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

4. Programs

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

Example Figure

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

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.

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).

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

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.

How to run a MDQR (Monthly Data Quality Report)

10. This is your MDQR report.

2022 HUD Data Quality Report

|< < 1 of 2 > >| ↻ ⊖ 🖫 ⌄ 🖶 Search Find | Next 📄 ?

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)

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.***

2022 HUD Data Quality Report

Excel

Excel Data

PDF

Word

HUD Data Quality Report

7/1/2023 to 7/31/2023

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Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	Total	% of Error Rate