# APR-ESG & DQ Detail Export

With the increased complexity and requirements of aggregate federal compliance reporting, access to client level data is critical to troubleshooting. To meet the need of client level data for several compliance reports, the APR-ESG & DQ Detail Export will produce the list of active clients used in aggregate reports (HUD Data Quality Report). This export can be used to identify clients with data quality errors and check aggregate counts.

## Generating the APR-ESG & DQ Detail Report

The APR & Data Quality Export is accessed from the Home dashboard in the HIMS Reports v1.2 drop down menu under HMIS Data Quality Reports folder **(Step 1)**. Select the APR-ESG & DQ Detail Export **(Step 2)**.
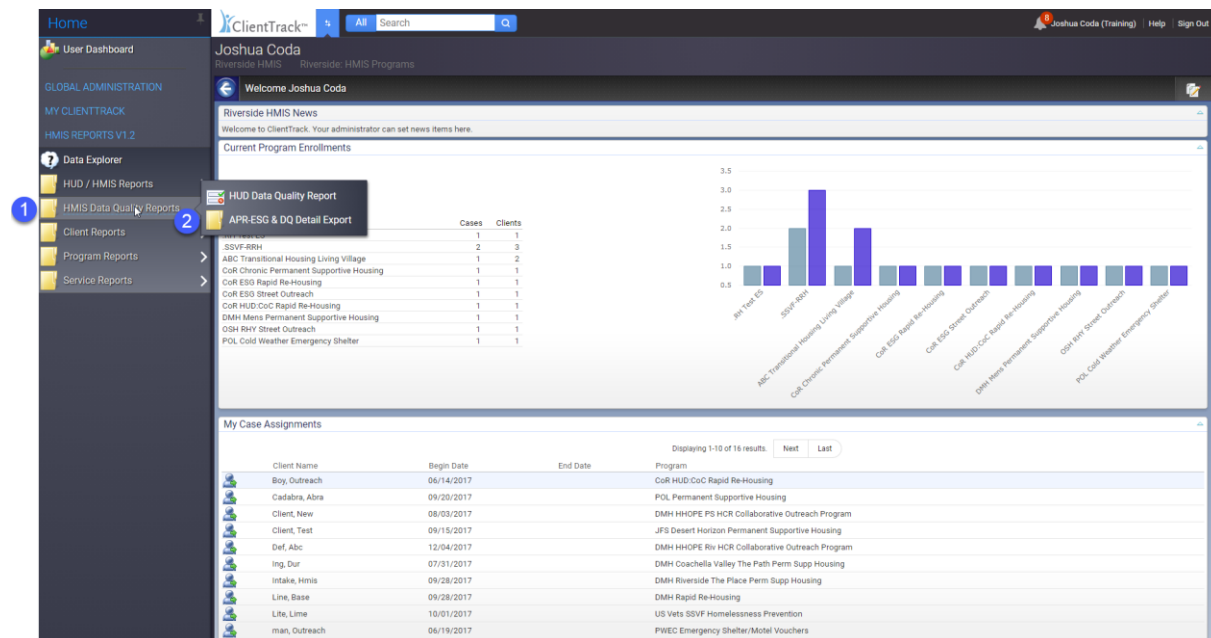
There are several filter options available for the HUD Data Quality Report. The main required filters are the Report Date Range, organization, and programs.

- ➢ **Report Date Range** – Indicate the time period for the report. The date range set will limit the reporting universe to those with Active enrollments in the date range selected **(Step 3)**.
- ➢ **Organization** – Will default to your organization.
- ➢ **Grant** – No selection is required. Please remember that clients are enrolled in programs and not directly in grants. Filtering just by the grant will pull clients enrolled in the programs funded by the specific grant.
- ➢ **Program** – Check the Filter by Program(s) box to limit report results by selected programs. Indicate which programs should be included in the report by selecting each program separately **(Step 4)**.

- **SSN Masking –** Select how client's Social Security Number will appear on report
  - No SSN Masking (not recommended)
  - Mask all but last four
  - Mask entire SSN
- Select "**Run Export**" to generate the report **(Step 5).**
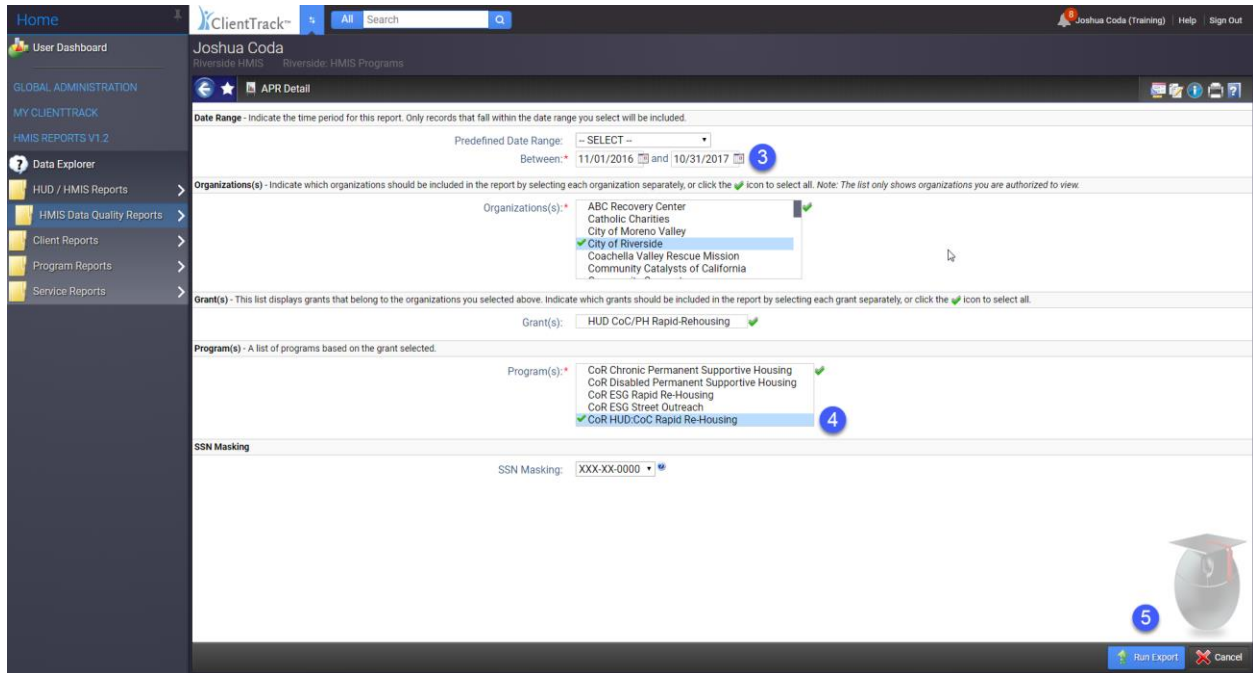

Export Encryption

- If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long **(Step 6)** and confirmed **(Step 7)** before proceeding.
- If you choose not to encrypt your export, the file exported may contain personal identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this data.
- Select "Include Header Row in CSV File" to include a header line at the beginning of the file that indicates what each of the values in the CSV file represents.
- Select "Done**" (Step 8)**.
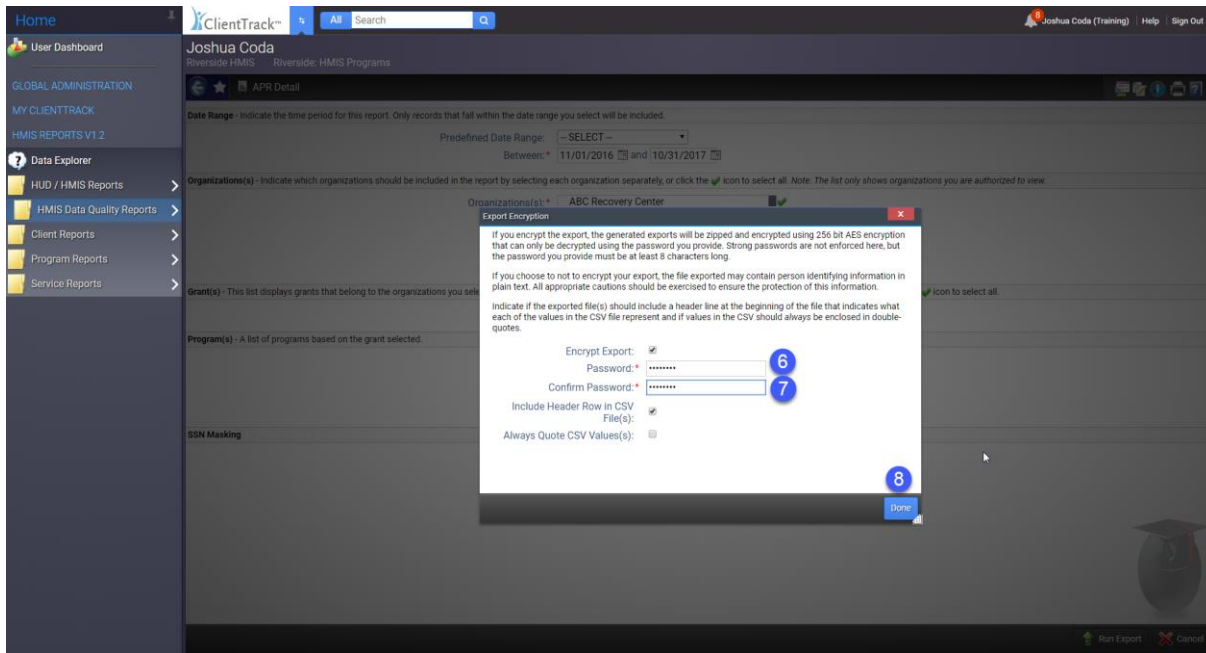
Asynchronous Tasks

The export that will be completed through asynchronous tasks and the encrypted set of files will display on your **Files on Server (see the next section below for navigation instructions)** page once it has completed.

- ➢ The export will be queued in the Asynchronous Tasks and will be processed at the next available time.
- ➢ Select "OK" **(Step 9)**.
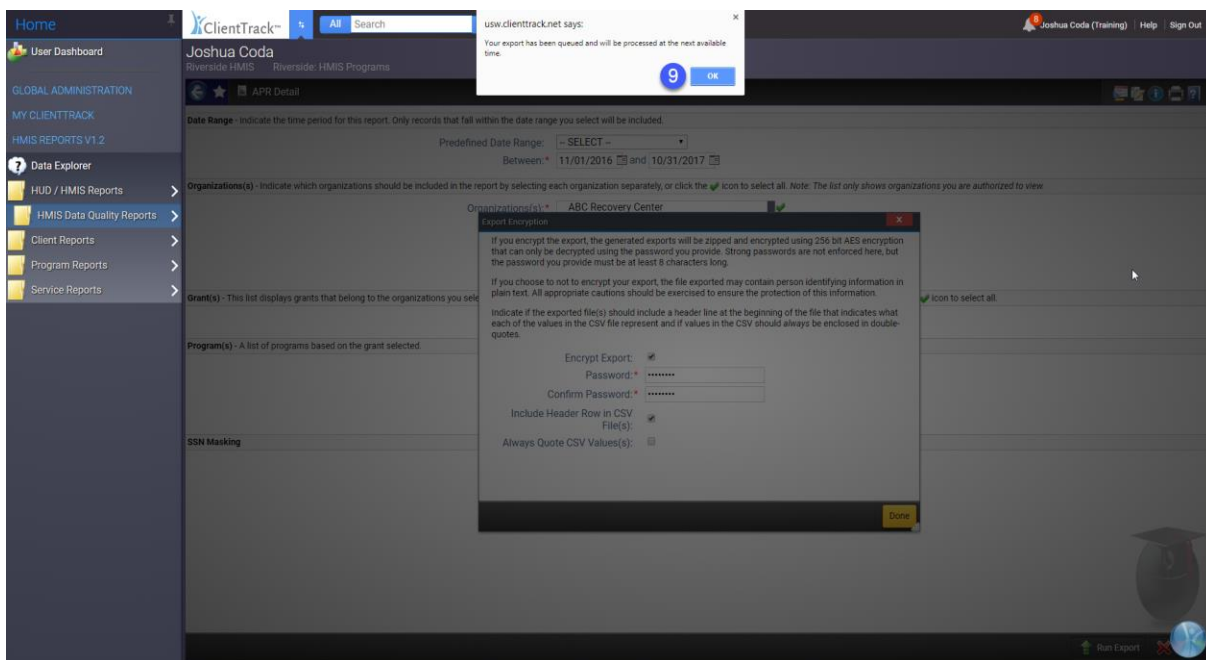
➤ To view the status of your export, select the hyper-link "Click to view" to open the report task list **(Step 10)**.
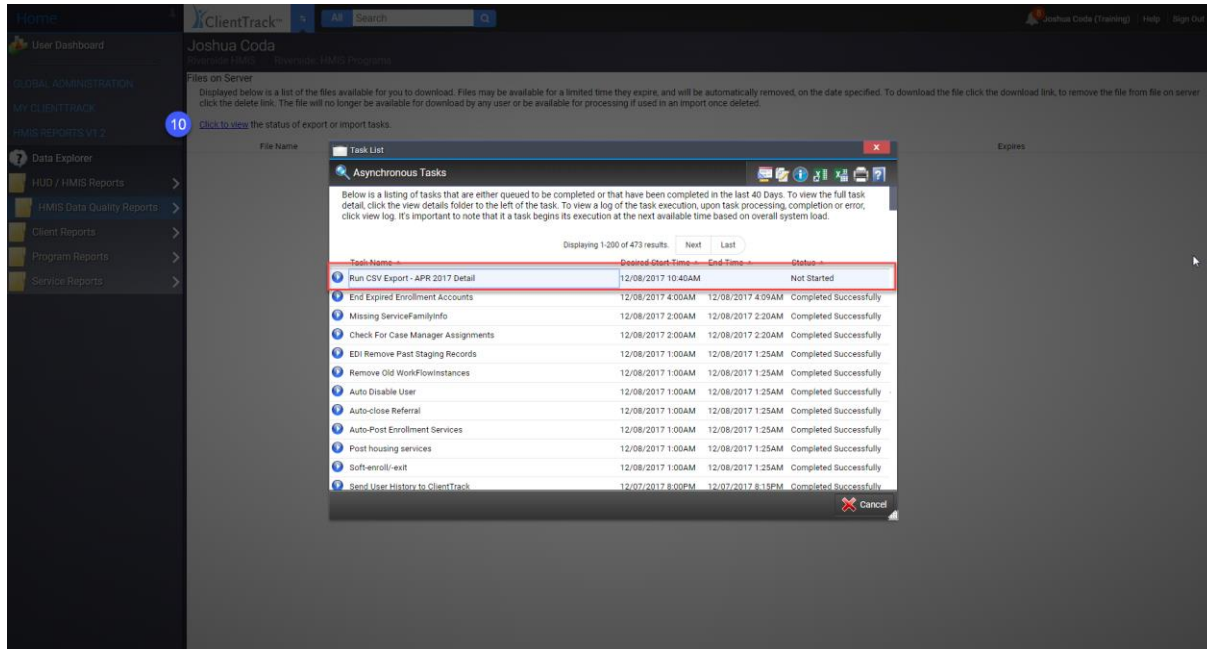
➤ Once the export has been generated, the file will display on your **Files on Server** page.

Files on Server Page

NOTE: The file exports may take several minutes to several hours depending on the size of the file and server capacity. Go to My ClientTrack **(Step 11)** on the Home dashboard to access the **Files on Server** page and select "Files on Server" **(Step 12)**.
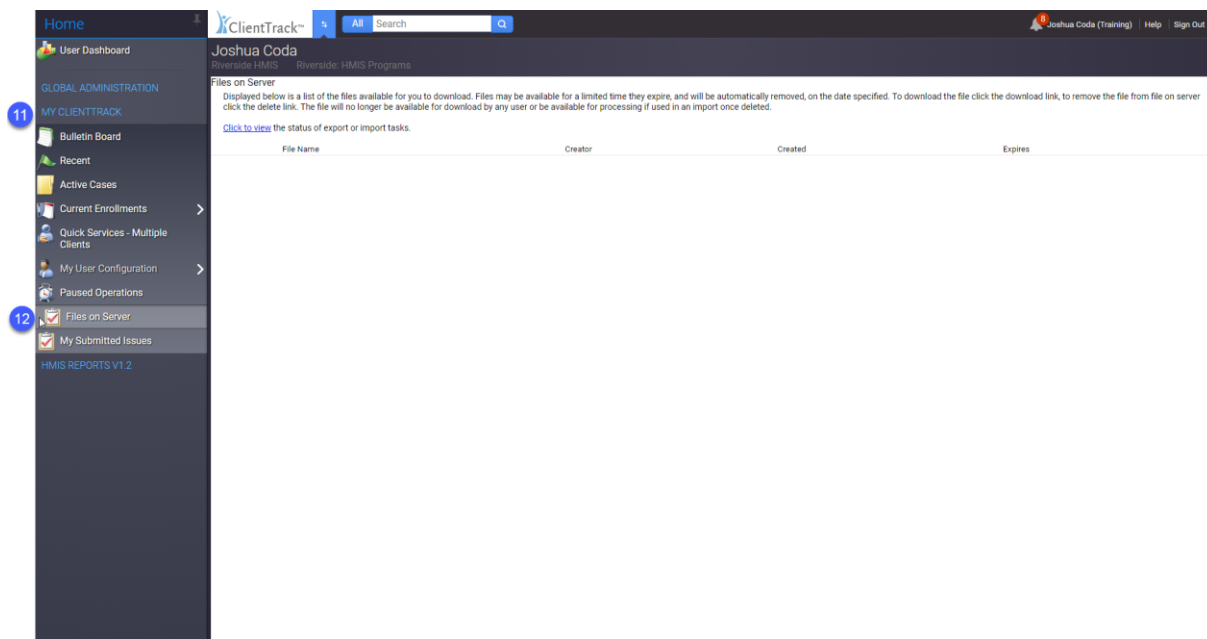
Once the files populate on the **Files on Server** page, proceed to the next steps:

➢ Select the file image with the green arrow and "Download the file" to receive the export **(Step 13)**.
➢ Select the executable file and open **(Step 14)**.
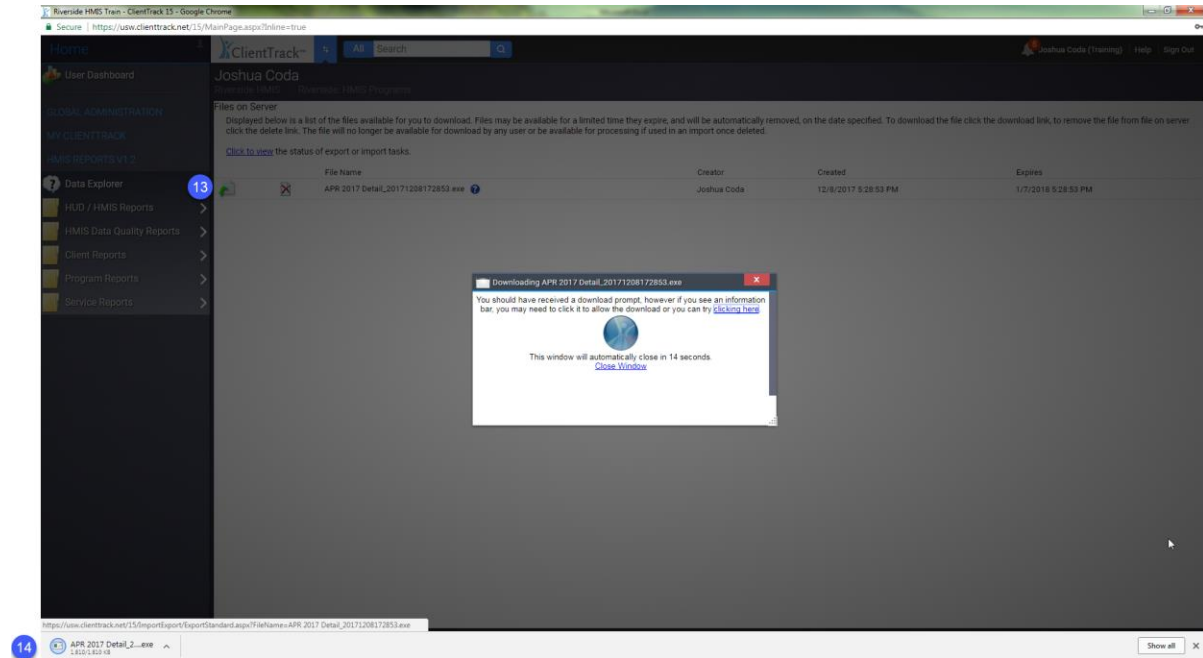
File Extraction

➢ Enter in file password **(Step 15)**.
➢ At the Extract Encrypted File(s) prompt, select "I assume responsibility for the security of the extracted file(s)" **(Step 16)**.
➢ Enter or select the directory to extract to **(Step 17)**.
➢ Select "Extract" **(Step 18)**.
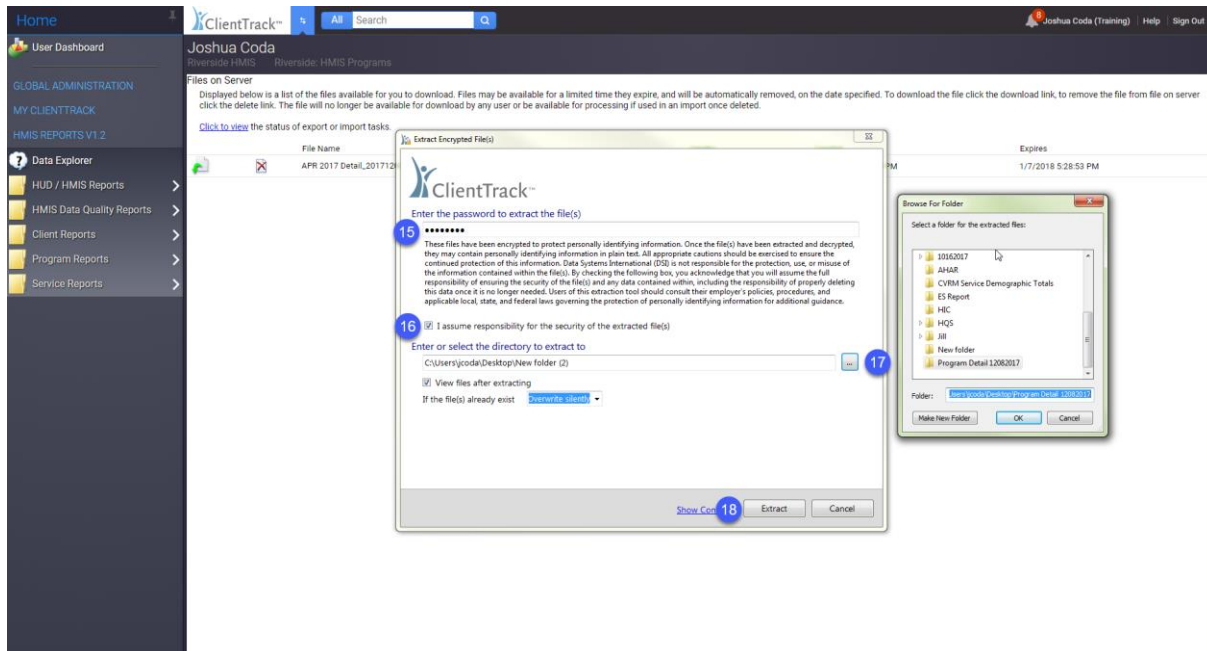
- ➢ Seven CSV files will extract.
- ➢ Data (Validation Only) is client level detailed information for Question 1 **(Step 19)**.
- ➢ Data DQ 2(Validation Only) is client level detailed information for Question 2 **(Step 20)**.
- ➢ Data DQ 3(Validation Only) is client level detailed information for Question 3 **(Step 21)**.
- ➢ Data DQ 4(Validation Only) is client level detailed information for Question 4 **(Step 22)**.
- ➢ Data DQ 5(Validation Only) is client level detailed information for Question 5 **(Step 23)**.
- ➢ Data DQ 6(Validation Only) is client level detailed information for Question 6 **(Step 24)**.
- ➢ Data DQ 7(Validation Only) is client level detailed information for Question 7 **(Step 25)**.

Name	Date modified	Type	Size
Data (Validation Only)	12/8/2017 9:28 AM	Microsoft Excel C...	7 KB
Data DQ 2 (Validation Only)	12/8/2017 9:28 AM	Microsoft Excel C...	1 KB
Data DQ 3 (Validation Only)	12/8/2017 9:28 AM	Microsoft Excel C...	1 KB
Data DQ 4 (Validation Only)	12/8/2017 9:28 AM	Microsoft Excel C...	1 KB
Data DQ 5 (Validation Only)	12/8/2017 9:28 AM	Microsoft Excel C...	1 KB
Data DQ 6 (Validation Only)	12/8/2017 9:28 AM	Microsoft Excel C...	1 KB
Data DQ 7 (Validation Only)	12/8/2017 9:28 AM	Microsoft Excel C...	1 KB

Organizations: Riverside HMIS

Programs: CoR HUD:CoC Rapid Re-Housing

Q1. Report Validation Table

Total Number of Persons Served	1
Number of Adults (age 18 or over)	1
Number of Children(under age 18)	0
Number of Persons with Unknown Age	0
Number of leavers	0
Number of adult leavers	0
Number of adult and head of household leavers	0
Total Number of Stayers	1
Number of Adult Stayers	1
Number of Veterans	0
Number of Chronically Homeless Persons	0
Number of youth under age 25	0
Number of parenting youth under age 25 with children	0
Number of Adult Heads of Household	1
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	0

Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0.00%
Social Security Number (3.2)	0	0	0	0.00%
Date of Birth (3.3)	0	0	0	0.00%
Race (3.4)	0	0		0.00%
Ethnicity (3.5)	0	0		0.00%
Gender (3.6)	0	0		0.00%
Overall Score				0.00%

Q3. Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0.00%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	0	0.00%
Disabling Condition (3.8)	0	0.00%

Q4. Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0.00%
Income and Sources (4.2) at Start	0	0.00%
Income and Sources (4.2) at Annual Assessment	0	0.00%
Income and Sources (4.2) at Exit	0	0.00%

Q5. Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R /missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0.00%
TH	0	0	0	0	0	0	0.00%
PH (all)	1	0	0	0	0	0	0.00%
Total	1						0.00%

Q6. Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	1	0
1-3 Days	0	0
4-6 days	0	0
7-10 days	0	0
11+ days	0	0

Q7. Inactive Records: Street Outreach & Emergency Shelter

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0.00%
Bed Night (All clients in ES - NBN)	0	0	0.00%

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