Report 2022.

2. Date Range

- 2.1 - Date Range List: Previous Month is selected from the drop-down list or you can manually select your start and end date.

Make sure your date range is for the **previous month, since you are submitting the previous month MDQR report. (I.E. if the month of AUGUST, you need to submit for JULY, in this example your begin date would be from 07/01/2023 to 07/31/2023**

3. Organizations

- 3.1 - Verify that you hit the BLUE check mark, so it checks all the Organizations.

Example Figure

The screenshot displays the '2022 HUD Data Quality Report' configuration page. The left sidebar contains a navigation menu with the following items: User Dashboard, Spokane Client Alerts and Information, Vet Master Search List - Real-Time Tool, Vet Master Search List - Benchmark Tool, Youth By Name List (YBNL), ROW Admin. Reports, **HMIS Reports** (circled in red), **Monthly CMIS Data Quality Report 2022** (circled in red), Data Analysis & Management Report, Veteran Data Management & Analysis Report, CE Daily DQ Report, Case Load Report, HUD / HMIS Reports, and Data Explorer. The main content area shows the report configuration options: 'Saved Report Settings' (dropdown menu), 'Date Range' (dropdown menu set to 'Previous Month' with manual date selection), and 'Organization' (checkbox list with a blue checkmark icon). The 'Organization' list includes: @Work Solutions, ALTCEW, BetterHealthTogether, Campus Kitchens, and Career Path Services. A red arrow points from the 'Monthly CMIS Data Quality Report 2022' in the sidebar to the '2022 HUD Data Quality Report' title in the main content area. A red arrow also points from the blue checkmark icon in the 'Organization' list to the text 'Check this to make sure all are checked and are GREEN.'

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4. Programs

4.1 - Put a check mark in the Filter by Program.

Example Figure

The screenshot shows the '2022 HUD Data Quality Report' interface. On the left is a navigation sidebar with various report categories. The main content area is titled '2022 HUD Data Quality Report' and includes the following sections:

- Program**: A section titled 'A list of programs based on the grant selected.' It features a 'Program Type' dropdown menu set to '-- SELECT --' and a 'Program' filter with a checked checkbox for 'Filter by Program'. Below this is a scrollable list of program codes: VOA--CA--WA0529--YCE, VOA--ES--Crosswalk Youth Shelter, VOA--ES--Electronic Home Monitoring, and VOA--ES--Hope House Medical Respite.
- CoC Filter**: A section explaining that users can optionally filter by a single CoC. It includes a 'State' dropdown menu set to '-- SELECT --' and an 'Optional' CoC dropdown menu set to '-- SELECT --'.
- Detail Export**: A section with instructions to click the 'Run Export' button to generate a separate task for the Detail Export, and to indicate the SSN Masking to be used.

4.2 – Place your cursor inside the box that lists the programs and scroll through till you find your program(s) that you are involved in.

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4.2.1 – Once you find your program, click on that line and you will see a green check mark appear, next to that line as show in the example below.

The screenshot shows the user interface for the 2022 HUD Data Quality Report. The user is logged in as Ted Colley, City of Spokane, in the Spokane Workgroup. The main heading is "2022 HUD Data Quality Report". Below this, there is a section for "Program" with the instruction "A list of programs based on the grant selected." There are two dropdown menus: "Program Type" set to "-- SELECT --" and "Program" with a checked "Filter by Program" option. A list of programs is shown, with two items highlighted with green checkmarks: "VOA--ES--Hope House Medical Respite" and "VOA--ES--Hope House Shelter". Other programs listed include "VOA--ES--Electronic Home Monitoring", "VOA--ES--YAS", and "VOA--PSH--The Marilee Apts".

5. CoC Filter

5.1 - State Filter for CoC: Washington (select from the drop-down menu).

5.2 - CoC (Optional): Spokane City & County CoC (select from the drop-down menu).

The screenshot shows the "CoC Filter" section of the report interface. It includes instructions: "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." There are two dropdown menus: "State Filter for CoC" set to "Washington" and "CoC (Optional)" set to "Spokane City & County CoC". Below this is the "Detail Export" section with instructions: "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." There is a dropdown for "SSN Masking" set to "XXX-XX-0000" and a "Run Export" button. At the bottom, there are buttons for "Report", "Schedule Report", and "Cancel".

6. Now you are ready to hit the "REPORT" button.

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7. Once you hit the report button you will see this pop up in the upper right corner, "Report Started."



8. Once your report is done processing you will see the message in the upper right corner change to, "Your Report is Ready."



9. You now can click on the text, "The 2022 HUD Data Quality report is ready." which will then open your report.



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10. This is your MDQR report.

HUD Data Quality Report
7/1/2023 to 7/31/2023

Report Criteria

Organizations: Volunteers of America
Programs: VOA--ES--Hope House Medical Respite, VOA--ES--Hope House Shelter
CoC: Spokane City & County CoC

Q1. Report Validation Table

Category	Count of Clients For DQ	Count of Clients
Total Number of Persons Served	111	111
Number of Adults (age 18 or over)	111	111
Number of Children(under age 18)	0	0
Number of Persons with Unknown Age	0	0
Number of leavers	5	5
Number of adult leavers	5	5
Number of adult and head of household leavers	5	5
Total Number of Stayers	106	106
Number of Adult Stayers	106	106
Number of Veterans	1	1
Number of Chronically Homeless Persons	32	32
Number of youth under age 25	4	4
Number of parenting youth under age 25 with children	0	0
Number of Adult Heads of Household	110	110
Number of child and unknown-age heads of household	0	0
Heads of households and adult stayers in the project 365 days or more	10	10

Q2. Personally Identifiable Information (PII)

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11. Finally, you click the disc looking icon and a drop-down menu will appear.

11.1 - Select PDF. ***This is the pdf document you will email me for your monthly MDQR report.***

The screenshot shows the ClientTrack software interface. At the top, the title bar reads "2022 HUD Data Quality Report". Below the title bar is a navigation and utility bar with icons for back, forward, refresh, and save. A file menu is open over the save icon, showing options: Excel, Excel Data, PDF (highlighted), and Word. The main content area displays the report details:

HUD Data Quality Report
 7/1/2023 to 7/31/2023
 Report Criteria
 Organizations: Volunteers of America
 Programs: VOA--ES--Hope House Medical Respite, VOA--ES--Hope House Shelter
 CoC: Spokane City & County CoC

Below the report details is a section titled "Q1. Report Validation Table" containing a table with the following data:

Category	Count of Clients For DQ	Count of Clients
Total Number of Persons Served	111	111
Number of Adults (age 18 or over)	111	111
Number of Children (under age 18)	0	0
Number of Persons with Unknown Age	0	0
Number of leavers	5	5
Number of adult leavers	5	5
Number of adult and head of household leavers	5	5
Total Number of Stayers	106	106
Number of Adult Stayers	106	106
Number of Veterans	1	1
Number of Chronically Homeless Persons	32	32
Number of youth under age 25	4	4
Number of parenting youth under age 25 with children	0	0
Number of Adult Heads of Household	110	110
Number of child and unknown-age heads of household	0	0
Heads of households and adult stayers in the project 365 days or more	10	10

Below the table is a section titled "Q2. Personally Identifiable Information (PII)" with a table structure:

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	Total	% of Error Rate
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The interface also shows a "ClientTrack" logo and various navigation icons on the left and right sides.